

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 2021)

**Unit C, Tower I, 6th Floor, Shakti Towers,
Door No.766, Anna Salai,
Chennai - 600 002, Tamil Nadu, India.**

2021

First print, November, 2003

First amended edition, 2008

Second amended edition, 2015

Third amended edition, 2021

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Institution of Technical Arbitrators,
Unit: C, 6th Floor, Shakti Tower- I, 766, Anna Salai (Mount Road),
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**MEMORANDUM OF ASSOCIATION
AND
BYE-LAWS
OF
THE INDIAN INSTITUTION OF TECHNICAL ARBITRATORS
(As amended in 2021)**

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 Office Unit C, Tower I, 6th Floor, Shakti Towers, Door No.766,Anna Salai, Chennai - 600 002, Tamil Nadu, 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 the 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 a 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, carry out case studies, a compilation of reports, statistics, etc. for use of the members.
- 3.9. To encourage the 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 the 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 for 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 do 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.

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

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

S. No.	Name & Address	Designation	Occupation
1	Er. M.C. Bhide Former Chief Engineer Indian Railways, 9, Ground Floor, Green Land Premises, C.H.S. Raikar Marg, Off. Sotala Devi Temple, Mahim West, Mumbai – 400 016.	President	Consulting Engineer, Arbitrator
2	Er .O.P. Goel, Former Director-General, CPWD, B-XI, 8091, Vasant Kunj, New Delhi – 110 070.	Senior Vice President (Northern Region)	Consulting Engineer, Arbitrator
3	Er. M. Velu, Former Deputy Chairman, Madras Dock Labour Board,36/3, Santhosh Gardens, Mogappair (East), Chennai – 600 037.	Senior Vice President (Southern Region)	Management and Engineering Consultant, Arbitrator
4	Er. T. Senthilnayagam, 1/15, South Mada Street RAMS Flats, Srinagar Colony, Saidapet, Chennai – 600 015.	Hon. Secretary-General	Consulting Engineer, Valuer, Arbitrator
5	Er. M. Duraisamy, Flat # 304, Shopping– inn, Chitra Avenue, 9, Choolaimedu High Road, Chennai – 600 094.	Hon. Treasurer	Consulting Engineer, Arbitrator

S. No.	Name & Address	Designation	Occupation
6	Dr. N.V. Arunachalam, K-33, Annanagar East, Chennai – 600 102.	Council Member	Consulting Engineer, Arbitrator
7	Er. A. Sivasankaran, 8,78 th Street, Sector 12, K.K.Nagar West, Chennai – 600 078.	Council Member	Consulting Engineer, Valuer, Arbitrator
8	Er. Parthasarathy, Valuer Wave Current Automotives Ltd.177 & 174, Sidco Industrial Estate, Ambattur, Chennai – 600 098.	Council Member	Industrialist, Arbitrator
9	Er. V.R.Vaish, S-19, Panchshila Park, New Delhi – 110 017.	Council Member	Consulting Engineer, Arbitrator
10	Er. P.B. Vijay, A 39/B, DDA Flats Munirka, New Delhi – 110 067.	Council Member	Consulting Engineer, Arbitrator
11	Er. D.B. Chachad, A-1/297, Safdarjung Enclave, New Delhi – 110 067.	Council Member	Consulting Engineer, Architect, Valuer, Arbitrator
12	Er. J.P. Singhal, 79, Munirka Enclave New Delhi – 110 067.	Council Member	Consulting Engineer, Arbitrator

8.0 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 society, under the Tamil Nadu Societies Registration Act, 1975.

S. No.	Name & Address	Name & Address	Occupation	Signature
1	Er. M.C. Bhide	Former Chief Engineer Indian Railways, 9, Ground Floor, Green Land Premises, C.H.S. Raikar Marg, Off. Sotala Devi Temple, Mahim West, Mumbai-400 016	Consulting Engineer, Arbitrator	(S-D)
2	Er. O.P. Goel	Former Director-General, CPWD, B-XI, 8091, Vasant Kunj, New Delhi – 110 070	Consulting Engineer, Arbitrator	(S-D)
3	Er. M. Velu	Former Deputy Chairman, Madras Dock Labour Board, 36/3, Santhosh Gardens, Mogappair(East), Chennai – 600 037	Management and Engineering Consultant, Arbitrator	(S-D)
4	Er.T. Senthilnayagam	1/15, South Mada Street RAMS Flats, Srinagar Colony, Saidapet, Chennai – 600 015	Consulting Engineer, Valuer, Arbitrator	(S-D)

S. No.	Name & Address	Name & Address	Occupation	Signature
5	Er. M. Duraisamy	Flat #304, Shopping – inn, Chitra Avenue, 9, Choolaimedu High Road, Chennai–600 094	Consulting Engineer, Arbitrator	(S-D)
6	Dr. N.V. Arunachalam	K-33, Annanagar East, Chennai – 600 102.	Consulting Engineer, Arbitrator	(S-D)
7	Er. A. Sivasankaran	8,78 th Street, Sector12 K.K. Nagar West, Chennai – 600 078.	Consulting Engineer, Valuer, Arbitrator	(S-D)
8	Er. Parthasarathy	Valuer Wave Current Automotives Ltd. 1, 177 & 174, Sidco Industrial Estate, Ambattur, Chennai – 600 098.	Industrialist, Valuer, Arbitrator,	(S-D)
9	Er. V.R.Vaish	S-19, Panchshila Park, New Delhi – 110 017.	Consulting Engineer, Arbitrator	(S-D)
10	Er. P.B. Vijay	A 39/B, DDA Flats Munirka, New Delhi – 110 067.	Consulting Engineer, Arbitrator	(S-D)
11	Er. D.B. Chachad	A-1/297, Safdarjung Enclave, New Delhi – 110 067.	Consulting Engineer, Architect, Valuer, Arbitrator.	(S-D)
12	Er. J.P. Singhal	79, Munirka Enclave New Delhi – 110 067.	Consulting Engineer, Arbitrator	(S-D)

Witness:

(S-D)

- (i) N.S. Rajendra Mohan
S/o A. Shanmugavel,
283,41st Street, 8th 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
1.0	Definitions.
1.1	For the purpose of these Bye-laws, “institution” will mean The Indian Institution of Technical Arbitrators.
1.2	“Council” means the Governing Council of the Institution of Technical Arbitrators.
1.3	“Corporate Member” means all the Fellow members, Members and Associate Members of the Institution.
1.4	In these Bye-laws, words importing males shall include female also.
1.5	Name: The Association shall be called the “Indian Institution of Technical Arbitrators” (IITArb) (Hereinafter referred to as the Institution).
2.0	Membership.
2.1	Eligibility for membership and admission: Membership shall be open to any person who fulfils the necessary qualifications and conditions for various classes of membership as laid down in Clauses 2.2.3 to 2.2.7 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 Committee appointed by Council.
2.2	Grades of membership: There will be 6 Classes of Membership in that order.
	a) Promoter Members.
	b) Honorary Fellows.
	c) Institutional Members.
	d) Fellows.
	e) Members.
	f) Associate Members.

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	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. All the three Promoter Members shall be Life Members of the Council.
2.2.2	Honorary Fellow: Eminent Engineers/Architects/Legal Professionals, 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. Honorary Fellow shall not be eligible to vote or for nomination to any office of IITArb.
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 Member and will be entitled to nominate one representative each, who will be on par with Corporate Members.
2.2.4	Fellow: Every applicant for election or transfer to the category of ‘Fellow’ must satisfy the Council that the Applicant,
	i. Holds a degree in any branch of Engineering/Architecture or equivalent;
	ii. Has a minimum of 20years’ professional experience after graduation;
	iii. Has experience in Arbitration/ Contract Management.
2.2.5	Member: Every applicant for election as Member must satisfy the Council that the Applicant,

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	i. Holds a degree in any branch of Engineering /Architecture or equivalent/ Diploma in Engineering;
	ii. Has a minimum of 10 years' professional experience after graduation in Engineering /Architecture or equivalent or AMIE. Diploma in Engineering with minimum of 20 years of professional experience shall also be eligible;
	iii. Has knowledge of Arbitration / Contract Management.
2.2.6	Associate Member: Every applicant for election as Associate Member must satisfy the Council that the Applicant;
	i. Holds a degree in any branch of Engineering/Architecture or equivalent/Diploma in Engineering.
	ii. Has a minimum of 5 years' experience after graduation/10 years' experience for Diploma holders.
2.2.7	Upgradation of Members/Associate Members: Members/ Associate Members can get themselves upgraded as Fellows/Members respectively once they satisfy the eligibility criteria for being a Fellow/Member respectively.
2.2.8	All grades of members of the IITArb would be Life Members.
3.0	Application for Membership.
	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.
	i) Institutional Member –Rs.25,000/- +GST as applicable. There would be no admission fee.
	ii) Fellow Member – Rs.8,000/-+Admission Fee Rs.500/- + GST as applicable.
	iii) Member – Rs.6,000/- +Admission FeeRs.500/ - + GST as applicable.

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	iv) Associate Member – Rs.3,000/- + Admission Fee Rs.500/- + GST as applicable.
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 Institutional Members, whose sponsors (Institution/ Company), subject to the approval of the Council shall have right to transfer membership when the nomenclature of the Institution or Company undergoes change.
4.2	Any member can continue as member until his/her death but cease to be a member under the provisions of relevant Articles or by notice in writing to the Institution for resigning from his/her 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/she has been elected.
4.4	For transfer from one grade of membership to another, a member shall pay the difference, incidental to such up-gradation.
4.5	The Council shall have the power to suspend or remove or exclude from membership, any member who wilfully 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 on scrutiny of appeal from the concerned Member who has been issued with a 15 days' notice by the President.
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.
4.7	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.

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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, email and other particulars of every member.
5.2	The address and email ID furnished in the application for membership /Change of address communicated 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.
7.1	A disciplinary committee will be set-up at the Institution level to deal with cases of indiscipline/misconduct of members.
7.2	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. (In the event Senior Vice President (HQ) is the senior most Vice President, then the next in seniority will be a Member of the Disciplinary Committee).
7.3	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.
7.4	In all cases of disciplinary proceedings, the concerned member shall be given full opportunity to explain his/her 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.

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8.2	The Members shall be entitled for one entry in the Institution's Directory of Members.
8.3	The Members will be eligible for special concessions or priorities to attend Seminars, Conference etc. organized by the Institution.
8.4	Fellow Members are Eligible for election as office bearer, Council Members of the Institution and Chairman of State Centres / Local Centres. Fellow Members and Members are Eligible for election as office bearer & Governing Body members of State Centres / Local Centres.
8.5	Fellow Members and Members are eligible for inclusion in the Institution's Register of Arbitrators - subject to fulfilling qualifying criteria prescribed.
8.6	All members would be entitled to affix the following abbreviation, as applicable, to their names: Class of Membership / Abbreviation to be affixed
	a) Honorary Fellow / FIITArb.
	b) Fellow Member / FIITArb.
	c) Member / MIITArb.
	d) Associate Member / AMIITArb.
9.0	Official and Financial Year.
	The official year of the Institution shall be the Financial Year, viz. from the 1 st April to the 31 st March of the following year.
10.0	Address of the Members.
	Every member shall register with the Institution his/her address and Mobile number in India along with Email ID and notify any change thereof to the Secretary General.
	All notices/emails addressed and posted to the registered address/emails of a member shall be deemed to have been duly served.

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11.0	Resignation.
11.1	Any member wishing to resign, must send his resignation in writing to the President of the Institution who accepts the resignation.
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.
12.0	Re-admission.
	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.
13.0	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 State Centre is 50 (Fifty) and for a Local Centre is 25 (Twenty-five).
13.4	The jurisdiction of the State Centres, region wise, would be as below till any new State Centre is formed:
	<u>North Region:</u> 1) Delhi State Centre: NCT Delhi, Punjab, Haryana, Rajasthan, Uttar Pradesh, Uttarakhand, Himachal Pradesh, Union Territories of Jammu and Kashmir, Ladakh and Chandigarh.
	<u>East Region:</u> 2) WB State Centre: West Bengal, Arunachal Pradesh, Assam, Meghalaya, Nagaland, Tripura, Manipur, Mizoram, Sikkim, Odisha, Bihar, Chhattisgarh and Jharkhand.

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	<p><u>West Region:</u></p> <p>3) Maharashtra State Centre: Maharashtra, Madhya Pradesh, Gujrat, Goa, and Union Territories of Daman and Diu; and Dadra and Nagar Haveli.</p>
	<p><u>South Region:</u></p> <p>4) Tamil Nadu State Centre: Tamil Nadu, Union Territories of Puducherry; and Andaman and Nicobar Islands.</p> <p>5) Karnataka State Centre: Karnataka.</p> <p>6) Andhra and Telangana State Centre: Andhra Pradesh and Telangana.</p> <p>7) Kerala State Centre: Kerala and Union Territory of Lakshadweep.</p>
13.5	<p>Members shall be assigned to the State Centre (and Local Centre, if any) in whose jurisdiction lies the registered address of the member.</p>
13.6	<p>Members of State/Local Centres are governed as under:</p> <ol style="list-style-type: none"> i. A State Centre will have all the members whose addresses are within the geographical boundary of the State, including the Members of Local Centre in that State. ii. Local Centres shall have Members whose addresses are within the geographical boundary of the City in which the Local Centre is based. iii. The Local Centres shall carryout their functions and activities for its members covered as per the geographical boundary of the city concerned. iv. The members under the respective jurisdiction of State Centres will have the right to vote in the Elections for the State. v. The Members of Local Centre will have the right to vote or be nominated as Office Bearers both for the Local Centre as well as the State Centre concerned.

S.No.	BYE-LAWS
14.0	Management.
14.1	i) The affairs of the Institution shall be managed by the following Office Bearers of Governing Council (GC):
	a. President.
	b. Sr. Vice Presidents: 5 (One each from the South/ North/ East/ West Regions and one for the Headquarters).
	c. Hon. Secretary General.
	d. Hon. Joint Secretary General.
	e. Hon. Treasurer.
	ii) Governing Council Members:
	a. The Promoter members.
	b. Office Bearers of the Institution as in 14.1 above
	c. 16 members elected (4 from each region).
	d. Ex-Officio members (Chairmen of State/Local Centres).
	e. Past Presidents of the Institution
14.1.1	Any casual vacancy in the Governing Council which may occur will be filled by the Council. 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.
14.1.2	Sr. Vice President (Headquarters), Hon. Secretary General, Treasurer and Hon. Joint Secretary General shall be elected among Corporate Members, who are 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).

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14.1.4	<p>Responsibilities of Office bearers of HQ: Duties and Responsibilities of Office Bearers of Headquarters for efficient functioning of the Headquarters of the IITArb would be generally as described below, with the proviso that the President may assign any other duty not specifically stated herein below -</p>
	<p>a) Senior Vice President (HQ):</p> <ul style="list-style-type: none"> i. In the absence of the President, Senior Vice President (Headquarters) shall preside over general body meetings. ii. Publications of News Bulletins from HQ. iii. The Senior Vice President (Headquarters) shall carryout any other activity on behalf of President when so authorised by the President whenever the latter is not available in HQ.
	<p>b) Secretary General: Will maintain the Register of Members and be in charge of administrative matters related to headquarters on the advice of the President, such as convening council meetings, issue of Minutes of Meetings, processing of membership applications, processing of empanelment of Arbitrators, communicating policy decisions to the council members and state governing body in consultation with the President. He would be in-charge of organizing training programs and seminars/conferences by forming different working committees at headquarters level and general monitoring of state centre activities and general monitoring of accounts maintained by the Treasurer. The Secretary General will conduct the above activities with the active assistance of Joint Secretary General.</p>
	<p>c) Joint Secretary General: He will render all necessary assistance required in the execution of various activities as per the advice of Secretary General. He will maintain records of membership and other application forms. He will send communication through bulk mail to members as per the direction of the Secretary General. He will monitor uploading</p>

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	of information related to our institution in the IITArb website. He may employ a full-time assistant by paying a reasonable remuneration and maintain the Headquarters Office.
	d) Treasurer: Over all in charge of accounts including maintenance of cheque books and bank passbooks, fixed deposit receipts and maintaining income and expenditure vouchers, presenting accounts to headquarters AGM and coordinating with the statutory auditor for filing income tax of headquarters in consolidation with all branch accounts. He will make payments for various activities under guidance of or as advised by the Secretary General / Joint Secretary General.
	e) Council Members: All Council Members of the respective region may take upon themselves the task of monitoring the technical activities of the concerned State Centres, actively participate in the Council Meetings of Headquarters and Governing Body Meetings of State Centres, contributing suggestions to the development of the institution, without however in any way affecting the autonomy of the State Centres. They may also be active in coordinating seminars, workshops and training programs organized by Headquarters and the concerned State Centres. They should also Mobilize new membership for the growth of institution. If any of the office bearers of HQ is away on leave of absence for more than three months, the president will appoint suitable person from among council members in his place.
14.2	The President shall be elected in rotation from the North, West, East and Southern regions in that order.
14.3	The Sr. Vice Presidents except the Sr. Vice President (Headquarters) shall be elected from members of each of the four Regions with respect to election year. The Council will determine the State Centres which fall under each region from where the Sr. Vice President is elected with due

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	reference to by-law 13.4 defining the jurisdiction of State Centres and the Regions.
14.4	The order in which rotation shall be effected can be altered both in the case of President and the Sr. Vice Presidents, except HQ, by the Council for specific reasons.
	Any office bearer/ GC Member who wishes to resign has to apply to the President of the Institution. On accepting the resignation, the President informs the GC.
14.5	Office Bearers of State Centres / Local Centres.
14.5.1	<p>The State Centre and Local Centres shall have the following office bearers.</p> <p>a) Chairman b) Hon. Secretary. c) Hon. Joint Secretary. d) Hon. Treasurer.</p>
14.5.2	Governing Body (GB) Members.
	a) Six elected Members and in respect of State centres, Chairmen of Local Centres in the jurisdiction of State Centre shall also be GB members.
	b) All the office bearers and Immediate Past Chairman of State / Local Centre as the case be and office bearers and Council Members of the Institution residing in the jurisdiction of the State/Local Centre shall also be GB Members.
	c) The Governing Body may Co-opt outstanding Engineers / Architects who are well versed in Arbitration as its Members. The Co-opted GB Members shall have the same privileges, duties and responsibilities as those of elected GB members. The number of such Co-opted members at any point of time shall not exceed 3 (three).

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14.5.3	Any office bearer / GB member who wishes to resign has to apply to the Chairman of the Centre. On accepting the resignation, the Chairman informs the Governing Body.
15.0	Election of Office Bearers.
15.1	All the Headquarters 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 31st day of March of that year.
15.2	Office Bearers to the State Centres, Local Centres and GB 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 31st March of that year.
15.3	Sr Vice President (SVP) and the council members for the respective regions shall be elected from among the members of the respective regions only. The electorate for election of SVP of the regions will be the members of that particular region.
16.0	Term of Office Bearers.
16.1	<p>a) The term of all office bearers and Council Members of the Institution shall be 2 (Two) years from AGM of the election year.</p> <p>b) The term of all office bearers of State/Local Centres and members of their Governing Body shall be 2 (Two) years from AGM of the election year.</p>
16.2	No office bearers of the Institution / State / Local Centres and members of the Council and members of GB can hold the office for more than two consecutive terms in one position.
16.3	No office bearer can hold office at a time both in the Institution and State / Local Centre.

S.No.	BYE-LAWS
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>
17.2	State and Local Centres.
17.2.1	a) All the state and Local centres shall conduct their Annual General Meetings before 30th June each year and submit their audited accounts and minutes of the AGM to the Headquarters before the 30th day of the following month.
	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 within the extended grace period, then the Governing Council may nominate ad hoc Office Bearers and Committee members for that centre in order to continue regular activities.

S.No.	BYE-LAWS
17.2.2	Election of office bearers and Governing Body members of state and local centres shall be held in the AGM.
17.3	Eligibility for Election as office bearers, Council Members of the Institution and office bearers, Governing Body members of State/Local Centres are subject to the following criteria:
	a) PRESIDENT.
	i. President shall be a Fellow Member with minimum of 8 years standing in the roll of the Institution.
	ii. He should have held any one of the following offices: Senior Vice president, Hon. Secretary General, Chairman of State Centre / Local Centre / Council member
	b) SENIOR VICE PRESIDENTS:
	i. Senior Vice Presidents shall be Fellow with minimum of 6 years standing in the roll of the Institution.
	ii. He should have held anyone of the following offices: Hon. Secretary General, Chairman of State/Local Centre / Council member.
	c) HON. SECRETARY GENERAL.
	i. Hon. Secretary General shall be Fellow with minimum of 4 years standing in the roll of the Institution.
	ii. He should have held anyone of the following offices:
	Hon. Joint Secretary General / Treasurer.
	Chairman of State Centre / Local Centre / Council member.
	d) HON. JOINT SECRETARY GENERAL AND HON.TREASURER.
	Joint Secretary General and Treasurer shall be Fellow / Member with minimum of 2 years standing in the roll of the Institution.

S.No.	BYE-LAWS
	e) COUNCIL MEMBERS.
	Council Members shall be Fellow / Member with minimum of 2 years standing in the roll of the Institution.
	f) CHAIRMAN of State Centre / Local Centre.
	Chairman / Hon. Secretary / Hon. Treasurer of State Centre / Local Centre shall be Fellow Member with minimum of 2 years standing in the roll of the Institution.
	g) Hon. Secretary/Hon. Treasurer/Governing Body Members of State Centre / Local Centre.
	Hon. Secretary / Hon. Treasurer / Governing Body Members shall be Fellow / Member with minimum of 2 years standing in the roll of the Institution.
18.0	First time office bearers/ Reconstitution of Defunct Centres.
18.1	First time office bearers and Committee members shall be nominated by the Council. The same will also apply to reconstitution of Defunct Centres.
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	Annual General Body Meeting.
	The Institution shall, on or before the 30th 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.
20.1	Notice for Annual General Body Meeting.
	A minimum of 21 days' notice shall be given for the Annual General Body Meeting. The Notice shall be sent to the registered email IDs of the Corporate Members of the Institution/State Centre/Local Centre as the case be.

S.No.	BYE-LAWS
20.2	Quorum for the meetings of the Institution.
20.2.1	Governing Council meetings.
	The quorum for Governing Council meeting shall be 7 (Seven).
20.2.2	General Body Meetings including Annual General Body Meetings (AGM) and Extra Ordinary General Body meetings (EGM).
	The quorum for General Body meetings including Annual General Body Meetings and Extra-ordinary General Body meetings will be 1/3rd of the members on roll as on date of the Notice or 20 (Twenty) whichever is lower.
20.2.3	Quorum for AGM / EGM of State / Local Centres.
	Quorum for the AGM / EGM of State / Local Centres shall be 1/3 of the Members on roll as on date of the Notice or 10 (Ten), whichever is lower.
20.2.4	The quorum for Governing Body (GB) meetings.
	The quorum for Governing body meetings of the State / Local Centre shall be 5 (Five).
20.2.5	General.
	a) No business shall be transacted at any General Body Meeting / Council / Governing Body of the of the institution / Centres unless there is the prescribed quorum of Members personally present and entitled to vote.
	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
	c) In the absence of the President, the Sr.Vice President (Head Quarters) shall preside over GC meeting and General Body Meeting.

S.No.	BYE-LAWS
	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.
	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.
20.3	Extraordinary General Body Meeting
	An Extra ordinary general body meeting of the Association may be convened by the President, for any specific purpose or on the written requisition of the Executive Committee or by at least 1/3rd of the members of the Association. 21 days clear notice shall be given to all members by post/circular/e-mail within 30 days of such requisition. The quorum for requisitioned Extra Ordinary General body meeting shall be 1/3 rd of the total members of the Association. The notice shall specify the date, hour, Agenda and place of the Meeting. In default, such meeting may be convened by the requisitionists themselves.
20.4	Adjournment of Meetings.
	If required quorum is not present at the appointed hour, the meeting will be adjourned to the next half an hour. No quorum is required for the adjourned Meetings. In the case of requisitioned meeting, the required quorum is necessary otherwise the meeting will stand cancelled.
20.5	Special Resolution.
	A Special Resolution is required for amending the Memorandum and Bye-laws of the Association; dissolve the Association and to change the name of the Association. Such a resolution is to be passed by 3/4th members of the Association present at the meeting.

S.No.	BYE-LAWS
21.0	Income for the Institution.
	The Institution's income may be derived from:
	a) Fees.
	b) Grants.
	c) Donations.
	d) Receipts from Seminars, Conferences, Training Programmes, Functions and Shows organized by the Institution and donations.
	e) Income generated from Institution's Assets.
22.0	Receiving Funds from Individuals/Organizations/Other means.
22.1	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.
22.2	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.
23.0	Applications of Funds.
	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 Memorandum of Association and Bye-laws of the Institution.
23.1	The Expenditures are authorised by the Hon. Secretary General or Hon. Treasurer
24.0	Accounts.
	The Council shall cause proper books of accounts to be maintained with respect to the funds and assets of the Institution.

S.No.	BYE-LAWS
25.0	Bank Accounts.
25.1	The Banker to the Institution/State Centres/Local Centres shall be one or more of Nationalised Banks, as approved by the Council of the Institution/Committee of State Centres'/Local Centres as the case may be.
25.2	The bank account shall be operated by any two of the following for HQs: i. President ii. Sr Vice President (HQ) iii. Hon. Secretary General and iv. Hon. Treasurer
25.3	The bank account shall be operated by any two of the following for State/Local Centres i. Chairman ii. Hon. Secretary iii. Hon. Treasurer
26.0	Audit of Accounts.
26.1	The Accounts of the Institution/State Centres/Local Centres shall be audited by duly qualified Auditors and presented to the Annual General Meeting.
26.2	The Auditor shall be appointed, and his remuneration fixed at the Annual General Meeting.
27.	Amendment to the Bye-laws.
	Any provision of the Bye-laws can be amended/ altered/ modified/ extended by the Council and ratified by Extraordinary General Body through 2/3 majority of the members present and voting.
28.	Dissolution and Adjustment of Affairs.
	If the Institution is to be dissolved, it shall be dissolved as per the provisions laid down under of the Tamil Nadu Societies Registration Act, 1975.