



**BYLAWS OF THE
INDIA SECTION
WESTERN INDIA REGION
OF THE
AMERICAN SOCIETY OF CIVIL ENGINEERS**

ARTICLE 1. GENERAL

1.1 Name. The name of this organization shall be the ASCE-IS Western India Region of the American Society of Civil Engineers, hereinafter referred to as the “Region”.

1.2 Use of Name and Marks. The use and publication of the Society and Region name and marks shall be in accordance with the Society’s governing documents and Society policies.

1.3 Limitation of Region Bylaws. The Region Bylaws shall maintain the integrity and the spirit of the provisions of the ASCE-India Section Constitution document 2012 or any approved revisions thereof.

ARTICLE 2. AREA AND MEMBERSHIP

2.1 Area. The Western India Region will comprise the following States and Union Territories in the country of India:

Dadra and Nagar Haveli, Daman and Diu, Gujarat, Goa, Madhya Pradesh, Maharashtra and Rajasthan.

The Western India Region shall operate from the city of Mumbai or any other city within the Region subject to approval of the Section Board of Directors

2.2 Assigned Members. All members of the Society of all grades, whose addresses of record are within the boundaries of the Region, as defined by the Society, shall be Assigned Members of the Region.

2.3 Subscribing Members. All members of the Society of all grades, who subscribe to the Bylaws of the Region, and who have paid the current dues to the Society shall be Subscribing Members of the Region.

2.3.1 Rights of Subscribing Members. Only Subscribing Members of the Region who meet the requirements of the Society’s governing documents shall be eligible for election to Region office, or to vote in

any elections. To be eligible, a member must have a membership category of Associate, Member, Fellow or Distinguished Member grade.

ARTICLE 3. SEPARATION FROM MEMBERSHIP

3.1 Separations from Society Membership. Society membership shall be terminated by (a) death of the member, (b) nonpayment of dues, (c) resignation, or (d) expulsion.

3.1.1 Nonpayment of Society Dues. Society membership shall terminate in the event that the Society member's dues become twelve (12) months in arrears.

ARTICLE 4. ANNUAL DUES

4.1 Dues Year. The Region's dues year is from January 1 through December 31.

4.2 Annual Dues. There are no 'Region' dues for the Western Region for ASCE Members.

4.3 Payment of Dues. Members of the Region except those exempted under Article 4 of the society Constitution, however, shall pay the Section dues in advance of January. Any person, who is elected to membership in the Society and assigned to the Region after June 30 shall pay only one-half (1/2) of that year's dues. Regional members are encouraged and expected to pay the Section dues to assist in the advancement and growth of the Section.

4.4 Disbursement of Section Dues. Section Dues, if payable, shall be shared with the India Section Regions according to the agreed upon percentage set by the India Section Board of Directors.

ARTICLE 5. MANAGEMENT

5.1 Executive Committee. The governing body of the Region shall be an Executive Committee. The Executive Committee shall be responsible for the supervision, control and direction of the Region, and shall manage the affairs of the Region in accordance with the provisions of the Region's governing documents, subject to the control of the India Section Board of Directors.

5.2 Fiscal Year. The fiscal year of the Region shall be from October 1 to September 30.

5.3 Annual Budget. An annual budget shall be adopted by the Region Executive Committee prior to the start of each Fiscal Year.

5.4 Duties of the Executive Committee. Duties of the Executive Committee shall include management of the Region, responsibility for the budget and financial

resources, strategic planning, providing leadership, overseeing the various activities within the Region and its subsidiary organizations, communicating with Region 10 Board of Governors or their representative, and facilitating the selection process for Officers and Directors of the Region. The Region Executive Committee shall have control of property of the Region. In the case of the closure of the Region, the ownership of the funds and assets of the Region shall be vested in the President of ASCE India Section for action to be taken in the best interests of the members of ASCE in India.

5.4.1 The Region Executive Committee shall not act contrary to the expressed wishes of the general members of the Region without prior reference to the membership.

5.4.2 The Region Executive Committee has the power to authorize expenditure on behalf of the Region.

5.4.3 The Region Executive Committee has the power to open and operate the Bank Account of the Region. The details of the bank account must be submitted to the President of ASCE-India Section for his/her future reference. The Region President is required to submit an audited account summary as per the format provided in the Annual Report of the India Section.

5.5 Annual Report. The Region Executive Committee shall oversee the preparation of the Region Annual Report which shall be submitted to the ASCE India Section President in accordance with published requirements.

5.6 Region Closure. In the case of the closure of the Region, the ownership of the funds and assets of the Region shall be vested in the President of ASCE India Section for action to be taken in the best interest of the members of ASCE in that Region.

ARTICLE 6. OFFICERS AND DIRECTORS

6.1 Officers of the Region. The officers of the Region shall be a President, a Secretary, a Treasurer, and a Past-President, and they shall constitute the Region Executive Committee. The Region President, the Region Secretary and the Region Treasurer shall be elected by the eligible Subscribing Members of the Region. In the event of the Region President's inability to fulfill his/her tenure, the Region Executive Committee shall appoint an Executive Committee member as 'Acting' Region President for the rest of the tenure. The retiring President will serve a one (1) year term as the Immediate Past President. In the event that the Past President position becomes vacant, the most recent Past President who is willing and eligible to serve shall assume the position.

6.1.1 President. The Region President shall preside at Business Meetings of the Region, shall chair and attend all meetings of the Region Executive Committee meetings, appoint members to Committees where authorized and represent the Region in its dealings with outside organizations and persons.

The Region President shall be a Director of the India Section. He/she shall attend all meetings of the ASCE India Section Board of Directors meetings. The Region President is prohibited from designating a proxy for the India Section Board of Directors meeting. However, subject to the Section's discretion another member of the Region Executive Committee may attend the meeting as an 'observer' in a non-voting capacity.

6.1.2 Secretary. The Secretary shall attend all meetings of the Region Executive Committee and serve as Secretary at all meetings, maintaining the minutes and correspondence for the Region and shall be responsible for their correctness. The Secretary is required to forward copies of the minutes of all such meetings to the President of ASCE-India Section. The Secretary shall serve on the Region Membership Committee. The Secretary shall maintain an up-to-date Register of Members of the Region at all times.

6.1.3 Treasurer. The Treasurer shall monitor the funds of the Region, assist in preparation of the Region's annual budget, report periodically to the Region Executive Committee, provide an annual financial report to the President of ASCE-India Section via the Region Executive Committee, and attend all meetings of the Region Executive Committee. The Treasurer shall keep all funds and collect and disburse all money on behalf of the Region, keep an account of all monetary transactions and be responsible for their correctness. The Treasurer is authorized to expend up to Rs.5,000 (Rupees Five Thousand) per month for petty expenses on behalf of the Region and shall not keep more than Rs.10,000 (Rupees Ten Thousand) in the form of cash. Money in excess of Rs.10,000 shall be deposited in a bank to be named by the Region Executive Committee. Any withdrawal from the bank in cash or by cheque shall be signed by any two (2) of the Region Treasurer, the Region President and the Region Secretary.

6.1.4 Immediate Past Region President. The Immediate Past Region President shall attend all meetings of the Region Executive Committee and serve on the Region Nominating Committee.

6.2 Executive Committee. The Region Executive Committee shall consist of the officers of the Region.

6.3 Qualifications. Qualifications for elected office in the Region shall be the same as qualifications for Section office.

6.4 Terms. The term of office for each member of the Region Executive Committee shall be one (1) year starting with January 1. A full term of office is established once an individual will have served a minimum of six (6) months in the office to which he/she had been elected or appointed.

6.5 Vacancy. A vacancy is defined as any condition in which an elected or appointed member of the Region Executive Committee cannot fulfill their duty due to death, disability, resignation, dereliction of duty or loss of Subscribing Member status. The Region Executive Committee may declare by majority vote a vacancy in the event of disability or dereliction of duty.

6.6 Limitation on Terms. No Officer shall serve in an elected office for more than two (2) successive elected terms.

6.7 Reimbursement. Officers and Directors do not receive compensation for their services, but may be reimbursed for authorized expenses.

ARTICLE 7. ELECTIONS

7.1 Region Nominating Committee. At least three (3) months prior to election, a Nominating Committee shall be commissioned by the Executive Committee, to vet the candidates offering to contest the election. The Committee will comprise four (4) members including the Region Secretary, and one Past President available who is able and willing to serve. Any member standing for election shall be excluded from the membership of the Committee. The Chair of the Nominating Committee shall be elected by the members of the Committee.

7.1.1 Purpose. The Region Nominating Committee shall publish notice of open positions to the Region membership and set the date by which nominations must be received.

7.1.2 Official Nominee. Candidature for nomination may be submitted to the Nominating Committee from within the Region membership. All candidates nominated for election must be voting members in good standing in the Society and the Section at the date of nomination. No exceptions shall be made with regard to this requirement. Nominations shall be submitted to the Chair of the Nominating Committee no later than thirty (30) days prior to the Region Nominating Committee meeting. No person shall be a candidate for more than one (1) office per election cycle. The Nominating Committee shall choose one (1) or more Official Nominees for election to the office of Secretary, Treasurer, and Region President and shall obtain the consent of Nominees to serve, if elected.

7.1.3 Petition Nominees. Candidates may be nominated by petition containing signatures of at least ten (10) Subscribing Members, submitted to the Chair of the Region Nominating Committee no later than thirty (30) days prior to the Nominating Committee meeting. No person shall be a candidate for more than one (1) office per election cycle. The Nominating Committee shall verify the Nominee's eligibility to serve and shall obtain the consent of the Nominee to serve, if elected.

7.1.4 Process. The Official Nominees for election and all Petition Nominees who met the qualifications of the Section for office shall appear on the election ballot.

7.2 Campaign Rules. The ASCE membership database for the India Section shall not be used for electioneering purposes by any candidate. Any reported breach of this rule will disqualify the candidate from holding any office for that election cycle.

7.3 Ballots. The Chair of the Region Nominating Committee shall send a ballot containing the Official and Petition Nominees to all eligible, voting Subscribing Members of the Region at least sixty (60) days prior to the Annual Meeting. The ballot shall be sent to the address of record available from the Society. The completed ballot shall be returned to the Chair of the Region Nominating Committee not later than the declared closing date of voting. The Region Executive Committee may opt for postal or electronic balloting in any particular election if they so desire. The Region may decide to commission the established electronic voting system of the Society.

7.4 Tallying the Ballots. Ballots returned to the Chair of the Region Nominating Committee by the due date shall be opened and counted by three (3) Tellers, all of whom shall be Subscribing Members of the Region appointed by the Region Executive Committee. The Tellers shall report the results of the ballot to the Region Executive Committee not more than fifteen (15) days after the declared closing date of the ballot. For each office the Nominee receiving the highest number of votes cast shall be declared elected.

7.4 Runoff Election. In the event two (2) or more Nominees receive the same number of votes, a Runoff Election shall be conducted at the Annual Meeting. The Runoff Election shall be conducted by secret ballot with the results being tallied by three (3) Region Subscribing Members appointed by the Region Executive Committee. The results of the Runoff Election shall be announced before the close of the Annual Meeting.

ARTICLE 8. MEETINGS

8.1 Membership Meetings.

8.1.1 Annual Meeting. The Annual Meeting shall be held on such date and at such place as the Executive Committee shall designate.

8.1.2 Other Meetings. Other meetings shall be called at the discretion of the Executive Committee; or by the President upon written request of at least ten (10) Subscribing Members.

8.1.3 Frequency of Other Meetings. In addition to the Annual Meeting, other meetings shall be held each year at regular intervals.

8.1.4 Meeting Notice. Notice of call for a Region meeting shall be sent to all Subscribing Members of the Region not less than seven (7) days in advance of the meeting.

8.1.5 Quorum at Region Meetings. At all meetings where business is transacted ten (10) Subscribing Members shall constitute a quorum.

8.2 Executive Committee Meetings.

8.2.1 Quorum. A simple majority of the members of the Region Executive

Committee shall constitute a quorum at any meeting of the Executive Committee.

8.3 Meeting Participation by Alternative Means. Any member of the Region Executive Committee or any other Committee may participate in a meeting of the Region Executive Committee or committee meeting by means of a conference telephone or similar communications system that allows all persons participating in the meeting to hear and be heard by each other at the same time. Such participation shall be considered presence in person at the meeting.

8.4 Parliamentary Authority. All Business Meetings of the Region and Subsidiary Organizations and meetings of the Region Executive Committee shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the Constitution and Bylaws of the Region, Section or the Society's governing documents.

ARTICLE 9. SUBSIDIARY ORGANIZATIONS AND COMMITTEES

9.1 Subsidiary Organizations.

9.1.1 Types of Subsidiary Organizations. Subsidiary Organizations may be, but are not limited to, Branches, Young Member Forums/Groups, Technical Groups, and local Institute Chapters. Names of Subsidiary Organizations shall be as set forth in the Society's governing documents.

9.1.2 Formation. Formation of Subsidiary Organizations shall be subject to the approval of the Region Executive Committee, the Section Board of Directors and such other requirements as may be established by the Society. Bylaws of Subsidiary Organizations shall be approved by the Region Executive Committee and the Section Board of Directors before becoming effective.

9.1.3 Technical Groups. Technical Groups or local Institute Chapters may be created.

9.1.3.1 Proposal. A new Technical Group or local Institute Chapter shall be proposed by submission of a written proposal to the Region Executive Committee with the name, objectives, officers, and brief comments on how the new Technical Group or local Institute Chapter will be of advantage to members in the area and how they are going to finance their programs.

9.1.3.2 Membership. A proposed Technical Group or local Institute Chapter may be formed by no less than ten (10) Subscribing Members of the Region.

9.1.3.3 Approval. Approval shall be obtained from the Region Executive Committee, the Section Board of Directors. and the

appropriate Institute, if applicable, to activate the Technical Group or Institute Chapter.

9.1.5 Other Subsidiary Organizations. Other Subsidiary Organizations may be formed by the Region Executive Committee.

9.1.6 Annual Budget. Each Subsidiary Organization shall submit an annual budget and financial statement to Region Executive Committee for approval.

9.1.7 Annual Report. Each Subsidiary Organization Chair shall submit an Annual Report to the Region Executive Committee on the activities and programs of the organization. This Annual Report, including a financial statement, shall be suitable for incorporation into the Section's Annual Report.

9.1.8 Level of Activity. Each Subsidiary Organization shall hold a minimum of two (2) events per year. Any Subsidiary Organization that does not maintain the minimum activity level for two (2) successive years, or does not have ten (10) Subscribing Members on its rolls for two (2) successive years, shall be automatically disbanded. Assets of a disbanded Subsidiary Organization shall be assumed by the Region.

9.2 Region Standing Committees. In addition to the Region Nominating Committee, the Region shall have the following Standing Committees:

9.2.1 Region Membership Committee. The Membership Committee shall consist of no more than three (3) Subscribing Members of the Region, appointed annually by the Region. The Region President shall appoint the Chair.

9.2.1.1 Purpose. The Membership Committee shall be responsible for the maintenance of accurate membership records of the Region, for developing programs and activities to increase membership and for overseeing the creation and management of International Student Groups in the local area.

9.2.2 Region Committee on Programs and Funds. The Committee on Programs and Funds shall consist of no more than three (3) Subscribing Members of the Region, appointed annually by the Region President. The Region President shall appoint the Chair.

9.2.2.1 Purpose. The Committee on Programs and Funds shall be responsible for the maintenance of the treasury and budget of the Region. The Committee shall present the financial records and report all findings to the Region Executive Committee. The Treasurer shall not be allowed to assist in completion of the audit except for supplying financial records.

9.2.3 Region Committee on Reports, Publications, and Society Affairs. The Committee on Reports, Publications, and Society Affairs shall consist of

no more than three (3) Subscribing Members of the Region, appointed annually by the Region President. The Region President shall appoint the Chair.

9.2.3.1 Purpose. The Committee on Reports, Publications, and Society Affairs shall review annually with the Region's Executive Committee, matters affecting the relation of the Region to other Regions and Society-level affairs. The Committee shall be responsible for collection of Committee reports, preparation and submission of the Annual Report to the President of ASCE IS , and the collection and dissemination of information to the members of the Region and to the President of ASCE-IS for publication as appropriate.

9.2.4 Region Committee on Student Activities. The Committee on Student Activities shall consist of no more than three (3) Subscribing Members of the Region, appointed annually by the Region President. The Region President shall appoint the Chair.

9.2.4.1 Purpose. The Committee on Student Activities shall endeavor to encourage greater student participation in the activities of the Region.

9.2.5 Region Committee on Continuing Education. The Committee on Continuing Education shall consist of no more than three (3) Subscribing Members of the Region, appointed annually by the Region President. The Region President shall appoint the Chair.

9.2.5.1 Purpose. The Committee on Continuing Education shall help members of the Region get access to the educational materials available with ASCE.

9.2.6 Region Audit Committee. The Region shall appoint an independent Audit Committee of no more than three (3) Subscribing Members, who are not members of the Region Executive Committee, to annually audit the financial statements of the Region. The Treasurer shall not be a member of the Audit Committee. The Region President shall appoint the Chair. The audit report and financial statements shall be presented to the Region Executive Committee for review and acceptance at the end of the fiscal year. The duly audited account of the Region shall be incorporated in the Annual Report of the Section.

9.2.6.1 Audit Requirements. The Audit Committee shall be required to audit each year's accounts and present a report at the Annual General Meeting. In addition, they may be required by the Region President to audit the Region's accounts for any period within their tenure of office at any date and make a report to the Region Executive Committee.

9.3 Region Task Committees. The Region President may appoint task committees as deemed necessary. The terms of Task Committee members shall end when the work of the task committee has been concluded.

9.4 Ex Officio Member. The Region President shall be an ex officio member of all committees.

9.5 Terms of Standing Committee Members. Unless otherwise specified, the members of committees shall be appointed by the Region President at the beginning of the Region President's term and shall serve a one (1) year term.

9.6 Committee Chairs. Committee Chairs shall provide to the Secretary of the Region copies of all correspondence initiated or received. Committee Chairs shall maintain files of correspondence and proceedings, which shall be delivered to the Secretary by Standing Committees at the close of the fiscal year and by Task Committees at the rendering of their final report. A copy of the Bylaws shall be provided to the Chair of each Committee with the notice of appointment.

ARTICLE 10. ADMINISTRATIVE PROVISIONS

Not used.

ARTICLE 11. AMENDMENTS

11.1 Process. These Bylaws may be amended only by the following procedure:

11.1.1 Proposal. An amendment(s) to these Bylaws may be proposed by any member of the Region Executive Committee, or by a written petition submitted to the Region Secretary, containing the text of the amendment(s), signed by not less than ten (10) Subscribing Members of the Region. The proposed amendment(s) to the Bylaws must be endorsed by the ASCE India Section Board of Directors before being presented to the Region Executive Committee for approval.

11.1.2 Approval. The proposed amendment(s) to the Bylaws, to be accepted, shall be approved by a majority of the Region Executive Committee.

11.1.3 Notice and Adoption. Upon approval by the Region, the proposed Bylaws amendment(s) shall be adopted by a quorum of the membership as stipulated at the Region annual meeting and communicated to the Region members. Any changes to the Bylaws document are to be notified to the President of ASCE-IS and a copy of the revised Bylaws document is to be forwarded to the ASCE-IS Secretariat for record purposes.