

**APPENDIX 'A'**  
**(Refer Para 6.4 of 6<sup>th</sup> (2008-09)**  
**Council Minutes - 25 Sept 2009)**

**PROPOSED AMENDMENTS TO RULES AND REGULATIONS GOVERNING IETE CENTRES AND SUB- CENTRES**

<b><u>LOCAL CENTRES</u></b>	<b>CENTRES</b>
<b><u>EXISTING</u></b>	<b><u>PROPOSED</u></b>
<b>FORMING OF LOCAL CENTRES</b>	<b>FORMING OF CENTRES</b>
<p>5. A <b>Local</b> Centre is formed as per the following provisions/norms:-</p> <p>(a) There shall be at least 125 Corporate members in the geographical area for forming a Local Centre.</p> <p>(b) Further, notwithstanding anything contained in Byelaw 83(a) and(b), the Council may, if considered appropriate, will ensure that the distance between any two Sub-Centres or between a Sub-Centre and a Local Centre is not less than 15 km, and between any two Local Centres is not less than 100 km.</p>	<p>5. A Centre may be formed as per the following provisions/norms:-</p> <p>(a) There shall be at least 125 Corporate Members <b>and 200 Student Members</b> in the geographical area for forming a Centre. <b>Out of the total Corporate Members, at least 50 Corporate Members should be from the city and the adjoining city/cities where Centre is located.</b></p> <p>(b) <b>No Change</b></p>

## EXECUTIVE COMMITTEE

7. The affairs of a Centre are run by a Committee known as Executive Committee . Points relating to Executive Committee are as under:-

7(a) The affairs of the Local Centre shall be conducted and the property and money there of shall be administered by an Executive Committee consisting of a Chairman, Hony Secretary, Hony Treasurer, Immediate Past Chairman and not more than nine members of the Institution, two of whom shall also be elected as Vice-Chairmen. Of the elected members, two members shall be from amongst the student members of the Centre, one each from AMIETE & DIPIETE. One of the two Vice-Chairmen decided by the Executive Committee will preside over the Executive Committee Meetings in the absence of the Chairman.

New

New

(b) The Executive Committee can co-opt additional members as and when considered necessary but this number cannot exceed  $2/3^{\text{rd}}$  of the elected Executive Committee Members or seven, whichever is less. Out of these, one member should be from the Industry. The elected Executive Committee Members includes Chairperson, Hony Secretary and Hony Treasurer.

## EXECUTIVE COMMITTEE

7. The affairs of a Centre are run by a Committee known as Executive Committee(EC).

(a) The Executive Committee of a Centre shall consist of 13 members as under:-

- 1 -Chairman
- 2- - Immediate Past Chairman
- 3-4 -Vice Chairmen
- 5-6 - Honorary Secretary and Honorary Treasurer
- 7-11 -5 elected members of the Executive Committee
- 12-13 -2 Student Representatives (one each from AMIETE and DipIETE)

(b) Two of the seven elected members of the Executive Committee shall be elected as Vice-Chairmen as per Rule 8.

(c) Of the 13 Members of the Executive Committee, Chairman, Vice-Chairmen, Hony Secretary and Hony Treasurer will be known as Office bearers.

(d) The Executive Committee can co-opt additional members as and when considered necessary but this number cannot exceed five . Out of these, one member should be from the Industry. The elected Executive Committee Members includes Chairperson, Hony Secretary and Hony Treasurer.

(c) The member(s) of the Council residing within the jurisdiction of a Centre will be permanent invitee to the meetings of the Executive Committee of the Centre.

(d) The term of the Executive Committee of a Centre shall be of two years reckoned from 1<sup>st</sup> July of a year to 30<sup>th</sup> June of the next to next year.

(e) Co-opted members will not have the voting rights

New

## Rule 7 (continued)

(e) The member(s) of the Council residing within the jurisdiction of a Centre **shall only be** a permanent invitee to the meetings of the Executive Committee of the Centre

(f) The term of the Executive Committee shall be two years from 01 July of the 1<sup>st</sup> year to 30 June next to next year. **If for any reason, the new Executive Committee takes over any time during the currency of the tenure, its term shall also expire on the same date as that of the original Executive Committee.**

(g) Co-opted members *and Student Representative(s)* will not have the voting rights.

(h) **Vacancy occurring in the Executive Committee from time to time during the currency of the term of existing Executive Committee shall be filled from the reserve list of the panel.**

## **ELECTION PROCEDURE FOR CENTRES HAVING 200 OR MORE CORPORATE MEMBERS**

8. The election of the Executive Committee of a Local Centre would be held as follows:-

### **( a) Executive Committee**

(i) The election to the offices of the Chairman, Hony Secretary, Hony Treasurer and seven Corporate Members of the Corporate Members of the Committee of a Centre having 200 or more Corporate Members shall be held by Postal Ballot, in accordance with the Byelaws of the Institution. Only Corporate Members shall vote for the Members of the Committee. In addition to , two student representatives of the Centre will be elected in accordance with Rule 10(a) &10(b). The eligibility of the Corporate Members/Student Members, as the case may be, to contest in the election shall be restricted to only such members residing within the jurisdiction of the Centre (as shown in the Directory of Corporate Members) who are in good standing on the rolls of the Institution as on 31<sup>st</sup> December of the previous year.

(ii) The Vice-Chairman shall be elected by the Executive Committee from amongst the Members elected to the Committee

**New**

## **ELECTION PROCEDURE FOR CENTRES HAVING 200 OR MORE CORPORATE MEMBERS**

8.The election of the Executive Committee of a Centre would be held as follows:-

### **( a) Election Procedure**

(i) The election to the offices of the Chairman, Hony Secretary, Hony Treasurer and seven Corporate Members of the Corporate Members of the Committee of a Centre having 200 or more Corporate Members shall be held by postal ballot, in accordance with the Byelaws of the Institution. Only Corporate Members shall vote for the Members of the Committee. In addition, two student representatives of the Centre will be elected in accordance with **Rule 10** . The eligibility of a Corporate Member/Student Member, as the case may be, to contest **and or/vote** in the election shall be restricted to only such members residing within the jurisdiction of the Centre ( as shown in the Directory of Corporate Members) who are in good standing on the rolls of the Institution as on 31<sup>st</sup> December of the previous year.

**No change**

**(iii) The eligibility criteria for Chairman, Vice-Chairmen, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in Rule 11.**

New

8(b) The President shall appoint an Observer preferably a Council Member for each Centre prior to the election of the Executive Committee not later than 15<sup>th</sup> February of the year in which it is due to take place.

New

8(c) The Executive Committee of the Centre shall intimate to the Observer, the name of the Returning Officer and composition of the Board of Scrutineers. Notwithstanding the above, the President may, if the situation warrants, ask the Observer to act as the Returning Officer for election of Executive Committee. The Returning Office will then draw the time schedule for the election activity. The Observer as well as the Returning Officer shall be present on the following occasion:

- (i) On the date of scrutiny of the nominations
- (ii) On the date of scrutiny of withdrawals by the nominees
- (iii) On the day of finalising the ballot inclusive of the bio-data of the contestants.
- (iv) On the day of issuing of ballot papers, and
- (v) On the date and time of counting when election held by Postal Ballot.

8(b) & 8(c)

8(c) & 8(d) No Change (except change of paragraph number.

8(d) Call Notice for Nominations and Eligibility

8(e) *Call Notice for Nominations*

8(e),8(f),8(g), 8(h) & 8(i) (aa)

8(f) , 8(g), 8(h), 8(i) & 8(j) (aa) No change except change of paragraph numbers.

8 (i) (ab) In case of two or more candidates securing equal number of votes , the Board of Scrutineers shall declare the candidate elected by virtue of his seniority in his class of membership of the Institution , and in case of a further tie, by virtue of his seniority in age.

8( j) (ab) In case two or more candidates securing equal number of votes, the Board of scrutineers shall declare the candidate elected by virtue of his seniority. *A higher class will always be senior to a lower class member irrespective of the number of years of membership. In case of same class of membership, the seniority shall be decided on the basis of the length of the continuous membership in good standing, without break. In case of equal length of service, it would be based on age.*

8(j), 8(k), 8(l), 8(m) and 8(n)

8(k), 8(l), 8(m), 8(n) & 8(o) no change except change of paragraph Numbers.

**ELECTION PROCEDURE FOR CENTRES HAVING LESS THAN 200 CORPORATE MEMBERS**

9. The following procedure shall be adopted for the election of the Executive Committee for the year in which it is due.

(a) **Option:** The Centre shall have the option to conduct the election through postal ballot as outlined for Centres having more than 200 members OR proceed as under.

(b) **Election:** Election of the Office bearers and members of the Executive Committee shall be held in the presence of the Observer appointed by the President of the Institution at the Annual General Meeting of Corporate Members, in good standing from amongst the members present at the Annual General Meeting. It is the duty of the observer to ensure that only bonafide Corporate Members present in the AGM participate in the election process.

New

New

(c) The Observer shall announce the names of the names of the eligible candidates for nomination from the presently constituted Executive Committee

9(d),9(e), 9(f), 9(g), 9(h) & 9(i)

**ELECTION PROCEDURE FOR CENTRES HAVING LESS THAN 200 CORPORATE MEMBERS**

9. The following procedure shall be adopted for the election of the Executive Committee for the year in which it is due.

(a) **No Change**

(b) **No Change**

(c) **The eligibility criteria for Chairman, Vice-Chairmen, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in Rule 11.**

(d) **Each candidate for election shall be duly proposed and seconded by a Corporate Member of the Institution from amongst the Corporate Members present at the Annual General Meeting. The nominees and proposers /seconders shall be Corporate members in good standing as on 31 December of the previous year.**

(e) The Observer shall announce the names of the eligible candidates for nomination from the presently constituted Executive Committee (**outgoing**).

**Paragraph (f), (g),(h),(i),(j) &(k) - no change except change in paragraph numbers.**

**ELIGIBILITY FOR OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE**

11. The eligibility criteria of office bearers and members will be as under:

**New**

(a) **The Chairman** of a Centre shall be a Fellow or above of the Institution with at least five years of continuous membership in class of Fellow or above as on 31<sup>st</sup> December of the previous year and should be an elected member of the outgoing Executive Committee.

**New**

11(a) (i) A Chairman of a Centre can have only one tenure of two years as Chairman. After the tenure he will continue in the Executive Committee as Immediate Past Chairman for two years. He will not be eligible for re-election in the Centre as Member/Hony Secretary/Hony Treasurer, thereafter.

(ii) A Corporate Member who has served as a Chairman in a Centre and completed his/her tenure will not be allowed to contest for Executive Committee Member of any other Centre. However, a Corporate Member who has served as a Chairman in a Sub-Centre is eligible to contest as Member/Hony Secretary/Hony Treasurer/Chairman of any Local Centre.

(iii) In case of non-receipt of nomination for the office of the Chairman from the outgoing Executive Committee, a Fellow or above with at least five years of continuous membership in the class of Fellow or above as on 31 December of the previous year from amongst the Corporate Members of the Centre may be elected as Chairman by a special resolution of the outgoing Executive Committee. Prior approval of the President in writing shall be obtained in such cases.

**Replace the existing Rule 11 with the following:**

**ELIGIBILITY FOR OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE**

11. The eligibility criteria of office bearers and members (w.e.f 01 Oct 2009) will be as under:

**(a) Chairman (Applicable to Centres having 200 or more Corporate Members):-**

(i) **The Chairman** of a Centre shall be a Fellow or above of the Institution with at least five years of continuous membership in the class of Fellow or above as on 31<sup>st</sup> December of the previous year.

(ii) **He should be an elected member of the outgoing Executive Committee.**

(iii) ***The term of a Chairman of a Centre shall be of two years. He shall retire on completion of his term in office.***

***(iv) After completing the tenure as a Chairman of a Centre, he cannot be a member of EC in any capacity other than Immediate Past Chairman of the Centre.***

(v) A Corporate Member who has served as a Chairman in a Centre and completed his/her tenure will not be allowed to contest for Executive Committee Member of any other Centre. However, a Corporate Member who has served as a Chairman in a Sub-Centre is eligible to contest as Member/Hony Secretary/Hony Treasurer/Chairman of any Centre.

(vi) In case of non-receipt of nomination for the office of the Chairman from the outgoing Executive Committee, a Fellow or above with at least five years of continuous membership in the class of Fellow or above as on 31 December of the previous year from amongst the Corporate Members of the Centre may be elected as Chairman by a special resolution of the outgoing Executive Committee. Prior approval of the President in writing shall be obtained in such cases.

New

**(b) Chairman (Applicable to Centres/Sub-Centres having less than 200 Corporate Members):-**

(i) The Chairman of a Centre/Sub-Centre shall be a Fellow or above of the Institution with at least five years continuous membership in the class of Fellow or above as on 31<sup>st</sup> December of the previous year.

(ii) He should be :

(aa) An elected member of the Executive Committee of the centre in the past, or

(ab) An elected member of the outgoing Executive Committee, or

(ac) The outgoing chairman in his first term as Chairman, or

(ad) The Chairman for one term in the past in the same Centre

(iii) The term of a Chairman of a Centre/Sub-Centre having less than 200 Corporate Members shall be of two years. He shall retire on completion of his term in Office. He shall be eligible for re-election for further two years at the same Centre/Sub-Centre.

(iv) After completing his tenure as Chairman of a Centre/Sub-Centre either for one or two terms, he cannot be a Member of the Executive Committee in any capacity other than immediate Past Chairman of the Centre/Sub-Centre.

(v) A Corporate Member who has served as a Chairman in a Centre and completed his/her tenure will not be allowed to contest for the Executive Committee Member of any other Centre. However, a Corporate Member who has served as Chairman in a Sub-Centre is eligible to contest as Member/Honorary Secretary/Honorary Treasurer of any Centre.

(vi) In case of non-receipt of nomination for the Office of Chairman either from outgoing Executive Committee or from the outgoing Chairman in his first term as Chairman, a Fellow or above with at least five years of continuous membership in the class of Fellow or above as on 31<sup>st</sup> December of the previous year from amongst the Corporate Members of the Centre may be elected as Chairman by a special resolution of the outgoing Executive Committee. Prior approval of the President in writing shall be obtained in such cases.

(iv) Co-opted member shall not be eligible to stand for the election of a Chairman.

## New

(b) The Hony Secretary/Hony Treasurer of a Centre shall be a Member IETE or above with at least three years continuous membership as MIETE of the Institution as on 31<sup>st</sup> December of the previous year.

(i) In case of non-receipt of nominations for the Office of Hony Secretary/Hony Treasurer, the new Executive Committee, may elect one of the elected members of these offices. Vacancies so created may be filled up from the reserves on panel if exists and/or at the AGM from the Members present.

11(c) A member of Executive Committee shall be a Corporate Member in good standing as on 31<sup>st</sup> December of the previous year.

(vii) Co-opted members shall not be eligible to contest election for Chairman

(c) Vice-Chairman(Applicable to Centres and Sub-Centres)

(i) The Vice -Chairman shall -  
(aa) either be a Fellow or above, or  
(ab) a Member IETE with at least five years continuous membership of MIETE of the Institution.

(d) Hony Secretary/Hony Treasurer(Applicable to Centres and Sub-Centres):-

(i) The Hony Secretary/Hony Treasurer of a Centre/Sub-Centre shall -  
(aa) either be a Fellow or above, or  
(ab) a Member with at least three years continuous membership as MIETE of the Institution.

(ii) In case of non-receipt of nominations for the Office of Hony Secretary/Hony Treasurer, the new Executive Committee, may elect one of the elected members for these offices. Vacancies so created may be filled up from the reserves on panel if exists and/or at the AGM from the Members present.

(e) Member(Applicable to Centres and Sub-Centres).

(i) A Member of the Executive Committee shall -

(aa) either be a Member IETE or above, or

(ab) An Associate Member with at least five years of continuous membership as AMIETE of the Institution

New

New

New

(d) A Member shall not be eligible to contest more than one post during the election at a Centre and/or Sub-Centre and shall render a certificate to that effect alongwith the nomination form.

(e) In a situation demanding any relaxation in the election/eligibility for Chairman, Hony Secretary , Hony Treasurer or any other matter relating to local centre elections, the case shall be referred to the President of the Institution for his direction in writing.

(f) No Member/Hony Secretary/Hony Treasurer of a Centre shall be eligible for election for more than two successive tenures. Total tenure of any elected Member/Hony Secretary/Hony Treasurer/Members of a Centre shall not be more than four years in succession. None of them shall be eligible for re-election until the expiry of two years from the date of retirement.

#### Rule 11(continued)

##### (f) General Eligibility Criteria (Applicable to all Categories and Centres/Sub-Centres).

(i) All Members of the Executive Committee of a Centre/Sub-Centre shall belong to the class as given in this rule and should be citizens of India( except Centres abroad) and their office shall be Honorary and without remuneration.

(ii) All Members including Office Bearers of the Executive Committee shall be in good standing as on 31<sup>st</sup> December of the previous year.

(iii) A candidate shall not be eligible to contest for more than one post during the election at a Centre and/or Sub-Centre and shall render a certificate to that effect alongwith the nomination form.

(iv) In a situation demanding any relaxation in the election/eligibility for Chairman, Vice-Chairman, Hony Secretary , Hony Treasurer and Members or any other matter relating to Centre/Sub-Centre election, the case shall be referred to the President of the Institution for his direction in writing. **The President's direction shall be final .**

(v) No Member/Hony Secretary/Hony treasurer/Vice Chairman of a Centre/Sub-Centre or Chairman of a Centre/Sub-Centre having less than 200 Corporate Members shall be eligible for election for more than two successive tenure.

(vi) Total tenure of any elected member/Hony Secretary/Hony Treasurer of a Centre/Sub-Centre shall not be more than four years in succession. None of them shall be eligible for re-election until the expiry of two years from the date of retirement.

## Rule 11(Continued)

(g) Total number of years in Executive Committee as Member/Hony Treasurer/Hony Secretary and /or as a Chairman shall not exceed twelve years. This will be effective from 01 July 1996.

(h) Vacancy occurring in the Committee from time to time during the currency of the term of the existing Executive Committee may be filled from the reserves on the panel.

(i) Candidates contesting for the office of the Chairman, Hony Secretary, Hony Treasurer shall not be the nominees for the election to the Council for the year.

(j) A Past President of IETE is not entitled to hold any office at the Centre (including member of the Executive Committee)

(k) A Council Member who has completed three tenures of the Council is not entitled to hold any office at the Centre (including member of the Executive Committee).

(vii) Total number of years in Executive Committee as Member/Hony Treasurer/Hony Secretary/**Vice-Chairman** and /or as a Chairman shall not exceed twelve years. This is effective from 01 July 1996.

(viii) Vacancy occurring in the Committee from time to time during the currency of the term of the existing Executive Committee may be filled from the reserves on the panel.

(ix) Candidates contesting for the office of the Chairman, Hony Secretary, Hony Treasurer/**Members** shall not be the nominees for the election to the Council for the year.

(x) A Past President of IETE is not entitled to hold any office at the Centre (including member of the Executive Committee)

(xi) A Council Member who has completed three tenures of the Council is not entitled to hold any office at the Centre (including member of the Executive Committee).

## 12. OBSERVER FOR THE CENTRE

(a) The President shall appoint an Observer preferably a Council Member for each Centre prior to the election of the Executive Committee not later than 15<sup>th</sup> February of the year in which it is due to take place.

8(b) The Executive Committee of the Centre shall intimate to the Observer, the name of the Returning Officer and composition of the Board of Scrutineers. Notwithstanding the above, the President may, if the situation warrants, ask the Observer to act as the Returning Officer for election of Executive Committee. The Returning Office will then draw the time schedule for the election activity. The Observer as well as the Returning Officer shall be present on the following occasion:

- (i) On the date of scrutiny of the nominations,
- (ii) On the date of scrutiny of withdrawals by the nominees,
- (iii) On the day of finalising the ballot inclusive of the bio-data of the contestants,
- (iv) On the dy of issuing of ballot papers, and
- (v) On the date and time of counting when election held by Postal Ballot.

(c) The Observer is not eligible to contest any election of Centres/Sub-Centres or Council

(d) In case the Observer is unable to attend the Annual general Meeting of where not so appointed, the Chairman of the Centre shall, with the approval of the President request a senior member at the Centre to act as an Observer. The Observer shall submit his report about election including those of the Student Members to the President after Annual General Meeting.

## 12 OBSERVER FOR THES CENTRE

**(a) Delete ( as shifted to Rule 8(b))**

**(b) Delete (as shifted to Rule 8(c))**

**(a) No Change**

**(b) No change**

**( Change in paragraphs as (a) & (b) respectively)**

#### 14.EXECUTIVE COMMITTEE AND MEETINGS

The affairs of a Centre are run by a Committee known as Executive Committee. Points relating to Executive Committee are as under:-

(a) The affairs of the **Local** Centre shall be conducted and the property and money thereof shall be administered by an Executive Committee consisting of a Chairman, Hony Secretary, Hony Treasurer, Immediate Past Chairman and not more than nine members of the Institution. Of the elected members , two members shall be from amongst the student members of the Centre, one each from AMIETE& DipIETE . One of the two Vice-Chairmen decided by the Executive Committee will preside over the Executive Committee meetings in the absence of the Chairman.

(b) The Executive Committee can co-opt additional members as and when considered necessary but this number cannot exceed  $2/3^{\text{rd}}$  of the elected Executive Committee Members or seven, whichever is lesser. Out of these, one member should be from the Industry. The elected Executive Committee Members include Chairperson, Hony Secretary and Hony Treasurer.

**New**

#### EXECUTIVE COMMITTEE FUNCTIONS & RESPONSIBILITIES

14 The various functions, responsibilities and procedure for conduct of Executive Committee meetings are as under:-

(a) The affairs of the Centre shall be conducted and the property and money thereof shall be administered by an Executive Committee. The composition of Executive Committee will be as per Rule 7.

**(b) Delete**

**(b) Number of meetings:** The Executive Committee shall hold regular meetings. The frequency of these meetings should preferably be once a month but in no case less than once in two months.

(c) The number(s) of the Council residing within the jurisdiction of a Centre will be a permanent invitees to the meetings of the Executive Committee of the Centre

(d) The term of the Executive Committee of a Centre shall be two years reckoned from 1<sup>st</sup> July of a year to 30<sup>th</sup> June of the next to next year.

(e) The quorum for a meeting of the Executive Committee shall be a minimum of five.

**New**

## **Rule 14 (Continued)**

**Delete**

**Delete**

**(c)Quorum:**

*(i) The quorum for a meeting of the Executive Committee of a Centre shall be a minimum of five members including the office bearers viz. Chairman, Hony Secretary and Hony Treasurer but excluding the Co-opted members.*

*(ii) If even after half an hour, the quorum is not complete, the Executive Committee can still assemble to transact the business as listed in the agenda. However, no financial or major policy decision can be taken in this meeting.*

**(d) Temporary Absence of Office Bearers**

*(i) Chairman. In case of the temporary absence of the Chairman, Senior Vice Chairman shall Preside over the EC meetings.*

*(ii) Hony Secretary/Hony Treasurer. In case of temporary absence of the Hony Secretary/Hony Treasurer, the Chairman will entrust the responsibility to any other Executive Committee Member. The Hony Secretary/Hony Treasurer as the case may be, shall resume his duties on his joining.*

***(f) Resignation of Office Bearers***

(i) The authority, competent to accept the resignations of the office bearers/members of the Executive Committee shall be the Executive Committee by a simple majority at its meeting.

**New**

***Rule 14(Continued)***

***(e) Resignation/Vacation of the Office by the Office Bearers/Members: -***

***(i) No Change***

***(ii) Chairman***

***(aa) In case the office of Chairman is vacated for any reason, the Senior Vice-Chairman will officiate till a new Chairman is elected.***

***(ab) The election process and the eligibility criteria will be the same as given Rule 8 , 9 & 11 as applicable except the provision that the nomination of the Chairman should be from the outgoing Committee. In this case, the existing Committee will be considered as outgoing Committee.***

***(ac) If the newly elected Chairman holds the office for 12 months or more, his tenure will be counted as one full tenure. In case, this tenure is less than 12 months, it will be treated as the Casual Vacancy and shall not count as a tenure.***

**Rule 14 (Continued)**

***(ad) In case the remaining term after the vacation of the office by the Chairman is less than 9 months, no election shall be conducted and Senior Vice Chairman shall continue to officiate as the Chairman till the end of the tenure of the Executive Committee***

***(ii) Vice Chairman/Hony Secretary/Hony Treasurer***

***(aa) In case the Office of the Vice-Chairmen/ Hony Secretary/Hony Treasurer is vacated , the Executive Committee will elect the Vice Chairmen/ Hony Secretary/Hony Treasurer/, as the case may be from amongst the members of the Executive Committee subject to their meeting the eligibility criteria.***

***(iii) Nomination from Reserve Panel***

***(aa) In all such cases where the office has been vacated by one Office Bearer or any other member of the Executive Committee, the Chairman shall nominate the first member on the reserve list as a EC Member. The tenure of this EC member will be counted in the same manner as the tenure of the Chairman as enunciated above.***

***(ab) The nomination of the members of Executive Committee from the reserve list will be made after the election process for the Chairman/Vice Chairmen/Hony Secretary/Hony Treasurer/ has been completed.***

## 18.FINANCIAL YEAR/FINANCIAL TRANSACTIONS

The financial year and financial transitions of a Local Centre will be governed as under:

- (a) The Financial year of the Centre shall be from 01 Apr to 31<sup>st</sup> March next year
- (b) The bank accounts shall be in the name of the Institution and shall be operated jointly by any two of the three office bearers of the Local Centre viz. Chairman, Hony Secretary and Hony Treasurer of the Local Centre.

## FINANCIAL YEAR/FINANCIAL TRANSACTIONS

18. The financial year and financial transactions of a Centre will be governed as under:

- (a) **No Change**
- (b) **All Centres will open an account in a scheduled Bank on an authority letter issued by the HQ.** The bank accounts shall be in the name of the Institution and shall be operated jointly by any two of the three office bearers of the Centre viz. Chairman, Hony Secretary and Hony Treasurer of the Centre.

(c ) Power of office bearers for expenditure shall be as under:

- (i) Chairman Rs 8000/- per transaction
- (ii) Hony Secretary/Hony Treasurer Rs 2000/- per transactions
- (iii) Beyond these limits prior approval of the Executive Committee shall be obtained. All financial transactions will be reported to the Executive Committee.

18(d),18(e) and 18(f)

20(a),20(b) and 20(c)

20(d) (i) & (ii)

New

### **Rule 18 (Continued)**

(c ) Power of office bearers for expenditure shall be as under:

- (i) Chairman Rs 10,000/- per transaction
- (ii) Hony Secretary/Hony Treasurer Rs 2500/- per transactions
- (iii) No Change.

No Change

No Change

No Change

### **20(d) HANDING OVER/TAKING OVER**

#### **Insert para20(d) (iii)**

*(iii) If the elections to the Executive Committee has been completed and the outgoing Executive Committee fails to hand over the assets and the liabilities and accounts to the new Executive Committee , the new Executive Committee shall refer the matter to the President. The IETE HQ may then invoke one or more of the following provisions:-*

*(aa) Stoppage of operation of the Bank account by the outgoing Executive Committee.*

*(ab) Stoppage of the grant to the Centres till the issue is resolved.*

*(ac) Any other action as deemed necessary by the HQ.*

***SUB-CENTRES :EXISTING***

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**25. FORMING OF SUB CENTRES**

A Sub-Centre is formed as per the following provisions/norms.

(a) There shall be at least 50 Corporate Members in a geographical area for forming a Sub-Centre.

(b) Further, notwithstanding anything contained in Byelaw 83 (a) and (b), the Council may, if considered appropriate, will ensure that the distance between any two Sub-Centres or between a Sub-Centre and a Local Centre is not less than 15 km, and between any two Local Centres is not less than 100 km.

**SUB-CENTRES: PROPOSED**

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**FORMING OF SUB-CENTRES**

25. A Sub-Centre may be as per the following provisions/norms.

(a) There shall be at least 50 Corporate Members and 100 Student members in the geographical area for forming a Sub-Centre. Out of the Corporate Members, at least 20 Corporate Members should be from the city and the adjoining city/cities where Sub-Centre is located.

**No Change**

## EXECUTIVE COMMITTEE

26. The affairs of a Sub-Centre are run by a Committee known as Executive Committee . Points relating to Executive Committee are as under:-

26(a) The affairs of the Sub-Centre shall be conducted and the money there of shall be administered by an Executive Committee consisting of a Chairman, Hony Secretary, Hony Treasurer, Immediate Past Chairman and not more than nine members of the Institution, two of whom shall also be elected as Vice-Chairmen. Of the elected members, two members shall be from amongst the student members of the Centre, one each from AMETE & DIPIETE. One of the two Vice-Chairmen decided by the Executive Committee will preside over the Executive Committee Meetings in the absence of the Chairman.

New

New

(b) The Executive Committee can co-opt additional members as and when considered necessary but this number cannot exceed  $2/3^{\text{rd}}$  of the elected Executive Committee Members or seven, whichever is less. Out of these, one member should be from the Industry. The elected Executive Committee Members includes Chairperson, Hony Secretary and Hony Treasurer.

## EXECUTIVE COMMITTEE

26. The affairs of a Sub-Centre are run by a Committee known as Executive Committee(EC).

(a). The Executive Committee of a Sub-Centre shall consist of 13 members as under

- (a) 1 -Chairman
- (b) 2- - Immediate Past Chairman
- (c) 3-4 -Vice Chairmen
- (d) 5-6 - Honorary Secretary and Honorary Treasurer
- (e) 7-11 -5 elected members of the Executive Committee
- (f) 12-13 -2 Student Representatives (one each from AMIETE and DipIETE)

(b) Two of the seven elected members of the Executive Committee shall be elected as Vice-Chairmen as per Rule 8.

(c) Of the 13 Members of the Executive Committee, Chairman, Vice-Chairmen, Hony Secretary and Hony Treasurer will be known as Office bearers.

(d) The Executive Committee can co-opt additional members as and when considered necessary but this number cannot exceed five. Out of these, one member should be from the Industry. The elected Executive Committee Members includes Chairperson, Hony Secretary and Hony Treasurer.

(c) The member(s) of the Council residing within the jurisdiction of a Centre will be permanent invitee to the meetings of the Executive Committee of the Sub-Centre.

(d) The term of the Executive Committee of a Sub-Centre shall be of two years reckoned from 1<sup>st</sup> July of a year to 30<sup>th</sup> June of the next to next year.

New

New

#### **27. ELIGIBILITY FOR OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE AND STUDENT REPRESENTATIVES**

The eligibility for office bearers and members of the Executive Committee of Sub-Centres will be governed as per Rule 11, except that limitation of twelve years not be applicable for Sub-Centres. Similarly, Student Representatives will be elected as per Rule 10.

#### **Rule 26 (Continued)**

(e ) The member(s) of the Council residing within the jurisdiction of a Centre **shall only be a** permanent invitee to the meetings of the Executive Committee of the Centre.

(f) The term of the Executive Committee shall be two years from 01 July of the 1<sup>st</sup> year to 30 June next to next year. **If for any reason, the new Executive Committee takes over any time during the currency of the tenure, its term shall also expire on the same date as that of the original Executive Committee..**

(g) Co-opted members and student representatives will not have the voting rights.

(h) Vacancy occurring in the Executive Committee from time to time during the currency of the existing Executive Committee shall be filled from the reserve list of the panel.

#### **ELIGIBILITY FOR OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE AND STUDENT REPRESENTATIVES**

27. The eligibility for office bearers and members of the Executive Committee of Sub-Centres will be governed as per Rule 11 except that limitation of twelve years **will** not be applicable for Sub-Centres. Similarly, Student Representatives will be elected as per Rule 10.

## 28 ELECTION PROCEDURE

The election procedure of a Sub-Centre will be as under:

(a) Election of the office bearers and members of the Executive Committee shall be held, in the presence of the Observer appointed by the Chairman of its Local Centre (as given in Rule 49) at the Annual General Meeting of Corporate Members, in good standing from amongst the members present at the Annual General Meeting. It is the duty of the Observer to ensure that only bonafide Corporate Members present in the AGM participate in the election process.

New

New

(b) The Observer shall announce the name of the eligible candidates for nomination from the presently constituted Executive Committee.

## ELECTION PROCEDURE

28. The election of the Executive Committee of a Sub-Centre will be held as under:

(a) The election of the Office Bearers including Chairman and members of the Committee shall be held in the presence of the Observer appointed by the Chairman of its Centre (as given in **Rule 31**) at the Annual General Meeting. It is the duty of the Observer to ensure that only bonafide Corporate Members present in the AGM participate in the election process.

(b) The eligibility criteria for Chairman, Vice-Chairmen, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in Rule 11.

(c) Each candidate for election shall be proposed and duly seconded by a Corporate Member of the Institution from amongst the Corporate Members present at the Annual General Meeting. The nominees and proposers /seconders shall be Corporate members in good standing as on 31 December of the previous year.

(d) The Observer shall announce the names of the eligible candidates for nomination from the presently constituted Executive Committee (**outgoing**).

28(c),28(d), 28(e),28(f) & 20(g)

29. Each candidate for election shall be proposed and duly seconded by a Corporate Member of the Institution from amongst the Corporate Members present at the Annual General Meeting. The nominees and proposers/seconders shall be Corporate members in good standing. The Chairman of the ensuing year shall be from amongst elected members of the out-going Executive Committee.

30. Vacancies occurring in the committee during any financial year may be filled by co-option.

**28(e) ,28(f) 28(g),28(h) & 28(i) No Change except paragraph numbers**

**29. The Election of Office Bearers will be as under:**

**(a) The elected members of the Executive Committee shall elect two Vice Chairmen.**

**(b) The eligibility criteria for Vice-Chairmen, Hony Secretary and Hony Treasurer and members are given in Rule 11 .**

**30 Vacancies occurring in the Committee during the currency of the Executive Committee may be filled from the reserve panel/Co-option.**

### **32. EXECUTIVE COMMITTEE AND MEETINGS**

The affairs of a Sub-Centre are run by a Committee known as Executive Committee . Points relating to Executive Committee are as under

(a) The affairs of the Sub-Centre shall be conducted and the property and money thereof shall be administered by an Executive Committee consisting of a Chairman, Hony Secretary, Hony Treasurer, Immediate Past Chairman and not more than nine members of the Institution. Of the elected members, two members shall be from amongst the student members of the Centre, one each from AMIETE and DIPIETE. One of the two Vice Chairmen decided by the Executive Committee will preside over the Executive Committee meetings in eh absence of the Chairman.

(b) The Executive Committee can co-opt additional members as and when considered necessary but this number cannot exceed  $2/3^{\text{rd}}$  of the elected Executive Committee Members or seven, whichever is lesser. Out of these, one member should be from the industry. The elected Executive Committee Members include Chairperson, Hony Secretary and Hony Treasurer.

New

(c) The Member(s) of the Council residing within the jurisdiction of a Centre will be a permanent invitees to the meetings of the Executive Committee of the Centre.

### **EXECUTIVE COMMITTEE FUNCTIONS & RESPONSIBILITIES**

***32. The various functions, responsibilities and procedure for conduct of Executive Committee meetings are as under:***

***(a) The affairs of the Sub-Centre shall be conducted and the property and money thereof shall be administered by an Executive Committee. The composition of Executive Committee will be as per Rule 26.***

***(b) Delete***

**(b) Number of meetings: The Executive Committee shall hold regular meetings. The frequency of these meetings should preferably be once a month but in no case less than once in two months.**

***(c) Delete***

(d) The term of the Executive Committee of a Centre shall be two years reckoned from 1<sup>st</sup> July of a year to 30<sup>th</sup> June of the next to next year

(e) Quorum: The quorum for a meeting of the Executive Committee shall be a minimum of five.

**New**

**Rule 32(continued)**

**Delete**

(c) Quorum: The quorum for a meeting of the Executive Committee shall be a minimum of five.

*(i) The quorum for a meeting of the Executive Committee of a Centre shall be a minimum of five members including the office bearers viz. Chairman, Hony Secretary and Hony Treasurer but excluding the Co-opted members.*

*(ii) If even after half an hour, the quorum is not complete, the Executive Committee can still assemble to transact the business as listed in the agenda However, no financial or major policy decision can be taken in this meeting.*

**(d) Temporary Absence of Office bearers**

*(i) Chairman. In case of the temporary absence of the Chairman, Senior Vice Chairman shall Preside over the EC meetings.*

*(ii) Hony Secretary/Hony Treasurer. In case of temporary absence of the Hony Secretary/Hony Treasurer, the Chairman will entrust the responsibility to any other Executive Committee Member. The Hony Secretary/Hony Treasurer as the case may be, shall resume his duties on his joining.*

***((f) Resignation of Office Bearers***

(i) The authority, competent to accept the resignations of the Office bearers/members of the Executive Committee shall be the Executive Committee by a simple majority at its meeting.

**New**

***Rule 32(continued***

***(e) Resignation/Vacation of the Office by the Office Bearers/Members:-***

***(i) No Change***

***(ii) Chairman***

***(aa) In case the office of Chairman is vacated for any reason, the Senior Vice-Chairman will officiate till a new Chairman is elected.***

***(ab) The election process and the eligibility criteria will be the same as given Rule 8 , 9 & 11 as applicable except the provision that the nomination of the Chairman should be from the outgoing Committee. In this case, the existing Committee will be considered as outgoing Committee.***

***(ac) If the newly elected Chairman holds the office for 12 months or more, his tenure will be counted as one full tenure. In case, this tenure is less than 12 months, it will be treated as the Casual Vacancy and shall not count as a tenure.***

**Rule 32(continued)**

*(ad) In case the remaining term after the vacation of the office by the Chairman is less than 9 months, no election shall be conducted and Senior Vice Chairman shall continue to officiate as the Chairman till the end of the tenure of the Executive Committee.*

**(ii) Vice-Chairmen/ Hony Secretary/Hony Treasurer**

*(aa) In case the Office of the Vice Chairmen/ Hony Secretary/Hony Treasurer is vacated , the Executive Committee will elect the Vice Chairmen /Hony Secretary/Hony Treasurer as the case may be from amongst the members of the Executive Committee subject to they are meeting the eligibility criteria.*

**(iii) Nomination from Reserve Panel**

*(aa) In all such cases where the office has been vacated by one Office Bearer or any other member of the Executive Committee, the Chairman shall nominate the first member on the reserve list as a EC Member. The tenure of this EC member will be counted in the same as the tenure of the Chairman as enunciated above.*

*(ab) The nomination of the member from the reserve list will be made after the election process for the Chairman/Hony Secretary/Hony Treasurer/Vice Chairmen has been completed.*

### 36. FINANCIAL YEAR/FINANCIAL TRANSACTIONS

The financial year and financial transactions of a Sub-Centre will be governed as under:

(a) The Financial year of the Centre shall be from 01 Apr to 31<sup>st</sup> March next year

(b) The bank accounts shall be in the name of the Institution and shall be operated jointly by any two of the three office bearers of the Local Centre viz. Chairman, Hony Secretary and Hony Treasurer of the Local Centre.

(c ) Power of office bearers for expenditure shall be as under:

(i) Chairman Rs 8000/0 per transaction.

(ii) Hony Secretary/Hony Treasurer Rs 2000/- per transactions.

(iii) Beyond these limits prior approval of the Executive Committee shall be obtained. All financial transactions will be reported to the Executive Committee

**36 (d),(e) & (f)**

### FINANCIAL YEAR/FINANCIAL TRANSACTIONS

36. The financial year and financial transactions of a Centre will be governed as under:

No Change

**(b) All Centres will open an account in a scheduled Bank on an authority letter issued by the HQ.** The bank accounts shall be in the name of the Institution and shall be operated jointly by any two of the three office bearers of the Centre viz. Chairman, Hony Secretary and Hony Treasurer of the Centre.

(c ) Power of office bearers for expenditure shall be as under:

(i) **Chairman Rs 10,000/- per transaction**

(ii) **Hony Secretary/Hony Treasurer Rs 2500/- per transactions**

(iii) **No Change.**

**No Change**

38(d) (i) & (ii)

No Change

New

**38(d) HANDING OVER/TAKING OVER**

**Insert para 38(d) para (iii)**

*(iii) If the elections to the Executive Committee has been completed and the outgoing Executive Committee fails to hand over the assets one or all ,the liabilities and accounts to the new Executive Committee , the new Executive Committee shall refer the matter to the President. The IETE HQ may then invoke one or more of the following provisions:-*

*(aa) Stoppage of operation of the Bank account by the outgoing Executive Committee*

*(ab) Stoppage of the grant to the Centres till the issue is resolved.*

*(ac) Any other action as deemed necessary by the HQ.*

