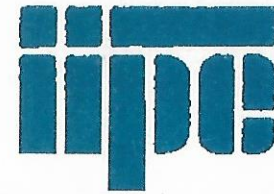


# MEMORANDUM OF ASSOCIATION



## INDIAN INSTITUTION OF PLANT ENGINEERS (IIPE)

Updated with amendments adopted at the  
27th Annual General Meeting held at Secunderabad  
on 11th December 1999



## Certificate of Registration of Societies

ACT XXI OF 1860.

S. No. 103 of 1961.

*I hereby certify that* INDIAN INSTITUTION OF PLANT ENGINEERS  
*has this day been registered under the Societies' Registration Act XXI*  
*of 1860.*

Given under my hand at MADRAS, this 2 ND

day of JUNE One thousand nine hundred and SEVENTY ONE

*[Signature]*  
Assistant Registrar of Joint Stock Companies  
MADRAS District.

Old No. Regn. II-214/New No. Regn. II-214-7-60.

## INDIAN INSTITUTION OF PLANT ENGINEERS

### MEMORANDUM OF ASSOCIATION

Name :

1. The name of the Institution will be "INDIAN INSTITUTION OF PLANT ENGINEERS"

Place :

2. The Registered office of the Institution will be at :  
J. P. Towers, Flat No.2-C, II Floor, 7/2, Nungambakkam High Road, Chennai - 600 034. Working hours are from 10.00 A.M. to 6.00 P.M. on all working days (except the weekly holiday on Sunday) and other notified/closed holidays.

Objects and scope:

3. (a) To advance the Science of Engineering in general, and in particular to further professional and other interests of Plant Engineers.
- (b) To encourage unified organisation activity on local and regional basis by establishing a definite point of reference to its members.
- (c) To foster the development of this specialised branch of Plant Engineering in India and its counterparts elsewhere in the world.
- (d) To co-operate with Institutions interested in similar pursuits/objects and situated throughout the world.
- (e) To provide facilities for unrestricted dissemination of knowledge and information among the professionals and

the public in general by means of meetings, lectures, seminars, conferences, publications, etc.

- (f) To promote free exchange of ideas and experiences conducive to the objects of the Institution, to undertake publication of books, journals and research papers.
- (g) To establish and maintain libraries and to provide information services to all its members, to facilitate the study and application of latest development and discerning information in regard thereto.
- (h) To form, organize or assist in the creation of professional museums, laboratories, exhibitions and other departments for the promotion of the objects of the Institution.
- (i) To promote or assist in the promotion of professional educational Institutes and other organisations allied to the objective of the Institution and to hold examinations and confer professional diplomas and certificates, without contravening any law for the time being in force.
- (j) To institute and establish grants, scholarships, rewards, stipends in furtherance of the objectives of the Institution.
- (k) To invest and deal with funds and moneys of the Institution and to contribute to assist any other Institution in furtherance of the objectives of IIPE.
- (l) To bring all members in close contact for the professional furtherance.
- (m) To sell, mortgage, lease, exchange or otherwise transfer or dispose of all or any property movable and immovable of the Institution for furtherance of the objectives of the Institution.

- (n) To acquire, gift, purchase, exchange, lease, hire or otherwise howsoever, any property movable or immovable which may be necessary for the purpose of association and to build or construct, improve, alter, demolish and repair such buildings or works as may be necessary for carrying out the objectives of the Institution.
- (o) To fix and receive registration and periodical fees from persons permitted to register themselves as members.
- (p) To spread the activities of the Institution throughout the country and abroad either alone or with other institutions.
- (q) To develop the profession as an effective tool of management.
- (r) To promote understanding of the profession in the fields of business, industry and public administration and among educational, research and professional bodies in India and abroad.
- (s) To open chapters and centres and other functional divisions in different parts of India.
- (t) To recognise eminent professional men for their contribution and services by conferring honours and awards to them.
- (u) To arrange for the promotion, management and conduct of the business and objects of the Institution and for the purpose elect office bearers and members of the council of the Institution from among its members and to appoint Officers, Auditors, Attendants and to fix and pay their respective fees, salaries, remuneration and allowances, etc.

- (v) To frame, construct, adopt, prepare, regulate or sanction rules, regulations, laws and bye-laws whereby the Institution may think it fit to guide itself or where the said Institution should confirm or have recourse in the carrying out of the objectives or otherwise from time to time vary, alter or confirm one or other such rules, regulations, laws or bye-laws.
- (w) To do any lawful acts or things conducive or incidental to or in the furtherance of any of the above mentioned objects.

### RULES AND REGULATIONS (BYE LAWS)

#### I DEFINITIONS:

In these Rules and Regulations, unless the context otherwise requires:

- a) The Institution means "Indian Institution of Plant Engineers" otherwise referred to briefly as IIPE with its Registered Office at Flat No.2-C, II Floor, J. P. Towers, 7/2, Nungambakkam High Road, Chennai - 600 034, formed in May 2, 1971.
- b) "Plant Engineers" shall mean and include Engineers engaged in teaching, working as executives, exercising responsible supervisory charge or having executive responsibility for all or some phases of designing, operation, layout, construction, maintenance, sales etc. of utilities, services and or control of fixed or mobile Industrial facilities or plant instrumentation and process controls - facilities or "Plant" as defined in its broad sense as machinery, apparatus, buildings, real estate, generation and distribution equipment and other utilities.

- c) The "General Body" means the general body constituting all the corporate members of the Institution.
- d) The 'Council' means Governing Council of the Institution formed under the provisions of the Memorandum of Association.
- e) 'Corporate Member' means, Fellows, members and Associate Members admitted to the Institution under the Rules.
- f) 'Non-Corporate Member' means a Graduate member or a Student Member or a Student Associate admitted to the Institution under the Rules
- g) 'Affiliate Member' means a member admitted to the Institution as such under the Rules.
- h) 'Honorary Member' means a member admitted to the Institution as such under the rules.
- i) 'Institutional Member' means an industry, an institution or organisation admitted to the Institution as such under the rules.
- j) i) 'Chapter' means the Regional Centres of the Institution with not less than 150 members.  
ii) 'Centre' means the Regional Centres of the Institution with not less than 50 members, and not exceeding 150 members.  
iii) 'Division' mean functional units of the Institution with specific tasks assigned by the Governing Council from time to time.
- k) The National President means the President of the Institution.

- l) 'National Secretary' means the Secretary of the Institution running the Headquarters under the guidance of the National President and includes the 'Joint Secretaries' of the Institution.
- m) 'Financial Year' means the twelve months commencing from the 1<sup>st</sup> day of April of the year and ending with 31<sup>st</sup> day of March of the next year.
- n) 'The Roll' means the register of all members including the Institutional Members of the Institution.
- o) 'Committee' means Executive Committee of the chapter or centre concerned.
- p) 'General Meeting' means the General Body Meeting of the Chapter, Centre or Head Quarters concerned.
- q) 'State Chapter' means a chapter in a State authorised by the Governing Council to render any possible help to the other chapters/centres in the State during formation stage or in normal functioning if required by the headquarters.

## II. MEMBERSHIP

The Institution shall consist of the following categories of Members.

### 1) CORPORATE MEMBERS:

- (a) **FELLOW:** A Member as described herein admitted by the Governing Council or an authorised committee appointed for the purpose. He shall be a person who
  - (i) is not less than 40 years of age
  - (ii) has achieved distinction in and has rendered outstanding services to the Profession of Plant Engineers
  - (iii) is of National/International reputation in his field of activities.

- b) **MEMBER:** A Member described herein admitted to the Institution by the Governing Council or an authorised committee appointed for the purpose. He shall be a person who
  - (i) is not less than 30 years of age
  - (ii) possesses a degree or equivalent qualification in "Engineering" from a recognised Institution with six years experience or
  - (iii) possesses a 'Degree' or Post Diploma awarded by BOS-IPE with 3 years membership standing or
  - (iv) possesses a Diploma or equivalent qualification in Engineering from a recognised Institution with 8 years experience or
  - (v) has a Degree in Science or equivalent academic qualification with 10 years experience or
  - (vi) has a Diploma awarded by IPE-BOS with 6 years membership standing.
- c) **ASSOCIATE MEMBER:** A member described herein admitted to the Institution by the Governing Council or an authorised committee appointed for the purpose. He shall be a person who
  - (i) is not less than 25 years of age
  - (ii) possesses a degree or equivalent qualification in Engineering from a recognised Institution with 2 years experience or
  - (iii) possesses a Degree or Post Diploma awarded by BOS-IPE with 1 year experience or
  - (iv) possesses a Diploma from a recognised Institution with 4 years experience or

- (v) has a Degree in Science or equivalent academic with 5 years experience or
- (vi) has a Diploma awarded by IIPE-BOS with 2 years experience.

**2) Non-Corporate Members:**

a) **GRADUATE MEMBER:** A member described herein admitted by the Institution shall be a person, who:

- i) is not less than 21 years of age;
- ii) holds a Degree in Engineering or equivalent qualification from a recognised Institution;
- iii) holds a Degree or Post Diploma awarded by IIPE-BOS.

b) **STUDENT MEMBER:** A member described herein admitted by the Institution shall be a person who:

- i) is not less than 18 years of age;
- ii) is preparing for a professional career and appearing for the examination of Indian Institution of Plant Engineers.

No member shall be permitted to retain this grade of Membership for more than five years.

c) **STUDENT ASSOCIATE:** A member described herein admitted by the Institution shall be a person who:

- i) is not less than 18 years of age.
- ii) is preparing for a professional career and is pursuing a course of training approved by the council.

No member will be permitted to retain this grade of membership for more than five years.

**3) Affiliate Member:**

A member described herein admitted by the Institution shall be a person who:

- i) is not less than 25 years of age;
- ii) by virtue of his qualifications and/or professional status / experience is required to co-operate with Plant Engineers in their normal activities and who is himself engaged actively in the advancement of the Profession of Plant Engineering.

**4) Honorary Member:**

The Governing Council may at its discretion confer Honorary Membership of the Institution to outstanding personalities at the national/international level for their contribution and yeomen service to the advancement of the Profession and the Institution.

**5) Institutional Member:**

A member described herein admitted to the Institution by the Governing Council. Any institution, firm, Corporation, Association, Department of Central or State Government or a statutory authority, which is interested in improving the Profession of Plant Engineering, is eligible to become an Institutional Member.

It shall be classified into any one of the following three categories:

- a) Small Industries
- b) Medium Industries
- c) Heavy Industries

### III. FEES AND SUBSCRIPTION

- a) The annual subscription as laid down in Rule IV below, shall be payable at the commencement of the financial year, that is before the first week of April of the year.
- b) Any Institution or Member admitted during any period in a financial year shall become due for next subscription at the beginning of the subsequent financial year, unless and otherwise Life membership fee has been paid in full at the time of Admission.

### IV. ANNUAL SUBSCRIPTION

#### A 1) Rate of Subscription

Grade of Membership	Annual Subscription Rs.	Entrance Fee Rs.
Fellow	300.00	100.00
Member	200.00	100.00
Associate	150.00	100.00
Graduate	75.00	100.00
Student	50.00	50.00
Student Associate	50.00	50.00
Affiliate	100.00	100.00
Institutional: Small	1,000.00	—
Medium	3,000.00	—
Heavy	5,000.00	—

The admission of a member shall not be effective until the Life/annual subscription and entrance fee, if any payable by him/her for such admission shall have been paid.

The entire income of the Institution shall be spent towards the promotion and professionalisation of Plant Engineering activities of the Institution as laid down in the Memorandum of the Institution.

#### 2) Upgradation of Membership:

Members desirous of upgrading their membership may do so by submitting a fresh application together with a transfer fee of Rs.25/- and subscription for the year/difference in Life membership fee for the new grade of membership.

However transfer will be effective from the beginning of the next financial year, subject to, however, approval by the Governing Council or an authorised committee appointed for the purpose.

#### 3) Life Membership:

A Corporate member or any person satisfying the condition stipulated in Clause III of the bye-laws can become a Life member by paying a lump sum of:

Age at the time of admission	No. of times the Annual Subs.
Upto 30 years	10.0
31 to 35 years	9.5
36 to 40 years	9.0
41 to 45 years	8.5
46 to 55 years	6.0
56 years and above	4.0
Institutional member	5.0 times

#### 4) Removal of Membership:

The name of any member whose subscription or the instalment of the life subscription falls in arrears for more than two years shall be automatically removed from the rolls of membership of the Institution unless the Council shall decide otherwise.

The name of a member removed from the rolls of the Institution for default in payment of the prescribed fees may be restored thereto on payment of such sum as the Governing Council/Committee may determine in each case.

#### V. ADMISSION TO MEMBERSHIP

- 1) Any person desirous of joining as a member under these rules shall be proposed and seconded in the prescribed forms from personal knowledge by two Corporate Members of the Institution. The proposal form duly filled in shall be delivered to the Secretary of the respective Chapter/Centre along with a photocopy of the Certificate supporting the qualifications. The first year or first instalment of life subscription and the entrance fees prescribed shall be remitted along with application in cash/cheque/demand draft.
- 2) On receipt of each proposal from the Chapters/Centres, the National Secretary shall verify as to whether or not the applicant is eligible to be admitted in accordance with the provisions of the rules and then put up to the Membership Committee Constituted by the Council.
- 3) The National Secretary shall on receipt of the decision of the Membership Committee and on behalf of the Council, Communicate the same to the applicant directly with a copy to the concerned Chapter/Centre. This decision shall be final and binding on the individual as regards his membership status.
- 4) The Institution recognises eminent technocrats and leaders in Industries who had contributed yeomen service to the interest and growth of IIPE by giving them the status of Patron of the Institution for specified periods. He will be a

special invitee to all the meetings of Head Quarters / Chapters / Centres including Governing Council and AGMs, but shall not have special administrative or voting rights except otherwise as a member of the Institution.

#### VI. CHAPTERS, CENTRES AND DIVISIONS

The Governing Council shall have power to set up chapters, centres or divisions of the Institution, in any part of India or abroad and those Rules and Bye-laws of the Association made thereunder shall apply *mutatis mutandis* to any such unit set up by the Governing Council. The Council will formulate such Rules as may be necessary for the formation and functioning of these Chapters, Centres or divisions.

##### VII a) GENERAL BODY:

All Corporate Members of the Institution shall constitute the General Body of the Institution. The General Body shall meet at least once an year and more often if necessary at the discretion of the Council. The audited accounts of the Institution and other subjects requiring the sanction or approval of the General Body shall be placed before the General Body at its Annual Meeting for its approval.

##### VII b) GENERAL MEETINGS:

- i) A General meeting shall be held as the Annual General Meeting of the Institution before the expiry of the "first six months of the subsequent financial year".
- ii) All General Meetings other than Annual General Meeting may be convened at any time by the Council at its discretion in furtherance of the interests of the Institution.
- iii) The Council shall, on the requisition of not less than 100 or half the number of voting members entitled as on the

date of the requisition, whichever is lower, proceed duly to convene an Extraordinary General Meeting of the Institution which shall be held within one month of the said date. The requisition must state the objects of the Meeting and must be signed by requisitionists and deposited at the Head Office of the Institution and may consist of several documents in like form each signed by one or more requisitionists.

- iv) All General Meetings shall be held at the head office of the institution or other premises at such times as may be prescribed by the Council.
- v) Twenty-one clear days' notice shall be given for every general meeting, specifying the general nature or any special business to be transacted at such meeting, but the accidental omission to give such notice to any voting member shall not invalidate the proceedings of any such meeting. All business shall be deemed special that is transacted at an Extraordinary General Meeting or at an Annual General Meeting except the consideration of the accounts, balance sheet, election of office bearers for the Headquarters, Chapters, Centres, reports of the council and Auditors and the election of the Auditors and fixing their remuneration.
- vi) No question of motion relating to the general management of the Institution may be asked or moved at a meeting other than an Annual or Extraordinary General Meeting.
- vii) Thirty voting members entitled to vote shall constitute a quorum for the purpose of an Annual General Meeting and forty voting members entitled to vote shall constitute

a quorum for the purpose of an Extraordinary General Meeting.

- viii) If within 20 minutes after the time fixed for the meeting, a quorum is not present, the meeting, if convened on requisition as herein before provided, shall be dissolved. In any other case it shall stand adjourned to the same date in the next month, and at the same time and place. In case the adjourned date happens to be a National holiday or notified/regular fixed holiday for the institution, then the General meeting shall stand adjourned to the next immediate working day. To such adjourned meeting if a quorum is not present within ten minutes of the time appointed for holding the meeting the voting members present shall form a quorum.

The National President will have to give at least 14 days notice to all members about the adjourned meeting.

- ix) General meeting shall be presided over by the National President (or the Chapter/Centre Chairman in the case of chapters & centres) and in his absence by any one of the National Vice Presidents or Vice Chairman (in case of Chapters & Centres) and in their absence, the voting members present at the meeting shall elect a chairman amongst themselves.
- x) Decisions at meetings shall be ascertained by show of hands unless a ballot is demanded by the Chairman or by at least five members present and entitled to vote. Unless a ballot is so demanded, a declaration by the Chairman that a resolution has, on a show of hands been carried or lost and an entry to that effect in the minutes by the Chairman shall be sufficient evidence of the decision. Each

voting member shall have one vote, and in case of equality of votes the second or casting vote shall be exercised by the Chairman. If a ballot is demanded, it shall be taken forthwith and the result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.

- xi) The acceptance or rejection of votes by the Chairman shall be conclusive for the purpose of the decision of the matter in respect of which the votes are tendered.

Provided that the Chairman may review his decision at the same meeting if any error be then pointed out to him.

- xii) A notice may be served by the Council (or by the Committee) upon any member either personally or by sending it through post in a prepaid letter addressed to such member at his place of abode registered on the Rolls of the Institution.

- xiii) Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same was put into the mail box and in proving such services, it shall be sufficient to prove that such letter was properly addressed, stamped and posted.

#### VIII GOVERNING COUNCIL :

- a. **Office-Bearers:** The Governing Council will comprise of the following members:
1. National President
  2. Five National Vice-presidents
  3. National Secretary
  4. Five National Joint Secretaries

#### 5. National Treasurer

All the above posts carry a tenure of 2 years. However, each elected Office Bearer is eligible to renominate himself for election for one more term of office. They will be elected by the incoming Governing Council and placed before the General Body for approval.

6. Council members nominated by the chapters, centres, divisions and the National President.
7. Ex-officio members.

The number of nominated members of the Council will depend on the number of chapters of the Institution. Each chapter shall have the right to nominate ONE member.

The nominations from Chapters and Centres shall be approved by the governing Council before putting up to the General Body for Voting/Acceptance.

- b. The chapter Chairman and Secretaries shall be ex-officio members of the council, with full voting rights over and above the nominated members.

The Centres and Divisions of the Institution shall be represented by the respective Chairman/Secretary/Convenor or by the nominee with full voting rights in the Council.

The immediate Past President of the Institution shall be ex-officio member of the Council.

At the discretion of the Committee, the council can co-opt members as and when considered necessary with a view to further the interest of Plant Engineers.

- c. The outgoing Council or Committee can recommend a panel of names for election at the General Body. The nominations received from the chapters to the Council shall also be announced in the Annual General Body. If the list of nominations is not complete, the vacancy caused shall be filled on the floor of the General meeting. Any further posts remaining still vacant can be filled by the incoming National President / Chairman with the approval of the new Council / Committee and shall be got ratified during the next immediate General meeting.
- d. i) The Governing Council shall meet at such times and in such places as they think proper and may pass such resolutions as they think fit as to the summoning and holding of meetings of the Governing Council and for the transaction of business at such meetings.
- ii) Seven members of the Governing Council shall form a quorum for the transaction of business. However, out of seven, three shall be from different chapters.
- iii) Should any member of the Council be unable to attend the meeting of the body, the Chapter/Centre that he/she represents may for that meeting, nominate a substitute Governing Council member, who shall be vested with all powers of the regular Council member he/she is substituting.
- iv) Minutes of each meeting of the Governing Council embodying all decisions taken by the Council shall be circulated to all the members of the council by the National Secretary within 20 days of the meeting.
- v) Each member of the Governing Council shall have one vote on all matters before the Governing council and in

the event of an equality of votes; the National President shall have a second or casting vote. Casual vacancies occurring in the Governing council shall be filled in by the Council by co-option from among the corporate members.

- e. i) Each chapter will have a Committee of not more than 22 members, and each centre will have a committee of not more than 11 members. The Committee shall consist of; one Chairman, one or more Vice-Chairmen, Secretary, one or 2 Joint Secretaries, Treasurer and Committee Members.
- ii) Excepting the chairman, the Committee members shall be elected from corporate members. At the discretion of the committee, the committee could have a maximum of two representatives from each Institutional member.
- iii) The National Office Bearers residing in a state shall be permanent invitees to the EXECUTIVE COMMITTEE of the state chapter/centre/division.

## IX NATIONAL PRESIDENT AND NATIONAL VICE-PRESIDENTS

- (i) The President shall have general control over the affairs of the Institution. In his absence, one of the Vice-Presidents-HQ/Regions or in their absence, the National Secretary or in his absence, the National Treasurer shall conduct the affairs of the institution.
- (ii) The National Secretary shall be responsible for the day-to-day functioning of the Head Office under the guidance of the National President. All the staff members attached to the Head office shall report to the National Secretary. In the absence of the National Secretary, National Treasurer

shall assume the responsibility of Head Office administration.

- (iii) Similarly respective chapter secretary or treasurer in his absence shall be responsible for the administration of the chapters / centres / divisions under the guidance of Chairman or Vice-chairman as the case may be.
- (iv) The National President and the five National Vice-Presidents of the Institution shall hold office for a term of 2 years and shall be eligible for re-election for 1 more term.
- (v) The duties of the four Regional Vice-Presidents shall be to propagate the ideas of the Institution and to oversee the functioning of the Chapters / Centres in the region.
- (vi) The duties and responsibilities of the National Vice-President (HQ) shall be defined by the National President every year and will be got approved by the Council.

#### **X NATIONAL SECRETARY AND FIVE NATIONAL JOINT SECRETARIES**

- a. The National Secretary and the Five National Joint Secretaries of the Institution shall be elected by the Council and shall hold office for a term of 2 years and shall be eligible for re-election for 1 more term.  
The National Joint Secretaries of the region shall support the Regional National Vice-presidents in the supervision of the Institution work in their respective region.  
For this purpose the area of operation of the Institution is divided into four regions namely:

- b. (i) **Northern Region:** Consisting of Jammu and Kashmir, Punjab, Delhi-Haryana, Himachal Pradesh, Uttar Pradesh and Rajasthan.
- (ii) **Eastern Region:** Consisting of Assam and other states, West Bengal, Bihar and Orissa.
- (iii) **Western Region:** Consisting of Madhya Pradesh, Maharashtra, Gujarat and Goa.
- (iv) **Southern Region:** Consisting of Tamil Nadu, Kerala, Andhra Pradesh, Karnataka, Pondicherry, and Andaman-Nicobar.
- c. The duties and responsibilities of the National Joint Secretary (HQ) shall be defined by the National President in consultation with the National Secretary and will be intimated to the Council.

#### **XI NATIONAL TREASURER:**

National Treasurer of the Institution shall be elected by the Council and shall hold office for a term of 2 years and shall be eligible for re-election for 1 more term.

#### **XII OTHER COUNCIL MEMBERS:**

The Council Members of the Institution shall be nominated by the Chapters. All the above office bearers shall, notwithstanding the expiration of their term, continue to hold office until their successors relieve them of their office. No member shall hold office of National President, National Vice-President, National Secretary or National Treasurer of the Institution for more than 2 terms. The same condition shall be applicable to Chairmen / Secretaries / Treasurer and other office bearers of Chapters and Centres / Divisions.

In the event of a death or transfer of any office bearer, during the tenure of his office or should he resign his post before completing the full term, the GC/EC shall be competent to nominate a suitable member to the vacant post which shall be got ratified in the next immediate General Body meeting.

### XIII RIGHTS AND PRIVILEGES OF MEMBERS:

Subject to the provisions and restrictions contained in the rules:

- a) Members shall enjoy all the rights and privileges of the Institution in accordance with the provisions in the Rules and Memorandum and they will be attached to a Chapter/Centre of their choice.
- b) The rights and privileges of every member shall be personal and are neither exercisable nor transferable to any other person on any account.
- c) Every member is entitled to add against his name the title of "Plant Engineer" in accordance with the following abbreviated forms, namely:
  - F.I.I.P.E. (F for Fellow)
  - M.I.I.P.E. (M for Member)
  - A.M.I.I.P.E. (A.M. for Associate Member)
  - Grad.I.I.P.E. (Grad for Graduate)

Each institutional Member shall have the right to nominate two of their senior representatives for the General Meetings. Such representatives however, will have no voting rights.

- d) All corporate members of the Institution (i.e.) Fellows, Members and Associate Members are eligible for receiving a copy of the bye-laws of the Institution on making a written request to the National Secretary and on payment of Re.10 per copy.

### XIV RESIGNATIONS, REMOVAL AND REINSTATEMENTS:

- a) Every member elected to any class of membership in the Institution shall be liable for payment of his appropriate fees and annual subscription until he/she shall have signified in writing to the secretary his/her desire to resign, having previously paid all his dues to the Institution, provided that the letter of resignation may, with the consent of the Council be withdrawn by the member within three months of its receipt by the Secretary, on payment of such sums as may be determined by the Council. He/She shall there upon be restored to the membership with all his/her former rights and privileges without re-election.
- b) If any member of any class shall leave his/her subscription in arrears for more than two years and fail to pay such arrears within three months after a notice has been sent to him/her by the secretary, his/her name shall be removed from the Rolls, and he/she shall thereupon cease to be a member of the Institution. The Institution shall nevertheless have the right to recover the sums due to it according to law. The Diploma or Certificate of every such persons issued by the Institution shall be returned to the secretary. Clause IV.4 of the Rules and Regulations shall, however apply.
- c) The Council may, if they find good reason to do so, reinstate on such conditions as they may deem fit,, any person who has been a member and whose name has been removed from the Roll on account of resignation. These cases shall be considered and reported upon to the Council by a Committee appointed by the Council for the purpose.

## **XV EXPULSION AND DISCIPLINARY ACTION:**

The Council shall have the right to expel from the Institution any member who shall have in the opinion of the Council willfully acted in contravention of the Rules of the Memorandum of the Institution in force from time to time or who, in the opinion of the Council, shall have been guilty of such conduct as shall render him unfit to remain a member of the Institution.

Provided that:

- a) The meeting of the Council at which the resolution expelling a member is passed shall be specially convened for the purpose and the person concerned shall have been given thirty clear days notice that his conduct is to be inquired into and is given the opportunity of stating his case to the Council.
- b) The resolution shall be passed by a majority of two thirds of those present. Upon a resolution of expulsion being passed, the name of the person concerned shall be removed from the rolls and he shall cease to have any connection with the Institution. Neither the Council collectively nor any member of the Council individually shall be made liable for any act or thing done under this rule and no cause of action shall lie against them. Every such member shall be called upon by the secretary to return immediately his Diploma or Certificate issued to him, and the expelled member shall not be entitled any longer to make use of any designation implying past connection with the institution.
- c) Should any member/Employee conduct himself, in such a manner so as to bring disrepute to the Institution or indulge in financial manipulations/irregularities or causes disruption to the smooth functioning of the Institution's

work directly or indirectly he/she shall be removed from the office only by GC/EC after giving him/her an opportunity to put forth his/her defence through written submission. The GC/EC shall authorise the Secretary or in his absence a suitable Office Bearer to initiate the action.

- d) Should a GC/EC member absent himself for 3 consecutive GC/EC meetings without proper notice or reasonable evidence, he shall cease to be a member of the GC/EC, for which due notice in writing shall be given by the National Secretary or Secretary of the concerned Chapter / Centre as the case may be. This can be waived only by the GC/EC by a majority Voice Vote, show of hands or by ballot as the situation demands.
- e) In case of an emergency, wherein important decisions are to be taken, but where GC/HQ/EC meetings cannot be convened at short notice, this can be done by circulating papers among GC/HQ/EC members.
- f) GC/EC shall be the competent body to frame subsidiary rules and regulations for the smooth conduct of the affairs of the Institution consistent with the relevant act, which shall subsequently be taken up in the next AGM for ratification.

## **XVI REGULAR EMPLOYEES OF I.I.P.E.**

The employees of the Institution shall be appointed by the Council/Executive Committee at such remuneration and on such other terms and conditions as they may think fit at the appropriate time as per the following procedure.

- A. The appointing authority for head quarters will be the Council and for Chapters/Centres/Divisions the respective Executive Committees.

- B. The Council /EC may however authorise the Secretary or a committee appointed for the purpose to take action on the appointment which shall be put upto the subsequent GC/EC meeting for ratification.
- C. For all new appointments of permanent nature, the Chapter/Centres/Divisions shall get prior written permission from the Governing Council after satisfying the need and necessity for the appointment, the qualification proposed for applicants, the terms and conditions of appointment and the mode of selection.
- D. For any temporary appointment (for specific purpose) not exceeding 6 months or for filling up the vacancies, the secretary or authorised selection committee may take suitable action and then put upto the GC/EC for ratification.
- E. The selection of the candidate for all appointments shall be done by a selection Committee constituted by the respective Council/Executive Committee consisting of atleast three members. The decision of the committee shall be communicated to the National Secretary / Secretary in the case of Chapter and Centre for further action.
- F. All appointments when made, shall be communicated by the National Secretary / Secretary with details of the name, age and qualification, of the candidate together with the terms and conditions of the appointment and recommendations of the selection committee to the Council / E.C. for ratification.
- G. For full time appointment of duration less than 6 months and part time appointments of duration less than one year with remuneration upto Rs.2,000/- per month, prior

approval by council is not necessary but all the other procedures shall be followed.

## XVII EXAMINATIONS:

The institution is presently conducting Graduateship and Diploma Examinations under the seal and authority of Board of Studies, appointed by the Governing Council for formulating and updating the syllabi of the Examinations and for conducting the Examinations for assessing the professional competence of members or prospective members once in a year or more frequently as required. The Board of Studies shall consist of a Chairman, Convenor, Controller of Examinations and three or more members as required from among the members appointed by the Council to the BOS. Convenor/BOS shall be responsible for all administrative matters relating to the Examinations. However, the clerical and other administrative help to the BOS shall be rendered by the Executive Officer and his staff at Head Quarters. Controller of Examinations/Convenor shall be totally responsible for the proper conducting of the examinations with relevant syllabi and other course materials, within the framework of the rules and regulations of the Board of Studies.

The council shall from time to time reconstitute the Board of Studies for formulating and improving the syllabi of the examinations and for the proper conduct of the examinations and other administrative matters relating to the examinations.

## XVIII ACCOUNTS

The Council shall cause proper books of accounts to be kept with respect to all sums of money received by the Institution and the matters in respect of which such receipts and expenditure take place, all sales and purchases of goods by the Institution and the assets and liabilities of the Institution.

The books of accounts shall be kept at the Registered office of the Institution during its normal business hours or at such other place or places as the council shall think fit and shall always be open to the Inspection of Members of the Council. Save as the Council may otherwise specify, the books and accounts of the Institution shall not be open to any members of the Institution not being members of the Council.

The Council shall from time to time in accordance with the statutes cause to be prepared and to be laid before the institution in General meeting such income and expenditure account, balance sheets and reports as are referred therein.

A copy of every balance sheet including every document required by the statutes to be annexed thereto which is to be laid before the Institution in its General Meeting, together with a copy of the Auditors report shall, not less than twenty one days before the date of the meeting, be sent to all persons entitled pursuant to receive notices of General Meetings of the Institution.

All money transactions of the Head Quarters shall be handled by the National Treasurer as per the guidelines approved by the Governing Council and National President and in consultation with the National Secretary. All cheques shall be signed by the National Treasurer and anyone of the following office bearers, namely:

1. The National President
2. The National Secretary

The National Treasurer shall forward a monthly statement of income and expenditure to the National President before 10th of the following month. Copies of such statements shall be placed before the Council at its next meeting for review.

All immovable property acquired or to be acquired shall vest with the Council and any such property, which may be in any legal proceedings be referred to as the property of the Council. Any transactions of the existing immovable property or acquisition of new immovable property shall be done in the name of the Institution represented by the National President or his legally constituted attorney.

With regard to the property of Head Quarters, prior approval shall be obtained from the Council and shall be intimated in due course to the Chapters, Centres and Divisions.

In the case of Chapters, Centres and Divisions, the action has to be first resolved at the local Committee before seeking the approval of the Council.

All original documents relating to the immovable properties shall be kept for safe custody at the Head Quarters.

The Governing Council shall authorise submission of returns and maintenance of accounts of the Institution as required by the Tamil Nadu Societies Registration Act of 1975.

#### **XIX BANKERS:**

The Bankers of the Institution shall be any one of the Nationalised or State Cooperative Scheduled Banks or as may be determined by the Council from time to time in furtherance of the objects of the Institution.

#### **XX AUDITORS:**

Auditor/Auditors shall be appointed at each Annual General Meeting to hold office from the date of appointment until close of the next Annual General meeting. Such Auditor/Auditors shall be eligible for re-appointment with the approval of the General Meeting.

Every such Auditor/Auditors shall be a Member of the Institution of Chartered Accountants of India and shall hold a Certificate of Practice granted by that Institution.

The Council may fill any casual vacancy arising in the office of the Auditor, but while any such vacancy continues, the surviving or continuing Auditor/Auditors (if any), may act.

## **XXI COMMON SEAL**

The Council shall provide a common seal of the Institution and make rules for safe custody and use thereof, and it shall never be used except by the authority of the Governing Council previously given. Every instrument to which this seal is affixed shall be signed by the National President (and in his absence by one of the National Vice-Presidents) and every such instrument shall also be signed by the National Secretary or some person authorised by the Governing Council.

## **XXII INDEMNITY:**

Every member of the Governing Council, the Secretary and other office bearers or employees of the Institution shall be indemnified by the Institution against, and it shall be the duty of the Governing Council out of the funds of the Institution to pay all costs, losses and expenses (including travelling expenses) which any such member of the Governing Council, Secretary, Office bearer or employee of the Institution may incur or become liable to by reason of any contract entered into or act or thing properly and lawfully done by him as a member of the Governing Council, Secretary, Office bearer or employee of the Institution or in any manner in the discharge of his duties and the amount for which such indemnity is provided shall immediately attach as lien on the property to the Institution and shall have priority as between the members over all other claims.

No member of the Governing Council, Secretary or other office bearer or employee of the Institution shall be liable for the acts, receipts, neglects or defaults of any other member of the Governing Council, Secretary, Officer or employee of the Institution or for conformity or for any loss or expense happening to the Institution through the insufficiency or deficiency of title to any property acquired by order of the Governing Council for or on behalf of the Institution or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Institution shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any moneys, securities or effects shall be deposited or for any loss occasioned by any error of judgment or over-sight on his part or for any loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same shall happen through his own dishonesty.

## **XXIII DISSOLUTION:**

The Institution may be dissolved by a special General Meeting of the Institution convened on the recommendation of the Governing Council or on requisition of not less than one fourth of the voting members and a meeting to dissolve the Institution must be composed of not less than three-fourths of the members of the Institution present and the Resolution upon the dissolution shall not be effective unless passed by a majority consisting of three-fourths of the votes of the members present and entitled to vote and voting at such Special General Meeting of the Institution.

## **XXIV ALTERATION OF THE RULES:**

These Rules shall not be altered, varied, modified, remade, rescinded, cancelled or added to without the sanction of a Special Resolution of the Institution passed by a majority of not less than three fourths of the members present and entitled to vote and voting at the meeting at which the Special Resolution is proposed.

## XXV THE ADHOC COMMITTEE

Was formed at the Institution meeting held on 2nd May 1971 to hold office for the remaining period of the Institution year, and till the first elected Council to be formed under the provisions of these Rules.

## XXVI SHARING OF SUBSCRIPTIONS AND ENTRANCE FEE:

The Subscription and entrance fee received are shared between the Head Quarters and Chapters/Centres/Divisions as under:

	Head Quarters	Chapters/Centres
Entrance fee / Transfer fees	75	25
Subscription	60	40

## XXVII SHARING OF OTHER INCOME:

The Chapters, Centres and Divisions shall share with the Head Quarters, the surpluses (net income) derived out of the National level programmes on 50 : 50 basis or at 90 : 10 basis on the gross income, whichever is more.

In case of Chapters, Centres or Divisions associating other units in their programmes, the proportion shall be

	On the Gross Income (A)	On the Net Surplus (B)
Chapter, Centre or Division (originating Unit)	90	50
Associating Chapter, Centre, Division (Supporting Unit)	5	25
Head Quarters	5	25

The adoption of either (A) or (B) is dependent on which rate gives the higher amount to the Head Quarters.

F.NO.196/1/78-IT (AI)  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
(DEPARTMENT OF REVENUE)  
NEW DELHI, DATED THE 13<sup>th</sup> Sept. 1978

### ORDER

In exercise of the powers conferred by proviso (ii) to clause (29A) of section 10 of the Income-tax Act, 1961 (43 of 1961), the Central Government approves with effect from 1.4.1977, "Indian Institution of Plant Engineers, Madras" for the purposes of the said clause.

( M. SHASTRI )  
UNDER SECRETARY TO THE GOVERNMENT OF INDIA

Copy to:-

- ✓ President, Indian Institution of Plant Engineers, Madras, 15-A, Sivaganga Road, Madras-600034.
2. The Commissioner of Income-tax, Yanil Nadu-III, Madras, with reference to his letter C.NO.1128-III (17)/78 dt.11.8.78.

( M. SHASTRI )  
UNDER SECRETARY TO THE GOVERNMENT OF INDIA

