

Date: 2 Mar 2019

Indian Society of Structural Engineers (ISSE) Rules and Regulations for Local Centre.

(A) Formation of Local Centre

1. A Local Centre of ISSE can be formed in any location within Indian Union at district level provided that 25 or more members of ISSE at the location so desire.
2. Willing members shall elect a Committee of members consisting of a Chairman, a Secretary, a Treasurer and four members who are members of ISSE to manage the affairs and functioning of the Local Centre. Chairman and Secretary should be consulting engineers having minimum five years of experience.
3. Transaction of Letters to fulfill the formalities in the formation of a Local Centre will be as follows:
4. A letter of intent from at least 15 members of ISSE forming a Local Centre, as per Draft-1 shall be sent to ISSE HQ at Mumbai.
5. A letter from ISSE HQ in reply to above shall be made as per Draft-2 along with rules and regulations for local Centre.
6. A letter of Acceptance from the members of the Managing Committee of the proposed Local Centre to compliance of the Rules and Regulations of ISSE as per Draft-3 shall be sent to ISSE HQ along with list of new members, duly filled application forms and membership fees.
7. A letter of acceptance of the proposal of forming the Local Centre will be conveyed to the managing Committee of the proposed Local Centre as per Draft-4 after the approval from Advisory Trustee at HQ.

(B) Funds for working of Local Centre.

1. Applications for all types of new members along with the membership fees prescribed by ISSE HQ, at Mumbai by way of demand draft have to be sent directly to Indian Society of Structural Engineers HQ, Mumbai. These fees will be a part of the corpus fund.
2. Local Centres will be autonomous for their day to day and organised activities and shall generate funds by way of donations from Patrons, Advertisements and activities like seminars, workshops.
3. ISSE HQ will provide authority letter for opening Bank account for Local Centre.
4. Minimum amount of Rs.5000/- per annum or as may be decided by the ISSE HQ shall be remitted to ISSE HQ towards partial administrative expenses.
5. This money is required for publishing News Bulletins, Manuals, making representations to MIDC, CIDCO, Factory Inspectors Office to sort out Engineers problems and also for various other matters required for fulfilling the objectives of ISSE.

6. Any financial liability including taxes or unpaid dues etc by local centre will be borne by local centre and it is to be settled by local centre.
7. Local Centre shall submit to ISSE its Budget of the incoming year indicating income and expenditure to be made in that year before end of February. There will not be a deficit Budget.
8. Local Centre shall have to intimate ISSE Headquarters for acquiring any immovable property

(C) Responsibilities of Local Centre

1. ACCOUNTS : Managing Committee members of the Local Centre's shall be fully responsible for maintaining proper books of accounts of their activities and get them duly audited complying with Public Trust act and Income Tax Act. The Statements of such accounts along with the Auditor's report shall be submitted to ISSE HQ at Mumbai, 31st May of Every Year. If the accounts are not submitted in time, any penalty to be paid to Income tax department will be recovered from the local Centre and or a late fee as decided by HQ will be charged.
2. Every Local Centre shall prepare reports on their activities and submit copies to ISSE at regular intervals not later than 2 months periods. Also, there will be at least one meeting of Managing Committee in 2 months' time.
3. Local Centre's shall not have any authority to close the Centre without prior permission from ISSE HQ at Mumbai.
4. Decisions and Directions from the Advisory Trustee of ISSE HQ, Mumbai shall be final and binding all Local Centre's.
5. The conduct of the Local Centre or its committee member is subject to legal regulations & bye laws of ISSE in force.
6. The President of ISSE HQ will have final say in the dispute resolution of the local Centre.

(D) Administration of Local Centre.

1. Local Centre's shall have a managing committee consisting of a Chairman, Secretary, Treasurer and four Committee Members to manage the affairs and activities of the Local Centre. A member from the Advisory Trustees of ISSE shall be the Ex-Officio Members of the Managing Committee. Managing committee can have 7 members up to a member strength of 100. Two managing committee members can be added for additional 51 to 100 members.

Scope of work of the office bearers:

2. The term of a Managing Committee shall be for a period of 2 (two) years, elections being held thereafter for all the posts simultaneously during the month of May of the year in which elections fall due.
3. No Member shall stand for election to the Managing Committee for more than two consecutive terms, but will be eligible for election only after a gap of one term.
4. The General Body of the Local Centre shall consist of all members of ISSE from within the defined periphery of the Local Centre.

(E) Annual general Meetings of the Local Centre.

1. Annual General Meeting of the Local Centre shall be held at a time and place decided by the Managing committee of the Local Centre within 2 (two) months after the expiry of every financial year of the Local Centre, to transact the following business with a clear 14 days' notice with due intimation to HQ:

Quorum – Resolution Procedure.

2. Receive and consider the report of the Managing Committee on the activities and related issues of the Local Centre.
3. To Receive, consider and accept the audited accounts of the Local Centre.
4. To elect office Bearers in accordance with the regulations governing the elections of the same.
5. To appoint Auditors and Legal Advisers for the next term.
6. To transact any other Business duly brought forward with the consent of the Chairman.
7. The minutes of the proceeding and the resolutions of the general Body shall be recorded in book which shall be kept and maintained by the Secretary. A copy of the proceedings/ resolutions along with the annual report and Audited and Approved Statement of Accounts shall be submitted by the Local Centre to the HQ of ISSE before 31st May of the year, every year.
8. Extra Ordinary / Special General Meeting of the Local Centre can be called to discuss any urgent matter with a prior notice of 7 days or as required based on the urgency of the matter in consultation with HQ.

(F) Managing Committee of the Local Centre.

1. The Managing Committee of the Local Centre shall meet at least once in two months or as often as necessary, with more than 50% members being necessary to form a quorum. The meeting shall be convened by 7 (seven) days clear notice. The Secretary shall maintain the Minutes Book of the meeting. A copy of the minutes of every Managing Committee Meeting shall invariably be sent by Local Centre to the Ex- Officio member of the region concerned.
2. The Managing Committee of the Local Centre of ISSE shall be entitled to fill in all casual vacancies in the membership of the Managing Committee, provided however such Members shall hold such office only till next annual General Body Meeting of the Local Centre.
3. In case any of the Office of the Chairman, Secretary, Treasurer or any Member of the Managing Committee, fall vacant by reasons of death, resignation, incapacity or any other reason, the Managing Committee shall appoint Office Bearers, who will hold their vacant office up to the time of the next Annual General Body Meeting of the Local Centre. The

decision can be taken by the present chairman along with past two chairmen / senior members.

4. Activities of the Local Centre shall be governed by the general guideline, aims and objectives of ISSE.

(G) Expectations from Local Centre

1. Local Centre should submit the activity reports, membership growth targets, accounts at regular intervals as prescribed by ISSE HQ.
2. It is expected that local Centre should conduct at least six events in a year which includes lectures, seminar, workshop, site visit etc. Local Centre members should take part in annual event organized by ISSE HQ.
3. Local Centre should support activities of ISSE HQ by providing technical articles for quarterly journal, advertisements for journal and website, contribute technical content on website, support membership drive and projects taken up by HQ from time to time.
4. ISSE local Centre should take responsibility of ISSE Student chapter within the vicinity or near by area and conduct programmes for students as decided by ISSE. Student membership fees will be shared with local Centre on 50% - 50% basis. This amount will be remitted to local Centre in next financial year subject to conducting the required activities for student chapter and submitting books of accounts in time.
5. ISSE local Centre should help in mobilizing funds / donations / advertisements to ISSE HQ as per the annual target of Rs.50,000/- or as decided by HQ. As an incentive to respective local Centre, ISSE HQ will remit 25% of such funds to local Centre from where the contribution has come. ISSE HQ will remit 15% of fees received against new membership from respective local Centre at the end of each financial year.
6. If any local Centre performs above the minimum expectations, additional incentive as decided by HQ will be given to such Centre.

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Draft 1.

Date - / / 2019

Ref :

To,

Indian Society or Structural Engineers HQ,

C/o S. G. Dharmadhikari, 24, Pandit Niwas

3rd Floor, S.K. Bole Road, Dadar West, Mumbai 400028

Dear Sir,

1. We the following members of ISSE are desirous of forming a Local Centre called as Indian Society of Structural Engineers ----- District Centre.

2. We are prepared to abide by the Rules and Regulations of the process and prepared to fulfil the aims and objectives of the ISSE.

3. We now request you to kindly give your formal consent for the formation of the Local Centre and also send us the terms and conditions and byelaws governing the Local Centre.

Thanking you.

Yours sincerely,

Prospective 15 Members name and signature

Darft 2.

Date - / / 2019

Ref :

To,

Subject : Permission to open ISSE Local Centre.

Dear sir,

Received your request letter for formation of new ISSE local Centre. For the formation of new local centre, more than 25 members should be registered as Life Members of ISSE with nominal fees of Rs .5000/- (Rs. 2000/- Registration fees + Rs. 3000/- Membership fees) per member.

Bye laws details are enclosed with this letter. All the terms and conditions must be satisfied from your end. Please send us the completed application forms along with payment.

Thanking You,

Yours sincerely,

(xxxxxx)

(Chairman / Secretary)

ISSE HQ

Draft 3.

Date - / / 2019

Ref :

To,

Indian Society or Structural Engineers HQ,

C/o S. G. Dharmadhikari, 24, Pandit Niwas

3rd Floor, S.K. Bole Road, Dadar West, Mumbai 400028

Subject : Approval Of Terms and conditions.

Dear sir,

All the prospective members are ready to accept the terms and conditions and the Bye Laws of local Centre.

We are enclosing -- completed application forms and cheque / DD of Rs. /- (drawn on ---bank cheque no dated -----). We request you to approve our local Centre and membership for the new applicants. We will provide you the bank account details of New local Centre after due approval from the HQ.

Thanking you.

Yours sincerely,

Draft -4

Date :

Ref :

To,

Subject : Final Approval to formation of ISSE Local Centre at ----.

Dear sir,

This refers to your request for opening ISSE Local Centre. We are glad to inform you that "Proposal for opening a new ISSE Local Centre at ----- has been approved in the ISSE Committee Meeting held on ----- .

You can start functioning as per the bye laws. We expect more inputs and cooperation in fulfilling the aims and objectives of ISSE. Best wishes to your new local Centre.

Thanking You,

Yours sincerely,

(Chairman / Secretary)

ISSE HQ.
