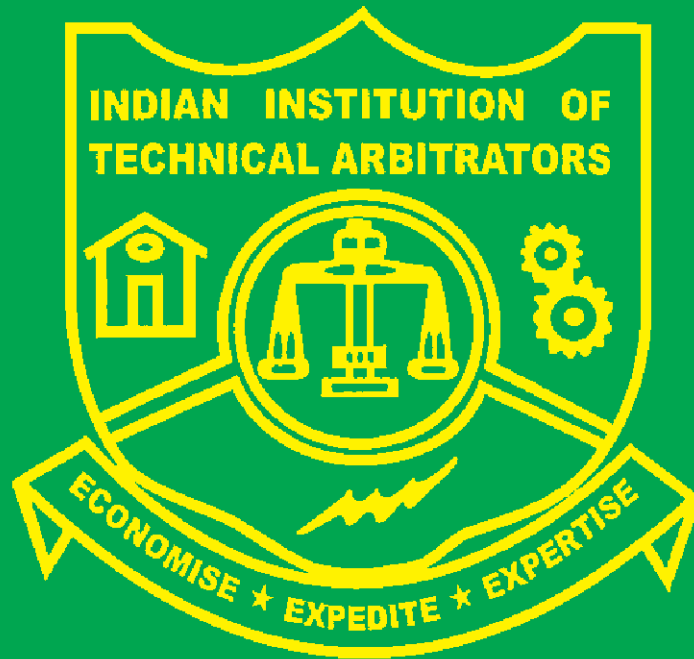


# ***INDIAN INSTITUTION OF TECHNICAL ARBITRATORS***

( Registered under Tamilnadu Societies Registration Act, 1975  
Regn. No.273 / 2003 )



## **MEMORANDUM OF ASSOCIATION**

**and**

## **BYE - LAWS**

( As Amended in 2015 )

**First print, November, 2003**  
**First amended edition, 2008**  
**Second amended edition, 2015**

**MEMORANDUM OF ASSOCIATION  
AND  
BYE-LAWS  
OF  
THE INDIAN INSTITUTION OF TECHNICAL ARBITRATORS  
(As amended in 2015)**

**MEMORANDUM OF ASSOCIATION**

1.0 Name

The association shall be called the “Indian Institution of Technical Arbitrators”, (I.I.T. Arb.) hereinafter referred to as the Institution

1.1 Head Quarters

The Head Quarters of the Institution shall be at Chennai

2.0 Location and Address

The Registered Office of Institution shall be 36/3, Santhosh Gardens, Church Road, Mogappair (East), Chennai – 600 037, India

3.0 Objectives and Activities

The Primary aims of the Institution shall be promoting the profession of Technical Arbitration in the field of Engineering and acquisition and dissemination of knowledge in the above mentioned and allied fields. The Institution shall be a non-political and non-profit making body. Its activities shall include, but will not be limited to:

- 3.1 To disseminate knowledge on the concept on Arbitration to members and the public
- 3.2 To popularize the concept of Arbitration as an alternative dispute resolution method for cost effective and speedy settlement of commercial disputes.
- 3.3 To provide a platform for the technical arbitrators viz. Engineers and Architects to exchange views and to express collective opinion in matters concerning them.
- 3.4 Provide training to members in various aspects of Arbitration, and award Certificates and/or Diplomas of Competence in Arbitration.
- 3.5 To arrange periodical meetings, conferences, workshops, seminars etc. with a view to continuously updating the knowledge and skills of the members.
- 3.6 To associate, affiliate, collaborate, and co-operate with other organizations having similar objectives, in India or abroad.

- 3.7 To establish centres of the Institution in other parts of the country, for promoting the objectives of the Institution
- 3.8 To take up research on various aspects of Arbitration, carryout case studies, compilation of reports, statistics, etc. for use of the members
- 3.9 To encourage exchange of technical information between members and other bodies having similar objectives both in India and abroad.
- 3.10 To publish Journals / Newsletters, for dissemination of knowledge on the subject of Arbitration, and the activities of the Institution.
- 3.11 To create and maintain technical library.
- 3.12 To maintain registers and panels of Arbitrators and furnish names of such Arbitrators to the users.
- 3.13 To purchase, take on lease or otherwise acquire any land or building which may be necessary in the interest of the Institution.
- 3.14 To raise funds for the Institution, and for that purpose receive grants, gifts, donations and subscriptions and to receive any property, movable or immovable for promotion of the objectives of the Institution.
- 3.15 To make rules and regulations and bye-laws for the conduct of the affairs of the Institution and to add, amend, vary or rescind any rule / regulation / bye-law from time to time.
- 3.16 To prepare and implement a Code of Conduct for the members
- 3.17 To carry-out any or all other legal activities consistent with the objectives of the Institution and as decided by the Governing Council from time to time.

### **Autonomous Character of the Institution**

The activities and objectives of the Institution does not depend upon any Government patronage.

### **4.0 Assets**

All the incomes, earnings and movables and / immovable properties of the Institution shall be solely utilized and applied towards the promotion of the objectives, set out in the Memorandum of Association and no portion thereof shall be transferred, directly or indirectly by way of dividends or in any other manner, whatsoever, to the members of the Institution or to any person or persons claiming through any one or more of them. The Institution will not be involving in any commercial or profit making activities.

5.0 No member of the institution shall have any personal claim on any movable or immovable properties of the Institution or make any profit whatsoever by virtue of his / her membership of the Institution.

## 6.0 Names, designations and occupations of the promoter members

| <b>S.No.</b> | <b>Name &amp; Address</b>  | <b>Designation</b>                         | <b>Occupation</b>  |
|--------------|--|--|--|
| 1            | Er.M.C.Bhide<br>Former Chief Engineer<br>Indian Railways,<br>9, Ground Floor,<br>Green Land Premises<br>C.H.S. Raikar Marg,<br>Off. Sotala Devi Temple,<br>Mahim West,<br>Mumbai – 400 016 | President                                  | Consulting Engineer,<br>Arbitrator                         |
| 2            | Er.O.P.Goel<br>Former Director General,<br>CPWD,<br>B-XI, 8091, Vasant Kunj,<br>New Delhi – 110 070  | Senior Vice President<br>(Northern Region) | Consulting Engineer,<br>Arbitrator                         |
| 3            | Er.M.Velu<br>Former Deputy Chairman,<br>Madras Dock Labour Board,<br>36/3, Santhosh Gardens,<br>Mogappair (East),<br>Chennai – 600 037   | Senior Vice President<br>(Southern Region) | Management and<br>Engineering<br>Consultant,<br>Arbitrator |

## 7.0 Names, Address, Occupations & Designations of the members of the First Governing Council of the Institution.

| <b>S.No.</b> | <b>Name &amp; Address</b>  | <b>Designation</b>                            | <b>Occupation</b>  |
|--------------|--|---|--|
| 1            | Er.M.C.Bhide<br>Former Chief Engineer<br>Indian Railways,<br>9, Ground Floor,<br>Green Land Premises<br>C.H.S. Raikar Marg,<br>Off. Sotala Devi Temple,<br>Mahim West,<br>Mumbai – 400 016 | President                                     | Consulting Engineer,<br>Arbitrator                         |
| 2            | Er.O.P.Goel<br>Former Director General,<br>CPWD,<br>B-XI, 8091, Vasant Kunj,<br>New Delhi – 110 070  | Senior Vice<br>President<br>(Northern Region) | Consulting Engineer,<br>Arbitrator                         |
| 3            | Er.M.Velu<br>Former Deputy Chairman,<br>Madras Dock Labour Board,<br>36/3, Santhosh Gardens,<br>Mogappair (East),<br>Chennai – 600 037   | Senior Vice<br>President<br>(Southern Region) | Management and<br>Engineering<br>Consultant,<br>Arbitrator |

|    |  |                           |  |
|----|--|---------------------------|--|
| 4  | Er.T.Senthilnayagam<br>1/15, South Mada Street<br>RAMS Flats,<br>Srinagar Colony,<br>Saidapet,<br>Chennai – 600 015                | Hon. Secretary<br>General | Consulting Engineer,<br>Valuer, Arbitrator               |
| 5  | Er.M.Duraisamy<br>Flat #304, Shopping – inn,<br>Chitra Avenue,<br>9, Choolaimedu High Road,<br>Chennai – 600 094                   | Hon. Treasurer            | Consulting Engineer,<br>Arbitrator                       |
| 6  | Dr.N.V.Arunachalam<br>K-33, Annanagar East,<br>Chennai – 600 102.  | Council Member            | Consulting Engineer,<br>Arbitrator                       |
| 7  | Er.A.Sivasankaran<br>8, 78 <sup>th</sup> Street, Sector 12<br>K.K.Nagar West,<br>Chennai – 600 078                                 | Council Member            | Consulting Engineer,<br>Valuer, Arbitrator               |
| 8  | Er.Parthasarathy, Valuer<br>Wave Current Automotives Ltd.<br>177 & 174, Sidco Industrial Estate,<br>Ambattur,<br>Chennai – 600 098 | Council Member            | Industrialist,<br>Arbitrator                             |
| 9  | Er.V.R.Vaish<br>S-19, Panchshila Park,<br>New Delhi – 110 017  | Council Member            | Consulting Engineer,<br>Arbitrator                       |
| 10 | Er.P.B.Vijay<br>A 39/B, DDA Flats<br>Munirka,<br>New Delhi – 110 067   | Council Member            | Consulting Engineer,<br>Arbitrator                       |
| 11 | Er.D.B.Chachad<br>A-1/297,<br>Safdarjung Enclave,<br>New Delhi – 110 067   | Council Member            | Consulting Engineer,<br>Architect, Valuer,<br>Arbitrator |
| 12 | Er.J.P.Singhal<br>79, Munirka Enclave<br>New Delhi – 110 067   | Council Member            | Consulting Engineer,<br>Arbitrator                       |

**We, the several persons, whose names and addresses are subscribed hereto, having associated ourselves for the purpose described in this Memorandum of Association and set our several and respective names hereunto and form ourselves into a society, under the Tamilnadu Societies Registration Act, 1975**

| <b>S.No.</b> | <b>Name &amp; Address</b>   | <b>Name &amp; Address</b>  | <b>Occupation</b>  | <b>Signature</b> |
|--------------|-----------------------------|--|--|------------------|
| 1            | Er.M.C.Bhide                | Former Chief Engineer<br>Indian Railways,<br>9, Ground Floor,<br>Green Land Premises<br>C.H.S. Raikar Marg,<br>Off. Sotala Devi Temple,<br>Mahim West,<br>Mumbai – 400 016 | Consulting<br>Engineer,<br>Arbitrator                      | (S-D)            |
| 2            | Er.O.P.Goel                 | Former Director General,<br>CPWD,<br>B-XI, 8091, Vasant Kunj,<br>New Delhi – 110 070   | Consulting<br>Engineer,<br>Arbitrator                      | (S-D)            |
| 3            | Er.M.Velu                   | Former Deputy Chairman,<br>Madras Dock Labour Board,<br>36/3, Santhosh Gardens,<br>Mogappair (East),<br>Chennai – 600 037  | Management and<br>Engineering<br>Consultant,<br>Arbitrator | (S-D)            |
| 4            | Er.T.Senthilnayagam         | 1/15, South Mada Street<br>RAMS Flats,<br>Srinagar Colony,<br>Saidapet,<br>Chennai – 600 015   | Consulting<br>Engineer,<br>Valuer,<br>Arbitrator           | (S-D)            |
| 5            | Er.M.Duraisamy              | Flat #304, Shopping – inn,<br>Chitra Avenue,<br>9, Choolaimedu High Road,<br>Chennai – 600 094   | Consulting<br>Engineer,<br>Arbitrator                      | (S-D)            |
| 6            | Dr.N.V.Arunachalam          | K-33, Annanagar East,<br>Chennai – 600 102.  | Consulting<br>Engineer,<br>Arbitrator                      | (S-D)            |
| 7            | Er.A.Sivasankaran           | 8, 78 <sup>th</sup> Street, Sector 12<br>K.K.Nagar West,<br>Chennai – 600 078  | Consulting<br>Engineer,<br>Valuer,<br>Arbitrator           | (S-D)            |
| 8            | Er.Parthasarathy,<br>Valuer | Wave Current Automotives Ltd.<br>177 & 174, Sidco Industrial<br>Estate, Ambattur,<br>Chennai – 600 098   | Industrialist,<br>Arbitrator                               | (S-D)            |
| 9            | Er.V.R.Vaish                | S-19, Panchshila Park,<br>New Delhi – 110 017  | Consulting<br>Engineer,<br>Arbitrator                      | (S-D)            |
| 10           | Er.P.B.Vijay                | A 39/B, DDA Flats<br>Munirka,<br>New Delhi – 110 067   | Consulting<br>Engineer,<br>Arbitrator                      | (S-D)            |

|    |                |  |  |       |
|----|----------------|--|--|-------|
| 11 | Er.D.B.Chachad | A-1/297,<br>Safdarjung Enclave,<br>New Delhi – 110 067 | Consulting<br>Engineer,<br>Architect,<br>Valuer,<br>Arbitrator | (S-D) |
| 12 | Er.J.P.Singhal | 79, Munirka Enclave<br>New Delhi – 110 067             | Consulting<br>Engineer,<br>Arbitrator                          | (S-D) |

**Witness**

(S-D)

- (i) N.S. Rajendra Mohan  
S/o A.Shanmugavel  
283, 41<sup>st</sup> Street, 8<sup>th</sup> Sector  
Chennai – 600 078

(S-D)

- (ii) Mohamed Saleem  
S/o Mohamed Saleh  
4/3, Lathuram Street  
Ellis Road,  
Chennai – 600 002



## INDIAN INSTITUTION OF TECHNICAL ARBITRATORS

| S.No. | BYE-LAWS   |
|-------|--|
|       | Definitions  |
| i.    | For the purpose of these Bye-laws, “institution” will mean The Indian Institution of Technical Arbitrators   |
| ii.   | “Council” means the Governing Council of the Institution of Technical Arbitrators  |
| iii.  | “Corporate Member” means all the Fellow members and Members of the Institution   |
| iv.   | In these Bye-laws, words importing males shall include female also   |
| 1.0   | Name   |
|       | The Association shall be Called the “Indian Institution of Technical Arbitrators” (I.I.T.Arb.) (Hereinafter referred to as the Institution)  |
| 2.0   | Membership   |
| 2.1   | Eligibility for membership and admission: Membership shall be open to any adult who fulfills the necessary qualifications and conditions for various classes of Membership as laid down in Clauses 2.2.1 to 2.2.6 and who subscribes to the aims and objectives of the Institution, applies for member in writing on the prescribed form, pays the prescribed fees, and is duly accepted by the Council      |
| 2.2   | Grades of membership: There will be 6 Classes of Membership in that order  |
| a)    | a) Promoter Members<br>b) Honorary Fellows<br>c) Institutional Members<br>d) Fellow Members<br>e) Members<br>f) Associate Members<br><br>Patron: The Council may, from time to time, elect persons of eminence to be patrons of the Institution  |
| 2.2.1 | Promoter Members: The three persons mentioned under Section 6.0 of the Memorandum of Association, who had originated the idea and formed the Institution shall be the Promoter Members.<br>All the three Promoter Members shall be Life Members of the Council   |
| 2.2.2 | Honorary Fellow: Eminent Engineers / Architects, who have rendered distinguished service, to the Institution or in achieving the objectives of the Institution, will be admitted as Honorary Fellows (who shall be Honorary Life Fellows) as approved by the Council.  |
| 2.2.3 | Institutional Member: Any Government / Semi Government / Educational / Public Sector / Private Sector Organization / Institution, interested in furtherance of the aims and objectives of the Institution shall be eligible for election as Institutional Members and will be entitled to nominate one representative each, who will be on par with Corporate Members  |
| 2.2.4 | Fellow Member: Every applicant for election or transfer to the category of ‘Fellow Member’ must satisfy the Council that <ol style="list-style-type: none"> <li>i. He holds a degree in any branch of Engineering / Architecture or equivalent</li> <li>ii. Has a minimum of 20 years’ professional experience after graduation</li> <li>iii. Has experience in Arbitration / Contract Management</li> </ol> |

|       |  |
|-------|--|
| 2.2.5 | Member: Every applicant for election as Member must satisfy the Council that:<br>i. He holds a degree in any branch of Engineering / Architecture or equivalent<br>ii. Has a minimum of 10 years' professional experience after graduation<br>iii. Has knowledge of Arbitration / Contract Management  |
| 2.2.6 | Associate Member<br>i. He holds a degree in any branch of Engineering / Architecture or equivalent<br>ii. Has a minimum of 5 years experience after graduation   |
|       | Note: In the cases of Fellow member, Member and Associate Members there will be only Life Membership   |
| 3.0   | Application for Membership<br>Anyone, who is otherwise eligible, wishes to become a member of the Institution, shall apply for membership in the prescribed Form and shall agree to abide by the Bye-laws of the Institution, as amended from time to time   |
| 4.0   | Membership Fees:<br>i) Institutional Member – onetime payment of Rs.25,000/- No Admission Fee  |
|       | ii) Fellow Member (Life) – Rs.4,000/- + Rs.500/- (Admission Fee)   |
|       | iii) Member (Life) – Rs.3,000/- + Rs.500/- (Admission Fee)   |
|       | iv) Associate Member (Life) – Rs.2,000/- + Rs.500/- (Admission Fee)  |
| 4.1   | The right of membership shall be personal to the member and shall not be transmissible or transferable by his own act or by operation of law except for category (A) Institutional Members whose sponsors (Institution / Company) shall have the right to transfer the membership to another Institution or Company subject to the approval of the Council |
| 4.2   | A life member shall continue to be a member until his death, but can cease to be a member under the provisions of relevant Articles or by notice in writing to the Institution, resigning from him membership  |
| 4.3   | Each member of the Institution (other than Patrons and Honorary Fellows) shall pay membership fees appropriate to the grade in which he has been elected   |
| 4.4   | For transfer from one grade of membership to another, a member shall pay the difference, incidental to such transfer.  |
| 4.5   | Any person who shall cease to be a member, shall nevertheless remain liable for, and shall pay to the Institution all monies, which at the time of his ceasing to be a member, may be due from him.  |
| 4.5   | The Council shall have the power to suspend or remove or exclude from membership any member who willfully contravenes the code / regulations of the Institution, or whose continued membership is, in the opinion of the Council, not in the best interests of the Institution   |
| 4.6   | Any person whose suspension, removal or exclusion from membership is under consideration, shall, if he so desires, have reasonable opportunity of stating his case to the Council, before decision is arrived at by the Council  |
| 5.0   | Register of Members  |
| 5.1   | A Register of all the members shall be maintained by the Institution, which will contain the name, address and other particulars of every member.  |
| 5.2   | The address furnished in the application for membership will be deemed to be the communication address of the member.  |

|     |  |
|-----|--|
| 6.0 | Code of Conduct  |
| 6.1 | All members shall abide by the Code of Conduct / Guidelines issued by the Institution from time to time  |
| 7.0 | Disciplinary committee<br>A disciplinary committee will be set-up at the Institution level to deal with cases of indiscipline / misconduct of members  |
| i   | The Disciplinary Committee shall consist of three members. Senior most Sr. Vice – President (By seniority based on Membership number) – Chairman Senior Vice President (HQ) and a Council member nominated by the Governing Council shall be two other committee members.  |
| ii  | Findings of the Disciplinary committee shall be placed before the President, who shall place it before the Governing Council for its decision. The decision of the Council shall be final and binding  |
|     | In all cases of disciplinary proceedings the concerned member shall be given full opportunity to explain his case  |
| 8.0 | Rights and privileges of the Members   |
| 8.1 | The members of the Institution shall have the rights and privileges of attending the General Body meetings   |
| 8.2 | All the Members shall be entitled for one free entry in the Institution's Directory of Members   |
| 8.3 | Members will be eligible for special concessions or priorities to attend Seminars, Conference etc. organized by the Institution  |
| 8.4 | Fellow Member, Members Eligible for election as office bearer, Council Members of the Institution and Chairman & Governing Body members of State Centres / Local Centres are subject to the following criteria<br><br>a) PRESIDENT:<br>i) President shall be Fellow Member with minimum of 5 years standing in the roll of the Institution.<br>ii) He should have held any one of the following offices :<br>Senior Vice president<br>Hon. Secretary General<br>Chairman of State Centre/ Local Centre<br>Council member<br><br>b) SENIOR VICE PRESIDENTS:<br>i) Senior Vice Presidents shall be Fellow Member with minimum of 5 years standing in the roll of the Institution.<br>ii) He should have held any one of the following offices:<br>Hon. Secretary General<br>Chairman of State Centre/Local Centre<br>Council member<br><br>c) HON. SECRETARY GENERAL:<br>i) Hon. Secretary General shall be Fellow Member with minimum of 5 years standing in the roll of the Institution. |

|                     | <p>ii) He should have held any one of the following offices:<br/> Hon. Joint Secretary General<br/> Hon. Treasurer<br/> Chairman of State Centre/Local Centre<br/> Council member</p> <p>d) HON. JOINT SECRETARY GENERAL AND HON. TREASURER:<br/> Hon. Joint Secretary General and Hon. Treasurer shall be Fellow / Member with minimum of 3 years standing in the roll of the Institution.</p> <p>e) COUNCIL MEMBERS:<br/> Council Members shall be Fellow / Member with minimum of 3 years standing in the roll of the Institution.</p> <p>f) CHAIRMEN of State Centre/ Local Centre<br/> Chairmen of State Centre / Local Centre shall be Fellow with minimum of 3 years standing in the roll of the Institution</p> <p>g) GOVERNING BODY MEMBERS<br/> Fellow / Member with minimum of 2 years standing in the roll of the Institution.</p> |                     |                            |                    |         |                  |         |           |         |                     |          |
|---------------------|--|---------------------|----------------------------|--------------------|---------|------------------|---------|-----------|---------|---------------------|----------|
| 8.5                 | Eligible for placement in the Institution's Register of Arbitrators – subject to fulfilling qualifying criteria  |                     |                            |                    |         |                  |         |           |         |                     |          |
| 8.6                 | <p>All members would be entitled to affix the following abbreviation, as applicable, to their names</p> <table border="0"> <thead> <tr> <th>Class of Membership</th> <th>Abbreviation to be affixed</th> </tr> </thead> <tbody> <tr> <td>a) Honorary Fellow</td> <td>FIITArb</td> </tr> <tr> <td>b) Fellow Member</td> <td>FIITArb</td> </tr> <tr> <td>c) Member</td> <td>MIITArb</td> </tr> <tr> <td>d) Associate Member</td> <td>AMIITArb</td> </tr> </tbody> </table>   | Class of Membership | Abbreviation to be affixed | a) Honorary Fellow | FIITArb | b) Fellow Member | FIITArb | c) Member | MIITArb | d) Associate Member | AMIITArb |
| Class of Membership | Abbreviation to be affixed   |                     |                            |                    |         |                  |         |           |         |                     |          |
| a) Honorary Fellow  | FIITArb  |                     |                            |                    |         |                  |         |           |         |                     |          |
| b) Fellow Member    | FIITArb  |                     |                            |                    |         |                  |         |           |         |                     |          |
| c) Member           | MIITArb  |                     |                            |                    |         |                  |         |           |         |                     |          |
| d) Associate Member | AMIITArb   |                     |                            |                    |         |                  |         |           |         |                     |          |
| 9.0                 | <p>Official and Financial Year<br/> The official year of the Institution shall be the financial year, viz. from this 1<sup>st</sup> April to the 31<sup>st</sup> March of the following year</p>   |                     |                            |                    |         |                  |         |           |         |                     |          |
| 10.0                | Address of the Members   |                     |                            |                    |         |                  |         |           |         |                     |          |
| 10.1                | Every member shall register with the Institution his address in India and notify any changes thereof to the Secretary General  |                     |                            |                    |         |                  |         |           |         |                     |          |
| 10.2                | All notices / mails addressed and posted to the registered addresses of a member shall be deemed to have been duly served  |                     |                            |                    |         |                  |         |           |         |                     |          |
| 11.0                | Resignation  |                     |                            |                    |         |                  |         |           |         |                     |          |
| 11.1                | Any member wishing to resign, must send his resignation in writing to the President of the Institution   |                     |                            |                    |         |                  |         |           |         |                     |          |
| 11.2                | The resignation of a Member may not be accepted, unless and until he has cleared all the amounts, which may be due from him to the Institution   |                     |                            |                    |         |                  |         |           |         |                     |          |

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| 12.0   | <p>Re-admission</p> <p>A member desiring to be re-admitted, shall be eligible for re-election as a new member, on payment of full membership fees, appropriate to the class of membership, together with entrance fee and other dues as decided by the Council.</p>   |
| 13     | State Centres and Local Centres   |
| 13.1   | Centres of the Institution may be formed at various State capitals of the Indian union subject to the approval of the Council   |
| 13.2   | Local Centres may be formed in major towns within the geographical boundaries of the State Centres subject to the approval of the Council   |
| 13.3   | Minimum Strength required to form a Local Centre is 25 (Twenty Five) and State Centre is 35   |
| 14.0   | Management  |
| 14.1   | <p>The affairs of the Institution shall be managed by the following Office Bearers:</p> <p>a) President : 1</p> <p>b) Sr. Vice Presidents : 5 (one each from the Southern / Northern / Eastern / Western Regions and one for the Headquarters)</p> <p>c) Hon. Secretary General : 1</p> <p>d) Hon. Joint Secretary General : 1</p> <p>e) Hon. Treasurer : 1</p> |
|        | <p>Governing Council Members:</p> <p>i) Three Promoter members</p> <p>ii) Office Bearers of the Institution as in 14.1</p> <p>iii) 16 members elected (4 from each region)</p> <p>iv) Ex-Officio members (Chairmen of State / Local Centres)</p> <p>v) Past Presidents of the Institution</p>   |
| 14.1.1 | <p>Any casual vacancy in the Governing Council which may occur will be filled by the Council</p> <p>Any vacancy arising out of uncontested positions in the election shall be filled by the Governing Council by relaxing the eligibility criteria if eligible candidates are not available.</p>  |
| 14.1.2 | Sr. Vice President (Head Quarters), Hon. Secretary General, Hon. Treasurer and Hon. Joint Secretary General shall be elected from among Corporate Members, who are normally resident at the Head Quarters of the institution  |
| 14.1.3 | The Council may Co-opt outstanding Engineers/Architects who are well versed in Arbitration as Council Members. The Co-opted Council Members shall have the same privileges, duties and responsibilities as those of elected Council members. The number of such Co-opted members at any point of time shall not exceed 5 (Five)                                 |
| 14.2   | The President shall be elected in rotation from the North, West, East and Southern regions in that order.   |
| 14.3   | <p>The Sr. Vice Presidents except the Sr. Vice President (Head Quarters) shall be elected in rotation from among the State Centres in the Region, in the order in which they were formed.</p> <p>The Council will determine the State Centres which fall under each region</p>  |
| 14.4   | Notwithstanding what is stated above the order in which rotation shall be effected can be altered both in the case of President and the Sr. Vice Presidents, by the Council for specific and valid reasons  |

|        |   |
|--------|---|
| 14.5   | <p>Office Bearers of State Centres/ Local Centres<br/>The State Centre and Local Centres shall have the following office bearers</p> <p>Chairmen (State Centre) : 1<br/>Hon. Secretary : 1<br/>Hon. Joint Secretary : 1<br/>Hon. Treasurer : 1</p>  |
|        | <p>Governing Body Members :<br/>Six elected Members + Chairmen of all Local Centres in the State</p> <p>All the office bearers and Immediate Past Chairman of State / Local Centre and office bearers of IITArb residing in the respective areas shall also be Governing Body Members</p>   |
|        | <p>The Governing Body may Co-opt outstanding Engineers/Architects who are well versed in Arbitration as Governing Body Members. The Co-opted Governing Body Members shall have the same privileges, duties and responsibilities as those of elected Governing Body members. The number of such Co-opted members at any point of time shall not exceed 3 (three)</p>   |
| 15.0   | Election of Office Bearers  |
| 15.1   | All the office bearers of the Institution and Governing Council Members shall be elected by postal ballot / electronic voting system by an electoral college consisting of all the Corporate Members of the Institution on roll, as on the 31 <sup>st</sup> day of March that year.   |
| 15.2   | Office bearers to the State Centres, Local Centres and Governing Body Members shall be elected in the AGM by secret ballot through personal voting by the members of the respective State Centres / Local Centres on roll as on the 31 <sup>st</sup> March that year  |
| 16.0   | Term of Office Bearers  |
| 16.1   | The term of all office bearers of the Institution / State Centres / Local Centres and members of the Council and members of Governing Body shall be 2 (Two) years.  |
| 16.2   | No office bearers of the Institution/ State/Local Centres and members of the Council and members of Governing Body can hold the office for more than two consecutive terms  |
| 17.0   | Mode of Election  |
| 17.1   | The Indian Institution of Technical Arbitrators   |
| 17.1.1 | A candidate can seek election only for one position at a time   |
| 17.1.2 | All the office bearers and Council members of the Institution shall be elected by postal ballot / electronic voting system at the discretion of the Council.  |
| 17.1.3 | The election shall be conducted by three election officers nominated by the Council , one of whom shall be designated as Presiding election officer,  |
| 17.1.4 | <p>The three election officers shall call for nominations, arrange to send the ballot papers to all eligible Members, receive the ballot papers from members, count the polled votes in the presence of the authorized representatives of the candidates, who choose to be present and communicate the results to the candidates, the President and Hon. Secretary General of the Institution immediately.</p> <p>If electronic voting system is adopted, the election officers shall arrange to initiate the process, follow up and declare the results.</p> |

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| 17.2   | State and Local Centres  |
| 17.2.1 | <p>a) All the state and Local centres shall conduct their Annual General Meetings before 30<sup>th</sup> June each year and submit their audited accounts and minutes of the AGM to the Head quarters before the 30<sup>th</sup> day of the following month.</p> <p>b) If under extraordinary circumstance, any State/Local Centre cannot conduct Election/AGM within the above prescribed time limit, then such Centre may be granted a grace period of three months, on specific request, to complete the process of Election/AGM. Even then if Election/ AGM could not be held in any State / Local centre with in the extended grace period, then the Council may nominate adhoc Office Bearers and Governing Body members for that centre in order to continue regular activities.</p>  |
| 17.2.2 | Election of office bearers and Governing Body members of state and local centres shall be held in the AGM  |
| 18.0   | First time Office Bearers  |
| 18.1   | First time office bearers and Governing Body members shall be nominated by the Council   |
| 19.0   | General Body of the Institution  |
| 19.1   | The General Body of the Institution shall consist of all Corporate Members of the Institution  |
| 20.0   | <p>Annual General Body Meeting</p> <p>The Institution shall, on or before the 30<sup>th</sup> day of September each year, hold the Annual General Body Meeting, irrespective of whether any other General Body meetings have been held during that year</p>  |
| 20.1   | <p>Notice for Annual General Body Meeting</p> <p>A minimum of 21 days' notice in writing shall be given for the Annual General Body Meeting</p>  |
| 20.2   | Quorum for the meetings of the Institution   |
| 20.2.1 | <p>Governing Council meetings</p> <p>The quorum for Governing Council meeting shall be 7 (seven)</p>   |
| 20.2.2 | <p>General Body Meetings including Annual General Body Meetings and Extra Ordinary General Body meetings</p> <p>The quorum for General Body meetings including Annual General Body Meetings and Extraordinary General Body meetings will be 1/3<sup>rd</sup> of the members on roll as on date or 20 (Twenty) whichever is lower</p>   |
| 20.2.3 | <p>Quorum for AGM / EGM of State / Local Centres</p> <p>Quorum for the AGM / EGM of State / Local Centres shall be 1/3 of the Members on roll as on date or 10 (Ten), whichever is lower</p>   |
| 20.2.4 | <p>The quorum for Governing body meetings</p> <p>The quorum for Governing body meetings of the State / Local Centre shall be 5 (five)</p>  |
| 20.2.5 | <p>General</p> <p>a) No business shall be transacted at any General Body Meeting, unless there is the prescribed quorum of Members personally present and entitled to vote</p> <p>b) If after 30 minutes from the time appointed for holding the meeting quorum is not there, the meeting shall stand adjourned to such a time and place as the President / Chairman of the meeting, with the consent of the members present, may prescribe. Such adjourned meetings shall not require any quorum.</p> <p>c) In the absence of the President, the Sr. Vice President (Head Quarters) shall preside over General Body Meetings</p> <p>d) Whenever the President is elected from outside the Head Quarters, the Senior Vice President (HQ) shall look after the day to day functions of the Institution under instructions of the President.</p> |

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|      | e) In the event of any difference of opinion in interpretation of the Rules and Regulations the decision of the Governing Council shall be final and binding   |
| 21.0 | <p>Income for the Institution</p> <p>The Institution's income may be derived from:</p> <p>a) Fees:</p> <p>b) Grants:</p> <p>c) Donations and inherited wealth:</p> <p>d) Receipts from Seminars, Conferences, Training Programmes, Functions and Shows organized by the Institution and donations</p>  |
| 22.0 | <p>Receiving Funds from Individuals / Organizations / Other means</p> <p>The Institution may receive funds in the form of grants / donations etc. from any individual / organization, provided that receiving such grants / donations does not affect the independent functioning of the Institution</p> <p>The Institution may raise monies by means of appeals, exhibitions, demonstrations, borrowings with or without security or otherwise as may seem expedient, provided that the Institution shall not undertake any permanent trading activities in raising funds</p> |
| 23.0 | <p>Applications of Funds</p> <p>The Income and property of the Institution, however derived, shall be applied exclusively towards the promotion of the objectives and aims as set forth in the Bye-laws of the Institution</p>   |
| 24.0 | <p>Accounts</p> <p>The Council shall cause proper books of accounts to be maintained with respect to the funds and assets of the Institution</p>   |
| 25.0 | <p>Bank Accounts</p> <p>The Banker to the Institution / State Centres / Local Centres shall be one or more Nationalised Banks, as approved by the Council of the Institution / Governing Bodies of State Centers / Local Centers as the case may be.</p>   |
| 26.0 | <p>Audit of Accounts</p> <p>a) The Accounts of the Institution / State Centres / Local Centres shall be audited by duly qualified Auditors and presented to the Annual General Meeting</p> <p>b) The Auditor shall be appointed and his remuneration fixed at the Annual General Meeting</p>   |
| 27.0 | <p>Amendment to the Bye-laws</p> <p>Any provision of the Bye-laws can be amended / altered / modified / extended by the General Body through 2/3 majority of the members present and voting</p>  |
| 28.0 | <p>Dissolution and Adjustment of Affairs</p> <p>If the Institution is to be dissolved, it shall be dissolved as per the provisions laid down under of the Tamilnadu Societies Registration Act, 1975</p>   |