

REVISED BYELAWS OF ASSISTANT ENGINEERS' ASSOCIATION, TNPWD

(As approved in Central Executive Committee held on 11.05.1991 in Kancheepuram and CEC held on 29.01.2011 in Vellore)

ASSISTANT ENGINEERS' ASSOCIATION, TAMIL NADU PWD., CHENNAI-5.

(Affiliated to the Association of Engineers, TNPWD, recognised in G.O.Ms.No.1701 dt.20th October 1936)

ARTICLES OF ASSOCIATION :

- I. Name of the Association shall be **ASSISTANT ENGINEERS' ASSOCIATION, TAMIL NADU PUBLIC WORKS DEPARTMENT.**
- II. **HEAD QUARTERS :**
The Head quarters of the Association shall be located at the city of **Chennai.**
- III. **THE OBJECTIVES OF THE ASSOCIATION SHALL BE :**
 - (a) to improve the spirit of fraternity among the members.
 - (b) to promote and protect the service interests of the members.
 - (c) to infuse a sense of self-confidence in the younger generation of Engineers and encourage them to improve upon their (Performance and boost up their) morale.
 - (d) to achieve due and rightful place for Engineers in the administration and society.
 - (e) to bring out a monthly journal "**PORIYAALAR**" and publish technical booklets for the use of member engineers.
 - (f) to arrange for technical lectures, seminars, courses, conferences to enrich the knowledge of members; and to arrange cultural activities and tours to enrich human relations.
 - (g) to suggest ways and means to improve the efficiency of the Department.
 - (h) to guide the members in discharging their duties without fear or favour in order to enhance the prestige of the members and department.
 - (i) to institute and present awards to the engineers for the distinguished services rendered by them to the department and society.
 - (j) to institute and present awards to the children of the members for meritorious activity in the field of education, sports and culture.
 - (k) to affiliated the Association having members with similar qualifications and service conditions which seek such affiliation for want of separate recognition without affecting the interest and service conditions of members of this Association.
 - (l) to deal with such other matters as shall be decided by the P.E.C., C.E.C. and General Body of the Association from time to time as found necessary in the interest and service conditions of members of this Association.
 - (m) to form Engineers Federation with various like minded Graduate Engineers' Association of State & Country and represent for the general interest of our member engineers.
 - (n) to establish and maintain the Engineers Housing Society at all District Headquarters.

IV. **MEMBERSHIP :**

1. **Eligibility :**

- (a) Members of the Association shall be Engineering degree holders at entry level of the TNPWD. Degree means Bachelor of Engineering degree on equivalent eligible for the selection of Assistant Engineers by the T.N.P.S.C.
- (b) Such of those engineers who have acquired degree qualification while in service and got selected by the T.N.P.S.C. for the post of Assistant Engineers.
- (c) However those who are promoted to the cadre of Assistant Engineers with the acquired degree qualification at a later stage otherwise than at entry level whether with or without the concurrence of the T.N.P.S.C. will not be eligible to become the members of the Association.
- (d) The members should be Assistant Engineers employed in TNPWD.

2. **Admission :**

- (a) Every application for admission shall be addressed to the General Secretary with an admission fee of Rs.25/- only.
- (b) The eligible engineers shall be admitted by the General Secretary or the Branch Secretary concerned.
- (c) Admissions are subject to the review of the Parent Executive Committee regarding the membership. If the General Secretary or Branch Secretary sees any reason to reject any application or if any dispute arises out of the admission of the members by the General Secretary or Branch Secretary, it should be placed before the P.E.C. for discussion by the General Secretary or Branch Secretary or the members concerned or the P.E.C. member. The P.E.C. shall review and give its considered opinion to the C.E.C. for final decision. This is with respect to fresh admission alone and not for renewals. Renewals of membership can also be reviewed by the P.E.C. if necessary.
- (d) For any dispute of membership, the decision of the C.E.C. shall be final and binding. The C.E.C. shall not be bound to assign any reason for their decision to the concerned.
- (e) Dispute means the problems arising in deciding the eligibility and the collection of subscription clauses as detailed in this article.

3. **Subscription :**

- (a) The annual subscription for membership for any calendar year shall be as decided by the C.E.C. from time to time. Annual Subscription for 2011 is Rs.1000/-. 50% of membership fees will be given to the Association of Engineers, TNPWD as subscription and affiliation fees to the Association of Engineers. However the rest of the 50% of the fees may be utilised for the combined activities of AOE & AEA. However the AEA has a right to reserve a part or full of the above 50% for activities of AEA conforming to the aims and objectives of the Association. 25% should be retained in the Assistant Engineers' Association account as deposit for its use.
- (b) 50% of the interest accrued from the AOE Life Membership fund in respect of Assistant Engineers will be received from the AOE every year for the AEA as per Sub clause No.3 Clause V of Bye-laws of Association of Engineers. **(Since the enrolment of Life Membership is withdrawn, this clause is deleted).**
- (c) The annual subscription paid shall not be refunded under any circumstances.
- (d) The subscription should be sent through the respective branch or in person at the Parent Association Office. All payments to the Parent Association shall be made in the form of cheques or demand draft only drawn invariably in favour of the Association. Payment through money orders shall not be accepted.
- (e) The Subscription shall be annual and payable before the 31st March every year, the official year of the Association being the calendar year for renewal. The fresh entrants shall be admitted at

any time. Their membership fees will be valid upto 31st of December of the year. If any member fails to renew his membership before 31st of March, a re-entrance fees of Rs.10/- per year subject to maximum of Rs.25/- will be collected. Branch Membership list as on 31st March should be sent to the Parent Association by the Branches before 15th April and final consolidated list should be sent to branches before 15th May by the parent Association every year.

4. Definition of Member :

- (a) Student pursuing degree in Engineering, recognised by a university within the state of Tamil Nadu are eligible to become student member of this Association. Every student member has to remit admission fees of Rs.25/- and annual membership of Rs.50/- They are not eligible to become the office bearers of the Association as well for voting in the election for parent body office bearers & branch office bearers.
- (b) Such of the engineers who fulfill the above requirements of eligibility, admission and are paying the subscription are said to be the member of the Association. The membership shall automatically cease from the date of (i) Retirement (ii) Resignation and (iii) termination of their service in PWD. No separate intimation will be sent on ceassation of membership.

5. Cancellation of Membership :

- (a) The membership of any member so admitted shall be cancelled for ever or for a specific period of time by the Central Executive Committee if it is convinced that the member is acting against the objectives / interest of the Association. However the explation of the member should be got and placed in the C.E.C. by the General Secretary before a decision is taken by the C.E.C. Terminated member will forfeit his membership fee both annual and Life Membership.
- (b) In the same way, the P.E.C. can review and readmit any previous member, whose membership was cancelled, on written request from the member, if the considered unanimous opinion of the P.E.C. the required change in the attitude of the member occurred subject to the condition that a minimum period of 6 months here elapsed since the date of communication of cancellation of membership.

V. MOBILISATION & UTILISATION OF FUNDS :

- (a) Any extra amount including special contribution can also be collected from the members for specific purposes conforming with the objectives as decided by the Branch / Parent Executive Committee / Central Executive Committee.
- (b) If funds do not permit the issue of free copies of publications extra charges may be collected for the journals as decided by the C.E.C.
- (c) 50% of the Annual Subscription of the Assistant Engineers shall be paid to the Association of Engineers as subscription. (But Life Membership fund in respect of Assistant Engineers will be deposited in the Association of Engineers(Life membership fund under the separate fund account 50% of interest derived from the Life membership fees of the Assistant Engineers will be given to the Association of Engineers towards membership fees & affiliation annually). **(This portion is deleted since the enrollment of Life Membership is withdrawn).**
- (d) The Life Membership fund shall be maintained as a separate fund account in respect of AEs in Association of Engineers and the interest accrued shall alone be drawn annually and utilized for the Association use. Even when a member ceases his Life membership, his life membership fee deposit shall continue to be with Life membership deposit and proportionate amount is drawn for utilization of Assistant Engineers Association. **(Since the enrollment of Life Membership is withdrawn, this clause is deleted).**

VI. OFFICE BEARERS :

- (1) The affairs of the Association shall be managed by the following (Twentyone) office bearers namely (a) One President (b) One Vice President (c) One General Secretary (d) Eight Secretaries (Organisation, Publications, Public Relations, Office Administration, Personnel Affairs, Interstate Correspondence Legal Affairs 2 Nos (One at Chennai & One at Madurai) and (e) one Treasurer (Common for AOE & AEA).

b. Executive Committee Members :

In addition to the above office bearers, there shall be Ten Executive Committee Members.

2. Strength of P.E.C. :

As stated above, the P.E.C. shall consist of the Office bearers and the Executive Committee Members and their total strength shall be 21.

2. Mode of Election :

All the office bearers and Ten E.C. Members of Parent Executive Committee of the Assistant Engineers Association shall be elected in accordance with the detailed election rules appended with this bye-laws.

3. Filling up of interim Vacancies in the P.E.C. :

- (i) The P.E.C. shall have powers to fill up interim vacancies that may arise to the post of office bearers and E.C. Members for the remaining portion of period of office by nominating preferably from among the PEC members. The PEC also co-opt any current member of Assistant Engineers' Association if found necessary for the vacant post..

4. Period of Office :

- (i) The election shall be conducted once in two years as per detailed election procedure separately along with this bye-laws. The period of office of all the Parent Executive Committee Members shall be two years from the date of assumption of their office to the date of authorised declaration of results of the next election by the Chief Election Convenor. The new Office bearers shall assume office on the next day of declaration of the election results.
- (ii) The outgoing office bearers shall hand over all documents, cheques, cash and Bank Passbooks, on the date of their laying down office. However, they shall finalise the accounts for the period upto their date of laying down office including expenditure incurred on election within a week.

VII. POWERS OF THE PARENT EXECUTIVE COMMITTEE :

1. The Parent Executive Committee is vested with the General Administration of the affairs and properties of the Association and shall look after the following :-
 - (a) The efficient carrying out of the objectives and aims of the Association.
 - (b) The investments of the funds of the Association.
 - (c) The presentation of annual report together with accounts duly audited by the auditor nominated by the P.E.C. from time to time.
 - (d) Taking follow up actions on the decisions and the resolutions of the General Body, Central Executive Committee & Parent Executive Committee.
 - (e) It shall have powers to issue direction/guidelines to the Branch Associations on the affairs of the Association in conformity with the Bye-laws and cherished traditions of the Association for implementing the polices and decision of Parent Executive Committee & Central Executive Committee. If any Branch has any objection to the directions or guidelines issued by the P.E.C. the Branches have freedom to project the same before the C.E.C. for final decision.
2. The P.,E.C. shall have powers to propose necessary modification to the Bye-laws in consistent with the objectives of the Association subject to the approval by C.E.C. and ratification by the

General Body on urgent and important matters only.

3. The P.E.C. shall transact business either in meeting or by circulation for urgent cases, in the former case the quorum shall be seven. The President or the Vice-President or the General Secretary who officiates for him at the meeting shall exercise a casting vote in addition to his own in the event of a tie.
4. Any member of the P.E.C. who absents himself without valid reasons in writing for three consecutive meetings, shall be filled up by the P.E.C. as per clause VI (3). The P.E.C. shall decide whether the reasoning is valid or not and its decision shall be final.
- 5.(a) P.E.C. shall ordinarily meet once in a month with a minimum of 7 days notice communicated with specific agenda for discussion. Any subject other than policy matter which is not mentioned in the agenda can be allowed to be discussed by the President at his discretion, unless in the case of maximum dissent from P.E.C. Members.
- 5.(b) A special P.E.C. Meeting shall be convened within 10 days of requisition for convening such a meeting if any 7 of the members of the P.E.C. so desire and give it in writing with specific subjects to the President.
- 5.(c) The President shall have powers to convene urgent P.E.C. Meeting at short notice (either circulating or in other mode of communication) with or without agenda to take immediate decisions on urgent matters.
6. The P.E.C. shall have powers to constitute sub-committees for specific purpose and dissolve them as and when the object is achieved. However the C.E.C. shall be informed of the formation of committees. Any report submitted by the Sub Committee shall be placed before the C.E.C. for information or decision according to the nature of these report.
7. Once the Election Committee is constituted the P.E.C. shall not take any policy decision and it shall not incur any large or special expenditure otherwise than for the day to day running and maintenance of the Association administration and its property. However with the direction of the C.E.C. such action can be carried out.
8. The Annual reports and accounts duly audited by the Auditor nominated by the P.E.C. from time for the period ending 30th June for placing in the General Body shall be finalised and got approved in the P.E.C. in the month of July itself.
9. The P.E.C. shall decide on the collection of special contribution as specified in clause V(a) (i).
10. However in the interest of the Association and the welfare of the Association with in the objectives & policies of Association, if the P.E.C. shall bring such actions before the C.E.C. or General Body or both for ratification according to the powers vested with these bodies.
11. Once the Chief Election Committee is constituted, the P.E.C. shall not have any powers to interfere, modify or suggest, change any decision of the Election Committee. The decision of the Election Committee shall be implemented by the P.E.C. with utmost speed. The P.E.C. shall give all the necessary men, material, money and administrative support to the Election Committee. If the P.E.C. has any differing opinion, on the conduct and functioning of the Election Committee, an immediate C.E.C. shall be invited to explain its position and differences should be sorted out. However the election shall not be postponed or held up, under any circumstances. If any of the contestant dies after the date of withdrawal, during the process of election or on the date of election, the election will not be stopped, and the post falls vacant due to this will be filled up by the newly elected P.E.C.
12. Notwithstanding anything said above the P.E.C. decision shall be rescinded, amended altered or cancelled by the C.E.C. or General Body, if it so desires.

VIII. FUNCTIONS OF THE OFFICE BEARERS :

1. **PRESIDENT:** He is the administrator of all the affairs of the Association. On the advice of the P.E.C. he shall act for the welfare of the Association. He shall have powers to convene the P.E.C., C.E.C. and the General Body Meeting and if necessary shall convene Special Meeting of P.E.C., C.E.C. and General Body on his own. He shall convene in due time all special meetings of P.E.C., C.E.C. and general body as mentioned in the respective clauses.
2. **VICE PRESIDENT:** In the absence of the President the Vice President shall act as President. He shall also assist the President in discharging his duties. He shall also deputise the president, in the discussion.
3. **GENERAL SECRETARY :** He is the Chief Executive of the Association and responsible for all the functions of the Association, looking after the communications, arranging meetings and preserving the minutes of the meeting are his essential duties. He shall prepare the annual report on the activities of the association and money transactions and submit it to the General body every year. He shall have correspondence with the authorities concerned for achieving Association demands and objectives. He or his nominee shall invariably represent the Association in all forums. In the absence of President and Vice President he shall act on behalf of the President on the authorisation of the Parent Executive Committee, Central Executive Committee & the General Body as the case may be.
4. **SECRETARIES :** They shall help General Secretary to discharge his duties in their respective fields. In consultations with the General Secretary, the Secretaries shall deal with the following.
 - a. **SECRETARY-ORGANISATION :**
Meeting the Ministers, V.I.Ps Freepersons, arranging for functions, dealing with organisational matters including the branch matters etc.
 - b. **SECRETARY-PUBLICATIONS :**
Collections of matter for Poriyaalar and its publication in time and incharge of Association publications.
 - c. **SECRETARY-INTER-STATE CORRESPONDENCE :**
He will co-ordinate with the activities of other like minded Associations in other States and other department Association. He will also co-ordinate with the activities of Association of the Central Govt. Departments. He will bring out to the notice of General Secretary the trends, activities in similar spheres which may affect may have reflection on the welfare of our members and Engineers in India.
 - d. **SECRETARY-OFFICE ADMINISTRATION :**
He shall be in charge of maintenance of records, day to day expenditures, office establishment, correspondence etc. He shall also be incharge of T & P materials & office furnitures and maintenance of equipments including Telephone Computer at the Association Head Office.
 - e. **SECRETARY-PUBLICATIONS :**
Arranging for press release, contacting other Associations, Meeting the V.I.Ps etc.
 - f. **SECRETARY-LEGAL AFFAIRS (CHENNAI):**
Taking follow up action for the expeditious disposal of all the legal matters including the Writ petition and Applications filed by the Association and pending in the Hon'ble Madras High Court at Chennai, and Hon'ble Supreme Court of India at New Delhi. Arranging for the filing of fresh writs, Applications, if any, as decided by the PEC or CEC or the General Body of the case may be. Protecting service interest of Member-

Engineers and Correspondence regarding legal matters. He will also coordinate with Secretary-Legal Affairs at Madurai. **Chennai means Chennai Metropolitan Area.**

g. **SECRETARY-LEGAL AFFAIRS (MADURAI):**

Taking follow up action for the expeditious disposal of all the legal matters including the Writ Petition and Application filed by the Association and pending in the Hon'ble Madras High Court Bench at Madurai. Arranging for the filing fresh Writs, Applications if any, as decided by the PEC (or) CEC (or) the General Body as the case may be. Protecting service interest of Member - Engineers and Correspondence regarding legal matters. Madurai means Madurai Corporation Area.

h. **SECRETARY-PERSONNEL AFFAIRS :**

Attending to the requests of individual members, solving their grievances and allied correspondences with the authorities and members concerned.

5. **TREASURER : (Common to AOE & AEA)**

He is in charge of cash, cheques & Passbooks of the Association and he shall be responsible for the proper maintenance of Accounts of the Association. He shall incur expenditure prudently and carefully in consultation with and on the authorization of the General Secretary or President for any major payment other than day to day expenditure the Treasurer shall satisfy himself about the sanction of the P.E.C. or C.E.C. or General Body. If such expenditure had to be incurred urgently he shall place it before the relevant body in its next sitting and get its approval and ratification. The Accounts will be maintained in the Nationalised Bank and jointly operated by the Treasurer and General Secretary or President.

6. **EXECUTIVE COMMITTEE MEMBERS :**

They shall have in the deliberations of the P.E.C. They shall extend all the possible help to enable the office bearers to functions effectively. The General Secretary shall allot specific works to the Executive Committee Members according to the urgency and necessity.

IX. **GENERAL BODY MEETING :**

1. The General Body shall meet at least once in a year at such a place and time as the C.E.C. may decide for the purpose of the adoption of the annual report, approval of accounts and formal introduction of the new office bearers once in two years and to facilitate their conducting the affairs and to get the direction of the General Body for their future actions.
2. Notice of ordinary General Body Meeting shall be issued by the General Secretary on the direction and approval of the President, **not less than 15 days in advance** and by the Chairman of Adhoc Committee as detailed in clause XVI, as the case may be.
3. Extraordinary General Body Meeting shall be called for by the President in accordance with Clause VIII or on a requisition signed by more than half of the branches by their General Body Meeting or by 150 or more individual members who shall be spread over from **minimum of 1/3 of total branches** and with a **minimum of 10 and maximum of 25 members from each branch.**
4. The call of such meetings shall be issued not less than **fifteen days in advance.**
5. **The quorum for all the General Body Meeting shall be 100.**
6. If after convening the General Body, it so happens that the strength of the members is less than the quorum specified, since, it will be time consuming and costly to cancel and reconvene a General Body, the Meeting shall be proceeded with and then all the discussions and decisions shall have the sanctity and power of the duly constituted C.E.C. However, the major decision on policy, byelaws and money matters taken shall

be got ratified by duly constituted General Body of Branches within one month. Atleast more than half the branches with more than half the member present in their General Body Meeting shall ratify these decisions.

7. Any subject not specified in the agenda of the General Body Meeting may be brought up for discussion in the meeting with the consent of the President in writing in advance of 7 days from the date of General Body Meeting with a copy to the General Secretary. However any matter which requires detailed reply and which is of nature casting aspersions against individuals or office bearers shall not be brought before the General Body. Any other subjects can be raised by the member with the consent of the President.
8. Any amendments to Bye-law-rules shall be carried out on the vote of a two third majority of members present at the General Body Meeting.

X. **BRANCHES :**

1. Branches of the Association may be established in any locality by 25 or more members with the consent of the P.E.C.
2. Every district shall have atleast one Branch. New branches can be formed depending on the length of travel, strength of members, extent of area and convenience of members.
3. The jurisdiction of the branches shall be decided as agreed to by the adjacent branches by mutual understanding. In case of any dispute the decision of P.E.C. shall be final.
4. The branches are entitled to retain 30% of the subscription amount of the Association from current membership.
5. Normally each branch shall have the following office bearers.

(a) President	1 No
(b) Vice-President	1 No
(c) Secretary	1 No
(d) Secretary-Organisation	1 No
(e) Secretary-Personnel Affairs	1 No
(f) Executive Committee Members depending on the strength of the branches. At any case it should not exceed	10 Nos.
6. The branches shall conduct the election for the posts every year preferably on or before September of the year.
7. The branches shall keep a register of the membership and the properties of the branch. The membership list as finalised **as on 31st March** should be sent to the Parent Association with subscription details **before 15th April**.
8. The parent body shall bear half of the expenses incurred in conducting Central Executive Committee Meeting or General Body Meeting and the balance shall be borne by the respective host branch.
9. The branches are empowered to collect special contribution or additional subscription from their members for running their activities as decided by its branch General Body from time to time. The Secretary and Treasurer of the branch shall send audited statement of accounts for every financial year before their General Body without fail with a copy to the General Secretary, Association of Engineers. The branch account shall be maintained in a Nationalised Bank in the name of the branch Association and not in the name of the individual members. The Secretary and President and Treasurer shall

jointly operate the accounts of the branches.

10. The President, Secretary and Treasurer of the branches shall be Central Executive Committee Members. If any of them are unable to attend the Central Executive Committee Meeting, each can authorise in writing any of the office bearers (or) E.C. Member of the branch to attend on their behalf and such authorised office bearers (or) E.C. member shall be eligible to vote in such meetings.
11. The printed receipt books sent by the parent body only shall be used for collecting membership subscription and other contributions and the counterfoils shall be returned to parent body after audit in the branch. No other receipt books shall be used by the branches for collecting subscriptions and other contribution.
12. For any cultural performance conducted by the branches with special contribution from members or otherwise the concurrence of P.E.C. shall be necessary.
13. The function of branches shall be for the encouragement of members to prepare and discuss papers on technical and service matters, and to confer and suggest policy matters affecting the Association and to bring about closer personal acquaintance and a spirit of co-operation among the members.
14. Branches shall speak for the Association on all the matters for which the policy decisions has been taken by the Central Executive Committee and General body and not otherwise.
15. Normally the branches shall not directly write to the Govt. on any subject that is not taken up earlier by the Assistant Engineers' Association. However, they can submit the memorandum already submitted by Parent Association in their branch's name to Hon'ble Minister to Govt. for emphasise and for effective communication..
16. When the P.E.C. is not acting as per the decision of the C.E.C. and General Body, branches shall have powers to step in and rectify the situation as detailed in clause XVI. Branches shall have freedom to communicate their branch decision to other branches with a copy to the P.E.C. But however the subject of this matter shall be related to policy decisions only and they should not be against individual members or particular office bearers. Branches shall have powers to voice their protests in the C.E.C. Meetings against the activities of the P.E.C. After discussion whatever decision taken in the C.E.C. shall be final and branches are bound by the decision.
17. All branches have to carry out the decision without any reservation, individual member of the branches shall have freedom to air his views, grievances / objections in his branch meetings. If the Member is not satisfied on the decision on his views etc in the branch, he can write to the President/General Secretary seeking a decision in the P.E.C. if he is not satisfied he can seek remedial action by taking the matter to the Special C.E.C. or General Body concerned in support of his views.

XI. **CENTRAL EXECUTIVE COMMITTEE (C.E.C) :**

1. The President, Vice-Presidents, General Secretary, Eight Secretaries, Treasurer of the Parent Body, (Common to AEA and AOE) and the President, Secretary and Treasurer of each branch shall constitute the C.E.C. which shall meet once in three months at a place as decided by the C.E.C.
2. **POWERS OF C.E.C. :**
 - (a) The C.E.C. shall have overriding powers to P.E.C. except on issues on which final authority is vested with P.E.C. in this byelaw. The C.E.C. will discuss and decide on the action of P.E.C. The C.E.C. shall have powers to give directions and guidance for the actions to be taken in all matters pertaining to the Association.
 - (b) The C.E.C. shall be a higher body than P.E.C. but lower in powers to that of General

Body. However, the C.E.C. can discuss and decide on the issues pertaining to and coming under the power of the General Body and get it ratified by the General Body at the earliest by a referendum from the General Body of branches giving the number of members present and number of votes for and against on specific urgent issues. If such referendum is taken, no ratification from General Body is required. But such referendum shall not be taken as a matter of routine. It should be resorted to only in the case of utmost urgency and matters of grave concern.

- (c) The C.E.C. shall have powers to circulate any important issue including changes in the bye-laws of the Association before the branches for discussion in their branch General Body Meeting. The decision then shall be considered as discussed in the C.E.C. in an unanimous manner. However if there is any difference of opinion in respect of any clause, it alone shall be placed before the General Body for discussion and decision. Such unanimous decisions of C.E.C. shall be construed to have the sanctity and power of the General Body.
 - (d) The C.E.C. shall have powers to issue directions to the individual members as well as to the branches on any collective action on the subject brought before it.
 - (e) For taking any disciplinary action against a branch or a member who defies the direction of C.E.C. or P.E.C. the C.E.C. shall constitute a committee with C.E.C. members from 5 branches with the President or Vice-President of Assistant Engineers' Association as Chairman and the committee shall submit a report to the C.E.C. for final decision and implementation within a stipulated period fixed by the C.E.C. This committee shall obtain the explanation of the branch or member concerned before taking decision.
3. The C.E.C. should be convened once in 3 months. The notification for convening the C.E.C. Meeting shall be issued not less than 15 days in advance. During the C.E.C. Meetings, the accounts of the Parent body and the branches shall be reconciled by three members appointed by C.E.C. in case of any dispute.
 4. If the C.E.C. is not convened for a continuous period of 6 months by the President, due to whatever be the reasons, one third of the branches jointly can ask for convening the Special C.E.C. However if the President did not care to convene the C.E.C. as requested, more than 1/3 rd branches can join together and the President of the Branch having more members among the seven branches shall act as President and convene the C.E.C. giving 15 days notification to all P.E.C. members and branch C.E.C. Members. If in the event of the President or the P.E.C. Members in the C.E.C. do not respond to the meeting, further course of action shall be resorted to as per remedial clauses XVI.

XII. MAINTENANCE OF ACCOUNTS :

1. Treasurer shall issue receipt for the amounts received on behalf of the Association. For collection of subscription and other collections, he shall authorise the branches and any Executive Committee Member of the Association to act on his behalf and receive the amount in total.
2. No money shall be collected without issuing receipt and no money orders shall be received. All branches shall send their remittances only in the form of crossed Demand Draft or Cheques drawn in favour of Assistant Engineers' Association, Tamil Nadu PWD, Chennai.5.
3. Amount received shall be deposited in the nationalised Bank with in a week of receipt.
4. All expenses other than day to day expenditure shall be authorised by the Parent Executive Committee. Day to day expenditure and routine expenditure authorised by the General Secretary. The P.E.C. is empowered to incur expenditure within the total amount of receipt during their tenure. If the expenditure is over and above the income in a year during its tenure, approval or ratification of the P.E.C., C.E.C. as the case may

be shall be obtained. For diversion of funds from other sources for tiding over the shortfall, approval from the C.E.C. shall be obtained. Such diversion should be for short period and should be paid back to the original source at the earliest.

5. The Treasurer and the President or the General Secretary shall sign the cheque. Unless otherwise feasible, all payments shall invariably be made by cheque only.
6. The General Secretary shall authorise imprest to be opened on any office bearer or Executive Committee member of the Association for certain expenditure. Vouchers on expenditure should be signed and presented to the Treasurer by such member while rendering account. The President or General Secretary shall sign pass orders and the Treasurer shall make payments for such Vouchers. Accounts shall be rendered by each office bearer holding imprest immediately after completion of the purpose for which it is drawn.
7. Copies of the audited accounts of the branches to the end of 30th June shall be furnished to the Parent body in complete shape before 31st July of each year by the Secretary / Treasurer of the branches.
8. Normally the Treasurer may keep a cash balance of Rs.1000/- for day to day expenditure. Under special circumstances if it is warranted to keep a cash balance of more than Rs.1000/- he shall obtain the approval of the General Secretary.
9. Office bearers other than President, Vice-President and General Secretary shall not incur any expenditure for travelling outside Chennai for Association purposes other than attending P.E.C., C.E.C. or General Body in their capacity as their members, without the prior approval of the General Secretary.
10. If at any time an allegation regarding accounts and management of funds are made by any member or body, the President shall refer the matter to the Auditors of AOE for their considered opinion at the earliest. If the findings of the Internal Auditors are not satisfactory, then the P.E.C. can appoint a sub committee to look after the allegation and report. If the allegation is on the P.E.C. Members, the C.E.C. shall appoint the sub committee for looking into the allegation & reporting.

XIII. PORIYAALAR :

1. It is the official journal of Association of Engineers & Assistant Engineers' Association. The General Secretary of the Association of Engineers shall be the Editor of the Journal.
2. The Joint Secretary-Publications, Association of Engineers and the Secretary-Publications of Assistant Engineers' Association shall be the publishers.
3. The 'Poriyaalar' shall have an Editorial Committee consisting of the President, one Vice-President, General Secretary and Joint Secretary-Publications of Association of Engineers and the President, Vice-President, General Secretary and Secretary-Publications of Assistant Engineers' Association.
4. Poriyaalar Bulletin shall not to be used to air allegations and condemnation, and to cast as person on individual members or branch. The Editorial Committee shall set proper norms for the above and scrupulously watch the adherence to the same.
5. If any such publication is made against the direction set in clause XVI (5) below the matter shall be taken up by the C.E.C. and proper remedial action taken.

XIV. FEDERAL ACTIVITIES :

1. As laid down in Clause III (e) the Association shall participate / Join / Federate with the like minded Association to achieve the aims and objectives of the Association.
2. The Association shall incur expenses towards subscription and contribution to the Federation.
3. The Association shall also incur expenses on federal activities subject to the availability of funds.
4. The President and General Secretary shall attend and represent the Association in the Federation normally. In their absence, any two office bearers may be nominated by them to attend such meeting, on their behalf. The President and General Secretary shall officiate such Federal Body if the aims and objectives of the Federation are in consonance with those of this Association.
5. The President and General Secretary before attending such meeting shall get the views of the P.E.C. on the agenda proposed to be discussed and they shall brief the P.E.C. after attending the meeting on the discussion and decision taken.
6. The commitment made and the policy decisions taken relating to federal activities shall be binding on the Association, only after the proper approval of the P.E.C. / C.E.C.

XV. ELECTION RULES :

The office bearers & E.C. Members to be elected for P.E.C. shall be elected as per the detailed Election Rules appended.

XVI. REMEDIAL RULES :

If at any time the office bearers and E.C. members of P.E.C. & C.E.C. individually or collectively act against the bye-laws of the Association, these rules appended shall provide for remedial action.

XVII. ADDRESS FOR COMMUNICATIONS :

THE GENERAL SECRETARY,
ASSISTANT ENGINEERS' ASSOCIATION, TNPWD,
CHEPPAKKAM, CHENNAI-600 005
Phone No: 2851 5445

APPENDIX.1. ELECTION RULES

Approved Modalities for the conduct of Election of Central office bearers of the Assistant Engineer's Association, TNPWD in the Central Executive Committee Meeting held on 11.05.1991 in Kanchipuram.

1. TERM OF OFFICE :

Two years implying that elections will be conducted once in every two block years as per the schedule specified in Rule 5 & 6 below. It shall not be postponed under any circumstances.

2. ELIGIBILITY FOR A CANDIDATE :

A candidate seeking election to a post of the parent body of the the Assistant Engineers' Association should satisfy the following requirements:

- (a) Should be a member which includes current member and Life Member of the Association on the date of calling for nomination.
- (b) his proposer and seconder should also be members of the Association.
- (c) a candidate can give his nomination for more than one post subject to the condition that he shall finally contest for one post only. If he does not withdraw his nominations for posts exceeding one, before the last date of withdrawal, his candidature for all posts stands cancelled.

3. NOMINATION OF A CANDIDATE :

- (a) The candidate's name shall be duly proposed by a member and seconded by another member. In other words the proposer and seconder shall not be one and the same member. One member can file his nomination for more than one post, the proposer and seconder for different post for the same candidate can be the same person. A member can propose / second as many members, equivalent to the number of posts to be elected. The same person cannot be the proposer as well as seconder for the same post for different candidates.
- (b) The nomination shall be filed prior to the date and time fixed under rule (5) below in the following prescribed format.

NOMINATION FORM

ASSISTANT ENGINEERS' ASSOCIATION, TNPWD, CHENNAI-600 005.

Election for the year
Name of the Post
Name of the Candidate
Name and Address of the Proposer
Name and Address of the Secunder
Signature of the Secunder

Consent of the Candidate

I agree to contest for the post mentioned above.
I shall abide by the rules and regulations of the Election.

Signature of the Candidate.

Note : Separate consent letter may also be sent before the last date & time for receipt of Nomination.

4. Eligibility for Voter :

- (a) shall be a current member of the Association on the date of calling for nomination.
- (b) can vote only in his branch. However, a member can also vote in other branch by getting an authorisation letter from the branch where he is a member after deleting his name from the voters list in that branch. The authorisation letter be issued by the Secretary of the branch in the following format.

Er..... (Name)is a member of my branch and he she/ wishes to franchise his/her vote in.....branch. He/she may b permitted to vote in your branch. His/her name has been removed from the voters list in my branch. His/ Her signature is attested below.

Signature of Voter.

Signature of Branch Secretary.

1.

2.

Attested

Branch Secretary

- (c) The members of Election Committee may be allowed to cast their votes at the place of election duty.

5. Election Schedule :

15th June	Call for nominations through Poriyaalar and also by separate circulars to the branches.
30th June 6.00 P.M.	Last date for receipt of nomination papers at Chennai by 6.00 P.M. by the Chief Election Convenor in the Association office at Chennai.
1st July	Display of valid nominations in the Association office & communication to all branches and contestants by post.
7th July 6.00 P.M.	Last date for withdrawal of nominations.
9th July	Communication of list of final contestants by post. Even if the dates fall on holidays, the schedule is to be adhered.
15th July	Publication List of contestant through Poriyaalar & by communication to branches. (In case there are no contestants for certain posts the relevant posts shall be filled up by nomination by the elected Central Executive Committee at its first meeting in a last date.)
Last Sunday of July	Polling and counting at branches. Following Monday Despatch of votes tally along with the electoral List and the used & unused ballot papers to the Association office at Chennai by the branches for announcement of results. These should be sent by a name cover to the Chief Election Convenor at Chennai by Registered post with ack. due or in person.
4 days after the polling	Announcement of Election Results.
Next day after authorised announcement of august.	Assumption of office by newly elected office bearers-as per clause VI.4.1.
Second Saturday and Sunday of August	Holding the new General Body Meeting at the place as decided in the earlier C.E.C. Meeting.

6. Election Procedure :

- a. A Chief Election Committee consisting of one Chief Election Convenor who shall be heading the Committee; One Joint Chief Election Convenor and One Election Convenor, shall be appointed by the C.E.C. held during May of the Block Year of Election and shall function from Chennai and shall co-ordinate the Election processes with the branches. The Chief Election Convenor shall issue all notifications starting from calling for nominations and ending with announcement of election results on behalf of the Chief Election Committee. The Chief Election Committee is empowered to accept or reject a nomination on the basis of the Election Rules. The Committee's decision shall be final. An amount of Rs.5000/- shall be given to the Chief Election Convenor for expenses in connection with the conduct of elections. For any additional funds required the Chief Election Committee shall send a requisition with an estimate of expenditure. The General Secretary and President shall sanction the amount and make the fund available to Chief Election Committee. The Chief Election Committee shall render proper account with relevant vouchers which shall be audited by the Auditors duly appointed by the new P.E.C. and shall be presented to the C.E.C.
- (a) (i) In case, the Chief Election Convenor has to lay down office or in case of his absence from Chennai the Joint Chief Election Convenor shall, automatically exercise all the powers of the Chief Election Convenor on the date and time of his laying down office or till he returned to Chennai. The Chief Election Convenor cannot alter or chnge any decision taken by the joint Chief Election Convenor during the absence, after he returns

to Chennai.

- (a) Each branch shall have a Branch Election Committee consisting of a Branch Chief Election Convenor, Joint Chief Election Convenor and a Branch Election Convenor duly appointed by the Executive Committee of the respective branch. They shall be in charge of all election affairs in the Branch. Election Committee's decision shall be final at the branch level as per the Election Rules.
- (ii) Ballot paper will be decided printed, and supplied by the Parent Chief Election Convenor.
- b. Ballot Boxes will be supplied by the Parent Chief Election Convenors.
- d. The Ballot paper, will bear serial number, and the number of papers supplied to a branch will be limited to the actual members on roll plus 5% extra.
- e. The serial numbered ballot papers shall be shuffled while given to the voters in order to maintain the secrecy of the voter from the candidate's election agents present. But the total ballot papers issued to branch shall tally with the votes polled plus the unpolled ballot papers that shall be returned.
- f. Voting shall be by secret ballot.

7. **Qualification for the Members of the Chief Election Committee :**

- a. They shall be members of the Association. The Chief Election Convenor shall be an Executive Engineer. The Joint Chief Election Convenor shall be an Assistant Executive Engineer and Election Convenor shall be an Assistant Engineer and the Chief Election Committee will be same for both AOE and AEA.
- b. They shall not be candidates themselves for election for that block period for which election being conducted.
- c. The Branch Election Committee Convenors shall belong to the respective branches where they take up election duty.
- d. The convenors of Chief Election Committee shall be at Chennai and shall be empowered to supervise the polling at any branch. They are empowered to appoint observers at any polling place. But such appointed observers shall be members of the Association and shall not interfere with polling at those stations. Such observers shall merely observe the polling and report to the Chief Election Committee on their observations directly for their consideration.

8. **Issue of Ballot Papers :**

- a. The Voter shall produce his identity, if required, by the Election Convenors.
- b. Shall sign the register kept for the purposes, in token of having taken the ballot paper. The Ballot number should not be noted in the registers against their names.
- c. If any polling agent objects to the identity / trueness of the members, those ballot papers shall be kept separately, as challenged votes which shall be decided by the Chief Election Convenor in consultation with the Branch Election Convenor.

9. **Polling :**

- a. Polling, as already indicated in the schedule will be on a Sunday and polling will be continuous from 10.00 A.M. to 4.00 P.M. All those members present at the polling booth at the closing minute will be given the ballot and allowed to vote, in case of queue at the time of closing.

- b. The candidate may, if he wants, have an agent at each polling station. While polling is in progress, the candidate himself will not be allowed to do the function of agent. But he can visit briefly. However he shall be allowed to be present inside the polling station during counting.
- c. Casting a vote is done by the voter by making a cross mark (x) against the name of the candidate of his or her choice in the relevant column. Any other sign or seal authorised by the Chief Election Convenor is acceptable. However it shall be uniform and different marks are not permitted in the same polling station.

10. **Invalidation of Vote :**

- a. If the cross mark or any other authorised mark is found against more names than the required number of posts in the same category the vote will be declared to be invalid in so far as those relate to particular posts. For other posts where if it has been properly done in the same ballot shall however, count.
- b. Putting more marks against the same name or voting for less number of posts than required or leaving blanks, without marking the cross against the candidates of certain posts will not invalidate a ballot, provided other conditions are satisfied.

11. **Counting :**

- (a) Soon after the poll, the votes shall be counted at each polling station and a votes tally shall be prepared and signed by all the three convenors and agents, if present.
- (b) One agent will be allowed for each candidate, if the latter desires so the branch results shall be communicated to the Chief Election Convenor at Central Office forthwith, along with the signed statement and other electoral documents, within 24 hours from the time of counting votes. And the used and unused ballot papers and all other polling documents should be handed over to the Chief Election Convenor.
- (c) It shall be the duty of the Chief Election Convenor to announce the results within 96 hours or on completion of counting whichever is earlier, after the polling is over. The Chief Election Convenor shall make his own arrangements for carrying out counting, tallying vote counts and announcing the results.
- (e) The votes of the members, who were authorised to vote in other branches by the Secretaries of their original branches, shall be kept in sealed covers separately and shall be sent to Chief Election Convenors for counting at Chennai. If it is found that such members have voted in their original branches also, their votes in sealed covers shall be invalidated.

12. **Miscellaneous Rules :**

- (a) A contestant can send an appeal to the members highlighting his policies and programmes he would follow if elected. The candidate's appeal will be subject to approval of the Chief Election Committee at Chennai.
- (b) Any aspect not explicitly covered in these rules and regulations shall be issued as and when found necessary by the Chief Election Convenor and shall be scrupulously followed.
- (c) After the issue of notification calling for nominations for election of Central Office bearers, the P.E.C. cannot issue any direction to the Chief Election Convenor or Branch Election convenor on matters relating to elections. It shall be the duty of the P.E.C. to assist to the Chief Election Committee for smooth and fair conduct of elections. Additions of members after the date is not permitted. The contesting candidates are eligible to have an authorised membership list from the Chief Election Convenor on payment of fees, if any, fixed by P.E.C.

- (d) The Chief Election Convenor shall have access to use Association Typewriter, Roneo Machine, etc. which are essentially required for conducting the elections in order to minimise the election expenditure. The Chief Election Committee is also empowered to obtain the list of members on the date of issuing notification from the P.E.C. as well as from the branches according to necessity before the date of issuing notification from the P.E.C. as well as from the branches according to necessity before the date of scrutiny of nomination i.e. before 15th July. He can correspond with the branch office bearers and P.E.C. relating to the elections and issue directions to assist the conduct of elections.
- (e) No member is eligible to hold office bearer posts in P.E.C. as well in branches and he can have only one post according to his choice.
- (f) The Chief Election Convenor may order re-counting of tendered and challenged votes on receipt of written requisition from the contestants on their authorised agents before the announcement of results within 2 hours of completion of counting branches and within 12 hours of final counting at Chennai. The Chief Election Convenor shall also taken the opinion of the branch Election Convenors present before issuing orders for recounting and the Chief Election Convenor's decision shall be final in this respect.
- (g) The election appeal by individual candidates or by team of contestant should be given in writing to the Chief Election convenor and it should not contain any matter leading to character assassination and allegations against the individual office bearers. Failures or lapses on the part of the sitting P.E.C. can be mentioned with decency and decorum of the Association. The Appeal given shall be approved by the Chief Election Committee within 48 hours with modification and deletion if any as per the decision and as per said rules of the Election.
- (h) The Chief Election Convenor shall have freedom to submit a detailed report including his suggestions for improving the conduct of election to the C.E.C. for its action in the future.
- (i) No member can approach any court and seek legal remedy on his rights relating to the Association affairs.

APPENDIX -2

REMEDIAL RULES

(As per Clause XVIII of the Main Bye-law)

1. The following procedures shall be followed to set right the defects committed which are declared against the byelaws and policies and cherished tradition of the Association either knowingly or otherwise by the office bearers and Executive Committee Members of branches either individually or collectively or by P.E.C. as a body or C.E.C. as a body.
2. President, Vice Presidents, General Secretary and Elected Office Bearers of Parent Association.
 - 2.1. If at any time the P.E.C. or C.E.C. feels that the President/Vice President/General Secretary / Elected Parent Office bearer is acting against the Byelaws of the Association, they shall discuss the matter with him and get his views. Preferably the discussion can be held in camera,. Even after discussion if they are not satisfied, any office bearer of P.E.C. or C.E.C. may seek clarification in writing from the office bearer through the General Secretary and the General Secretary shall place the letter with reply of the office bearer concerned to the specifically convened P.E.C. as per byelaws. The special P.E.C. may be held in closed door.
 - 2.2. For the purposes of remedial action, if the complaint is against the President, senior most Vice President will call for P.E.C./C.E.C. meeting and preside over the meeting. If the complaint is against the General Secretary, then Joint Secretary-Organisation will discharge the functions of the General Secretary in the special PEC/CEC in consultation with the President.
 - 2.3. Such P.,E.C. shall be presided over by the President or Vice President as the case may be and shall discuss on the action of the office bearer – considering his reply in writing. The office bearer concerned may be permitted to depose in person if he so desires. The P.E.C. in its considered opinion by the majority decision can impeach that office bearer for his wrong acts and exhort him to rectify himself and act in tune with the byelaws.
 - 2.4. Even then if that office bearer is continuing to act against byelaws, a special C.E.C. shall be convened and C.E.C. if it is convinced, shall have powers to remove the office bearer by vote of 2/3rd of the total C.E.C. Members. The value of vote of each Branch C.E.C. member and Parent Association CEC member shall be computed by weighted average and as given in Clause 2.5 below.
 - 2.5. The vote shall be taken in two blocks. Voting may be open or by secret as decided by the C.E.C.
Block 1.. Consists of the votes of the Parent office bearers and each parent office bearer shall have a weighted average vote count equal to the total members of Association for the year divided by total number of parent office bearers.
Block 2.. Consists of the votes of the President and Secretary of the Branches who happen to be the C.E.C. members. The weighted average vote count of one branch C.E.C. member is equal to the total members of the Branch for the year divided by 2.
Condition for Removal: For removing the elected office bearer 2/3 of Block 1 votes and 2/3 of Block 2 votes are required.
3. **P.E.C. – C.E.C. MEMBERS :**
 - 3.1. After following the procedure as per clause 2.1. the matter may be placed in a specially convened P.E.C. The decision to remove the P.E.C. Member from his post shall taken by 2/3rd majority of the total strength of the P.E.C. (Not that of the P.E.C. Members present in that special P.E.C.)
 - 3.2. If in the event of the entire P.E.C. or majority of the P.E.C. is acting against the byelaws, a special C.E.C. shall be called by the branch Office bearers forming themselves an interim Adhoc Committee to call for C.E.C. as stated in clause 6 below. The decision to remove the P.E.C. shall be on a 2/3rd majority of Block 1 & Block 2. Voting procedure shall be as per clause 2.5. An Adhoc Committee of P.,E.C. can be formed in that event by the same majority decision.
 - 3.3. If the P.E.C. Members boycott and do not participate in the C.E.C. called by the Adhoc

Committee, then the Adhoc Committee can remove the entire P.E.C. and form another Adhoc Committee of P.E.C. of the Association, in the interim period till fresh election is called for. However election shall be called for within 3 months from the date of removal of P.E.C. and assumption of the Adhoc P.E.C. If the balance term of office of the sitting P.E.C. is less than 6 months, the Chief Election Committee may be constituted for conducting elections to elect new office bearers.

4. **MEMBERS :**

If any member is alleged to be acting against the interest of the Association, his explanation shall be obtained by the General Secretary and placed in the C.E.C. for consideration. The C.E.C. shall constitute a sub committee to enquire the matter, and get his explanation. The C.E.C. shall give chances to hear him in person if so desired by the individual. The shall be final on the matter. If voted it shall be decided on a simple majority of the C.E.C. members present in that C.E.C.

5. **BRANCH C.E.C. MEMBER AND OFFICE BEARERS :**

5.1. If any complaint against the office bearers of Branch is received by P.E.C. or C.E.C. it shall be forwarded to the respective branch. The branch shall immediately call for a special General Body and decide on the merit of the case to remove or admonish the office bearer. The decision of the branch General Body is final.

5.2. If the Branch General Body is not called by the Branch office bearers, the President or the General Secretary of the Association of Engineers can call for the General Body of the Branch giving due notification as provided for the P.E.C. The General Secretary or an observer on behalf of the Association of Engineers shall preside over the Branch General Body Meeting. However he shall not influence, the decision of the branch General Body. The decision of the Branch General Body by a 2/3rd majority of members present shall be final.

6. **OBSTRUCTION TO ELECTIONS :**

As stated in clause 5 & 6 of the byelaw for election procedure appended, the election for P.E.C. shall be conducted in the block year, it is due. The C.E.C. in its sitting in May of that block year shall appoint Chief Election Committee. If the P.E.C. does not so set in motion the Election Procedures detailed with a view to evade in conducting the elections as per the schedule, C.E.C. members from more than half the number of branches and whose strength of current membership shall be more than half the total membership of the Association, shall join together and form themselves into an Adhoc Committee. President of the branch with maximum number of members shall be the Chairman of Adhoc Committee and shall issue a notification calling for special C.E.C. specifying the place, time and date enclosing the signed co-operation letter of such CEC members and detailing the necessity to form such Adhoc Committee. The notification shall be communicated to all branches and to the P.E.C. by registered post or telegram according to urgency. In case of absence of P.E.C. members and C.E.C. members of branches other than those extending the co-operation of the such C.E.C. Meeting the decision taken by the participating branches with a strength of more than 3/4th of the branches, that is, more than 3/4th of the C.E.C. Members with 3/4 voting value as per voting procedure specified in clause 2.5 of Remedial Rules shall be binding on the Association. Such majority decision shall have powers to dissolve the P.E.C. and to appoint an Adhoc Committee of P.E.C. nominating 10 members of the Association who need not necessarily work at Chennai for properly conducting Elections as per the Election Procedures. Such C.E.C. can decide to shorten the period of election schedule to complete the election early if it wishes so. The C.E.C. shall appoint an interim President, General Secretary and a Treasurer from among the 10 Adhoc committee members and they shall conduct the affairs of the Association till the elected office bearers assume office. They shall be taken and no major expenses shall be incurred during their holding of office. The Accounts maintained during the period of their office shall be liable for audit by the Internal Auditors appointed.