



# **INDIAN BUILDINGS CONGRESS**

## **Rules and Regulations for State Chapter and Local Chapter**

**Sector-6, Kama Koti Marg, R.K. Puram, New Delhi -110022**

# Indian Buildings Congress

## 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.

**1.3 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 1<sup>st</sup> 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 Executive Committee, 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 or whose address are in the care of Army Post Office shall be attached to Headquarters.

### **3.0 Managing Committee:**

**3.1** 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

**3.2** 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.

**3.3** 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 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 / 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 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

**4.2** 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 by Fma 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.