



MEMORANDUM & ARTICLES OF ASSOCIATION

OF THE

The Institute of Marine Engineers (India)

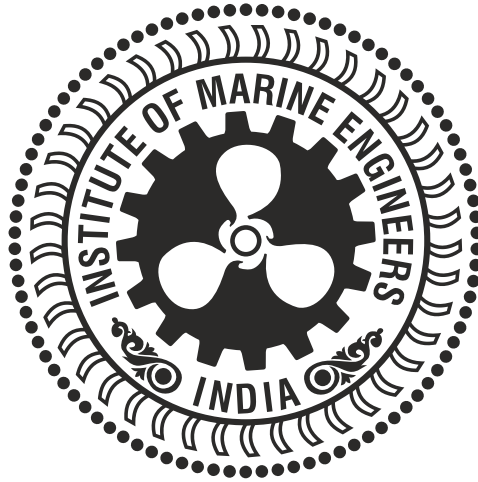
[INCLUDING BRANCH RULES & BENEVOLENCE FUND RULES]

REVISED ISSUE.....11-5-2013

(TAKEN ON RECORD BY CHARITY COMMISSIONER'S OFFICE ON 05TH SEPTEMBER 2015)

The Institute of Marine Engineers (India)

1012, Maker Chamber V, Nariman Point, Mumbai - 400 021.
Tel : 2283 40 35 / 2285 11 95



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**The Institute of Marine Engineers
(India)**

(INCLUDING BRANCH RULES & BENEVOLENCE FUND RULES)

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- 1) All the above were initial submitted to, and taken on record by, the Registrar of Societies and the Charity Commissioner on 30th July 1994.
- 2) Further rationalization and simplification of the Rules was carried out in August 2001 with the aim of avoiding the need to make frequent changes in these documents. These rationalized Articles were duly placed before the General Body at the 18th Annual General Meeting held on 29th September 2001 at IMEI House and approved by the General Body at this Annual General Meeting. A confirmatory Extra Ordinary General Meeting was also held on 27th September 2003, when the General Body confirmed the previous approval.
- 3) These amended and rationalized articles are rules were submitted to the Charity Commissioner's Office and taken on record by the Charity Commissioner's Office on 22nd December 2004.
- 4) Further rationalization and simplification of the Rules was carried out in 11-5-2013 with the aim of avoiding the need to make frequent changes in these documents. These rationalized Articles were duly placed before the General Body at the 11th May 2013 in Extra Ordinary General Meeting.
- 5) These amended and rationalized articles are rules were submitted to the Charity Commissioner's Office and taken on record by the Charity Commissioner's Office on 5th September 2015.



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MEMORANDUM OF ASSOCIATION
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MEMORANDUM OF ASSOCIATION OF
THE INSTITUTE OF MARINE ENGINEERS (INDIA)

1012, Maker Chambers V, Nariman Point, Mumbai - 400 021.

Tel. : 2283 40 35 / 2285 11 95

Memorandum of Association for the Establishment of The Institute of Marine Engineers (India) in the matter of Act XXI of 1860 for the Registration of Literary, Scientific and Charitable Societies and in the matter of The Institute of Marine Engineers (India).

1. NAME

Name of the Society shall be "The Institute of Marine Engineers (India)" hereinafter referred to as "The Institute".

2. REGISTERED OFFICE

Registered Office of the Institute shall be located in Mumbai at the following address :

THE INSTITUTE OF MARINE ENGINEERS (INDIA)

1012 Maker Chambers V

Nariman Point

Mumbai - 400 021

3. JURISDICTION

The Institute shall function within the Republic of India and shall have powers to set up local Branches/Chapters of the Institute at various places in India and abroad (subject to foreign exchange regulations) in the manner provided in the "Articles of Association" of the Institute hereinafter referred to as Articles, which will also define the powers, privileges, liabilities, obligations and scope of activity of such branches/chapters.

4. OBJECTS OF THE SOCIETY

The object and purposes for which the Institute is constituted are

- 4.1 to promote the scientific development of Marine Engineering in all its branches and in the furtherance of such knowledge.
- 4.2 to enable Marine Engineers to meet and correspond to facilitate the inter change of ideas respecting improvements and improved methods of working machinery, and to publish and communicate information on such objects;
- 4.3 to uphold the status of members of the Institute by prescribing or holding examination for candidates for election or by requiring standards of knowledge and experience which can be approved;
- 4.4 to co-operate with Universities, other educational institutions and public educational bodies for the furtherance of education in engineering science.
- 4.5 to constitute and maintain a Benevolence Fund, for affording relief to indigent members of the Institute and the families of deceased members. This fund, being solely devoted to granting financial assistance after defraying expenses, to be known as the "Benevolence Fund", and to operate as per specific guidelines formulated by the Institute.

5. GOVERNING COUNCIL

The First Governing Council in the year 1980 of the Institute consisted of the following members:-



FULL NAME	ADDRESS	OCCUPATION
C. L. Bhandari	B-66, Defence Colony New Delhi - 110 024	Rear Adm. (Indian Navy) Retired
H. J. Dubash	Kelvinator of India Ltd. Faridabad, Haryana - 121 001.	Marine Engineer (Service)
A. T. Joseph	C/o. South India Shipping Corporation Ltd., Chennai House, Esplanade Road, Madras-600 006.	Marine Engineer (Service)
R. S. Nayar	5A Lands End, Dongersey Road, Bombay-400 006	Marine Engineer (Service)
K. Parthasarthy	Shipping Corporation of India Ltd., Shipping House, 229/232, Madame Cama Rd., Bombay - 400 021.	Marine Engineer (Service)
P. L. D'Abreo	Kamath & D'Abreo, Wellington Island, Cochin - 682 001.	Marine Engineer (Service)
B. R. Parti	Cochin Shipyard Ltd., Cochin - 682 015.	Commander (Indian Navy)
R. G. Sathaye	Scindia Steam Navigation Company Ltd., Scindia House, Ballard Estate, Bombay - 400 038.	Marine Engineer (Service)
T. K. Sengupta	Central Inland Water Transport Corpn. Ltd., Garden Reach Road, Calcutta - 700 043.	Marine Engineer (Service)
Manojit Sen	C/o. Greaves Cotton Co. Ltd., Thapar House, 25, Brabourne Road, Calcutta - 700 001.	Marine Engineer (Service)



6. REGISTRATION

The undersigned being desirous of forming into an Association to be registered under the Societies Registration Act, 1860, did subscribe their names and addresses to this Memorandum.

NAME	ADDRESS	SIGNATURE
K. Kishor	823 Hyderabad Estate L. Jagmohandas Marg, Bombay - 400 006.	K. Kishor
R. S. Nayar	5A Lands End, Dongersey Road, Bombay - 400 006.	R. S. Nayar
K. Parthasarthy	Shipping Corporation of India Ltd., Shipping House, 229/232 Madame Cama Rd., Bombay - 400 021.	K. Parthasarthy
R. G. Sathaye	Scindia Steam Navigation Co. Ltd., Scindia House, Ballard Estate, Bombay 400 038.	R. G. Sathaye
S. K. Sood	Shipping Corporation of India Ltd., Shipping House, 229/232 Madame Cama Rd., Bombay - 400 021.	S. K. Sood
H. K. Taneja	Indian Register of Shipping C/o. Shipping Corporation of India Ltd., Shipping House, (7th Floor), 229/232 Madame Cama Rd., Bombay - 400 021.	H. K. Taneja
K. K. Malik	'Basant Parvathy', Abdul Gafarkhan Road, Bombay - 400 018.	K. K. Malik



PART II
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(INDIA)
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ARTICLES OF THE INSTITUTE OF MARINE ENGINEERS (INDIA)

1.0 DEFINITIONS

In these Articles, except where inconsistent with the context, the following expressions shall have the following meanings:-

“The Institute” means The Institute of Marine Engineers (India).

“The `Council” means the Governing Council of the Institute.

“Roll” means the membership Roll of the Institute.

“Corporate Member” means any person on the Roll as a Fellow or Member or Associate Member and “Corporate Membership” shall be construed accordingly.

“Voting Member” means any person being a paid up Corporate Member and “Voting Membership” shall be construed accordingly.

Except where it is used attributively to describe Membership of the Council or Staff, or where it is otherwise qualified by an adjective, the word `Member’ shall mean any person on the Roll.

The Statutes means The Societies Registration Act, 1860, the Bombay Public Trust Act 1950 & Bombay Public Trust Rules 1951.

Words imparting the masculine gender shall include the feminine and words in the singular shall include the plural and vice versa.

`Approved’, `Laid Down’ and `Recognized’ shall mean approved, laid down and recognized by the Council.

“Grievance Cell” shall mean a Sub-Committee for the purpose of addressing Members’ grievances including matters of Memberships.

1.1 The following abbreviations shall be used in the text of this document wherever necessary:

GC : GOVERNING COUNCIL, COUNCIL

HGS: HONORARY GENERAL SECRETARY

HO : HEAD OFFICE OF THE INSTITUTE

IME(I) or IME: THE INSTITUTE OF MARINE ENGINEERS (INDIA)

1.2 ORGANISATION OF THE INSTITUTE

1.2.1 The Head office of the Institute shall be situated at the following address:

The Institute of Marine Engineers (India) IMEI House, Sector-19, Plot no. 94, Nerul, Navi Mumbai—4000706

2.0 MEMBERSHIP OF THE INSTITUTE

2.1 There shall be the following grade of members, namely:-

2.1.1. Fellow

2.1.2. Member

2.1.3. Associate Member

2.1.4. Associate

2.1.5. Graduate

2.1.6. Student

2.1.7. Subscriber Members - not for individuals

2.2 The eligibility criteria for various grades of membership, as listed in Article no.2.1 above, will be as approved by the Governing Council and amended from time to time to keep the same up-to-date as per the requirements of the National Administration, as well as international requirements including those of the International Maritime Organization (IMO).



2.2.1 A corporate member shall after such election continue to exercise and be deemed always to have been entitled to exercise all the rights of the corporate member, even though he may have been or may be relieved by the council from the liability to pay further subscription .

2.3 The Council shall have the power to elect from time to time :

i) Honorary Fellow

from amongst those non –members who have rendered outstanding service in marine field and / or worked for the furtherance of the institute

3.0 ELECTION OF MEMBERS

3.1. Every candidate for admission as a Corporate or a Non Corporate member shall complete and sign a form of application as prescribed by the Council.

3.2. Every candidate for admission except a Student shall be proposed by one Corporate Member and seconded by another corporate member. The candidate must be personally known to either the proposer or the seconder.

3.3 Every candidate for admission as a Student member should get his application authenticated by the head / authorized signatory of the marine engineering training academy approved by DG Shipping where he is undergoing his training and duly discharged with his seal and signature. The application form for election as Student need not necessarily be seconded.

3.4 All application forms shall be sent or handed over to the Institute accompanied by the appropriate entrance fee and subscription fee for the first year. Attested photo copies of all the documents as prescribed by the GC and indicated in the application form are to be submitted along with the Application Form.

3.5 All application forms for admission, after receipt and registration by the Institute shall be open to inspection by Council Members till the candidates are declared elected.

3.6 The power to elect and transfer all candidates shall be vested in the “Council”, and the member should be considered elected/transferred, if his application is approved by any two members of the Admission Sub Committee of the Council. At least one member of the Admission Sub Committee should be a member of the Governing Council, and the list of elected and transferred members should be provided to the Governing Council at each Meeting for ratification. Only those applications for which the Admission Sub Committee have any doubts regarding eligibility, should be forwarded to the Governing Council for advice and decision. Such candidates shall not be considered elected / transferred if they obtain less than four affirmative votes to each negative vote.

3.7 In case of non-election the decision only shall be recorded in the minutes, and a formal notification shall be made to the unsuccessful applicant. All fees paid by him shall be returned with such notification.

Any person duly elected, shall be given notice thereof by the Institute and his name shall be entered on the Roll.

4.0 TRANSFER OF CORPORATE AND NON CORPORATE MEMBERS

4.1 In the event of a person, duly elected to any grade of membership acquiring such additional qualifications as specified by the Council, as necessary for election or transfer to a higher grade of membership, the person shall be required to apply to the Institute for transfer to the appropriate higher grade.



4.2 An applicant for such transfer shall complete and sign a form of application prescribed by the Institute and submit the same together with photocopies of documents pertaining to additional qualification and experience only, as necessary for the upper grade applied for and prescribed transfer fees.

4.3 Each transfer application form shall comply with and be treated by the Institute in accordance with Articles 3.5 to 3.7. Inclusive.

Any candidate whose transfer from any one grade to any other upper grade is duly approved by the Council or by its delegated Admission Sub Committee, shall be given notice thereof by the Institute and the Roll shall be amended accordingly

5.0 MEMBERSHIP CERTIFICATES

Every person elected or transferred to any grade of Corporate Membership shall be entitled to a Certificate showing the class of membership to which he belongs, at an additional fee as may be prescribed by the Governing Council. All such certificates shall remain the property of the Institute and in the event of any holder ceasing to be a member, the Institute may request the return of his certificate

6.0 RIGHTS AND PRIVILEGES OF MEMBERS

The rights and privileges of every member shall be personal to himself and shall not be transferable or transmissible by his own act or by operation of law.

7.0 ABBREVIATED TITLES AND DESCRIPTION OF MEMBERSHIP

7.1 Each Corporate and Non-Corporate Member of the Institute may use the title of the grade to which he belongs or the abbreviation thereof, as provided by these Articles and shall use no other title or abbreviation to describe his relation to the Institute

7.2 Each member of the Institute is entitled to describe himself as follows :-

Honorary Fellow	Hon. F.I. Mar. E(I)
Fellow	F. I. Mar. E(I)
Member	M. I. Mar. E(I)
Associate Member	A. M. I. Mar .E(I)
Associate	A. I. Mar. E(I)
Graduate	G. I. Mar. E(I)
Student	S. I. Mar. E(I)
Subscriber	S. M. I. Mar. E(I)

8.0 ENTRANCE FEE, ANNUAL SUBSCRIPTIONS AND LIFE MEMBERSHIP FEE

8.1.1 Entrance fees and subscription fees shall be paid at rates as fixed by the Governing Council and revised from time to time. These fees should be revised every 2 years ; the basis being the consumer price index as given by the Bombay Chamber of Commerce. The Governing Council need to only decide as to what percentage of this rise (of 2 years) should be applied to the Subscription and Entrance fees.



- 8.1.2 Life Membership Fees are to be a function of the subscription fees for the grade of Fellow, being 15 times the Annual Subscription at the age of 30 years and below and subsequently being lower proportionately with age, right upto the age of 67 years as per table below :-

Age Next Birthday	Fees as a function of "Fellow" members subscription = F
30 }	15.O.F }
35 }	15.O.F }
36 }	14.O.F }
41 }	14.O.F }
42 }	13.5.F }
46 }	13.5.F }
47 }	12.5.F }
54 }	}
55 }	10.O.F }
60 }	}
61 }	7.5 F }
64 }	}
65 }	}
67 }	5.O.F }

Or as the GC decided in accordance with the circumstances permit from time to time

Anybody below the age of 30 years can become a Life Member by paying the same fees as fixed for age of 30 years unless his grade of membership has any limitation imposed on it either based on duration of membership at that grade or maximum age for that particular grade of membership.

Since Life Membership is basically offered based on subscription of a Fellow, anyone who is not a "Fellow", but wants to become a Life Member must pay all transfer fees upto the grade of a "Fellow".

- 8.1.3 Students studying to become Marine Engineers at any Institute approved by Director General of Shipping for conducting pre – sea Training will be admitted as a Student Member of the Institute at special entrance fee as decided by the Governing Council from time to time. Student Membership thus granted, **will be limited for a period of six months after completion of their training** as further clarified in the operating rules.
- 8.2 Entrance fees and the first year's subscription fees shall be paid by candidates on application for election and such entrance and subscription fee shall be returned to such candidates in the event of their not being elected. In the event of a candidate being elected to a grade of membership other than that for admission to which he has applied, the difference (if any) between the entrance and subscription fees paid by such candidate and the entrance and subscription fees payable for the grade to which he is elected, as provided by these Articles, shall be paid by such candidate or adjusted against the next year's subscription, as the case may be. All subscriptions shall be payable in advance, and shall become due on the first day of April in each year. For members elected or transferred during any financial year, the subscription fees for the current year shall be charged on a quarterly basis, unless the Institute decides and informs the candidate otherwise. The financial year of the Institute shall be from 1st April to 31st March of following year.



- 8.3 Reduced annual subscriptions or exemption from paying further subscriptions, shall be allowed to any member of any grade who satisfies the conditions for the same, depending upon duration of paid up membership and age as laid down by the Council from time to time.
- 8.4 Any person whose name shall have remained continuously on the Roll for 40 years shall be entitled to receive a certificate to that effect.
- 8.5 If any member shall allow his subscriptions for any year to fall three months in arrear, the Institute shall notify him of the same, and if he does not pay such subscriptions within the space of three months from the date of such communication, the Institute shall withhold such privileges of membership as it may think fit. In no case shall any corporate member be entitled to vote at any meeting unless he has paid in full all subscriptions due on the date of such meeting.
- 8.6 Money received by way of entrance/transfer fee shall be capitalised to corpus fund.
- 8.7 In case of transfer from one grade of membership to another, transfer fee as decided by the Governing Council shall be charged.

9.0 CODE OF PERSONAL CONDUCT

- 9.1 Each Corporate member of the Institute shall at all times so order his conduct as to uphold the dignity and reputation of his profession; and to safeguard the public interest in matters of safety and health and otherwise, he shall exercise his professional responsibilities with integrity.
- 9.2 Every member shall order his conduct so as to uphold the dignity and reputation of the Institute and shall observe the provisions of the Memorandum of Association and these Articles
- 9.3 The Institute shall make regulations for the enforcement of the provisions of subparas (1) and (2) of this Article and Rules of professional conduct referred to in subpara (4) of this Article which shall include in respect of any person who is alleged to have contravened any such provisions or Rules, the right to be heard, to be represented at any hearing, to cross-examine witnesses called against him and to call witnesses on his own behalf.
- 9.4 The Institute shall from time to time promulgate Rules of Professional conduct which shall be in accordance with the provisions of sub-para (9.1) of this Article which shall require every Corporate Member, to conform there to. The Institute shall have the power also to require that all members other than corporate members shall also conform to certain of the Rules as specified. The Institute shall ensure that the application of such Rules is clearly defined and shall have the power to vary and rescind such Rules as it thinks fit provided that at all times the Rules shall not thereby be repugnant to the laws and Constitution of India or to the provisions of Articles of Association.
- 9.5 Each member will cooperate in upholding the profession of marine engineering by exchanging general information and experience with his fellow members and students, and also by contributing to the work of technical societies, schools of applied science, and the technical press.
- 9.6 He will not use unfair means to win professional advancement or to injure the chance of another Member to secure and hold any appointment.
- 9.7 He will refrain from using any improper or questionable methods of soliciting professional work, and will decline to pay or accept commissions for securing such work.
- 9.8 He will carry on his professional work in a spirit of fairness to employees and contractors, fidelity to clients and employers, loyalty to his country, and devotion to high ideals of courtesy and personal honour.



- 9.9 He will accept compensation, financial or otherwise, for a particular service, from one source only except with the full knowledge and consent of all interested parties.
- 9.10 He will refrain from associating himself with, or allowing the use of his name by any enterprise of questionable character.
- 9.11 He will advertise only in a dignified manner, being careful to avoid misleading statements.
- 9.12 He will interest himself in the public welfare, on behalf of which he will be ready to apply his special knowledge, skill and training for the use and benefit of mankind.

10.0 DELETION FROM THE ROLL

- 10.1 If any member shall allow his subscription for one year to fall six months in arrear, as per Article no.8.5, the Institute shall notify him of the same, and if he does not pay such subscription within the space of six months from the date of such notification, the Institute may delete his name from the Roll at any time thereafter, and he shall thereupon cease to be and have any rights as a member. Provided always that this Article shall not be construed so as to compel the Institute to delete any name if they shall be satisfied that the same ought to be retained.
- 10.2 If any member shall incur a debt to the Institute, he shall be notified of the same, and if he does not pay such debt within the space of six months from the date of such notification, the Institute may delete his name from the Roll at any time thereafter, and he shall thereupon cease to be and have any rights as a member. Provided always that this Article shall not be construed as to compel the Institute to delete any name if it shall be satisfied that the same ought to be retained.
- 10.3 Re-admission to the Institute may be allowed on re-application and re-election of those deleted from the Roll under Articles 10.1 and 10.2 to the grade of membership for which the candidate is qualified in accordance with the Articles in force at that time. The Institute may, in such cases of re-admission, require that the applicant shall pay by way of extra subscription, the whole or some part of any arrears or subscription previously unpaid by him, or in the case of any other monetary debt, that he shall pay the whole of such debt.
- 10.04 The Institute may refuse to continue to receive subscriptions from and may delete from the Roll the name of, any member who shall willfully have acted in contravention of the Articles of the Institute, or who shall, in the opinion of the Institute have been guilty of such conduct as shall have rendered him unfit to continue to belong to the Institute, and such person shall cease to be an Honorary Fellow, Corporate or Non-Corporate Member of the Institute, as the case may be, provided always that such person shall have been given notice of such proposed deletion and shall have been afforded an opportunity of giving to the Institute orally or in writing, any explanation or defence he may think fit.
- 10.5 The Institute has developed procedures for addressing members' grievance.
- 10.6 For the purpose of Article 10.0, any deletion from the roll shall be approved by the Governing Council.

11.0 GOVERNING COUNCIL

- 11.1 The business of the Institute shall be managed by the Council which shall be constituted from amongst the members of the Institute borne on its Roll in the manner prescribed in Articles 11.2 till 11.2.4 & 11.3 and 11.4 of these Rules.



- 11.2 The Council shall consist of the following:-
- 11.2.1 A President, who shall be a Fellow of the Institute and will be elected from amongst duly nominated candidates.
- 11.2.2. A Vice President, who shall be a Fellow of the Institute and will be elected from amongst duly nominated candidates.
- 11.2.3.1 A Hon. General Secretary, who shall be a Fellow of the Institute, resident in Mumbai / Navi Mumbai, and will be elected from amongst duly nominated candidates
- 11.2.3.2 If no nominations are received for the post of Hon.General Secretary then the Council may nominate one of the Members to that post, i.e. no further re-election is to be held.

This Article should be read in conjunction with Article no.13.2.

- 11.2.4 Consistent with membership strength of a “Branch”, the Governing Council Members proportionate to the strength of the Branch, would be elected by the Branch members only i.e. voting of the “Council Members” would be on “Branch” basis and not on all – India basis unlike for President, Vice President and Hon. Gen. Secretary.
- 11.3 The number of Governing Council Members from the Branches will be as determined by the Council from time to time. The Chairman of the Branch is to be essentially considered elected as one of the “Council” members of the Branch. The election from the Branch will therefore be only for the remaining members (if any) as per membership strength of the Branch, and as decided by the Council.
- 11.4 The strength of membership of each Branch for this purpose shall be taken as the strength of total paid-up corporate membership on the Roll of the Institute on 1st October of every even year as per Article no.8.5 and conveyed to the Branches, when sending out nomination forms.
- 11.5 Voting rights
- 11.5.1 President, Vice-President and Honorary General Secretary and all members shall have one vote each.
- 11.5.2 The President shall have one casting vote in case of a tie.
- 11.5.3 No proxies (ie for clarity a member absenting himself at the time of voting cannot request another member to vote on his behalf , however a substitute member where allowed , when attending with the right to vote is not a proxy but has a right to vote) shall be allowed in the voting on any issue during the Governing Council meeting.
- 11.6 No other person except those mentioned above shall be part of the Governing Council. The President, however, shall have the privilege to invite any member of the Institute, the editor of MER or a contractor or supplier for a particular purpose and for a particular time slot, but not for the whole Governing Council meeting.

12.0 COUNCIL ELECTIONS

- 12.1 All office bearers of the Council shall be Fellows and Council Members shall either be Fellows or Members or Associate Members.
- 12.2 It shall be the responsibility of the President together with other office bearers and the Institute’s office to ensure that elections are duly completed as per schedule every odd year and a new



council is elected by that time. The results of the election should be announced at the Annual General Meeting of every odd year which must be held as per Article no.12.7. and the new Council should take over, also as per Article no.12.7.

- 12.3 All the office bearers as well as members of the Governing Council would be elected by ballot paper/ e ballot.
- 12.4 Any corporate Member may nominate with the latter's consent, any other corporate Member for election to the offices of President, Vice-President, Hon. General Secretary and members of the Council, provided that the nomination is seconded by another Corporate Member. The consent of the person being nominated must be indicated by the Nominee. No member shall give his consent for being nominated for more than one single post on the Governing Council and /or branch committees.

Article 12.4 must be read in conjunction with Article 11.2.4 and 11.3.

- 12.5 A ballot paper with biodata for election of office bearers to fill vacancies on the Council shall be issued. It shall contain:-
- 12.5.1 The names of those on the present Council
- 12.5.2 The particulars of vacancies for which the number of valid nominations received equals to the number of vacancies and so does not require to be voted upon.
- 12.5.3 The particulars of vacancies for which a ballot is necessary.
- 12.6 The Election schedule to be followed shall be as determined by the Governing Council to allow sufficient time for the following :-
- a) Posting of Nomination Papers for Council elections.
 - b) Receiving Nominations at the Institute's Office
 - c) Allowing time for withdrawing nominations and scrutiny of same.
 - d) Printing and posting of Ballot Papers
 - e) Receiving Ballots at Head Quarters
 - f) Opening of the ballot boxes, counting of votes and a readiness for the announcing the results at the AGM.
- 12.6.1 The above schedule would be such that results of the elections can be announced at the A.G.M. of every odd year as per Article no.12.7.
- 12.6.2 The Full Election process regarding the method of elections being held shall be as per the Procedures laid down.
- 12.6.3 Opening of sealed ballot paper box and counting of votes by the scrutinising committee at the Institute's office would be carried out (in the presence of those who have indicated their desire to do so) as per procedure .The date and time of the opening shall be announced at the time of issuing the Notice for the A.G.M. of every odd year.
- 12.7 Annual General Meeting (A.G.M.)

The Annual General Meeting of the Institute shall be announced by giving due notice of 21 calendar days and is to be held every year on a suitable date so that audited accounts of the Institute, which



can be finalized and approved at the A.G.M. and to allow sufficient time thereafter to file the Income Tax returns within the last date, as decided by the Administration from time to time. The results of elections when held would be announced at the A.G.M. but new incumbents would take over only from the first of October after the A.G.M. so that the Income Tax returns can be filed by the incumbent Office Bearers.

13.0 COUNCIL VACANCIES

- 13.1 In the event of the President ceasing to continue in office as President, for any reason whatsoever the Vice-President of the Council shall take over as President, until the end of the term of the Council. The vacancy so created should be filled from amongst the Council members and a new member may or may not be co-opted at the decision of the Council but no election would take place before the expiry of the term of the Council
- 13.2 In event of the Vice-President or the Honorary General Secretary ceasing to continue in their posts for whatsoever reason the post is to be filled from amongst the Council members by nomination by the Council Members and the term of the new incumbent would continue till the end of the term of Council. A new member may be co-opted into the Council by the Council Members but no further election to take place. The Council shall however be free to nominate the Honorary General Secretary who may not have been a Council member.
- 13.3 In the event of any vacancy occurring on the Council from amongst the members elected by the Branches by virtue of their resignation or by any of them changing their place of residence or for any other reason(s) whatsoever, the vacancy is to be filled by nomination from the Branch Committee and not by ballot with first preference being given to the elected representatives .

14.0 COUNCIL FUNCTIONING

- 14.1 The President shall function and have privileges as laid down in the Articles of Association. He shall preside over the Council meetings and shall also be responsible for any other duties as decided by the Governing Council from time to time in line with the objects of the Institute
- 14.2 The Vice-President will preside over the Council meeting in the absence of the President and shall also be responsible for any other duties as decided by the Governing Council from time to time in line with the objects of the Institute. In case both the President and Vice-President are absent, the Council will request one of its members to preside over the meeting.
- 14.3 The immediate past President, Vice President and HGS shall have the privilege to attend meeting of the Council for a period of two years after retirement from the respective office but shall have no power to vote at these meeting. Expenses would be paid in line with the payment for other GC members.
- 14.4 If any Member of the Council including the President, Vice-President and Honorary General Secretary shall
- 14.4.1 become bankrupt or of unsound mind or
 - 14.4.2 by notice in writing to the Institute resign his office or
 - 14.4.3 without leave of the Council absent himself to an extent that the Council resolve that his office be vacated or
 - 14.4.4 from any cause cease to be a corporate member. he shall vacate his office as a Member of the Council.



14.5 All members of the Governing Council will be jointly responsible as Trustees, as defined in the Bombay Public Trust Act 1950. One of the Office Bearers should be designated as “Reporting Trustee” and will be responsible for meeting all the statutory requirements as per the relevant Act.

15.0 ATTENDANCE IN COUNCIL MEETINGS

Members elected to the Council must appreciate that the Council meetings are held only twice a year when important policy decisions have to be made and it is of utmost importance that ALL members are available THROUGHOUT the meetings in FULL. Members are therefore not to make other appointments at least between 0930 hrs, and 1830 hrs. on the days of meetings.

16.0 COUNCIL TERM

16.1 The term of the Council shall be two years. The results of elections when held would be announced at the A.G.M. every odd year but the entire Council shall retire on 30th Sept after the A.G.M. of every odd year as per Article no.12.7 and the new Council will take over from the first of the following month thereafter.

16.2 The office bearers i.e. the President, Vice-President and Honorary General Secretary shall not be eligible for re-election for a second consecutive term for the same post. They may, however, restand for election for a different post or as a council member.

16.3 If a Vice-President takes over as President during the term of the Council he shall be eligible to stand for election as President for the subsequent term.

16.4 A member may restand for election as a member of the Council for a second consecutive term. Should the member however wish to restand as a Council member for a third or any consecutive subsequent term then he must secure minimum of 51% of votes cast to be considered elected.

16.5 In the fitness of things it is also to be expected that a member who has once held the highest post i.e. President of the Institute he would never again stand for re-election for any other post. He may however seek election as a Council member to serve the interests of the Institute.

16.6 Notwithstanding anything contained in these articles the Council shall continue to function as a caretaker Council until such time as a new Council is elected and takes over office.

17.0 COUNCIL PROCEDURES AND POWERS

17.1 QUORUM – 50% of the total membership of the Governing Council shall form a Quorum.

17.2 The Council may meet together for the dispatch of business, adjourn and otherwise regulate their meeting as they think fit. Questions arising at any meeting of the Council shall be determined by a majority of the members present and by voting and in case of equality of votes the Chairman shall have a second or casting vote. Any Eight members of the council may, and the Hon. General Secretary on the requisition of any such Eight members shall at any time summon a meeting of the Council.

The President shall have the power to summon a meeting of the Council any time.

17.3 The Council may exercise all such powers of the Institute as are not by the articles or by these articles required to be exercised by the Institute in General Meeting, subject nevertheless to the provisions of these articles being not inconsistent with such regulations and provisions as may be prescribed by the Institute in General Meeting, but no regulation made by the Institute in General Meeting shall invalidate any prior act of the Council which would have been valid if that regulation or provision had not been made.

This Article should be read in conjunction with article no.19.0.



- 17.4 The Council may delegate any of their powers or discretions to Committees of which the Chairman must be a member of the Council but the remaining members need not be members of the Council. Provided that any Committee formed to consider changes in the Memorandum of Association or the Articles shall consist wholly of Corporate Members and provided further that Committees so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on them by the Council.
- 17.5 The Council may establish branches of the Institute in any part of the Country or abroad where in the opinion of the Council a sufficient number of members are resident to ensure local activities can be carried on satisfactorily.
- All new centres of activity of the Institute will initially be given the status of a “Chapter”, and these will be attached to the nearest existing Branch.
- The “Chapter” shall conduct all activities in consultation with the Branch to which it is attached and this will be evaluated over a suitable period of time together with the growth and membership of the “Chapter” when upgradation of a “Chapter” to a Branch is considered.
- The Office Bearers of the Chapter will be suitably represented on the Executive Committee of the Branch to which the Chapter is attached, as decided by the Council.
- The rules applicable to Branches / Chapters and their functioning procedures will also be covered in the Branch Rules .
- 17.6. In suitable cases the Council may permit the establishment of a Branch jointly with any other institution, body or association concerned with engineering or shipbuilding. The Chairman of any branch shall be a corporate member. For the purpose of this Article the senior office bearer of a Joint Branch who is a corporate member of the Institute shall be treated as Chairman thereof.
- 17.7 The Council may appoint Corresponding Members representing the Institute at such places as it may from time to time decide. The above mentioned corresponding members shall not be included in the Council; they shall be appointed by the Council with such powers and responsibilities as the Council may determine, must be corporate members of the Institute, and must be resident in the area for which they are appointed. Each corresponding member shall retire after two years in office and shall be eligible for re-appointment during such time as he shall remain resident as aforesaid.
- 17.8 The Institute shall have power to acquire, own, hire, accept on lease or otherwise secure possession of lands, buildings and/or other immovable property or properties and to erect, extend and repair buildings for its own exclusive use; it shall also have power to sell, otherwise dispose off such landed properties and buildings and other immovable properties that it may own or be in possession of.
- 17.9 The Institute shall have power to collect subscription, entrance fees, donations, subsidies and other funds, to expend such money or monies in such manner as is deemed necessary, and to invest its monies in securities, bonds, Government loans and immovable properties such as lands and buildings and to convert them or vary their distribution in such manner as may be deemed necessary.
- 17.10 The income and property of the Institute shall be applied solely towards the promotion of the aims and objects of the Institute. The Institute shall not carry on any trade or business or engage in any transaction with a view to pecuniary gain or profit of its members.



- 17.11 The Council may with the authority of a resolution of the corporate members in General Meeting, borrow money for the purposes of the Institute on the security of the property of the Institute provided that the Council may without the authority of such resolution as aforesaid make temporary borrowing from bankers for the purposes of the Institute upto a sum not exceeding one-third of the total market value at the time of such borrowings of the investments authorised, but no lender shall be concerned to see or enquire whether such resolution has been passed or such limit has been observed, as the case may be.
- 17.12 It shall be the duty of the Honorary General Secretary, under the general direction of the Council, to conduct the correspondence of the Institute, and meeting of the Council, and of Committees, to take Minutes of the proceedings of such meetings, to superintend the publication of such papers as the Council may direct; to have charge of the Institute's premises and library; to direct the collection of subscriptions and the preparation of accounts. He shall also be responsible for all persons employed under him, and set them their portions of work and duties, and generally conduct the ordinary business of the Institute in accordance with the Articles and the directions of the Council.
- 17.13 Any act which by these Articles is directed to be done by the Honorary General Secretary or any other named member of the staff of the Institute, may be done by any other person duly authorised in such behalf by the Council

The Governing Council shall create and maintain a set of Operating Rules and Procedures (ORP) for the day to day administration of the Institute as approved by the Governing Council from time to time in line with the requirements of these Articles of Association.

18.0 COUNCIL MEETING

- 18.1 Business involving the expenditure of the funds of the Institute (except by way of current salaries and accounts) shall not be transacted at any Council meeting, unless the general nature thereof is specified in the notice convening the meeting.
- 18.2 A prepared letter or an email to the registered email id giving notice of every Council Meeting shall be sent to each member of the Council by posting or emailing the same at least fifteen days prior to such Council meetings addressed to registered address of such member, provided that nothing at any Council meeting shall be nullified or affected by reason of accidental omission to give notice to or the non-receipt of notice by any member of the Council.
- 18.3 The Council shall cause proper books of accounts to be kept with respect to all sums of money received and expended by the Institute and the sales and purchase of goods by the Institute and the assets and liabilities of the Institute.
- 18.4 The books or other records of accounts shall be kept at the Head Office of the Institute or at such other place or places as the Council shall think fit, and shall always be open to the inspection of members of the Council. Save as the Council may otherwise specify, the books and accounts of the Institute shall not be open to any members of the Institute not being members of the Council.
- 18.5 The Council shall from time to time in accordance with the constitution cause to be prepared and to be laid before the Institute in General Meeting such income and expenditure accounts, balance sheets and reports as referred to therein.
- 18.6 A copy of every balance sheet (including every document required by the Constitution to be annexed thereto) which is to be laid before the Institute in General Meeting, together with a copy of the Auditor's Report, shall, not less than 21 days before the date of the Meeting, be sent to all persons entitled pursuant by Article 22.7 to receive notices of General Meetings of the Institute.



19.0 AMENDMENT OF RULES

- 19.1 The Council shall have the power to amend the Rules by a two-third majority vote of the members attending the Council Meeting. However, any change in these articles will need to be approved by the Institute in general meeting and thereafter by the Charity Commissioner and the Registrar of Societies, Greater Bombay Region, Mumbai.
- 19.2 For the purpose of carrying into effect any amalgamation or union with any other Society, body or association concerned with engineering or shipbuilding which has been approved by General Meeting of the Institute, the Council shall, notwithstanding anything in these Articles to the contrary, give effect to the terms of any such amalgamation or union and shall enter the names of the members of such institution, body or association on the Roll of the Institute in such grade or grades of membership as may have been approved as aforesaid.
- 19.3 Such amalgamations or unions of associations have to be ratified by all India referendum of fully paid up corporate members. Terms of such amalgamation and unions shall be clearly defined in the referendum documents prepared by the Council and referendum procedures established by the Council.
- 19.4 No act done by the Council shall be afterwards impeached by any member of the Institute on any ground whatsoever, but shall be deemed to be an act of the Institute

20.0 BANK ACCOUNTS

- 20.1 The Council shall have the power to nominate members to open and operate bank accounts in the name of the Institute to conduct the business of the Institute.
- 20.2 Auditors shall be appointed and their duties regulated in accordance with the Constitution, the Council Members being treated as the Directors of Company incorporated thereunder and as Trustees of the Public Charitable Trust.

21.0 COMMON SEAL OF INSTITUTE

- 21.1 The Common seal of the Institute shall be affixed in the presence of at least one member of the Council or the Honorary General Secretary or such other person as the Council may appoint for the purpose; and that member of the Council and the Hon. General Secretary or other person as aforesaid shall sign every instrument to which the seal of the Institute is so affixed in their presence.

22.0 GENERAL MEETINGS

- 22.1 Annual General Meeting of the Institute shall be held as per the provisions of Article no.12.7 at such time and (subject as below provided) at such place as may be determined by the Council.
- 22.2 All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings which may be convened at any time by the Council.
- 22.3 The Council shall, on the requisition of not less than twenty-five corporate members entitled at date of deposit of the requisition to vote, proceed duly to convene an Extraordinary General Meeting of the Institute, which shall be held within three months of the said date at the Head Office. The requisition must state the objects of the meeting, and must be signed by the requisitionists and deposited with the HGS at the Head Office of the Institute, and may consist of several documents in like form each signed by one or more requisitionists.



- 22.4 All General Meetings except for as per 22.3 above shall be held at premises and at such times as may be prescribed by the Council.
- 22.5 Twenty-one calendar days notice shall be given of every General Meeting specifying the general nature of any special business to be transacted at such meeting; but the accidental omission to give such notice to or the non-receipt of such notice by any corporate voting member shall not invalidate the proceedings of any such meetings. All business shall be deemed special that is transacted at an Extraordinary General Meeting and at an Annual General Meeting, except the consideration of the accounts, balance sheet and reports of the Council and Auditors and the election of the Auditors and fixing their remuneration.
- 22.6 No question or motion relating to the General Management of the Institute may be asked or moved at a meeting other than an Annual or Extraordinary General Meeting and then only as special business.
- 22.7 All Honorary Fellows, Corporate Members, Graduate, Student Members and Associates shall have the privilege to attend and subject to Article 22.8 to receive notice of all meetings but only corporate voting members who are not disqualified by relevant provisions of the Article 8.5 shall be entitled to vote thereat
- 22.8 All Honorary Fellows, Corporate Members, Graduate, Student members and Associates having an address on the Roll shall have notice of all meetings. Any member not having such an address registered at the Institute shall not be entitled to notice of any meetings, and all proceedings may be taken without notification to him thereof.
- 22.9 Subject as provided in Article 22.13 ten corporate members entitled to vote shall constitute a quorum for the purpose of an Annual General Meeting and twenty five corporate members entitled to vote shall constitute a quorum for the purposes of an Extraordinary General Meeting.
- 22.10 If within twenty minutes after the time fixed for the meeting a quorum is not present, the meeting, if convened on requisition as hereinbefore provided, shall be dissolved.
- 22.11 In any other case it shall stand adjourned for five minutes (after the lapse of 20 minutes as mentioned in 22.10) and then can take place at the same time and same place as before. The paid up Corporate members present shall then form a quorum.
- 22.12 At every General meeting Chairman shall be The President of the Institute. In his absence the Vice-President will take the chair. If both are absent, then the paid up corporate members shall elect a chairman for the meeting.
- 22.13 Decisions at meetings shall be ascertained by a show of hands, unless a ballot is so demanded, and a declaration by the Chairman that a resolution has been carried or lost by a show of hands, and an entry to that effect in the Minutes signed by the Chairman, shall be sufficient evidence of the decision.
- 22.14 Every corporate member shall have one vote, and in case of equality of votes the Chairman shall both on a show of hands and on a ballot have a second or casting vote. Provided that this Article shall be subject to the provisions of Article 12.0 as to election of members of Council. Provided further that no corporate member who is not a Fellow shall be entitled to vote on or be counted in the quorum with respect to a Resolution proposing or concerned with an alteration in the Memorandum of Articles. If a ballot is demanded it shall be taken at such time and in such manner



(other than by post) as the Chairman directs and the result of the ballot shall be deemed to be the resolution of the meeting, at which the ballot was demanded. A ballot demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith.

- 22.15 The acceptance or rejection of votes by the Chairman shall be conclusive for the purpose of the decision of the matter in respect of which the votes are tendered. Provided that the Chairman may review his decision at the same meeting if any error is then pointed out to him.
- 22.16 A notice may be served by the Council upon any member, either personally or by sending it through the post in a prepaid letter addressed to such member at his place of abode registered on the Roll.
- 22.17 Any notice, if served by post, shall be deemed to have been served on the day following that on which the letter containing the same was put into the post and in proving such service it shall be sufficient to prove that such letter was properly addressed, stamped and posted.

23.0 DISSOLUTION OF THE INSTITUTE

The Institute may be dissolved as per procedure laid down under Section 13 and 14 of Societies Act 1860.



PART III
BRANCH RULES
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BRANCH RULES :

1.0 BRANCH

The name of the Branch shall be "..... Branch" (hereinafter referred to as "The Branch") of the Institute of Marine Engineers (India) (hereinafter referred to as "The Institute").

2.0 DATE OF INCEPTION

The Branch shall be deemed to have come into existence with effect from

3.0 OBJECTS

The Branch shall make every effort to promote the activities of the Institute in the Region

4.0 CONDUCT OF BRANCHES

The affairs of the Branch and its Chapter/s if any, shall be conducted in accordance with the Memorandum and Articles of Association of the Institute

5.0 MEMBERSHIP

5.1 Members of the Institute, of all grades whose registered address with the Institute indicates a particular city or region as their normal place of residence or as their normal place of occupation shall be eligible to be members of the Branch. The members of the Branch will be eligible to be members of a Chapter, whenever a Chapter is established by the Governing Council.

5.2 Members, who have belonged to any Branch/Chapter and now wish to belong to a different Branch/Chapter because of new place of residence or occupation must write to the Head Office for transferring their name to a new Branch/Chapter.

5.3 No member shall concurrently remain a member of more than one Branch/Chapter i.e. the Institute whilst informing the new Branch/Chapter to enroll him as a member would simultaneously inform his previous Branch/Chapter to strike out his name.

6.0 VOTING RIGHTS

Only paid up Corporate members of the Institute who are also registered on the Roll as belonging to a Branch / Chapter shall have power to vote at General Meetings of the Branch/Chapter, to nominate elect and be elected as office -bearers and Committee members, and to do such other things as pertain to the organisation and control of the activities of the Branch/Chapter.

7.0 EXECUTIVE COMMITTEE

7.1 The Council may establish local Branches of the Institute or Chapters attached to Branches, where sufficient members are residents to ensure that local activities can be carried on satisfactorily in accordance with following rules.

The business of the Branch/Chapter attached to the Branch shall be managed by an Executive committee of Corporate Members which shall consist of the members from any place within the Branch/Chapter territory and having a strength proportionate to the membership of the Branch / Chapter as decided by the Governing Council and. The Committee shall consist of the following office bearers of which the Chairman and Vice Chairman must be Fellows :-

a) Chairman

b) Vice Chairman

c) Honorary Secretary

d) Honorary Treasurer.

e) Remaining members of the Committee would be Corporate members. If nominations have been received from Associate Members, then one of them must be included in the committee irrespective of the fact whether he has secured enough votes or not i.e. if only one Associate Member has stood for election he must be considered elected. If more than one Associate Member have stood for election then the person with highest votes amongst Associate Members is to be considered elected



- 7.2 All Office Bearers as well as committee members will be elected by ballot. Should there be no nomination received for any of the above posts then the elected Committee would choose one of the members for the post
- 7.3 The Chairman would preside over all meetings and Vice Chairman would take the chair in the Chairman's absence, and both shall be responsible for any other duties as decided by the Governing Council from time to time in line with the objects of the Institute. Five members of the Committee shall form a quorum for a meeting of the Committee. Should both Chairman and Vice Chairman be absent then the Committee shall choose an acting Chairman for that meeting/day.
- 7.4 The committee shall be proportionate to the membership of the Branch / Chapter as decided by the Council.
- Should, for any reasons, the number have to be increased, there would be no objections to it. The initial nominations however, would be invited as per numbers fixed by the Governing Council.
- Members to the Governing Council from any Branch would be by election; such elected members are to be automatically considered elected to the Branch committee as members.
- The Chairman of the Branch would be automatically considered elected as the first Governing Council member from the Branch. The strength of membership of each Branch on the Governing Council shall be taken as the strength of total paid-up corporate membership on the Roll of the Institute as on 1st of October of the even year prior to the A.G.M. of every odd year

8.0 VACANCIES

- 8.1 The Committee may fill any vacancies arising during the tenure of the committee without further election i.e. by co-opting. In general any office bearers post is to be filled in by someone from within the committee and new persons joining the committee should be co-opted as members
- 8.2 If the Chairman leaves/resigns for any reason whatsoever, the Vice-Chairman would take over as Chairman for the remaining term. A member from within the committee, should be elected by the committee as Vice-Chairman, and a new member may be co-opted into the committee.

9.0 COMMITTEE'S TERM

- 9.1 All members, including all office bearers shall retire at the end of two years
- 9.2 However Office bearers of the outgoing committee shall continue to be on the new committee for a period of 6 months and must attend regularly to assist the new committee. This is rather important and must be complied with. There shall be no voting rights for the ex-office bearers on the new committee.
- 9.3 All office bearers i.e. Chairman, Vice-Chairman, Secretary and Treasurer, who have retired along with the committee would be eligible for re-election for a second consecutive term but not for a third consecutive term.
- 9.4 A person seeking election as a member may do so even for a third or any number of subsequent consecutive terms but after two consecutive terms he must secure a minimum 51% of cast votes to be considered as elected

10.0 ELECTIONS

- 10.1 The elections of all Branches/Chapters throughout the country shall take place at the same time and follow the same process as that of the HO and a new committee shall always be elected as per the Schedule every odd year.
- 10.2 It shall be the responsibility of the Election Officer to coordinate with the HO to ensure that elections to committees of the Branches / Chapters in all respects are completed as per the schedule every odd year and that the new committee is duly announced at the Institute A.G.M. as per the Article No. A 12.7



The Branch A.G.M. shall be held before 30th June so that audited accounts of the Branch can be finalised and approved at the Branch A.G.M. and then forwarded to the Head Quarters within 15 days . to allow time for consolidation, finalisation and auditing of the Institute's accounts at the Head Quarters for the Institutes AGM .

- 10.3 The election schedule shall be as determined by the Governing Council to allow sufficient time for the elections such that results of the elections can be announced at the Institute A.G.M. every odd year as per Article A 12.7

The Head office of the Institute will provide necessary arrangements for completing elections as stipulated above.

The results of elections when held would be announced at the Institute A.G.M. but new incumbents would take over only from the first of October of every odd year . as per Article no. 12.7 of the Institutes Articles of Association.

- 10.4 Any Corporate Member may nominate any other Corporate Member of the Branch/Chapter, with the consent of the latter, for election to the Offices of Chairman, Vice-Chairman, Secretary, Treasurer and Member of the Branch / Chapter Committee, provided that the nomination is seconded by another corporate member of the Branch / Chapter. The consent of the person being nominated for the election must be indicated by the Nominee. No member shall give his consent for being nominated for more than one single post in the Branch / Chapter committees and the Governing Council.

- 10.5 A ballot paper with bio-data for election of office-bearers to fill vacancies on the Committee shall be issued. It shall contain

10.5.1 the names of those on the present committee including office bearers

10.5.2 the particulars of vacancies to which the number of valid nominations received equal to the number of vacancies and so do not require to be voted upon;

10.5.3 the particulars of vacancies for which a ballot is necessary.

11.0 ATTENDANCE

For a member to continue in the committee a minimum of 33.3% attendance must be observed. The Honorary Secretary would maintain a record of attendance of all members.

12.0 FINANCE

12.1 The financial affairs of the Branch/Chapter shall be managed by the Committee; and the funds, with the exception of a limited "imprest" cash which may be kept with the Honorary Secretary or the Honorary Treasurer, shall be kept in an account in a bank approved by the Council. The financial year shall be from 1st April to 31st March of following year.

12.2 Branches shall submit their budgets and money would be made available upon approval of the budgets. No sum outside the approved budget shall be expended by the Branch Committee without the express consent of the Council and no liability shall fall upon the Institute for any additional expenditure not authorised by the Council.

12.3 The Credit balance lying with the Branch at the end of the financial year shall be adjusted against the requirements for the following year's approved Budget and the excess if any, should be remitted back to the Head Quarters. Similarly, shortage if any, will be made good by the Head Quarters.

12.4 No grant from the Institute's funds shall be made for functions of a purely social character.

12.5 The Committee shall cause proper books of account to be kept with respect to all sums received and expended by the Branch/Chapter.



- 12.6 Any surplus of income over expenditure from holding Seminars, Conference, Symposiums etc. would be transferred to the Institute unless the Council directs the Branch to retain it fully or partly, at the sole discretion of the Council.
- 12.7 The Honorary Treasurer shall keep the accounts of the Branch/Chapter and shall, after approval by the Committee, submit consolidated audited accounts of the Branch/Chapter at the Annual General Meeting of the Branch.
- 12.8 An auditor shall be appointed by the Committee.
- 12.9 All payments shall be made to the order of the Committee or such sub-committee as the Committee may appoint, and all cheques shall be signed by any two of the following:-
“Branch/Chapter” Chairman of Committee, Vice Chairman, Honorary Secretary, Honorary Treasurer, or such persons as the Committee may appoint.
- 12.10 The Branch Committee shall provide and submit to the Institute Head Quarters a consolidated Annual Report, Balance Sheet and audited accounts with an inventory of all property held by them belonging to the Institute within fifteen days after the Branch A.G.M.
- 12.11 Minutes of all Committee Meetings as well as “Branch” A.G.M., Extraordinary General Meeting when approved by the Committee shall be forwarded to the Head Office of the Institute
- 13.0 GENERAL MEETINGS :**
- 13.1 General Meetings shall be held at such times and places as may be arranged by the Committee
- 13.2 Branch/Chapter Chairman would preside over all General Meetings of the Branch/Chapter respectively. In their absence the Vice Chairman would take the chair. Should both Chairman and Vice Chairman be absent then an acting Chairman is to be elected by the Committee for the day/meeting.
- 13.3 The Annual General Meeting of the Branch should be held as per Rule no.10.2 when the Committee shall present a report and the Honorary Treasurer shall present the audited accounts of the Branch. Any other business may be brought may be brought forward without notice but with the permission of the Chair
- 13.4 Twelve corporate members shall constitute a quorum for any General Meeting convened for the purpose of discussing the organizational or financial affairs of the Branch/Chapter. Five members apart from office bearers should be the minimum quorum for Branch A.G.M.
- 13.5 Twenty-one calendar days’ notice in writing shall be given of the Annual General Meeting/Extra Ordinary General Meeting and of such General Meeting convened for the purpose of discussing the organizational or financial affairs of the Branch/Chapter but the accidental omission to give such notice or the non-receipt of such notice by any member of the Branch/Chapter shall not invalidate the proceeding of any such meeting. Due notice shall be given of a meeting at which technical papers are to be read or discussed, film shows are to be held or other similar activities are to be pursued. The notice may be in writing to each member of the Branch/Chapter or in such other form as determined by the Committee.
- 13.6 Meetings of all Branches/Chapters in general should take place on fixed days and fixed months on a regular basis. This would help members to keep themselves free and available for such meetings. No meetings should be postponed because the Chairman would be absent. On the other hand Chairman would be entitled to call an Extra meeting any time he feels it necessary. Any other Branch/Chapter committee member who may be present in a different Branch/Chapter location should be entitled to attend that Branch/Chapter meeting; this will give a better interaction between Branches/Chapters.



14.0 TECHNICAL PAPERS, LECTURES, FILM SHOWS, ETC.

- 14.1 The Committee shall submit for approval of the council a programme of the proposed meetings whenever possible.
- 14.02 Not less than three meetings shall be held in one year, one of the meetings being primarily for students of Marine Engineering and allied sciences. The object of the meetings may be either to read and discuss a technical paper, or to stage a film-show of engineering interest, or to visit an engineering works, ship or other similar place of technical interest.

15.0 CLOSURE

- 15.1 The Council of the Institute shall have power to close the Branch if in the opinion of the council (75% majority) the activities of the Branch are not being conducted in the best interest of the Institute.
- 15.2 In the event of the Branch being closed down for any reason whatsoever, all accumulated funds and property shall be dealt with as directed by the President/ Council.

16.0 EXCEPTIONS / DEVIATIONS

When for any valid reasons a Branch is unable to implement the requirement of these Rules, it shall in consultation with the President/ Council adopt an enabling procedure.



PART IV
BENEVOLENCE FUND
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BENEVOLENCE FUND

1.0 NAME

There shall be constituted a Fund under the Institute of Marine Engineers (India) herein called "The Institute of Marine Engineers (India) Benevolence Fund" for affording relief to indigent Marine Engineers and their families. The Funds shall be devoted solely to the purpose of granting financial assistance as hereinafter provided after defraying expenses.

2.0 BOARD

2.1 The management of the Benevolence Fund shall be vested in the Board of benevolence, herein called the Board, and the Benevolence Fund shall be supported in the following manner.

2.1.1 By voluntary contributions or donations.

2.1.2 By such amount or amounts as the Institute may decide to transfer to the Benevolence Fund.

2.2 The Board shall consist of a Chairman and eight members nominated by the Council one of whom shall be the Honorary General Secretary. Only corporate members of the Institute can be nominated to be members of the Board and of which not less than four shall be Fellows. The term of office of a member of the Board shall be two years and in any event shall expire at the third AGM of the Institute unless his membership is terminated as otherwise provided below.

2.2.1 The office of a member or of the Chairman of the Board shall be deemed as vacated if:

2.2.1.1 he dies, or if he retires or resigns by notice in writing to the Board or

2.2.1.2 he becomes bankrupt or of unsound mind or

2.2.1.3 without the leave of the Board absents himself either from any two consecutive meetings or from more than half the meetings of the Board held in any period of twelve months and in either case the Board resolves that his office be vacated.

2.2.2 Vacancies so created shall be filled by re-nomination by the Council at an emergency meeting or by circulation to all members of the Council and if the Chairman's office is vacated a new Chairman shall be elected by the members of the Board at the first meeting following such office falling vacant.

2.3 The Board shall not make any payment from the Benevolence Fund without strict scrutiny of the genuineness of the application and in case of any doubt shall refer the case to the Council.

2.4 The Board shall carefully inquire into and adjudicate on all applications for relief. In disposing of applications for assistance from the Fund, the Board will be guided as regards eligibility of applicants by these Rules and the guidelines given under Rule 7.0.

2.5 A decision on the applications and disbursements from the Benevolence Fund shall be made by the Board at its regular meetings.

3.0 NOMINATION OF MEMBERS

Nomination of Members to the Board by the Council shall be made in writing and delivered to the Honorary General Secretary and shall contain the name of the Corporate Member, with a brief bio-data and details of offices, if any, held by him in the Institute.

4.0 MEETINGS :

4.1 The Board shall meet two times in a year. These meetings shall coincide with the "Council" meetings.

4.2 Notice of the meeting with the business to be transacted shall be sent by the Honorary General Secretary to reach each member of the Board at least seven days before the meeting.

4.3 Four members including the Chairman shall form a quorum.



- 4.4 In the absence of the Chairman of the Board, the Members present shall nominate one from amongst themselves, other than the Honorary General Secretary to preside and conduct the proceedings.
- 4.5 The Chairman or the Member presiding shall be responsible for strict enforcement of the Rules, guidelines and the Articles in so far as they apply to the Benevolence Fund.

5.0 QUALIFICATIONS FOR RELIEF

- 5.1 No applicant shall qualify for relief from the Benevolence Fund unless he was a member of the Institute for at least five years immediately preceding the application, or in case the applicant is the widow/child/parent of a deceased member, of his death, as the case may be, and the member shall have paid all his subscription fees and other dues to the Institute in full till the relevant date.
- 5.2 The Board may in its discretion grant relief in any case notwithstanding that the qualifying period has not been completed or that the member's subscription during the qualifying period has not been paid in full provided that it is proved to the satisfaction of the Board that the member's failure to complete the qualifying period or fully to pay all subscriptions as the case may be is due to unavoidable circumstances preventing him from so doing.

6.0 Disbursement from the Fund

- 6.1.1 Decision regarding disbursement from the Fund to the qualifying applicants shall be made by the "Board" at its regular meetings.
- 6.1.2 The Board may authorise the disbursement not exceeding ten percent of the interest accruing from the invested Funds each year, towards the cost of administration of the Board.
- 6.1.3 If it has been established that any member of the Board in any manner canvassed or otherwise solicited on behalf of any applicant, the member shall forthwith be disqualified from membership of the Board, by the "Council".
- 6.2 The Board may grant relief to the indigent and dependant widow, child or children under the age of 21 years or indigent parents of the deceased member (a) who at the time of his death would himself have been qualified to relief under these Rules or (b) who having been a member of the Institute and having regularly subscribed from the date of election to the date of his death, which event having occurred within a period of 5 years of his joining date. Any application made beyond 5 years from his date of death shall not be entertained.
- 6.3.1 Reliefs granted under these rules shall not exceed a period of 12 months but may be reviewed at the end of every 12 months.
- 6.3.2 Reliefs granted to any of the beneficiaries under these Rules shall cease if, (i) the conditions governing the grant are transgressed, or (ii) the beneficiary itself dies.
- 6.4.1 Every application must be submitted in person to a Branch/Chapter to which the member belongs or belonged, by the member or by an applicant being the widow, parent or child of the expired member as the case may be, and the Branch/Chapter on receiving such application shall forward the same to the Board along with its report and supporting documents.
- 6.4.2 Within three months of receipt of an application the same shall be forwarded to the Honorary General Secretary with a report approved by the Branch/Chapter Committee and signed by the Chairman, Hon. Secretary and also the Hon. Treasurer of the Branch/Chapter. Such report should;
- 6.4.2.1 set out the resolution on the date thereof:
- 6.4.2.2 give their comments on the merits of the application, state whether the concerned member has paid his subscription for the last five years and whether the requirements of Rules have otherwise been complied with.
- 6.4.2.3 state any facts or circumstances known to the Branch/Chapter which may aid the Board in dealing with the application, with such other comments if any, as may be thought proper, and



- 6.4.2.4 certigy that such report has been so approved by the Branch/Chapter Committee.
- 6.5 Provided that, if a Branch/Chapter is not in a position to report on any relevant or essential fact it shall give its explanation for the same.
- 6.6 Every applicant shall be visited in his/her home by the Chairman or Hon. Secretary, or a Corporate Member of a Branch/Chapter, who shall certify, so far as he is able to ascertain regarding (a) the age, profession or occupation, general conditions, means of subsistence, prospects of receiving family aid and future prospects of the applicant, (b) the position the member (or the late husband, father or son) named in the application has held in the Institute and (c) the purpose for which the grant is proposed to be utilised. The Certificate shall also include any other facts or circumstances known to the visiting member which may aid the Board when dealing with the application and a statement to the effect that he is not aware of any circumstances disqualifying the applicant from being granted relief, or which ought to have been disclosed by the applicant.
- 6.7 The Honorary General Secretary shall submit to the Council at the end of every meeting a report of the proceedings of the Board.
- 6.8 Details of payments made during the year, with Balance Sheet of the Fund shall be presented at each AGM of the Institute.

7.0 GUIDELINES

- 7.1 Applications must be submitted to the relevant Branch/Chapter Office by the applicant in person.
- 7.2 Applicant or in case the applicant is the widow/child/parent of a deceased member, the husband/father/son as the case may be of the applicant must have been a Member of the Institute continuously for the five years immediately preceding the date of the application.
- 7.3 Applications for relief must state the name, occupation, place of residence and present circumstances of the applicant, the name of the Branch/Chapter to which and the time when he (or the husband, father or son in the case of the application of a widow, child or children or parent as the case may be) was originally attached and other subsequent Branch/Chapter, if any, to which he may have been attached.
- 7.4 The applicant, unless himself disabled and unable to sign, must sign the application.
- 7.5 The Branch/Chapter should verify the bonafides of the applicant before registration of the application, and verify the contents of the application before forwarding the same with its remarks to the Honorary General Secretary.
- 7.6 Before the application of a widow, child or parent is considered the deceased member's marriage and death or burial certificates and in the case of children their birth and all other certificates as may be relevant shall be deposited with the Board. In the case of an application of a member on whom his wife is stated to be dependant the certificates of his marriage and of the births of his dependant children if any, shall, if required, be so deposited.
- 7.7 Any change or changes in any of the particulars submitted in the application from and connected papers/correspondence must be notified by the applicant immediately to the concerned Branch office with a copy to Honorary General Secretary, The Institute of Marine Engineers (India), 1012, Maker Chamber V, Nariman Point, Mumbai 400 021.

