



**INDIAN BUILDINGS CONGRESS**  
(Established 1993)

MEMORANDUM OF ASSOCIATION  
AND  
RULES & REGULATIONS  
(as amended upto May 2026)

**INDIAN BUILDINGS CONGRESS**  
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Published by Col. (Dr.) Anand Mathialagan, Honorary Secretary, for  
and on behalf of Indian Buildings Congress

## **Preface to the Eleventh 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.

Further, the Bye Laws Committee recommended various amendments to Rules & Regulations time to time & the Governing Council, in its 113rd meeting, held on 03.05.2026 at Bhopal, approved the 11th amendments to the Memorandum of Association and Rules and Regulations incorporating the provisions as recommended. These amendments have necessitated in this Eleventh revision of the Memorandum of Association and Rules and Regulations of Indian Buildings Congress. This revised edition contains all the amendments in the Rules which have been enumerated under the list 'Amendments'.

I express my sincere thanks and gratitude to the Chairman, Co-Chairman and Members of Bye Laws Committee of 2025-26 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 effective from 3<sup>rd</sup> May, 2026 and used by all concerned.

**Er. C. Debnath**  
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. Hony 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 Council.
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 Council'.
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 Council 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 Centre and previous 3 (u) remained as 3 (v)
28-01-23	4(a)	Rule added for formation of State Centre
28-01-23	4 (b)	Rule added for formation of Local Centre
20-07-25	3.4	Student Members
20-07-25	5.2.2	Ordinary Members
20-07-25	5.3.1(a), (b),(c)	Subscription
20-07-25	9.1	Annual Session
20-07-25	9.1(b)	Election
20-07-25	10.2.1	Vice Presidents
20-07-25	10.2.2	Vice Presidents

03-05-26		Executive Committee shall be substituted by Executive Council
03-05-26		Secretary shall be substituted by Hony Secretary
03-05-26		In all points, Chapter shall be substituted by Centre
03-05-26		Management Committee of Chapter shall be substituted by Executive Committee of Centre
03-05-26	2	Chief patron & patrons
03-05-26	4.a	HQ of State Centre will be at State Capital
03-05-26	4.b	Establishment of Local Centre when minm 100 members are there
03-05-26	5.1	Entrance Fee of Life members, Institutional members
03-05-26	5.2.3	Yearly subscription of Institutional Members
03-05-26	5.2.4	Pillar Membership Fee
03-05-26	5.3.2	Life Membership Fee of Institutional members
03-05-26	5.3.4	Compound fee of Pillar members
03-05-26	5.4	Continuation of membership of Institute/ organization
03-05-26	9.1	Annual Session in January
03-05-26	10.1.1.10	Provision of Chairman of State Centre
03-05-26	10.1.3	Election through online
03-05-26	10.1.3.1 – 10.1.3.10	Words of presence at AGM deleted
03-05-26	10.1.3.11	Co-option of 2 young professional below 35 yrs
03-05-26	10.1.3.12	Co- option of 4 members from ladies category
03-05-26	10.1.3.13	Eligibility for election as GC members
03-05-26	10.2.3	Terms of Office Bearers in/c President & GC Members & election of President
03-05-26	10.3	Term of GC in/c President
03-05-26	10.4.2	Co- option in GC for two members against Hony Secretary & Hony Treasurer if there are no available members
03-05-26	10.5.3	Governing Council meeting

03-05-26	11.1	Appointment of Hony Secretary
03-05-26	11.2	Appointment of Hony Treasurer
03-05-26	16	Operation of Bank Account
03-05-26	17.1	Clearance from Special GM
03-05-26	17.2.1	Clearance from Special GM
03-05-26	18	Clearance from Special GM
03-05-26	1.1	HQ of State Centre
03-05-26	3.1	Establishment of Local Centre with minimum 100 members
03-05-26	4.0	Abolition of local Centre
03-05-26	3.0	Executive Committee of Centre
03-05-26	3.1.1	Allocation to Jt. Secretary & Asstt. Treasurer
03-05-26	3.1.3	Ex officio & co- opted members to Centre committee
03-05-26	3.1	Rule 3.1 to be read as 3.1.4
03-05-26	3.2	Election of Executive Committee of Centre
03-05-26	4.1	Nos of Executive committee meetings
03-05-26	5.4	Technical activity of Centres
03-05-26	7.1	AGM of Centre within October
03-05-26	8.1	Term of Chairman of State/Local Centre
03-05-26	8.2	Term of Secretary of State/Local Centre
03-05-26	8.3	Eligibility for election of Executive Committee of Centre
03-05-26	10.1	Co-option against vacancy
03-05-26	12.0	If AGM is not held within period, spl Provision to conduct
03-05-26	14.1	Annual grant to IBC Center
03-05-26	16.0	Annual Audit report of IBC Centres
03-05-26	17.0	Budget of Centres

# 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 Centres in all states/Union Territories and Local Centres 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. alongwith 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. Being nodal Deptt, the Union Minister of UD Deptt may be invited to be Chief Patron and Union State Minister of UD Deptt & Secretary, UD Deptt may be invited to be Patron.

## **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 Council to be subsequently ratified by the Governing Council, subject to the Rules and Regulations of IBC.

Note1. 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.

Note2. 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 Council 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 any branch of Engineering/Architecture, as may be elected Student members of IBC by the Executive Council 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 may be elected Pillar Members of IBC by the Executive Council. 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 Centres**

Indian Buildings Congress shall establish its State Centre in each State/union territory of India. Such Centres 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 Centres. The Centres so constituted are purported to provide forums to promote professional acumen and mutual personal contracts amongst members of the Centres. The Head Quarter of the State Centre will be at State Capital. In case of any deviation, it can be allowed by the Executive Council.

## **b. Local Centres**

IBC may also establish one or more local Centres 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 Centre is not less than One Hundred.

Rules & Regulation for State/Local Centres 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
Life Members	Rs.1,000.00
Institutional Members	Rs.8,000.00

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 a) 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.7,500.00
b) More than Rs.100 crores and upto	Rs.15,000.00

	Rs.500 crores	
c)	More than Rs.500 crores and upto Rs.1000 crores	Rs.37,500.00
d)	More than Rs.1000 crores	Rs.75,000.00
e)	Smaller units of major organisations who are institutional members of IBC under rule 4.2.3 (d)	Rs.7,500.00
f)	Organisations of other countries	US \$ 1,500.00

#### 5.2.4 Pillar Members

a)	Initial Contribution	Rs.8,00,000.00
b)	Annual Fee	Rs.1,00,000.00

#### 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 :

	<b><i>Age as on date of application for compounding</i></b>	<b><i>Compounded Fee</i></b>
a)	Indian Nationals or Nationals of SAARC countries	
	less than 50 years	Rs.6,500.00
	50-55 years	Rs.5,500.00
	55-60 years	Rs.4,500.00
	60-65 years	Rs.3,500.00
	Above 65 years	Rs.2,500.00
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 :

	<b><i>Annual Turnover</i></b>	<b><i>Compounded Fee</i></b>
(a)	Upto Rs.100 crores	Rs.60,000.00
(b)	More than Rs.100 crores and upto Rs.500 crores	Rs.1,20,000.00
(c)	More than Rs.500 crores	Rs.3,00,000.00

and upto Rs.1000 crores

(d) More than Rs.1000 crores Rs.6,00,000.00

(e) Units of organisations who are Institutional  
Members of IBC under rule 4.2.3 (d) Rs.60,000.00

New Institutional Members may also pay the onetime  
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.

5.3.4 Pillar Members whose subscription is not in arrears may compound their future annual subscription by a single payment of Rs.8,00,000.00. This will be in addition to the initial contribution of Rs.8,00,000.00

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 an Institute / Organisation 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 Hony 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 Hony 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 Hony 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 (termed as Annual Session) in every January and place as the Governing Council shall decide.

The Annual session shall be held in January.

However, if there is any exigency where, because of circumstances, it cannot be held in January, the flexibility for holding it suitably within three months, may be changed and that may be approved by the Executive Council with intimation to GC.

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 31<sup>st</sup>March;

- b) To declare the composition of Governing Council as designated/Nominated/Elected already.

The Election of ordinary members to the Governing Council from State/UT is to be held during AGM of State Centre. But if there can be a contingency where a State Centre is not existing or the AGM is not held in time, in such cases the Elections of GC members should be held along with the AGM of IBC as per the present practice.

- 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 Hony Secretary of IBC for a period of three years from the date he vacates office of the Hony Secretary.
- 10.1.1.10 Chairman of a State Centre of IBC, when the State Centre 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 prior to Annual General Meeting of the IBC through online system when the new Governing Council will be elected.

- 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 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.
- 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.
- 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.
- 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.
- 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.

- 10.1.3.6 Two representatives from Architects from ordinary members of that category, to be elected by their representatives.
- 10.1.3.7 Two representatives from Consulting Engineers from ordinary members of that category, to be elected by their representatives.
- 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.
- 10.1.3.9 One representative of Town Planners from ordinary members of that category, to be elected by their representatives.
- 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.

**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.

- 10.1.3.11 Two representatives from life members belong to “Young Professionals” age not more than 35 years to be elected by the members of this category.
- 10.1.3.12 Four representatives from life members belong to “Ladies” to be elected by the members of this category.
- 10.1.3.13 The members of Governing Council can be continued for maxm 5 (five) consecutive terms i.e. consecutive 10(ten) years in any category of Governing Council. After a break of one term, he/she can contest for election in GC members in any category.

## 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 Six Vice Presidents (for East, North-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 six Vice Presidents (for East, North-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 two years in/c the President, Office bearers & EC Members of IBC. The President will be elected by the outgoing Governing Council in their last meeting in October of 2nd year. A member can be elected as President for one term i.e. 2 (two) years only.

### 10.3 **Term of office of Governing Council**

The Governing Council shall hold office for one term i.e. two years in/c the President, Office bearers & EC Members of IBC.

### 10.4 **Powers & duties of the Governing Council**

The Governing Council 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 Council to fill up the seats.
- 10.4.2 To add to its number by co-opting two members of IBC in Governing Council against the post of Hony Secretary & Hony Treasurer, if no newly elected GC members are available suitably for these posts. Such co-opted members shall have voting powers.

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 Council**

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 for the meeting quarterly and one of such meetings shall be at the time of Annual general session of the IBC. On the requisition of atleast twenty-five members of Governing Council, the President shall call a special meeting of the Governing Council provided that instead of actual meeting, the President may direct the Hony. Secretary to refer the matter specified in the requisition for decision by post as hereinafter provided.

10.5.4 The Hony 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 Hony 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 Hony 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 **HONY SECRETARY AND TREASURER**

11.1 The Governing Council shall appoint an Hony Secretary for one term i.e. for two years who must be a member of Governing Council. The President, in consultation with Executive Council, shall have power to make changes in the personal of this office whenever such changes are necessary. A member can continue as Hony. Secretary for maxm two terms i.e. four years.

11.2 The Governing Council shall appoint an Hony Treasurer for one term i.e. for two years from amongst the members at rules 10.1.1.1 to 10.1.1.5 & 10.1.1.11 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 organizations represented by above members. The President, in consultation with Executive Council, shall have power to make changes in the personal of this office whenever such changes are necessary. A member can continue as Hony. Treasurer for maxm two terms i.e. four years.

## 12 **EXECUTIVE COUNCIL**

### 12.1 **Composition, Powers and Duties**

The President, the Founder President, the Outgoing President, the Vice Presidents, the Treasurer and Hony Secretary shall form the Executive Council 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 Council shall have power to nominate to the committee not more than six members with powers to vote. Quorum will be one third of

members strength, one of them being either the President or a Vice President. In case Quorum is not complete, a recess of half an hour will be given after which the proceedings will go ahead. 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 Council or the President under authorisation from the Executive Council shall appoint members of such Committees in consultation with the respective convenors as far as possible. The Executive Council 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 in AGM. Such Audited Report shall be placed before AGM which takes place in January after the end of the accounting/Financial 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 Honorary Secretary and Honorary Treasurer. However, 3rd Signatory will be Executive Director, IBC. In case of absence of Hony Secretary on any occasion, Executive Director, IBC may act as 3rd signatory on getting clearance of the President, IBC to operate bank account jointly with Hony Treasurer.

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. This is subsequently to be passed in special general meeting of IBC when the quorum will be 50 & to be approved by at least two third members of those present in the meeting & 30 days' notice is to be served.

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. However, this is subsequently to be passed in special general meeting of IBC when the quorum will be 50 & to be approved by at least two third members of those present in the meeting & 30 days' notice is to be served.

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.

This is subsequently to be passed in special general meeting of IBC when the quorum will be 50 & to be approved by at least two third of those present in the meeting & 30 days' notice is to be served.

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.

20 **LEGAL PROCEEDINGS (Section 6 of Act)**

The Society may sue or be sued in the name of the President, Vice Presidents, Hony 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).

**Col. (Dr) Anand Mathialagan**  
Hony 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 Centre and Local Centre**

#### **1.0 Establishment/Creation of State Centre:**

- 1.1** The Indian Buildings Congress shall establish its State Centre in each state/ union territory of India. Such Centres 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 Centres. The Centres so constituted are purported to provide forums to promote professional acumen and mutual personal contacts amongst members of the Centres.

The Centres 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 Centres shall make efforts to broad-base the organization and take interest in the sustainable development of the built environment. Each Centre will be integral part of IBC and shall follow IBC Bye-laws and Rules etc. framed by the IBC. The Head Quarter of the State Centre will be at State Capital. In case of any deviation, it can be allowed by the Executive Council.

- 1.2 Boundaries of the Centre:** The boundaries of the state Centre 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 Centre. The location of the office of the State Centre shall be in the capital of the state/Union Territory or in the City of the first Centre till such time the formation of the Centre in the Capital city of the State / Union Territory.

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

- 2.0 Ad-hoc Committee:** With the establishment of a new State Centre, 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 1<sup>st</sup> AGM of the Centre and on its recommendation, the Annual General Meeting of the State Centre shall be convened by the Secretary, where the new Executive Committee shall be duly elected by the members of the Centre.

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

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

**2.1 Executive Committee:** Each State Centre shall be constituted and its affair shall be managed and carried on by an Executive Committee (EC) 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 Centre:**

**3.1** The IBC may also establish one or more local centres within the geographical boundaries of State provided the total strength of the life members residing or practicing or carrying on business within the geographical boundaries of the proposed Local Centre is not less than One Hundred.

**3.2** With the establishment of a new local Centre, the first Annual General Meeting of the local Centre shall be convened by the States Centre. The State Centre 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** Not with standing anything contained in this Bye- Laws, the second and subsequent annual general meeting of the said local Centre shall be held as per provisions of the relevant regulation of these Rules and Regulations.

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

**4.0 Abolition of a Centre:** The EC shall also review the necessity of continuing or abolishing a local centre if, after two years from its establishment, the performance of the Local Centre is not satisfactory. On abolition of a Centre, 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 authorize the Hon'y Secretary to assume direct charge of administration of a state Centre or a local Centre.

## **REGULATIONS FOR STATE AND LOCAL CENTRE**

### **State Centres and Local Centres**

**1.0 Jurisdiction of the Centre:** No State Centre or Local Centre 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 Centre or the Local Centre affected by such proposed extension of activities and after full consideration of any representation by such State Centre or Local Centre 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 Centre 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 practicing or carrying on business within the geographical boundaries of a Local Centre shall be attached to that Local Centre also.

Members residing or in employment or practicing or carrying on business abroad or whose address are in the care of Army Post Office shall be attached to Headquarters.

### 3.0 Executive Committee:

The affairs of each State Centre or each Local Centre shall be conducted and the property and money there of shall be administered by an Executive committee consisting of following:

- i. Chairman
- ii. Vice Chairman
- iii. Secretary
- iv. Joint Secretary
- v. Treasurer
- vi. Asstt. Treasurer
- vii. Immediate Past Chairman
- viii. Immediate Past Secretary
- ix. Members out of the Life Members attached to the respective State/Local Centres from amongst themselves as per following norms:

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

- 3.1.1** The Chairman in 1<sup>st</sup> meeting will allocate works to the Jt. Secretary & Asstt. Treasurer.
- 3.1.2** The members of the Governing Council of the IBC attached to the State Centre and Local Centre; and the Chairmen of the Local Centres within the geographical boundaries of the State Centre shall be ex-officio member of the Committee of the State Centre.
- 3.1.3** The Members of the Governing Council of the IBC representing the State Centre, the Chairman and the Secretary of the Local Centre under the State shall be ex-officio members of the State Centre.

The Members of the Governing Council of the IBC representing the State Centre, the Governing Council members of the IBC attached to the Local Centre, the Chairman and the Secretary of the State Centre shall be ex-officio members of the Local Centre.

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

All Ex officio members in Executive Committee shall have the voting power.

In addition, the other Governing Council Members who belong to any State/Local, they will be considered as Co-opted member to the respective State/Local Centre Committee

**3.1.4** The Committee of the State Centre or the Local Centre 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 Executive Committee of a Centre shall be elected through election process on online prior to the AGM in 2nd year. The members of Executive Committee can be continued for maxm 5 (five) consecutive terms i.e. consecutive 10 (ten) years in any category of Executive Committee. After a break of one term, he/she can contest for election in Executive Committee in any category

#### **4.0 Meeting of the Executive Committee:**

**4.1** The Committee of a State or Local Centre may meet as often as the business of the Centre may require, but at least once in a month, with at least twelve meetings in a year. Agenda & Minutes to be circulated to all concerned members & also copy to the IBC HQ

**4.1.1** The quorum for a meeting of the Committee of a State or Local Centre shall be one third of members strength of Committee who are entitled to vote in the Committee.

In case Quorum is not complete, a recess of half an hour will be given after which the proceedings will go ahead.

**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 Centre 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 Centre, each member

present in person shall have one vote. All questions shall be decided by a majority of those present and entitled 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 / Secretary or subject in question of a State / Local Centre, the result shall be decided by drawing lots.

- 4.1.4** If within thirty minutes after the time appointed for a State / Local Centre 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 within the 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 Centre 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 Secretary of the State / Local Centre Committee are empowered to exempt the Member from such Regulation. Ex - officio members stand exempted from the provisions of the Regulation.

- 4.3** The Secretary of the Centre, 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 Executive Committee:**

- 5.1** The duties of the Committee of each State Centre or each Local Centre 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 Centre or each Local Centre 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 Centre or each Local Centre 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 Centre or the Local Centre.
- 5.4** Each State/Local Centre shall generally arrange one technical activity in month, with at least twelve technical activities in a year. The Centre shall submit its quarterly report of technical activities to IBC HQ in April, July, October and January. The Statutory days as circulated by IBC HQ also to be observed. Report of activity to be sent to the IBC HQ
- 5.5** Each State/Local Centre 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 Centre.
- 6.0 Abolition/Suspension of the Executive Committee:**
- 6.1** Notwithstanding anything contained in this Regulation, in the event of the Committee of a State Centre or a Local Centre 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 Centre or the Local Centre, 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 Centre or Local Centre, to manage the activities of the Centre. 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 Centre:**
- 7.1** The Annual General Meeting of each State Centre or Local Centre shall

be held not later than last day of the month of October. Only members attached to the Centre can attend the meeting. If this is not possible, the Committee of the State Centre or of the Local Centre shall obtain prior permission, well in time, of the President, IBC in the case of State Centre or of the Committee of the State Centre within the geographical boundaries of which the Local Centre is situated, in the case of Local Centre, for any postponement, provided such postponement shall not be permitted beyond Sixty Days. If the Annual General Meeting of the State/Local Centre 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 Council.

- 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 Centre and the Annual Report of the Committee for the preceding year shall accompany the Notice. Copy of the Notice shall be uploaded to the Centre website and also forwarded to the Secretary, IBC on the date of its circulation to the Members.
- 7.1.3** Only Members attached to a State Centre or a Local Centre shall be entitled to attend the Annual General Meeting of the State Centre or the Local Centre. 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 Executive Committee of the Centre.
- 7.1.4** Members present shall form the quorum of the Annual General Meeting of the State Centre and Local Centre

## **8.0 Tenure of the Executive Committee:**

- 8.1** The term of office of a Chairman of a State/Local Centre shall be for one term i.e. for two years. He shall, however, not be eligible for further election as a Chairman or Secretary of any State/Local Centre after laying down his office as the Chairman completing his term of office partly (if it completes one AGM) or fully.
- 8.2** The term of office of a Secretary of a State/Local Centre shall be for one term i.e. for two years. He shall, however, not be eligible for further

election as Secretary of any State/Local Centre after laying down his office as the Secretary completing his term of office partly (if it completes one AGM) or fully.

**8.3** Other Members of Executive Committee can be re-elected. But, the members of Executive Committee can be continued for maxm 5 (five) consecutive terms i.e. consecutive 10 (ten) years in any category of Executive Committee. After a break of one term, he/she can contest for election in Executive Committee in any category

### **9.0. Intimation to IBC HQ:**

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

### **10.0 Vacancies occurring in Executive Committee:**

**10.1** Vacancies occurring during the term of the Executive Committee of a State Centre or a Local Centre, as the case may be, during any year may be filled up by the Executive Committee by co-option. Such co-opted members should have voting power & not have served in the Executive Committee for more than 5 consecutive terms in any capacity.

**10.2** Casual vacancy occurring in the seat of the Chairman or the Secretary of a State Centre or a Local Centre shall be filled by the Committee of the State Centre or the Local Centre by electing a member of the Committee for the remaining part of the term and the Chairman or the Secretary of the Centre 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 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 Secretary:**

**11.1** The Secretary of a State Centre or a Local Centre shall conduct all the business of the Centre 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 Centre or Local Centre and the Laws and / Statutes of the Country.

- 11.2** He shall sign all cheques jointly with Treasurer 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 Secretary of a State or Local Centre shall conduct all the business of the Centre under the guidance of the State or Local Centre Committee and the Chairman of the State or Local Centre. During the period between two consecutive meetings of the State or Local Centre Committee, he shall act as per the direction of the Chairman and subsequently report such actions to the Committee.
- 11.4** The Joint Secretary shall have such duties as may be assigned to him and shall function under the guidance of the Secretary.

## **12.0 Interim Executive Committee:**

In the event of a State Centre or Local Centre 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 Centre or Local Centre to constitute a Committee in accordance with Regulation 3 and such appointed Committee shall constitute the Interim Executive Committee of the State Centre or the Local Centre 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 Centre or the Local Centre 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 Centres 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 IBC HQ arrived at from the subscriptions of all classes of members, the IBC HQ will allot each year to each State Centre/ Local Centre, 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 20,000/- if the membership is upto 100 nos.
- ii) Rs 30,000/- if the membership is from 101 to 200 nos.
- iii) Rs 40,000/- if the membership is from 201 to 300 nos
- iv) Rs 50,000/- if the membership is from 301 to 500 nos.
- v) Rs.60,000/- for membership above 500 nos.

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

- i. Centre shall carry out atleast twelve technical activities during the year
- ii. Centre shall, during the year, enhance its Life Membership by atleast 5%, subject to minimum of 5 life-members.
- iii. Centre 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 Centre, the membership fee of the member received shall be kept in an escrow account and 10% of Membership fee of individual membership & 10% of membership of Institutional membership collected from the applicants/Members from areas of respective State Centre during the year will be given to the Centre as grant along with annual grant fulfilling the terms & condition as laid down.

**14.3** The Centre shall also raise funds from its own resources, and by carrying out its own activities, besides increase in its membership base in terms of Regulation 5 (a).

**14.4** Accounts of State/Local Centre to be opened in a nationalized/scheduled bank & to be operated jointly by Secretary & Treasurer of the Centre. 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 Centre or a Local Centre may raise from all classes of members attached to that State Centre or Local Centre, sums by donations or otherwise for the purpose of extending the activities of the State Centre or Local Centre 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 Centre or a Local Centre 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 Centre and each Local Centre 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 Chairman, Secretary & Treasurer and the Auditor and to be submitted the IBC HQ within 30<sup>th</sup> June in each year for incorporation in Annual Audit report of IBC HQ & subsequently to be placed & approved in the AGM of the Centre & approved copy in AGM to be sent to IBC HQ within one month of AGM of the Centre.

## **17.0 Presentation of Budget:**

Each State Centre and each Local Centre shall prepare a budget of expenditure for each Financial Year and present it to the Committee of the State Centre or Local Centre for approval within 1<sup>st</sup> of March every year. Thereafter, Secretary shall forward it to the IBC (HQ) so as to reach it not later than 15<sup>th</sup> day of March in each year.