



INDIAN BUILDINGS CONGRESS

(Established 1993)

MEMORANDUM OF ASSOCIATION AND RULES & REGULATIONS (as amended upto June 2024)

INDIAN BUILDINGS CONGRESS
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behalf of Indian Buildings Congress

Preface to the Ninth Edition

The Memorandum of Association and Rules and Regulations of Indian Buildings Congress were originally adopted in 1993 and 1st print was also published in the same year. Though the Memorandum of Association and Rules and Regulations of IBC have, since then, undergone 14 amendments, the print version has seen Eight Revisions. The last revision of the print version was carried out in 2018, after the Constitution Amendment Sub-Committee, consisting of Sh. K. K. Kapila, Past President as Chairman; Sh. OP Goel, Founder President, Sh. K.B. Rajoria, Past President, Sh. Shobhit Uppal, the then President and Sh. Pradeep Mittal, the then Hony. Secretary as Members recommended various amendments to the Rules which were approved by Governing Council in its 90th meeting held at Udaipur on 23rd June 2018.

A major oversight regarding the establishment of State/Local Chapters was noticed in the Memorandum of Association and Rules and Regulations. Accordingly, the Governing Council, in its 103rd meeting, held on 09.06.2023 at IBC HQ, New Delhi, approved the amendments to the Memorandum of Association and Rules and Regulations incorporating the provisions of establishment of State/Local Chapters of IBC, besides an increase in the number of women professional from 2 to 4 in the members to be co-opted to the Governing Council of the IBC. These major amendments have necessitated this Ninth revision of the Memorandum of Association and Rules and Regulations of Indian Building Congress. This revised edition contains all the amendments in the Rules which have been enumerated under the list 'Amendments'.

I express my sincere thanks to Sh. VS Verma, the then President and Sh. VR Bansal, the then Hony. Secretary, for bringing out this amendment. I also express my sincere thanks and gratitude to the Chairmen and Members of Constitution Review Committee of 2008 and Constitution Amendment Sub- Committee of 2018 whose efforts have resulted in making these Rules an effective force to guide its members to take forward the vision of the Indian Buildings Congress. This updated revision will now be used by all concerned.

Maj. Gen. Ashok Kumar, AVSM (Retd.)
President, IBC

INDIAN BUILDINGS CONGRESS - A PROFILE

Buildings as the common man understands and built environment as the professionals understand is a very important element in the continued process of human existence and development. The field of built environment has involvement of professionals of different disciplines. It had been a long felt need to have a common meeting ground for such professionals.

With active interaction amongst the prominent professionals connected with buildings both in Government Departments as well as in Public and Private Sectors and under the patronage of the Ministry of Urban Development, Government of India, a Founders' Meet was held in New Delhi on 1.9.1992. This was attended by more than 250 professionals of different disciplines from various parts of the country. This meet was inaugurated by Shrimati Sheila Kaul, Honourable Union Minister of Urban Development.

A core group called the Interim Committee was constituted during the Meet and entrusted with the task of finalisation of the Memorandum of Association, Rules & Regulations. After finalisation of the Memorandum of Association etc., the Indian Buildings Congress was registered as a Society under the Registration of Societies Act 1860 in New Delhi on 29.3.1993.

The Registered Memorandum of Association and Rules & Regulations are printed here.

O.P. Goel
Convenor
Interim Committee

INDIAN BUILDINGS CONGRESS

AMENDMENTS

<i>Date</i>	<i>Clause</i>	<i>Amendments</i>
26-05-95	9.1.1	Added 'Planning Commission'
26-05-95	9.1.16	Added 'one representative of Public Sector Undertaking other than Housing Boards & Development Authorities and one representative of Private Organisations who are Institutional Members'.
12-07-96	10.2	Added 'or an officer not below the rank of a Chief Engineer of Govt. of India or an officer of equivalent rank who must be a member of the Governing Council and belonging to the organizations represented by above members'.
12-07-96	15.0	Provision made for operation of bank account by any two of the three office bearers viz. President, Hon. Treasurer, Hon. Secretary
12-07-96	4.2.3	Added at the end of rule (e) 'smaller units of major organizations who are institutional members of IBC under rule 4.2.3 (d) Rs.5,000/-.'
11-04-97	9.1.19	Added 'municipal bodies'.
11-04-97	9.1.25	New Rule providing inclusion of 'Founder President' to Governing Council added.
11-04-97	11.1	'Founder President' added to the Executive Committee.
03-11-97	5.1	Two years changed to three years.
22-04-99	9.1	Added "Election to be in Annual General Meeting of only those who are present in person".
22-04-99	9.2.1	A new post of Senior Vice President created and election of Senior Vice President provided.
22-04-99	9.2.2	A new Rule providing for allocation of duty to Sr. Vice President and Vice Presidents added.
22-04-99	11.1	Added 'Senior Vice-President as member of Executive Committee'.
22-04-99	9.1.26	New Rule providing for election of a Town Planner to the Governing Council, added.

14-06-02	4.1 & 13.1	Added 'Any other income derived from services rendered'.
17-01-03	1	Word 'Congress' changed to 'IBC'
17-01-03	2	'Union Territory of Delhi' changed to 'National Capital Territory of Delhi'.
17-01-03	3.1-note1	In line 2, "7.2" changed to "3.1".
17-01-03	4.2.2 (a)	Annual Subscription revised to Rs.500/-
17-01-03	4.3	'Age as on date of Membership' changed to 'as on date of application for compounding'.
17-01-03	4.3 (a)	Compounding rates of individual membership revised.
17-01-03	5.1	The period of cessation of membership revised from two to three years and members in arrears beyond one year debarred from receiving IBC Journals, IBC News, etc. The para modified as 5.1.1 & 5.1.2.
17-1-03	7.2	'Circulated during such meetings' changed to 'circulated for such meetings'.
17-01-03	9.1	The rules for election to Governing Council elaborated as sub-paras (a), (b) & (c).
17-01-03	9.2.1	As Sr. Vice President in the previous year is President designate, the word 'President' deleted.
17-01-03	19, 21 & 22	'Union Territory' changed to 'National Capital Territory'.
29-03-05	9.1.17	'Research Institutions' added.
29-03-05	9.1.20	Only representatives of 'Other Builders Associations' registered under the Societies Registration Act 1860 were made eligible for election to Governing Council.
29-03-05	9.1.24	The existing provision of election of 15 ordinary members or representatives of institutional members, substituted according to strength of members on rolls from the States individually.
29-03-05	9.4.1	Filling of vacancy in the category of Town Planner under clause 9.1.26, has also been included in clause 9.4.1.

16-09-06	4.3.2	Provision of Compounding of annual subscription for Institutional members, added and existing rule 4.3 in respect of compounding of subscription for individual members renumbered as 4.3.1.
30-8-07	9.4.2	Number of co-opted members increased from 10 to 14 providing for two ladies and two young professionals.
30-08-07	11.1	Number of Executive Committee Members increased from two to six.
26-09-08	9.4.2	Number of Co-opted members increased from 14 to 18.
26-09-08	6.3	Clause 6.3 added, providing for revival of membership of ordinary members.
26-09-08	9 & 9.1	Existing composition of Governing Council reclassified as Designated Members, Nominated Members and Elected Members. Also for election of representatives from certain categories, a new rule added as Rule 9.1.3(d).
26-09-08	9.5.1 & 9.5.2	Existing rules providing for Vice President to chair Governing Council meeting in the absence of the President, modified to provide for the Senior Vice President.
26-09-08	9.5.2(a)	A new rule added to provide for substitute in the eventuality of demise / incapacitation of the President.
15-01-10	9.1.2.8	A new rule added to provide one addl. representative each from CPWD, E-in-C IHQ, Indian Railways, HUDCO, DDA and CBRI to be nominated by these organizations / institutes.
15-01-10	4.2.2.(a)	Annual Subscription of Ordinary Members increased from Rs.500/- to Rs.1000/- w.e.f. 1st April, 2010.
25-05-12	3.4	New Rule providing Student membership added
25-05-12	4.1	Added 'Student Members ... Nil'
25-05-12	4.2.2	Added 'c) Student Members ... Rs.500/-'
25-05-12	4.2.3	Slabs of Turnover increased.
25-05-12	4.3.2	Slabs of Turnover increased & Compounded Fees reduced.
25-05-12	4.3.3	New Rule providing Life membership to Student Members added.

23-06-18	3.5	New rule added to provide for Pillar Member.
23-06-18	4.2.4	New rule added for fees of Pillar Member.
23-06-18	8.2	Existing rule providing for Senior Vice President to chair GC meeting modified due to dropping of Sr. Vice President post.
23-06-18	9.1.1.11	New rule added to provide seat for Head of Pillar Member.
23-06-18	9.1.2.9	New rule added to provide a seat as designated member to representative of Pillar Member.
23-06-18	9.2.1	Number of posts of Vice Presidents increased from 4 to 5 and designated region-wise & dropping of Sr. Vice President post.
23-06-18	9.2.2	Rule modified with the dropping of Sr. Vice President post and Vice President posts named region-wise.
23-06-18	9.2.3	New rule added to provide an additional term of one year to the President.
23-06-18	9.5.1	Rule modified due to dropping of Sr. Vice President post.
23-06-18	9.5.2	Rule modified due to dropping of Sr. Vice President post.
23-06-18	9.5.2.(a)	Rule modified due to dropping of Sr. Vice President post.
23-06-18	11.1	Rule modified due to dropping of Sr. Vice President post.
28-01-23	10.4.2	Rule modified due to increase in number of women personnel for co-option in the Governing Council
28-01-23	3 (u)	New Rule added to provide for the formation of Chapter and previous 3 (u) remained as 3 (v)
28-01-23	4(a)	Rule added for formation of State Chapter
28-01-23	4 (b)	Rule added for formation of Local Chapter

MEMORANDUM OF ASSOCIATION

1. NAME

The name of the Society shall be “**Indian Buildings Congress**” (hereinafter referred to as “*IBC*”).

2. REGISTERED OFFICE

The office of IBC shall remain in the National Capital Territory of Delhi and at present it is at the following address:

Kama Koti Marg, Sector VI, R.K. Puram, New Delhi-110022

3. OBJECTIVES

The objectives of IBC shall be :

- a) to promote and encourage the science and practice of conceiving, planning, designing, constructing, caretaking and maintaining built environment and buildings.
- b) to provide a channel for the expression of collective opinion of its members on matters affecting built environment and buildings.
- c) to promote standardization efforts and to encourage innovative approach to new materials and techniques of construction, including energy conservation aspects.
- d) to advise and further the cause of education and pursue research and development connected with built environment and buildings including mechanisation, use of construction machinery, etc.
- e) to hold periodical meetings to discuss technical, financial, administrative and management aspects of land, built environment & buildings and make recommendations in this regard.
- f) to review and make suggestions to the Government to rationalize existing legislations relating to Rent Control, Urban Land Ceiling, statutes relating to slums, etc. and to suggest to the Government any other legislation for the ownership, development, safety and security of built environment and buildings.

- g) to suggest improved systems for administration, planning, design, construction, operation, use and maintenance of built environment and buildings as also simplification of procedures of dispute resolution and arbitration.
- h) to establish, furnish and maintain data banks, libraries and museums for furthering the science and practice of conceiving, planning, designing, constructing, caretaking and maintaining built environment and buildings; and to hold exhibitions to promote the cause of good built environment and buildings.
- i) to publish, or arrange for the publication of proceedings, journals, periodicals and other literature for the promotion of the objectives of IBC.
- j) to grant prizes, honoraria or scholarships for meritorious work in furtherance of the objectives of IBC.
- k) to make suggestions to the Government in formulating various policies relating to the Building Industry.
- l) to make suggestions to the Government in formulating 5 year plans and perspective plans.
- m) to suggest improvement in the existing Financial Management System, as also systems of Project Management.
- n) to suggest improvement in the working conditions and general welfare of construction workers.
- o) to explore means for providing adequate training to artisans in the construction industry.
- p) to prepare the industry for international competition by having pilot projects of international standards.
- q) to ensure that advancement in Science and Technology relevant to the building industry percolates to the field level.
- r) to improve the quality of life of the common man by providing him a better built environment.
- s) to promote indigenous techniques and materials.
- t) to invest and deal with the funds of IBC or entrusted to IBC, to

acquire and hold any movable or immovable property and to borrow or raise money for the furtherance of the objectives of the IBC and to sell, lease, exchange or otherwise deal with the same.

- u) To establish State Chapters in all states/Union Territories and Local Chapters in all Metropolitan/other cities to carry out and promote its above-stated activities.
- v) to do all such other lawful things as may be incidental or conducive to the attainment of excellence in built environment and buildings.

Note :Term Buildings include all type of buildings such as residential, commercial, industrial, educational, recreational, public health, etc. along with land & infrastructure.

4. FUNDS & PROPERTIES

- 4.1 The funds of IBC shall be by acceptance of subscription, subsidies, donations, endowments, gifts and loans and any other income derived from services rendered.
- 4.2 All the income, earnings, movable and immovable properties of IBC shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of IBC or to any person claiming thro' any one or more of the present or past members. No member of IBC shall have any personal claim on any movable or immovable property of IBC or make any profit whatsoever by virtue of his membership provided that this shall not prevent the payment in good faith of remuneration to any officer or servant of IBC or other persons in return for services rendered.

5. GOVERNING BODY

The names, address, occupation and designation of the members of the Interim Committee of IBC are as per Annexure A

RULES AND REGULATIONS

1. NAME

The name of the Society shall be **"Indian Buildings Congress"** (hereinafter referred to as "IBC").

2. CHIEF PATRON & PATRONS

Such persons of eminence as accept the invitation of the Governing Council to be a Chief Patron or Patrons of IBC from time to time.

3. MEMBERSHIP

Qualification and Admission

3.1 Ordinary Member

Administrators, Engineers, Architects, Planners, Educators, Trainers, Financiers, Developers and Builders who are or have been connected with the planning, designing, management, financing, construction, maintenance and caretaking of buildings, and such other persons engaged in a responsible capacity in the sciences allied to building design, construction and maintenance, as may be elected ordinary members of the society by the Executive Committee to be subsequently ratified by the Governing Council, subject to the Rules and Regulations of IBC.

Note 1. Nationals of SAARC countries who satisfy condition 3.1 shall also be eligible to become members. Nationals of other countries may also be considered for membership on conditions to be laid down by the Governing Council.

Note 2. The expression "Connected with" shall for the purpose of this Rule be deemed to include being or having been:-

- i) connected with the various disciplines of built environment and buildings
- ii) engaged (whether in public employment or in business or otherwise) in connection with various resources/materials used in building or engaged in research and development about the same or otherwise connected with buildings to an extent, in the opinion of the Council, sufficient to bring a person within the said expression.

3.2 Institutional Member

Such Institutions, Government Departments, Educational Institutions, Public Bodies, Organisations, Enterprises and Companies which have been in the opinion of the Governing Council, engaged in the administration of the buildings or work connected with the construction and maintenance of buildings or with the manufacture or sale or development and promotion of materials and equipment used in connection with the construction or repairing and maintenance of buildings as may be elected Institutional Members of IBC by the Executive Committee to be subsequently ratified by the Governing Council. Each such body shall be represented at any time by only one nominee.

3.3 Honorary Member

Such persons, who on account of their being, in the opinion of the Governing Council, distinguished or interested in the science and practice of building construction may be elected Honorary Members of IBC by the Governing Council.

3.4 Student Member

Students pursuing their degree courses in Civil/Electrical Engineering/Architecture/other professions, as may be elected Student members of IBC by the Executive Committee to be subsequently ratified by the Governing Council, subject to Rules and Regulations of IBC, further subject to the Student Membership would cease after one year of passing the degree.

3.5 Pillar Member

Such Organizations of standing in Built Environment from Government/Public Sector and Private Sector as may be elected Pillar Members of IBC by the Executive Committee. The Head of each such Member shall be Designated Member of the Governing Council. In addition, such Member shall be entitled to nominate one representative on the Governing Council.

4. RULES AND REGULATIONS

a. State Chapters

Indian Buildings Congress shall establish its State chapter in each state/union territory of India. Such Chapters of Indian Buildings Congress are intended to be formed primarily for technical activities of the members of IBC residing within the geographical sphere of the Chapters. The Chapters so constituted are purported to provide forums to promote professional acumen and mutual personal contracts amongst members of the Chapters.

b. Local Chapters

IBC may also establish one or more local chapters within the geographical boundaries of a state provided the total strength of the life members residing or practicing or carrying on business within the geographical boundaries of the proposed Local Chapter is not less than twenty-five.

Rules & Regulation for State/Local Chapters is annexed as Annexure 'B'

5. ENTRANCE FEE & SUBSCRIPTION

5.1 Entrance Fee

An entrance fee shall be payable by members on election on the following scale:

Chief Patron, Patrons and Hon. Members Nil

Ordinary Members Rs.500.00

Institutional Members Rs.5,000.00

Provided however, that no entrance fee shall be payable by the Founding Individual Members signing the Memorandum of Association or those who were present at the Founders Meet on 1st September, 1992 at Vigyan Bhawan Annexe, New Delhi.

5.2 Subscription

An yearly subscription shall be payable by members on the following scale:

5.2.1 Chief Patron, Patrons and Hon. Members Nil

5.2.2 Ordinary Members :-

a) Indian Nationals & Nationals of
SAARC countries Rs.1,000.00

- | | | |
|----|------------------------------|--------------|
| b) | Nationals of other countries | US \$ 100.00 |
| c) | Student Members | Rs.500.00 |

(Note : For full academic years of engineering degree)

5.2.3 Institutional Members

Indian & SAARC Country Associations, Societies, Research Instt., Teaching Institutions, Govt. Deptts and private firms or companies with annual budget/turnover

- | | | |
|----|--|----------------|
| a) | Upto Rs.100 crores | Rs.5,000.00 |
| b) | More than Rs.100 crores and upto Rs.500 crores | Rs.10,000.00 |
| c) | More than Rs.500 crores and upto Rs.1000 crores | Rs.25,000.00 |
| d) | More than Rs.1000 crores | Rs.50,000.00 |
| e) | Smaller units of major organisations who are institutional members of IBC under rule 4.2.3 (d) | Rs.5,000.00 |
| f) | Organisations of other countries | US \$ 1,000.00 |

5.2.4 Pillar Members

- | | | |
|----|----------------------|----------------|
| a) | Initial Contribution | Rs.5,00,000.00 |
| b) | Annual Fee | Rs.50,000.00 |

5.3 Life Membership

- 5.3.1 Ordinary Members whose subscriptions are not in arrears may compound their future annual subscription by a single payment depending upon their age at the time of their application in accordance with the Table below :

Age as on date of application for compounding	Compounded Fee
--	-----------------------

- | | | |
|----|--|-----------------|
| a) | Indian Nationals or nationals of SAARC countries | |
| | less than 50 years | Rs.6,000.00 |
| | 50-55 years | Rs.5,000.00 |
| | 55-60 years | Rs.4,000.00 |
| | 60-65 years | Rs.3,000.00 |
| | Above 65 years | Rs.2,000.00 |
| b) | Nationals of other countries | US \$ 1,000.00 |
| c) | Organisations of other countries | US \$ 10,000.00 |

- 5.3.2 Institutional Members whose subscription is not in arrears may

compound their future annual subscription by a single payment as per Table below :

Annual Turnover	Compounded Fee
(a) Upto Rs.100 crores	Rs.40,000.00
(b) More than Rs.100 crores and upto Rs.500 crores	Rs.80,000.00
(c) More than Rs.500 crores and upto Rs.1000 crores	Rs.2,00,000.00
(d) More than Rs.1000 crores	Rs.4,00,000.00
(e) Units of organisations who are Institutional Members of IBC under rule 4.2.3 (d)	Rs.40,000.00

New Institutional Members may also pay the one time Compounded fee as per above table, if they so desire.

5.3.3 Student Members, after ceasing the membership as per rule 3.4., may become Life Members within a year, on a single payment of Rs.5000.00.

5.4 A year shall for the purpose of this rule, be first day of April until the last day of March following. Subscription shall be due on election and on the first day of April of every year following that date while a person continues to be a member of IBC.

6. CEASATION OF MEMBERSHIP

6.1.1 Any member who has not paid his subscription due within three years of the due date shall automatically cease to be a member.

6.1.2 Members who are in arrears beyond 1 year from due date will not be entitled to receive any IBC publications, like, IBC Journals, IBC Built Environment, etc.

6.2 The Governing Council shall have power to cancel the membership of any member of IBC, who shall be deemed to have been guilty of any conduct prejudicial to IBC or rendering him unfit to remain a member thereof; provided that at least two-third members of the Governing Council present in person shall be in favour of such action and; provided further that before any decision is taken, the member in question shall be afforded an opportunity to state his case in person or in writing.

6.3 A member may resign from the membership of IBC by notice in

writing to the Secretary to that effect provided he is not in arrears of his subscription for more than one month and that no such resignation shall be valid until the member resigning receives acceptance of his resignation in writing from the Secretary.

7. APPEAL AND RE-ADMISSION OF MEMBERS

- 7.1 A person who ceased to be a member as per para 5.3 above, can appeal to the Governing Council for readmission. The Governing Council may consider his appeal and readmit him. In such a case the person or the institution shall have to pay the full arrears before readmission.
- 7.2 A person or institution who ceased to be a member as per 5.2 above has no right to appeal for readmission.
- 7.3 To enable ordinary members to revive their membership, who have ceased to be members as per para 5.1.1 above because of non-payment of annual subscription, such members who pay compounding fee (without any entrance fee) may be enrolled as Life Members, whereas the revival as ordinary members can be done with payment of annual subscription as well as the entrance fee.

8. RIGHTS & PRIVILEGES OF MEMBERS

- The member will have a right to :
 - 8.1 attend the Annual General Meetings and vote in case of any election in such meetings.
 - 8.2 inspect the Secretary's Report and Audited Accounts of IBC circulated for such meetings and raise any issue concerning these Reports & Accounts.

9. GENERAL BODY MEETINGS OF IBC

- 9.1 There shall ordinarily be a general session of IBC once a year at such time and place as the Governing Council shall decide. At this session, there shall be a General Body Meeting for the purpose of disposing of the following business:
 - a) To receive the report of the Governing Council and the audited accounts for the previous year or years ending 31st March;
 - b) To elect, under rule 9, members of IBC to serve on the Governing Council, until the next General Meeting as aforesaid.;
 - c) To appoint Auditors; and

- d) To transact such other authorised business as the President shall allow.

At such general session, the Governing Council may arrange for papers to be read on subjects of professional and technical interest and for discussion thereon and for works to be visited.

- 9.2 The President shall Preside at all General Meetings of the IBC. If he is not able to attend, the President shall nominate one of the Vice Presidents or in their absence some other member of the Governing Council to preside in his place. In the absence of the President and the person nominated by the President, the members present shall elect the Chairman. The Chairman shall have a casting vote.
- 9.3 Fifty members present in person shall form a quorum of the General Body Meeting.

10. GOVERNING BODY

The IBC shall be controlled by and the management of its affairs shall be entrusted to a Governing Council. The Council shall consist of Designated, Nominated and Elected members.

10.1 Composition of Designated, Nominated and Elected Members and Mode of Election / Nomination

10.1.1 Designated Members

- 10.1.1.1 Director General, CPWD
- 10.1.1.2 Engineer-in-Chief, IHQ, MoD (Army)
- 10.1.1.3 Member Engineering, Railway Board
- 10.1.1.4 Chairman & Managing Director, HUDCO
- 10.1.1.5 Vice-Chairman, Delhi Development Authority
- 10.1.1.6 Director, Central Building Research Institute, Roorkee
- 10.1.1.7 Founder President of IBC for lifetime.
- 10.1.1.8 Immediate Past President of IBC for a period of three years from the date he vacates office of the President.
- 10.1.1.9 Immediate Past Secretary of IBC for a period of three years from the date he vacates office of the Secretary.
- 10.1.1.10 Chairman of a Local Chapter of IBC, when the Local Chapter has more than 100 members on its roll.
- 10.1.1.11 Heads of Pillar Members enrolled under rule 3.5.

10.1.2 Nominated Members

- 10.1.2.1 A representative each from the Ministries of Finance, Science Technology, Urban Development, Rural Development & Planning Commission.
- 10.1.2.2 A representative not below the rank of Chief Engineer from each of the 'participating administrations*', to be nominated by the Government of the administration concerned who shall be ordinary member of IBC.
- * Note : "Participating Administrations" are those States and UTs who participate in the activities of IBC by guaranteeing to send a specified number of senior delegates to the General Sessions, and, in addition, subscribe to the funds of IBC.*
- 10.1.2.3 A representative each from BIS and BMTPC to be nominated by these organisations/institutes.
- 10.1.2.4 A representative each from the Council of Architecture, the Institution of Engineers and the Institution of Town Planners to be nominated by these organisations/institutes.
- 10.1.2.5 A representative each from Builders' Association of India and Builders Federation of India to be nominated by these organisations/institutes.
- 10.1.2.6 A representative from the AIHDA to be nominated by the AIHDA.
- 10.1.2.7 A representative each from the National Housing Bank, LIC & GIC to be nominated by these organisations/institutes.
- 10.1.2.8 In addition to designated members under categories from 10.1.1.1 to 10.1.1.6, one representative each from CPWD, E-in-C IHQ, Indian Railways, HUDCO, DDA and CBRI to be nominated by these organisations/Institutes.
- 10.1.2.9 In addition to designated members under category 10.1.1.11, one representative from each Pillar Member enrolled under rule 3.5 to be nominated by each such Member.

10.1.3 Elected Members - Composition and Mode of Election

Election of representatives as provided hereafter will be held in Annual General Meeting of the IBC.

- a) Only those members of the IBC and authorised nominees of Institutional Members who are in rolls on the date of issue of notification of AGM and paid their dues upto that date, and are present in person during AGM will be eligible to contest.
- b) Under categories 10.1.3.1 to 10.1.3.5 representative will

mean authorised nominee of the Institutional Member.

- c) The domicile of a member to a particular State will be considered as per the address available in IBC office at the time of issue of AGM notification when elections to Governing Council take place.
- d) For election of members from the categories of Town Planners, Public Health Engineers, Electrical Engineers, Mechanical Engineers, Consulting Engineers, Architects, the members will have to declare their affiliation to one of the categories so that they are eligible to contest elections and cast their vote from that category only.

- 10.1.3.1 A total of two representatives from different State Housing Boards who are Institutional Members of IBC, a total of two representatives from Development Authorities, who are institutional members of IBC and one representative from public sector undertakings other than housing boards and development authorities who are institutional members of IBC and one representative from private sector organizations, who are institutional member of IBC to be elected by their representatives who are present at the Annual General Meeting.
- 10.1.3.2 One representative of Educational/Research Institutions, Universities, I.I.Ts., Engineering Colleges which are duly recognised and are Institutional Members of IBC, to be elected by their representative who are present at the Annual General Meeting.
- 10.1.3.3 Two representatives from Zila Parishads/District Panchayats/ District Boards who are institutional members of IBC, to be elected by their representatives who are present at the Annual General Meeting.
- 10.1.3.4 One representative from Rural/Urban Development Departments and one from Improvement Trust/Cantonment Boards/Municipal Bodies who are institutional members of IBC, to be elected by their representatives who are present at the Annual General Meeting.
- 10.1.3.5 Five representatives from (other than Builders Association of India and Builders Federation of India) other Builders Associations which are registered under the Societies Registration Act 1860 and which are Institutional Members of IBC to be elected by their representatives who are present at the Annual General Meeting.
- 10.1.3.6 Two representatives from Architects from ordinary members of

that category, to be elected by their representatives who are present at the Annual General Meeting.

10.1.3.7 Two representatives from Consulting Engineers from ordinary members of that category, to be elected by their representatives who are present at the Annual General Meeting.

10.1.3.8 One representative each from among the ordinary members representing disciplines of Public Health Engineering, Electrical Engineering and Mechanical Engineering, to be elected by their representatives who are present at the Annual General Meeting.

10.1.3.9 One representative of Town Planners from ordinary members of that category, to be elected by their representatives who are present at the Annual General Meeting.

10.1.3.10 Ordinary Members of IBC or representatives of Institutional Members to be elected from each State/UT of the Union of India, as under:

(a) One from a State/ UT where members on roll from the State/UT are 26 to 100.

(b) Two from a State/ UT where members on roll from the State/UT are 101 to 500.

(c) Three from a State/ UT where members on roll from the State/UT are 501 & above.

Members from State/UT shall be elected only by the respective Members from that State/UT who are present at the Annual General Meeting.

Note : It is mandatory for all **Nominated** and **Elected** Members to enroll themselves as Life Members (if not already) of IBC for becoming eligible Governing Council Member under Rules 10.1.2 and 10.1.3.

10.2 Election of President & Vice Presidents

10.2.1 The Governing Council shall at its first meeting after each Annual General Meeting elect the President and not more than five Vice Presidents (for East, West, North, South & Central regions) from among its own members who shall hold office and continue to be members of the Governing Council till new Governing Council has been elected.

The President shall have powers to fill up any vacancies in the

office of Vice President that may occur between Annual General Meetings.

Only those members of the Governing Council who are present during the Governing Council meetings where election takes place will be eligible to contest for the elective office of Vice Presidents.

- 10.2.2 The President will have the prerogative to allocate work to the five Vice Presidents (for East, West, North, South & Central regions) in respect of various activities of IBC such as Headquarter Building Project, IBC Publications, IBC Technical activities, Membership, etc.
- 10.2.3 The term of the Governing Council shall be one year. However, the President can serve an additional term of one year, as a consecutive term or another term with gap in between.

10.3 Term of office of Governing Body

The Governing Council shall hold office normally for one year or until the newly elected Council takes charge.

10.4 Powers & duties of the Governing Body

The Governing Body shall have power :

- 10.4.1 to fill up any seats on the Governing Council that may remain vacant in the AGM or occur between two General Meetings, under rule 10.1.3, and/or authorise Executive Committee to fill up the seats.
- 10.4.2 to add to its number by co-opting not more than eighteen members of IBC, out of which at least four shall be 'Ladies' and two shall be 'Young Professionals of age not more than 35 years'. In addition to co-option under the category of 'Ladies', Ladies of age not more than 35 years can also be co-opted under the category 'Young Professionals of age not more than 35 years'. Such co-opted members shall also have voting powers except for the purpose of rules 16 and 17.
- 10.4.3 to invite any member, Ordinary or Honorary or any other person to a particular meeting. Such person shall have no voting powers.

10.5 Meetings of the Governing Body

- 10.5.1 The President or in his absence, a Vice President to be nominated by the President, shall preside over the meeting of the Governing Council; otherwise the members shall elect one of the Vice Presidents present as Chairman. The Chairman shall have a casting vote.
- 10.5.2 If at any time the President is not in the country, or is unable to perform the duties of his office, one of the Vice Presidents to be nominated by the President shall act as President. In the circumstances otherwise, the Governing Council shall elect one of themselves to perform the duties of President.
- 10.5.2(a) In the eventuality of demise/incapacitation of the President, the Immediate Past President shall assume the office of President, and shall continue to hold office until the new President is elected.
- 10.5.3 The Governing Council shall meet at least once a year as defined in rule 4.4 at such time or times as the President may direct and one of such meetings shall be at the time of general session of the IBC. On the requisition of at least ten members, the President shall call a meeting of the Governing Council provided that instead of actual meeting, the President may direct the Secretary to refer the matter specified in the requisition for decision by post as hereinafter provided.
- 10.5.4 The Secretary, shall, on the orders of the President, refer any matter for the decision of the Governing Council by sending to each member of the Governing Council by Registered Post with acknowledgment due, a Memorandum setting forth the question or questions to be decided and specifying a date not less than thirty days from the date of posting of the Memorandum by which the votes of members of the Governing Council shall reach him. Upon receipt of not less than twenty votes by the date specified, the Secretary shall record the decision of the Governing Council as decided by the majority of the votes received by the said date and communicate such decision to the members of the Governing Council. If less than twenty votes are received by the said date, it shall be presumed that no decision has been made. In the event of the votes received by the Secretary as aforesaid being equal, the President shall have a casting vote.

10.5.5 Quorum: At meetings of the Governing Council twenty Members shall form a quorum.

11 SECRETARY AND TREASURER

11.1 The Governing Council shall appoint a Secretary on such term as it deems fit. The President shall have power to make changes in the personnel of this office whenever such changes are necessary.

11.2 The Governing Council shall appoint a Honorary Treasurer from among the members at rules 10.1.1.1 to 10.1.1.5 an officer not below the rank of a Chief Engineer of the Govt. of India or an officer of equivalent rank who must be a member of Governing Council and belonging to the organisations represented by above Members.

12 EXECUTIVE COMMITTEE

12.1 Composition, Powers and Duties

The President, the Founder President, the outgoing President, the Vice Presidents, the Treasurer and Secretary shall form the Executive Committee with powers (subject to the approval of the Governing Council) to direct and manage the affairs of IBC, to keep the activities of the Society under review, and to report to the Council from time to time. The Executive Committee shall have power to nominate to the Committee not more than six members with powers to vote. Four shall form the quorum, one of them being either the President or a Vice President. In the absence of the President, Immediate Past President or Founder President or one of the Vice Presidents may act as the Chairman with the consent of those present. The President or Chairman shall have in addition to his vote, a casting vote in the case of equality of votes.

12.2 Interim Committee

In the beginning, an Interim Committee shall be constituted by the founding members with full powers to manage the affairs of IBC. The Interim Committee shall be dissolved on the election of a President/Vice President after the first meeting of the Governing Council, subject to maximum term of two years.

13 COMMITTEES & SUB-COMMITTEES

- 13.1 The Governing Council shall appoint the Convenors of all committees and sub-committees except as provided in this rule. The Executive Committee or the President under authorisation from the Executive Committee shall appoint members of such Committees in consultation with the respective convenors as far as possible. The Executive Committee shall have the power to appoint such special committees including their convenor as may be deemed necessary from time to time. The number of members in each committee or a sub-committee shall not be less than three and will not ordinarily be more than five. Any committee or sub-committee constituted under this rule shall have power to co-opt not more than two members.

14 SOURCES OF INCOME & UTILIZATION OF FUNDS

- 14.1 The funds of IBC shall be by acceptance of subscription, subsidies, donations, endowments, gifts and loans and any other income derived from services rendered.
- 14.2 All the income, earnings, moveable and immovable properties of IBC shall be utilized and applied solely towards the promotion of its aims and objectives as set forth in the Memorandum of Association.

15 AUDIT OF ACCOUNTS

The Annual accounts shall be audited by Auditors to be appointed by the General Body. Such audited reports shall be placed before the first General Body meeting which takes place after the end of the accounting year.

16 OPERATION OF BANK ACCOUNT

The bank account shall be maintained in the name of IBC in a Nationalized/Scheduled Bank. The account shall be operated jointly by any two of the three Office-Bearers, viz., the President, the Honorary Treasurer and Honorary Secretary.

17 ALTERATIONS OF RULES

- 17.1 These rules and regulations shall not be altered, extended, or abridged without the approval of at least two-thirds of those present in person at a meeting of the Governing Council and at least thirty days' notice shall have been given of such meeting and of any proposal to alter, extend or abridge these Rules and Regulations.
- 17.2.1 In the event of differences of opinion arising as to the interpretation of the Rules and Regulations, the decision of the Governing Council shall be final and binding.

18 FRAMING AND ALTERATION OF THE BYE-LAWS

The Governing Council shall have the power to make, add to, abridge, and amend such bye-laws as may appear to the Governing Council to be necessary for the conduct of the Business of IBC, and as shall be consistent with the Memorandum of Association and Rules & Regulations of IBC.

19 ANNUAL LIST OF MANAGING/GOVERNING COUNCIL (Section 4 of Act)

Once in every year a list of the Office-Bearers and Members of the Governing Council of the Society shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act of 1860.

21 LEGAL PROCEEDINGS (Section 6 of Act)

The Society may sue or be sued in the name of the President, Vice Presidents, Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

- 21 Any Amendment in the Memorandum of Association or Rules will be carried out in accordance with procedure laid down under Section 12 and 12-A of Societies Registration Act, 1860.

22 DISSOLUTION/AND ADJUSTMENT OF AFFAIRS

If the Society need to be dissolved, it shall be dissolved as per the provisions laid down under Sections 13 & 14 of the

Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi.

23 APPLICATION OF THE ACT

All the provisions under all the Sections of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi, shall apply to this Society.

24 ESSENTIAL CERTIFICATE

Certified that this is the correct copy of the Rules and Regulations of the Society.

(Incorporating amendments upto 23-06-2018).

(V.R. Bansal)
Hon. Secretary

THE INTERIM COMMITTEE

Convenor

O.P. Goel

*Former Director General, Central PWD
C-II/55 Moti Bagh-I, New Delhi-110021*

Treasurer

K.K. Bhatnagar

*Former CMD, HUDCO
HUDCO House, Lodhi Road,
New Delhi-110003*

Members

Y.P. Anand

*Former Chairman, Railway Board
Flat No. 513, Sector A, Pocket-C
Vasant Kunj, New Delhi-110070*

S.P. Jakhanwal

*Former Vice Chairman,
Delhi Development Authority
Vikas Sadan, INA, New Delhi-110023*

Lt. Gen. V.N. Kapur

*Former E-in-C, MES
Army HQ, Kashmir House, New Delhi.*

J.R. Bhalla

*Former President, Council of Architecture
5, Sunder Nagar, New Delhi.*

Suresh Jain

*President, Builders Federation of India
C-29, Panchsheel Enclave, New Delhi.*

Lalit Sangtani

*Former President,
Builders Association of India
Atur Chambers, 2A Moledina Road,
Pune-411001*

Som Dutt

*Chairman,
Somdutt Builders Pvt. Ltd.
56-58, Community Centre,
East of Kailash, New Delhi.*

P.P. Dharwadker

*Consultant
H-501, Palam Vihar,
Distt. Gurgaon, Haryana*

S.G. Deolalikar

*Consultant
403, Savitri Cinema Comml. Complex,
Greater Kailash-II, New Delhi.*

Dr. A.C. Singhal

*Former Director, CBRI
Central Building Research Institute,
Roorkee.*

T.N. Gupta

*Former Executive Director, BMTPC
M/o Urban Development, NBO, Nirman
Bhawan, New Delhi-110011*

Sushil Ansal

*Former Chairman,
Overseas Construction Council of India
116 Ansal House, 16 K.G. Marg,
New Delhi-110001*

Honorary Secretary

K.B. Rajoria

*Former Engineer-in-Chief, P.W.D., Govt. of Delhi
Curzon Road Barracks, Kasturba Gandhi Marg,
New Delhi-110001*

Rules and Regulations for State Chapter and Local Chapter

1.0 Establishment / Creation of State Chapter:

- 1.1** The Indian Buildings Congress shall establish its State chapter in each state/ union territory of India. Such Chapters of Indian Buildings Congress are intended to be formed primarily for technical activities of the members of IBC residing within the geographical sphere of the Chapters. The Chapters so constituted are purported to provide forums to promote professional acumen and mutual personal contacts amongst members of the Chapters.

The Chapters may, within its area of jurisdiction, engage in activities conducive to the attainment of the objectives of IBC given in 'Memorandum of Association and Rules & Regulations' of IBC. The Chapters shall make efforts to broad-base the organization and take interest in the sustainable development of the built environment. Each Chapter will be integral part of IBC and shall follow IBC Bye-laws and Rules etc. framed by the IBC

- 1.2 Boundaries of the Chapter:** The boundaries of the state chapter shall be the geographical boundaries of the state /union territory as notified by the government of India and all members of the IBC normally and ordinary residing or being in employment or practicing or carrying business within such boundary will comprise the Membership of that state Chapter. The location of the office of the State Chapter shall be in the capital of the state/Union Territory or in the City of the first Chapter till such time the formation of the chapter in the Capital city of the State/Union Territory.

Provided that where a local chapter has already been established and functioning in the State /Union territory, the local chapter will automatically get re-designated as States chapter and the existing committee of the local chapter shall continue as committee of the state's chapter till end of its original term of two year.

- 1.0 Ad-hoc Committee:** With the establishment of a new state chapter, the president shall nominate the first committee or shall form an ad-hoc

committee of five Life members. The term of such committee shall be for six months, extendable for a further period of six months by the President, IBC and it will have the same power and responsibility as if it had been duly elected in the ordinary course.

The adhoc-committee, within 3 months of its formation, will plan for the 1st AGM of the chapter and on its recommendation, the Annual General Meeting of the state chapter shall be convened by the Hon. Secretary, where the new Managing Committee shall be duly elected by the members of the Chapter.

At the end of the tenure of the first committee or the ad-hoc committee, as the case may be, the State Chapter shall stand abolished if it fails to hold the AGM even during the extended period.

On abolition of a chapter, the Executive Committee of IBC, called EC hereinafter, will decide on the reorganization of its jurisdiction as well as the distribution of its properties and assets.

2.0 Managing Committee: Each State Chapter shall be constituted and its affair shall be managed and carried on by a Managing Committee(MC) in accordance with the provisions laid down in the Bye-Laws, regulation and other rules, duly framed and approved from time to time by the IBC.

3.0 Establishment / Creation of Local Chapter:

3.1 The IBC may also establish one or more local chapters of the IBC within the geographical boundaries of a state chapter on the recommendation of the State Chapter, provided the total strength of the life member residing or practicing or carrying on business within the geographically boundaries of the proposed Local Chapter is not less than twenty- five.

3.2 With the establishment of a new local Chapter, the first Annual General Meeting of the local chapter shall be convened by the States Chapter. The State Chapter Shall nominate the first committee. The term of such committee shall be for six months and such committee shall have the same powers and responsibilities as if they had been duly elected in the ordinary course.

3.3 Notwithstanding anything contained in this Bye- Laws, the second and subsequent annual general meeting of the said local chapter shall be

held as per provisions of the relevant regulation of these Rules and Regulations.

(b) In case a Local Chapter is proposed to be established by carving it out of an existing Local Chapter, the opinion of the Local chapter so affected may be obtained. However, the opinion is subject to acceptance or otherwise by the States Chapter or the ExecutiveCommittee, as the case may be.

4.0 Abolition of a Chapter: The EC shall also review the necessity of continuing or abolishing a local chapter if, after two years from its establishment, the total strength of life members attached to that Local Chapter is less than fifty. On abolition of a Chapter, the IBC shall decide on the reorganization of its jurisdiction as well as the distribution of its properties and assets.

The EC, if it deems necessary in the interest of the IBC, shall have the powers to authorise the Hon. Secretary to assume direct charge of administration of a state chapter or a local chapter.

REGULATIONS FOR STATES AND LOCAL CHAPTER

State Chapters and Local Chapters

1.0 Jurisdiction of the Chapter: No State Chapter or Local Chapter shall extend its activities beyond its geographical boundaries without prior sanction of the IBC, which sanction shall be given only after due notification to the State Chapter or the Local Chapter affected by such proposed extension of activities and after full consideration of any representation by such State Chapter or Local Chapter as the case may be.

2.0 Attachment of Members Every class of members of the IBC shall be deemed to be attached to the State Chapter within the geographical boundaries of which he usually resides or is in employment or practices or carries on business. Every class of members of the IBC residing or in employment or practising or carrying on business within the geographical boundaries of a Local Chapter shall be attached to that Local Chapter also.

Members residing or in employment or practising or carrying on business abroad orwhose address are in the care of Army Post Office shall be

attached to Headquarters.

3.0 Managing Committee:

The affairs of each State Chapter or each Local Chapter shall be conducted and the property and money thereof shall be administered by a Committee consisting of the following:

- i. The Chairman
- ii. Vice-Chairman
- iii. Honorary Secretary (Chapter)
- iv. Treasurer
- v. Immediate Past Chairman
- vi. Immediate Past Secretary (chapter)
- vii. Members out of the Life Members attached to the respective State/Local Chapters from amongst themselves as per following norms:

Strength of Life Members attached to State/Local Chapter as on 31st March preceding the year in which the election is due	:	Number of Representatives
upto 100	:	5
Above 100 but upto 500	:	7
Above 500	:	9

3.1.1 The Committee of a State Chapter or a Local Chapter having member strength of more than 300 Life Members, may, at their meeting, appoint one or more Honorary Joint Secretary from the members of the Committee for the performance of duties described in Regulation 11.

3.1.2 The members of the Governing Council of the IBC attached to the State Chapter and Local Chapter; and the Chairmen of the Local Chapters within the geographical boundaries of the State Chapter shall be ex - officio member of the Committee of the State Chapter.

3.1.3 The members of the Governing Council of the IBC representing the State Chapter, the members of the IBC attached to the Local Chapter, the Chairman and the Honorary Secretary of the State Chapter shall be ex - officio members of the Local Chapter

A member attached to a Local Chapter who is elected to a State Chapter Committee shall be ex - officio member of that Local Chapter Committee

3.1 The Committee of the State Chapter or the Local Chapter may, however, specially invite additional Life Members for special and specific purposes, but these persons shall have no right of voting in the Committee outside the special and specific purpose for which they are invited and shall vacate their seats as soon as the special and specific matters shall have been dealt with.

3.2 The Managing Committee of a Chapter shall be elected in its AGM through secret ballot.

4.0 Meeting of the Managing Committee:

4.1 The Committee of a State or Local Chapter may meet as often as the business of the Chapter may require, but atleast once in two months, with atleast 8 meetings in a year.

4.1.1 The quorum for a meeting of the Committee of a State or Local Chapter shall be 6 members who are entitled to vote in the Committee.

4.1.2 The notice convening the meeting of the Committee shall be issued with approval of the Chairman along with the agenda, not less than 10 days in advance. However, the Chairman of the Chapter may cause a meeting to be convened on a shorter notice but not less than five days in advance for specific urgent matter.

4.1.3 At any meeting of a Committee of the State or Local Chapter, each member present in person shall have one vote. All questions shall be decided by a majority of those present andentitled to vote. In case of equality of votes, the Chairman or the person presiding shall have a second or casting vote. However, in the event of a tie in the election of Chairman / Honorary Secretary or subject in question of a State / Local Chapter, the result shall be decided by drawing lots.

4.1.4 If within thirty minutes after the time appointed for a State / Local Chapter Committee meeting or at any point of time during the meeting, the requisite Quorum is not present, or for any other reason the meeting is adjourned, the adjourned meeting shall be held withinthe next seven days to discuss and take action on the Agenda of the Adjourned Meeting. At the Adjourned Meeting, members present shall form the Quorum and decision should be taken on the agenda items

A Member of the State / Local Chapter who does not attend three consecutive meetings of the Committee in a session without valid reasons will automatically cease to be a Member of the Committee from the date of the fourth Meeting. However, in genuine cases, the Chairman and Honorary Secretary of the State / Local Chapter Committee are empowered to exempt the Member from such Regulation. Ex - officio members stand exempted from the provisions of the Regulation.

4.3 The Honorary Secretary of the Chapter, in consultation with the Chairman, shall convene a special meeting of the Committee on receipt of a written requisition which shall contain the specific matters desired to be discussed at the special meeting and shall be

signed by not less than fifty percent of members of the Committee entitled to vote, within fifteen days of the receipt of the requisition with clear notice of five days. The notice of such special meeting shall state the purpose for which the meeting is called. Copy of the Notice shall be forwarded to the Honorary Secretary, IBC on the date of its circulation. In such a meeting, no business other than that specified in the requisition shall be transacted.

5.0 Duties of the Managing Committee:

5.1 The duties of the Committee of each State Chapter or each Local Chapter shall be to promote the general advancement of Built Environment within its boundaries. The Committee shall also be responsible for ensuring growth of membership of the IBC and providing services to the members falling under its jurisdiction.

5.2 The affairs of each State Chapter or each Local Chapter shall be conducted in accordance with the provisions of the Bye - Laws, the Regulations and the Resolutions of Meetings of the Governing Council of Life Members.

5.3 Subject to the above and subject to the authority of the EC, each State Chapter or each Local Chapter shall have the powers to frame rules for the conduct of its own affairs. Such rules shall, however, have to receive the approval of the EC, prior to implementation by the State Chapter or the Local Chapter.

5.4 Each State/Local Chapter shall generally arrange one technical activity in a quarter but at least two technical activities every year. The Centre shall submit its quarterly report of technical activities to IBC HQ in April, July, October and January.

5.5 Each State/Local Chapter shall have to get registered with GST Deptt. All formalities, maintenance of Accounts, filing of return, getting assessment done with GST will be the responsibility of the Chapter.

6.0 Abolition/suspension of the Managing Committee:

6.1 Notwithstanding anything contained in this Regulation, in the event of the Committee of a State Chapter or a Local Chapter acting in contravention of the provisions of the Charter or the Bye - Laws or the Regulations or committing gross administrative / financial misconduct, the President, on behalf of the IBC, may dissolve the Committee of the State Chapter or the Local Chapter, as the case may be. However, the President shall cause the election of a regular Committee to be held within 180 days from the date of dissolution of the Committee.

6.1.1 For this period, as aforesaid, of 180 days, the President, on behalf of the IBC, shall form an ad - hoc Committee comprising not more than seven Life Members attached to the State Chapter or Local Chapter, to manage the activities of the Chapter. Simultaneously, for the conduct of the election, the President shall nominate a Board of Scrutineers as per provisions of the Regulations.

7.0 Annual General Meeting of the State/Local Chapter:

7.1 The Annual General Meeting of each State Chapter or Local Chapter shall be held not later than last day of the month of June. Only members attached to the Centre can attend the meeting. If this is not possible, the Committee of the State Chapter or of the Local Chapter shall obtain prior permission, well in time, of the President, IBC in the case of State Chapter or of the Committee of the State Chapter within the geographical boundaries of which the Local Chapter is situated, in the case of Local Chapter, for any postponement,

provided such postponement shall not be permitted beyond Sixty Days. If the Annual General Meeting of the State/Local Chapter is not held even within this extended period, then the Committee will cease to exist and action will be taken as per the directions of the Executive Committee.

7.1.1 Not less than fifteen days' notice shall be given for the Annual General Meeting and this period shall be exclusive of the day on which the notice is deemed to be given, but be inclusive of the day for which the notice is given.

7.1.2 The Audited Accounts of the State / Local Chapter and the Annual Report of the Committee for the preceding year shall accompany the Notice.

Copy of the Notice shall be uploaded to the Chapter website and also forwarded to the Honorary Secretary, IBC on the date of its circulation to the Members.

7.1.3 Only Members attached to a State Chapter or a Local Chapter shall be entitled to attend the Annual General Meeting of the State Chapter or the Local Chapter. The business of the Annual General meeting shall be to approve the Audited Accounts and the Annual Report, and appoint Auditors and fix their remuneration and the Report on the composition of the Managing Committee of the Chapter.

7.1.4 Members present shall form the quorum of the Annual General Meeting of the State Chapter and Local Chapter

8.0 Tenure of the Managing Committee:

8.1 The term of office of a Chairman of a State /Local Chapter shall be for two years. He shall, however, not be eligible for further election as a Chairman of any State Chapter after laying down his office as the Chairman completing his term of office partly or fully.

8.2 The term of office of a Hon. Secretary of a State /Local Chapter shall be for two years. However, the Secretary of the State /Local Chapter can be re- elected once in the same post for one more term. He shall, however, not be eligible for further election as Hon. Secretary of any State Chapter after laying down his office as the Hon. Secretary completing his term of office partly or fully.

8.3 Other Members of Management committee can be re-elected.

9.0. Intimation to IBC HQ:

9.1 Soon after the new members of the Committee i/c the new Chairman and the new Honorary Secretary of a State Chapter or a Local Chapter are elected, the Honorary Secretary of the State/ Local Chapter shall communicate their names to the Honorary Secretary, IBC.

10.0 Vacancies occurring in Management Committee:

10.1 Vacancies occurring during the term of the Committee of a State Chapter or a Local Chapter, as the case may be, during any year may be filled up by that Committee by co - option. Such co-opted members should not have served in the Committee for more than 3 terms in any capacity.

10.2 Casual vacancy occurring in the seat of the Chairman or the Honorary Secretary of a State Chapter or a Local Chapter shall be filled by the Committee of the State Chapter or the

Local Chapter by electing a member of the Committee for the remaining part of the term and the Chairman or the Honorary Secretary of the Chapter so elected shall have the same powers and responsibilities as if he had been duly elected in the ordinary course.

10.3 Notwithstanding anything contained in this Regulation, the person, so elected as the Chairman or the Honorary Secretary shall be eligible for re - election in terms of provisions of Regulations 8 as applicable provided such casual vacancy is filled for a period of less than six months.

11.0 Duties of Honorary Secretary:

11.1 The Honorary Secretary of a State Chapter or a Local chapter shall conduct all the business of the chapter under the direction / supervision of the Committee and the Chairman and carry out all duties consistent with the provisions of the Bye- Laws, the Regulations, the Resolutions of the General meeting of Life Member, the direction of the EC and the direction of the Committee of the State Chapter or Local Chapter and the Laws and / Statutes of the Country.

11.2 He shall sign all cheques and make disbursements in accordance with the provisions of the budget and directions of the Committee. He shall be responsible for preparation of Annual Accounts, having them audited and forwarding the audited statement of Annual Accounts to and as required by the Honorary Secretary, IBC.

11.3 The Honorary Secretary of a State or Local Chapter shall conduct all the business of the Chapter under the guidance of the State or Local Chapter Committee and the Chairman of the State or Local Chapter. During the period between two consecutive meetings of the State or Local Chapter Committee, he shall act as per the direction of the Chairman and subsequently report such actions to the Committee.

11.4 The Honorary Joint Secretary or Secretaries shall have such duties as may be assigned to them and shall function under the guidance of the Honorary Secretary.

12.0 Interim Managing Committee:

In the event of a State Chapter or Local Chapter failing to hold its Annual General Meeting in accordance with Regulation 7.0, the President shall appoint not less than five Life Members from the State Chapter or Local Chapter to constitute a Committee in accordance with Regulation 3 and such appointed Committee shall constitute the Interim Managing Committee of the State Chapter or the Local Chapter with the same powers and

responsibilities, as if they had been duly elected in the ordinary course. The President shall also specify the date, but not later than the last day of the month of February of the succeeding calendar year, before which the Annual General Meeting of the State Chapter or the Local Chapter shall be held and the term of office of the Committee so appointed shall be for the remainder period of that term, notwithstanding violation of provisions of the Bye - Law and Regulation.

13.0 Wherever the context so requires, the provisions of Bye-Laws will apply to the State and Local Chapters replacing the 'Chairman' for 'President', 'Past Chairman' for 'Past President' and 'member of the Committee' for 'member of the EC'.

14.0 Grant from IBC HQ:

14.1 From the funds of the IBCHQ arrived at from the subscriptions of all classes of members, the IBC HQ will allot each year to each State Chapter/ Local Chapter, after submission of Annual report & Annual Audited report of the year by it to IBC HQ, an annual grant, as per the slabs given below -

- i) Rs 10,000/- if the membership of the Centre is upto 100 nos.
- i) Rs 20,000/- if the membership is from 101 to 200 nos.
- ii) Rs 30,000/- if the membership is from 201 to 300 nos
- iii) Rs 40,000/- if the membership is from 301 to 500 nos.
- iv) Rs.50,000/- for membership above 500 nos.

The above grant shall be subject to the chapter fulfilling the following conditions: -

- i. Chapter shall carry out atleast two technical activities of period not less than half day duration during the year
- ii. Chapter shall, during the year, enhance its life-membership by atleast 10%, subject to minimum of 10 life-members.
- iii. Chapter shall submit its audited yearly accounts as well as its quarterly performance report to the HQ within the stipulated time-period.

14.2 In addition to above, for new Institutional life-members enrolled by the chapter, the membership fee of the member received shall be kept in an escrow account and the interest accruing thereon shall be shared in the ration of 50:50 by the Chapter and the HQ.

14.3 The Chapter shall also raise funds from its own resources, and

byFma carrying out its own activities, besides increase in its membership base in terms of Regulation 5 (a).

14.4 The accounts shall be open at all reasonable times to inspection by a duly accredited representative of the IBC or by the Honorary Secretary, IBC or his representative.

15.0 Raising of Funds

15.1 The Committee of a State Chapter or a Local Chapter may raise from all classes of members attached to that State Chapter or Local Chapter, sums by donations or otherwise for the purpose of extending the activities of the State Chapter or Local Chapter or for the better attainment of the objects of the IBC as laid down its Memorandum of Association, provided such contributions are voluntary.

15.2 The Committee of a State Chapter or a Local Chapter may, further, accept movable or immovable property, goods, bouquets or money from sources other than members, provided those sources have been approved by the IBC.

16.0 Audit of Accounts

The Committee of each State Chapter and each Local Chapter shall cause proper books of accounts to be kept and shall on the 31st day of March on each year close these books and have the accounts duly audited by an Auditor or Auditors qualified in accordance with relevant Bye – Law. They shall forward to the IBC (HQ), an income and expenditure account and a balance sheet, signed by the office bearers and the Auditor or Auditors and duly approved in the AGM of the state/Local Chapter by 30th day of June in each year.

17.0 Presentation of Budget:

Each State Chapter and each Local Chapter shall prepare a budget of expenditure for each Financial Year and present it to the Committee of the State Chapter or Local Chapter for approval. Thereafter, he shall forward it to the IBC(HQ) so as to reach it not later than last day of June in each year.