



MEMORANDUM OF ASSOCIATION
OF
ARCHITECTS AND ENGINEERS ASSOCIATION

MEMORANDUM OF ASSOCIATION
OF
ARCHITECTS AND ENGINEERS ASSOCIATION
(REGISTERED UNDER THE Societies Registration Act, XII of 1929)

സംഘങ്ങൾ രജിസ്റ്റർ ചെയ്യുന്നതു സംബന്ധിച്ച സർട്ടിഫിക്കറ്റ്

1955 - ലെ 1200 മത് തിരുവിതാംകൂർ-കൊച്ചി സാഹിത്യം, ശാസ്ത്രീയ, ധർമ്മസംഘങ്ങൾ രജിസ്റ്ററാക്കൽ ആക്ട്

ക്രമ നമ്പർ 208

വർഷം 1989

1955 - ലെ 12-ാംമത് തിരുവിതാംകൂർ-കൊച്ചി സാഹിത്യം, ശാസ്ത്രീയ, ധർമ്മസംഘങ്ങൾ രജിസ്റ്ററാക്കൽ ആക്ട് അനുസരിച്ച് ARCHITECTS AND ENGINEERS ASSOCIATION ഇന്നേ ദിവസം രജിസ്റ്റർ ചെയ്തതായി ഞാൻ ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

ആയിരത്തിത്തൊള്ളായിരത്തി എൺപത്തി ഒൻപതാമാണ്ട് മാർച്ച് മാസം ഇരുപത്തൊൻപതാം തീയതിയായ ഇന്ന് ഞാൻ കൈയൊപ്പു വച്ചുനൽകിയിരിക്കുന്നു.

ഒപ്പ്

സംഘം രജിസ്ട്രാർ.

(ശരി പകർപ്പ്)

**MEMORANDUM OF ASSOCIATION
OF**

ARCHITECTS AND ENGINEERS ASSOCIATION

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

1 NAME

The name of the association is Architects and Engineers Association - hereinafter referred to as the Association.

2. LOCATION

The Registered office of the Association shall be situated at A E A Building Kokkalai Thrissur in Kerala State. The place of the registered office can be changed by a decision of the General Body.

3. JURISDICTION

The Jurisdiction of the Association shall extend to the whole of Kerala State.

4. OBJECTS

The aims and objects of the Association shall be :-

- (a) To uphold and ensure the dignity and prestige of Technocrats in general and Architects and Engineers in particular so that they have their legitimate role in nation building.
- (b) To maintain, improve and foster a feeling of brotherhood and fellowship and close co-ordination among members with a view to develop their functioning and activities as much as possible for rendering maximum service to the society.
- (c) To take all steps to safeguard the professional interests of Architects and Engineers.
- (d) 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.

- (e) To organise social, cultural and educational activities for the benefit of members.
- (f) To co-operate with similar other Associations for mutual benefit.
- (g) To deal with such matters as may be considered necessary for the welfare of the members.
- (h) 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.
- (i) To do all such other acts as are incidental or conducive to the attainment of the above objects.

5. CODE OF ETHICS FOR AEA MEMBERS:

The code is based on broad principles of truth, honesty, justice and trustworthiness, respect and safeguard of human life and welfare, competence and accountability which constitute the values every AEA member must recognise and uphold.

THE CODE

An AEA member shall practice his profession with integrity, conscience, dignity and honor and follow the best traditions of the profession.

An AEA member shall be aware of the principles of ecosystemic inter-dependence, diversity, maintenance resource recovery and inter-relational harmony from the bases of our continued existence and that each of these poses a threshold of sustainability that should not be exceeded

An AEA member shall uphold the safety, health and welfare of the people, protection of the environment and promotion of health and safety within the workplace.

An AEA member shall offer services, advise or undertake engineering assignments only in the areas of his competence and furnish correct information of his qualifications and experience to concerned clients.

An AEA member shall uphold and maintain confidentiality and respect for secrets confided in him by the clients, employers and employees in connection with any professional work undertaken by him.

An AEA member shall keep informed and updated in his area of professional activity and serve to provide opportunities for professional development of his subordinates.

An AEA member shall conduct without consideration of caste, creed, sect, social status and shall not perform or act against the interest of the nation.

An AEA member shall present clearly to all concerned the possible consequences of ignoring, overruling or discarding technological and engineering decisions or judgements.

An AEA member shall not directly or indirectly injure the professional reputation of another AEA member.

An AEA member shall not accept any unauthorised commissions, discount, allowance or profit, direct or indirect to himself, in connection with any work under his charge or for any professional business entrusted to him.

An AEA member shall not act in a manner which may injure the reputation or the image of the Association or may cause damage to the Association financially or otherwise.

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.

We the several persons whose names, address, and occupations are subscribed hereto are desirous of being formed with a Society under the Travancore Cochin literary, Scientific and Charitable Societies Registration Act XII of 1955 in pursuance of the Memorandum of Association, a signed copy of which is filed.

Sl. No.	Name	Address and Occupation	Signature
1.	S.J. Mathew	Engineer, Cheroor, Trichur-680 001.	(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-21	(Sd/-)
6.	P.U. Davis	Structural Engineer, Pulikottil Consultants Casino complex, Kokkalai, Trichur - 21	(Sd/-)

- 7. R. Balan Consulting Engineer,
27/314 Sree Chand,
Jacobite Church Road, (Sd/-)
Chembukkavu,
Trichur-680 020.
- 8. V.P. Mohanan Civil Engineer,
XIII / 285. (Sd/-)
Koorkenchery.
Trichur- 680 596.
- 9. Varghese Jacob Engineer,
IV / 613, Velappaya (Sd/-)
Trichur - 680 596.
- 10. K.R. Venugopalan. Kadvil House,
Koorkenchery, (Sd/-)
Trichur - 680 007.
- 11. James Alapat Alapat Floorings,
Cochin Devaswam
Board Building, (Sd/-)
Round North, Trichur-1

RULES AND REGULATIONS OF ARCHITECTS AND ENGINEERS ASSOCIATION

(Registered under the Travancore - Cochin Literary, Scientific & 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 in any statutory modification in force at the date on which these Rules and regulations become binding on the Architects and Engineers Associations 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 at AEA Building, Kokkalai 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 uphold and ensure the dignity and prestige of Technocrats in general and Architects and Engineers in particular so that they have their legitimate role in nation building.
- b) 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.

(c) To take all steps to safeguard the professional interests of Architects and Engineers.

(d) 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.

(e) To organise social, cultural, and educational activities for the benefit of members.

(f) To co-operate with similar other Associations for mutual benefit.

(g) To deal with such matters as may be considered necessary for the welfare of the members.

(h) 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.

(i) 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 any 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 service will cease to be a member from the date of acceptance of the job.

6.2 ADMISSION OF MEMBERS:

a) Admission of members shall be as per rules stipulated for different class of members and at the discretion of the Executive Committee.

b) A person who desires to become a life member/ member of the Association shall apply to the Secretary in the prescribed form and introduced by an existing member.

c) The Secretary shall place the application before the Executive Committee and its decision shall be final.

6.3 CLASSIFICATION OF MEMBERS:

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

b) **Ordinary Member.** An 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.

c) Life Members

A life member when admitted shall have completed 30 years of age or has acquired five years of professional experience after graduation.

d) 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. 100/-

7.2 The life membership fee shall be Rs. 5000/- However persons below the age of 40 has got the option of paying by installments, the first instalment being Rs. 2,000/- and the balance to be paid in two equal consecutive yearly installments of Rs. 1500/-

7.3 For ordinary members, the Annual subscriptions shall be Rs. 500/- and this shall be payable before 31st March 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 Discipline:

a. All members are expected to behave in such a manner as to uphold the dignity and prestige of the Association. They shall abide by the code of ethics and by the objects and also directions issued by the Executive Committee for the efficient functioning of the Association. Members are expected not to utilise the functioning of the Association for any political, religious, or such other activities which may disrupt harmony among members. Any violation of the above guidelines shall be treated as misconduct. In case of misconduct, disciplinary action shall be taken/ initiated by the Executive Committee and the decision thereon shall be final and binding on the members.

b. The decision of the Executive Committee may be warning, suspension of the membership for a specified period or recommendation to the General Body for expulsion.

c. If in the opinion of the Executive Committee, the conduct of any member merits expulsion, the committee shall ask him to resign. If the member does not resign within one month of such direction, the matter may be placed before a General Body Meeting. The attendance for such meeting shall be not less than 50 members. If at such a meeting, a majority of two third of the members present vote for the expulsion of such a member, he shall cease to be a member of the Association. The voting shall be by secret ballot. An expelled member shall not be eligible for re-admission to the Association.

8. MANAGEMENT

8.1 The affairs of the Association shall be managed by an Executive Committee consisting of not more than fifteen persons elected from the General Body consisting of one President, One First Vice-President, One Second Vice-President, a Secretary, a Joint Secretary, treasurer and nine members. The election to the Executive Committee shall be conducted in the following manner. Well before the annual General Body Meeting the President shall constitute nomination Committee with the immediate past president as Chairman and two past President as members. They shall prepare a panel which shall be placed before the

General Body for election. The General Body has got the right to reject this panel fully or partially and elect new incumbants as office bearers. The members of the first Executive Committee were:

- | | | |
|-----|----------------------|------------------|
| 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 Alapat | - Member |

8.2 The Executive Committee once elected shall hold the office from the date of their installation till the installation of the next Executive Committee.

8.3 Interim vacancies in the Executive Committee shall be filled up by co-option by the Executive 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 Meeting. And exercise an overall supervisory control. In the absence of the president, First Vice President shall preside over the meeting and in the absence of the First Vice President, Second Vice President shall preside over the meeting. 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 concerned 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 at least two shall not be office bearers.

8.9 All past Presidents of the Association shall be special invitees to the Executive Committee Meetings.

8.10 The president shall have the right to invite any member as special invite to the Executive Committee Meetings.

8.11 The special invitees have no voting powers.

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 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 (a) To open bank accounts in Scheduled/ Nationalised Banks 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.

b) To receive and manage any endowments instituted by any individual or body on specific sub rules to be formulated by each endowments.

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 classify funds of the Association not immediately required as permanent assets and invest the same in a scheduled nationalised bank in such a manner to fetch regular income.

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 with the prior approval of General Body.

9.11 To raise funds by collecting special subscriptions, levy, donations etc, for special purposes such as picnics, social gatherings, cultural activities, exhibition, conduct of seminars, technical lectures etc.

9.12 To give financial aid up to Rs. 1000/- at a time to members for conducting experiments and tests on engineering aspects which will be of benefit to all. Also for giving financial aid upto Rs. 1000/- at a time to any association or society.

9.13 To dispose of any portion of the permanent assets of the Association and invest the same as stated in Clause No; 9.8 with the prior approval of the General Body.

9.14 The financial year of the Association shall be the financial year as per the rules of the Government.

9.15 To utilise the income from investments vide Clause No. 9.8, 9.11 and 9.13 above for the activities of the Association.

10. FUNCTION OF OFFICE BEARS:

The members of the Executive Committee shall be jointly and severally, responsible for governing the Association.

10.1 PRESIDENT:

The President shall preside over the General Body and other meetings of the Association and advice and guide the Secretary, Treasurer and other Office bearers in all Association activities. The President shall have a casting vote to decide any issue in case of tie during Executive committee meetings. The fixed deposits of the Association shall be jointly operated by the president and Treasurer as per directions of the Executive Committee.

10.2 VICE PRESIDENT:

In the absence of the President the First Vice President and in his absence, the Second Vice President shall preside over the meetings and shall carry out all the functions of the President. In case the President and Vice Presidents are absent one of the members present, duly elected, shall preside over the meetings. Such acting President shall not have any powers to authorise or operate the Association expenses and accounts.

10.3 THE SECRETARY:

The Secretary shall be the Executive Authority of the Association. In all matters the Secretary shall act under the directions of the Executive Committee and guidance of the President. The savings account of the Association shall be jointly operated by any two amongst

the President, the Secretary and Treasurer as per the directions of the Executive Committee. He shall meet the routine expenditure of the Association like payment of Telephone bills, Electricity and Water charges etc irrespective of amount involved and a expenditure not exceeding Rs. 500/- at a time for the day to day functioning.

10.4 THE JOINT SECRETARY:

The joint Secretary shall generally assist the Secretary in the proper running of the Association. In the absence of the Secretary he shall carry out the functions of the Secretary.

10.5 THE TREASURER:

The Treasurer shall be responsible for the collection of the amounts due from members as well as other revenues such as rent of the building etc. and for the proper maintenance of Association Account. The fixed deposits of the Association shall be jointly operated by the President and the Treasurer as per the directions of the Executive Committee.

11 GENERAL BODY MEETING

11.1 The accounts will be closed on 31st March every year and the Annual General Body Meeting shall be held not later than 31st May at such time and place as the Executive Committee may decide. Notice of the Annual General Body Meeting shall be issued by the Secretary not less than 15 days in advance.

11.2 Technical session or family get together meetings shall be held once in a month. The time and place of the meeting shall be decided by the Executive Committee.

11.3 The new Executive Committee shall take charge at the installation meeting following 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 a draft budget for ensuing year.
- v) Amendment of byelaw if any.

11.5 The President or in his absence the First Vice President shall preside at the meetings and in the absence of the First Vice President, the Second Vice President shall preside at the meetings of the General Body and 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 and expulsion of members 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 30 members whichever ever is lower. Should there be no quorum of attendance within half an hour of the time fixed for meeting, the meeting stand adjourned to the same time, day and place during the next week. And if at this adjourned meeting quorum is not the members present shall conduct the meeting as though quorum is these and - decisions arrived at this meeting shall be valid

11.9 The Executive Committee shall convene The Annual General Body Meeting and Extra ordinary General Body Meeting as and when required. The notice for the General Body shall be issued by the Secretary not less than 10 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 not less than 20% of members within 30 days. Notice for extra ordinary meetings shall be issued not less than ten days in advance.

AUDIT

12.1 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.

12.2 LEGAL ADVICE

The Executive Committee shall seek proper legal advice on all matters which involve ambiguity.

13 AMENDMENTS TO RULES AND REGULATIONS

The rules and regulations of the Association shall be repealed, altered, added to or amended by a resolution at any General Body Meeting. The proposal to amend the rules with explanatory memorandum should be included in the notice for the meeting under Certificate of Posting. Any amendment to the By-laws shall be carried at the General Body Meeting only on the vote of at least three fifth of the members present and voting, subject to a minimum of 30% of the strength of the Association voted in favour of the amendment. However no amendment to the Memorandum and Rules & Regulations shall be made without the approval of the Commissioner of Income Tax.

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.

CHARTER MEMBERS - AEA.
- 19 -

(CORRELY NAMES PLEASE)

Sl. No. Name Address and Occupation Signature

1 Ex. S.J. Mathew Engineer, Cheroor, Trichur-680 001. (Sd/-)

2 Arch. K.M.Nair Architect, 27/88/5, Park House, Round North, Trichur-680-001. (Sd/-)

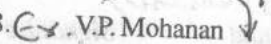
3 Ex. Jose C. Mandy Civil Engineer, Honey Dale, Puthenpeedika P.O. Trichur- 680 642 (Sd/-)


4 Arch. Francis Chandy Architect, Chandy consultants, High Road. Trichur, (Sd/-)

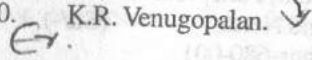
5 Ex. V.R.U Menon Civil Engineer, 27/441, Convent Road, Trichur-21 (Sd/-)


6 Ex. P.U. Davis Structural Engineer, Pulikottil Consultants Casino complex, Kokkalai, Trichur - 21 (Sd/-)

7 Ex. R. Balan Consulting Engineer, 27/314 Sree Chand, Jacobite Church Road, Chembukkavu, Trichur-680 020. (Sd/-)

8.  V.P. Mohanan ✓ Civil Engineer,
XIII / 285. (Sd/-)
Koorkenchery.
Trichur - 680 596.

9.  Varghese Jacob Engineer,
IV / 613, Velappaya (Sd/-)
Trichur - 680 596.

10.  K.R. Venugopalan ✓ Kadvil House,
Koorkenchery, (Sd/-)
Trichur - 680 007.

11.  James Alapat Alapat Floorings,
Cochin Devaswam
Board Building, (Sd/-)
Round North, Trichur-1

This Memorandum of Association of Architects and Engineers Association is the upto date version of the Memorandum as amended in the General Body Meeting held on 29th May 2000 is incorporated

Trichur

The Secretary

Date

AEA, Trichur