

**(For Suggestions by December, 2017) Draft Amended MEMORANDUM OF ASSOCIATION OF  
THE INSTITUTE FOR SPATIAL PLANNING AND ENVIRONMENT RESEARCH, INDIA, PANCHKULA**

(Regd.No.1955 Of 2000-2001 under Registration of Societies Act, 1860 And Registration No. HR001/2014/00348 under the Haryana  
Registration and Regulation of Societies Act, 2012.) ( **Note: yellow to be deleted And Red Highlights: Additions/Corrections**)

1. The name of the Institute is ~~“The Institute of Spatial Planners, India rechristened as~~ “The Institute for Spatial Planning and Environment Research, India, Panchkula”.
2. The Registered Office of the Institute shall be situated at Panchkula in the State of Haryana.
3. The objects for which the Institute is established are enumerated as follows;
  - (a) To promote and conduct studies in the sphere of spatial structure of human settlement patterns and planning thereof as enshrined in the 73rd and 74th amendments of the Constitution of India **and the matters related thereto** to attain urban and rural integration;
  - (b) To inculcate teaching and impart training in the field of rural, urban and regional studies, **skill development, women empowerment and capacity building** ~~in the context of 73rd and 74th amendments of the Constitution of India~~ **and to assist the Central Government, State governments, Urban Local Bodies and other Panchayati Raj Institutions** and as deemed appropriate from time to time with changing needs of the society;
  - (c) To intertwine aspects of physical, economic, social and environmental planning to achieve harmony through the instrument of integrated approach;
  - (d) To work in tandem with other such institutions furthering the cause of Socio-economic uplifting of various strata of the society in improving the living conditions, both physical and social (spatially) and also to share experiences of other professional organizations formed by Town Planners, Architects, Engineers, Environmentalists, Ecologists etc.;
  - (e) To establish by purchase, donation, bequest or otherwise a library comprising collection of books, studies, reports, journals, maps, drawings, designs, models and such other material essential for enriching the library;
  - (f) To acquire, hold, lease, rent and dispose of any land or property, and any building or part thereof to be used as a place of meeting or any other purpose deemed essential for the **fulfilment** of the objects of the Institute or for the cause of general public;
  - (g) To update and notify, from time to time, such norms and standards and codes of professional practice deemed essential in Spatial Planning;
  - (h) To converge, combine, act temporarily or otherwise in conjunction with any other body(s) or institution(s) of akin objects;
  - (i) To accept any gift, endowment or bequest made to or for the Institute, and to carry any trusts attached to any such gift, endowment or bequest;
  - (j) To borrow money (s) or raise funds, if required, for the purposes of the Institute;
  - (k) To do all such lawful acts as are incidental or conducive to attain the objects or part thereof,
  - (l) To advance financial assistance to schools, colleges or institutions in the form of fees and other expenses of students interested in taking up studies concerning spatial arrangement of human settlements, planning and environment thereof **or any other discipline**;
  - (m) To co-ordinate and extend help to those institutions engaged in Spatial Planning, professional practice, education, ~~and~~ **research and training**;
  - (n) To help teaching institutions framing policies on Spatial Planning, education policy, entrance qualifications and course curriculum;
  - (o) To interact with various **Government Departments** to improve service conditions and qualifications essential for **urban and rural** human settlement planning ~~and~~ **development administration and funding or financing**;
  - (p) To establish professional relationship with international agencies, centres, institutions, etc. for global understanding of the Earth and its Environs;
  - (q) To establish an **Spatial Planning** Education Board to suggest and frame the education and development policies relating to **Spatial Planning** and development including the model recruitment policy.
4. The income and property of the Institute shall be utilized solely for promotion of the objects of the Institute as set forth in this Memorandum of Association and for no other purpose whatsoever. The income shall include the payments of reasonable and proper remuneration to any office bearer(s) or servant(s) of the Institute, or to any member of the institute, in return of

- any service (s) rendered to the Institute, or reasonable and proper rent for premises demised
- 5 Upon winding up or dissolution of the Institute all assets and liabilities shall be given or transferred to some other institution propagating similar objects or as decided by the General Body.
  - 6 Accounts of the all sums of money received and expended by the Institute (and of the property, credits and liabilities of the Institute) shall be maintained in accordance with regulations of the Institute for the time being in force. Accounts of the Institute shall be examined every year and correctness of the accounts shall be ascertained by the Chartered Accountant.

We the several persons whose names are subscribed below are desirous of being formed into the Institute of Spatial Planners, India (*rechristened as Institute for Spatial Planning and Environment Research, India, Panchkula*) in pursuance of this Memorandum of Association.

<b>Sr. No.</b>	<b>Name</b>	<b>Address/Description</b>
1.	Manjit Singh	Prof. School of Planning, Guru Dev University, Amritsar
2.	K. Surjit Singh	Divisional Town Planner, Haryana State Industrial Development Corporation, Panchkula
3.	Dilbag Singh	District Town Planner, Panchkula
4.	Jaswant Singh	N C R District Town Planner, Panchkula
5.	Achhay Nath Gautam	Divisional Town Planner, Kullu
6.	Ad Ram	Divisional Town Planner, Hamirpur
7.	Mahenderjit Singh Aujla	Chief Town Planner, Local Bodies Punjab
8.	Labh Singh	Senior Town Planner, Local Bodies Punjab
9.	Ashok Sarin	Town Planner, Housing Board, Haryana
10.	Ramesh Chander Aggarwal	Chief Town Planner NCR, Haryana
11.	Vijay Kumar Goyal	Divisional Town Planner HSIDC, Gurgaon
12.	Shailender Singh	Sub-Divisional Engineer Public Health Deptt. Haryana, Chandigarh
13.	Nadim Akhtar	District Town Planner, Haryana Urban Development Authority, Panchkula
14.	Nepal Singh	Assistant Town Planner, Town and Country Planning Department Haryana, Chandigarh
15.	Kamal Kumar	District Town Planner, Town and Country Planning Department Haryana, Chandigarh
16.	Sham Das Saini	District Town Planner, Town and Country Planning Department Haryana, Chandigarh

**(For Suggestions) Draft Amended) RULES AND REGULATIONS OF  
THE INSTITUTE FOR SPATIAL PLANNING AND ENVIRONMENT RESEARCH, INDIA, PANCHKULA**

**1. General**

The provisions of the Haryana Registration and Regulation of Societies Act, 2012, ~~Societies Registration Act, 1860~~, and as amended from time to time, shall apply to the Institute wherever the Articles and Regulations are silent.

**2. Definitions;**

In these articles, unless there is something repugnant in the subject or context:

- (i) **“Board”** means Education Board constituted by the Council as laid down in the Regulations;
- (ii) **“Casting Vote”** means a decisive vote cast by the Chairman of any meeting **favouring or disfavours** any resolution and vote so cast shall hold the final decision;
- (iii) **“Council”** means the Main Executive Body constituted under the Rules and Regulations;
- (iv) **“Institute”** means the ~~Institute of Spatial Planners, India; rechristened as~~ *Institute for Spatial Planning and Environment Research, India, Panchkula*
- (v) **“Member”** means member of the Institute enrolled as approved by the Council in accordance with the Regulations and entered in the register of members as Associate member, Fellow member and honorary member.
  - a) **“Associate”** means a member who is enrolled under the Rules and Regulations.
  - b) **“Fellow”** means a member who is promoted by the Council on recommendations of at least ~~three~~ **two** Associate or Fellow members of the Institute for their outstanding performance in Country, Town or Regional Planning **Development and Research**.
  - c) **“Honorary Member”** means a member recommended for **enrolment** at least by ~~three~~ **two** members of the Council for his/her outstanding contribution in Country, Town or Regional Planning or **any other discipline** but has not attained the essential qualification to be enrolled as the member of the Institute. Further subject to the condition that projects prepared by him/her have been successfully executed or has served in the Town and Country Planning Department or other **Governmental Organizations** in a State at a post higher than District/Divisional level.
  - d) **“Student Member”** member means a person admitted by the Council for purposes of acquiring essential qualification to become the Associate member of the Institute;
- (vi) **“Regulations”** means the Rules and Regulations framed and adopted by the Institute and as amended from time to time.
- (vii) **“Right to Vote”** means a member eligible to raise hands in support of a resolution or business put before the House for a decision.
- (viii) **“Spatial Planning”** means an art of intertwining physical, social, economical and **environmental** aspects of horizontal structure of human settlement patterns, ~~and~~ **planning and administration** thereof to attain urban and rural integration, **harmony and sustainability**.

**3. Admission to Membership**

- (a) The Council may admit a person to be a Member of the Institute other than the Honorary Member based on the information given by the applicant in the Application Form and supported by ~~three~~ **two** members.
- (b) A student shall be admitted as approved by the Council.

**4. Application**

- (a) A person seeking Membership of the Institute shall apply to the Secretary General on the prescribed **Application** Form appended to the Regulations complete in all respects.
- (b) A student seeking enrolment to the Institute, sponsored by **two (2)** members, shall also apply on the prescribed Form appended to the Regulations complete in all respects.
- (c) Application shall be accompanied by admission fee for the class of membership or studentship as prescribed in the Regulations or as prescribed by the Council from time to time.

**5. Sponsors**

- (a) An application for nomination to membership in any class other than Honorary Members shall be sponsored by not less than ~~three~~ **two** members of the Institute and in the case of studentship **also** not less than by two members of the Institute.
- (b) An Associate desirous of becoming a Fellow or a qualified student desirous of becoming

an Associate, shall forward to the Secretary General an application on the prescribed Form supported by ~~three~~ two members.

- (c) The Secretary General shall place before the Council all applications along with a brief resume of each application in the meeting for a decision. No application shall be kept pending on any account, **if complete in all respects**.
- (d) In case any application is not approved by the Council, the applicant shall be conveyed the decision of the Council.

#### **6. Honorary Fellow**

The Council may approve the candidature of a person to be an Honorary Fellow distinguished for his/her contribution in Spatial Planning, **and in research in any discipline** if in the opinion of the Council, the applicant has furthered the cause of human settlement planning **and sustainability** within the Objects set forth for the Institute.

#### **7. Certificate of Membership**

The Council shall issue a certificate to every Member upon his nomination as a Member. Certificate of membership being a property of the Institute, any member who for any reason, **if** ceases to hold membership shall forthwith return to the Secretary General the certificate of membership issued to him for any class.

#### **8. Qualifications for Membership**

Every person seeking membership of the Institute must hold any of the qualifications given as under:

- (a) A degree in Town and Country Planning or City or Regional Planning or Urban and Regional Planning or M. Tech Planning;
- (b) An Associate/Fellow of the Institute of Town Planners, India or of any other country holding qualifications equivalent to as given in Regulation 8 (a);
- (c) To seek Honorary Fellowship the applicant shall satisfy the Council of his experience in human settlement planning or regional planning or urban/rural development planning **or holding master's degree or research degree in any discipline suitable for fulfilling the objectives of the Institute**. The applicant shall be invited by the President to participate in any of the Council meetings for interface to enable a decision on the Candidature.

#### **9. Students**

The Council may admit a person as Student who:

- (a) has attained 19 years of age on the day of applying for the studentship;
- (b) has successfully completed the courses in the following disciplines;
  - (i). Bachelor of **Civil** Engineering and Architecture engineering;
  - (ii). Bachelor of Architecture;
  - (iii). Master of Geography;
  - (iv). Master of Economics;
  - (v). Master of Sociology
  - (vi). B. Tech. Planning;
  - (vii). **Master's Degree or Research Degree in any Discipline suitable for fulfilling the objectives of the Institute.**
- (c) is working in **the Town and Country Planning Department of any State and in the Institute**, for the last three years holding the qualifications **given at (b) (i.) to (vi) above**.
- (d) A person may continue to be a student for a period **of five (5) years**. Thereafter the Council shall, upon his request, examine his continuation on merits. Council may decline the extension or extend the period not exceeding two years. If during the extended period, a student fails to complete the **studies**, studentship shall terminate automatically.

#### **10. Rights and Responsibilities of the Members**

- (a) A member has a right to:
  - (i) attend and participate in the General Body Meetings;
  - (ii) vote for and against any business put for voting.
  - (iii) be nominated to the Council;
  - (iv) to be appointed to any Committee;
  - (v) seek publications of the Institute;
  - (vi) use the library.
- (b) A member, as the case may be, shall be entitled to use the following abbreviations after his

name:

- (i) Associate A.I.S.P. (India) (ISPER-A)
  - (ii) Fellow F.I.S.P. (India) (ISPER-F)
  - (iii) Honorary Fellow F.I.S.P. (India) (ISPER-FH)
- (c) A student may:
- (i) attend seminars, technical workshops, discussions, lectures etc. organized by the Institute;
  - (ii) attend and take part in discussions at General Body Meetings but not the Annual General Body Meetings or the Special General Body Meetings Called by the President;
  - (iii). abandon his studentship of the institute;
  - (iv). obtain publications of the Institute;
  - (v). use the library of the Institute.

#### 11. Adherence to Regulations

A person who is admitted as member, including a student shall:

- (a) observe the Rules and Regulations;
- (b) observe the Code of Professional Conduct as adopted by the Institute from time to time.

#### 12. One time Non-refundable Membership Fee

The one time non-refundable membership fee for different classes, subject to increase from time to time, shall be as follows:

- (i). Associate; Rs. 500/-
- (ii). Student; Rs. 250/-
- (ii). Associate to Fellow; Rs. 500/-
- (iv). Student to Associate; Rs. 250/-
- (v). The Honorary Fellow No membership fee

The Council may increase the fee, from time to time, for the new enrolments.

#### 13. Power to Enrol, and Terminate Membership and Lapse of Membership

- (a) The Council holds the power to decide, whether or not, any person proposed for enrolment as member of the Institute, fulfils the required qualifications as laid down in these Regulations. Decision of the Council shall be final.
- (b) The Council may terminate or suspend the membership of any member of the Institute as specified in the Regulations. In the case of termination of membership on account of misconduct the member shall be given opportunity of being heard by the Council before any decision is taken and communicated to the member.
- (c) A member of the Institute may seek termination of his/her membership at any time subject to the condition that the member has to give convincing reason(s) in the notice supporting his intentions. The Council shall take up the notice for consideration in the following meeting. The member shall be informed of the decision.
- (d) A member, except the honorary member, with a right to vote shall automatically cease to be the member of the Institute if he/she fails to attend three consecutive annual general body meetings without informing the Institute of his/her inability.

#### 14. Annual General Body Meeting

Annual General Body Meeting of the Institute shall be held each year within sixty (60) days of the day the financial year expires on a date and time fixed by the Council. There shall not be a gap of more than thirteen months between the two Annual General Body Meetings. Annual General Body Meeting shall be held at the Headquarters of the Institute at Panchkula.

#### 15. General Body Meeting

A General Body Meeting of the Institute may be held, as decided by the Council or directed by the President of the Institute. On the request of Members, not less than thirteen (or as increased from time to time), a General Body Meeting can also be called to discuss issues if urgent in nature and approved by the Council. In case the Council decides not to hold the meeting, the requisitioning members shall be informed, individually, by the Secretary General by giving the reasons as to why the meeting cannot be called on the issues.

#### 16. Notice for Calling General Body Meeting

A General Body Meeting shall be called by giving a 24 days' notice either through emails or by

post and shall also be available on the web site of the Institute (including postal delay period of three days) to all the Members notifying the place, day, hour and the nature of the business to be transacted.

**17. Quorum**

To transact the business of every General Body Meeting the quorum shall be not less than one/tenth of the total Membership of the Institute having the right to vote. However, at any stage a minimum of 15 (fifteen) members must be present.

**18. Business to be Transacted in the Annual General Body Meeting**

In the Annual General Body Meeting business to be transacted at the meeting inter-alia shall include;

- a). Annual accounts, balance sheet and report of the auditor;
- b). Annual report on the activities of the Institute and of the Council to be presented by the Secretary General;
- c). Nomination of office bearers of the Institute;
- d). Appointment of auditor of the Institute, biannually.

**19. Right to Participate and Vote in General Body Meeting**

- (a). In any General Body Meeting, the Members eligible to vote shall be entitled to participate in discussion(s) on the subject(s) listed for transaction of the business.
- (b). The Honorary member shall have the right to be present and to take part in deliberations in all the Meetings but shall have no right to vote if the issues require voting for a decision.

**20. Voting Procedure**

Efforts shall be made to obtain unanimous decision by a voice vote. If, at any stage, the issues do not get resolved, decision shall be obtained by show of hands.

**21. Casting Vote by the Chairman**

Since it is the Chairman who would put issue for adoption of a resolution therefore he must remain neutral. In case of equality of number of hands raised, the Chairman shall, only in that event, raise his hand for or against the issue.

**22. The Office bearers of the Institute and the Council**

The President, a Senior Vice-President, a Vice-President, Secretary General and the Treasurer shall be the office bearers of the Institute. They shall also be the officers of the Institute.

**23. The Council**

There shall always be a Council of the Institute constituted unanimously by the members. The number of Council members shall never be more than 13 including office bearers of the Institute. The Council shall be constituted from amongst the members of the Institute.

**24. Nominations to the Council**

(a) To seek nominations, after the transaction of the business listed for the day, the House shall designate a Chairman to complete the process of nominations. He shall be assisted by a member to record the proceedings of nominations on a register meant for the purpose as who was proposed by whom and seconded by whom. The Chairman Designate shall call for the nominations for the Council in the Annual General Body meeting.

(b) A person shall be proposed by a member present in the house and seconded by another member. Thereafter the Chairman shall announce the name of the member proposed for the Council for approval of the house. Proposals shall be taken up one by one and continued till all thirteen members are nominated. In case of difference of opinion, on any proposal, the decision shall be obtained by the show of hands. The chairman shall not raise the hand at the first instance. He shall exercise his right only when number of hands raised for and against is equal because he shall have to count the hands himself.

(c) The House shall also appoint a Treasurer and the auditor for the period co-terminus with the Council. They shall act as the representatives of the House in every meeting of the Council and of the Executive Committee, if constituted.

**25. Nomination of Officers**

The Council shall, in its very first meeting immediately after the Annual General Body Meeting at which it was constituted, appoint from among its own members, a President, a Senior Vice-President, a Vice-President and a Secretary General. The Council shall also appoint a Secretary (Examinations) and Secretary (Publications) from amongst the Members of the Institute, whenever required. If so appointed, they shall be responsible to either of the two Vice-

**Presidents as decided by the Council.**

**26. Meeting of the Council**

The Council shall meet within a period not exceeding ninety (90) days from the last meeting or earlier than that as called by the President or the Secretary General. **In case of delay due to valid reasons which are to be recorded in the Council meeting, shall not exceed thirty (30) days of the previous meeting.** However, the first meeting of the Council shall be held the day it is constituted i.e. the day the Annual General Body Meeting is held.

**27. Notice period of Council Meeting**

A period of not less than ten (10) days must be given for a meeting of the Council. Each member of the Council shall be sent, by the Secretary General, a notice of the meeting together with the agenda of the business to be transacted in the meeting **either by post or email and to be posted on the web site of the Institute.**

**28. Quorum**

A minimum of Five (5) members of the Council shall constitute a quorum. No quorum shall be complete in case **the President and both the Vice-Presidents** are absent.

**29. Leave of absence and Expression of Views**

Any member of the Council unable to attend a Council meeting may **seek leave of absence and/or write or send an email** to the Secretary General expressing his views, in writing, on agenda matters and convey the same to the Secretary General who shall place his correspondence before the Council.

**30. Powers and meetings of Executive Committee**

The Executive Committee, for the purpose of day-to-day management of the Institute, shall consist of President, **Senior Vice-President**, Vice-President, Secretary General and Treasurer. However, the President may nominate any two members to the Executive Committee.

The Executive Committee shall be responsible to the Council for the activities of the Institute and shall derive its powers from the Council as deemed appropriate by the Council. The Executive Committee shall meet at least once in a month, **if constituted.**

**31. President, Senior Vice-President and Vice-President to Preside over**

President shall preside over all the meetings. In his absence, the Senior Vice-President and in the absence of both the Vice-President shall preside over all the meetings. No quorum shall be complete if **the three both** are absent.

**32. Duties of the Secretary General**

Secretary General shall;

- (a) prepare and present the business to be transacted in all the meetings;
- (b) keep and maintain all records of the Institute;
- (c) attend to and keep records of the correspondence;
- (d) maintain a roster containing the names, addresses and callings of all members who hold or had held membership and of the Council members of the Institute;
- (e) prepare a report on the activities of the Institute for presentation before the Annual General Body Meeting;
- (f) collect fees and other moneys due to the Institute and accept in the name of the Institute any gifts, endowments or bequests made to the Institute;
- (g) deposit in the name of the Institute all moneys of the Institute in an account or accounts in such bank as the Executive Committee, from time to time, may decide;
- (h) disburse the funds of the Institute under the directions of the Executive Committee;
- (i) keep a record of all receipts and disbursements to the satisfaction of the Council;
- (j) prepare a statement of receipts and expenditures of the Institute for the preceding financial year duly certified by the auditor for the purpose of presentation before the Annual General Body Meeting;
- (k) Publish all journals, documents and other materials for which the Council or the Executive Committee may direct him to do so in conformity with the legal requirements concerning such publications.

**33. Employees of the Institute**

**(a)** The Executive Committee may, from time to time, employ such person (s) as it may deem necessary to carry out such duties as may be required to perform such functions essential for the proper running of the Institute.

(b) In the case of an employee who is also a member of the Institute, shall be eligible to be member of the Executive Council or Executive Committee, but not be eligible to be officer of the Institute in view of conflict of interest. However, for administrative convenience, Council may designate him/her as Joint-Secretary to assist Secretary General, if required.

**34. Financial Year**

The Financial year of the Institute shall start from 1st. April of each calendar year and end on 31st. March of the next calendar year.

**35. Statement of Accounts**

The Executive Committee shall prepare a Statement of Accounts for the period between the two Annual General Body Meetings. It will be presented to the Council for approval by the Secretary General in the Second meeting of the Council during the Financial year. The Statement of Accounts approved by the Council shall govern all the expenses to be incurred by the Executive Committee and the Secretary General.

**36. Signing Officers**

For all bank transactions in the name of the Institute, the President or the Secretary General or any other member of the Executive Committee appointed for the purpose by the Executive Council Committee, shall be the signing officers and none-else.

**37. Auditors**

The auditor to audit the accounts of the Institute shall be appointed by the General Body at the Annual General Body Meeting. The auditor shall have access to the accounts.

**38. Editorial Board**

An Editorial Board shall be constituted by the Council for editing of all publications of the Institute with Senior Vice-President or the Vice-President as the chairman.

**39. Spatial Planning Education Board**

The Council shall constitute a Spatial Planning Education Board for conducting examinations and to set forth the syllabi for the courses for candidates seeking admission to be Associates, fellows and students. The Spatial Planning Education Board shall also deal with all matters, directly or indirectly, concerning Spatial Planning and Education.

The Spatial Planning Education Board shall be constituted by the Council with the following:-

1. President of the Institute as the Chairman of the Board.
2. Secretary General of the Institute as a Member of the Board.
3. Secretary (Examination) as the Member Secretary of the Board.
4. A representative of All India Council of Technical Education.
5. A representative of the Ministry of Urban Development, Government of India
6. Director, Technical Education, Haryana
7. Engineer-in- Chief P.W.D. B&R, Haryana
8. Engineer-in- Chief P.W.D.P.H Haryana
9. Engineer-in- Chief P.W.D. Irrigation, Haryana
10. Engineer-in-Chief Haryana Vidyut Prasaran Nigam
11. Chairperson Department of Geography, Panjab University
12. Chairperson Department of Sociology, Panjab University
13. Chairperson Department of Economics, Panjab University
14. Principal, College of Engineering, Chandigarh
15. Principal, College of Architecture, Chandigarh
16. Chairperson, School of Planning, GNDU, Amritsar
17. Any other person Council may decide.

All proposals of the Board shall be placed before the Council for consideration and adoption.

The Council shall seek the approval of the General Body by calling a special session.

**40. Duties of the Education Board**

It shall be the duty of the Education Board to set forth and update syllabi, make rules governing examinations and to conduct examinations, from time to time. The Board shall also decide the degree to be awarded and the nature of the certificate to be issued to the successful candidates.

**41. Other Committees**

The Council may, from time to time, constitute such other Committees, not finding a mention in these Regulations but deemed necessary to fulfil the objects of the Institute. The Vice-President shall the Chairman of all such committees.

**42. Regional Chapter**

A Regional Chapter of the Institute may be set up in any State or group of States in India as proposed by the Council and approved by the General Body. The Regional Chapter shall follow the same procedure as laid down for the Institute in the Rules and Regulations.

After obtaining the approval of the General Body the members falling within the Territorial jurisdiction of the Chapter shall hold a meeting between 1st April to 15th April to nominate a Chairman, a Secretary, a Treasurer, an Auditor and five Executive Members, unanimously.

The Regional Chapter, for all intents and purposes, shall further the cause of the Institute and in the manner as directed from time to time.

**43. Library**

A Library shall be setup and maintained in the Institute to be managed by a professional i.e. Bachelor of Library Science. It shall remain open for a period as decided by the Education Board and approved by the Council.

**44. Amendments in Regulations**

The Council shall review, periodically, the necessity to update the Regulations. Any amendments suggested by the Council shall be placed before the General Body for approval. The draft amendment proposals shall be sent to each member by the Secretary General along with the notice of the General Meeting. The amendments shall have to be approved by not less than 3/5th of the members present in the General Body Meeting.

**45. Code of Professional Conduct**

The Code of Professional Conduct adopted by the Institute shall be binding on every member and student of the Institute. The Council shall have the power to terminate or suspend membership of a member violating the Code of Professional Conduct as laid down in the Code.

**46. Amendments in the Code of Professional Conduct**

If in the opinion of the Council, it is necessary to amend the Code of professional Conduct, a committee headed by the Vice-President may be constituted by the Council for this purpose. The amendments recommended by the Committee shall be placed before the Council for approval. The same shall be placed before the General Body for approval and adoption.

**47. Tenure of the Office Bearers and of the Council**

The office bearers and the members of the Council shall enjoy a term of two (2) years. Upon vacancy in the Council, on any account, the office bearers together shall nominate a member or members, as the case may be, to the Council. The Council shall fill the vacancy of Office Bearers during the tenure. If vacancy is caused by the President, the Senior Vice-President shall take over automatically. In that event, the vacancy of Senior Vice-President is to be filled.

**48. Delegation of Powers by the Council**

- (a) The Council may, for a specified period, constitute any Committee and delegate any of its powers to perform a specified job. Committee(s) so formed shall abide by any direction(s) issued by the Council. However, if in the opinion of a Committee such direction(s) may adversely affect its functioning must immediately bring to the notice of the President. After discussing the matter in the Council the President shall communicate, in writing, the decision of the Council to the Chairman of the Committee.
- (b) Council may delegate, in writing, any of its powers to the Office Bearers for joint operation thereof. However, any act of the office-bearers, in exercise of the powers, shall be brought before the Council by the Secretary General for information.

**49. Executive Committee**

The Office bearers shall act as the Executive Committee for day-to-day management of the Institute. This Executive Committee shall be answerable to the Council for all matters.

**50. Appointment of Servants**

The servants of the Institute shall be appointed and removed by the Executive Committee. The duties of the servants of the Institute will be determined by the Executive Committee and approved by the Council.

**51. Nomination and Admission Fee**

The nomination fee of the members of the Institute and admission fee of the students shall be as prescribed by the Council from time to time. The application form for admission as a member or student, as the case may be, shall inter-alia also specify the fee.

**52. Disciplinary Action**

The Council may terminate the membership of any member who has **wilfully** acted in contravention of the objects and Regulation(s). Before Termination the member shall be given a fifteen days' notice in writing, followed by an opportunity of being heard by the President. Council shall have the power to review the order of the President. The decision of the Council will be final unless reversed by the General Body. Pending such proceedings the member shall not be eligible to take part in any of the activities of the Institute.

**53. Accounts**

The books of accounts of the Institute shall be kept and maintained at the registered office. Subject to any reasonable restrictions as to the time and manner of inspecting, the accounts shall be open to inspection of the members at all times during the annual business hours.

**54. Audit**

The annual statement of accounts shall be certified as to the correctness of accounts by the Chartered Accountant.

**55. Notices to the Members**

A notice may be served upon any member of the Institute or upon any student either personally or by sending it through the registered post/speed post/courier service **or through e-mail**. In case such notices are received back by the Institute on any account, except incorrect address, shall be deemed as served. However, if in the opinion of the President a notice is required to be published in the news paper, it shall be published in a national Daily

**56. Seal (Logo)**

The Common seal of the Institute shall not be affixed to any written document except as resolved by the Council. It shall remain in the custody of the Secretary General.

**57. Indemnity**

Subject to the provisions ~~of Societies Registration Act, 1860~~ **the Haryana Registration and Regulation of Societies Act, 2012**, the members of the Council, and the Office Bearers of the Institute, performing and pursuing the objects and affairs of the Institute, shall be indemnified out of the assets of the Institute from and against all actions, proceedings, costs, charges, losses, damages and expenses which they or any of them shall or may incur or sustain by reason of any act done or omitted in or about performing their duties in their respective offices, except for such acts (if any) as they shall incur or sustain by or through their own **wilful** neglect or default.