



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

ARTICLE 1. GENERAL

1.1 Name. The name of this organization shall be the India Section of the American Society of Civil Engineers, hereinafter referred to as the "Section".

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

ARTICLE 2. AREA AND MEMBERSHIP

2.1 Area. The Section shall be subdivided into four Regions comprised of States and Union Territories as given herein.

- **Eastern India Region**, comprising Andaman and Nicobar Islands, Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura, and West Bengal. The Eastern India Region shall operate from the city of Kolkata or any other city within the Region subject to the approval of the Section Board of Directors.
- **Western India Region**, comprising 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 the approval of the Section Board of Directors.
- **Northern India Region**, comprising Chandigarh, Himachal Pradesh, Haryana, Jammu and Kashmir, National Capital Territory of Delhi, Punjab, Uttarakhand, and Uttar Pradesh. The Northern India Region shall operate from the city of New Delhi or any other city within the Region subject to the approval of the Section Board of Directors.
- **Southern India Region**, comprising Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, and Tamil Nadu. The Southern India Region shall operate from the city of Bangalore or any other city within the Region subject to the approval of the Section Board of Directors.

ARTICLE 3. SEPARATION FROM MEMBERSHIP

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

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

3.1.2 Nonpayment of Section Dues. Members in default of paying Section dues for more than three (3) months shall forfeit the right to stand in elections or to vote on Section ballots in the year for which Section dues will not have been paid. No exceptions shall be made with regard to this requirement except for members exempt from paying Section dues (Article 4 of the Constitution). To restore eligibility for any subsequent year, the member must pay all Section dues for the current year, the previous year and the coming year.

ARTICLE 4. ANNUAL DUES

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

4.2 Annual Dues. The Annual Section Dues for members of the Section shall be four hundred and fifty Rupees (Rs. 450) payable in Indian currency to the Section. The amount of dues payable may be changed by a vote of the India Section Board of Directors. The membership of the Section shall be informed of such a change, if made.

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

4.4 Disbursement of Section Dues. Section Dues 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 Fiscal Year. The fiscal year of the Section shall be from October 1 to September 30.

5.2 Annual Budget. An annual budget shall be adopted by the Section Board of Directors prior to the start of each Fiscal Year.

5.3 Head of the Organization. The President of the India Section shall be the leader of the India Section, whereas the leader of each of the four (4) Regions shall

be designated as Regional President of the corresponding Region, e.g. Regional President, ASCE-IS-ER and Director of the India Section, and shall be responsible for the functioning of the Section in his/her region.

5.4 Duties of the Board of Directors. Duties of the Section Board of Directors shall include management of the Section, responsibility for the budget and financial resources, strategic planning, providing leadership, overseeing the various activities within the Section 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 Section. The Board of Directors shall have control of property of the Section. In the case of the closure of the India Section, the ownership of the funds and assets of the Section shall be vested in the President of ASCE for action to be taken in the best interests of the members of ASCE in India.

5.4.1 The Board of Directors shall not act contrary to the expressed wishes of the general members of the Section without prior reference to the membership.

5.4.2 The Board of Directors has the power to authorize expenditure on behalf of the Section.

5.5 Duties of the Regional President. Each Regional President shall have the authority to appoint a Regional Executive Committee, drawn from the elected officials within the Region. The Regional Executive Committee members shall not be deemed to be Officers of ASCE India Section but officers of the Region. Duties of the Regional Executive Committee shall include management of the Region, responsibility for the budget and financial resources, strategic planning, and overseeing the various activities within the Region and its subsidiary organizations under the leadership of the Regional President. Communication with the President of the Section or his/her representative shall be through the Regional President.

5.6 Annual Report. The Board of Directors shall oversee the preparation of the Annual Report which shall be submitted to the Society in accordance with published requirements.

5.7 Closure. In the case of the closure of a Region, the ownership of the funds and assets of the Region shall be vested in the President of the 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 President. The elected Regional President of the Region that is scheduled to provide the next India Section President under the rotation set forth in these Bylaws shall be deemed the President-Elect. On completion of his/her one year term as Regional President/President-elect, this individual shall become the President of the India Section.

6.2 Officers. The Officers of the Section, with the exception of the President and Immediate Past President, shall be elected by the Subscribing Members of the Section. The President-Elect shall automatically succeed to the office of President at the close of the Annual Meeting in the year in which the President's term expires and shall serve a one (1) year term as the President. 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 that is willing and eligible to serve shall assume the position.

6.2.1 President. The President shall preside at Business Meetings of the Section, shall chair and attend all meetings of the Section Board of Directors and the India Section Executive Committee meetings, appoint members to committees where authorized and represent the India Section in its dealings with outside organizations and persons.

6.2.2 President-Elect. The President-Elect shall act in place of the President when the President is not available. The President-Elect shall also serve as the Vice Chair, serve on the Committee on Programs and Funds, and attend all meetings of the Section Board of Directors.

6.2.3 Secretary. The Secretary shall attend all meetings of the Section Board of Directors and serve as secretary at all meetings, maintaining the minutes and correspondence for the Section and shall be responsible for their correctness. The Secretary shall serve on the Membership Committee. The Secretary shall maintain an up-to-date Register of Members at all times.

6.2.4 Treasurer. The Treasurer shall monitor the funds of the Section, assist in preparation of the Section's annual budget, report periodically to the Section Board of Directors, provide an annual financial report to the Section Board of Directors, and attend all meetings of the Section Board of Directors. The Treasurer shall keep all funds and collect and disburse all money on behalf of the India Section, 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 India Section 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 India Section Board of Directors. Any withdrawal from the bank in cash or by cheque shall be signed by any two of the Treasurer, the President and the Secretary.

6.2.5 Directors. Directors shall assist in the general administration of the Section and perform duties as assigned by the Board of Directors from time to time.

6.2.6 Immediate Past President. The Immediate Past President shall attend all meetings of the Section Board of Directors and serve on the Section Nominating Committee.

6.3 Directors. The Regional Presidents shall also be the Elected Directors of the Section. They shall be elected by majority vote of the Subscribing Members of the respective Regions and shall serve for a one (1) year term, except that the Regional President who also serves as President-Elect shall succeed to the office of President as set forth in these bylaws. The Section Board of Directors shall appoint no more than five (5) Appointed Directors who will be assigned to the four Regions, where they will act as the Deputy to the Regional President.

6.4 Terms. The term of office for each Officer and Elected Director shall be one (1) year starting with January 1. Terms of Appointed Directors will begin with their appointment and end on 31 December of the year of appointment. 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 Board of Directors cannot fulfill his/her duty due to death, disability, resignation, dereliction of duty or loss of Section Subscribing Member status. The Board of Directors may declare by majority vote a vacancy in the event of disability or dereliction of duty. The Office of President, if vacant, shall be filled by the President-Elect. The Board of Directors shall appoint such other Officers and Directors as needed until a Special Election can be held.

6.6 Rotation Principle. The leadership positions of President and President-Elect shall be rotated annually to ensure even representation from among the Regions. The first elected President of the Section will be from the Eastern Region. The second President will be from the Southern Region. The third President will be from the Western Region. The Fourth elected President will be from the Northern Region and so on. (The term elected President refers to his/her election as Regional President/President-Elect)

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

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

ARTICLE 7. ELECTIONS

7.1 Nominating Committee. At least three (3) months prior to election, a Nominating Committee shall be commissioned by the Section Board of Directors, to vet the candidates offering to contest the election. The Committee will comprise four (4) to six (6) members, including one member from each of the Regions, the Section 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 Nominating Committee shall publish notice of open positions to the Section 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 Section membership. All candidates nominated for election must be voting members in good standing in the Society and the Section on 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 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 offices of Secretary, Treasurer, and Elected Directors (Regional Presidents, including the individual to be designated as President-Elect), 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 thirty (30) Subscribing Members, submitted to the Chair of the 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 meet 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.

7.3 Ballots. The Secretary of the Section shall send a ballot containing the Official and Petition Nominees to all eligible voting Subscribing Members of the Section 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 Secretary of the Section not later than the declared closing date of voting. The Section Board of Directors may opt for postal or electronic balloting in any particular election if they so desire. The Section may decide to commission the established electronic voting system of the Society.

7.4 Tallying the Ballots. Ballots returned to the Secretary of the Section by the due date shall be opened and counted by three (3) Tellers, all of whom shall be Subscribing Members of the Section appointed by the Board of Directors. The Tellers shall report the results of the ballot to the Section Board of Directors 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.

7.5 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) Section Subscribing Members appointed by the Board of Directors. The

results of the Runoff Election shall be announced before the close of the Annual Meeting.

ARTICLE 8. MEETINGS

8.1 Business Meetings.

8.1.1 Frequency of Business Meetings. In addition to the Annual Meeting, at least one (1) Business Meeting shall be held each year.

8.1.2 Quorum at Business Meetings. A minimum of twenty (20) Subscribing Members shall constitute a quorum at a Business Meeting of the Section.

8.2 Quorum at Board of Directors Meeting. A simple majority of the members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

8.3 Meeting Participation by Alternative Means. Where facilities may permit, any member of the Board of Directors or a Board of Directors committee may participate in a meeting of the Board of Directors 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 Section and Subsidiary Organizations and meetings of the Board of Directors 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 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, Regions, 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 Section Board of Directors and such other requirements as may be established by the Society. Formation of Regions and Branches shall also be subject to the approval of the ASCE Region 10 Board of Governors. Bylaws of Subsidiary Organizations shall be approved by the Section Board of Directors before becoming effective.

9.1.3 Region. Regions of the Section may be created.

9.1.3.1 Proposal. A new Region may be proposed by submission of a written proposal to the Section Board of Directors with the name, objective, officers, and brief comments on how the new Region will be of advantage to ASCE members in the area.

9.1.3.2 Petition. The written proposal, along with a petition, containing a minimum of twenty (20) signatures of Subscribing Members residing in the area, shall be submitted to the Section Board of Directors for approval for the formation of a Region. Similarly, the petition for a Branch shall contain a minimum of ten (10) signatures of subscribing Members.

9.1.3.3 Membership. A proposed Region area shall contain a minimum potential of fifty (50) members of the Section.

9.1.3.4 Boundaries. A proposed Region must have distinct boundaries stated in the petition.

9.1.3.5 Region Approval. Upon approval of the Section Board of Directors, the proposal and petition shall be submitted to the ASCE Region 10 Board of Governors for review and final approval.

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

9.1.4.1 Proposal. A new Technical Group or local Institute Chapter shall be proposed by submission of a written proposal to the Section Board of Directors 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.

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

9.1.4.3 Approval. Approval shall be obtained from 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 Section Board of Directors.

9.1.6 Annual Budget. Each Subsidiary Organization shall submit an annual budget and financial statement to Section Board of Directors for approval.

9.1.7 Annual Report. Each Subsidiary Organization Vice President or Chair shall submit an Annual Report to the Section Board of Directors 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 Section.

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

9.2.1 Membership Committee. The Membership Committee shall consist of no more than three (3) Subscribing Members of the Section, appointed annually by the Section President and the Secretary of the Section. The Section 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 Section, 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 Committee on Programs and Funds. The Committee on Programs and Funds shall consist of no more than three (3) Subscribing Members of the Section, appointed annually by the Section President, and the Section Secretary. The Section 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 Section. The Committee shall present the financial records and report all findings to the Board of Directors. The Treasurer shall not be allowed to assist in completion of the audit except for supplying financial records.

9.2.3 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 Section, appointed annually by the Section President. The Section President shall appoint the Chair.

9.2.3.1 Purpose. The Committee on Reports, Publications, and Society Affairs shall review annually with the Section's Board of Directors, matters affecting the relation of the Section to other Sections and Society-level affairs. The Committee shall be responsible for collection of committee reports, preparation and submission of the Annual Report to the Society, and the collection and dissemination of information to the members of the Section and to the Society for publication as appropriate.

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

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

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

9.2.6 Audit Committee. The Section shall appoint an independent Audit Committee of no more than three (3) Subscribing Members, who are not members of the Board of Directors of the Section, to annually audit the financial statements of the Section. The Treasurer shall not be a member of the Audit Committee. The Section President shall appoint the Chair. The accounts of the India Section shall be audited by a firm of Chartered Accountants if the gross income or expenditure of the India Section exceeds Rs. 500,000 in any financial year. The audit report and financial statements shall be presented to the Section Board of Directors for review and acceptance at the end of the fiscal year.

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 President to audit the India Section's accounts for any period within their tenure of office at any date and make a report to the Board of Directors.

9.3 Task Committees. The Section 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 Section 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 Section President and shall serve a term of one (1) year.

9.6 Committee Chairs. Committee Chairs shall provide to the Secretary of the Section 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. Any amendment(s) to these Bylaws may be proposed by any member of the Board of Directors, or by a written petition submitted to the Section Secretary, containing the text of the amendment(s), signed by not less than twenty (20) Subscribing Members of the Section.

11.1.2 Approval. The proposed amendment(s) to the Bylaws, to be accepted, shall be approved by a majority of the Section Board of Directors and submitted to the Region 10 Board of Governors, who shall forward it to the appropriate Society Committee(s) for review and approval.

11.1.3 Notice and Adoption. Upon approval by the Society, the proposed Bylaws amendment(s) shall be adopted by a quorum of the membership as stipulated at the Section annual meeting and communicated to the Section members.