

West Bengal Form No. 264.



सत्यमेव जयते

রেজিষ্ট্রেশনের পর প্রতি বছর কি
সহ (নগদ) রিটার্ন জমা দেওয়া
অন্যতঃ কার্যতামূলক
Registration granted in
anticipation of the
information/facts stated
in the documents being
correct and true.

Certificate of Registration of Societies

WEST BENGAL ACT XXVI of 1961

S/M No. 4603 of 2016-2017

I hereby certify that Institution of Mechanical Engineers - India Branch

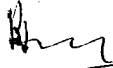
has this day been registered under the West Bengal Societies
Registration Act, 1961.

Given under my hand at Kolkata

this Seventeenth day of January

Two thousand and Seventeen




Registrar of Firms, Societies &
Non-Trading Corporations,
West Bengal.

Minutes of Meeting and resolution:

INSTITUTION OF MECHANICAL ENGINEERS – INDIA BRANCH

On 21st January 2017, a meeting of the Founder members and Managing committee Members, of the ‘**Institution of Mechanical Engineers-India Branch**’ which is registered as a Society, (Under Certification of Registration of Societies, West Bengal Act XXVI of 1961 with registration no. S/M/4603 of 2016-2017 dated 17.01.2017) was held at Country Inn, Gurgaon to decide the location for Bank account opening for IMechE-India Branch, and to decide the type of Account.

Following were present:

Ravi S. Kochak -	Chairman, IMechE-India Branch (Managing Committee Member and Founder Member)
Paul Arora -	Past Chair of IMechE-India Branch
Anshul Singla -	Young Member Representative SAR region (Managing Committee Member)
Rohan Thapar -	Ordinary Member of the Managing Committee
Avadhesh Bahadur -	Secretary, Process Division and Member of the Managing Committee
Amit Ramteke -	Secretary, Railway Division and Member of the Managing Committee

On Telecon, the following members participated during the meeting for their views:

Shekhar Chakravarty -	Vice Chairman (Managing Committee Member and Founder Member)
Mahesh Shinde -	Honorary Secretary, IMechE-India Branch (Managing Committee Member and Founder Member)
K. Bose -	Treasurer IMechE East Panel (and Founder Member)
Satish C. Gupta -	Council Member (and Founder Member)

The Following decisions are taken:

1. Bank account shall be opened for the newly Registered Society. The name of the bank Account shall be:

“INSTITUTION OF MECHANICAL ENGINEERS – INDIA BRANCH”

2. Saving Account, Fixed Deposits and/or account in Sterling Pounds is to be opened at Delhi/NCR with Axis Bank Ltd. (e.g. Gurgaon Sector 29, Gurugram, Haryana – 122 001)

3. It is to be noted that the registered office of the Society (IMechE India Branch), as per Certificate of Registration of Societies West Bengal Act XXVI of 1961, given Registration Number: **S/M/No. 4603 of 2016-2017**, and is situated in the premises of -

**M/s Conveyor & Ropeway Services Pvt. Ltd.
75-C Park Street, 6th Floor, Kolkata – 700016 (India)**

OR as may subsequently be decided by the Society (IMechE India Branch) from time to time.

4. It was put on record that the details of the Founder members as per the Registration of the Society named “INSTITUTION OF MECHANICAL ENGINEERS – INDIA BRANCH” are:

S No.	Name & Address	Description
1	Ravi S. Kochak Flat No. H-0502, Godrej Frontier, NH 8, Naurangpur, Sector 80, Gurgaon - 122004	Chairman
2	Shekhar Chakravarty 804, Himadri Apartments, Ballygunge Park Road Kolkata – 700019, West Bengal	Vice Chairman
3	Mahesh Shinde Flat no. 204, Rama Sanskriti Apartments. Opp. P.L. Deshpande Garden, Sinhgad Road, Pune – 411030, Maharashtra	Secretary
4	Kamal Bose 109/11, Shastri Narendranath Ganguly Road, PS Shibpur, Howrah – 711104, West Bengal	Treasurer East Zone
5	Ashutosh Banerji 5D Sudakshina, 377A Prince Anwar Shah Road Kolkata – 700068, West Bengal	Member
6	Satish C. Gupta 7A, South City Residences, 375 Prince Anwar Shah Road Kolkata – 700068, West Bengal	Member
7	Harish C. Joshi Block H, Flat 104, Rail Vihar, Gate 2, New Town Kolkata – 700156, West Bengal	Member

5. It was decided that the following TWO Managing Committee members and/or certified office bearers are hereby authorised to open & operate the Savings account, sign cheques, and issue all instructions regarding the Bank Account till further notice.

- a) Ravi Shanker Kochak
Chairman, IMechE-India Branch
- b) Avadhesh Bahadur
Treasurer, IMechE India Branch

The protocol for transactions will be as –

- For transaction amounts **above** Rs. 20000/- with both members as authorised signatory together AND either of them as signatory for transaction amounts **below & up to** Rs. 20000/-.

6. It was decided that as and when any change takes place in the Managing Committee of “INSTITUTION OF MECHANICAL ENGINEERS – INDIA BRANCH” the Bank shall be advised about such change AND a fresh resolution regarding the operation of the account shall be forwarded to the Bank forthwith.

7. It was decided that a copy of this resolution signed by Chairman IMechE-India Branch be forwarded to the bank with specimen signatures of the TWO office bearers above, who are authorised to operate the bank account. This resolution shall remain in force until the receipt by the Bank of the advice about any change in the office bearers authorised to operate the account together with a fresh resolution in that behalf.

Signed:

Mahesh Shinde (*FIMechE, CEng*)
Secretary

Ravi Shanker Kochak (*FIMechE, CEng*)
Chairman

INSTITUTION OF MECHANICAL ENGINEERS – INDIA BRANCH

CONSTITUTION OF THE INSTITUTION OF MECHANICAL ENGINEERS – INDIA BRANCH

NAME

1) The name of the organisation shall be known as:

'INSTITUTION OF MECHANICAL ENGINEERS – INDIA BRANCH' hereinafter referred to as "the Branch".

This organisation is a branch of The 'INSTITUTION OF MECHANICAL ENGINEERS' of the United Kingdom hereinafter referred to as "the Institution".

PLACE OF BUSINESS

2) The place of business shall be at:

C/O Conveyor & Ropeway Services Pvt. Ltd.
75-C Park Street, 6th Floor
Kolkata – 700016
India

OR as may subsequently be decided by “the Branch” from time to time

OBJECTIVES AND KEY ACTIVITIES

3) The objectives of “the Branch” are to provide proactive support structure for mechanical engineers within India while fulfilling strategic objectives of the Institution.

Key activities include:

- a) Developing and implementing ongoing strategic plans in line with the Institution’s international strategy;
- b) Providing local points of contact on matters of mutual professional and technical interest through presentation and discussion of papers, study of local engineering practice and individual mentoring and interviews;
- b) Providing balanced programme of events for the advancement of mechanical engineering science and facilitating the continuing professional development of members;
- c) Establishing services for the support of members, promoting greater involvement by members in international/ regional/ national events, and actively seeking new members;
- d) Raising profile of the Institution within Government, industry, education and the wider community;

- e) Managing allocated and other funds efficiently;
- f) Representing the Institution to the Government, the media, the public, the industry and educational bodies;
- g) Cooperating with other institutions and public bodies in India where this will be beneficial to the Institution, to members, the engineering profession, and society;
- h) Encouraging participation in local education liaison and careers convention ventures and associated joint activities with other societies.

MEMBERSHIP

- 4) All classes of members of the Institution (Honorary Fellow, Fellow, Member, Associate Member, Affiliate and Companion) whose Institution-registered correspondence address is in India shall be considered members of “the Branch”. No member shall be member of more than one branch or group.
- 5) All members of “the Branch” are entitled to vote and hold office. However, members can only hold office if they satisfy requirements of the Committee positions stipulated under Clause 17.
- 6) Membership shall terminate upon the death of any member, the change of a member's Institution-registered correspondence address to outside of India, or at the written request of the member to be considered no longer a member of “the Branch”.

FEES AND DUES

- 7) Members shall have paid their annual dues to the Institution – either directly or via “the Branch” – as advised by the Institution. No subscription shall be required by the India Branch from any member of “the Branch” beyond that payable to the Institution.

MEETINGS OF THE BRANCH

- 8) The supreme authority of “the Branch” is vested in a general meeting of the members presided over by the Chairman.
- 9) The general meetings of “the Branch” shall consist of Annual Meetings, Special Meetings, and Ordinary Meetings. Five members entitled to vote at the meeting shall constitute a quorum at an Annual Meeting; eleven such members shall constitute a quorum at a Special Meeting; and three members shall constitute a quorum at an Ordinary Meeting.
- 10) An Annual General Meeting shall be held between February and March, and no later than ten days before the Annual General Meeting of the Institution. At least four weeks' notice shall be given of an Annual General Meeting and at least two weeks' notice of any other general meeting. Such notice shall specify the agenda, the venue, the date, and time of the meeting. All members of “the Branch” shall be entitled to attend and vote.

The business of the Annual General Meeting shall include presentation of the Annual Report and the Annual Accounts and declaration of the election of the Committee.

In addition, other matters relating to the constitution, affairs, business, direction or management of “the Branch” may be introduced by any member of “the Branch” who is a Corporate Member of the Institution. Such business shall be included in the agenda if it is introduced by written notice to the Honorary Secretary at least four weeks before the date of the Annual General Meeting, otherwise it may be introduced at the meeting although not be on the agenda.

11) Special Meetings shall be convened by the Committee whenever a requisition signed by eleven members of “the Branch”, who are Corporate Members of the Institution, specifying the objects of the meeting, is delivered to the Honorary Secretary. The business of Special Meetings shall be related to the constitution, affairs, business, direction, or management of “the Branch”. All members of “the Branch” shall be entitled to participate in the business of a Special Meeting.

12) Ordinary Meetings shall be held for the purpose of delivery of addresses, lectures, or the presentation for discussion of papers on the science of mechanical engineering or related subjects for the benefit of members. With the agreement of the Committee, visitors who are not members of the Institution may be invited to attend these meetings.

13) Any member who wishes to place an item on the agenda of an Ordinary Meeting may do so provided he gives notice to the Honorary Secretary at least one week before the meeting is due to be held.

14) In the event of there being no quorum at any meeting, the meeting shall be adjourned.

MANAGEMENT AND COMMITTEE

15) The affairs of “the Branch” shall be controlled by a Committee.

The Committee may, within the overall framework of this Constitution document prescribe, By-Laws for detailed guidance of its office bearers and members. Such By-Laws may include but not be limited to the establishment and running of area Panels, Young Members (YM) section, Student Chapters, etc.

16) The duty of the Committee is to organise and supervise daily activities of “the Branch” in pursuance of the objectives and key activities stated under Clause 3 of this Constitution and shall be responsible to the Institution for its actions in the control of “the Branch”.

The Committee shall make decisions on matters affecting its running when the general meeting is not sitting. It may not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the Annual and Special General Meetings.

17) The Committee may have up to thirteen [13] members consisting of:

A Chairman, who shall ideally be a Fellow of the Institution;

- In the event that a suitable Fellow cannot be found from “the Branch”, the nomination of a Member may be accepted, provided that the Member is actively working towards Fellow status;

A Vice Chairman, who shall be Corporate Member of the Institution;

An Honorary Secretary, who shall be Corporate Member, Companion, Associate Member or Affiliate (non student) of the Institution;

An Honorary Treasurer, who shall be Corporate Member of the Institution,

The immediate Past Chairman;

Area Panel Representatives, who are entitled to nominate an alternate in the case of unavailability, with both being Corporate Members of the Institution;

Young Members (YM) representative;

Plus, up to five Ordinary Committee members, who shall be Corporate Members, Companions, Associate Members or Affiliates (non student) of the Institution;

The Committee may invite the Regional Chair, as a Council member, to attend committee meetings;

Any member of “the Branch” who might concurrently be holding the position of the Institution’s Trustee Board Member or Council Member may be invited by the Committee to attend committee meetings.

18) The Committee members shall be from amongst “the Branch” members who have offered their services voluntarily to serve on the Committee, and no compensation or honorarium is payable to them. They shall be elected as set out under clauses 28 to 31, subject to the following:

a) The Chairman should not normally hold office for more than two consecutive years. Exceptionally the office may be held for up to four years with the agreement of the majority of the Committee;

b) A past Chairman who has served as an elected Chairman of “the Branch” is eligible for re-election to the office of Chairman for a period of not more than two consecutive years after an interval of normally two years following retirement from that office;

c) In the event of a vacancy on the Committee not being filled on the day of the Annual General Meeting of “the Branch”, the Committee may appoint any eligible member, including a past Chairman, to fill such a vacancy, including that of Chairman. Such incumbent shall hold office from the date of appointment until the next Annual General Meeting of “the Branch”. This shall not affect their eligibility for subsequent election;

d) A member of the Committee shall automatically vacate office by notice in writing to the Honorary Secretary if they resign from the Committee, or cease to be a member of the Institution, or if the Committee resolves that their office be vacated. In such an event a successor may be co-opted by the Committee to serve until the next Annual General Meeting of “the Branch”;

e) Any member of the Committee who is absent from three consecutive meetings without satisfactory explanation to the Committee shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting.

19) A committee meeting shall be held at least once every three months after two weeks' prior notice to Committee members. The Chairman may call a committee meeting at any time by giving two weeks' notice. At least four of the Committee members shall be present for its proceedings to be valid.

20) “the Branch” shall seek from the Institution an annual budgetary support for pursuing the objectives. “the Branch” shall be at liberty to raise additional resources through industry sponsorships and by organising fee paying seminars, conferences or courses.

21) The Committee shall cause to be prepared an Annual Report dealing with the conduct and progress of “the Branch” and its activities during the past year, ending 31st December of that year. Upon completion, the Annual Report shall be approved by the Committee.

The Annual Accounts of “the Branch” shall be approved by the Committee; and the Accounts, after audit and approval, shall be signed by the Chairman and the Treasurer.

The Annual Report and the Annual Accounts of “the Branch” shall be sent to the Institution in the manner and time frame that may be specified by the Institution.

DUTIES OF OFFICE BEARERS

22) The Chairman, or his nominee, shall act as Chairman at all general and committee meetings. The Chairman shall also represent “the Branch” in its dealings with outside bodies.

23) The Chairman, or member of Committee acting in his place, shall have a second or casting vote in all cases of equality of voting on any question at any meeting.

24) The Vice Chairman shall assist the Chair at all times and deputise for the Chairman in his absence.

25) The Honorary Secretary shall keep all records, except financial, of “the Branch”. The Honorary Secretary shall keep minutes of all general and committee meetings and shall maintain an up-to-date register of members at all times.

26) Under direction of the Committee, the Honorary Treasurer is responsible for:

- keeping proper and sufficient accounts of the revenue and expenditure of “the Branch”;
- receiving and giving receipts for monies receivable by the Committee and making payments on behalf of the Committee;
- preparing a detailed budget estimate for the following year, including the budget estimate provided by the Young Members (YM) Section, and submitting it to the Regional Chair
- submitting any supplementary funding requests to the Regional Chair;
- preparing annual accounts for “the Branch”.

The bank account(s) of “the Branch” shall be in the name of the ‘Institution of Mechanical Engineers – India Branch’.

For each account, two members of the Committee shall be authorised by the Committee for purposes of payments.

In the case of payments in excess of INR 20,000/-, the authorization for payment shall be signed or approved by both the members of the Committee from a list previously authorised by the Committee for that purpose. For amounts less than INR 20,000/-, the authorisation for payment may be signed or approved by any one of the members from the authorised list.

Approvals for payment may be sent by e-mail. No person(s) may authorise a payment if it is to themselves.

Once the payment has been authorised as required, either one of the two persons authorised may make the payment.

27) Ordinary Members of the Committee shall assist in general administration of “the Branch”, and perform any duties assigned by the Committee from time to time.

NOMINATIONS AND ELECTIONS

28) The Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer and Ordinary Members of the Committee shall be formally elected by the members of “the Branch” . .

29) Each nominee shall be proposed by a member and seconded by another member. Nominations shall close four weeks before the Annual General Meeting. The list of candidates for election shall be sent to all members together with notice for the Annual General Meeting.

The list shall indicate the names of the candidates, proposer, seconder, membership grade, any company affiliation, company position and, if the candidate has provided it, a curriculum vitae of not more than 250 words.

30) Voting shall be by e-ballot for which detailed procedure and guidelines shall be provided to members. The appropriate number of candidates receiving the majority of the votes cast shall be declared elected. If the number of candidates for any office does not exceed the number of vacancies, the person(s) nominated shall be declared elected unopposed.

31) The result of election shall be announced at the Annual General Meeting. It shall be reported forthwith in writing to the Secretary of the Institution, and published in such other manner as the Committee shall determine.

AUDIT AND FINANCIAL YEAR

32) Two voting members, not being members of the Committee, shall be elected as Honorary Auditors at each Annual General Meeting in the manner to be decided by the Committee, and they shall hold office for one year and shall not be re-elected for more than two consecutive terms. They will be required to audit “the Branch” accounts for each year and present a report upon them at the Annual General Meeting. They may be required by the Chairman to audit “the Branch” accounts for any period within their tenure of office at any date and to make a report to the Committee.

33) The fiscal year for “the Branch” shall be from **1st January to 31st December**.

AMENDMENTS TO CONSTITUTION

34) No alteration or **additions/deletions** to this Constitution shall be made except at an Annual General or Special Meeting, and they shall not come into force without the prior approval of the Institution.

DISSOLUTION

35) The Institution shall consider a petition for dissolution of “the Branch” only upon written advice of the incumbent Chairman of “the Branch”. The petition must be accompanied by clear demand with signatures of its members with a majority of 75% of members in favour of dissolution.

36) In the event of dissolution, all debts and liabilities legally incurred on behalf of “the Branch” shall be fully discharged. The funds remaining unused out of the ones remitted by the Institution shall be returned to the Institution. The balance funds remaining unused thereafter shall be disposed of in such manner as decided by the general meeting of members or be donated to an approved charity or charities in India. Subsequently, all bank accounts of “the Branch” shall be closed or transferred to appropriate authorities as directed by the Institution.

NOTES:

This Constitution document of the India Branch of the “Institution of Mechanical Engineers” of the United Kingdom is based on the operating guidelines and rules contained in the ‘Volunteer Handbook for the International Representative Network’ of the Institution.

The Institution’s headquarters is:

1 Birdcage Walk
Westminster
London
SW1H 9JJ
Great Britain

The Institution of Mechanical Engineers is a UK registered charity, number 206882

ISSUED – 11/2016

Change History

Sr. No.	Prepared by	Revision No.	Date	Changes/Remarks
1	Mahesh Shinde, Hon. Secretary, IMechE, India Branch	1.0	24.09.2016	Draft sent for suggestions & approval to committee Members & Ms. Iman Kouchouk (HQ)
2	Mahesh Shinde, Hon. Secretary, IMechE, India Branch	1.1	01.11.2016	For Final release
3				
4				

Enclosures: Annexure for Constitutional By-Laws

Ravi Kochak (CEng, FIMechE)	Mahesh Shinde (CEng, FIMechE)
HONORARY CHAIRMAN - IMechE India	HONORARY SECRETARY - IMechE India
Member # 80040625	Member # 80207030



Version 1.1

Prepared & published on 1st Day of November 2016 on behalf of "the Branch", (© all rights reserved to IMechE, India Branch) by Mahesh Shinde (CEng & Fellow-IMechE), Hon. Secretary - IMechE India Branch.

ANNEXURE - Constitutional By-Laws

These By-Laws are derived from and are subset of ROYAL CHARTER & BY-LAWS of “the Institution”. However, for any clarification and/or resolution of disputes, if any; By-Laws of “the Institution” will be referred to and taken as final valid document.

ARTICLE I: NAME & PURPOSE

(Additional Reference: Para No. 1 Through 3 of “the Branch” constitution)

Section A: Name – The name of this establishment will be –

Institution of Mechanical Engineers - India Branch

Section B: Affiliation – The rules and regulations of the National (Indian) Constitution shall be followed when not inconsistent with the rules and regulations of “the Institution” (UK) and/or International Volunteer Handbook (IVH) of “the Institution”

Section C: Purpose – The purpose of this organization shall be:

1. To promote and share knowledge through activities such as conducting lectures, Seminars, Workshops, Industrial visits, etc.
2. To organize events with or without local/external sponsorships for members and/or nonmembers of the organization in technical and environmental areas.
3. To work for growth & betterment of engineering fraternity and society, in general.
4. To support, promote and conduct (on behalf of), activities of “the Institution”; within & outside the country.

ARTICLE II: MEMBERSHIP & DUES

(Additional Reference: Para No. 4 Through 7 of “the Branch” constitution)

Section A: Eligibility - Membership shall be open to all engineers linked/related to Mechanical engineering and its application fields upon payment of dues as outlined by “the Institution” (*Refer para no. 5 through 8 of main body of this constitution*). It will be free of cost for Students of local/regional Students’ chapters (formed as per directives/instructions from “the Institution”)

Section B: Dues – Dues shall be applicable as decided & published by “the Institution”. The information will be available on IMechE site www.imeche.org

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a Hon. Chairman, Hon. Vice-Chairman, Hon. Secretary, and Hon. Treasurer for each of the offices of India Branch (Apex body), Young Member (YM) Section, Divisions (e.g. Railways, Automotive), Zonal panels (North, West, South and East) and all Students Chapters (having their respective faculty paid member/s as Academic Liaison officer).

Section B: Eligibility – Officers (except those of Students chapters) must be full paid member.

Section C: Election – The officers shall be elected by ballot (physical and/or electronic) at or before the last meeting of the academic semester/year end by a majority of the vote cast for that office

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the financial calendar year starting from 1st January unless otherwise specified

Section E: Vacancy – If a vacancy occurs in the office of Hon. Chairman, the Vice-Chairman (or Secretary, so on so forth) shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election and/or by nomination at the discretion of Acting Chair.

ARTICLE IV: DUTIES OF OFFICERS

(Additional Reference: Para No. 22 Through 27 of “the Branch” constitution)

Section A: Hon. Chairman – it shall be the duty of the Hon. Chairman to:

- Chair the meetings
- Vote only in case of a tie
- Represent the “the Branch” at appropriate forums
- Appoint committee chairpersons subject to the approval of the Executive Committee, if any
- Serve as an ex-officio member of all committees except the nominating committee
- Perform such other duties as ordinarily pertain to this office of “the Branch”
- Communicate / Liaison with “the Institution” & IMechE South Asia Region (SAR)

Section B: Hon. Vice-Chairman – It shall be the duty of the Hon. Vice Chairman to:

- Preside in the absence of the Hon. Chairman
- Serve as chairperson of the Program Committee

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the “the Branch” records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the “the Branch”
- Prepare/compile Quarterly & yearly reports (from Zonal panels, Divisions, YM section & Students chapters) and publish appropriately.
- Communicate / Liaison with & send reports to “the Institution” & IMechE South Asia Region (SAR)

Section D: Hon. Treasurer – It shall be the duty of the Hon. Treasurer to:

- Open a bank account, manage & control the finances raised through all sponsorships, Budget received from “the Institution”, and any other legal means.
- Prepare “the Branch” budget, Compile budgets of Students Chapter & YM budgets (If any) and send to Hon. Chairman, IMechE – SAR, for processing approval from “the Institution”
- The Budget received from “the Institution” shall be controlled
- Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature Forms.
- Keep an itemized account of all receipts and expenditures and make reports / notify discrepancies to the & as directed by Hon. Chairman and/or Hon. Secretary.

ARTICLE V: MEETINGS

(Additional Reference: Para No. 22 Through 27 of “the Branch” constitution)

Section A: Meetings – Regular (General) meetings shall be held suitably during the financial year.

Section B: Annual General Meeting (AGM) – An AGM shall be held suitably towards the end of the financial year (*Refer para no. 19 of this constitution for details*).

Section C: Special Meeting – Special meetings may be called by the Hon. Chairman with the approval of the Executive Committee.

Section D: Quorum – A quorum shall consist of minimum twenty Officer members (of all bodies – Refer Article III Section A in this annexure). The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the organization against decisions being made by a small minority

Section E: Parliamentary Authority – Rules of IVH of “the Institution”, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE VI: MANAGEMENT & (EXECUTIVE) COMMITTEE

(Additional Reference: Para No. 15 Through 21 of “the Branch” constitution)

Section A: Responsibility – Management of the “the Branch” shall be vested in management board (Refer para no. 9 & 10 of this constitution) & an Executive Committee (consisting of representatives of Zonal & divisional panels except that of any Students chapter); and is responsible to the entire membership to uphold these bylaws.

Section B: Membership – This committee shall consist of the officers as listed in Article III

Section C: Meetings – This committee shall meet at least once between regular meetings of the “the Branch” to organize and plan future activities.

ARTICLE VII: COMMITTEES

Section A: Program Committee – A program committee composed of the Vice-Chairman as chairperson and four other members may be appointed (by the Hon. Chairman) before the activity; whose duty shall be to plan the overall program of the “the Branch”.

Section B: Other committees – There can be other committees such as Young Member Committee, Zonal Panel Committee, Divisional Committee, Publications (with Website maintenance) Committee, etc.

Section C: Special Committees – The Hon. Chairman shall have the authority to appoint any special committees, with the approval of the Executive Committee, from time to time as need demands.

For example, a Webmaster/team can function for publication of all national/international activity bulletins on “the Branch” website, send & receive mails for information of various events to all members, liaison with “the Institution” website, SAR webmaster & “the Institution” Webmaster for support and promotion.

ARTICLE VIII: FINANCES

Section A: Bank Account – there shall be suitable bank account in nationalized and scheduled bank to receive funds and maintain records of Income & expenditures.

Section B: Governance –

- The bank account must comply to all financial regulations of all competent government authorities & other respective rules (e.g. FERA, FCRA, FEMA, etc.)
- The account must be capable of transacting in minimum two currencies, Viz, Indian Rupees (INR) and British Sterling Pounds (GBP, £).
- The account will be operable for all transactions and bank instruments with minimum two out of three authorized signatories (that were registered at the time of account opening) unless procedurally changed.

ARTICLE IX: AUDITOR

(Additional Reference: Para No. 32 & 33 of “the Branch” constitution)

Section A: Selection – there shall be an external/staff Auditor or consultant who shall be selected each year by the membership.

Section B: Duties – The responsibilities of the Auditor or consultant shall be to:

- Maintain an awareness of the finances for activities and programs sponsored by the organization.
- Meet on a regular basis with the Chairman / Executive committee to notify deviations, if any.

- Assist the Hon. treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.

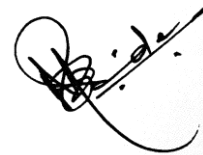
ARTICLE X: AMENDMENTS

(Additional Reference: Para No. 34 of “the Branch” constitution)

Section A: Selection – these by-laws may be amended by a majority vote of the quorum present in meeting.

Section B: Notice – All members shall receive advance notice of the proposed amendment at least seven days before the meeting.

SIGNED (DIGITAL SIGNATURE) and ENDORSED on this 1st Day of November 2016 by:

Ravi Kochak (CEng, FIMechE)	Mahesh Shinde (CEng, FIMechE)
HONORARY CHAIRMAN - IMechE India	HONORARY SECRETARY - IMechE India
Member # 80040625	Member # 80207030



Version 1.1

Prepared & published on 1st Day of November 2016 on behalf of “the Branch”, (© all rights reserved to IMechE, India Branch) by Mahesh Shinde (CEng & Fellow-IMechE), Hon. Secretary - IMechE India Branch.