

CONSTITUTION

RULES AND REGULATIONS (REVISED) OF LUDHIANA ARCHITECT ASSOCIATION

(As amended on December, 2013)

January, 2014.

- ARTICLE 1 – NAME.
- ARTICLE 2 – AIMS AND OBJECTIVES OF LAA.
- ARTICLE 3 – MEMBERSHIP OF LAA.
- ARTICLE 4 – SUBSCRIPTION.
- ARTICLE 5 – CHAIRMAN OF LAA.
- ARTICLE 6 – GOVERNING BODY OF LAA – TERM AND ELIGIBILITY
- ARTICLE 7 – ELECTIONS OF GOVERNING BODY.
- ARTICLE 8 – FUNCTIONS OF LAA.
- ARTICLE 9 – POWERS AND DUTIES OF EXECUTIVE COUNCIL.
- ARTICLE 10 – FUNDS AND ACCOUNTS.
- ARTICLE 11 – DISBURSEMENTS.
- ARTICLE 12 – OPERATIONS OF ACCOUNTS
- ARTICLE 13 – MEETINGS OF LAA.
- ARTICLE 14 – LOCATION OF THE OFFICE OF LAA.
- ARTICLE 15 – PRIVILEGES.
- ARTICLE 16 – DISSOLUTIONS OF ASSOCIATION AND DISPOSAL OF ASSETS.
- ARTICLE 17 – AMENDMENT OF CONSTITUTION.
- ARTICLE 18 – GENERAL BY-LAWS.

Ravinder Singh

**LUDHIANA ARCHITECTS ASSOCIATION (REGD.)
LUDHIANA**

CONSTITUTION

1. NAME

The name of the association shall be "Ludhiana Architects Association" (Regd.) hereinafter referred to as "LAA".

2. AIMS AND OBJECTIVES

- a) To devise ways and means for the efficient working of the profession of architecture.
- b) To safeguard and promote the interests of the members in matters relating to the architectural profession.
- c) To represent to authorities and Government on matters of common interests and policies.
- d) To promote and maintain amongst members a sense of dignity, discipline and responsibility befitting the citizens of "Free India".
- e) To bring all the qualified architects of city on a common platform.
- f) To discuss various problems concerning architectural profession.
- g) To interact with various concerned departments regarding improvement in environment & profession.
- h) To create public awareness about role of the architect.
- i) To understand mutually code of conduct & professional ethics.
- j) To discuss various problems regarding urban design as related to the region.
- k) To promote the role of architect in rural & urban development.
- l) To provide eco-friendly environment to reduce the pollution in city.

Ravinder Singh

- m) To suggest the effective measures of preserving the old monuments already existing in city.
- n) To work, together to protect the interest of title "ARCHITECT".
- o) To have active interaction with higher professional bodies e.g. Council of Architecture and Indian institute of Architects.
- p) To issue appeals for funds in furtherance of the objects of the association, to accept any gift, endowment, or request aid to the association, if required for the purposes of the association, provided such gifts, endowments, bequests or loans shall be accepted if they are not accompanied by conditions in conflict with the objects for which the association is established.
- q) To ensure the advancement of the living standers of our people through their improved environment and to make the profession of ever increasing service to the society.

3. MEMBERSHIP

Membership shall require the fulfillment of the following conditions.

- a) The membership is open to all those who are of the age of maturity, agree to abide by the Constitution, Rules and Regulations of the LAA and wish to serve for charitable causes for the welfare of mankind without any personal gain or motive. He/ She should be qualified architect studied five year degree course from a college recognized by Council of Architecture. He / She should also be a member of Council of Architecture / Associate or Fellow of Indian Institute of Architects.
- b) The Architect desiring to become the member of the LAA shall apply on prescribed form. The application shall be considered and scrutinized by the Governing Body. Once the application is approved the registration fee of Rs. 500/- for membership shall be deposited with the Treasurer who will issue a proper receipt of the same.

Ravinder Singh

- c) The Architect shall pledge to abide by the constitution and decisions of the Governing body arrived at, from time to time at the time of signing the Membership Form, prescribed by the LAA.
- d) Making regular payment of subscription as laid down in para 4a.
- e) A person shall cease to be member of the LAA for the ensuing year(s) if he does not pay the annual subscription by the month of July of the proceeding year.
- f) To be a member of LAA, member architect must have a residence and proof of employment / practice in Ludhiana.

4. SUBSCRIPTION

- a) Every member shall pay yearly subscription as prescribed by the Governing Body from time to time and shall deposit the same with the Cashier/ Treasurer who will issue a proper receipt of the same.
- b) The annual subscription shall have to be paid every year within the months from April till July.
- c) Annual General body / working committee may revise the annual subscription from time to time. As on for year 2012-2013 :
For Senior members annual fees is Rs. 2400/-
For Junior members annual fees is Rs. 1200/-.
- d) LAA Members who are fresh graduates from college are junior members. They enjoy this privilege for five years; thereafter they become senior members automatically.
- e) The association shall have powers to remove any member who are in arrears of his subscription for more than two years, after giving due

Ravinder Singh

notice by registered post, email and mobile phone text service to the defaulting member calling upon him to pay his dues.

- f) The LAA will have the power to reinstate a member upon payment of reinstatement fee (Reinstatement fee is amounting to Rs.5,000/-) and arrears of subscription of two years together with current years subscription.

5. CHAIRPERSON OF LAA

- a) Chairperson of LAA shall be a member of LAA in good standing.
- b) He / She shall be at least 45 years in age or above.
- c) Chairperson of LAA is not an elected post. He / She shall be nominated by the Governing body after its election held for that particular term.
- d) He / She shall be the face of LAA for all events. All proceedings of the governing body shall be reported to him.
- e) The Chairperson shall oversee the election process conducted by the election committee. The election results shall be declared by the Chairperson of LAA.
- f) When the election time is declared and the Governing body is dissolved, for that period the Chairperson shall preside over the General Body Meetings of LAA.
- g) The Chairperson shall give charge to the incoming new Chairperson after the elections are held and the new Governing body has nominated the new Chairperson.

6. GOVERNING BODY OF LAA – TERMS AND ELIGIBILITY

- a) The affairs of association will be managed by the body known as “Governing Body” which shall consist of seventeen members. The list of present Governing Body is fully detailed in Para No. 5(h) and 5(i) of the Rules and Regulations of LAA.

Ravinder Singh

- b) The Governing Body shall consist of Executive Council and Executive Committee.
- c) The members to the Executive Council of Governing body shall be elected from amongst the members by majority of votes by the General Body once in every two years.
- d) The names, addresses and occupation of the members so elected to the Governing Body shall be communicated to Registrar of Societies within two weeks of its formation.
- e) The Governing Body shall not stand dissolved merely on account that any of its members has resigned or otherwise left the Association, but the remaining members of the Governing Body shall have the power to nominate any member in this place till the next general election.
- f) No member of the Governing Body or unelected member shall be entitled any fee or remuneration for the work of L.A.A.
- h) Executive Council Members in Governing Body will have eight Senior Members from "L.A.A." these shall be follows :

President	1 Post	Six Elected members from the election process as explained in para 5(c).
Vice President	1 Post	
General Secretary	1 Post	
Treasurer	1 Post	
Joint Secretary I	1 Post	
Joint Secretary II	1 Post	
Organizing Secretary	1 Post	Two Nominated posts by the President.
Press Secretary	1 Post	

- i) Executive Committee members in Governing body shall have nine members from "LAA" pool of members. These members are nominated

Ravinder Singh

by the Executive Council. In case more than nine members apply then draw of lots shall be done by the General Secretary in front of all members who have applied by giving notice by email , regd. post and mobile phone text service.

- j) Provision for at least three fresh faces every new term to the fresh executive committee body for healthy atmosphere, encouraging new architect members and justifying rotation policy.
- k) All members wishing to join the Executive committee shall apply to the President at the date given on the day of election to the new body.
- l) **Term of governing body of LAA.**
 - i) The term the Governing body shall be for One year Eleven months.
 - ii) The term of the elected office bearers shall be for One year Eleven months from 1st SEPTEMBER to 31st JULY of the years ending in even numbers.
 - iii) The elections of the office bearers of the LAA shall be completed before the 31th August of the years in which the term is completed.
 - iv) Any office bearer who holds the office for one year plus one day shall be recorded in the records of the LAA as office bearer of the LAA for the said term.
 - v) The formal Annual General Body meeting shall be held in the last fortnight of July for conducting elections and a written notice shall be issued at least 15 days prior to the meeting thereof, giving date, time and venue in the last fortnight of July. The members of Election Committee shall be elected in this meeting.
 - vi) The members of this election committee cannot contest elections, but they have the power to vote as LAA members.

Ravinder Singh

- vii) The Election Committee meeting shall be convened by the Polling Officer for the above purpose not later than 31th July of the year in which elections are due. The detailed programme and schedule of inviting nomination papers, withdrawals etc. shall be chalked out in this meeting and a clear notice in writing be sent at least seven days before the filling of nominations shall be sent to all members.
- viii) A nomination cum election committee consisting of at least three members inclusive of and headed by a Polling officer shall be appointed by the Annual General Body Meeting to conduct, supervise and hold elections of the office bearers of the LAA from the member list of LAA.

m) **ELIGIBILITY OF GOVERNING BODY OF LAA**

- i) All those who have completed ten years of membership, and are of 30 years or above age and are in good standing are eligible to contest elections.
- ii) All active members who have completed five years or more of membership and are in good standing are eligible to propose or to second the nomination of the candidate
- iii) **EXPLANATION OF GOOD STANDING.**
All those members shall be considered in good standing if their dues are duly paid up to the year in which election are being held.
- iv) A list of qualified members, eligible to vote should be given on payment to a member asks for this or list be put up in the office of LAA.
- v) For the office of President , a member must also qualify for the following: (a) He/She had been a member of the Governing Body of LAA previously for one full term. (b) He/She must have attended at least 60% of its Governing Body meetings. (c) He/She had been an active member of the LAA for ten years. (d) He/She must be at least thirtyfive years in age before the date of election.

Ravinder Singh

- vi) Any Governing Body member cannot be the office bearer of the same office for more than two successive terms.
- vii) Election shall be held for Six Senior posts i.e. President, Vice President, General Secretary, Treasurer, Joint Secretary I & Joint Secretary II respectively.
- viii) President and his senior elected team will then nominate Press Secretary, Organizing Secretary, and nine executive committee members for one year and eleven months respectively.
- ix) For six senior posts [as in para 6(b)] only those members are eligible who have a minimum of ten years standing in L.A.A.
- x) For all other posts any LAA member is eligible.
- xi) Each and every member of LAA (whose name is in the voters list) is eligible to cast vote in LAA elections. It is the duty of election committee to declare the list of valid candidates in the first fortnight of August, along with the election procedure to be completed by the last week of August, with declaration of election results.
- xii) The contesting member of LAA will submit before election committee a consent letter and a Nomination Form plus Fee of Rs. 2500/- and Security Deposit of Rs. 5,000/- for rank, he intends to contest. The Nomination Fee will be non-refundable, while the Security Deposit will be refunded to those contestants who withdraw their nominations before the date prescribed for withdrawal of nominations, or secure at-least 10% of the total valid votes polled in that contest.
- xiii) The contestants, proposers and seconders should be bonafide members of the LAA and have remitted the prescribed subscription before the date of filing the Nomination Form(s).
- xiv) If an Office Bearer or Member of the Executive Council/ Executive Committee does not attend three consecutive meetings of the Executive Council/ Executive Committee, as the case may be, without any valid reasons to the satisfaction of

Ravinder Singh

the General Body, he will cease to be the member of the Executive Council/ Executive Committee concerned.

- xv) In the event of resignation by the President (elected through open quota), Vice-President, in the above seriatim, would take over as acting President and would exercise all the powers being enjoyed by the President, till a President is elected by the General Body.
- xvi) Any member/ members shall be declared elected to any post unanimously in case he/she/they have no opposition from other members of LAA.

7. **ELECTIONS OF GOVERNING BODY**

- i) These rules may be called "Ludhiana Architects Association Ludhiana, Election Rules".
- ii.) At the end of every one year eleven month term after the last general body meeting, members of the council shall retire from the office and every such retiring member shall be eligible for re-election, unless stated otherwise in the rules of LAA. Elections must be declared in the second fortnight of July and concluded by the last week of August respectively.
- iii.) For the elections to Governing body of years 2012 – 2014 , 2014 – 2016 and 2016 – 2018, 2018 - 2020 the election clauses for eligibility are waived off for wider selection of candidates, except for the post of President.
- iv) The Office-Bearers of the Executive Council will be elected by casting the vote by ballot paper at polling station set up by General Body in the prescribed manner. The election will be conducted by an Election Committee, consisting of three members of the LAA called for election purpose in month of August.
- v) Every eligible active member can propose or second for any post of office bearer, but he shall not propose or second for two or more

Ravinder Singh

candidates for any post. In case of multiple proposals by the proposer or the seconder, all those proposals shall render rejected.

- vi) The consent by the candidate is essential.
- vii) Incomplete proposal forms shall be rejected.
- viii) A written notice of 15 days prior to the nomination date shall be sent by the Election committee.
- ix) The nomination in the first instance will be received by the Polling Officer in a sealed cover. The sealed cover shall be opened in the presence of members of the Election committee headed by Polling officer in the office (of the LAA or as decided in the AGM) on a schedule time.
- x) Scrutiny of the nomination shall be made immediately after the elapse of nomination time.
- xi) A maximum of two days withdrawals time shall be allowed. The election shall be held if there are two or more candidates for each post.
- xii) The Polling officer shall be entitled to requisite the services of any member of LAA for the smooth and proper conduction of election.
- xiii) Every member shall have one vote and there shall not be any proxy vote.
- xiv) The nomination forms shall be made available by the LAA against the payment fixed by the Election Committee from time to time.
- xv) A member can contest one post and he shall have to withdraw from other post/s, if any. In case of non compliance of this all proposals of his candidature be rejected.
- xvi) The election shall be held by secret ballot by those qualified to vote. A plurality vote shall be necessary to elect. However, in case of equal votes of the contestants who have been polled equal votes the decision shall be through draw system and results declared accordingly.
- xvii) The election committee is empowered to give their decision on appeal by any candidate on his rejected nomination form within 24 hours.

Ravinder Singh

However the election committee shall provide the ground of rejection on demand by the candidate.

- xviii) Genuineness of voter can be challenged at the time of entering the registration for ballot paper with payment of Rs. 500/- each. However the decision of the Election committee shall be final and un-challengeable.
- xix) In case of any dispute regarding the rejection of ballot paper etc. the decision of the Election Committee shall be final.
- xx) Counting shall start immediately after the elapse of polling time and its results declared after the completion of counting.
- xxi) The election committee shall hand over the outcome of elections to the outgoing President of the LAA in writing. The outgoing President and his office bearer team will hand over the charge to the incoming President and his team on the first working day of September.
- xxii) The decision/s of the election committee is/ are un-challengeable in the court of law till it has been brought before the General House.
- xxiii) Except personal contacts, the use of pamphlet, loudspeaker, public meetings or any other similar nature of conversing shall not be allowed.

8. FUNCTIONS

- a) Annual General Body (AGM) shall be the Supreme Body of the LAA.
- b) The Annual General Body shall review the working of the LAA and lay down the policies and programmes to be followed from time to time.
- c) The General Body shall meet at the time of the Annual Meeting to be held in the month of July each year and the Executive Council will place its Annual Report and Accounts for approval and every second year the agenda of elections shall be added to AGM.

Ravinder Singh

- d) Executive Council/ Executive Committee shall function and take decisions on all matters on behalf of the LAA. The decisions of the Executive Council/ Executive Committee shall be considered final and binding on all members unless modified by the General Body by 2/3 majority of the members present.

e) MEETINGS

There shall be always a First General Body meeting and the Last General Body meetings. The First and the Last General Body Meetings shall be held as prescribed by rule and regulations of LAA. The other general body meetings will be held at least within six months of the last meeting.

- i) The Governing Body Meeting; shall be held at least once in year and shall transact, interalia, the following business:-
- a) The President's report on the functioning and achievement of the Society.
 - b) Election to Governing Body.
 - c) Passing the Annual Budget.
 - d) All other matters of general interest.
- ii) Special Meeting: The President of LAA shall have the power to call for special meeting of the general body and governing body by giving 7 days & 24 hours urgent notice respectively to concerned members.
- iii) Notice of Meeting: The notice of General Body Meetings and the Governing Body Meetings shall be issued to members concerned 15 days and 5 days respectively in advance.
- iv) The meeting notices to concerned members shall be emailed on internet / text sent on mobile / through speed post service.

Ravinder Singh

9. POWERS AND DUTIES OF OFFICE BEARERS OF EXECUTIVE COUNCIL MEMBERS & EXECUTIVE MEMBERS.

a) PRESIDENT

- i) The President shall preside over all the meetings of the LAA. In his absence, the Vice-President (elected through open quota), in the above seriatim (in the absence of the latter, any Member of the Executive Council) shall preside over the meetings. The President along with the Executive Body shall nominate Chairman for a term aligning with his office term of one year and eleven months.
- ii) The President shall supervise the work of the LAA and report the proceedings to the Chairperson regularly.
- iii) The President of the LAA shall conduct, regulate and preside all the meetings of the Association. His rulings as to point of order shall be final and conclusive. He shall also be appointing authority of the employees of the LAA.
- iv) The President will not hold office for more than two consecutive terms.
- v) He will always when present, preside all meetings of the Governing body and the AGM.
- vi) He will not hold an elected post in the office of LAA for a period of six years thereafter completing his term.

b) VICE PRESIDENT

- b) Vice-President shall assist the President. He shall perform such duties as may be assigned to them by the President/ Executive Council. He will not hold the office for more than two consecutive terms.

Ravinder Singh

c) GENERAL SECRETARY

- i) Shall discharge all administrative duties of his office under the supervision and control of the President.
- ii) Shall be the custodian of all the movable and immovable properties / records of the LAA.
- iii) Shall prepare the Agenda for every meeting and get it approved by the President/ Vice-President before it is circulated to the Members. He, with the assistance of a Joint Secretary, will prepare the proceedings of the meetings on the spot as far as possible and get the same approved by the President/ Vice-President. He must put up the proceedings in the next meeting for confirmation. He will also put up the decisions of the Executive Council to the Working Committee in its next meeting;
- iv) Shall maintain a stock-book and proper inventory of all property belonging to the LAA, the same to be signed by the President/ Vice-President from time to time.
- v) The General Secretary shall look after the affairs of the Society under the directions of the Governing Body. The General Secretary shall keep or cause to be kept proper minutes of the proceedings of the meetings of the association. He will do all such act and things which are necessary for implementing the decision and resolution of the Governing Body or General Body. He shall also keep or cause to be kept all records of the LAA at a place to be determined by the Governing Body.

d) TREASURER

- i) Will operate upon the Account of the LAA alongwith the President. All withdrawals must be made by the President and Treasurer jointly and the withdrawal chit/ cheque must bear the

Ravinder Singh

signatures of both the persons. The Treasurer will be empowered to keep in his custody an amount not exceeding Rs. 10,000/- on behalf of the LAA. He must deposit the amount when exceeding Rs. 10,000/- once in a week, in the account of the LAA.

- ii) Will keep the accounts of the LAA in a proper way and get the same audited quarterly by the Auditor(s) and produce them before the Executive Council/ Working Committee for final approval;
 - iii) Will prepare Annual Balance Sheet of the Accounts for submitting is to the General House for approval after getting the same audited.
 - iv) Will take responsibility to direct the collection of subscriptions and preparation of accounts of all receipts and expenditure of the funds of LAA, and to present the same to the AGM for inspection or approval.
 - v) Will receive all payments due and payable to the LAA.
 - vi) Will not hold the office for more than two consecutive terms.
- e) Joint Secretaries I & II
- i) The Joint Secretaries shall assist the General Secretary in the performance of his duties.
 - ii) They will not hold the office for more than two consecutive terms.
 - iii) They will attend all meetings, take minutes of proceedings of such meetings, to read the minutes, make all communication, to supervise the publications of LAA.
- g) Organising Secretary

Ravinder Singh

Shall do all the organizing work of the LAA, and will also perform such other duties as are assigned to him by the Executive Council/ President/ General Secretary.

h) Press Secretary

Shall do all the Press reporting work of the LAA, and will also perform such other duties as are assigned to him/her by the Executive Council/ President/ General Secretary. He/She shall keep record of all functions, seminars, meetings hosted by LAA by way of pictures, documents. He/She shall co-ordinate with all press reporters of the national daily news papers that in circulation in Ludhiana.

10. FUNDS AND ACCOUNTS

- a) The Register of Members shall be maintained by the Organising Secretary, as decided by the Executive Council.
- b) The Accounts of the LAA shall be open for inspection to all the Members of the LAA at reasonable hours with a due notice of two working days in writing.
- c) The LAA reserves the right to accept Donation(s) as and when received.
- d) Regular receipt shall be issued for the money received towards the funds of the LAA under the signatures of a Member of the Working Committee or as authorized by the Executive Council.
- e) The collections must be deposited with the Treasurer within one week of the actual receipt.
- f) Bank Account: A bank account shall be opened in the name of LAA and the same shall be operated jointly by at least two members that is the President and the Treasurer to be appointed by the Governing Body by Special Resolution, which shall be communicated to the bank from time to time.

Ravinder Singh

- g) Funds vested in the Governing Body: The funds (moveable and immovable) of the LAA shall be vested in Governing body which shall have the power to administer the same.
- h) Closing of Accounts and Audit thereof: Regulation accounts of the LAA shall be maintained. The yearly accounts shall be closed on 31st March each year. The accounts of the LAA shall be duly audited by a Chartered Accountant.
- i) Investment of Funds of the LAA: The funds of the LAA shall be invested in the modes specified under the provisions of section 13(1) (b) read with section 11(5) of the Income Tax Act, 1961 as amended from the time to time. It is hereby clarified that all the members of the LAA are rendering social and honorary services and have no personal interest.
- j) Utilisation of Funds: The benefits of the LAA including the members in the Governing Council shall be rendering honorary service to the association. No portion of the income of LAA shall be utilized for payment to members of the LAA including members of the Governing Council by way of profit, interest, dividend etc. The funds of the income of LAA shall solely be utilized for the achievements of the objectives of the LAA. No part of any type of funds of LAA can be given to other institutions/associations by way of Loans, Gifts, funds to host parties, dinners or get-togethers ...etc.

11. DISBURSEMENTS

- i) Purpose for which the funds shall be applicable :
 - a) The Funds of the LAA shall not be used for any purpose outside the Objects/Interests of the LAA.
 - b) To meet the expenses for the administration of the LAA including postage, stationery etc. and audit of accounts of General Funds of the LAA.

Ravinder Singh

- c) For any other purpose as and when necessary for the furtherance of objects/Interests of the LAA.
- d) To improve the Member's intellectual and cultural conditions by organizing and establishment of:
 - i) Libraries, Reading Rooms, Debating Societies, Lectures.
 - ii) Cultural Societies and Social gatherings.
- e) To purchase, take on lease or otherwise acquire, to hold or sell, exchange, mortgage or otherwise dispose of any movable or immovable property and any rights or privileges, which may be necessary or convenient with reference to the object of investing of its funds with the provisions that the payment shall be in contravention of Section 15 of the Indian Trade Unions Act of 1952.
- f) To publish official journals, pamphlets etc.

ii) INCURRING OF EXPENDITURE

- a) The Executive Council/ Executive Committee/ General Body shall control and sanction all expenditure on behalf of the LAA. The Executive Council shall be authorized to incur expenditure from the General Fund of the LAA only.
- b) The President is authorized to sanction an expenditure of Rs.75,000/- ___ at a time in emergency and that will be subject to the approval of the Executive Council/ General Body, which-ever meets earlier.
- c) The General Secretary is authorized to sanction an expenditure upto Rs.50,000/- _____ on any one item in the absence of President, subject to the subsequent approval of the Executive Council/ General Body, whichever meets earlier.

Ravinder Singh

d) In accordance with the decision of the Executive Council/ General Body, the Purchase Committee (consisting of at-least two members) shall collect quotations/ samples etc., get the same approved from the President and thereafter, make purchases and deposit the material with the General Secretary or any other member so authorized by the Executive Council.

iii) **POWERS TO WRITE OFF LOSSES:**

The Executive Council is authorized to write off losses upto Rs. 100/- on each item. Beyond this limit, the Working Committee/ General Body would decide the issue. N.B. the amount of loss will be written off by the above mentioned authorities only after satisfying of the bonafide of the losses.

12. OPERATION OF ACCOUNTS

- i) a) The Funds of the LAA shall be deposited in the name of the LAA, in the Post Office/ Scheduled Bank, as is decided by the Executive Council.
- b) The Accounts of the LAA shall be operated upon by the President and the Treasurer collectively.

ii) **AUDIT OF ACCOUNTS**

The Accounts of the LAA shall be subject to audit. Auditors, who are not Members of the Executive Council/ General Body shall be appointed every year by the Executive Council / General Body. The Auditors shall audit the Accounts of the LAA quarterly and will submit their report, with objections/ suggestions, if any, to the General Secretary for placing the same before the Executive Council/ AGM for approval.

Ravinder Gh

13. MEETINGS

- a) i) The office bearers of Executive Council will meet at least once in 2 months, the Governing Council once in 3 months and the General Body (all LAA members once in 6 months. Eight days notice for such meetings to be given by the Jt. Hon. Secretaries.
- ii) First General Body Meeting : The official term of the Council of two years, shall close on the 31st of July. The First General Body Meeting shall be held in the first week of September, immediately after elections to the Council are held, for the purpose of transaction the following business: -
- a) To adopt the Bi-annual report.
- b) To adopt the audited statement of accounts of each year for the two year term.
- c) To report the result of the election of the Council.
- d) To transact any other business of which notice has been given in writing, to one of the Jt. Honorary Secretaries, at least seven days before the First General Body Meeting.
- iii) Last General Body Meeting : Last General Body Meeting shall be held on or before 30th June at the end of every two year term of the Council for the purpose of transacting the following business:
- a) To report on the activities of the institute upto 31st March in that year.
- b) To transact any other business of which notice has been given in writing to one of the Jt. Hon. Secretaries, at least seven days before the Last General Body Meeting
- iv) Special General Body Meetings : Special General Body Meetings of the institute shall be convened by the Joint Secretaries.

Ravinder Singh

- a) Whenever required by the President and/ or the Council. The quorum for such meeting shall be sixty percent of the registered members.
- b) On a requisition in writing, signed by at least fifty members, addressed to the President, stating the object of calling the meeting, including any specific resolution. Quorum for such meetings shall be thirty, which shall be maintained throughout the meeting. Such meetings shall be held at the Office of the LAA.

v) Recording of Proceedings: The Proceedings of all the General Body Meetings shall be recorded by one of the Jt. Honorary Secretaries or in their absence by a person authorized by the Chairman of the Meeting. Such minutes shall contain the names of members present and a correct report of the resolution and proceedings of the meeting. Such minutes, as aforesaid, shall be read at the next General Body Meeting. Minutes after being confirmed by a majority of votes, shall be signed by the Chairman of the meetings, and such confirmation under the signature of the Chairman shall go to show that they contain a correct and faithful report of the proceedings of the meetings.

- ii) 1/5 of the total members of the Executive Council/ Executive Committee or members of the LAA can submit a requisition in writing for a special meeting of the Executive Council/ General Body respectively, which will be conveyed by the General Secretary within 7 days in the case of Executive Council, 10 days in the case of Executive Committee and 15 days in the case of General Body from the date of receipt of the written requisition.

b) QUORUM

Ravinder Singh

- i) General Body: The Quorum shall be $\frac{1}{2}$ (Half) of the total number of members at the time of ordinary meetings.
- ii) Executive Committee: The Quorum shall be 5 of the total number of members at the time of ordinary meetings.
- iii) Executive Council/ Executive Committees: The Quorum shall be $\frac{2}{3}$ of the total number of members at the time of ordinary meetings and $\frac{1}{2}$ at the time of emergency meetings.

NB. If a meeting of the General Body/ Executive Council/ Executive Committee is adjourned for want of quorum, no quorum shall be necessary at the next meeting called for transacting the same business.

- iv) The minimum number needed to make a quorum to hold the meeting shall be one-half of the total number of members eligible to attend meeting and to vote. It is, however, provided that if within one hour from the time appointed for meeting, the quorum is not complete, the meeting shall be adjourned to next day at the same place and time and quorum shall be members present and they would transact the business for which the meeting was called.
-
- c) A notice of the meeting, with Agenda, shall be issued not less than 3 days for the ordinary meetings and as early as possible for an emergent meeting.
 - d) Every effort shall be made to circulate a notice of the meeting amongst all the members.
 - e) If the required number of members is not present the meeting shall stand adjourned for 10 minutes and held as an adjourned meeting not requiring a quorum. Any member of the Council who, except with the permission of the Council, shall absent himself from three consecutive council

Ravinder Gh

meetings, shall ipso-facto cease to be a member of the Council, except if he is granted leave of absence, if so requested in writing. At any emergent meeting of the Council called by the President the quorum shall also be six.

14. LOCATION OF THE OFFICE OF THE LAA

The office of the LAA shall be located at Ludhiana. The temporary office of LAA shall be in the President's own office till permanent premises is bought/ rented/ leased.

15. PRIVILEGES

Any member found working against the interests of the LAA shall be liable to expulsion at the Annual General Body. He shall, however, be entitled to defend himself, if he so desires, in the meeting where his expulsion is under consideration, due notice of which will be given to him. He shall also have the right to appeal to the General Body of the LAA within two months of his expulsion, if he so desires.

Every member will be entitled to receive a certificate of membership, such certificate shall be the property of LAA and in the event of termination of membership, it shall be returned to the LAA office.

16. DISSOLUTION OF UNION AND DISPOSAL OF ASSETS

- a) LAA can be dissolved only if at-least 4/5 of the total members of the General Body pass a vote to the effect in the meeting summoned for the purpose.
- b) The Assets of the LAA whether movable or immovable shall be disposed of in open auction and liabilities of the LAA shall be discharged from the funds of the LAA. The remaining funds may be

Ravinder Singh

divided amongst the members in such manner as may be prescribed by the Registrar, Trade LAA concerned.

17. AMENDMENT OF CONSTITUTION

- a) The Constitution shall be subject to amendment within the spirits of the aims and objects of the LAA on the recommendation, through the majority resolution of the General Body.
- b) No alteration of or amendments to the constitution of the LAA shall be considered unless proposed in writing by at least fifty members.
- c) Every such proposed alteration and amendment shall be discussed and voted upon by show of hands at a special general body meeting called for the purpose, not later than twelve weeks of the receipt of the original proposal thereof.

18. GENERAL BY-LAWS

- a) The Association shall work within the ambit of Societies Registration Act, 1860, (b) the funds of the Society shall be spent on such purpose only as have been defined as Charitable under the Income Tax or any other law.
- b) Inspection: Every member of the LAA has the right to inspect the records of the Association and the General Secretary shall grant the necessary permission for the same at all reasonable times in response to a written application.
- c) Alteration in Rules: Any addition, alteration or omission in the Rules & Regulations of the LAA shall be affected by special Resolution passed by two third of the members present in persons and entitled to vote at General Meeting of the Association duly convened. So far as concerns the alterations, extensions or abridgements in the purposes of

Ravinder Singh

Association, the provision of section 12 of the Societies Registration Act, 1860 shall apply.

- d)
 - i) This association shall not indulge in any political activity and endorse, recommend or propose any candidate for public office nor shall political partisan policies discussed in the Executive or General House meeting.
 - ii) Except to further the progress of the association, no office bearer or the member of the association shall use his membership as means to furthering any of his personal or political aspiration nor the association as whole take part in any movement not keeping with its purposes and objects.
 - iii) The Executive committee shall be nominated by the President. The members once appointed cannot be expelled or dropped by the President.
 - iv) The President may appoint some special committees or sub-committees for smooth running of the association. From such appointed committee, he can drop any member without assigning any reason.
 - v) Any programme/ matter/ resolution of any nature, (except the resolution of gratitude, vote of thanks or any resolution of grief) may first be referred to corresponding committee appointed by the President (to the Executive Committee in the absence of corresponding committee) for study and their recommendations to the Executive Committee.
 - vi) There shall not be repetition of one motion already tabled. The final decision shall be announced by the President.
 - vii) The member who table the motion shall be allowed to speak first and also to conclude the motion.

Ravinder Sjh

- viii) No one shall be allowed to speak second time on a single motion except General Secretary and President.
- ix) President, General Secretary or any other office bearer or member who holds any property of the association shall hand over the same to the new elected team.
- x) All the records/ documents keys etc. including proceeding and minute books / registers shall be given to the new office bearers.
- xi) Ballots and other election records shall remain in the custody of the Polling Officer till the next elections are over.
- xii) SECTION A: By-Laws regarding election rules may be altered, amended, repealed in any regular or special meeting of General House at which the quorum is present, by a two third (2/3) vote of the members present in person.

SECTION B: Other by-laws may be altered, amended or repealed in any regular or special meeting of the General House at which the quorum is present, by a majority vote of the present members in person.

SECTION C: No amendment shall be put to vote unless written notice thereof, stating the proposed amendment shall have been mailed or delivered personally to each member at least two weeks prior to the meeting at which vote for an amendment is to be taken.

Signed by :

Present :

Vice President:

Treasurer :

General Secretary:

Ravinder Sg

WITNESSES :

1. Ravinder Singh

Ar. Ravinder Singh

2. Karamjit Singh

Ar. Karamjit Singh

3. [Signature]

Ar. Vikas Sharma

4. [Signature]

Ar. Rajaan Sareen

5. B.S. Brar

Ar. B.S. Brar

"BE IT RESOLVED AND IS HEREBY RESOLVED THAT THE PROPOSED CONSTITUTION AMENDMENT BILL WITH AMENDMENTS PASSED ON _____ IN THE GENERAL HOUSE BE ENFORCED FROM _____ AND EVERY MEMBER OF THE LAA SHALL RESPECT AND OBEY THIS AMENDED CONSTITUTION, BY-LAWS AND ELECTION RULES HENCEFORTH.

This resolution was passed unanimously in the General Body Meeting held on _____ at _____, Ludhiana.

The amended constitution was compiled by Ar. Ravinder Singh, Ar. B.S. Brar, Ar. Rajaan Sareen, Ar, Karamjit Singh and Ar. Vikas Sharma.

Ravinder Singh

Schedule of Programme for elections

	Date	Time	Place
Last date for submission of annual membership fee			
Voter list for Election Committee			
If any person has objection on voter list than he/she can object till this date			
Nomination Form fee 100/- Rs.			
Last date to submit the form			
Scrutiny of Nomination Form			
List of candidates for the post			
Objection on rejected Nomination Form			
Last date to withdraw the names			
Final list of candidates			
Election Date			
Counting of votes & declaration of Results			

Ravinder Singh

Nomination Form for Election.

To

Convener,
Election Committee,
Elections for Governing Body of L.A.A (Nov. 2012 - Aug. 2014),
Ludhiana

Subject: (Nomination Form) Election of General Body of L.A.A. Ludhiana for the years of Nov. 2012 – Aug. 2014

Sir,

I _____ of _____ the undersigned member of the Association intend to propose the name of the following member who is qualified in accordance with the Rules and Regulations for the Association for election as Member of the Executive Council and attach hereto a consent in writing from the nominee of his / her willingness to serve as office bearer / member of the Executive Committee. I declare that I don't have any pending dues of L.A.A. I hereby attach a demand draft of Rs. _____ As the Nomination fee and Rs. _____ As the security deposit as per the rules set by the LAA Constitution. I set my hands this _____ day of _____ 2012.

a.) Proposer Member's Signature _____

Proposer Member's Name in Block Letters _____

Proposer Member's Membership No _____

b.) Seconding Member's Signature _____

Seconding Member's Name in Block Letters _____

Seconding Member's Membership No _____

Particulars of the Nominee:

Name: _____

Address: _____

Membership Number _____

Nominated For _____

Ravinder Singh

Letter of Consent of Contesting Candidate

To

Convener,
Election Committee,
Elections for Governing Body of L.A.A (2013 – 20–),
Ludhiana

Subject: (Letter of consent) Election of General Body of L.A.A. Ludhiana for the years of . 2013 – 20

Sir,

I hereby give my consent to stand for election as President / Vice president / General Secretary / Joint Secretary I / Joint Secretary II / Treasurer of Executive Council L.A.A, Ludhiana for the years . 2013 – 20--

I also hereby solemnly declare and agree that in the event of my election, I will conform to the Constitution of L.A.A, Rules & Regulations and other Byelaws of the Association as now in force or as hereafter altered, amended or enlarged from time to time and shall always make my best efforts to work for the welfare and progress of the Association. I undertake not to do anything against the policies of Association. I declare that I don't have any pending dues of L.A.A. I shall attend the executive committee meetings of L.A.A. regularly.

Signed this _____ Day of _____ 2013.

Signature

Full Name in Block Letters _____
Membership No _____
Qualification (in Brief) _____
Full Address _____

Ravinder Singh

Membership Form of LAA

To,

The General Secretary,
Ludhiana Architects Association (Regd.),
Ludhiana.

Subject: Membership Form

Dear Sir,

Kindly enroll me as a member of the L. A. A. (Regd.), Ludhiana. I have finished my education
in Architecture at

College / University / Institute : _____

Year of Graduation / Post Graduation : _____

I have gone through the "Constitution" of the L.A.A. and undertake to abide by all the
provisions contained therein.

I also undertake to deposit my registration and annual fees as prescribed in the rules from
time to time.

Dated : _____

Signature

Place : _____

Name

Designation

Office Address

Documents to be attached :

1. Photocopy of Degree
2. Certificate of Registration of Council of Architecture
3. Two passport size photos.

*and/or Associate of Indian Institute
of Architects (A.I.A.)
certificate*

[Handwritten signature]

Ravinder Singh