



INDIAN INSTITUTION OF BRIDGE ENGINEERS BYE-LAWS

1. Name

The name of the association shall be the “INDIAN INSTITUTION OF BRIDGE ENGINEERS” (hereinafter called the Institute).

It is deemed to have been formed on 15th October 1991.

2. Registered Office

The Registered office of the Institute is at ‘9, Ground Floor, Greenland Premises CHS, Raikar Marg, Opp. Sitaladevi Temple Road, Mahim (W). Mumbai, Maharashtra 400 016.

3. Aims and objects

- a. Totally dedicated and devoted to the ART & SCIENCE of Bridge Engineering.

4. Organisation

For the purpose of achieving the aforesaid aims and objects and functioning, management, administration, and governance of the affairs of members consistent with the aims and projects of the institute, the institute shall function as follows:-

- a. To provide a forum for discussion amongst bridge engineers, technologies and specialist from related disciplines as also to assist bridge industry and profession through advisory and consultancy services, through its panel of members.
- b. To enter into any arrangements with any governments or authorities (municipal, local or otherwise) that may seem conducive to the Institute’s objectives and to obtain from such government or authority any right’s privileges, and concessions which the Institute may consider desirable to obtain.
- c. To provide facilities for social interaction between the members of the institute and their friends.
- d. To take such steps by personal or written appeals, public meetings, or otherwise as may from time to time be deemed expedient, for financing the objects of the Institute.
- e. To borrow moneys required for the purpose of the Institute upon such terms & on such securities as may be determined by the council defined in Clause 6.
- f. To purchase, take on lease, exchange, hire or otherwise acquire any property and any rights or privileges necessary or convenient for the purpose of the Institute and to construct, alter, and maintain any building required for the purpose of the Institute.
- g. To sell, improve, manage, develop, lease, mortgage dispose of, turn to account, or otherwise deal with all or part of the property of the Institute.
- h. To draw, make, accept, endorse. discount, execute, bill of exchange, warrants, debentures, and other negotiable or transferable instruments.
- i. To invest any moneys of the Institute not immediately required upon such securities or otherwise in such manner as may from time to time be determined.



- j. To employ agents, servants and to remunerate any person, firm company, association, society, or other body rendering services to the institute either by cash payments or otherwise as may seem appropriate to the Council as defined hereunder.
- k. To make calls upon members from time to time for furtherance of the purposes of Institute.
- l. To do all such other lawful things as are incidental or conducive to the attainment of the above objects.

5. Registration

The Indian Institute of Bridge Engineers has been registered with the Registrar of Societies, Mumbai.

6. Management

The Management of the affairs of the Institute shall be vested in Governing Council (hereinafter referred to as Council) duly elected by the members of the Institute.

7. Membership

Any person or organization in India or abroad working in the field of Bridge engineering and/or interested in the advancement of the technology, be it in use of materials, equipment, process designs, concrete products, construction, teaching or research and development and consultancy will be eligible to be a member of the Institute. Application for membership shall be scrutinized and decided upon by the Council of the Institute.

8. Classification of Membership:

The Institute shall have the following category of memberships:

- i. Student Chapter members
- ii. Academic Institution
- iii. Consultants and Engineers
- iv. Companies & Organizations

Individuals shall be considered as either Fellow or Life members. The Council shall decide on the grade of the individual membership.

The Council may confer Honorary, Fellowship, to those members/non-members, Indian/foreign national who have significant contributions to the profession of bridge engineering technology consistent with the objectives of the institute. Such members shall have attained an age of 60 years or more.

A fellow shall have attained an age of 40 years for selection and shall have been an individual member of the institute continuously for at least ten years. His contribution to and experience in Bridge engineering technology, shall be considered for granting fellowship.

Organisations shall be classified as Educational Institute & Research Labs / Commercial Organisations or corporate Members.

Any profit-making organisation shall be considered as commercial organisation. A Corporate member is a cluster of Commercial divisions of an organisation.

The Council shall decide on the membership fee payable and the benefits to various classes of membership from time to time.



9. List of Membership

Membership register shall be maintained by the Institute at various levels, which shall be made available for inspection of office bearers of the Institute.

10. Conditions of Benefit

Members of the Institute shall be entitled to preferential treatment in all activities of the Institute, which are open to public.

This may be in the form of concessional price for publications price for publication, in course fee, exhibition and seminar registration, etc.

11. Rights and duties of Members

The members and office bearers of the Institute shall have the right of inspection of account books and other similar records of the Institute. The Institute shall give every facility for such inspection when so desired, on receiving sufficient notice in writing.

The members and office-bearers of the Institute shall make every effort to fulfil the aims and objects spelt out in the Memorandum of Association and the bye-laws.

12. Composition of the Governing Council

The Governing Council shall consist of:

- a. Director General
- b. President
- c. Hon. Secretary
- d. Hon. Treasurer
- e. Other members :
Elected
Nominated

a. The **Director General** can hold office for one year and he may be re-selected for one more term of one year but can not hold office for more than two terms (i.e. 2 years)

b. The **President** can hold office for two years only and he may be re-elected for two more term of two years, but can not hold office for more than two terms (i.e. 4 years) continuously.

Past and present Chairman of the Centres and EC members alone can contest for Presidentship. After officiating at a higher position as President, the president is not eligible to contest for the lower positions viz., Centre Chairperson/ Secretary/ EC Member, etc.

c.& d. The term of **office bearers** of IIBE Centres will be of two years. The Secretary and the Treasurer of the centre can be re-elected / re-nominated for a second term only for 2 years, but cannot hold office for more than two terms (i.e. totally 4 years) continuously and there should be minimum two Honorary Secretary.



The **Executive members** at (e) above shall be elected as follows:-

Executive committee members shall be re-elected every year with maximum of ten members.

- (i) The election will be conducted by postal ballot or by voice by the headquarters under the charge of the election officer so appointed by the Governing Council.
- (ii) To Contest for the Governing council, Executive member and Office bearers one should hold IIBE Life membership.
- (iii) To Contest for the post of President, Treasurer and Secretary they should be first compulsory part of executive committee members for minimum tenure of one year.
- (iv) To contest for the post of executive committee first preference shall be given to centers of IIBE and contribution made by the leaders throughout the year.

Elected membership to Governing Council shall is in the ratios given below:

- i. They shall elect a Secretary, Treasurer and a maximum of four committee members. But the total strength of the executive committee shall not exceed ten. The election of office bearers of the Centres shall be conducted as per the guidelines approved by the Governing Council.

13. Tenure of Governing Council

The Director General can hold office for one year only and he may be re-selected for one more term of one year but cannot hold office for more than two terms (i.e. 2 years)

The President shall hold office for a term of two years only. The elected Council members shall hold office for a period of two years and they may be re-elected for one more term only. Nominated members shall, however, hold office for a term of 2 years only.

The president after laying down the office shall not contest for any post in the Institute.

Disqualification:

Any member of the Council shall vacate office if –

- i. He becomes of unsound mind
- ii. He ceases to be a member of the Institute
- iii. He, by notice in writing, resigns his office with the Institute.
- iv. An elected & co-opted EC member who fails to attend nine consecutive EC meetings out of twelve EC meetings annually will lose his membership in the EC automatically.

Power of Governing Council

- i. To supervise the work of the Institute.
- ii. To summon ordinary meetings of the council
- iii. To frame rules and regulations for the Institute
- iv. To cause, prepare and present the Annual Report, Audited Balance Sheet, etc.



14. Centres

- a. A Centre of the Institute shall be formed in any state if 15 or more members of the Institute, so desire.
- b. An IIBE Centre outside India can be formed in any country with 25 or more members of the Institute.
- c. They shall elect a Chairman, Secretary, Treasurer and a maximum of six committee members. But the total strength of the executive committee shall not exceed ten. The election of office bearers of the Centres shall be conducted as per the guidelines approved by the Governing Council.
- d. The Term of the office bearers of IIBE Centres will be two years. The Chairman and Secretary of the Centre can be re-elected / re-nominated for a second term only, but can not hold office for more than two terms (i.e totally 4 years) continuously. However they can return to the position after a break of one term (or two years), subject to approval by Governing Council.
- e. The centre shall prepare, maintain and submit annual reports and audited statements of accounts to the Governing Council every year. Chairman, Secretary & Treasurer are authorised to operate bank account; signature of any two of them is mandatory.
- f. The Centre shall carry out such tasks and responsibilities assigned to it by the Governing Council.
- g. Their activities shall be governed by the general guidelines, aims and objectives of the institute.
- h. The Centre shall be entitled to 15% share in the membership fee collected at the central office or as decided by the Council. Centres shall share one-third of their 'Income-over-expenditure' with the Head Office. Financial assistance to Student Chapters activities by HQ will be as per the guidelines framed from time to time by the Council.
- i. If any Centre fails in performing its duties and responsibilities and fails to abide by the laws mentioned above, the Secretary of the Institute shall have the right to supersede the Local Committee in the following manner subject to his action being ratified by the Council as provided for in Clause 14.
- j. He may dissolve the committee whose term is expired.
- k. He may nominate an ad-hoc committee to manage the affairs of the centre till the election is held.
- l. He may appoint a returning officer to conduct the election.
- m. In case gross financial irregularity is observed, he may instruct the banker of the centre to freeze the respective bank account until further instructions.

15. Power and Functions of Office Bearers

President

The President shall preside over all general meetings and the meeting of Governing Council and exercise general supervision and control over the affairs of the Institute. In emergencies, he shall have power to take action according to his discretion in the interest of the institute within the scope of its aims and objects and the same shall be reported to the Council at its next meeting for ratification. He shall also have powers to delegate his authority to one of the Secretary General, to be exercised in the short periods of absence of the president.

Secretary General

- A. The Secretary General of the Institute shall be the Chief Executive Officer of the Institute. He shall be a corporate member of the institute and shall be appointed by the Governing Council through its President at remuneration and terms of service as it thinks fit. He shall look after all the administrative and technical duties and among the affairs of the Institute in accordance with the bye-laws and rules framed from time to time.



- B. The Secretary General with the approval of the council can recruit and employ the staff necessary for transacting the business of the Institute in an efficient and diligent manner. Such appointments shall be in accordance with the rules and service conditions framed and approved by GC from time to time.
- C. The Secretary General of the Institute shall be responsible for the collection of subscription, donation, fees, charges etc., and he has to maintain or cause to maintain account books and records in accordance with the provisions laid down in Mumbai Societies Registration Act under the policy and direction laid down by treasurer.
- D. The Secretary General may retain a cash of an imprest amount as the Council may fix time to time, in his hands at any one time for current and contingent expenses of the Institute.
- E. All the receipts and payments shall be properly maintained and accounted for by the Secretary General.
- F. All the receipts shall be issued by the Secretary General/Treasurer.

Finance Committee

For the overall financial planning, a Finance Committee shall be constituted vested with the responsibilities of preparing guide line for the budgeting, revenue generation, budgetary control, investment decisions. This Committee shall consist of Director General, President, Secretary General, Treasurer and one nominated member.

Hony. Treasurer

- A. The Honorary Treasurer shall be responsible for the overall financial transaction of the Institute. However, the day-to-day administration including payment and account keeping will be the responsibility of the secretary General who will be assisted by Treasurer.
- B. The Honorary Treasurer shall frame the budget in line with guidelines set by the Finance Committee, review periodically receipts and expenditure, present quarterly reports to the Governing Council and certify them alongwith the Secretary General.

16. Termination of Membership

Member's connection with the Institute shall terminate:

- A. On Voluntary resignation by a letter address to the Secretary General and acceptance of the same by the Council.
- B. By expulsion for gross misconduct.

17. Resignation

The member wishing to terminate his membership may do so at the end of the accounting year of the Institute subject to 90 days notice. Resignations and terminations for membership shall be made in writing by registered post to the Secretary General.

18. Expulsion

Any member found by the Council to be guilty of conduct prejudicial to the interests of the Institute may be given notice in writing and be required to resign. The member shall be given an opportunity to present his case before the Council. The Council's decision to expel a member shall be supported by 2/3rd of the members present. The persons so required to resign shall on the expiry of the month from the date of such notice being given, cease to be members without to the right of the institute to recover any moneys which may be due from such members.



In extra-ordinary cases, the president with the consent of the two thirds of the members of the Council, obtained by circulation, may remove a member found guilty of gross-misconduct from the membership of the Institute.

19. General Meetings

General Meetings of the Institute shall be held in every calendar year at such time and place as may be determined by the council, and not more than fifteen months shall be allowed to elapse between two such meetings. These meetings shall be called as Annual General Meetings. At least twenty – one clear day's notice shall be given for the Annual General Meeting specifying the place, date and hour of the meeting. Such notice shall be given to all members of the institute by post/ E-mail under certificate of posting. The right to vote at such a meeting will be restricted to Corporate Members of the Institute. The accidental omission to give such notice, on the non-receipt of such notice, by any such persons entitled to attend shall not invalidate the proceedings.

Proceedings at General Meeting

The quorum shall consist of at least 50 members at the Annual General Meeting and 100 members for special General Body Meeting. In the event of lack of quorum on any such meeting, the meeting will be adjourned after fixing time for the next meeting. Such a recalled meeting need not fulfil the conditions of notice and quorum.

In case of equality of votes, the Chairman of the meeting shall be entitled to an extra vote in addition to his own.

A minimum number of 100 corporate members can call for an extraordinary general meeting under the same terms as an Annual General Meeting.

An extra-ordinary general meeting of the members may also be called for by the Secretary General with the consent of the President of the Institute and of the majority of the GC by Circulation, during any time of the year to discuss matters of great importance requiring the approval of the General Body.

20. Financial Transactions

- A. The Council may exercise all the powers of the Institute to borrow money and to mortgage or charge its understanding and property or any part thereof and to issue debentures, debenture stock, and other securities whether outright or as a security for any debt, liability, or other obligation of the Institute.
- B. All moneys, bills and notes belonging to the Institute shall be paid to or deposited with the bankers of the Institute to an account opened in the name of the Institute.
Cheques drawn on the bankers, unless otherwise from time to time resolved upon by the Council,
- C. shall be signed by any two of the following: Secretary General, Treasurer any person nominated by the Council.
- D. The Administrative and financial year of the Institute shall be 1st April to 31st March or as required
by the Government of India from time to time the purpose of accounting.
- E. The society shall within one month from the date of the annual general meeting file a copy of the income and expenditure account, balance sheet along with the auditor's report, and statement of the names, addresses, and occupations of the persons who at the expiry of financial year were members of the society and a declaration to that effect that society has been carrying on the business or had been in the operation during the financial year.



- F. The Institute shall have a corpus fund to which specific receipts and transfers be made and such fund shall be used only for specific purposes like land and building for IIBE and to give away IIBE awards. Accounts of such fund shall also be maintained under a specific head. The decision on the use of the corpus fund shall be that of the Governing Council.

21. Accounts

The Council shall cause proper books of accounts to be kept with respect to:

- a. All sums of money received and expended by the Institute and the matters in respect of which the receipt and expenditure take place.
- b. All sales and purchases of goods by the Institute.
- c. The assets and liabilities of the Institute.
- d. The books of account shall be kept at the office or such place as the Council shall think fit, and shall always be open to inspection by the members of the Council, subject to adequate notice being given to the Secretary General for this inspection in writing.
- e. Every year the Council shall lay before the Institute at the Annual General Meeting a proper income and expenditure account for the period since the preceding account or as in the case of the first account, since the incorporation of the Institute made up to date not more than six months before such a meeting.
- f. A proper balance sheet shall also be made out in every year at the date to which the income and expenditure account is made up and shall be laid before the Annual General Meeting of the Institute.
- g. Corporate members of the Institute shall be free to examine the accounts at a time convenient to either the Council or the Secretary General, although the Council may, from time to time, see fit to impose restrictions as to the time and manner of such inspections.

22. Audit

At least once in every year the accounts of the Institute shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more auditor, or auditor, or auditors, so appointed by the Council.

23. Amendment to Bye-laws

No amendment involving alteration or deletion of a bye-law and no enactment of a new bye-law shall be made effective unless the same is ratified in a General Body Meeting by a 3/4th majority of the members present in the meeting and vote for it or shall have been approved by the Registrar. An application for registration of an amendment to the bye-laws shall be made to the Registrar within two months from the date of the meeting and it shall contain the particulars stipulated in the provisions of societies Act.

The Institute shall keep a copy of the Societies Act and of rules framed there-under and of its byelaws and register of its members at registered office of the Institute.



24. General

- A. The Society shall make arrangement for the supply of copies of Balance Sheet, Income and Expenditure account, Bye-Laws etc., to the members on payment of fee as prescribed from time to time by the Mumbai Societies Act.
- B. For all things not specifically provided for under these Bye-laws, the provisions of the Mumbai Societies Registration Rules will apply.

Note:

The first newly Executive Committee members can hold office for one year with additional two years of tenure.(i.e. 3 years)