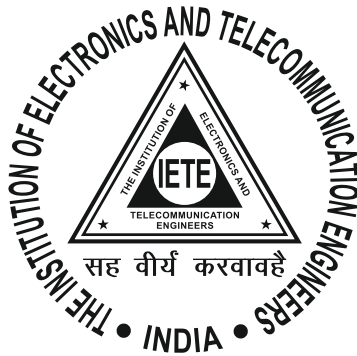


THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS (IETE)

(Established-1953)

RULES AND REGULATIONS GOVERNING IETE CENTRES AND SUB-CENTRES

(In pursuant to Byelaws - 84 & 85)



Registered under the Societies Act XXI 1860
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CONTENTS

Rules (General)	1
Centres	3
Forming of Centres	3
Professional Activities Centres	3
Executive Committee	3
Election Procedure for Centres having 200 or more Corporate Members	5
Election Procedure for Centres having less than 200 Corporate Members	12
Election of Student Representatives	13
Eligibility for Office Bearers and Members of the Executive Committee	14
Observers of the Centres	19
Annual General Meeting	20
Executive Committee Functions & Responsibilities	22
Responsibilities-Chairperson/Hony Secretary /Hony Treasurer	24
Financial Management	25
Financial Year/Financial Transactions	26
Annual Stock Taking	30
Doubts/Difficulties in the Application of Rules	30

Sub-Centres

Rules and Regulations Governing Sub-Centres	31
Forming of Sub-Centres	31
Executive Committee	32
Eligibility for Office Bearers and Members of the Executive Committee and Student Representatives	33
Election Procedure	33
Annual General Meeting & Observers	35
Executive Committee Functions & Responsibilities	36
Responsibilities - Chairperson/Hony Secretary /Hony Treasurer	38
Financial Management	40
Financial Year/Financial Transactions	41
Annual Stock Taking	44
Doubts/Difficulties in the Application of Rules	45
Appendix 'A' Professional Ethics	46

RULES AND REGULATIONS GOVERNING IETE CENTRES AND SUB-CENTRES (In pursuant to Byelaws – 84 & 85)

General

1. Rules and Regulations governing **IETE Centres and Sub-Centres** are as under :-
 - (a) The Centres/Sub-Centres, herein under referred as 'Centres' (or Centre) except where the context forbids, shall be established in accordance with **Bye-Laws 84 & 85** of the Institution (reproduced at 3rd Cover), for furthering the objectives of the Institution.
 - (b) Each Centre shall have under its jurisdiction a geographical area as decided by the Governing Council from time to time. Jurisdiction of Centres shall be published in the Directory of Corporate Members of the Institution every year. A Centre can extend its activities beyond its assigned jurisdiction with prior approval of the Governing Council.
 - (c) All Classes of Members of the Institution residing or being in employment or practicing or carrying on business within the jurisdiction of a Centre shall be deemed to constitute the respective Centre. However, all members of the Institution irrespective of the jurisdiction, shall be allowed to participate in the activities of the Centre(s) in accordance with their rights and privileges as given in the Bye-Laws, Rules and Regulations.
2. Important extracts of Byelaw **84 and 85** are as under
 - (a) No Centre/Sub-Centre shall do anything which is detrimental to the overall interest of the Institution (**Byelaw 85(b)**).
 - (b) The Governing Council shall have the power to dissolve the and/or Sub-Centres at any time after they have been

formed and take any action in their affairs as the Governing Council may deem necessary (**Byelaw 84(c)**).

3. The **Executive Committee** of each Centre/Sub-Centre shall plan their Technical Programmes and other activities from 1st July to 30th June of the following year and inform the same to the Governing Council latest by 31st Aug. However, this does not stop Centres from conducting Technical Programmes in the intervening period. In case of organization of symposia/seminars/exhibitions and other events at **Zonal/National/International level, a prior approval** of the Governing Council must be obtained. No Centre will prefix an 'event' with expressions like 'National' or 'International' without the prior approval of the Governing Council.

4. In the event of a Centre being wound up or shifted, the funds and property of the said Centre shall be operated/adjusted/disposed off in accordance with the directives of the Governing Council. The Governing Council may also appoint an Ad hoc Committee to conduct the business of such a Centre till a duly elected body is caused to be formed.

CENTRES

FORMING OF CENTRES

5. A Centre may be formed as per the following provisions / norms :-
 - (a) There shall be at least 200 Corporate Members and 500 Student Members/ISF Students and 2 Organisational Members.
 - (b) Further, notwithstanding anything contained in Byelaw 84(a) and 84(b), the Governing Council may, if considered appropriate, will ensure that the distance between any two Sub-Centres or between a Sub-Centre and a Centre is not less than 15 km, and between any two Centres is not less than 100 km.

PROFESSIONAL ACTIVITIES CENTRES

6. In order to encourage more activities, specially in case of a Centre which has large geographical jurisdiction or which covers a big city, Professional Activities Centre (PAC) under the jurisdiction of respective Centre may be opened.

EXECUTIVE COMMITTEE

7. The affairs of a Centre are run by a Committee known as Executive Committee (EC).
 - (a) The Executive Committee of a Centre shall consist of 13 members as under :-

- 1 - Chairperson
- 2 - Immediate Past Chairperson
- 3-4 2 Vice Chairpersons
- 5-6 Honorary Secretary and Hony Treasurer
- 7-11 5 elected members of the Executive Committee
- 12-13 2 Student Representatives (one each from AMIETE and DipIETE)

- (b) Two of the seven elected members of the Executive Committee shall be elected as Vice-Chairpersons as per rule 8.
- (c) Of the 13 Members of the Executive Committee, Chairperson, Vice-Chairperson, Hony Secretary and Hony Treasurer will be known as Office Bearers.
- (d) The Executive Committee can co-opt additional members as and when considered necessary but this number cannot exceed five. Out of these, one member should be from the Industry.
- (e) The member(s) of the Governing Council residing within the jurisdiction of a Centre shall only be a permanent invitee to the meetings of the Executive Committee of the Centre.
- (f) The term of the Executive Committee shall be two years from 01st July of the first year to 30th June next to next year. If for any reason, the new Executive Committee takes over any time during the currency of the tenure, its term shall also expire on the same date as that of the original Executive Committee.
- (g) Co-opted members and Student Representative (s) will not have the voting rights.
- (h) Vacancy occurring in the Executive Committee from time to time during the currency of the term of existing Executive Committee shall be filled from the reserve list of the panel.

ELECTION PROCEDURE FOR CENTRES HAVING 200 OR MORE CORPORATE MEMBERS

8. The election of the Executive Committee of a Centre would be held as follows :-

(a) **Election Procedure**

- (i) The election to the offices of the Chairperson, Hony Secretary, Hony Treasurer and seven Corporate Members of the Executive Committee of a Centre having 200 or more Corporate Members shall be held through online election, in accordance with the Byelaws of the Institution. Only Corporate Members shall vote for the Members of the Executive Committee. In addition, two student representatives of the Centre will be elected in accordance with Rule 10. The eligibility of a Corporate Member/Student Member, as the case may be, to contest and/or vote in the election shall be restricted to only such members residing within the jurisdiction of the Centre (as shown in the Directory of Corporate Members) who are in good standing on the rolls of the Institution as on 31st December of the previous year.
- (ii) The Vice-Chairpersons shall be elected by the Executive Committee from amongst the Members elected to the Committee.
- (iii) The eligibility criteria for Chairperson, Vice-Chairperson, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in Rule 11.

(b) The President shall appoint an **Observer**, preferably a Governing Council Member, for each Centre prior to the election of the Executive Committee not later than 15th February of the year in which it is due to take place.

- (aa) The Observer will ensure that the election process is being followed as laid down in the Rules and Regulations governing IETE Centres and Sub Centres, in its letter and spirit.
 - (ab) If discrepancies are observed by the Observer, it will be immediately brought to the notice of BoS and suitably resolved. For this purpose, Observer may request for a Special Meeting of the BoS. Observer will however not interfere in the day to day election process.
 - (ac) If Observer and BoS are not in a position to resolve any issue, it will be brought to the notice of the IETE HQ/President for necessary ruling. The ruling of President shall be binding.
- (c) The Executive Committee of the Centre shall intimate to the Observer, the name of the **Returning Officer** and composition of the Board of **Scrutinizers** (BoS). Notwithstanding the above, the President may, if the situation warrants, ask the Observer to act as the Returning Officer for election of Executive Committee. The Returning Officer will then draw the time schedule for the election activity. The Observer as well as the Returning Officer shall be present on the following occasions :-
- (i) On the date of scrutiny of the nominations.
 - (ii) On the date of scrutiny of withdrawals by the nominees.
 - (iii) On the day of finalising the online ballot inclusive of the bio-data of the contestants.
 - (iv) On the date and time of counting of online votes.
 - (v) **Note: The Returning Officer shall keep the Observer informed about various activities of election process by electronic-mail/phone.**

(d) All Centres where election to the Executive Committee is held through online voting, will get validity of nominations verified by the IETE HQ prior to the finalization of nominations for Office Bearers/Members and issue of withdrawal notice.

(e) (i) **Call Notice for Nominations and Eligibility**

(aa) The Returning Officer shall issue an Online Notice not later than the last day of February of the year, inviting nominations. The Online Notice shall indicate the number of seats/posts for which nominations are invited.

(ab) The Online Nominations should have brief particulars and professional experience, in not more than fifty words, of the Corporate Member and the last date of submission of online nominations will be 15th March of the year (2400hrs).

(ac) Eligibility for re-nomination of current members of the Executive Committee shall accompany the Online Notice.

(ad) List of the Corporate Members in good standing on rolls as on 31st December of the previous year is to be provided by the IETE HQ on its website www.iete.org.

(ae) This notice to all the eligible Corporate members shall be sent **by email/SMS containing the procedure and link of IETE election website intimating that the Executive Committee election has started and they may nominate the members.**

(af) All IETE Centres conducting election through online voting shall use a standard nomination system available online.

- (ag) Detailed procedure for election through e-voting will be uploaded on IETE Website.
- (ah) **All related correspondence and communications should be made through electronic mail/SMS.**
- (ii) The User Id and Password are system generated and can be obtained by clicking on the 'Get Password' link on IETE election website to log on. This User Id and Password can be used for nomination and voting.
- (iii) Nominations will be considered invalid, if:
- (aa) Online nomination submitted is not accepted by nominee.
- (f) **Withdrawal**
- (i) The Returning Officer, not later than 31st day of March of the year of election shall display online the names of all valid Corporate Members nominated.
- (ii) He will ask each one of the validly nominated members to inform him within ten days of the date of the display of list of nominees in case he wishes to withdraw from the election.
- (g) **Issue of Online Ballot**
- (i) The Returning Officer shall, not later than 30th day of April of the year of election, make the ballot available on IETE election website to the eligible Corporate Members in good standing as on 31st March of the current year (list is to be uploaded by IETE HQ on its website).
- (ii) The Online Ballot shall include the list of the names of the candidates and their biodata.

(h) **Online casting of votes**

- (i) Online voting will be activated on 01st May (00 01 hrs) on IETE election website. Member can exercise the vote by login and ticking against the names of candidates of their choice. The total number of such ticks shall not exceed the number of declared vacancies.
- (ii) The member will submit the vote online and will be prompted to generate One Time Password (OTP) by Email/SMS with a limited time validity of 15 minutes to finally cast the vote.

(i) **Counting of Votes**

- (i) The BoS, immediately after the last date of submitting of Online Ballots i.e 31st May (2400 hrs) shall fix a date within seven days for processing the result.
- (ii) The online voting will be deactivated on 31st May (24 00 hrs)

(j) **Result**

- (i) The report on the result of voting of successful candidates with two to three reserves on the panel and all connected papers shall be signed by the BoS present and the Returning Officer.
- (ii) In case of two or more candidates securing equal number of votes, the Board of Scrutineers shall declare the candidate elected by virtue of his seniority. A higher class will always be senior to a lower class member irrespective of the number of years of membership. In case of same class of membership, the seniority shall be decided on the basis of the length of the continuous membership in good standing, without break. In case of equal length of service, it would be based on age.

- (iii) The report shall then be presented by the Returning Officer to the Observer and the Observer after confirmation shall intimate the result to the Chairman/Chairperson of the IETE Centre and IETE HQ.
- (iv) In the absence of the Observer, the result of Centres' election will be announced by the Returning Officer and in the absence of the Observer and the Returning Officer, the result will be announced by the Chairman/Chairperson of the Centre/ Sub-Centre.

(k) Complaints / Malpractice

- (i) In the event of a complaint, malpractice or violation of code of professional ethics (reproduced at Appendix A) by the candidate(s), the Observer shall report to the President of the Institution.
 - (ii) President's ruling shall be final and binding on all concerned.
 - (iii) In case an EC Member of Centre/Sub-Centre indulges in such actions which are considered detrimental and disrupting the smooth functioning of the Centre/Sub-Centre as also adversely affecting the reputation of the Institution, he alone can be removed from the EC and rest of the EC will continue to function. The process can be initiated by EC or by IETE President.
- (l) Custody of Online Ballots -** The Soft copy of the Result and its summary in Excel format will be saved on CD and shall remain with the Returning Officer and Secretary General at IETE HQ till 30 days after the Annual General Meeting.

(m) Election Schedule at a glance is given here under :-

- | | | |
|--------|--|--|
| (i) | Appointment of Returning Officer and BoS | Not later than 15 Feb of the respective year. |
| (ii) | Call for Nominations | Not later than the last day of Feb of the respective year. |
| (iii) | Receipt of Nominations | by 15 March of the respective year |
| (iv) | Issue of withdrawals notice | by 31 March of the respective year |
| (v) | Withdrawals | by 15 April of the respective year |
| (vi) | Start of online voting | by 1 st May (0001 hrs) of the respective Year. |
| (vii) | Submission of Online Votes | by 31 st May (2400 hrs) of the respective Year. |
| (viii) | Counting of Online Ballots/Result | by 7 th June of the respective year. |
| (ix) | Annual General Meeting | Not later than 30 June of the respective year. |
| (x) | Custody of CD of Result and its summary till | 31 st July of the respective year. |
| (xi) | <i>Any deviation to the above schedule should be done only with prior approval of IETE President.</i> | |

(n) **Non Holding of Election within stipulated time:** If the Election of the Executive Committee is not held within the stipulated period, the Governing Council shall cause the election to be conducted under its direction.

(o) **Non Holding of AGM:** In case a Centre fails to convene the AGM by 30th June, the Chairman/Chairperson elect only will represent the Centre in the forthcoming meetings of the Governing Council, if required to do so and otherwise eligible.

ELECTION PROCEDURE FOR CENTRES HAVING LESS THAN 200 CORPORATE MEMBERS

9. The following procedure shall be adopted for the election of the Executive Committee for the year in which it is due :-
- (a) **Option:** The Centre shall have the option to conduct the election through Online Ballot as outlined for Centres having more than 200 members OR proceed as under.
 - (b) **Election:** Election of the office bearers and members of the Executive Committee shall be held in the presence of the Observer appointed by the President of the Institution at the Annual General Meeting of Corporate Members in good standing, from amongst the members present at the Annual General Meeting. It is the duty of the Observer to ensure that only bonafide Corporate Members present in the AGM participate in the election process.
 - (c) The eligibility criteria for Chairman/Chairperson, Vice-Chairman/Chairperson, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in Rule 11.
 - (d) Each candidate for election shall be duly proposed and seconded by a Corporate Member of the Institution from amongst the Corporate Members present at the Annual General Meeting. The nominees and proposers /seconders shall be Corporate members in good standing as on 31st December of the previous year.
 - (e) The Observer shall announce the names of the eligible candidates for nomination from the presently constituted Executive Committee (outgoing).

- (f) Election shall be held by a secret ballot, or by show of hands as may be decided by the Corporate Members at the meeting. In case of secret ballot, the ballot papers shall be circulated to the members present who shall fill in the names of the candidates of their choice for Office Bearers and other members for election to the Executive Committee.
- (g) The Observer may appoint one or more scrutineers for the purpose of counting the votes polled by the candidates.
- (h) The ballot papers shall be rejected in the following cases:-
 - (i) Tampering, defacing or obliteration of the ballot paper.
 - (ii) Name of the Corporate Members appearing in the ballot paper.
 - (iii) Writing more name than the number of vacancies to be filled in.
- (i) The report of the result of voting of the successful candidates with two to three reserves on the panel shall be signed by the Scrutineers and the Observer and announced at the Annual General Meeting.

ELECTION OF STUDENT REPRESENTATIVES

- 10. Student Representatives will be elected to the Executive Committee as under:-
 - (a) Student members in good standing on rolls of the Institution as on 31st March (list is to be provided by the IETE HQ on website/electronic mail) shall only be eligible to participate in the elections.

- (b) The Executive Committee of the Centre shall give fifteen days notice for election of two Students Representatives, one in respect of AMIETE and the other in respect of DipIETE for the Executive Committee. The notice shall be displayed at the notice board of the Centre. The election shall be completed by the last day of June of the year.
- (c) If the election is not held even after the requisite notification, the vacancies of students' representatives in the Executive Committee will be kept unfilled.

ELEGIBILITY FOR OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE

11. The eligibility criteria of Office Bearers and members (**w.e.f 01 Aug 2012**) will be as under:-

(a) Chairperson (Applicable to Centre having 200 or more Corporate Members):-

- (i) The Chairperson of a Centre shall be a Fellow or above, of the Institution with at least five years of continuous membership in the class of Fellow or above as on 31st December of the previous year.
- (ii) (aa) He/She should be an elected member of the outgoing Executive committee **and should have served for a period of at least one year.**
(ab) He/She can also be a Member of the outgoing Adhoc Committee.
- (iii) The term of **Chairperson** of a Centre shall be of two years. He/She shall retire on completion of his/her term in office. The term of **Chairperson** in the Adhoc committee, **if any, will not debar the incumbent from contesting the elections subsequently.**
- (iv) After completing the tenure as a Chairperson of a Centre, he/she cannot be a member of EC in any

capacity other than Immediate Past Chairperson of the Centre.

- (v) A Corporate Member who has served as a **Chairperson** in a Centre and completed his/her tenure will not be allowed to contest for Executive Committee Member of any other Centre. However, a Corporate Member who has served as a **Chairperson** in a Sub-Centre is eligible to contest as Member/ Hony Secretary / Hony Treasurer **Chairperson** of any Centre.
- (vi) **Under exceptional circumstances like** non-receipt of nomination for the office of the **Chairperson** from the outgoing Executive Committee, the **outgoing Chairperson or any elected Office Bearer / Member of the outgoing Executive Committee** or a Fellow or above of at least of 5 years of continuous membership in the class of Fellow or above as on 31st Dec of the previous year may be nominated as **Chairperson** by a special resolution of the outgoing Executive Committee after approval for the same is accorded by the IETE President.

(b) Chairperson (Applicable to Centres/Sub-Centres having less than 200 Corporate Members):-

- (i) The Chairperson of a Centre/Sub-Centre shall be a Fellow or above of the Institution with at least five years continuous membership in the class of Fellow or above as on 31st December of the previous year.
- (ii) He should be :
 - (aa) An elected member of the Executive Committee of the Centre/Sub-Centre in the past, or
 - (ab) An elected member of the outgoing Executive Committee, or

(ac) The outgoing Chairperson in his first term as Chairperson,

or

(ad) The Chairperson for one term in the past in the same Centre/Sub-Centre.

- (iii) The term of a Chairperson of a Centre having less than 200 Corporate Member shall be of two years. He shall retire on completion of his term in office. He shall be eligible for re-election for further two years at the same Centre/Sub-Centre.
- (iv) After completing his tenure as Chairperson of a Centre/Sub-Centre either for one or two terms, he cannot be a Member of the Executive Committee in any capacity other than immediate Past Chairperson of the Centre/Sub-Centre.
- (v) A Corporate Member who has served as a **Chairperson** in a Centre and completed his/her tenure will not be allowed to contest for Executive Committee Member of any other Centre. However, a Corporate Member who has served as a **Chairperson** in a Sub-Centre is eligible to contest as Member/ Hony Secretary/ Hony Treasurer / **Chairperson** of any Centre.
- (vi) Under **exceptional** circumstance like non-receipt of nomination for the office of the **Chairperson from the outgoing Executive Committee, the outgoing Chairperson or any elected Office Bearer/ Member of the outgoing Executive Committee** or a Fellow or above of at least of 5 years of continuous membership in the class of Fellow or above as on 31st Dec of the previous year may be nominated as **Chairperson** by a special resolution of the outgoing Executive Committee after approval for the same is accorded by the IETE President.

- (vii) Co-opted members shall not be eligible to contest election for Chairperson.
- (c) **Vice – Chairperson (Applicable to Centres and Sub-Centres):-**
- (i) The Vice-Chairperson shall
 - (aa) either be a Fellow or above, or
 - (ab) a Member IETE with at least five years continuous membership of MIETE of the Institution.
- (d) **Hony Secretary/Hony Treasurer (Applicable to Centres and Sub-Centres):-**
- (i) The Honorary Secretary/Honorary Treasurer of a Centre/ Sub-Centre shall:-
 - (aa) either be a Fellow or above, or
 - (ab) a Member with at least three years continuous membership as MIETE of the Institution.
 - (ii) In case of non-receipt of nominations for the Office of Honorary Secretary/Honorary Treasurer, the new Executive Committee may elect one of the elected members for these offices. Vacancies so created may be filled up from the reserve panel if it exists and/or at the AGM from the members present.
- (e) **Members (Applicable to Centres and Sub-Centres).**
- (i) A Member of the Executive Committee shall
 - (aa) either be in a class MIETE or above, or
 - (ab) an Associate Member with at least five years of continuous membership as AMIETE of the Institution.
- (f) **General Eligibility Criteria (Applicable to all Categories and Centres/Sub-Centres).**
- (i) All Members of the Executive Committee of a Centre/Sub-Centre shall belong to the class as

given in this rule and should be the citizens of India (except Centres abroad) and their office shall be honorary and without remuneration.

- (ii) All Members including Office Bearers of the Executive Committee shall be in good standing as on 31st December of the previous year.
- (iii) A candidate shall not be eligible to contest for more than one post during the election at a Centre and/or Sub-Centre and shall render a certificate to that effect alongwith the nomination form.
- (iv) In a situation demanding any relaxation in the election/eligibility for Chairperson, Vice-Chairperson, Hony Secretary, Hony Treasurer and Members or any other matter relating to Centre/Sub-Centre election, the case shall be referred to the President of the Institution for his direction in writing. The President's direction shall be final.
- (v) No Member / Hony Secretary / Hony Treasurer/ Vice Chairperson of a Centre/Sub-Centre or Chairperson of a Centre/Sub-Centre having less than 200 Corporate Members shall be eligible for election for more than two successive tenures.
- (vi) Total tenure of any elected Member /Hony Secretary/Hony Treasurer of a Centre/Sub-Centre shall not be more than four years in succession. None of them shall be eligible for re-election until the expiry of two years from the date of retirement. **The period of service of the Members** in the Adhoc Committee will not be counted while adjudging their eligibility in the subsequent year elections. While deciding the eligibility of the current Executive committee for contesting the next elections, the Members of the Adhoc Committee as well as the previous dissolved elected Committee at the time of dissolution of the Committee will be taken into consideration. In case any member of the EC has completed two terms

he/she is normally not eligible for contesting the election in the next term. However, if a resolution comes from the EC of that Centre to give him/her relaxation due to non-availability of other suitable candidate, then the President may consider such relaxation.

- (vii) Total number of years in Executive Committee as Member/ Hony Treasurer/Hony Secretary/Vice-Chairperson and/or as a Chairperson shall not exceed twelve years. This is effective from 01st July 1996.
- (viii) Vacancy occurring in the Committee from time to time during the currency of the term of the existing Executive Committee may be filled from the reserves on the panel.
- (ix) Candidates contesting for the office of the Chairperson, Hony Secretary, Hony Treasurer, Members shall not be the nominees for the election to the Governing Council for the year.
- (x) A Past President of IETE is not entitled to hold any office at the Centre (including member of the Executive Committee).
- (xi) A Governing Council Member who has completed three tenures of the Governing Council is not entitled to hold any office at the Centre (including member of the Executive Committee).

OBSERVER OF CENTRES

12. Following rule applies to the observer:-

- (a) The Observer is not eligible to contest any election of Centres/Sub-Centres or Governing Council.
- (b) In case the Observer is unable to attend the Annual General Meeting or where not so appointed, the Chairperson of the Centre shall, with the approval of

the President request a senior member at the Centre to act as an Observer. The Observer shall submit his report about election including those of the Student Members to the President after Annual General Meeting.

ANNUAL GENERAL MEETING

13. The Annual General Meeting of a Centre shall be held latest by the last day of June each year. The Minutes of the AGM will be sent to IETE HQ by 15th July of the year. The Annual General Meeting will be held as per the following norms:

- (a) **Notice:** It is mandatory to serve Fourteen days notice, which shall be given **by electronic-mail/post by the Chairperson of the Centre/Sub-Centre** for holding the Annual General Meeting and this period shall be exclusive of the day on which the notice is deemed to be given, but inclusive of the day for which the notice is given.
- (b) **Agenda:** The agenda for the Annual General Meeting shall be :-
 - (i) To confirm the minutes of the last Annual General Meeting.
 - (ii) To receive and adopt the annual report of the activities for the year ended on the 31st March.
 - (iii) To consider and adopt the audited balance sheet and income and expenditure account for the year ended on the 31st March.
 - (iv) To appoint the auditors for the next financial year and fix their remunerations.
 - (v) Election of the Office Bearers and Executive Committee Members as per Rule 9 (b) (applicable to Centres having less than 200 Corporate Member and opting for election at the AGM).

- (vi) To announce the composition of the Executive Committee for ensuing term of office and its installation. In the case of Centres where election takes place in the AGM, installation will be subject to the confirmation from IETE HQ.
- (vii) Any other item with the permission of the Chair.

(Note: The agenda item at (v) and (vi) are applicable only in the election year.)

- (c) **Quorum:** The quorum at the Annual General Meeting shall be 40 of the Corporate Members on rolls of the Institution attached to the Centre having more than 200 Corporate Members and 20% or 20 whichever is less at Centres having less than 200 Corporate Members.
- (d) **Adjournment:** If at the time appointed for the AGM, the requisite quorum is not present, the meeting shall stand adjourned for half an hour, and shall re-assemble with members present, to transact the business as listed in the agenda.
- (e) **Non Holding of AGM:** In case a Centre fails to hold its Annual General Meeting by the last day of June, the President after satisfying himself of the position, shall appoint a committee of Corporate Members, and such committee shall have the same powers and responsibilities, as the Executive Committee in the ordinary course would have to convene the Annual General Meeting.
- (f) Efforts will be made to send all information & correspondence through electronic mail; all members are advised to look into the websites for relevant information.
- (g) All members whose letters are returned undelivered continuously for the last three years, their names from the voter's list be deleted but can be restored if requested with proper ID and address proof.

EXECUTIVE COMMITTEE FUNCTIONS & RESPONSIBILITIES

14. The various functions, responsibilities and procedure for conduct of Executive Committee Meetings are as under:-

- (a) The **affairs** of the Centre shall be conducted and the property and money thereof shall be administered by an Executive Committee. The composition of Executive Committee will be as per Rule 7.
- (b) **Number of meetings:** The Executive Committee shall hold regular meetings. The frequency of these meetings should preferably be once a month but in no case less than once in two months.
- (c) **Quorum:**
 - (i) The quorum for a meeting of the Executive Committee of a Centre shall be a minimum of five members including the Office Bearers, viz. Chairperson, Hony Secretary and Hony Treasurer but excluding the Co-opted members.
 - (ii) If even after half an hour, the quorum is not complete, the Executive Committee can still assemble to transact the business as listed in the agenda. However , no financial or major policy decision can be taken in this meeting.
- (d) **Temporary Absence of Office Bearers**
 - (i) **Chairperson:** In case of the temporary absence of the Chairperson, Senior Vice Chairperson shall preside over the EC meetings.
 - (ii) **Hony Secretary/Hony Treasurer:** In case of temporary absence of the Hony Secretary/Hony Treasurer, the Chairperson will entrust the responsibility to any other Executive Committee Member. The Hony Secretary/Hony Treasurer as the case may be , shall resume his duties on his rejoining.

(e) **Resignation/Vacation of the Office by the Office Bearers Members:-**

- (i) The authority competent to accept the resignations of the Office Bearers/Members of the Executive Committee shall be Executive Committee by a simple majority at its meeting.
- (ii) **Chairperson**
 - (aa) in case the office of Chairperson is vacated for any reason, the Senior Vice-Chairperson will officiate till a new Chairperson is elected.
 - (ab) The election process and the eligibility criteria will be the same as given in Rule 8,9 & 11 as applicable except the provision that the nomination of the Chairperson should be from the outgoing Committee. In this case, the existing committee will be considered as outgoing Committee.
 - (ac) If the newly elected Chairperson holds the office for 12 months or more, his tenure will be counted as one full tenure. In case, this tenure is less than 12 months, it will be treated as the Casual Vacancy and shall not be counted as a tenure.
 - (ad) In case the remaining term after the vacation of the office by the Chairperson is less than 9 months, no election shall be conducted and Senior Vice-Chairperson shall continue to officiate as the Chairperson till the end of the tenure of the Executive Committee.
- (ii) **Vice-Chairperson/ Hony Secretary/Hony Treasurer**
 - (aa) In case the Office of the Vice-Chairperson/ Hony Secretary/Hony Treasurer is vacated, the Executive Committee will elect the Vice-Chairpersons/Hony Secretary/Hony Treasurer, as the case may be from amongst

the members of the Executive Committee subject to their meeting the eligibility criteria.

(iii) **Nomination from Reserve Panel**

- (aa) In all such cases where the office has been vacated by one Office Bearer or any other member of the Executive Committee, the Chairperson shall nominate the first member on the reserve list as a EC Member. The tenure of this EC member will be counted in the same manner as the tenure of this Chairperson as enunciated above.
- (ab) The nomination of the members of Executive Committee from the reserve list will be made after the election process for the Chairperson/ Vice-Chairpersons/ Hony Secretary/Hony Treasurer has been completed.

RESPONSIBILITIES –CHAIRPERSON/HONY SECRETARY/ HONY TREASURER

- 15. **Chairperson:** The responsibilities of Chairperson are as under:-
 - (a) The Chairperson shall preside over all the Executive Committee meetings of the Centre and shall be responsible for the overall functioning of the Centre. He will ensure that Rules and Regulations & Byelaws of the Institution are implemented in letter & spirit.
 - (b) At all those Centres where examinations are conducted, the Chairperson shall be personally responsible for the safe custody of examination papers and conduct of examinations as laid down by the IETE HQ.
- 16. **Honorary Secretary:** The responsibilities of the Hony Secretary are as under:-
 - (a) The Hony Secretary shall carry out the general business and correspondence of the Centre.

- (b) He shall record minutes of the committee meetings and the general meetings.
- (c) He shall also be responsible for the maintenance and safe custody of the Institution's property of the Centre in consultation with the Chairperson.

17. **Honorary Treasurer:** The responsibilities of the Hony Treasurer are as under:-

- (a) The Hony Treasurer shall make all disbursements, subject to the control of the Executive Committee.
- (b) He shall be responsible for maintenance of proper books of account and shall at the end of the financial year close these books of account and submit a duly audited balance sheet, duly approved by the Executive Committee and the General Body to the Governing Council within three months after the closing of the financial year of Centre.
- (c) A monthly check of all books of Cash and Bank balance will be made by the Hony Treasurer in the 1st week of the next month. In addition, surprise checks may also be conducted by the Chairperson.
- (d) **Financial Management**
 - (i) **Funds Allocation** – Funds for the Centre will be allocated by HQ and remitted to the Centres for final disbursement. Unutilized funds are required to be returned to HQ or adjusted to the next year allotment.
 - (ii) **Statutory Audit of the Accounts-** At the end of every financial year of the Centres are required to be audited by Statutory Auditors when the total receipts exceeds ₹2 lacs in a financial years and in other cases by any two of the elected EC Members nominated by the EC other than the Chairperson, Hony Treasurer and Hony Secretary.

- (iii) **Appointment of Statutory Auditors-** Based on recommendations of the ECM, Statutory Auditors are to be appointed by the AGM for the next financial year. The Term for appointment of Statutory Auditors shall be one year. However, the auditors can be considered for yearly reappointment upto a maximum of three years in continuation.
- (iv) **Internal Audit**
- (aa) The account of all Centres whose total receipt exceed ₹10 lacs in a year are to be subjected to internal audit, half yearly, by a Chartered Accountant firm. The report of the Internal Auditors must be included in the ECM minutes.
- (ab) In case the total receipts are between ₹10 lacs and ₹5 lacs in a year, the internal audit shall be done by any two of the elected EC Members, nominated by the EC other than the Chairperson, Hony Treasurer and Hony Secretary.
- (v) **Tax Deduction at Source-**All Centres should obtain TAN number from Income Tax Department and deduct taxes from payments made to Professionals, Contractors, etc. as per requirement of Income Tax Act. Further , annual return of TDS to be filed as per law.
- (vi) **Service Tax** – In case any activities of the Centre require levy of Service Tax , the same should be realized and paid. The Registration under Service Tax Act to be done at the earliest.

FINANCIAL YEAR/FINANCIAL TRANSACTIONS

18. The financial year and financial transactions of a Centre will be governed as under:-

- (a) The Financial year of the Centre shall be from 01st April to 31st March next year.
- (b) All Centres will open an account in a scheduled Bank on an authority letter issued by the HQ. The bank accounts shall be in the name of the Institution and shall be operated jointly by any two of the three Office Bearers of the Centre viz. Chairperson, Hony Secretary and Hony Treasurer of the Centre.
- (c) Power of Office Bearers for expenditure shall be as under:-
- (a) Chairperson- ₹20,000/- per transaction
- (b) Hony. Secretary/Hony. Treasurer- ₹5,000/- per transaction.
- (c) Executive Committee (under 1 head of expenditure) – ₹2 Lacs.
- (d) By EC with information to the HQ - Beyond ₹2 Lacs.
- (d) Details of financial transactions beyond the powers of Chairperson shall be attached with the Executive Committee minutes giving all relevant details. A copy of the Executive Committee minutes shall also be forwarded to HQ IETE for information.
- (e) Special Grants**
- (i) The Executive Committee of the Centre shall intimate to the Governing Council in case of special grant required for the ensuing year giving full details of the activities proposed to be conducted with expenditure to be incurred thereon. This request shall be sent to the HQ Secretariat one month before the closing of the financial year of the HQ. On receipt of a request from the Centre, Governing Council may allocate and sanction for each year, an appropriate grant to be utilized by the Committee for conducting the activities of the Institution at the Centre.

- (ii) The accounts relating to this special grant as well as any other income locally made available, shall be open at all times for inspection by a duly accredited representative of the Governing Council or by the Secretary General of the Institution.

(f) Expenses by Centres of IETE HQ Activities.

- (i) The Centres often organize activities on behalf of HQ, e.g. IETE Technical Convention, MTS, Apex Forum, Memorial Lectures, opening of new Centres or upgradation of Centres and / or conduct of Governing Council meeting etc. The expenses of all these events will be controlled as per norms laid down by the Governing Council from time to time. The anticipated expenses of the event shall be intimated in detail to HQ by the Centres well in advance in order to get approval of the competent authority.
- (ii) No expenditure should be committed / made before approval.

19. **Contribution/Resource Generation** : The Executive Committee of a Centre may raise from its members, attached to that Centre, sums-by contributions or otherwise for the purpose of augmenting the activities of the Centre or for conducting technical programmes for better attainment of the objectives of the Institution as laid down in the Charter, provided such contributions are voluntary.

20. **Acceptance/ Acquiring of Property**

- (a) The Executive Committee of a Centre may further accept or acquire for its own use movable property, goods, bequests or money from sources other than its own members, provided these source are satisfactory, except that if the value of any single contribution exceeds ₹10,000/- the sanction of the IETE Governing Council shall be obtained. All immovable properties so acquired shall be registered in the name of the Institution of Electronics and Telecommunication Engineers and legal

documents for registration shall be signed by the President of the Institution. No property shall be acquired in the name of the Chairperson of the Centre.

- (b) A list of movable and immovable property of the Centre shall be furnished to the HQ every year by 30th June along with the audit report.
- (c) **Insurance Coverage:** All Centres shall insure their all movable assets against theft/ burglary etc. every year. Centres having their own buildings have option to get insurance cover of their immovable assets. However, building located in flood prone areas should also be covered under “Flood Clause” of insurance cover.
- (d) **Handing over/ Taking over**
 - (i) After the installation of the new Executive Committee in the AGM, the Office Bearers will sign a formal handing/ taking over document after checking the movable and immovable property and important documents/papers/files (including Byelaws, Rules and Regulation governing Centres and Standard Operating Procedure) of the Centre latest by 30th June. Any serious deficiency/observation will be immediately brought to the notice of the IETE HQ. A copy of the Handing/Taking over certificate will be sent to the HQ within 15 days of signing of the certificates.
 - (ii) Outgoing Executive Committee will be responsible for conducting the June exam. AGM will be held on any convenient date after the close of exam but not later than 30th June every year.
 - (iii) If the elections to the Executive Committee has been completed and the outgoing Executive Committee falls to hand over the assets and the liabilities and accounts to the new Executive Committee, the new Executive Committee shall refer the matter to the President. The IETE HQ

may then invoke one or more of the following provisions:-

- (aa) Stoppage of operation of the Bank account by the outgoing Executive Committee.
- (ab) Stoppage of the grant to the Centre till the issue is resolved.
- (ac) Any other action as deemed necessary by the HQ.

ANNUAL STOCK TAKING

21. The Annual Stock taking of the property of a Centre will be carried out as per the following norms:-

- (a) The Executive Committee shall arrange for proper stock taking of all the properties of the Centre each year and its report together with the discrepancies, if any, and the reconciliations statement thereof, shall be sent to the IETE HQ within three months after closing of the financial year of the Centre on 31st March each year.
- (b) A list of movable and immovable properties of the Centre shall be furnished to the IETE HQ every year by 30th June along with the audit report. In addition, a separate 'Stock and Sale Register' for syllabi and other priced publications will be maintained by the Centres.

DOUBTS/DIFFICULTIES IN THE APPLICATION OF RULES

22. In case of doubts/difficulties, following shall be resorted to:-

- (a) Wherever the above rules do not explicitly state some procedure, the procedures to be adopted shall be as advised by the HQ / Governing Council.
- (b) If for some unavoidable reasons, a deviation from the rules for the Centres as laid down above , becomes necessary, consideration by the Governing Council and its approval shall be obtained.

SUB-CENTRES

RULES AND REGULATIONS GOVERNING SUB-CENTRES

23. Rules and Regulations governing Sub-Centres are as under:-
- (a) All classes of members of the Institution residing within the jurisdiction of a Sub-Centre shall be deemed to constitute respective Sub-Centre.
 - (b) Each Sub-Centre shall have under its jurisdiction a geographical area as decided by the Governing Council/EC of its Centre from time to time. Sub-Centre can extend its activities beyond its jurisdiction with the prior approval of the Governing Council and / or Executive Committee of its Centre. Condition laid down in Rule 5(b) will however be applicable.
 - (c) The Sub-Centre shall be under the jurisdiction of its Centre (as indicated in the Directory of Corporate Members).
24. All classes of Members of the Institution, irrespective of the jurisdiction of that particular Sub-Centre, shall be allowed to participating in the activities of the Sub-Centre. However, corporate members are entitled to vote for election to the Executive Committee of the Sub-Centre only if their registered postal address is within the jurisdiction of the Sub-Centre.

FORMING OF SUB-CENTRES

25. A Sub-Centre is formed as per the following provisions/ norms:-

- (a) There shall be at least 100 Corporate Members and 250 Student Members/ISF Students and 1 Organisational Member.
- (b) Further, notwithstanding anything contained in Byelaw 84(a) and 84(b), the Governing Council may, if considered appropriate, ensure that the distance between any two Sub-Centre or between a Sub-Centre and a Centre is not less than 15 km, and between any two Centres is not less than 100 km.

EXECUTIVE COMMITTEE

26. The affairs of a Sub-Centre are run by a Committee known as Executive Committee (EC).
- (a) The Executive Committee of a Sub-Centre shall consist of 13 members as under:-
 - 1 Chairperson
 - 2 Immediate Past Chairperson
 - 3-4 2 Vice Chairpersons
 - 5-6 Honorary Secretary and Honorary Treasurer
 - 7-11 5 elected members of the Executive Committee
 - 12-13 2 Student Representatives (one each from AMIETE and DipIETE)
 - (b) Two of the seven elected members of the Executive Committee shall be elected as Vice-Chairpersons as per Rule 8.
 - (c) Of the 13 Members of the Executive Committee, Chairperson, Vice-Chairperson, Hony Secretary and Hony Treasurer will be known as Office Bearers.
 - (d) The Executive Committee can co-opt additional members as and when considered necessary but this

number cannot exceed five. Out of these, one member should be from the Industry. The elected Executive Committee Members includes Chairperson, Hony-Secretary and Hony Treasurer.

- (e) The member(s) of the Governing Council residing within the jurisdiction of a Centre shall only be a permanent invitee to the meetings of the Executive Committee of the sub-Centre.
- (f) The term of the Executive Committee shall be two years from 01st July of the first year to 30th June next to next year. If for any reason, the new Executive Committee takes over any time during the currency of the tenure, its term shall also expire on the same date as that of the original Executive Committee.
- (g) Co-opted members and student representatives will not have the voting rights.
- (h) Vacancy occurring in the Executive Committee from time to time during the currency of the existing Executive Committee shall be filled from the reserve list of the panel.

ELIGIBILITY FOR OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE AND STUDENT REPRESENTATIVES

27. The eligibility for Office Bearers and members of the Executive Committee of Sub-Centres will be governed as per Rule 11 except that limitation of twelve years will not be applicable for Sub-Centre. Similarly, Student Representatives will be elected as per Rule 10.

ELECTION PROCEDURE

28. The election of the Executive Committee of a Sub-Centre will be held as under:-

- (a) The election of the Office Bearers including Chairperson and members of the Committee shall be held in the presence of the Observer appointed by the Chairperson of its Centre (as given in Rule 31) at the Annual General Meeting. It is the duty of the Observer to ensure that only bonafide Corporate Members present in the AGM participate in the election process.
- (b) The eligibility criteria for Chairperson, Vice-Chairpersons, Hony Secretary, Hony Treasurer and members of an Executive Committee are given in Rule 11.
- (c) Each candidate for election shall be proposed and duly seconded by a Corporate Member of the Institution from amongst the Corporate Members present at the Annual General Meeting. The nominees and proposers/seconders shall be Corporate Members in good standing as on 31st December of the previous year.
- (d) The Observer shall announce the names of the eligible candidates for nomination from the presently constituted Executive Committee (outgoing).
- (e) Election shall be held by a secret ballot, or by show of hands as may be decided by the Corporate Members at the meeting. In case of secret ballot, the voting papers shall be circulated to the members present who shall fill in the names of the candidates of their choice for Office Bearers and other members for election to the Executive Committee.
- (f) The Observer may appoint one or more Scrutineers for the purpose of counting the votes polled by the candidates.
- (g) The ballot papers shall be rejected in the following cases:-
 - (i) Tampering, defacing or obliteration of the ballot paper.
 - (ii) Name of the Corporate Members appearing in the ballot paper.

- (iii) Writing more name than the number of vacancies to be filled in.
 - (h) The report of the result of voting of the successful candidates with two to three reserves on the panel shall be signed by the Scrutineers and the Observer and announced at the Annual General Meeting. Installation of the Executive Committee will be subject to the approval of IETE HQ.
29. The Election of Office Bearers will be as under:-
- (a) The Elected members of the Executive Committee shall elect two Vice-Chairpersons.
 - (b) The eligibility criteria for Vice-Chairpersons, Hony Secretary and Hony Treasurer and members are given in Rule 11.
30. Vacancies occurring in the Committee during the currency of the Executive Committee may be filled from the reserve panel co-option.

ANNUAL GENERAL MEETING & OBSERVERS

31. Following measures will be adopted at Annual General Meeting:-
- (a) **Annual General Meeting-** The Annual General Meeting of a Sub-Centre shall be held latest by the last day of June each year. Rule 13 applicable to the Centres shall be followed.
 - (b) **Observer at Sub-Centre Annual General Meeting-** One member of the Executive Committee of its Centre (as indicated in the Corporate Membership Directory) shall be appointed by the Chairperson of the Centre to act as an Observer at the Annual General Meeting of each Sub-Centre at which the annual election is due to take place. The Observer will submit his report to the

Chairperson of the Centre after the Annual General Meeting, with a copy to IETE HQ

- (c) **Non Holding of AGM-** In case a Sub-Centre fails to hold its Annual General Meeting by the last day of June , the President after satisfying himself of the position shall appoint a committee of Corporate Members, and such committee shall have the same powers and responsibilities, as the Executive Committee in the ordinary course would have to convene the Annual General Meeting.

EXECUTIVE COMMITTEE FUNCTIONS & RESPONSIBILITIES

32. The various functions, responsibilities and procedure for conduct of Executive Committee meetings are as under:-

- (a) The affairs of the Sub-Centre shall be conducted and the property and money thereof shall be administered by an Executive Committee. The composition of Executive Committee will be as per Rule 26.
- (b) **Number of meetings:** The Executive Committee shall hold regular meetings. The frequency of these meetings should preferably be once a month but in no case less than once in two months.
- (c) **Quorum:**
- (i) The quorum for a meeting of the Executive Committee of a Sub-Centre shall be a minimum of five members including the Office Bearers, viz. Chairperson, Hony Secretary and Hony Treasurer but excluding the Co-opted members.
- (ii) If even after half an hour, the quorum is not complete, the Executive Committee can still assemble to transact the business as listed in the agenda. However , no financial or major policy decision can be taken in this meeting.

(d) **Temporary absence of Office Bearers**

- (i) **Chairperson:** In case of the temporary absence of the Chairperson, Senior Vice Chairperson shall preside over the EC Meetings.
- (ii) **Hony Secretary / Hony Treasurer:** In case of temporary absence of the Hony Secretary/Hony Treasurer, the Chairperson will entrust the responsibility to any other Executive Committee Member. The Hony Secretary/Hony Treasurer as the case may be , shall resume his duties on his joining.

(e) **Resignation / Vacation of the Office by the Office Bearers/Members:-**

- (i) The authority, competent to accept the resignations of the Office Bearers / members of the Executive Committee, shall be the Executive Committee by a simple majority at its meeting.
- (ii) **Chairperson**
 - (aa) In case the office of Chairperson is vacated for any reason, the Senior Vice-Chairperson will officiate till a new Chairperson is elected.
 - (ab) The election process and the eligibility criteria will be the same as given in Rule 8,9 & 11 as applicable except the provision that the nomination of the Chairperson should be from the outgoing Committee. In this case, the existing Committee will be considered as outgoing Committee.
 - (ac) If the newly elected Chairperson holds the office for 12 months or more, his tenure will be counted as one full tenure. In case, this tenure is less than 12 months, it will be treated as the casual vacancy and shall not be counted as a tenure.

(ad) In case the remaining term after the vacation of the office by the Chairperson is less than 9 months, no election shall be conducted and Senior Vice-Chairperson shall continue to officiate as the Chairperson till the end of the tenure of the Executive Committee.

(ii) **Vice-Chairpersons / Hony Secretary / Hony Treasurer**

(aa) In case the Office of the Vice-Chairpersons / Hony Secretary / Hony Treasurer is vacated, the Executive Committee will elect the Vice-Chairpersons / Hony Secretary / Hony Treasurer as the case may be from amongst the members of the Executive Committee subject to their meeting the eligibility criteria.

(iii) **Nomination from Reserve Panel**

(aa) In all such cases where the office has been vacated by one Office Bearer or any other member of the Executive Committee, the Chairperson shall nominate the first member on the reserve list as a EC Member. The tenure of this EC member will be counted in the same as the tenure of the Chairperson as enunciated above.

(ab) The nomination of the member from the reserve list will be made after the election process for the Chairperson / Hony Secretary / Hony Treasurer/Vice-Chairperson has been completed.

RESPONSIBILITIES - CHAIRPERSON/HONY SECRETARY/HONY TREASURER

33. **Chairperson:** The responsibilities of Chairperson are as under:-

- (a) The Chairperson shall preside over all the Executive Committee meetings of the Sub-Centre and shall be responsible for the overall functioning of the Sub-Centre. He will ensure that Rules and Regulations & Byelaws of the Institution are implemented in letter & spirit.
 - (b) At all those Sub-Centres where examinations are conducted, the Chairperson shall personally be responsible for the safe custody of examination papers and conduct of examinations as laid down by the IETE HQ.
34. **Honorary Secretary:** The responsibilities of the Honorary Secretary are as under:-
- (a) The Honorary Secretary shall carry on the general business and correspondence of the Sub-Centre.
 - (b) He shall record minutes of the committee meetings and the general meetings.
 - (c) He shall also be responsible for the maintenance and safe custody of the Institution's property of the Sub-Centre in consultation with the Chairperson.
35. **Honorary Treasurer:** The responsibilities of the Honorary Treasurer are as under:-
- (a) The Honorary Treasurer shall make all disbursements, subject to the control of the Executive Committee.
 - (b) He shall be responsible for the maintenance of proper books of account and shall at the end of the financial year close these books of account and submit a duly audited balance sheet, duly approved by the Executive Committee and the General Body to the Governing Council within three months after the closing of the financial year of Sub-Centre.
 - (c) A monthly check of all books of Cash and Bank balance will be made by the Honorary Treasurer in the 1st week of the next month. In addition, surprise checks may also be conducted by the Chairperson.

(d) **Financial Management**

- (i) **Funds Allocation-** Funds for Sub-Centre will be allocated by IETE HQ and remitted to the Sub-Centres for final disbursement. Unutilized funds are required to be returned to HQ or adjusted to the next year allotment.
- (ii) **Statutory Audit of the Accounts-**At the end of every financial year of the Centres/Sub-Centres are required to be audited by Statutory Auditors when the total receipts exceeds ₹ 2 lacs in a financial year and in other cases by any two of the elected EC Members nominated by the EC other than the Chairperson, Hony Treasurer and Hony Secretary.
- (iii) **Appointment of Statutory Auditors-**Based on recommendations of the ECM, Statutory Auditors are to be appointed by the AGM for the next financial year. The term for appointment of Statutory Auditors shall be one year. However , the auditors can be considered for yearly reappointment upto a maximum of three years in continuation.
- (iv) **Internal Audit**
 - (aa) The account of the Centres/Sub-Centres whose total receipts exceed ₹10 lacs in a year are to be subjected to internal audit, half yearly, by a Chartered Accountant firm. The report of the Internal Auditors must be included in the ECM minutes.
 - (ab) In case the total receipts are between ₹10 lacs 'and ₹5 lacs in a year, the internal audit shall be done by any two of the elected EC Members, nominated by the EC other than the Chairperson, Hony Treasurer and Hony Secretary.

- (v) **Tax Deduction at Source** – All Sub-Centres should obtain TAN number from Income Tax Department and deduct taxes from payments made to Professionals, Contractors, etc. as per requirement of Income Tax Act. Further, annual return of TDS to be filed as per law.
- (vi) **Service Tax** – In case any activities of the Sub-Centre require levy of Service Tax, the same should be realized and paid. The Registration under Service Tax Act to be done at the earliest.

FINANCIAL YEAR/FINANCIAL TRANSACTIONS

36. The financial year and financial transactions of a Sub-Centre will be governed as under:

- (a) The Financial Year of the Sub-Centre shall be from 01st April to 31st March next year.
- (b) All Sub-Centres will open an account in a scheduled Bank on an authority letter issued by the HQ . The bank accounts shall be in the name of the Institution and shall be operated jointly by any two of the three Office Bearers of the Sub-Centre viz. Chairperson, Hony Secretary and Hony Treasurer of the Centre.
- (c) Power of Office Bearers for expenditure shall be as under:
 - (a) Chairperson – ₹ **20,000/-** per transaction
 - (b) Hony. Secretary/Hony. Treasurer – ₹ **5000/-** per transaction.
 - (c) Executive Committee (under 1 head of expenditure) – ₹ **2 lacs.**
 - (d) By EC with information to the HQ – **Beyond ₹ 2 lacs.**
- (d) Details of financial transactions beyond the powers of Chairperson shall be attached with the Executive Committee minutes giving all relevant details. A copy of

the Executive Committee minutes shall also be forwarded to HQ IETE for information.

(e) Special Grants

- (i) The Executive Committee of the Sub-Centre shall intimate to the Governing Council in case of special grant required for the ensuring year giving full details of the activities proposed to be conducted with expenditure to be incurred thereon. This request shall be sent to the HQ Secretariat one month before the closing of the financial year of the HQ. On receipt of a request from the Centre, Governing Council may allocate and sanction for each year, an appropriate grant to be utilized by the Committee for conducting the activities of the Institution at the Sub-Centre.
- (ii) The account relating to this special grant as well as any other income locally made, available shall be open at all times for inspection by a duly accredited representative of the Governing Council or by the Secretary General of the institution.

(f) Expenses by Sub-Centres for IETE HQ Activities

- (i) The Sub-Centres often organize activities on behalf of HQ, eg. IETE Annual Convention, MTS, Apex Forum, Memorial Lectures, opening of new Centres or upgradation of Centres and/or conduct of Governing Council meetings etc. The expenses of all these events will be controlled as per norms laid down by the Governing Council from time to time. The anticipated expenses of the event shall be intimated in detail to HQ by the Centres well in advance in order to get approval of the competent authority.
- (ii) No expenditure should be committed / made before approval.

37. **Contribution/Resource Generation-** The Executive Committee of a Sub-Centre may raise from its members, attached to that Centre sums by contributions or otherwise for the purpose of augmenting the activities of the Sub-Centre or for conducting technical programmes for the better attainment of the objectives of the Institution as laid down in the Charter, provided such contributions are voluntary.

38. **Acceptance/Acquiring of Property**

- (a) The Executive Committee of a Sub-Centre may further accept or acquire for its own use movable property, goods, bequests or money from sources other than its own members, provided these source are satisfactory, except that if the value of any single contribution exceeds ₹10,000/- the sanction of the IETE Governing Council shall be obtained. All immovable properties so acquired shall be registered in the name of the Institution of Electronics and Telecommunication Engineers and legal documents for registration shall be signed by the President of the Institution. No property shall be acquired in the name of the Chairperson of the Sub-Centre.
- (b) A list of movable and immovable property of the Sub-Centre shall be furnished to the HQ every year by 30th June along with the audit report.
- (c) **Insurance Coverage:** All Sub-Centres shall insure their all movable assets against theft/burglary etc. every year. Sub-Centres having their own buildings have option to get insurance cover of their immovable assets. However, building located in flood prone areas should also be covered under “flood clause” of insurance cover.
- (d) **Handing over / Taking over**
 - (i) After the installation of the new Executive Committee in the AGM, the Office Bearers will sign a formal handing/taking over document after checking the movable and immovable properties

and important documents / papers/files (including Byelaws, Rules and Regulation governing Centres and Standard Operating Procedure) of the Centre latest by 30th June. Any serious deficiency/ observation will be immediately brought to the notice of the IETE HQ. A copy of the Handing/Taking over certificate will be sent to the HQ within 15 days of signing of the certificates.

- (ii) Outgoing Executive Committee will be responsible for conducting the June exam. AGM will be held on any convenient date after the close of exam but not later than 30th June every year.
- (iii) If the elections to the Executive Committee has been completed and the outgoing Executive Committee fails to hand over the assets (one or all), the liabilities and accounts to the new Executive Committee, the new Executive Committee shall refer the matter to the President. The IETE HQ may then invoke one or more of the following provisions:-
 - (aa) Stoppage of operation of the Bank account by the outgoing Executive Committee
 - (ab) Stoppage of the grant to the Sub-Centres till the issue is resolved.
 - (ac) Any other action as deemed necessary by the HQ

39. ANNUAL STOCK TAKING

The Annual Stock taking of the property of a Sub-Centre will be carried as per the following norms :

- (a) The Executive Committee shall arrange for proper stock taking of all the properties of the Sub-Centre to be carried out each year and its report together with the discrepancies, if any, and the reconciliation statements thereof, shall be sent to the IETE HQ within three months after the closing of the financial year of the Centre on 31st March each year.

- (b) A list of movable and immovable properties of the Sub-Centre shall be furnished to the IETE HQ every year by 30th June alongwith the audit report. In addition, a separate 'Stock and Sale Register' for syllabi and other priced publications will be maintained by the Centres,

DOUBTS/DIFFCULTIES IN THE APPLICATION OF RULES

40. In case of doubts/difficulties following rules be followed:

- (a) Wherever the above rules do not explicitly state some procedure, the procedures to be adopted shall be as advised by the HQ/Governing Council.
- (b) If for some unavoidable reasons, a deviation from the rules for the Sub-Centres and as laid down above, becomes necessary, consideration by the Governing Council and approval shall be obtained.

PROFESSIONAL ETHICS
(In Pursuant to Byelaw 6, Form A)

PREAMBLE

To uphold the concept of professional conduct amongst its Corporate Members, the Governing Council of the Institution felt the need to evolve a Code of Ethics for Corporate Members.

A Corporate Member should develop esprit-de-corps among the fraternity and uphold the principles of honesty, integrity, justice and courtesy to guide him/her in the practice to his/her profession and his/her conduct and behavior. He/she should discharge his/her responsibilities and duties to the public and the profession.

He/she should scrupulously guard his professional and personal reputation and avoid association with persons and organizations of questionable character and uphold the dignity and honour of the Institution.

THE CODE

1. A Corporate Member will, at all times, endeavor to protect the engineering profession from misrepresentation and misunderstanding.
2. A Corporate Member will interact with others in his/her profession by free exchange of information and experience. He/she will contribute to the growth of the Institution to maximum effectiveness to the best of his/her ability.
3. A Corporate Member will not offer his/her professional services by advertisement or through any commercial advertising media or solicit engineering work, trading, teaching either directly or through agencies/ organizations in any manner derogatory to the dignity of the profession and the Institution.

4. A Corporate Member will not directly or indirectly injure the professional reputation, work or practice of another Corporate Member.
5. A Corporate Member will not divulge confidential findings or actions of the Councillor Committee of which he/she is a member, without obtaining official clearance.
6. A Corporate Member will not take credit for an activity, professional work, engineering proposal when engaged in a team and give due recognition to those where due.
7. A Corporate Member will express an opinion only when it is founded on facts and honest conviction before a forum, court, commission or at an inquiry.
8. A Corporate Member will exercise due restraint in criticizing the work or professional conduct of another Corporate Member which would impinge or hurt his/her character and reputation.
9. A Corporate member will not try to supplant another Corporate Member in a particular employment, office or contract.
10. A Corporate Member will be upright in all his dealings with person(s), organizations, in business, contractors and agencies. He/she should not take actions that lead to groupism, political connotation or unethical conduct in the discharge of his/her official powers.
11. A corporate Member will not misrepresent his qualification to gain undue advantage in his /her profession.
12. A Corporate Member will act with fairness and justice in any office, employment or contract.
13. A Corporate Member will not associate in engineering work which does not confirm to ethical practices.
14. A Corporate Member will not compete unfairly with another Corporate Member by means, which in the opinion of others, are based on garnering support for personal gain, enlisting uncalled for sympathy, espousing unjust causes or amounts to use of unconstitutional methods.

15. A Corporate Member will act in professional matters as a faithful agent or trustee.
16. A Corporate Member will not receive remuneration, commission, discount or any indirect profit from any work with which he is entrusted unless specifically so permitted.
17. A Corporate Member will not accept financial or other compensation from more than one source for the same service or work connected thereto, unless so authorized.
18. A Corporate Member will immediately inform his/her organization / Institution of any financial interest in a business, engineering work which may compete with, adversely affect or hamper the growth of the parent body.
19. A Corporate Member will engage or enlist the services of specialists / experts, when in his/her judgment; such services are in the best interest of his employer or to the profession.
20. A Corporate Member will endeavour to develop a team among his/her Colleagues and staff and provide equal opportunity to them for professional development and advancement.
21. A Corporate Member will subscribe to the principles of appropriate norms, appreciation and adequate compensation for those engaged in office, technical and professional employment including those in subordinate positions.
22. A Corporate Member, if he/she considers that another Corporate Member is guilty of unethical, illegal, unfair practice, defalcation will not present such information to the Governing Council of the Institution for necessary action, unless armed with substantial proof.

BYELAWS 84 & 85 CENTRES

84. (a) The Governing Council, on satisfying itself of the number of Corporate members as it may decide from time to time, shall establish one Centre in each State/Union Territory, and it shall be known as the Centre with geographical boundary as defined by the Governing Council. The Governing Council may further, at its discretion, on receipt of a request from the requisite number of Corporate members as may be laid down by it from time to time, establish one or more Sub - Centre of the Institution under the jurisdiction of a Centre.
- (b) Notwithstanding anything contained in Byelaw 84 (a) above, the Governing Council, may if considered appropriate, permit establishment and functioning of one Centre/Sub Centre for two or more geographically adjoining States. The Governing Council may also permit the setting up of more than one Centre in a State.
- (c) The Governing Council shall have the power to dissolve the and/or Sub-Centres at any time after they have been formed and take any action in their affairs as the Governing Council may deem necessary.
85. (a) Each Centre, and Sub-Centre as defined in Byelaw 84(a), (b) and (c), shall be constituted and its affairs shall be managed and carried on in accordance with Byelaws, Rules and Regulations and procedures to be laid down from time to time by the Governing Council, for furthering the objectives of the Institution.
- (b) No Centre/Sub Centre shall do anything which is detrimental to the overall interest of the Institution.

