

BYE-LAWS & THE CONSTITUTION “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS”

1.0 DEFINITION OF THE CONSTITUTION

The name of this institution is “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS” which is hereafter referred to as “INSTITUTION”.

The term “Patron” referred hereinafter means patron of “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS”.

The term “President” referred hereinafter means “President” of “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS”.

The term “Vice President” referred hereinafter means “Vice President” of “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS”.

The term “General Secretary” referred hereinafter means “Hony. General Secretary” of “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS”.

The term “Treasurer” referred hereinafter means “Hony. Treasurer” of “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS”.

The term “Member (s)” referred hereinafter means “Member(s)” of “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS” of any category.

The term “Council” referred hereinafter means “Member(s)” of “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS”.

The term “Center” referred hereinafter means “Zonal Centres” of “INSTITUTION OF RAILWAY ELECTRICAL ENGINEERS”.

2.0 JURISDICTION

The Registered Office of the Institution is situated at Indian Railway Institute of Electrical Engineering, Nasik Road, Maharashtra. The Secretarial office of the Institution will be located at New Delhi.

The Institution shall have jurisdiction over all the Railway Establishment in India. The council of the institution may also recognize centres formed in other countries.

3.0 YEAR OF FINANCE

The year of finance shall be counted from 1st of April to 31st March.

4.0 DETAILS OF DEFFERENT MEMBERSHIP

a. The Institution shall consist of Members in the following categories:

- i. Honorary Members
- ii. Corporate Member
- iii. Non-Corporate Member
- iv. Railway Member

b. The Honorary Members will mean Honorary Fellows.

c. Corporate Members will comprise the following classes :

- i. Life Members
- ii. Members

d. Non-Corporate Members

e. Railway Members shall comprise the classes :

- i. Fellows
- ii. Members
- iii. Associate Members
- iv. Students

5.0 MEMBERSHIP AND DETAILS OF ENROLMENT

HONORARY FELLOWS

A. The council may invite high dignitaries of the Central Government, State Government, Railways of countries, Heads of any Indian Railway Administration or any eminent person in technical or scientific field to be Honorary Fellows.

CORPORATE MEMBER

- B. The Corporate membership shall be awarded to selective Indian industries associated with the Railways in dissemination and share of technical knowledge regarding available and adoptable technologies in the fields of electrical engineering suitable for Railways.

Corporate Members shall comprise of two classes :

- i. Life Members
- ii. Members

“Corporate Life Members” shall be required to deposit a lump sum one-time fee as decided by the Council from time to time. “Corporate Member” category shall also be required to deposit yearly fee to be decided by the Council from time to time.

NON-CORPORATE MEMBERS

- C. The candidates from industry and other institution in their personal capacity having minimum qualification of degree in Electrical Engineering associated with Railway System may be enrolled by the Council as Non Corporate Members.

RAILWAY MEMBERS

All Railway Members shall be enrolled as Life Members only on payment of one-time fee.

FELLOW

- D. Every Candidate for enrolment as a fellow or for transfer from the class of members to fellow shall satisfy the council that he possesses the following qualification:
- i. Age: He shall have attained the age of 50 years on the date of his application for transfer.
 - ii. Occupation and Experience: He shall have been engaged in the profession of Railway Electrical Engineering in a position of high responsibility or shall have retired from the profession after having held before his application for enrolment or transfer a position of high responsibility, or shall have made an outstanding contribution in the field of Railway Electrical Engineering.

In the meeting held on 30.7.2010 followed by AGM held on 9.4.2011, the revised criteria is as under:

- D. Every candidate for enrolment as a fellow or for transfer from the class of members to fellow shall satisfy the Governing Council that he possesses the following qualifications:
- I. Age: He/She shall have attained the age of 40 years on the date of his/her application for transfer.

- II. Occupation and experience: He/She shall have been engaged in the professional of Railway Electrical Engineering in a position of high responsibility not less than Jr. Administrative Grade or shall have retired from the profession after having held before his/her responsibility not less than Jr. Administrative Grade or shall have made an outstanding contribution in the field of Railway Electrical Engineering.

MEMBER

- E. Every candidate for enrolment as Member shall satisfy the Council that he possesses the following qualifications:

Any serving gazetted officer belonging to organized service of Electrical Engineers in Railway or retired from such organization service.

In the meeting held on 30.7.2010 followed by AGM held on 9.4.2011, the revised criteria is as under:

- E. Every candidate for enrolment as Member shall satisfy the Council that he possesses the following qualifications:

Any serving gazetted officer belonging to organized service of Electrical Engineering in Railway or retired from such organized service. (i.e. Junior & Senior Scale Officer Retd./Servicing & JAG less than 40 year age).

ASSOCIATE MEMBER

- F. An Associate Member shall satisfy the Council that he possesses following qualification:
 - i. He should be Degree/Diploma holder in Engineering discipline working in supervisory category in Electrical Deptt. on Railways.
 - ii. Experiences: He shall have had at least 5 years experiences as a supervisor in Electrical Department if he is a Diploma holder and at least two years, if Degree holder.

STUDENT

The decision regarding enrolment as student shall be as per decision taken by the Council from time to time.

FEES:

Fee for enrolment to various categories of Members shall be decided by Governing Council from time to time. As approved in AGM held on 9.4.2011, the fee for various categories (w.e.f. April 1, 2011) is as under:

(a)	Fellow	-	Rs. 1,000/-
(b)	Member	-	Rs. 500/-
(c)	Associate Member	-	Rs. 250/-

CANCELLATION OF MEMBERSHIP

Expelling of Members: The Council shall have powers to expel all categories of Members from the Institution or call for the resignation of any Member who shall commit a breach of any of the rules, bye-laws or regulations and directions of the Institutions on a majority of 2/3rd of the Members of the Council present at a meeting convened for the purpose, without prejudice to the rights of the Institution, to recover any arrears of subscription or any other amount due from the Member to the Institution.

Any Member so expelled from the Institution or otherwise ceasing his connection, shall forfeit his subscription and all his rights to the property or to enquire into the affairs of the Institution and shall within 14 days of his ceasing to be a member, give up possession of the certificate to membership and any other property belonging to the Institution of whatever kind and return it to the Institution.

Registration: A Member intending to withdraw from the Institution may do so by expressing his intention in writing to the Hon. General secretary at least 15 days before the ensuing subscription becomes due, otherwise he will be liable to pay the subscription whether he remains a member or not, provided that if Council has initiated action under Rule 6, the registration shall not be effective unless the Council so decided.

6.0 SUSPENSION

6.1 A Member shall be suspended temporarily from the Institution and have his name removed from the list of members. If in the opinion of the Governing Council, such a member has:

- a. Conducted himself in manner which is unbecoming of a member of the Institution, or
- b. Intentionally done any act or omission liable to injure the credit and good name of the institution
- c. Acted against the interests if the institution.

The said member shall be given 30 days notice by Governing Council of the proposal to expel him and there by enable him to offer his explanation in writing, which shall be placed before the Governing Council of the Institution for consideration. He may be expelled with the approval of the Governing Council.

6.2 RE-ADMISSION

- a. Members whose membership is terminated may apply in writing after clearing the arrears for restitution of membership for the consideration of the Governing Council and membership may be restored by the two-third of the members present at a meeting at which the application is considered.
- b. A Member, who has been suspended temporarily, shall be eligible for re-admission to membership on a fresh application and payment of fees subject to approval of the Governing Council.

7.0 GENERAL BODY

General Body defined: The General Body shall be supreme body of the Institution and shall consist of all the members (Honorary Members, Corporate Members, Non-Corporate members and Railway members) of the Institution. It shall conduct business through Annual (Ordinary) special, Extraordinary (Emergency) General Body meetings convened from time to time and at such places and such times as the Governing Council may decide as and when necessary. However, the Honorary, Corporate and Non-Corporate Members shall have no voting rights.

7.1 ANNUAL GENERAL BODY MEETING, ITS POWERS AND RESPONSIBILITIES.

The annual General Meeting shall be open to all the members of the Institution. It will be held once a year.

The Hon. General Secretary shall draw the Annual Report of the working to the Institution for the year and put up the same to the President, who in turn, may, if he so desires, direct that the Annual Report be put up for consideration of the Council. The Annual Report shall then be published and circulated among all the Members of the Institution well before the Annual Convention. The Treasurer shall prepare the accounts of the Institution for the year, have them audited and furnish the same to the Hon. General Secretary well in advance of the date of submission of the Annual Report by the Hon. General Secretary to the President.

At Annual Convention, Annual Report and audited accounts of Institution shall be presented and passed, if approved.

7.2 NOTICE IN REGARD TO ANNUAL GENERAL BODY MEETING AND ITS RESPONSIBILITIES

At least 21 days notice shall be given to the members for calling of Annual General Body Meeting. At least 2/3rd of voting members shall form the quorum. If within half-an-hour after the appointed time for the meeting, there is no quorum, the meeting shall stand adjourned and can be held after half-an-hour at the same place to consider the agenda of the adjourned meeting. No quorum shall be required for the adjourned meeting. Proceedings of only such meeting with or without quorum presided over by the President or the Vice President shall be deemed valid. The Council Members may cast their vote by post.

7.3 EXTRA ORDINARY GENERAL BODY MEETING AND ITS FUNCTIONS

Special or Extraordinary General Body Meeting of the Institution may be convened by the council whenever they think fit and shall be convened by the Council on receipt of written requests from 1/3rd the total number of members having voting rights. Notices of such meetings shall be given to each member at least 7 days prior to the date of the meeting. If there is no quorum, the meeting shall stand adjourned and can be held after half-an-hour at the same place to consider the agenda of the adjourned meeting.

8.0 GOVERNING COUNCIL

The highest body of the Institution is the Governing Council. The Council shall have minimum 11 and maximum 21 members consisting of:

Patron	-	One
President	-	One
Vice President	-	One
Hon. General Secretary	-	One
Hon. Treasurer	-	One
Hon. Editor	-	One
Member(s)	-	5 to 15

8.1 DETAILS OF FORMATION OF THE GOVERNING COUNCIL AND OFFICE BEARERS

Officers of Indian Railway Service of Electrical Engineers will be ex-officio members of the Governing Council as defined below:

- Member/Elect., Railway Board will be ex-officio Patron of the Institution.
- Addl. Member/Elect., Railway Board will be ex-officio President of the Institution.
- Chief Electrical Engineer./Northern Railway will be ex-officio Hon. General Secretary of the Institution.
- Vice President of the Institution will be nominated by the Patron.
- Hon. Treasurer of the Institution will be nominated by the President
- Chief Elect. Engineers of Central, Western, Eastern, South Eastern, South Central, Southern, North Eastern, North East Frontier Railways and Sr. Executive

Director/Elect./RDSO, Director/IREEN/Nasik, CEE/CLW, CEE/CORE will be members of the Council.

- Director/ IRIEEN will be the Hon. Editor of the Institution.
- Patron will nominate other members as and when necessary.

8.2 The tenure of office bearers of the Council will match with the tenure of the post held by them on Indian Railways.

8.3 MEMBERS OF THE GOVERNING COUNCIL AND THEIR FUNCTIONS

The highest Governing body of the Institution is the Council, which will function within the framework of rules of the Institution and shall meet at least twice in a calendar year. The Institution is divided into Zonal Centres each with its jurisdiction on the respective railway. There will also be a Zonal Centre at the Research, Designs and Standards Organization, Lucknow and IREEN, Nasik Road with its jurisdiction over respective organizations. Other member railways of IRCA, if they apply for the memberships of the Institution, could attach themselves to a Zonal Centre to be chosen by each one of them. Each Zonal Centre is in its turn sub-divided into sub-Centres, located at each of Divisional or District Headquarters. The Council shall have full powers to approve of the formation of Centre of Sub-Centre on any organizations outside the Railway such as at a new construction organization or production unit as also in foreign countries.

8.4 MEETING OF THE GOVERNING COUNCIL AND CALLING OF MEETINGS

The Governing Council will meet at least twice in a calendar year. Proceedings of regular or adjourned meetings shall be deemed valid only if they are presided over by the President or Vice President. President shall call for the Governing Council meeting on written request from at least 1/3rd members.

8.5 NOTICE REGARDING CALLING THE GOVERNING COUNCIL MEETING AND ITS QUORUM

A 21 days notice shall be given for Governing Council meetings. The Governing Council meeting shall require of 1/3rd members. No quorum will be required for adjourned meeting.

8.6 FILLING UP OF VACANCIES WITHIN GOVRNING COUNCIL

- In the event of Patron not being in position, President will discharge the functions of Patron.
- In the event of President not being position, Vice president will discharge the functions of the President.
- In the case of vacancy of a Council Member, it shall be filled by the Council by Co-opting a Member from amongst the Railway Members.

- In the case of Hon. General Secy. And Hon. Editor, they shall be co-opted members of the Council.

8.7 POWERS OF THE GOVERNING COUNCIL AND ITS RESPONSIBILITY

The Council may delegate to the President and the Hon. General Secy. And the Executive Committee such powers as they deem fit In order to expedite the function and activities of Institution. The President may delegate his powers to any specified degree in the event to his absence, illness, etc.

The Council shall have powers to institute bye-laws and regulations and to make any arrangements that it may deem fit for the purpose of promoting the welfare and activities of the Institution, provided that such bye-laws and regulations do not run counter to any of the rules and provided that the bye-laws shall be submitted by the Council for approval to the members of the institution at the first following Annual General Body Meeting. The Council shall issue suitable instructions and directions to the centres from time to time as may be necessary in order to facilitate the working of the institution in furtherance of its objectives.

8.8 RULES REGARDING ELIGIBILITY TO BE A MEMBER OF GOVERNING COUNCIL, EXECUTIVE COMMITTEE AND CENTRES.

The Members who have outstanding dues towards the institution shall be eligible to be Members on the Governing Council or Executive Committee or Zonal Centre.

9.0 EXECUTIVE COMMITTEE

In order to look after day-to-day functioning of the Institution the Institution will have an executive committee as under.

President of the Governing Council	-	1 no.
Vice-President of the Governing Council	-	1 no.
General Secretary of the Governing Council	-	1 no.
Treasurer of the Governing Council	-	1 no.
Organizing Secretary	-	upto max. of 3 no.

The Organizing Secretaries will be nominated by the President of the Council.

In addition to above, the Governing Council will have power to include any other post on the Executive Committee for smooth functioning of the Institution. The Governing Council will also have power to nominate any member to such post/posts.

9.1 FUNCTIONS OF THE EXECUTIVE COMMITTEE

Executive Committee will function under the Governing Council and implement the decisions taken by the Governing Council for this purpose, the Governing Council may delegate such powers as it deems fit for smooth functioning of the Institution.

9.2 MEETING OF THE EXECUTIVE COMMITTEE

Executive Committee will hold at least one meeting in 3 months to implement the action plan/decisions of the Governing Council.

10.0 SECRETARIAL OFFICE

The Governing Council, if required, will appoint Executive Director to head the Secretarial office, who should be normally a retired railway officer not less than the rank of Principal Chief Electrical Engineer. He will coordinate with Executive Committee and Zonal Centres of IREE. He may be whole/part time employee of the Institution and paid a suitable remuneration approved by the Governing Council.

11.0 ORGANISATION OF THE ZONAL CENTRES

Each Zonal centre shall have a Zonal Centre Committee as under:

Chief Electrical Engineer of the Railway, in whose jurisdiction the centre falls, will be the ex-officio Chairman of Zonal Centre. Chairman shall nominate a Vice Chairman. Hon'y Secretary and Hon'y Treasurer to assist him in the functioning of the Centres. Chairman of the centres shall also nominate a minimum of 2 and a maximum of 4 members of the centre.

11.1 MEETING OF THE ZONAL CENTRE

The Zonal Centre of the Institution will meet at least twice in a calendar year. Proceedings of the regular or adjourned meetings shall be deemed valid only when they are presided over by the Chairman or the Vice Chairman. On written demand from at least 1.3rd members of a centre, Chairman shall call for the meeting of the centre.

The organization has at the Centre will work in accordance with the Guidelines of the Governing Council.

12.0 DETAILS OF FINANCE, PROPERTY AND DISPOSAL OF THE SAME

The Institution has no property so far. However, the income by way of membership to the institution shall be utilized towards the promotion of the objectives of the Institution. As and

when the property of the Institution is to be sold, prior permission to the Charity Commissioner of Maharashtra, Bombay shall be obtained.

13.0 SOURCES OF INCOME AND UTILISATION OF FUNDS.

- a. Funds of the Institution shall be raised by :
 - i. Enrolment fees.
 - ii. Annual subscriptions.
 - iii. Special contribution or levies from members as may be fixed by the Governing Council from time to time.
 - iv. Donations and/or subsidies.
 - v. By realizing payments from advertisements in its magazine/journal/souvenir.
 - vi. By organizing seminar/cultural activities etc.

- b. Subject to the relevant Act of the Registration of Firms & Societies, the Funds of the Institution shall not be spent on any object other than the following:
 - i. The payment of salaries, allowances and expenses to staff of the Institution.
 - ii. The payment of expenses for the administration of the Institution including traveling expenses, audit of the account of the general funds of the Institutions.
 - iii. Publication of periodicals or magazines furthering the interests of the Institution and its members.
 - iv. For conducting lectures, seminars, talks, exhibitions, etc.
 - v. For furthering the interests of the Institution.
 - vi. Any other matter authorized by the Governing Council.

14.0 AUDIT OF ACCOUNTS

- a. The Annual Income and expenditure account and the Balance sheet of the Institution shall be presented at the Annual General meeting duly audited by a competent auditor nominated by the Executive Committee in accordance with Regulations of Films & Societies Act.

- b. The books of accounts shall be kept by the Hony. Treasurer of the Governing Council and the Treasurer of the Zonal Centres and shall be open to inspection by any member at the office of the Institution during which the office is open on any week day excluding holidays.

15.0 DETAILS OF LOANS/DEPOSITS

The Institution has neither so far applied for any loans, nor does it intend to do so in future, However, the Institution does expect funds by way of subscription towards its membership, donation from its members, etc.

The amount collected, if substantial, shall be deposited into fixed deposits to incur interest, which can be used for the development of the Institution.

As and when loans are to be raised, prior permission of the Charity Commissioner of Maharashtra, Bombay shall be obtained.

16.0 DETAILS OF BANK ACCOUNT

The Treasurer shall receive and deposit in a National or an approved bank, the subscriptions and all other money in the name of the Institution.

The bank Account shall be operated with the signature of any two of the following members of the Council. They will be authorized to draw money from the bank:

- i. President.
- ii. Hon. General Secretary.
- iii. Hon. Treasurer.

In any emergency, Vice President, Hon. General Secretary and Treasurer shall be authorized to withdraw money from the Bank by signature of any of the two.

17.0 INFORMATION REGARDING MAINTENANCE OF MEMBER LIST

The Hon. General Secretary will maintain the list of members their enrolment and subscription details as per the Society Registration Act. 1860 Schedule 15(A) Clause (VI).

18.0 INFORMATION IN REGARD TO ANY PROVISION FOR AMENDMENT IN THE BYE-LAWS.

The Council shall have powers to amend bye-laws and to make any arrangements that it may deem fit for the purpose of promoting the welfare activities of the Institution, provided that such bye-laws do not run counter to any of the Rules and provided that the bye-laws shall be submitted by the Council for approval to the members of the Institution at the first following General Meeting and approved by two-third majority.

19.0 AMENDMENT IN THE OBJECTIVES AND NAME OF THE INSTITUTION

It shall be governed by the Society Registration Act, 1860 Clause 12 and 12(A).

20.0 DISSOLUTION

The dissolution of the Institution will be as per the Society Registration Act.1860, Clause 13 & 14.