

RULES AND REGULATIONS OF ARCHITECTS AND ENGINEERS ASSOCIATION

(Registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955)

1. PRELIMINARY

In these presents unless repugnant to or inconsistent with context, words or expressions defined in the Travancore-Cochin Literary, Scientific & Charitable Societies Registration Act XII of 1955 or in any statutory modification in force at the date on which these Rules and regulations become binding on the Architects and Engineers Association shall have the meaning so defined, and words imparting the singular shall include the plural and vice versa, the words imparting masculine gender shall include feminine gender and vice versa, and words imparting persons shall include bodies corporate.

WORDS OF TERMS

MEANING

- | | |
|------------------------|--|
| a) These presents | The Memorandum of Association and Rules and Regulations of the Architects and Engineers Association, Trichur as originally formed or as altered from time to time at the general body meeting of Architects and Engineers Association. |
| b) Association | ARCHITECTS AND ENGINEERS ASSOCIATION |
| c) Executive Committee | Executive Committee of the Architects and Engineers Association. |

2. NAME

ARCHITECTS AND ENGINEERS ASSOCIATION

3. LOCATION

The Registered office of the Association shall be situated at Trichur in Kerala. The place of the registered office can be changed by a decision of the general body.

4. JURISDICTION

Jurisdiction of the Association shall be extended to the whole of Kerala State.

5. OBJECTS

The aim and objects of the Association shall be:-

- a) To maintain, improve and foster a feeling of brotherhood and fellowship and close co-ordination amongst members with a view to develop their functioning and activities as much as possible for rendering maximum service to the public.
- b) To take all steps to safeguard the professional interests of Architects and Engineers.
- c) To encourage research and free discussion on architectural and engineering problems and to publish periodicals and other publications regarding matters of interest to the Association.
- d) To organise social, cultural and educational activities for the benefit of members.
- e) To co-operate with similar other Associations for mutual benefit.
- f) To deal with such matters as may be considered necessary for the welfare of the members.
- g) To establish a common platform for Architects and Engineers to develop better understanding of Architecture and Engineering and to project the same to the public at large for the benefit of all.
- h) To do all such other acts as are incidental or conducive to the attainment of the above objects.

Note : The association has no profit motive. The income and assets cannot be given either as dividend or bonus or in other manner to the members. All income and assets are to be utilised for the purpose mentioned in Section (4) above.

6. MEMBERSHIP

6.1 Eligibility :

The membership of the Association shall be open to :

- a) All architects and engineers with a degree in architecture or engineering or equivalent qualification recognised by the Institution of architects/Institution of Engineers (India).
- b) Persons in Government/Quasi Government services will not be eligible for membership.
- c) Members accepting Government/Quasi Government services will cease to be a member from the date of acceptance of the job.

6.2 Admission of members :

Every application for admission to the Association accompanied by the prescribed admission fee and annual subscription shall be addressed to the Secretary, who will place it before the Executive Committee at its next meeting. The Executive Committee shall have power to accept or reject the application without assigning reasons thereof. The Association shall maintain a register of the members up dated at all times.

6.3 Classification of Members :

6.3 a) Honorary Members :

Persons of eminence in the field of Architecture and Engineering or other applied services can be enrolled as honorary members for definite periods by the Executive Committee. Architects & Engineers who have done meritorious services to the Association may also be enrolled as honorary members by the Executive Committee. Honorary members shall not be required to pay any subscription.

6.3 b) Ordinary Members :

Ordinary Member is a person who is admitted to the Association according to the rules. He shall not have resigned or expelled. He shall not be in arrears of subscription.

6.3 c) Charter Members :

All members enrolled before the inaugural general body meeting shall be considered as charter members of the Association.

7. ADMISSION FEE & SUBSCRIPTION

7.1 The Admission fee shall be Rs. 50/-

7.2 The Annual subscription for membership shall be Rs. 250/-

7.3 The Subscription shall be payable before 31st January of every year.

7.4 Donations can be collected for any specific purpose approved by the Executive Committee.

7.5 Membership will not be valid if the subscription is in arrears for more than six months, but can be revived with the permission of Executive Committee if arrears are paid before the next General Body Meeting.

7.6 Resignation :

Any member who is not an office bearer may resign his membership by written intimation to the Secretary. In case of office bearers, their request for resignation will be effective only after the acceptance of the same by the Executive Committee. No refund of subscription already paid will be made to such resigning members. If any member who has resigned wants to rejoin the Association may be admitted afresh after getting the approval of the Executive Committee of the Association.

7.7 Expulsion of Member :

The general body may, if at any time is of the opinion that the interests of the Association so require, expel any member by a resolution passed at its meeting by not less than two thirds of those present. Such expulsion shall be in writing accompanied by relevent extract of the proceedings of the meeting and setting forth the grounds for such expulsion. This item shall be specified in the agenda of the meeting to consider such action and shall be circulated in advance to the members. The person concerned will have full freedom to present his case in person or by proxy in the following general body meeting.

8. MANAGEMENT

8.1 The affairs of the Association shall be conducted by an Executive Committee consisting of not more than eleven persons elected from the General Body consisting of a President, two Vice President, a Secretary, a Joint Secretary and a Treasurer. The first Executive Committee Members shall be: -

- 1 Er. S. J. Mathew — President
- 2 Ar. K. M. Nair — Vice President
- 3 Er. Jose C. Mandy — Vice President
- 4 Ar. Francis Chandy — Secretary
- 5 Er. V.R.U. Menon — Jt. Secretary
- 6 Er. P. U. Davis — Treasurer
- 7 Er. R. Balan — Member
- 8 Er. V. P. Mohanan — Member
- 9 Er. Varghese Jacob — Member
- 10 Er. K. R. Venugopalan — Member
- 11 Er. James Alapatt — Member

8.2 The Executive Committee so elected shall hold the office till the next annual general meeting.

8.3 Interim vacancies in the Executive Committee shall be filled up by co-option and the co-opted Executive Committee Members shall hold office till the next Annual General Meeting

8.4 The President shall preside over Executive Committee Meetings and General Body Meetings and shall exercise an overall supervisory control on the functioning of the Association. In their absence a Chairman shall be elected by the members attending the meeting.

8.5 The Executive Committee shall meet at least once in a month and in those meetings, matters which have occurred till that period should be discussed and the accounts read and adopted.

8.6 The Executive Committee meeting may be called with a notice of not less than seven days, but on special occasions the meeting can be convened with shorter notice.

8.7 The decision of the meetings will be as far as possible by consensus, but if there is no unanimity the decision can be arrived at by simple majority. The chairman of the meeting will have a casting vote if he desires so when there is a tie.

8.8 The quorum for the Executive Committee meeting shall be five of which atleast two shall not be office bearers.

9. POWERS OF EXECUTIVE COMMITTEE

Without prejudice to the powers vested in the General Body the Executive Committee shall have the following powers:-

9.1 To administer the affairs of the Association in accordance with the aims and objects in clause (5) above of the Memorandum of Association.

9.2 To pay costs, charges etc. preliminary and incidental to the promotion, formation, establishment and registration of the Association.

9.3 To appoint, at its discretion, staff from time to time, fix their salaries or emoluments etc. and frame the required rules and also to remove or suspend the staff in the interest of the Association.

- 9.4 To determine who shall be entitled to sign on behalf of the Association bills, notes, receipts, acceptance, endorsements, cheques, releases, contracts, documents etc.
- 9.5 To open bank accounts and operate such accounts and to over draw or take loans on such accounts on the security of the Association or of any of its assets.
- 9.6 To appoint sub-committees for special purposes.
- 9.7 To recommend amendments to the rules and regulations for better execution of the Association matters.
- 9.8 To invest and deal with any of the moneys of the Association not immediately required in such manner, as it thinks fit.
- 9.9 To act on behalf of the Association in matters such as legal, contractual etc.
- 9.10 To purchase or otherwise acquire property for the Association and arrange or undertake building and other works for the use of the Association.
- 9.11 To raise funds by collecting special subscriptions, levy donations etc., for special purposes such as picnics, social gatherings, staging dramas etc., and for giving financial aid to persons or institutions they think it necessary.
- 9.12 To fix the accounting year for the Association.

10. SECRETARY

The Secretary shall subject always to the supervision and general control of the Executive Committee, have the management of all the affairs of the Association and of all the affairs of the Association and of all its assets and he shall have and exercise all such powers and authorities for the same except those which are by a resolution of Executive Committee expressly or specifically required to be exercised by the Executive Committee, President of the Association or by the General Body.

11. GENERAL BODY MEETING

- 11.1 The annual general body shall meet at least once in a year ordinarily not later than February 15th of that year at such time and place as the Executive Committee may decide.
- 11.2 Regular General Body Meeting will be once in a month, Second Friday of the month at such time and place as the Executive Committee may decide.
- 11.3 The new Executive Committee should take charge from the date of the Annual General Body Meeting.
- 11.4 The following, among other matters shall be dealt with by the General Body.
 - i) Review the activities of the Association during the previous year which shall be presented by the Secretary in the Annual report.
 - ii) Approval of audited accounts for the previous year.
 - iii) Formulation of programme of activities for the ensuing year.
 - iv) Presentation of budget for ensuing year.
 - v) Amendment of byelaw if any.
- 11.5 The president or in his absence one of the Vice President shall preside at the meetings of the General Body. In their absence the General Body shall choose a Chairman from the members present.
- 11.6 The General Body shall be the ultimate authority in all matters relating to the Association.
- 11.7 All questions except those relating to amendment of byelaws shall be decided by majority vote of the members present. When there is a tie, the President or Chairman shall have casting vote.

11.8 The quorum for all General Body meeting shall be 20% of the strength or minimum of 15 members whichever is greater. Should there be no quorum of attendance within half an hour of the time fixed for meeting, the meeting shall stand adjourned to the same time, day and place during the next week. And if at this adjourned meeting quorum is not present and all decisions arrived at this meeting shall be valid.

11.9 Notice of ordinary meeting of the General Body shall be issued by the Secretary not less than 7 days in advance.

11.10 Extra ordinary General Body Meeting shall be convened by the Secretary stating the purpose for which they are convened. Such a meeting shall also be convened by Secretary on a written demand by more than 20% of members within fifteen days. Notice for extra ordinary meetings shall be issued not less then ten days in advance.

12. AUDIT

The accounts of the Association shall be audited once in a year by a Chartered Accountant appointed by the Annual General Body Meeting of the Association. The auditor for the first year shall however, be appointed by the Executive Committee. The responsibility shall be upon the Executive Committee to see that the accounts are so audited.

13. AMENDMENTS TO RULES & REGULATIONS

The rules and regulations of the Association shall be repealed, altered, added to or amended by a resolution at any General Body Meeting. Any amendment to the byelaws shall be carried at the General Body Meeting only on the vote of at least There fifth of the number of members present and voting, subject to a minimum of 50% of the strength of the Association voted in favour of the amendment. The proposal to amend the rules with explanatory memorandum should be included in the notice for the meeting.

14. DISSOLUTION

The Association shall be dissolved if at least 3/5th of the total members of the Association record votes in favour of dissolution at the General Body Meeting called for that specific purpose and the assets at the time of dissolution shall be transferred to an Association Registered under the Societies Registration Act having similar objects.

We the undersigned being the members of the Association do hereby certify that the above rules and regulations of the Association have been approved in the General Body Meeting of the Association held on 22-3-89.

Sl. No.	Name	Address and Occupation	Signature
1.	S. J. Mathew	Engineer, Cheroor, Trichur-680 008	Sd/-
2.	K. M. Nair	Architect, 27/88/5, Park House, Round North, Trichur-680 001	Sd/-
3.	Jose. C. Mandy	Civil Engineer, Honey Dale Puthenpeedika P. O., Trichur-680 642	Sd/-
4.	Francis Chandy	Architect, Chandy Consultants, High Road, Trichur	Sd/-
5.	V. R. U. Menon	Civil Engineer, 27/441, Convent Road, Trichur-680 020	Sd/-

Sl. No.	Name	Address and Occupation	Signature
6.	P. U. Davis	Structural Engineer, Pulikkottil Consultants, Casino Complex, Kokkalai, Trichur	Sd/-
7.	R. Balan	Consulting Engineer, 27/314, Sree Chand Jacobite Church Road, Chembukavu, Trichur-680 020	Sd/-
8.	V. P. Mohanan	Civil Engineer, XIII/285, Koorkenchery, Trichur-680 007	Sd/-
9.	Varghese Jacob	Engineer, IV/613, Valappaya, Trichur-680 596	Sd/-
10.	K. R. Venugopalan	Kadavil House, Koorkenchery, Trichur-680 007	Sd/-
11.	James Alappatt	Alappatt Floorings, Cochin Devaswam Board Building, Round North, Trichur-1	Sd/-