



# ARCHITECTS & ENGINEERS ASSOCIATION

AEA Building, Near Veterinary Hospital, Kokkalai, Thrissur-680 021 Kerala (Estd. 29-03-1989)  
Phone : 0487-2442165, Website : [www.aeator.org](http://www.aeator.org) E-mail : [aeator@gmail.com](mailto:aeator@gmail.com)



## MEMORANDUM OF ASSOCIATION OF ARCHITECTS AND ENGINEERS ASSOCIATION



## സംഘങ്ങൾ രജിസ്റ്റർ ചെയ്യുന്നതു സംബന്ധിച്ച സർട്ടിഫിക്കറ്റ്

1955 -ലെ 12-ാമത് തിരുവിതാംകൂർ - കൊച്ചി സാഹിത്യം, ശാസ്ത്രീയ, ധർമ്മ സംഘങ്ങൾ റെജിസ്റ്ററാക്കൽ ആക്ട്

ക്രമ നമ്പർ 208

വർഷം 1989

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

ആയിരത്തിത്തൊള്ളായിരത്തി എൺപത്തി ഒൻപതാമാണ്ട് മാർച്ച് മാസം ഇരുപത്തൊൻപതാം തീയതിയായ ഇന്ന് ഞാൻ കൈയൊപ്പു വച്ചു നൽകിയിരിക്കുന്നു.

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 AEA 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 trust worthiness, 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 consequence 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.

| <b>Sl. No.</b> | <b>Name</b>    | <b>Address and Occupation</b>   | <b>Signature</b> |
|----------------|----------------|---|------------------|
| 1.             | S.J. Mathew    | Engineer,<br>Cheroor<br>Trichur-680001  | (Sd/-)           |
| 2              | K.M. Nair      | Architect,<br>27/88/5, Park House,<br>Round North, Trichur-680001                                   | (Sd/)            |
| 3.             | Jose C. Mandy  | Civil Engineer,<br>Honey Dale, Puthenpeedika P.O.<br>Trichur-680642                                 | (Sd/-)           |
| 4.             | Francis Chandy | Architect,<br>Chandy consultants,<br>High Road, Trichur   | (Sd/)            |
| 5.             | V.R.U Menon    | Civil Engineer,<br>27/441, Convent Road,<br>Trichur-21  | (Sd/-)           |
| 6.             | P.U.Davis      | Structural Engineer,<br>Pulikottil Consultants<br>Casino complex,<br>Kokkalai, Trichur-21           | (Sd/-)           |
| 7.             | R. Balan       | Consulting Engineer,<br>27/314/ Sree Chand,<br>Jacobite Church Road,<br>Chembukkavu, Trichur-680020 | (Sd/-)           |

- |     |                  |  |        |
|-----|------------------|--|--------|
| 8.  | V.P. Mohanan     | Civil Engineer,<br>XIII / 285,<br>Koorkenchey,<br>Trichur-680596                 | (Sd/-) |
| 9.  | Varghese Jacob   | Engineer,<br>IV / 613, Velappaya<br>Trichur-680569                               | (Sd/-) |
| 10. | K.R. Venugopalan | Kadavil House<br>Koorkenchey,<br>Trichur-680007                                  | (Sd/-) |
| 11. | James Alapat     | Alapat Floorings,<br>Cochin Devaswam<br>Board Building,<br>Round North,Trichur-1 | (Sd/-) |

## **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         | <b>ARCHITECTS AND ENGINEERS ASSOCIATION</b>  |
| 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 Members:**

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 subscription 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       | - | Member         |
| 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 president shall preside over 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 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 meeting 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 president 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 invitee 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, cheque, 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 direction 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 expense 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 function 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 15days 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 meeting 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 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 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 there 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 Account 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.

| Sl. No. | Name           | Address and Occupation   | Signature |
|---------|----------------|--|-----------|
| 1.      | S.J. Mathew    | Engineer,<br>Cheroor<br>Trichur-680001                                 | (Sd/-)    |
| 2.      | K.M. Nair      | Architect,<br>27/88/5, Park House,<br>Round North,<br>Trichur-680001   | (Sd/-)    |
| 3.      | Jose C. Mandy  | Civil Engineer,<br>Honey Dale,<br>Puthenpeedika P.O.<br>Trichur-680642 | (Sd/-)    |
| 4.      | Francis Chandy | Architect,<br>Chandy consultants,<br>High Road, Trichur,               | (Sd/-)    |
| 5.      | V.R.U Menon    | Civil Engineer,<br>27/441, Convent Road,<br>Trichur-21                 | (Sd/-)    |
| 6.      | P.U.Davis      | Structural Engineer,<br>Pulikottil Consultants                         | (Sd/-)    |

- Casino complex,  
Kokkalai, Trichur-21
7. R. Balan Consulting Engineer, (Sd/-)  
27/314/ Sree Chand,  
Jacobite Church Road,  
Chembukkavu,  
Trichur-680020
8. V.P. Mohanan Civil Engineer, (Sd/-)  
XIII / 285.  
Koorkenchey.  
Trichur-680596
9. Varghese Jacob Engineer, (Sd/-)  
IV / 613, Velappaya  
Trichur-680569
10. K.R. Venugopalan. Kadavil House (Sd/-)  
Koorkenchey,  
Trichur-680007
11. James Alapat Alapat Floorings, (Sd/-)  
Cochin Devaswam  
Board Building,  
Round North, Trichur-1

# **ANNEXURE-1**

**BYLAW AMENDMENTS MADE TILL 22.03.2021**

( Updated and Compiled by Er. C.G. Raveendranathan)

## BYLAW AMENDMENT NO. 1

Approved in the AGM held on 30-05-2009

| EXISTING BYLAW  | AMENDED BYLAW   |
|---|---|
| The Executive Committee once elected should hold office from the date of their "installation till the installation of the next Executive Committee in the Annual General Meeting as per clause 8.2, 8.3 & 9.7 | The Executive Committee once elected by the AGM shall hold office for a period of TWO YEARS from the date of their installation till the installation of the next Executive Committee in the AGM. |

## BYLAW AMENDMENT NO. 2

Approved in the General Body Meeting held on 29-07-2015

| EXISTING BYLAW   | AMENDED BYLAW  |
|--|--|
| Clause 6,3 Classification of members @ life members. A life member when admitted shall have completed 30 years of age or has acquired five years of professional experience after graduation   | A life member when admitted shall have completed 25 years of age and has acquired three years of professional experience after graduation. |
| 7. Admission fee & Subscription<br>7.1 Admission fee shall be 100/-  | Admission fee shall be Rs. 100/- for all paid membership   |
| 7.2 The life membership fee shall be Rs. 5000/-. However persons below the age of forty has got the option of paying by instalments the first instalment being Rs. 2000 and the balance to be paid in two equal instalments consecutive yearly instalments of Rs. 1500/- | The life membership fee shall be Rs. 10000/-   |
| 7.3 For ordinary members the annual subscription shall be Rs. 500/- and this shall be payable before 31st March every year   | For ordinary members the annual subscription shall be Rs. 1500/- and this shall be paid before 31st March every year.                      |

## BYELAW AMENDMENT NO. 3

Approved in the General Body Meeting held on 19-03-2016

| <b>EXISTING BYLAW</b>   | <b>AMENDED BYLAW</b>   |
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| <p><b>6.2 Admission of members</b><br/>                     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.<br/>                     The executive committee shall have power to accept or reject the application without assigning reasons there of.<br/>                     The Association shall maintain a register of members updated at all times</p> | <p><b>6.2 Admission of members</b><br/>                     a. Admission of members shall be as per rules stipulated for different class of members and at the discretion of the executive committee.<br/>                     b. A person who desires to become a life member/ordinary member of the association shall apply to the secretary in the prescribed form and introduced by an existing member<br/>                     c. The secretary shall place the application before the executive committee and its decision shall be final.</p> |
| <p><b>6.3 CLASSIFICATION OF MEMBERS</b><br/>                     d. Not defined</p>   | <p><b>6.3 CLASSIFICATION OF MEMBERS</b><br/>                     d. A life member when admitted as per rules shall have completed 25 years of age and has acquired three years of professional experience after graduation</p>   |
| <p><b>7. ADMISSION FEE AND SUBSCRIPTION</b><br/>                     7.1 Admission fees shall be Rs 50/-<br/>                     7.2 Annual subscription fee shall be Rs 250/<br/>                     7.3 The subscription shall be paid before 31st January every year</p>   | <p><b>7. ADMISSION FEE AND SUBSCRIPTION</b><br/>                     7.1 Admission fees shall be Rs 100/-<br/>                     7.2 Annual subscription for ordinary members shall be Rs. 1500/-<br/>                     7.3 The subscription shall be paid before 31st March every year.<br/>                     7.3.1 Life Membership fees shall be Rs 10000/- (Rs Ten Thousand only)</p>   |
| <p><b>8. MANAGEMENT</b><br/>                     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 Presidents, a Secretary, a Joint Secretary and a Treasurer.</p>   | <p><b>MANAGEMENT</b><br/>                     8.1 The affairs of the association shall be managed by an executive committee consisting of 15 members elected from the Annual general body (AGM) meeting, consisting of a President, First Vice President, Second Vice President, a Secretary, a Joint Secretary, A Treasurer and nine members. The election to the executive committee shall be conducted in</p>   |



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|   | <p>the following manner well before the AGM. The President shall constitute a nomination committee with Immediate Past President (IPP) as Chairman and two Past Presidents as members. They shall prepare a panel which shall be placed before the AGM for election. The AGM has the right to reject this panel fully partially and elect new members as office bearers. Also immediate past president will be there in the executive committee.</p>  |
| <p><b>8.4</b> The President shall preside over the 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.</p> | <p><b>8.4</b> The President shall preside over the executive committee meetings and general body meetings and shall exercise an overall supervisory control on the functioning of the association. In the absence of the President, First Vice President shall preside over the meeting and in the absence of the First Vice President the Second Vice President shall preside over the meeting. In their absence chairman shall be elected by the members attending the meeting to preside over.</p> |
| <p><b>8.9</b> Not Defined</p>   | <p><b>8.9</b> All Past Presidents of the Association shall be special invitees to the executive committee meeting.</p>  |
| <p><b>8.10</b> Not Defined</p>  | <p><b>8.10</b> The President shall have the right to invite any member as special invitee (with no voting power) to the executive committee meeting.</p>  |
| <p><b>9. POWERS OF THE EXECUTIVE COMMITTEE</b></p> <p><b>9.10</b> To purchase or otherwise acquire property for the Association and arrange or undertake building and other works for the use of the Association</p>  | <p><b>9. POWERS OF THE EXECUTIVE COMMITTEE</b></p> <p><b>9.10</b> To purchase or otherwise acquire property for the Association and arrange or undertake building and other works for the use of the Association with prior approval of the General Body.</p>   |
| <p><b>9.12</b> To fix the accounting year of the association</p>  | <p><b>9.12</b> The financial year of the Association shall be from 1st April to 31st March.</p>   |
| <p><b>9.13</b> Not Defined</p>  | <p><b>9.13</b> To dispose of any portion of the permanent assets of the association and invest in the same as stated in clause 9.8 with the prior approval of the General Body.</p>   |

**10. SECRETARY**

The secretary shall subject always to the supersision and general control or the executive committee have the management of all the affairs of the Association and of all its assets and he shall have an 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

**10. FUNCTIONS OF OFFICE BEARERS**

The members of executive committee shall be jointly and severally, responsible for governing the Associations.

**10.1 PRESIDENT**

The President shall preside over the general body and other meetings of the association and advise 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 the during executive committee meetings. The fixed deposits of the Association shall be jointly operated by the President and Treasurer as per the directions of the executive committee.

**10.2 VICE PRESIDENT**

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

**10.3 SECRETARY**

The Secretary shall be the executive authority of the Association. In all matters the Secretary shall act under the directions of executive committee and guidance of the President. The savings account of the Association shall be jointly operated by any two amongst President, Secretary and Treasurer as per the directions of executive committee. He shall meet the routine expenditure of the Association like telephone bills, electricity and water charges etc irrespective of amount.

**10.4 THE JOINT SECRETARY**

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

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|   | <p><b>10.5 THE TREASURER</b></p> <p>The Treasurer shall be responsible for the collection of the amounts due from members as well as other revenues such as rent of building etc and for the proper maintenance of the Association account. The fixed deposits of the Association shall be jointly operated by the President and Treasurer as per the direction of executive committee.</p>   |
| <p><b>11. GENERAL BODY MEETING</b></p> <p><b>11.1</b> The annual general body shall meet once in an year ordinarily not later than February 15th of that year of such time and place as the executive committee may decide.</p>   | <p><b>11. GENERAL BODY MEETING</b></p> <p><b>11.1</b> The annual general body meeting shall be held in the month of May of that year at such time and place as the executive committee may decide. Notice of the annual general body meeting shall be issued by the Secretary fifteen days in advance.</p>  |
| <p><b>11.2</b> 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.</p>   | <p><b>11.2</b> Technical session or family get together meetings shall be held once in a month at such time and place as the executive committee may decide.</p>  |
| <p><b>11.8</b> The quorum for all general body meeting shall be 20 percent of the strength or minimum of 15 members whichever is greater. Should there be no quorum of attendance within half an hour of time fixed for meeting, the meeting shall stand adjourned to the same time, Day and place during the next week an if at this as journed meeting quorum is not present then all decisions arrived at this meeting shall be valid.</p> | <p><b>11.8</b> The quorum for all general body meeting shall be 20 percent of the strength or minimum of 30 members whichever is lower. Should there be no quorum of attendance within half and hour of time fixed for meeting, the meeting shall stand sdjourned to the same time, day and place during the next week. And if at this adjourned meeting quorum is not present then all decisions arrived at their meeting shall be valied.</p> |
| <p><b>11.9</b> Notice of ordinary meeting of the general body shall be issued by the Secretary not less than seven days in advance</p>  | <p><b>11.9</b> Notice of ordinary meeting of the general body shall be issued by the Secretary seven days in advance</p>  |
| <p><b>12.1</b> Not Defined</p>  | <p><b>12.1 Legal advice</b></p> <p>The executive committee shall seek proper legal advice on all matters of litigation.</p>   |

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| <p><b>13. AMENDMENT TO RULES &amp; REGULATIONS</b></p> <p>The rules and regulations of the Association shall be repealed, altered, added to or amended by a resolution at any general body meet. Any amendment to the Byelaw shall be carried at the general body meeting only on the vote of three fifth of the members present and voting subject to a minimum of 50 percent of the strength of the association voted in favor of the amendment. The proposal to amend the rules with explanatory memorandum should be included in the notice for meeting.</p> | <p><b>13. AMENDMENT TO RULES &amp; REGULATIONS</b></p> <p>The rules and regulations of the Association shall be repealed, altered, added to or amended by a resolution at any general body meet. Any amendment to the Byelaw shall be carried at the general body meeting only on the vote of three fifth of the members present and voting subject to a minimum of 30 percent of the strength of the association voted in favor of the amendment. The proposal to amend the rules with explanatory memorandum should be included in the notice for meeting.</p> |
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## BYLAW AMENDMENT NO. 4

Approved in the General Body Meeting held on 23-11-2020

| Existing Bylaw  | Amended Bylaw   |
|---|---|
| <p><b>Clause 8.6:</b> The Exe. Committee meeting may be called with a notice of not less than 7 days. But on special occasion the meeting can be convened with shorter notice.</p> <p><b>8.6 (a):</b> Not defined</p> | <p><b>Clause 8.6:</b> Not Changed</p> <p><b>8.6 (a):</b> The President/Secretary of the Association may convene a meeting of the Exe. committee at such time, date and place or through video conference (VC) or other Audio Visual means (OAVM) or such other means as he/she deem fit during the pandemic period.</p>   |
| <p><b>11.1</b> Annual General Body meeting shall be held not later than 31st May at such time and place as the exe. committee may decide.</p>   | <p>Not Changed</p>  |
| <p><b>11.1(a)</b> Not defined</p>   | <p><b>11.1 (a)</b> All general body meeting may be held of such time, date and place or through video conferencing (VC) or other Audio-Visual Means (OAVM) or such other means and conditions as the exe. committee may decides and the date and venue once fixed shall not be changed without the concurrence of exe.committee in a meeting called for that purpose during the pandemic period. and regulations of the</p> |

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|  | <p>Association shall be repealed, altered, added to or amended by a resolution at any general body meet. Any amendment to the Byelaw shall be carried at the general body meeting only on the vote of three fifth of the members present and voting subject to a minimum of 30 percent of the strength of the association voted in favor of the amendment. The proposal to amend the rules with explanatory memorandum should be included in the notice for meeting.</p> |
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## BYLAW AMENDMENT NO. 5

Approved in the General Body Meeting held on 18-12-2020

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| <p><b>Clause 8.6:</b><br/>The Exe. Committee meeting may be called with a notice of not less than 7 days. But on special occasions the meeting can be convened with shorter notice</p> <p><b>8.6 (b) :</b> Not defined</p> | <p>Not defined</p> <p>(b) To consider Whatsapp Communication (Wa) as official system of correspondence during the pandemic period in all the meetings of the Association.</p> |
| <p><b>11.1</b> Annual General Body meeting shall be held not less than 31st May at such time and place as the exe. committee may decide.</p>   | <p>Not Changed</p>  |
| <p><b>11.1 (B)</b> Not defined</p>   | <p>(b) To consider Whatsapp communication (Wa) as official System of correspondence during the pandemic period in all the meeting of the Association.</p>                     |

# BYLAW AMENDMENT NO. 6

Approved in the General Body Meeting held on 22-03-2021

|          | <b>EXISTING BYLAW</b>  | <b>ADDITION / AMENDMENT TO BYLAW</b>   |
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| Clause 3 | <p><b>Jurisdiction:</b><br/><i>The Jurisdiction of the Association shall extend to the whole of Kerala</i></p> | <p><b>Jurisdiction:</b><br/>a) <i>The jurisdiction of the Association shall extend to the whole of Kerala state.</i><br/><i>(with benefit of the Society is open to all, irrespective of cast, religion, creed and sex.</i><br/>c) <i>The society formed shall be IRREVOCABLE</i><br/>d) <i>The funds of the society will be invested strictly in accordance with provisions of section 11(5) r.w.S13 (1)(d) of the income Tax Act.</i><br/>e) <i>The income and the funds of the Society will solely be utilized for the objects and no portion of it will be utilize for payments to th etrustees/members/office bearers by way of profit/dividend/interest etc.</i><br/>f) <i>The society will not function in the nature of conducting only business activities and not for the purpose of profit.</i><br/>g) <i>In case the Society intends to run any business in future it will satisfy the conditions stipulated in section 11(4) and provision of section 80G (5)(1) of the income Tax Act.</i></p> |

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| <p style="text-align: center;">Clause 13</p> | <p><b>Amendments to Rules &amp; Regulations</b></p> <p>The rules and regulations of the Association shall be repealed, altered, added to or amended by 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 amendments 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 in favour of the amendments, however, no amendments to the Memorandum and Rules &amp; Regulations shall be made without the approval of the Commissioner of Income Tax.</p> | <p><b>Amendments to Rules &amp; Regulations</b></p> <p>A. The rules and regulations of the Association shall be repealed, altered, added to or amended by 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 amendments 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 in favour of the amendments, however, no amendments to the Memorandum and Rules &amp; Regulations shall be made without the approval of the Commissioner of Income Tax.</p> <p>(Byelaw the existing clause the following para to be added.)</p> <p>B. If powers to effect the amendment to the byelaw of the Society have been given to the office bearers, it would not be extended to altering the basic character of the Society and further no such amendments which may prove to be repugnant to the provisions of section 2(15), 11, 12, 13 and 80G of the Income Tax Act shall be made.</p> |
| <p style="text-align: center;">Clause 14</p> | <p><b>Dissolution:</b></p> <p>The Association shall be dissolved if at least 3/5th of the total members of the Association record votes in favour of the dissolution at the General Body Meeting call for that specific purpose and the assets at the time of dissolution shall be transferred to the Association Registered under the Societies Registration Act having similar objects.</p>   | <p>(The existing clause to be deleted and substituted as follows)</p> <p>In the event of winding up or dissolution of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Governing Body but the same shall be transferred to another Charitable Trust/ Society whose objects are similar to those of this Society and which is registered under section 12AA/12AB of the income Tax Act at the time of transfer or shall be vested with the Government.</p>   |

# FORM NO. 10AC

(See rule 17A/11AA/2C)

Order for registration

|    |  |   |
|----|--|---|
| 1  | PAN  | AAATA3374M  |
| 2  | Name   | ARCHITECTS AND ENGINEERS ASSOCIATION                                |
| 2a | Address  |   |
|    | Flat/Door/Building   | AEA BUILDING  |
|    | Name of premises/Building/Village  |   |
|    | Road/Street/Post Office  | KOKKALAI  |
|    | Area/Locality  | THRISSUR  |
|    | Town/City/District   |   |
|    | State  | Kerala  |
|    | Country  | INDIA   |
|    | Pin Code/Zip Code  | 680001  |
| 3  | Document Identification Number   | AAATA3374ME1993601  |
| 4  | Application Number   | 367609360270821   |
| 5  | Unique Registration Number   | AAATA3374ME19936  |
| 6  | Section/sub-section/clause/sub-clause/proviso in which registration is being granted   | 01-Sub clause (i) of clause (ac) of sub -section (1) of section 12A |
| 7  | Date of registration   | 24-09-2021  |
| 8  | Assessment year or years for which the trust or institution is registered  | From AY 2022-23 to AY 2026-27                                       |
| 9  | Order for registration:  |   |
|    | a. After considering the application of the applicant and the material available on record, the applicant is hereby granted registration with effect from the assessment year mentioned at serial no 8 above subject to the conditions mentioned in row number 10.   |   |
|    | b. The taxability, or otherwise, of the income of the applicant would be separately considered as per the provisions of the Income Tax Act, 1961.  |   |
|    | c. This order is liable to be withdrawn by the prescribed authority if it is subsequently found that the activities of the applicant are not genuine or if they are not carried out in accordance with all or any of the conditions subject to which it is granted, if it is found that the applicant has obtained the registration by fraud or misrepresentation of facts or it is found that the assessee has violated any condition prescribed in the Income Tax Act, 1961. |   |
| 10 | Conditions subject to which registration is being granted  |   |
|    | The registration is granted subject to the following conditions:-  |   |



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| <p>a. As and when there is a move to amend or alter the objects/rules and regulations of the applicant, prior approval of the Commissioner of Income Tax shall be sought along with the draft of the amended deed and no such amendment shall be effected until and unless the approval is accorded.</p>   |
| <p>b. In the event of dissolution, surplus and assets shall be given to an organization, which has similar objects and no part of the same will go directly or indirectly to anybody specified in section 13(3) of the Income Tax Act, 1961.</p>   |
| <p>c. In case the trust/institution is converted into any form, merged into any other entity or dissolved in any previous year in terms of provisions of section 115TD, the applicant shall be liable to pay tax and interest in respect of accreted income within specified time as per provisions of section 115TD to 115TF of the Income Tax Act, 1961 unless the application for fresh registration under section 12AB for the said previous year is granted by the Commissioner.</p>  |
| <p>d. The Trust/ Institution should quote the PAN in all its communications with the Department.</p>   |
| <p>e. The registration u/s 12AB of the Income Tax Act, 1961 does not automatically confer any right on the donors to claim deduction u/s 80G.</p>  |
| <p>f. Order u/s 12AB read with section 12A does not confer any right of exemption upon the applicant u/s 11 and 12 of Income Tax Act, 1961. Such exemption from taxation will be available only after the Assessing Officer is satisfied about the genuineness of the activities promised or claimed to be carried on in each Financial Year relevant to the Assessment Year and all the provisions of law acted upon. This will be further subject to provisions of section 2(15) of the Income Tax Act, 1961.</p>  |
| <p>g. No change in terms of Trust Deed/ Memorandum of Association shall be effected without due procedure of law and its intimation shall be given immediately to Office of the Jurisdictional Commissioner of Income Tax. The registering authority reserves the right to consider whether any such alteration in objects would be consistent with the definition of "charitable purpose" under the Act and in conformity with the requirement of continuity of registration.</p>   |
| <p>h. The Trust/ Society/ Non Profit Company shall maintain accounts regularly and shall get these accounts audited in accordance with the provisions of the section 12A(1)(b) of the Income Tax Act, 1961. Separate accounts in respect of each activity as specified in Trust Deed/ Memorandum of Association shall be maintained. A copy of such account shall be submitted to the Assessing Officer. A public notice of the activities carried on/ to be carried on and the target group(s) (intended beneficiaries) shall be duly displayed at the Registered/ Designated Office of the Organisation.</p> |
| <p>i. The Trust/ Institution shall furnish a return of income every year within the time limit prescribed under the Income Tax Act, 1961.</p>  |
| <p>j. Separate accounts in respect of profits and gains of business incidental to attainment of objects shall be maintained in compliance to section 11(4A) of Income Tax Act, 1961.</p>   |
| <p>k. The registered office or the principal place of activity of the applicant should not be transferred outside the jurisdiction of Jurisdictional Commissioner of Income Tax except with the prior approval.</p>  |
| <p>l. No asset shall be transferred without the knowledge of Jurisdictional Commissioner of Income Tax to anyone, including to any Trust/ Society/ Non Profit Company etc.</p>   |
| <p>m. The registration so granted is liable to be cancelled at any point of time if the registering authority is satisfied that activities of the Trust/ Institution/ Non Profit Company are not genuine or are not being carried out in accordance with the objects of the Trust/ Institution/ Non Profit Company.</p>  |
| <p>n. If it is found later on that the registration has been obtained fraudulently by misrepresentation or suppression of any fact, the registration so granted is liable to be cancelled as per the provision u/s section 12AB(4) of the Act.</p>   |

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| o. This certificate cannot be used as a basis for claiming non-deduction of tax at source in respect of investments etc. relating to the Trust/ Institution.   |  |
| p. All the Public Money so received including for Corpus or any contribution shall be routed through a Bank Account whose number shall be communicated to Office of the Jurisdictional Commissioner of Income Tax.   |  |
| q. The applicant shall comply with the provisions of the Income Tax Act, 1961 read with the Income Tax Rules, 1962.  |  |
| r. The registration and the Unique registration number has been instantly granted and if, at any point of time, it is noticed that form for registration has not been duly filled in by not providing, fully or partly, or by providing false or incorrect information or documents required to be provided under sub-rule (1) or (2) of rule 17A or by not complying with the requirements of sub- rule (3) or (4) of the said rule, the registration and Unique Registration Number (URN), shall be cancelled and the registration and URN shall be deemed to have never been granted or issued. |  |
| Name and Designation of the Registration Granting Authority  | Principal Commissioner of Income Tax/ Commissioner of Income Tax<br>(Digitally signed) |



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

Trichur  
Date

The Secretary  
AEA, Trichur





# ARCHITECTS & ENGINEERS ASSOCIATION

AEA Building, Near Veterinary Hospital, Kokkalai, Thrissur-680 021 Kerala (Estd. 29-03-1989)  
Phone : 0487-2442165, Website : [www.aeatcr.org](http://www.aeatcr.org) E-mail : [aeatcr@gmail.com](mailto:aeatcr@gmail.com)