

President may direct him to do and to confirm to the requirements of law in regard to all such publications.

- (j) To hand over all records to incoming secretary. Failure to do so may warrant disciplinary action from the Managing Committee.
- (k) To do all such things as the Managing Committee may from time to time direct.
- (l) Outgoing Hon. Secretary shall continue his work of finalizing annual report of the managing committee for the preceding year, i.e. his tenure, for only accounts, election report etc for presenting before the next AGM to the satisfaction of the members at the Annual General Meeting.

CHAPTER - XIII

13. AUDIT

- 13.1 The account of the institute shall be audited atleast once every year by auditor appointed by the Institute.

CHAPTER - XIV

14. POWER TO MAKE CHANGE.

- 14.1 The Institute shall have power to add or to vary the memorandum of Association by a resolution passed by 3/5 majority of the total number of the members of the institute present at the Special General Meeting. The institute shall have powers to add or vary the byelaws and rules or regulations by a resolution passed at the Annual General Meeting or Special General Meeting by a majority of members present at the meeting.

AGM will undertake addition, omission or variation of minor nature only. The members present at the meeting should give approval to the proposal. This provision should be used sparingly. Such changes in part 'A' objectives can be undertaken only at Special General Meeting.

CHAPTER - XV

15. GENERAL

- 15.1 All office-bearers shall continue to hold office till the

appointment of the successors according to the rules hereinbefore provided.

- 15.2 No member of the Managing Committee and no office bearers shall be personally liable for anything done by them bonafide during the course of their discharge of duty as such office-bearers nor shall he/she be responsible for any fault, misappropriation, misconduct or neglect of duty of any of his colleagues or office staff members.

- 15.3 The Institute shall have its own common seal for the purpose of the Institute and the seal of the institute shall not be affixed to any instrument except with the authority of a resolution of the Managing Committee and in the presence of at least two members of the Managing Committee, who shall sign every instrument to which the seal of the Institute is so affixed in their presence. The committee shall provide for the safe custody of the seal for the time being under such regulations as the committee may prescribe.

- 15.4 The register of the Members of all classes shall be open for inspection to all members.

- 15.5 The Institute may issue badges emblem or certificates to all classes of members. Such certificate shall be signed by the President and/or Hon. Secretary

- 15.6 The Library is open to all classes of members including nominal members and the books, educational cassettes, recording of technical lectures, seminar etc. can be taken on loan for the prescribed period by any one of them.

- 15.7 In case of any dispute regarding interpretation and meaning of the clause/clauses of the constitution or with respect/regards to the question whether any provision of the constitution is being violated or not or he/she feels aggrieved by the decision of the Managing Committee of the institute, the matter shall be settled through Arbitration The Arbitrator/

Arbitrators will be appointed with the consent of both the parties and procedure will be as per the privaling act. The decision of the arbitrators shall be final and binding to both.

Note :

As category of Fellow Member (FM) of membership has been discontinued / deleted by amendment all references / clauses related to FM category has been deleted/ removed from the constitution.

**ANNEXURE - I
CANDIDATURE FORM**

ELECTION : MANAGING COMMITTEE FOR THE YEAR 200 - 200

1. Category: Fellow Life Member/Associate Member/Patron Member
2. Membership No. : _____
3. Full Name of Candidate in block letters

Surname : _____ First Name : _____ Second Name : _____

4. Address Present : _____

Permanent : _____

5. Telephone No. : _____

6. I desire to contest the election to the Managing Committee for the year 200 from the _____ category (as mentioned in the election circular)

7. I am enclosing herewith DD/Cheque/Cash Receipt No. _____ dated _____ for Rs.500/- drawn on Bank _____ as a deposit. I know that if the cheque is dishonoured my candidature shall stand cancelled. I am also aware that if I fail to secure votes equal to or more than 10% of valid votes cast, my deposit shall stand forfeited.

8. On the ballot paper my name be printed as under.

Place : _____

Date : _____

Signature of Candidate

We undersigned support the candidature of
Shri _____

FLM/ASLM/PATRON No. _____

Sr. No.	Name	Category	Member-ship No.	Tel.No.	Sign.
1					
2					
3					
4					
5					

Note :-

1. Candidate shall mention present address where election communications can be sent
2. Permanent address and telephone number should also be given.
3. Candidate will ensure that all the requirements mentioned in the circular are strictly adhered to or otherwise form is liable to be rejected.
4. Form should be carefully filled and all relevant details must be given.
5. A short resume of the candidate should be included with this form.
6. The form along with deposit should reach office latest by _____ in person. Forms will be accepted up to 7.30 P.M. Cash payment of deposit will be accepted up to 6.30 P.M. only.
7. Candidate will obtain an acknowledgment and preserve it carefully.

For office Use Only

1. Candidature Form Received Date _____ Time _____
2. Membership No. of Candidate _____
3. Candidature form for Life Membership Class for 4 years Associate Life Membership Class or Patron Member Class _____
4. Supporter are from respective Class _____
5. Deposit paid or not _____
6. Form Accepted / Rejected _____
7. Reasons for Rejection _____

Office Executive _____

Convener
Board of Scrutineers

MEMBERSHIP FORM

To,
The Secretary,
The Gujarat Institute of Civil Engineers & Architects
Ahmedabad - 380 006.
Sir,

I/the undersigned _____ hereby apply for membership of the above Institute. I have read the rules regulation and memorandum of the association and assure you to abide by them. My particulars are given here under.

Yours Faithfully,

Date: _____

Signature of the Applicant

Category of the membership applied :

1. Patron Member
2. Fellow Life Member

We, the undersigned, members of this Institute, know the applicant and certify that he/she possesses qualifications prescribed by the Institute.

Name & Membership No. _____

Signature _____

1. _____
2. _____

MEMBERSHIP FEES : The entrance fees, the annual subscription fees, Life membership fees, payable by the various classes of members, shall be as shown in the following table :

Sr.#	Class of Membership	Ent. Fees Rs.	Annual Subs. Rs.	Life Mem. Fees Rs.	Total Rs.
1.	Fellow Life Member	600/-	4000/-	4600/-
2.	Patron Member	40,000/-	40,000/-

(1) Full Name : Surname _____ First Name _____ Second Name _____

(2) Residential Address : _____

(3) Office Address : _____

(4) Telephone Numbers : (O) _____ (R) _____ (M) _____

(5) Correspondence Preferred at Residence Office

(6) Date of Birth : _____

(7) Educational achievements
(Attach True Copy of the Certificates)

Diploma/Degree	Institute	Year	Grade

(8) Professional or Academic Career, starting with present occupation on top.

Period From To	Designation	Company/Role/Duties

Please attach extra sheet, if required.

Signature

FOR OFFICE USE

Rs. _____ received by Cash/Cheque Receipt No. _____ Date _____
(Membership approved by the Managing Committee in the meeting held on _____)