

INDIAN CONCRETE INSTITUTE BYE-LAWS

1. Name :

The name of the Society shall be the "INDIAN CONCRETE INSTITUTE" (hereinafter called the Institute).

It is deemed to have been formed on 08.07.1982.

2. Headquarters :

The Headquarters of the Institute is at 'Ocean Crest' New No.79 (Old No.35), Third Main Road, Gandhi Nagar, Adyar, Chennai 600 020.

The Governing Council may decide the working schedule.

3. Aims and objects

- a. To promote growth of concrete construction and its sub-specializations.
- b. To disseminate information and to arrange to train personnel for the needs of changing concepts in the technology.
- c. To collaborate with national & international agencies in creating better understanding of concrete - material, design & construction technology.
- d. To identify and assign research & development problems of practical relevance to concrete.
- e. To arrange periodical seminars and exhibitions on the subject.
- f. To institute and distribute awards for outstanding achievements in concrete and to arrange annual lecture series on selected topics of relevance to concrete construction.
- g. To promote awareness on concrete among students

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 objects of the Institute, the Institute shall function as follows: -

- a. To provide a forum for discussion amongst concrete engineers, technologists and specialist from related disciplines as also to assist concrete 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 rights, 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 purposes of the Institute and to construct, alter, and maintain any buildings 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, bills 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 a 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 Concrete Institute has been registered with the Registrar of Societies, Madras – South – under the Tamilnadu Societies Registration Act, 27 of 1975 on 08.07.82 and assigned S.No.241/82 on 07.09.82

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 concrete

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. Individuals
 - a. Life Member
 - b. Fellow Member
 - c. Hon. Fellow Member
 - d. Donor
- iii. Organizational
 - a. Educational Institutions/ Research Laboratories
 - b. Commercial Organizations
 - c. Corporates
 - d. Donor

Individuals shall be considered as either Fellow or Regular member or Donor 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 made significant contributions to the profession of concrete 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 Concrete Technology, shall be considered for granting fellowship.

Donor members are those individual members or organisational members who have paid donation-cum-life membership fee to the Institute.

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 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 fulfill 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. President
- b. President – Elect
- c. Four Vice Presidents [Refer Cl. 12(i)]
- d. Secretary General (Ex-Officio)
- e. Hon. Treasurer (co-opted) [Refer Cl.12 (iv)]
- f. Other members :
 - Elected [As per Cl.12 (ii)]
 - Nominated[As per Cl.12 (iv)]
- g. Other Ex-officio members :

The immediate past President

The Chairperson of all the centres of ICI

- 12(i). The President/President - Elect will be elected by the eligible voters all over the country.

Post of President / President elect will be on rotation basis from North, East, South and West regions. Present and Past Vice-Presidents alone can contest for the Presidentship.

The Vice-Presidents to represent East, West, North and South regions will be elected by eligible voters of a particular region, which they represent.

Past and present Chairmen of the Centres and GC members alone can contest for Vice-Presidentship.

After officiating at a higher position as Vice-President and President, they are not eligible to contest for the lower

positions viz., Centre Chairperson / Secretary/GC Member, etc.

However, If there is no contestant from a region for the post of Vice-President, the President can nominate a person from that region as Vice President as per criteria.

The Council members at (f) above shall be elected as follows :

12(ii).The election will be conducted by postal ballot by the headquarters under the charge of the polling officer so appointed by the Governing Council.

To contest for the Governing Council membership one should hold ICI life membership atleast for five years.

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

A total of fourteen members; out of which nine members shall be from individual life/Fellow members, and one member shall be from amongst the donor members of the institute, elected to the Governing Council by all members.

Four members shall be from amongst the organizational members elected to the Governing Council by all members.

12(iii).Ex-officio members will be :

- a. The Chairperson of all centres of ICI.
- b. Immediate Past President.
- e. The Secretary General

12(iv).Nominated members:

The following shall be co-opted as members of the Governing Council.

Not more than three outstanding concrete specialists as recommended by the Governing Council.

12(v).One among the Life members based in Chennai will be nominated as Hon. Treasurer for a period of two years and renewable for one more term for two years.

12(vi).Canvassing for any one of the elected posts of the Governing Council either in the form of personal letters or contacts or by other means will be disqualification for the contest and even after election as office-bearer. The election notice circulated by the Secretariat will contain a brief bio-data of the contestants to the posts for the information of the members who constitute the electorate.

12.1.:Tenure of Governing Council

The President and Vice-Presidents 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.

12.2. 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 GC member who fails to attend three consecutive GC meetings will lose his membership in the GC automatically

12.3. Powers 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.

13. Centres

- a. A center of the Institute shall be formed in any state if 50 or more members of the Institute, so desire.
- b. An ICI 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 seven committee members. They may have additional positions like Vice-Chairman, Joint Secretary, Treasurer, etc., for operational convenience. 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 office bearers of ICI centres will be two years. The Chairman and Secretary of the Centre can be re-elected / re-nominated for a second term only, but cannot 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. A member cannot hold more than one position at a time, and thus cannot represent both in the executive committee of the centre and the Governing Council.
- f. 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.
- g. The centre shall carry out such tasks and responsibilities assigned to it by the Governing Council.
- h. Their activities shall be governed by the general guidelines, aims, and objectives of the Institute.
- i. The Chairman of the Centre shall be the ex-officio member of the Council of the Institute.
- j. 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 HQ. Financial assistance to student chapters' activities by HQ will be as per the guidelines framed from time to time by the Council.
- k. If any centre fails in performing its duties and responsibilities and fails to abide by the laws mentioned above, the President 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.

- l. He may dissolve the committee whose term is expired.
- m. He may nominate an ad-hoc committee to manage the affairs of the centre till the election is held.
- n. He may appoint a returning officer to conduct the election.
- o. In case gross financial irregularity is observed, he may instruct the banker of the centre to freeze the respective bank account until further instructions.

14. Power and Functions of Office Bearers

14.1. President

The President shall preside over all general meetings and the meeting of the 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 Vice-Presidents, to be exercised in the short periods of absence of the President.

14.2. President - Elect

President - Elect shall be a member of the Governing Council & work closely with the President to provide continuity.

14.3. Vice-President

Vice - presidents of the respective zones shall guide & monitor working & performance of centres in that zone, ensuring that elections are conducted as per calendar, annual accounting & auditing is completed & submitted to

HQ within the specified time, co-ordinate activities of Student Chapter in that zone. Vice - Presidents may also hold zonal meetings with the respective centres periodically to promote better performance. One of the Vice-Presidents, as decided by the Governing Council at the first meeting after the election of President, shall exercise all the powers and functions of the President, in his absence as conveyed to the Secretary General by the President.

14.4. 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 byelaws and rules framed from time to time. He shall devote his whole time to the business of the institute to assist the council as its ex-officio Secretary General in its work and shall be responsible for such other acts delegated to him by the council 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 Tamil Nadu Societies Registration Act, 1975 under the policy and

direction laid down by the Treasurer.

- d. The Secretary General may retain a cash of an imprest amount as the Council may fix from 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.

14.5. Finance Committee

For the overall financial planning, a Finance Committee shall be constituted vested with the responsibilities of preparing guide line for budgeting, revenue generation, budgetary control and investment decisions. This Committee shall consist of President-Elect, two Vice - Presidents, Secretary General, Treasurer and four nominated members. President - Elect, will become the Chairman of the Committee by default and one of the members will become the Co-Chairman as decided by the President. The term of the nominated members will be for two years and could be extended for one more term with the approval of the GC. Committee to meet atleast four times in a financial year. The quorum for meeting shall be five.

14.6. Hony. Treasurer

14.6.1. 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.

14.6.2. The Honorary Treasurer shall frame the budget in line with guide lines set by the Finance Committee, review periodically receipts and expenditure, present quarterly reports to the Governing Council and certify them alongwith the Secretary General.

14. Termination of Membership

A 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.

15. 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.

17. 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 prejudice 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.

18. 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 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.

19. Proceedings at General Meeting.

- a. 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.
- b. In the case of equality of votes, the Chairman of the meeting shall be entitled to an extra vote in addition to his own.
- c. A minimum number of 100 corporate members can call for an extraordinary general meeting under the same terms as an Annual General Meeting.
- d. 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.
- c. Cheques drawn on the bankers, unless otherwise from time to time resolved upon by the Council, 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 auditors' report, and statement of the names, addresses, and occupations of the persons who at the expiry of the financial year were members of the society and a declaration to that effect that the society has been carrying on the business or had been in 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 ICI and to give away ICI 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 :

- (i) All sums of money received and expended by the Institute and the matters in respect of which the receipt and expenditure take place.
- (ii) All sales and purchases of goods by the Institute.
- (iii) The assets and liabilities of the Institute.

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.

- g. 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 a date not more than six months before such a meeting.
- h. A proper balance sheet shall also be made out in every year as 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.

- i. 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 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 byelaws 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

Tamilnadu Societies
Registration Act. 1975.

- b. For all things not specifically provided for under these Bye-Laws, the provisions of the Tamil Nadu Societies Registration Rules will apply.