



# **THE INDIAN INSTITUTE OF ARCHITECTS**



**CONSTITUTION**

**&**

**BYE-LAWS**



**Edition: - 2016**

- ❖ **Constitution remains as it is. Updation & Compilation are made only on Bye-Laws and Model Bye-Laws.**
- ❖ **Updated Clauses are printed in 'Italic' font with grey patch as background.**

# CONSTITUTION

## **1. NAME:**

The name of the Institute shall be “THE INDIAN INSTITUTE OF ARCHITECTS”.

## **2. ADDRESS**

The Institute shall be registered under the Indian Societies Act XXI of 1860 and its registered address shall be in Bombay.

## **3. OBJECTS**

- (a) To continue the work of the Bombay Architectural Association founded as the Architectural Students’ Association in 1917, and to take over from the Trustees or other person or persons all the property of the said Bombay Architectural Association, which can legally be vested in the Institute, and to assume the liabilities and obligations thereof with power, authority to sell, alienate, discharge, vary or otherwise dispose of the said property or any part thereof.
- (b) To organise and unite in fellowship the architects in the Republic of India.
- (c) To combine the effort of the Architects so as to promote aesthetic, scientific and practical efficiency of the profession.
- (d) To encourage the science and the art of planning and building the standards of architectural education, training and practice, by making grants to Technical Institutions, or by paying or assisting to pay the fees and expenses of students, or by providing and giving scholarships, prizes or other rewards to such students, or by any or all such methods.
- (e) To devise and impose the means for testing the qualifications of candidates for admission to membership of the Institute, by examination in theory and in practice, or by any other tests, or to arrange with any technical Institute or Institutions for the imposition of any such tests;
- (f) To consider all questions, affecting the practice of architecture and to initiate and watch over measures affecting, or likely to affect, the practice of Architecture, and to procure such changes of, and amendments in the law relating to or affecting the practice of Architecture;
- (g) To hold conferences or meetings for the discussion of, and the exchange of news on matters affecting or relating to Architecture, the reading of papers and the delivery of lectures, and hold congresses or exhibitions (either jointly with any other body or Institution or otherwise) for the exposition of any matters affecting or relating to the theory or practice of Architecture or any allied subject; and to award medals, certificates, prizes or diplomas in connection therewith;

- (h) To co-ordinate the activities of the building industry and of the Profession of Architecture, and to amalgamate or combine or act temporarily or otherwise, in conjunction with any other body or bodies, Institution or Institutions, having like or similar objects;
- (i) To purchase, lease, rent, hold and dispose of any land or property, and any building or hall, and to erect any such building or buildings to be used as a place of meeting for the members of the Institute, or as a College, School, or Reading Room or Library for the advancement of the objects of the Institute, and to provide accommodation for any meeting, conference, exhibition or congress, whether promoted wholly or partly by the Institute or which, in the opinion of the Council, may conduce to or assist in the carrying on with the objects of the Institute or tend to do so :
- (j) To form or acquire by purchase, donation, request or otherwise a library and collection of models, drawings, designs or other materials, and to maintain, extend and improve the same.
- (k) To ascertain, formulate and notify the law and practice relating to Architecture to members and the public, and to compile, collect, collate, revise, print and publish statistics, professional records or periodicals relating to any of the objects of the Institute;
- (l) To issue appeals for funds in furtherance of the objects of the Institute, to accept any gift, endowment or bequest made to the Institute, and to carry any trust attached to any such gift, endowment or bequest, and to borrow moneys, if required for the purposes of the Institute, provided such gifts, endowments, bequests or loans shall be accepted if they are not accompanied by conditions inconsistent or in conflict with the objects for which the Institute is established;
- (m) To ensure the advancement of the living standards of our people through their improved environment and to make the profession of ever increasing service to Society;
- (n) To constitute various classes of members including Honorary Fellows;
- (o) To do all such lawful things are incidental or conducive to the attainment of the above objects or any of them;

#### **4. CATEGORY OF MEMBERS:**

- (a) Unless and until the Bye-Laws otherwise provide there shall be seven category of Members of the Institute termed respectively Honorary Fellow, Fellow, Associate, Licentiate, Retired Fellow, Retired Associate and Retired Licentiate. These expressions shall respectively bear the meanings attached thereto by the Bye-laws;
- (b) The Council (as constituted under clause No. 6 of the Constitution) shall alone have power to elect Members of the Institute, and to decide whether any person proposed for or seeking Membership, has or has not fulfilled the requirements applicable to his case;
- (c) The qualification and mode of election of Members of the Institute shall be as prescribed in the Bye-laws;

- (d) In addition to the elected Members of Institute, the Council may by unanimous vote from time to time, elect people of Eminence or those who have made a significant contribution to the promotion of art and architecture, as Honorary Fellows;
- (e) The Council may enroll such persons as Students of the Institute as they may think qualified, and subject to the provisions of the Bye-Laws, may give them such privileges and advantages as the Council may think fit, but such Students shall not be Members of the Institute;
- (f) The Council may enroll such persons as Retired Fellows, Retired Associates and Retired Licentiates of the Institute, subject to the provision of Bye- laws, and may give them such privileges and advantages the Council may think fit;
- (g) The Council may enroll such persons as Subscribers of the Institute as they may think fit and subject to the provision of the Bye-Laws, may give them such privileges and advantages as the Council may think fit, but such Subscribers shall not be Members of the Institute.
- (h) The Entrance and Subscriptions Fees of Members and Subscribers and the Subscription of Students respectively shall be those prescribed by the Bye-Laws, and the form of application for admission as Member, Student or Subscriber shall contain reference to such fees or subscription.
- (i) Any Member of the Institute may terminate his membership at any time, on giving to the Council notice of his desire to do so, but he shall nevertheless continue to be liable to pay any arrears of Subscription, and the Subscription of the current year in full, due on the date of such notice.
- (j) The Council may expel, or refuse to continue the membership of any member of the Institute in the cases prescribed by the Bye-Laws upon the conditions there set out.

## **5. CHAPTERS AND CENTRES:**

- (a) The Institute shall function in any State or local areas through the Chapters and Centres as defined by the Bye-Laws.
- (b) The jurisdiction of the Chapters and Centres shall be prescribed by the Council from time to time.
- (c) The Chapters and Centres shall be governed by the Bye-Laws as approved by the Council.

## **6. THE COUNCIL:**

- (a) There shall always be a Council of the Institute, and it shall consist of the President, two Vice Presidents, an Honorary Treasurer, two or more Joint Honorary Secretaries, and other Members to include the Immediate Past President, and the Chairmen of the various Chapters. The mode of election of the Council and nomination of Chairman of Chapters shall be as prescribed by the Bye-Laws. The Immediate Past-President shall be an ex-officio member of the Council.

- (b) The management of the affairs and business of the Institute shall be vested in the Council, who, in addition to the powers and authorities by these clauses, or otherwise expressly conferred on them, may exercise all such powers and do all such acts and things as may be exercised or done by the Institute, as or not hereby or by the Statute expressly directed or required to be exercised or done by the General Body Meeting, but no new clause or Bye-Law shall have retrospective effect.

#### **7. MEETINGS:**

There shall always be a First General Body Meeting and the Last General Meeting as well as other General Body Meetings. The First and the Last General Body Meetings will be held as prescribed by the Bye-Laws. The other General Body Meetings will be held at least within 6 months of the last preceding Meeting.

#### **8. ALTERATION OR AMENDMENT OF THE CONSTITUTION :**

- (a) No alteration of, or amendments to the Constitution of the Institute shall be considered unless proposed in writing by at least fifty members, of whom at least ten shall be Fellows, and at least thirty shall be Associates, or by the Council at an ordinary meeting.
- (b) Every such proposed alteration or amendment shall be circulated by the Council amongst the Members, not later than three weeks after the date of receipt of such proposals. The Members shall send their approval or otherwise to the proposed alteration and amendments within two weeks of the date of posting.
- (c) Every such proposed alteration and amendment shall be discussed and voted upon by a show of hands at a Special General Body Meeting called for the purpose, not later than twelve weeks of the receipt of the original proposal thereof.
- (d) The said alteration or amendment, if approved by the said General Body Meeting, either with or without modifications shall be submitted to Institute by means of voting papers which will be posted not later than three weeks of the holding of the Special General Body Meeting to all members entitled to vote, together with a report of the discussions held of the Special General Body Meeting afore said. The voting papers shall be filled in, and returned to the Jt. Honorary Secretaries within two weeks of the date of posting, who shall hand over the papers unopened to the Scrutineers duly appointed at the Special General Body Meeting as afore said. The Scrutineers shall count the votes and report the result of the voting to the Council who shall circulate the results to all Members not later than two weeks of the report from the Scrutineers.
- (e) If the alteration or amendment to the Constitution is carried by not less than three-fourths of the Members entitled to vote, it shall become part of the Constitution of the Institute immediately.

#### **9. BYE-LAWS:**

The Bye-Laws shall regulate all matters embodied in the Constitution and the same shall uphold the spirit of the Constitution.

#### **10. ACCOUNTS:**

The books of Account of the Institute shall be kept at the Registered Office and shall be opened to the Inspection of Members at all times, during the usual business hours, by prior notice of 7 days to the Honorary Treasurer.

**11. STAFF:**

- (a) The staff of the Institute shall be appointed and removed in the manner prescribed by the Bye-Laws. Subject to the express provision of the Bye-Laws, the staff of the Institute shall be appointed by the Council.
- (b) The powers and duties of the members of the staff of the Institute, subject to any express provision in the Bye-Laws, shall be determined by the Council.

**12. SEAL:**

The common Seal of the Institute shall not be affixed to any deed of writing, except in pursuance of a resolution of the Council, and shall be in the custody of the President or one of the Jt. Hon. Secretaries subject to regulations to be made by the Council and recorded in the minutes of proceedings, to ensure its proper use and safe keeping.

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# **BYE-LAWS**

The following shall be the Bye-Laws of the Institute, until and unless such times as the same shall be modified, altered or added in the manner hereafter prescribed.

## **1. INTERPRETATION:**

In these Bye-Laws unless there is something in the subject or context inconsistent therewith. "THE INSTITUTE" shall mean the Indian Institute of Architects.

"THE COUNCIL" shall mean members elected from time to time, which include the President, Two Vice-Presidents, the Honorary Treasurer, and two or more Jt. Honorary Secretaries, being the Office-Bearers, and other members. This shall also include the Immediate Past-President (ex-officio member), and the Chairmen of the Chapters.

"BYE-LAWS" shall mean these Bye-Laws and such other Bye-Laws as shall, for the time-being, be in force.

"MEMBERS OF THE INSTITUTE" means any person who has been admitted to the Membership of the Institute, whether a Fellow, Associate, Licentiate or Hon. Member, all of whom may hereafter be referred to as Members. The Institute may also have attached to its Students and Subscribers who shall not be entitled to the privileges of Membership except as defined in the Bye-Laws.

"STATE OR UNION TERRITORY" shall mean a State or Union Territory within the Republic of India.

Words importing the masculine gender only shall include the feminine, and the singular number shall include the plural.

## **2. HEAD QUARTERS:**

The Headquarters of the Institute shall be situated at Bombay. The Headquarters can be shifted to any other place as may be decided by three-fourths majority of members voting by ballot.

## **3. REGISTRATION:**

Any person who at the time of the formation of this Institute is an Associate Members of the Bombay Architectural Association, and possesses the qualification which entitles him under the Constitution to become either a Fellow or an Associate of the Indian Institute of Architects shall be registered as such, on signing the necessary declaration form.

#### 4. CLASSES OF MEMBERS:

##### (a) FELLOWS :

Every candidate for election as a Fellow of the Institute shall have attained the age of thirty-six years and shall be elected if:

- (i) he is an associate of the Institute and has been engaged as a Principal for at least seven successive years in the practice of Architecture after qualifying as an Associate.

Or

- (ii) he has been a Fellow of an Architectural Institution recognized by the Council from time to time.

Or

- (iii) he is an Associate of the Institute who has been engaged in a responsible capacity as the head of a Department of Architecture for a period of seven years after qualifying as an Associate.

Or

- (iv) he has been engaged in a professional activity in a responsible position for a period of at least 14 years, and has, in the opinion of the Council made a significant contribution in some capacity to the advancement of Architecture.

##### (b) ASSOCIATES :

Every candidate for election as an Associate shall be at least twenty-one years of age and shall be elected if:

- (i) he has been an ordinary member of the Bombay Architectural Association at the time of formation of the Indian Institute of Architects.

Or

- (ii) he has passed the Examination of the Institute at least one year after passing the qualifying examination if any, recognized by the Institute.

Or

- (iii) he has passed the Government of Bombay Advanced Examination in Architecture between the years of 1909 and 1922.

Or

- (iv) he has passed the Examination of the Institute at least one year after qualifying from Institution recognized by the Institute for exemption from the qualifying examination of the Institute.

**(c) LICENTIATES:**

A Licentiate shall be at least thirty one years of age, and shall have passed an examination recognized by the Council from time to time, and has been a Principal for at least seven years in the practice of Architecture, at the time the Architects Registration Act' 72 was passed by the Parliament.

**(d) HONORARY FELLOWS:**

The Council may from time to time elect as Honorary Fellow any distinguished person who has taken a special interest in Architecture, and who by means of either his position or his experience in matters relating to Architecture appears to the Council to be able to render assistance in promoting the objects of the Institute. This election is not subject to the acceptance of the General Body.

**5. STUDENTS:**

Students shall be persons studying architecture with a view to enter the profession of Architecture, and shall be studying in an architectural Institution approved by the Council.

**6. SUBSCRIBERS:**

A Subscriber shall be either a person who was a members of the Bombay Architectural Association at the time of adoption of the original Constitution of the Institute, now amended or a person who in the opinion of the Council is likely to render assistance in promoting the objects of the Institute.

**7. RETIRED MEMBERS:**

Any Fellow, Associate or Licentiate who has reached the age of 55, and has retired from practice may, if he so desires subject to the approval of the Council, be transferred without election to the Class of "Retired Fellow", "Retired Associate", or "Retired Licentiate", as the case may be, but in such case his interest in, or claim against Property of the Institute shall cease A "Retired Fellow", "Retired Associate" or "Retired Licentiate", shall not engage in any avocation, which in the opinion of the Council is inconsistent with that of Architecture.

Retired Members desirous of resuming Practice shall inform the Council and pay the active Members' subscription from that date onwards.

**8. ELECTION OF MEMBERS, STUDENTS, AND SUBSCRIBERS:**

**(a) FELLOWS**

Any person qualified under Bye-Law 4(a) and desirous of becoming a Fellow, shall forward his application to the Council on the prescribed form, duly endorsed by three Fellows of the Institute, and accompanied by the Form of Declaration, the prescribed

Entrance Fee, and the current year's Subscription, which amounts will be returned in case of non-election.

**(b) ASSOCIATES:**

Any person qualified under Bye-Law 4 (b) and desirous of becoming an Associate, shall forward his application to the Council on the prescribed form, duly endorsed by one Fellow and two Associates of the Institute, and accompanied by the Form of Declaration, the prescribed Entrance Fee and the current year's Subscription, which amounts will be returned in case of non-election.

**(c) LICENTIATES :**

Any person qualified under Bye-Law 4 (c) desirous of becoming a Licentiate, shall forward his application to the Council on the prescribed form, duly endorsed by one Fellow and two Associates of the Institute, and accompanied by the form of Declaration, the prescribed Entrance Fee, and the current year's Subscription, which amounts will be returned in case of non-election.

**(d) STUDENTS :**

Any person qualified under Bye-Law 5, and desirous of becoming a Student member shall forward his application to Student Councilor of the Institute on the prescribed form, duly endorsed by two Members of the Institute and accompanied by the current year's Subscription, which amounts will be returned in case of non-election.

**(e) SUBSCRIBERS:**

Any person qualified under Bye-Law No. 6 and desirous of becoming a Subscriber shall forward his application to the Council, duly endorsed by one Fellow and two Associates of the Institute, and accompanied by the prescribed Entrance Fee and the current year's Subscription, which amounts will be returned in case of non-election.

**9. DECLARATION TO ACCOMPANY APPLICATION:**

Each application for Fellowship, Associateship and Licentiateship shall be accompanied by the Declaration:

- (a) That the applicant will be generally engaged in the profession of Architecture, and will not engage in any other vocation or profession which will jeopardize or prejudice the Architects' professional standing or interfere in the general practice of Architecture.
- (b) That he will not accept trade or other discounts, or give or accept any illicit or surreptitious commissions or emoluments, in connection with any work, the execution of which he may be engaged to superintend, or on which he may be employed under any person, or with any other professional business which may be entrusted to him.
- (c) That he has read the Constitution and Bye-Laws of the Institute and will be governed and bound thereby, and will submit himself to every part thereof and to any alteration which may hereafter be made, until he ceases to be a member thereof.

## 10. ELECTION OF MEMBERS, STUDENTS, AND SUBSCRIBERS:

The Council shall reserve the right to accept or reject any proposal for membership without assigning reason. No unsuccessful candidate for election as a member, or for transfer from one class to another, shall be proposed for election or transfer a second time within a period of twelve months thereafter.

## 11. ENTRANCE FEE AND SUBSCRIPTION FOR FELLOWS:

The Entrance fee of each **Fellow** shall be Rupees One Hundred only, and his annual subscription Rupees eighty only, payable as provided in the Bye-Laws.

***Revised as per Amendment made at Spl GBM dtd 27/07/2013:***

*The Entrance fee of each Fellow shall be Rupees Two Thousand only, Annual Subscription Rupees Two Thousand only and Life time Subscription Rupees Twenty Thousand only, payable as provided in the Bye-Laws.*

## 12. ENTRANCE FEE AND SUBSCRIPTION FOR ASSOCIATES:

The Entrance fee of each **Associate** shall be Rupees One Hundred only, and his annual subscription Rupees fifty only, payable as provided in the Bye-Laws.

***12 - Revised as per Amendment made at Spl GBM dtd 27/07/2013:***

*The Entrance fee of each Associate shall be Rupees One Thousand only, Annual Subscription Rupees One Thousand only and Life time Subscription Rupees Ten Thousand only, payable as provided in the Bye-Laws.*

## 13. ENTRANCE FEE AND SUBSCRIPTION FOR LICENTIATES AND SUBSCRIBERS:

The annual Subscription of each **Licentiate** Subscription Rupees thirty only, and his annual Subscription Rupees twenty only, payable as provided in the Bye-Laws.

***13 – Revised as per as per Amendment made at Spl GBM 27/07/2013***

*Licentiate Membership has been abolished for new Members.  
The ANNUAL Subscription of Existing LICENTIATE shall be Rs. 500/- only  
LIFE MEMBERSHIP Subscription of existing LICENTIATE shall be Rs. 7500/- only, as per the provision of this Bye-Law.*

#### 14. SUBSCRIPTION FOR STUDENTS:

The annual Subscription of each Student shall be Rupees ten only, payable as provided in the Bye-Laws.

***14 - Revised as per Amendment made at Spl GBM dtd 27/07/2013:***

*The ANNUAL Subscription of each STUDENT shall be Rs. 200/- only.*

#### 15. SUBSCRIPTION:

The Annual Subscription of all classes of Members, Students and Subscribers shall be payable in advance, and shall become due on 1st of June of each year. On special requests in writing it may be paid, in the case of Associate only in two installments each of Rs. 25/- on due dates i.e. on 1st June and 1st January.

If a Member shall permit his subscription to remain in arrears for period exceeding one year, the Hon. Treasurer shall bring his name before the council. The Council must thereafter send him notice in writing, demanding payment, and if the subscription remains in arrears for a further period of six months after the notice has been served on him, the council shall have powers to remove him from the register of members. The Council shall have, however, power of reinstating him upon his presenting a satisfactory explanation, and on paying the Entrance Fee and his arrears till the date of his removal, together with the current year's Subscription. The Council may, if it deems fit, give consideration in the payment of the Entrance Fee in the extenuating circumstances.

***15 - Revised as per Amendment made at Spl GBM dtd 27/07/2013:***

*The Annual Subscription of all Classes of Members, Students and Subscribers shall be payable in advance and shall become due on 1st April, each year in view of change in official financial year.*

*When any Members Annual Subscription Fees, remains in arrears for more than TWO years, then written notice shall be served to them for such payments. Even after this, the arrears are not paid, and then automatically, provision of mailing of Journals & News-letters shall be suspended for such defaulters.*

*The Council shall have powers to remove such defaulted candidate's membership from the Institute. The Council may at its discretion consider the reinstatement of such membership, upon total payment of Penalty Fee of Rs. 2000/- plus current years fee of Rs. 1000/- and Life Time Fees Rs. 10000/- paid together by the Associate and payment of Penalty Fee of Rs. 2000/- plus current years fee of Rs. 2000/- and Life Time fee of Rs. 20000/- paid together by the fellow*

#### 16. LIABILITY:

A member shall be liable for the payment of his subscription until he has neither ceased to be a member under Bye-Law 15, 19 and 20 or has signified his intention to resign, by

notice in writing delivered to the Jt. Honorary Secretaries, but such resignations shall not absolve him from liability to pay all his arrears due at the date thereof.

## **17. PRIVILEGES OF MEMBERS:**

Every Fellow, Associate, Licentiate and Honorary Member shall, when elected, be entitled to receive a certificate of Membership of such form and design as the Council may from time to time prescribe. Such certificate shall be the property of the Institute, and in the event of termination of the membership, shall be returned to the Council. A notice of such cancellation may be given in the Public Press or otherwise as the Council may decide, and in case of loss of such certificate, the press notification shall mention that fact.

- (a) The following abbreviations, and no other, to denote the connection of members to the Institute shall be used.

By a Honorary Fellow	: Hon. F.I.I.A.
By a Fellow	: F.I.I.A.
By a Retired Member	: M.I.I.A. (Retd.)
By an Associate	: A.I.I.A.
By a Licentiate	: L.I.I.A.

- (b) All Fellows and Associates shall have the right to participate in the privileges of the Institute and vote as prescribed by the Bye-Laws for the time being in force, on any matter relating to the business of the Institute.
- (c) All Licentiates shall have the right to participate in all the privileges of the Institute except that of being elected as Office-Bearers, on voting on matters relating to the Constitution and Bye-laws.

## **18. PRIVILEGES OF STUDENTS AND SUBSCRIBERS:**

All students and Subscribers shall have the right to participate in all the privileges of the Institute, except that of being elected on the Council or voting on any matter.

## **19. UNPROFESSIONAL CONDUCT:**

- (a) If the Council shall consider that any Member has contravened the terms of his Declaration Form or of Code of Professional Practice as given in the Appendix, or has been guilty of any professional conduct prejudicial to either the profession or the Institute, or to one of its members, the Council shall have power after the enquiry conducted at a Special Council Meeting, which shall include that Member's own presentation of his case, either personally or in writing, should he forthwith notify his desire to submit such presentation, to expel or suspend such Member or to censure him or to record any decision, which in the opinion of the Council may be necessary.
- (b) No resolution of the Council for expulsion, suspension or censure or recording a decision shall be deemed to be passed unless it is confirmed by a majority of at least 2/3rd of the elected members of the Council at a Special Council Meeting convened for the purpose, in writing, by a ballot paper, which will be submitted to each member of the Council, present

in the Council Meeting and to others by post. Each such Council Member must submit his opinion within a fortnight's time.

- (c) Should a Member when called upon refuse to testify on his own behalf, either in person or in writing, he shall be liable to any action that the Council may deem fit to administer after due consideration, according to the procedure laid down above, and deal with the matter ex-parte. For this purpose his refusal to reply within 30 days to a registered letter shall be deemed to have the same significance as a refusal on his part to testify on his own behalf.
- (d) Such decision of the Council shall be communicated to the member within 15 days of the decision by Registered letter. A Council member against whom there is an investigation in progress is barred from taking part in such meetings. All such decisions are to be published in the Institute's Journal.
- (e) If any action is taken against the Member in the way of suspension or censure, he shall cease to hold any office of the Institute for one full term.
- (f) In case of unprofessional conduct of a Member who is also a member of a Chapter, the power of the Council as described in Bye-Laws 19 and 20 shall be exercised by the Executive Committee of that Chapter, and any expulsion, suspension, censure or decision taken by the Executive Committee of the Chapter, shall then be forwarded to the Council for final ratification.

## **20. ACTION TAKEN AGAINST MEMBERS:**

If any Member shall be expelled, suspended, censured or any decision taken against him as aforesaid, the Chairman at the next General Body Meeting of the Institute, shall announce such expulsion or suspension or censure or decision against him. If any Member is expelled, any subscription he may have paid for the current session shall not be returned to him, nor any other liability he may have incurred waived.

## **21. FORMATION OF CHAPTERS AND CENTRES:**

- (a) One hundred or more members of the Institute residing or practicing in any State or Union Territory, and desirous of forming a Chapter shall inform the President in the form of a letter signed by at least thirty members residing in the State or Union Territory, who subject to the provisions in the Constitution and the Bye-Laws, shall forthwith authorize them to form a Chapter, in the best interest of the Institute, and the President shall intimate the Council. Each State or Union Territory shall have only one Chapter.
- (b) In case a State or Union Territory has less than 100 Members and is unable to form a Chapter, it shall have the option of forming a Centre, or joining any contiguous Chapter as decided by the majority until that State or Union Territory acquires a strength of 100 members to form its own Chapter.
- (c) In case there are fifty or more members in any City within any State or Union Territory it may form a Centre, which shall be attached to the Chapter of the State of Union Territory to which the City belongs.

- (d) The decision to form a Chapter / Centre (where no Chapter exists) shall be decided by a majority of members present, including postal voters, at a Special Meeting called for the purpose, with due notice posted to all the Members of the Institute residing in that State or Union Territory. No Member can be attached to more than one Chapter.
- (e) The decision to form a Centre within a City limit shall be conveyed to the Chairman of its State Chapter in writing, by the Chairman of a Special Meeting called for the purpose through a letter signed by at least 20 members and the boundaries of the Centre will be defined therein, except that there shall be no two Centres within the same city limits wholly or partly.
- (f) Immediately after the formation of the Chapter/Centre all Members, Students and Subscribers, residing in that State or Union Territory shall ipso-facto become members of that Chapter / Centre, subject however to the Chapter/Centre Bye-Laws.
- (g) The Chapters and Centres shall be governed by the Chapter and Centre Bye-Laws as approved or modified by the Council.
- (h) The management of the affairs and business of the Chapter/Centre shall be vested in the Executive Committee of the Chapter/Centre.
- (i) When the membership of any Chapter/Centre (in a State which has no Chapter) fails below sixty, and that of Centre within a City limit below ten, over a period of two years successively, the Council may suspend or cancel the Chapter or Centre, or merge it with the adjoining Chapter or Centre.
- (j) When for any reason, it is determined by the Council that the activities of any Chapter or Centre are derogatory to the objects of the Institute, the Council may resolve to suspend or supersede the Executive Committee of the Chapter or Centre not properly functioning, and such recommendation shall be decided by two thirds of the Council Members present including the postal voters, at a Special Council Meeting called for the purpose.
- (k) The Council shall also have power to take the management of a Chapter/Centre or even to suspend the same, in case the working of the Chapter/Centre is not satisfactory or membership strength falls below the prescribed limit to the wishes of the Council. Such decision can only be taken by at least 2/3rd majority of the elected members of the Council.
- (l) The Council shall have powers to convene meetings of the Executive Committee and/or of the General Bodies of the Chapters/Centres by giving a prior notice of fifteen days.
- (m)

**21 (m) : Amendment made in 1988**

*The Executive Committee of Chapter shall consist of not less than 10 members out of which the Chairman, Vice Chairman, Hon. Treasurer and two Hon. Secretaries shall be elected by the members of the Chapter as prescribed by the bye-laws. For the remaining posts which shall not be less than 5, each Centre within the Chapter shall nominate one person. In the event the number of Centres in the Chapter is less than 5, each Centre shall nominate 2 members on the Executive Committee. In case of absence of Centres in any Chapter, for the remaining posts not less than 5 members of such a Chapter shall be*

electd on the executive Committee by the members of the Chapter. Bye-law of Chapter/Centre not in accordance or contrary to that of the Institute shall be void and shall be deleted wholly or partly to the extent of repugnancy and the Bye-Law of the Institute shall prevail.

**21 (m) ADDITION: Amendment in 1992 through Ballot papers.**

"The Council by a resolution passed at its meeting by two-third majority may either extend or contain / reduce the term of office of any Chapter or Centre Executive Committee or direct when such Executive Committee or Committees may assume office."

(n)

**21 (n) : Amendment made in 1988**

Any city within the Chapter with less than 20 members may with the Council's consent form a Sub-Centre in a manner prescribed by the Council.

(o)

**21 (o) : Amendment made in 1988**

The Council may disburse to each Chapter and Centre depending on the activities pursued by such Chapter and Centre an amount not exceeding 25% of the subscription received from members of such Chapter.

## 22. COUNCIL:

- (a) All the affairs of the Institute shall be managed by a Council which shall be the governing body of the Institute, but shall be subject to the control by the General Body of the Institute. The Council shall hold office for a period of two official years.
- (b) The Council shall also consist of the President, Two Vice-Presidents, Hon. Treasurer, Two or more Jt. Hon. Secretaries, the Immediate Past President (ex-officio), Chairman of Five Regional Committees, Chairman of all Chapters, the Hon. Editor of the Journal (appointed by the Council), and such elected members of the Council being not less than seven and not more than ten out of which one may represent the Licentiate Member. The Council shall have powers to co-opt not more than two members on the Council who will have full voting rights if in the opinion of the Council a particular geographical, region or section of membership is not duly represented on the Council.

The term of such co-opted members will be co-terminus with the elected Council members.

**22 (b) : Addition : Amendment made in 1988**

The Council shall also consist of 5 Chairman of the 5 Regional Co-ordination Boards Constituted under Bye-law 23.

- (c) The Council may if it deems fit co-opt two members on the Council either at its first meeting or any of the subsequent meetings to provide representation to any region or section of membership for the duration of its own term. Such members will have all the rights and privileges of elected Council member till the end of the Council's term.

### **23. APPOINTMENT OF BOARDS AND COMMITTEES:**

- (a) The Council may from time to time appoint Boards for such purpose or purposes as the Council may deem necessary, and may also delegate any of its duties to the Boards and define their terms of reference.
- (b) The Chairman of such Boards shall be appointed by the Council from amongst the Council Members. The Boards may appoint Committees with approval of the Council.
- (c) The Chairmen of such Boards shall be the Chairmen of the Committees, and the Committee shall appoint Honorary Secretary from among its own Members, who shall record the minutes of the meeting. The Chairmen shall submit a report to the Council every year before the 31st of March in the year.
- (d) The Council shall on taking Office or soon thereafter shall constitute 5 Regional Co-ordination Boards for 5 Regions viz., East, West, North, South and Central. The boundaries of each region and their functions shall be prescribed by the Council. Each Regional Board shall consist of 2 members nominated by each Chapter within the region from its own Executive Committee. The Chairman of each Regional Board shall be from amongst the members of the Board and elected by them.

### **24. PRESIDENT:**

The President shall be a Fellow of the Institute and shall not hold office for more than two consecutive terms. He shall always when present, preside at all meetings of the Council and the General Body. He shall have power to convene meetings of the Council at any time when he considers it necessary. He shall not hold any elected office, after the expiry of his term except as the Immediate Past President, for a period of six years thereafter.

### **25. VICE PRESIDENTS:**

There shall be two Vice-Presidents designated the Senior Vice-President and Junior Vice President respectively. The Senior Vice President shall be nationally elected along with the President and other Council members. He shall be Fellow of the Institute. He shall not hold Office for more than two consecutive terms. He shall undertake all the duties of the President in the latter's absence and those delegated to him by the President. The Junior Vice-President shall be one of the Chapter Chairman and shall be elected by a secret ballot by the Council members from the nominations received from the various Chapters at the first meeting of the Council. He shall look after the activities of the various Chapters and Centres. He shall not hold office for more than two consecutive terms.

### **26. HONORARY TREASURER:**

The Honorary Treasurer shall not hold office for more than two consecutive terms, and shall be responsible to the Council. It shall be his responsibility to direct the collection of subscriptions and the preparation of accounts of all receipts and expenditure of the funds of the Institute, and to present the same to the Council for inspection or approval, and generally do all such matters as may be prescribed by the Council. It shall be the responsibility of the Honorary Treasurer to receive all monies due and payable to the Institute. He shall keep particular account of all such receipts and payment, and render a report to the Council when required.

He shall present annual accounts to the Council before the 15th of June in each year and these accounts shall be duly signed certified as correct by the Auditor appointed by the Council as prescribed in Bye-Law No. 29.

#### **27. JOINT HONORARY SECRETARIES:**

The Jt. Honorary Secretaries shall not hold office for more than two consecutive terms. It shall be the responsibilities of the Jt. Honorary Secretaries under the direction of the Council, to conduct correspondence of the Institute, to attend all the General Body and Special General Body Meetings of the Institute and of the Council to take minutes of the proceedings of such meetings, to read the minutes and all communications that they may be directed to be read, to superintend the publication of such papers as the Council may direct, and generally to do all such other matters as usually pertain to the office of the Secretaries or as may be prescribed by the Council.

#### **28. OFFICE BEARERS:**

The Office Bearers shall comprise of the President, the two Vice-President, the Hon. Treasurer, and the Jt. Hon. Secretaries.

#### **29. AUDITOR:**

The Council of the Institute shall appoint an Auditor for a term of two years, who shall have access, at all reasonable times, to the accounts securities. He shall examine the securities and annual accounts before the latter are submitted to the First General Body Meeting, and shall report thereon to the Institute. In the event of decease or resignation of the Auditor, another Auditor shall be appointed to the office by a resolution of the Council, for the unexpired term, and the said appointment shall be announced at the next General Body Meeting. Auditors may be paid remuneration. If any, as decided by the Council from time to time.

#### **30. VACANCY IN THE COUNCIL:**

The Council shall fill up by co-option any casual vacancy in the Council which may occur during its term as well as any vacancy left upon at the election. Any member so co-opted shall retire along with the Council.

### 31. MEETINGS OF THE COUNCIL:

The Council shall meet at least once in two months, and eight days' notice shall be given of such meetings by the Jt. Hon. Secretaries. The quorum at such meetings shall be six. If the required number of members is not present the meeting shall stand adjourned for 10 minutes and held as an adjourned meeting not requiring a quorum. Any member of the Council who, except with the permission of the Council, shall absent himself from three consecutive Council Meetings, shall ipso-facto cease to be a member of the Council, except if he is granted leave of absence, if so requested in writing.

At any emergent of the Council called by the President the quorum shall also be six.

### 32. ELECTION OF THE COUNCIL:

- (a) At the end of every two year term after the Last General Meeting, the members of the Council shall retire from office and every such retiring member shall be eligible for re-election, unless stated otherwise in the Bye-Laws.
- (b) Every Member offering himself for the election as a member of the Council, if eligible, shall be nominated in writing by at least two Members of the Institute. Every such nomination shall be sent to the Jt. Hon. Secretaries at least 30 clear days before the Last General Body Meeting (30th of April), accompanied by an intimation of the nominee that he will serve, if elected.
- (c) No member shall be eligible for the office of the President, Senior Vice-President, Jt. Honorary Secretaries, and Hon. Treasurer unless he has previously served on the Council for one full term of two years.

**32 (C) ADDITION: amendment in 1992 through Ballot Papers**

"Any Member who has served one full term of two years either as a Chapter Chairman, Region Chairman or Regional Representative shall be eligible to contest for the office of the President, Senior Vice-President, Jt. Hon. Secretaries and Hon. Treasurer."

- (d) Members eligible for election and Members nominating them shall have no arrears of subscription up to the date of filing nominations.
- (e) If the number of nominations exceed vacancies, the election shall be conducted as hereinafter prescribed :
  - (i) The Jt. Hon. Secretaries shall, with convenient speed, forward a voting paper in the form approved by the Council to every Fellow, Associate and Licentiate who has no arrears of subscription to date, at least twenty clear days before the First General Body Meeting. The names of all candidates for election as member of the Council shall be printed in the same type, and in alphabetical order.

- (ii) The voting papers, duly sealed in accordance with the direction printed thereon, shall reach the Jt. Hon. Secretaries at least five days before the First General Body Meetings and the Jt. Hon. Secretaries shall deliver them unopened to the Scrutineers, by whom alone they shall be opened and examined.

**32: ELECTION OF THE COUNCIL: Revised as per Amendment made at Spl GBM dtd 11-04-2015:**

“In order to have more transparent, efficient and cost effective Election process of National, Chapters, Centres, Sub-Centres and IIA representatives on COA, Electronic voting system will be adopted from the year 2015 onwards and that the members who have not confirmed their email addresses, voting system by postal ballots will continue for the term 2015-2017 only and accordingly the relevant byelaws to this effect are amended:

“The Jt. Hon. Secretaries shall send e-ballots, as per election schedule prior to First General Body Meeting, to all members who have no arrears of subscription”

“The E-voting ballots duly received shall be opened by the appointed Scrutineers only and sealed result of Elections along with report shall be handed over to Jt. Hon. Secretaries to place before First General Body Meeting.”

### **33. SCRUTINEERS:**

- (a) The Scrutineers, of whom there shall be at least three, shall be appointed by the Council from amongst the Fellows, Associates and Licentiates of the Institute, not standing for election, and shall conduct the scrutiny. Their decision on any matter relating thereto shall be final.
- (b) In the event of a Scrutineer being unavoidably prevented from carrying on his duties, the President or in his absence the Senior Vice President shall be empowered to appoint a substitute.
- (c) The Scrutineers shall be summoned at least three clear days before the First General Body Meeting by one of the Jt. Honorary Secretaries to meet him and at such a meeting, he shall deliver to them the said voting papers, bringing before them any irregularities in connection with the signatures on the outside of the said envelopes, and arrears of subscription etc. They shall then proceed to open those of the said envelopes that are correctly endorsed on the outside, and take the voting lists there from without unfolding them, adopting such measures as in their discretion are advisable to prevent the identification of the voters.
- (d) The Scrutineers shall prepare and sign a report, showing the number of voting papers received, the number rejected, the ground for rejection, and the total number of votes in favour of each candidate. The report of the scrutineers containing the names of those elected shall be handed over in a sealed envelope to the Chairman before the beginning of the First General Body Meeting. The result of the election shall be announced at this meeting.

- (e) In the event of equalities of votes for any office or Council Membership, the Chairman of the meeting shall hold a secret ballot amongst members present at that meeting, and the result of such secret ballot shall be announced before the close of the meeting.
- (f) The voting papers shall be retained by the Scrutineers for three months after the First General Body Meeting, after which they shall be destroyed.

#### **34. GENERAL BODY MEETING:**

The Council shall fix the dates for General Body Meetings, and intimation containing dates of meetings shall be forwarded to every member. The quorum of all General Body Meetings shall be fifteen. If the requisite number of members is not present, the meeting shall stand adjourned for ten minutes and held as an adjourned meeting not requiring a quorum.

#### **35. FIRST GENERAL BODY MEETING:**

The official term of the Council of two years, shall close on the 31st of May. The First General Body Meeting shall be held in the first week of July, immediately after elections to the Council are held, for the purpose of transacting the following business :-

- (a) To adopt the Bi-annual report.
- (b) To adopt the audited statement of accounts of each year for the two year term.
- (c) To report the result of the election of the Council.
- (d) To transact any other business of which notice has been given in writing, to one of the Jt. Honorary Secretaries, at least seven days before the First General Body Meeting.

#### **36. LAST GENERAL BODY MEETING:**

Last General Body Meeting shall be held on or before 30th April at the end of every two year term of the Council for the purpose of transacting the following business :

- (i) To report on the activities of the Institute up to 31st March in that year.
- (ii) To transact any other business of which notice has been given in writing to one of the Jt. Hon. Secretaries, at least seven days before the last General Body Meeting.

#### **37. SPECIAL GENERAL BODY MEETING:**

Special General Body Meetings of the Institute shall be convened by the Jt. Hon. Secretaries.

- (i) Whenever required by the President and/or the Council. The quorum for such meeting shall be fifteen.

- (ii) On a requisition in writing, signed by at least fifty members, addressed to the President, stating the object of calling the meeting, including any specific resolution, Quorum for such meetings shall be thirty, which shall be maintained throughout the meeting. Such meetings shall be held at the Headquarters of the Institute.

Notice of such Special General Body Meetings shall be issued in the ordinary way and such meetings shall be held, not less than fourteen days and not more than thirty days after the receipt by the President of such requisition.

### **38. RECORD OF PROCEEDINGS:**

The Proceedings of all the General Body Meetings shall be recorded by one of the Jt. Honorary Secretaries or in their absence by a person authorized by the Chairman of the Meeting. Such minutes shall contain the names of members present and a correct report of the resolution and proceedings of the meeting. Such minutes, as aforesaid, shall be read at the next General Body Meeting. Minutes after being confirmed by a majority of votes, shall be signed by the Chairman of the meetings, and such confirmation under the signature of the Chairman shall go to show that they contain a correct and faithful report of the proceedings of the meetings.

### **39. STANDING ORDERS:**

The standing orders of the Institute shall be specific resolutions of the Council, passed as such from time to time when occasions arise, demanding a clearer interpretation of any clause of the Constitution, or any Bye-Law or guidance in respect to the conduct of meetings or of any of the other activities carried on in furtherance of the objects of the Institute, as laid down in its Constitution. Such Standing Orders shall be recorded, by the Jt. Hon. Secretaries and circulated for the information of Members. They shall remain in force until rescinded by a Special Resolution of the Council, or by the Institute at a Special General Body Meeting called in accordance with the Constitution and Bye-laws.

### **40. POWERS OF THE COUNCIL TO ALTER DATES OF MEETINGS:**

The Council, subject always to the Constitution and Bye-laws, may make any alteration they think fit in the dates of Meetings except the First and Last General Body Meetings, or the other arrangements for the current session, and all such alterations shall be communicated or delivered to each member and shall be posted on the notice board of the Institute or advertised, as the Council may determine.

### **41. VOTING AT MEETINGS:**

Every Fellow, Associate and Licentiate shall have one vote. All voting, except where otherwise determined by the Constitution and Bye-Laws, shall be taken by a show of hands among those entitled to vote and the question decided upon by the majority, unless a poll be demanded by at least three members entitled to vote, in which case ballot papers shall be provided to each member entitled to vote, and two Scrutineers elected from amongst the members, shall take the ballot and their decision shall be final.

#### **42. CASTING VOTE:**

At any meeting of the Institute, Council or Committee, the Chairman of the meeting shall have a casting vote in addition to his right to vote as a Member.

#### **43. POSTAL VOTE:**

The Council shall be competent to refer any question to a poll of all the Fellows, Associates and Licentiates, resident in India, who have a right to vote, on the matter in question. Thereupon postal vote shall be taken by sending a copy of the proposed resolution and a voting paper to each Member resident in India, and the same shall be returned to the Jt. Hon. Secretaries not later than twenty one days after it has been posted. Three scrutineers appointed by the President shall count the votes and their decision on any matter relating thereto shall be final. If the resolution so submitted to a general poll be supported by a simple majority of votes polled, it shall be declared carried and shall be a resolution of the Institute.

#### **44. NOTICE:**

- (a) A notice may be served upon any Member of the Institute or upon any Student and Subscriber either personally or by sending it through the post, by a registered letter addressed to such Member, Student or Subscriber at his address registered with the Institute. This is not applicable to the notices of meetings.
- (b) Any notice is served by post, shall be deemed to have been served at the time when the same could be delivered in the ordinary course of the post, and in proof of such service, it will be sufficient to prove that the notice was properly addressed and put into the Post Office.

#### **45. TRUSTEES:**

The Council shall appoint three Trustees who shall be Fellows of the Institute, in whose joint names the investments belonging to the Institute shall be invested on behalf of the Institute. Any vacancy in the number of Trustees shall be immediately filled by the Council.

#### **46. ALTERATIONS AND ADDITIONS OF BYE-LAWS:**

Alteration in and addition to the Bye-Laws may be made only by a resolution adopted by two-thirds of the Members of the Institute present at a Special General Body Meeting as prescribed in Bye-Law no. 37 called for the purpose, or by two-thirds of the Members voting by Postal Vote as prescribed in Bye-Law No. 43.

#### **47. REGISTERED ADDRESS OF MEMBERS:**

Every member shall notify the Jt. Honorary Secretaries of any change of his address, and all communications that may be served by the Institute upon a member, either personally or by registered letter addressed to him at the last address notified by him as aforesaid, shall be deemed to have been duly served.

#### **48. STAFF:**

- (a) The Council may from time to time appoint paid staff of Secretaries and other staff as required from time to time for the management of the affairs by the Institute, and the staff shall be removable by them in accordance with the terms of appointment.
- (b) The terms of appointment shall be framed by the Council. Any alterations or additions in these terms shall be subject to the approval of the Council.

#### **49. ARCHITECTURAL EDUCATION AND EXAMINATIONS:**

- (a) The Council shall appoint for a two year term a Board of Architectural Education to deal with matters relating to Architectural Education. The Board shall consist of such Members of the Institute as the Council may decide.
- (b) The Board shall submit to the Council for approval any scheme it may devise for architectural education, and the conduct of examinations. The Council shall from time to time, frame and publish rules regarding examinations defining the cases and circumstances under which such examinations shall be held, the subjects they shall comprise of, the fee be paid or deposited by the candidates, and the nature of the certificates to be granted to successful candidates.
- (c) The Council on the recommendation of the Board of Architectural Education shall appoint Examiners consisting of the Members of the Institute and such other persons as the Council may invite. The Council on the recommendation of the Board may recognize from time to time the qualifications of educational institutions in Architecture as equivalent to the examination held by the Institute for membership of the Institute.
- (d) The Council may, on a request by an educational Institution, imparting training in Architecture, for recognition of its examination from the Institutes' examinations authorize the Board to inspect and report on the scheme of training staff and equipment, etc. of the Institution concerned.
- (e) The Board of Architectural Education shall conduct such examinations through examiners, as the Council shall prescribe from time to time, for candidates seeking to be elected as Members of the Institute.

#### **50. PUBLICATIONS:**

- (a) Every paper, map, plan, drawing, model presented to the Institute shall be the property of the Institute unless there shall have been previous arrangement to the contrary, and the Council may re-produce or publish the same in any way, and at any time they think proper. No person shall report for publication the proceedings of any meeting of the Institute or

give his consent to the publication of any communication to the Institute without the previous consent of the Council.

- (b) If the Council does not wish to publish any matter, the author shall be informed of the decision and the material returned to him.

## **51. JOURNAL:**

The Institute shall publish a Journal at least once in every three months. The Journal shall be managed by an Editorial Board appointed by the Council for a term of two years. The Council shall make adequate provision in the Institute's budget for the publication of the Journal. At the end of every year i.e. on or before 31st March, the Editorial Board shall submit a Report to the Council with the Statement of Accounts.

## **52. LIBRARY**

The Council shall appoint a Library Committee for a term of two years which shall manage the Institute's Library. The Council shall authorise the Library Committee to operate the Sohrab F. Bharucha Architectural Library Account, and shall also make adequate provision in the Institute's budget for the management of the Library. At the end of every year i.e. on or before 31st March, the Library Committee shall submit a Report to the Council with a Statement of accounts.

The Library shall be opened at such times as the Council may determine to all Members and Students of the Institute, who shall have the right to pursue and inspect all books, papers, maps, plans, drawings, or models, belonging to the Institute and kept in the Library, and to make copies or abstract from the same under such restrictions and with such exceptions as may from time to time be determined by the Library Committee. None of the property of the Institute shall without the express consent of the Library Committee be taken from the premises of the Institute, Student members will be permitted to avail of this facility on payment of proper Security Deposit as determined by the Library Committee.

## **❖ AMENDMENT TO THE EXISTING METHOD OF ELECTION OF FIVE REPRESENTATIVES OF IIA ON COUNCIL OF ARCHITECTURE**

(Approved by Postal Votes on 5-2-1992)

It is hereby resolved that the existing method of election of five Representatives of IIA on Council of Architecture for the 3 year term be modified as under:-

“The Jt. Hon. Secretaries or Election officer specially appointed by the Council will invite nominations from five geographical regions as defined for election of Regional Executive Committee for the five posts on the Council of Architecture, from eligible members. If there are more than one nominations from each geographical region the Jt. Hon. Secretaries shall with convenient speed forward a voting paper in the form approved by the Council to every member who has no arrears of subscription on the date stipulated in the notice inviting nominations. Each geographical region shall elect one member to the

Council of Architecture and consequently each member registered in the geographical region shall have one vote. The geographical regions shall be as defined for the constituting regional executive committee. The voting papers duly filled and sealed as per the directions printed thereon shall reach the Jt. Hon. Secretaries on or before the stipulated date. The result of election will be notified to the members by publication in the Newsletter and to the Registrar of Council of Architecture and successful candidates by post by the Jt. Hon. Secretaries.

❖ **AMENDMENT TO THE EXISTING METHOD OF REPRESENTATION FOR THE REGIONAL EXECUTIVE ON THE COUNCIL**

(Approved by Postal ballot on 5-2-92)

It is hereby resolved that the Chairman of Regional Executive Committee shall represent the Region on the Council in place of the Regional Representative and hence there will be no need for election of Regional Representatives.

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# **MODEL BYE-LAWS FOR A CHAPTER AND CENTRE**

## **1. INTERPRETATIONS:**

In these Bye-Laws unless there is something in the subject or context inconsistent therewith

“THE CHAPTER” shall mean a Chapter of the Indian Institute of Architects within the region of the State of ..... with Headquarters at ..... (State Capital).

“THE CENTRE” shall mean a Centre of the Indian Institute of Architects, within the region of the State of ..... with Headquarters at ..... (State Capital), in case the State does not have a Chapter.

“THE CENTRE” shall also mean a Centre of the Indian Institute of Architects within the city limits of .....and attached to the ..... Chapter (Name of State to which the city belongs) in case the State has a Chapter.

“THE INSTITUTE” shall mean the Indian Institute of Architects.

“THE EXECUTIVE COMMITTEE” shall mean the members for the time being of the Committee of management of the Chapter/Centre.

“THE BYE-LAWS” shall mean these Bye-Laws and such other Bye-Laws as shall for the time being be in force.

“MEMBER” shall mean any person who is a member of the Chapter/Centre residing in the region.

Words importing the masculine gender shall include the feminine and words importing the singular number only, shall include the plural.

## **2. MEMBERSHIP:**

All Members of the Indian Institute of Architects including Subscribers and Student members of the Indian Institute of Architects residing in the region shall ipso-facto become members of the Chapters/Centres subject to the Bye-Laws of the Chapters and Centres. The Subscribers and Student members shall not be entitled to nominate, elect or be entitled to nominate, elect or be elected on the Executive Committee, and to vote to regulate any decision of the Chapter.

## **3. GENERAL BODY MEETINGS:**

- (a) There shall always be a First General Body Meeting and the Last General Body Meeting as well as other General Body Meetings. The First and Last General Body Meetings shall

be held as prescribed by the Bye-Laws and the other General Body Meetings shall be held at least within six months of the last preceding Meeting. The Quorum for all General Body Meetings shall be 10. If the requisite number of members is not present the meeting shall stand adjourned for 10 minutes and held as an adjourned meeting not requiring a quorum.

- (b) Fourteen days' notice at the least specifying the place, date and the hour of the meeting and the Agenda shall be given to the members in manner hereinafter mentioned, but the non-receipt of such notice by any member shall not invalidate the proceedings of the General Body Meeting.
- (c) A Special General Body Meeting shall be called by one of the Joint Honorary Secretaries when required by the Executive Committee or at any time not later than two weeks and not more than four weeks after the receipt of a requisition stating the purpose for which a meeting is required, and signed by at least fifteen members. Seven days' notice at least, specifying the place, date and the hour of the Meeting, and the Agenda shall be given to the members. The notice shall be sent to each member at his registered address, and advertised or announced as may be determined by the Executive Committee.
- (d) The First General Body Meeting shall be held in the first week of June, immediately after the elections to the Executive Committee are held, for the purpose of transacting the following business :-
  - (i) To adopt the Bi-Annual Report.
  - (ii) To adopt the audited statement of accounts of each year for the two-year term.
  - (iii) To report the result of the election of the Executive Committee.
  - (iv) To transact any other business of which notice has been given in writing to one of the Jt. Hon. Secretaries at least seven days before the First General Body Meeting.
- (e) The Last General Body Meeting shall be held on or before 15th April at the end of every two year term of the Executive Committee for the purpose of transacting the following business :-
  - (i) To report on the activities of the Chapter on the activities of the Chapter up to 31st March in that year.
  - (ii) To transact any other business of which notice has been given in writing to one of the Jt. Hon. Secretaries at least seven days before the Last General Body Meeting.
- (f) The Chair at the General Body Meetings shall be taken by the Chairman or in his absence by the Vice Chairman or in his absence by a member of the Executive Committee, failing which any member whom the meeting may elect shall take the Chair.
- (g) Addition in and alteration to the Bye-Laws shall be made only by a postal vote, provided that not less than  $\frac{3}{4}$  majority of those returning their voting paper have supported the resolution amending the Bye-Laws, subject to the approval of the Council. Any such addition in an alteration to the Bye-Laws shall not be inconsistent with or derogatory to the Constitution and Bye-Laws of the Institute.

#### 4. EXECUTIVE COMMITTEE:

- (a) The Management of the affairs of the Chapter/Centre of the Indian Institute of Architects shall be vested in the Executive Committee.
- (b) The Executive Committee of the Chapter shall consist of five office bearers, and a maximum of 5 members, who should all be elected as per the procedure laid down. It shall comprise of :-
- (i) Chairman
  - (ii) Vice Chairman
  - (iii) Hon. Treasurer
  - (iv) One or two Jt. Hon. Secretaries
  - (v) Committee members

**4(b): Revised as per Amendment made at Spl GBM dtd 31-3-2017:**

“4(b). The executive committee of the chapter shall consist of 5 (five) office bearers & a maximum of 10 (ten) members who shall be elected as per the procedure laid down. It shall comprise of:-

(i) Chairman

(ii) Vice Chairman

(iii) Hon. Treasurer

(iv) Two Hon. Secretaries

(vi) Ten Committee members

The no. of co-opted members of the Chapter Executive Committee shall be maximum of two per Chapter.”

- (c) The Executive Committee of the Centre shall consist of four office bearers and a maximum of 4 members, who shall be elected as per the procedure laid down.

**4(c): Revised as per Amendment made at Spl GBM dtd 31-3-2017:**

“4(c). The executive committee of the centre shall consist of 4 (four) office bearers & a maximum of 5 (five) members who shall be elected as per the procedure laid down. It shall comprise of :-

I. Chairman

II. Vice Chairman

III. Hon. Treasurer

IV. One Hon. Secretary

V. Five Committee members

For the purpose of clarity it was further resolved that, the composition of the Sub Centres shall be same as that of Centre”

- (d) The Immediate Past-Chairman shall be an ex-officio member

- (e) The President of the Institute shall by virtue of his office be entitled to attend all Executive Committee meetings of the Chapter/Centre. The Junior Vice-President of the Institute shall be in charge of the activities of various Chapters and Centres, and shall also be entitled to attend all Executive Committee meetings of the Chapter/Centre.
- (f) The Executive Committee shall meet at least once in every two months. Three members shall form a quorum for a meeting of the Executive Committee. The minutes of each Executive Committee Meeting and all General Body Meeting shall be sent to the Junior Vice-President of the Institute, within 15 days of the meetings concerned.
- (g) The Executive Committee shall have power to appoint Sub-Committees consisting of one of the Jt. Hon. Secretaries and any member of the Chapter to advise on any matter. The Executive Committee may, if it so desires, delegate some of its powers to the Sub-Committee for that particular matter.
- (h) The Executive Committee shall be competent to refer any question to a poll of all the members. Thereafter a postal shall be taken by sending a copy of the proposed resolution and a voting paper to each member which shall be returned not later than ten days after it has been posted.
- (i) The Executive Committee may fill by Co-option any casual vacancy in the committee which may occur during its term
- (j) Any member of the Executive Committee who absents himself from three consecutive committee Meetings, shall cease to be a member of the Committee, except if he is granted leave of absence, if so requested in writing.
- (k) No Office Bearer of National Council or any member of the Executive Committee of a Region or Chapter or Centre shall **not** hold more than one Office- Bearers post in the National Council or Regional or Chapter of Centre Executive Committee, during the tenure of its Office. If elected to another executive post the member shall forthwith vacate his previous post.

## **5. CHAIRMAN:**

No Chairman shall hold office for more than two consecutive terms. The chairman shall preside over all the meetings.

## **6. VICE – CHAIRMAN:**

No Vice-Chairman shall hold office for more than two consecutive terms. The Vice Chairman shall under take all the duties of the Chairman in the absence of the latter.

## **7. JT. HON. SECRETARIES:**

The Jt. Hon. Secretaries shall, subject to the direction and control of the Executive committee, manage the affairs and shall record the minutes of all the meetings of the Chapter, Executive Committee and Sub-Committees in a proper Minute Book.

#### 8. HON. TREASURER:

- (a) The Hon. Treasurer shall, subject to the control of the Executive Committee, be responsible for the receipts and disbursements of the funds of the Chapter, and shall present an account to the Executive Committee each year on or before the 15th April, and the accounts shall be duly signed and certified as correct by the Honorary Auditor appointed by the Committee.
- (b) All monies of the Chapter shall be deposited with a Bank, and the account shall be operated jointly by the Hon. Treasurer and either the Chairman, Vice-Chairman of one of the Jt. Hon. Secretaries.

#### 9. ELECTION:

- (a) At the end of every two-year term i.e. at the Last General Body Meeting, the entire Executive shall retire and all the members thereof shall be eligible to offer themselves for re-election. The Office-Bearers of the old Executive Committee shall continue to be in office till a new Executive committee is formed.
- (b) Every member offering himself for election as a member of the Executive Committee shall be duly proposed and seconded by two members and every such nomination shall reach the Jt. Hon. Secretary at least fourteen days prior to the First General Body Meeting accompanied by an intimation by the nominee to serve, if elected.
- (c) Any member offering himself for election and Members nominating shall have no arrears of subscription of the Institute or the Chapter.
- (d) If the number of nomination exceed vacancies the following procedure shall be adopted.
  - i) The Jt. Hon. Secretaries shall post 15 days prior to the First General Body Meeting, the voting papers to all Members who have no arrears of subscription.

***9 (d) (i) to be revised as per Amendment made in Spl GBM held on 11/04/2015.***

***The Jt. Hon. Secretaries shall send e-ballots, as per election schedule prior to First General Body Meeting, to all members who have no arrears of subscription***

- ii) The voting papers duly sealed in accordance with the directions printed therein, shall be returned to the Jt. Honorary Secretaries so as to reach them five days before the First General Body Meeting and the Jt. Hon. Secretaries shall deliver them unopened to the Scrutineers by whom alone they shall be opened.

***9 (d) (ii) to be revised as per Amendment made in Spl GBM held on 11/04/2015.***

***The E-voting ballots duly received shall be opened by the appointed Scrutineers only and sealed result of Elections along with report shall be handed over to Jt.***

- iii) The Scrutineers of whom there shall be at least three, shall be appointed by the Executive Committee from among the members of the Chapter, not standing for election.
- iv) The Scrutineers shall be summoned at least two clear days before the Meeting, by one of the Jt. Hon. Secretaries to meet him and at such a meeting he shall deliver to them the said voting papers, bringing before them any irregularities in connection with the signatures on the outside of the envelopes etc. They shall then proceed to open those of the said envelopes that are correctly endorsed on the outside and take the voting lists there from without unfolding them, adopting such measures as in their discretion advisable to protect the identity of the voters.
- v) The Scrutineers shall then unfold the said voting lists and count the votes. The Scrutineers shall make and sign a report showing the number of voting papers received, the number rejected, and the ground for rejection the total number of votes in favour of each candidate, and the names of those candidates who are duly elected. Such report shall be sealed and handed over to the Chairman before the beginning of the First Annual General Meeting at which meeting the result of the election shall be announced.
- vi) The voting papers will be retained by the Scrutineers for one month after the Last General Body Meeting, after which they shall be destroyed.

#### **10. ACCOUNTS:**

- (a) The financial year of the Chapter/Centre shall close on the 31st day of March every year. The audited Statement of Accounts shall be sent to the Junior Vice-President within seven days of their being adopted by the General Body Meetings.
- (b) The Executive Committee of the Chapter shall be empowered to collect any subscription from its members.
- (c) In addition the Institute shall give a grant to the Chapter which will be Rs. 1,000/- or 1/4th of the Subscription collected by the Institute from its Members residing in the State concerned whichever sum is greater. The grant given by the Institute to the Chapter shall include 15% to be passed on to the Centre, if there be any, attached to the Chapter concerned.

#### **11. HON. AUDITOR:**

The Executive Committee of the Chapter shall annually appoint an Hon. Auditor not being a member of the Executive Committee, and his name shall be appended to the list of the Executive Committee nominated for election. The Hon. Auditor shall have access at all reasonable time, to the accounts and securities. He shall examine the securities and annual account before the latter are submitted to the First General Body Meeting and shall report there onto the Chapter. In the event of the decease or resignation of the Hon. Auditor another Hon. Auditor shall be appointed to the office by a resolution of the Executive Committee, and due notice of the appointment shall be given at the next General Body Meeting. Hon. Auditors may be paid honorarium, if any, as decided by the Executive Committee from time to time.

## 12. GENERALLY:

- (a) Any question of policy or practice in the working of a Chapter shall be referred to the Junior Vice President of the Institute for presentation to the decision of the Council.
  - (b) The Bye-Laws and Standing Orders of the Institute shall be taken as applying equally to the conduct of the business of the Chapter.
  - (c) Under no circumstances shall the Executive Committee incur financial or other liabilities on behalf of the Institute or the Chapter itself.
  - (d) The Centres will have powers to refer any matter to the Council when they have a disagreement with their governing Chapter, subject to their sending a copy of such a reference to the Chapter.
  - (e) All Chapters and Centres will submit audited statements of account to the Council within six months of close of every financial year and these will be incorporated by the Council in the bi-annual reports presented to the General body as prescribed in the Bye-Laws. The Council may stop/with-hold/cancel grant to any chapter or centre which fails to submit such audited statement of accounts, provided the Council may, if thought fit, suspend the Chapter/Centre for failure to submit audited statement.
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