

1.0 EXTRACT OF THE BYE-LAWS

Bye-laws 82 and 83: Technicians' Chapters

82. (a) (i) The Council may establish, on the recommendation of a State/Local Centre, one or more Technicians' chapters within the geographical boundaries of a State Centre with geographical boundaries of such chapters defined and notified.
- (ii) All Senior Technician and Technician members of the Institution having their recorded addresses within the geographical boundaries of a Technicians' Chapter shall be attached to the Technicians' Chapter.
- (b) The Council may also establish Technicians' chapters at engineering and technical establishments recognised by the Council provided the total number of Senior Technician and Technician members engaged or employed in the said establishment is not less than 20 (twenty).
- (c) The affairs of the Technicians' chapters shall be managed in accordance with the rules framed and approved by the Council from time to time.
- (d) The activities of the Technicians' chapters, established within the geographical boundaries of State/Local Centre, shall be guided, coordinated and overseen by a "State/Local Centre Technicians' Committee", which shall be constituted as here below:
- (i) One Corporate Member nominated by the Committee of the State/Local Centre from amongst themselves as the Chairman;
- (ii) One Corporate Member nominated by the Committee of the State/Local Centre from amongst themselves as the Convenor;
- (iii) Four corporate members nominated by the Committee of the State/Local Centre as members;
- (iv) The Chairman and the Honorary Secretary of the State/Local Centres and the Chairmen of the Technicians' Chapters established within the geographical boundaries of the State/Local Centre, shall be ex-officio members of the State/Local Centre Technicians' Committee.
83. The Council shall cause formation of an All India Technicians' Committee, with a Chairman who shall be a member of the Council, nominated by the Council from amongst themselves, and members not exceeding 10 (ten) in number nominated or elected in accordance with the rules framed and approved by the Council from time to time.

Bye-law 54: Senior Technician Members

54. Every candidate for election as a Senior Technician Member or for transfer from Technician Member to Senior Technician Member shall satisfy the Council that he/she possesses the following qualifications:
- (i) *Age:* S/he shall have attained the age of 18 (eighteen) years on the date of her/his application for election or transfer.
- (ii) *Examination:* S/he shall have passed (a) either accredited diploma examination in engineering or technology or its equivalent as recognised by the Council, or (b) such other examination recognised by the Council as exempting from passing Section A of the Institution Examination in non-diploma stream.

Bye-law 55: Technician Members

55. Every candidate for election as a Technician Member shall satisfy the Council that s/he possesses the following qualifications:
- (i) *Age:* S/he shall have attained the age of 18(eighteen) years on the date of her/his application for election.
 - (ii) *Examination:* S/he shall possess an educational qualification recognised by the Council.

2.0 OBJECT

The Technicians' chapters shall be established primarily to conduct technical activities for Senior Technician and Technician members of the Institution of Engineers (India). The Technicians' Chapter so established is intended to provide learned forum for mutual personal contacts amongst the members and for exchange of technical information and thus promote their professional and intellectual acumen and inculcate the feeling of belongingness to the fraternity.

3.0 TECHNICIANS' CHAPTER

3.1 Formation

- 3.1.1 A Technicians' Chapter may be established at the Headquarters of a State/Local Centre provided the total strength of Senior Technician and Technician members, located within the geographical boundary of the State/Local Centre and not attached to any Technicians Chapter established in a city/town or engineering/industrial unit located within the geographical boundaries of the State/Local Centre, is *minimum 50 (fifty)*.
- 3.1.2 A Technicians' Chapter may be established at an engineering/industrial unit provided the total number of Senior Technician and Technician members engaged in the engineering/industrial unit is *minimum 20 (twenty)*.

(Note: For this purpose, an engineering department of Central/State Government, a factory or a workshop shall be considered as an engineering/industrial unit.)
- 3.1.3 A Technicians' Chapter may be established under 99 State/Local Centres of the Institution of Engineers(India) provided the total number of Senior Technician and Technician members located in the city/town is *minimum 50 (fifty)* and will be named as, for example, Dharwad Technicians' Chapter or West Bengal Technicians' Chapter.
- 3.1.4 Senior Technician and Technician members, located within the geographical boundary of State/Local Centre, where a Technicians' Chapter has been established, shall be attached to that Technicians' Chapter.
- 3.1.5 Senior Technician and Technician members engaged in an engineering/industrial unit, where a Technicians chapter has been established, shall be attached to that Technicians' chapter and will be named as, for example, West Bengal PWD Technicians' Chapter.

3.2 Activities

- 3.2.1 The Technicians' Chapter shall function under the guidance and control of the respective State/Local Centre through the State/Local Centre Technicians' Committee and shall at all times be subject to the control, supervision and direction of the Council through All India Technicians' Committee.
- 3.2.2 All activities of the Technicians' Chapter shall be in conformity with the aims and objects of the Institution of Engineers (India) as laid down in the Royal Charter, Bye-laws, Regulations of the Council and direction of the Council as may be issued from time to time.
- 3.2.3 No Technicians' Chapter shall extend its activities beyond its geographical jurisdiction without previous sanction of the Council, which may be accorded by the Council on the recommendation of the All India Technicians' Committee.
- 3.2.4 The activities of the Technicians' Chapter shall be primarily technical and shall include lecture/technical demonstration, seminar/paper presentation, short-term course, model/poster competition, group discussion, quiz competition, industrial visit, film show, get-together, display of technical information and campus interview, etc.
- 3.2.5 Corporate members of the Institution and other engineering personalities from educational institutions, corporate sectors and industry houses, etc. may be invited to augment technical activities of the Technicians' Chapter.

4.0 ADMINISTRATION

- 4.1 Affairs of the Technicians' Chapter shall be managed by a Committee of the Chapter comprising one Chairman, one Honorary Secretary and one member for each 50 (fifty) Senior Technician and Technician members taken together attached to the Chapter or part thereof subject to the minimum of three and maximum of ten, out of which at least one of the representatives shall be from amongst the Senior Technician members and one from the Technician members.
- 4.2 The term of office for the Committee of a Technicians' Chapter shall be for one session. The Annual General Meeting of the Technicians' Chapter shall be held by 30 September each year.
- 4.3 The Committee of a Technicians' Chapter shall elect, from amongst themselves, one member as the Chairman and one member as the Honorary Secretary not later than 31 August of each year to take over office at the ensuing Annual General Meeting of the Chapter, failing which the Committee of the State/Local Centre shall be entitled to nominate the Chairman and the Honorary Secretary or both, as the case may be, from amongst the Senior Technician and Technician members attached to the defaulting Chapter.
- 4.4 The Honorary Secretary of the State/Local Centres shall inform the names and addresses of the Chairmen and Honorary Secretaries of all Technicians' Chapters, located within the geographical boundaries of the State/Local Centres, to the Secretary & Director General of the Institution of Engineers (India).
- 4.5 Members of the Committee of a Technicians' Chapter shall be elected by the Senior Technician and Technician members attached to the Chapter from amongst themselves and the procedure to be adopted for the election shall be as under:

- 4.5.1 A Board of Scrutinisers (BOS), consisting of Chairman of State/Local Centre, Honorary Secretary of State/Local Centre, Chairman of State/Local Centre Technicians' Committee, retiring Chairman and Honorary Secretary of the Technicians' Chapter, shall conduct the election. *Any three* present shall form the quorum for any meeting to take the decision.
- 4.5.2 Immediately after 31 August of each year, the Board shall determine the number of members to be elected for the Committee of the Technicians' Chapter as per Rule 4.1 and shall notify the same through the Notice Board of the State/Local Centre and invite nomination from the eligible Senior Technician and Technician members who were on roll of the Institution as on 31 March of that year and have not passed the Section B of the Institution Examination at the time of filing the nomination. Seven days time from the date of notice shall be given for filing the nomination. Senior Technician and Technician members, who are on roll as on 31 March, shall only be eligible to contest for election or propose the name.
- 4.5.3 After the closing date, the BOS shall notify, through the same Notice Board, the list of valid nomination giving three days time from the date of notice, if any of the member would like to withdraw.
- 4.5.4 After the expiry of three days, the BOS shall publish, through the Notice Board, the list of members who will finally stand for election. The BOS shall then prepare a ballot paper containing the names of valid nominees and conduct the voting at the Annual General Meeting of the Technicians' Chapter to be held not later than 30 September of that year.
- 4.5.5 Prior to three hours of the time and date fixed for the Annual General Meeting, which shall preferably be on Sunday or holiday, the Senior Technician and Technician members willing to participate in the voting process shall enter the hall after signing their attendance register. No member shall be allowed after the specified time fixed for holding the election.
- 4.5.6 After the voting process is over, the BOS shall count the vote and declare the result preferably on the spot. The members thus elected shall take office at the Annual General Meeting along with the incoming Chairman and Honorary Secretary of the Chapter.
- 4.6 The term of office of the Chairman and Honorary Secretary of Technicians' Chapter shall be for one session and they shall not be eligible for re-election as Chairman or as Honorary Secretary, as the case may be, of any Technicians' Chapter on expiry of their respective term of office either in full or in part.
- 4.7 The Committee of the Technicians' Chapter may, at its first meeting, appoint one or more Joint Honorary Secretary, if necessary, from amongst the members of the Committee.
- 4.8 If no Annual General Meeting of a Technicians' Chapter is held within the stipulated date, and consequently no election of the members of the Committee as per Rule 4.5 takes place, the Chairman of the State/Local Centre, under whose jurisdiction and control the Technicians' Chapter remains, shall appoint members from that Technicians' Chapter to constitute a committee and such appointed committee shall constitute the committee of that Technicians' Chapter for the ensuing session, with the same powers and responsibilities as if it had been duly elected as per Rule 4.5.
- 4.9 The Committee of Technicians' Chapter shall manage the affairs of the Technicians' Chapter in accordance with the Rules and any resolution that may be passed by

the General Body of the Technicians' Chapter. The Committee shall work under the control and guidance of the State/Local Centre Technicians' Committee and the Chairman and Honorary Secretary of the State/Local Centre to which the Chapter is attached.

- 4.10 The quorum for a meeting of the Committee shall be 3 (three).
- 4.11 All funds of the Chapter shall be in the custody of the State/Local Centre to which the Chapter is attached. Not later than the last day of March each year, the Committee of the Chapter shall prepare an estimate of income and expenditure for the succeeding year. This estimate, subject to the approval of the Committee of the State/Local Centre to which the Chapter is attached, will provide the guidelines to the Technicians' Chapter for making expenditure on account of the activities of the Chapter.
- 4.12 Vacancies occurring in the Committee during any session may be filled by the Committee by co-option.
- 4.13 If any member of the Committee of the Technicians' Chapter absents herself/himself from three consecutive meetings of the Committee without leave of absence, s/he shall automatically cease to be a member of the Committee and the vacancy so caused may be filled in by the Committee as per Rule 4.12.
- 4.14 The State/Local Centre Technicians' Committee shall function in accordance with the provisions of the Royal Charter, Bye-laws and Regulations of the Council and the Rules framed by the Council from time to time.
- 4.15 The State/Local Centre Technicians' Committee shall be responsible to the State/Local Centre Committee.
- 4.16 The term of office of the State/Local Centre Technicians' Committee shall be for one session of the State/Local Centre, i.e., from one Annual General Meeting to the succeeding Annual General Meeting of the State/Local Centre.
- 4.17 Vacancies occurring in the State/Local Centre Technicians' Committee during any session may be filled-in by the Chairman of the State/Local Centre by nomination.

5. ALL INDIA TECHNICIANS' COMMITTEE (AITC)

- 5.1 The All India Technicians' Committee shall be constituted by the Council of the Institution as here below:
 - 5.1.1 One Chairman to be nominated by the Council from amongst its members;
 - 5.1.2 Five members to be nominated by the Council from amongst its members;
 - 5.1.3 Three persons to be elected by the Chairmen of Technicians' Chapters from amongst themselves;
 - 5.1.4 Two persons to be elected by the Honorary Secretaries of Technicians' Chapters from amongst themselves.
- 5.2 The All India Technicians' Committee shall be constituted by the Council to coordinate the programme of activities of the Technicians' Chapter of the Institution spread over throughout the country. This All India Technicians' Committee shall operate as an Advisory Body to the Council for managing, controlling, monitoring and directing the activities of the Technicians' Chapters.

- 5.3 The Council of the Institution shall, in its first meeting immediately after the Indian Engineering Congress each year, nominate a Chairman and five members of the Council as members of the All India Technicians' Committee.
- 5.4 For electing three persons from amongst the Chairmen of the Technicians' chapters and two persons from amongst the Honorary Secretaries of the Technicians chapters, as per Rules 5.1.3 and 5.1.4, the following procedure shall be adopted:
- 5.4.1 The Secretary and Director General shall prepare the eligible list of the electorates for election of above categories of members by last day of September and call for nominations. The nominations shall be received within 21 (twenty-one) days from the date of notice calling for the nomination.
- 5.4.2 The Secretary and Director General, thereafter, shall ask for consent from the persons whose nomination will be found valid for contesting the election. The letter of consent or otherwise must reach the Secretary and Director General within three weeks from the date of notice asking for the consent. If no response is received within the stipulated date from a nominated member, s/he shall be deemed to have given no consent to contest the election.
- 5.4.3 The Secretary and Director General shall then post voting papers to the electorates. Voting papers shall be returnable only by post to the Secretary and Director General within 21 (twenty-one) days from the date of issue of voting papers.
- 5.4.4 After expiry of the last date for receiving the ballot papers, the Secretary and Director General shall cause the scrutiny of ballot papers and counting of the votes and report the result in full to the Council for declaration.
- 5.5 Any casual vacancy in the All India Technicians' Committee shall be filled up by co-option by the Council.
- 5.6 All India Technicians' Committee shall meet at least two times in a year. The first meeting shall be held concurrently with any of the two meetings of the Council following the one during the Indian Engineering Congress and another during the IEI Convocation and Technicians'/Students' Convention.
- 5.7 In any meeting of the All India Technicians' Committee, 4 (four) members shall form the quorum of which at least one shall be a member of the Council and another from Technicians' representatives.
- 5.8 All India Technicians' Committee will advise the Council in respect of general welfare of the Senior Technician and Technician members and recommend guidelines for the advancement of their knowledge through technical activities of the members of the Technicians' Chapters and generally to develop social contacts among them and promote their professional, cultural and intellectual developments.
- 5.9 The All India Technicians' Committee, on behalf of the Council, will overview the functioning of the State/Local Centre Technicians' Committees and the Technicians' chapters and report to the Council from time to time.
- 5.10 The activities of the All India Technicians' Committee will include:
- 5.10.1 To recommend guidelines for organisation of technical activities as per Rule 3.2.4;

- 5.10.2 To interact with the chapter members in the matters of the academic and other problems faced by them and to bring these matters to the notice of the pertinent authorities and the Council;
 - 5.10.3 To promote professional, cultural and intellectual development of the Senior Technician and Technician members by suggesting suitable activity programmes;
 - 5.10.4 To monitor the activities of Technicians' chapters within the framework of the laid down rules;
 - 5.10.5 To frame the editorial policy for the publications of the Institution intended for the Senior Technician and Technician members and to oversee such publications.
- 5.11 In order to fulfil the obligations of the activity pattern enumerated in item 5.10, the Chairman of the All India Technicians' Committee shall:
- 5.11.1 preside over all meetings of All India Technicians' Committee and Seminar/Technical Session and General Session for Technician/Senior Technician members during the IEI Convocation and Technicians'/Students' Convention;
 - 5.11.2 guide and promote technical activities of the Technicians' chapters all over India;
 - 5.11.3 look into the genuine difficulties of the Senior Technician and Technician members and seek solutions through the Council of the Institution and various bodies formed by it;
 - 5.11.4 take appropriate steps to activate the chapters and also to promote sense of belonging amongst its members;
 - 5.11.5 perform duties as the Chairman till the new Chairman is nominated by the Council.

OPERATIONAL GUIDELINES FOR THE TECHNICIANS' CHAPTER

1. The State/Local Centre Technicians' Committees are to be formed as per Bye-law 82 (d).
2. Election of the Chairman and Honorary Secretaries of the Technicians' chapters for ensuing year are to be conducted by the Committee of the respective Technicians' Chapter latest by 31 August (Refer Rule 4.3) but preferably by 31 July and the names, addresses and membership numbers of the Chairmen and Honorary Secretaries so elected are to be communicated to the office of the Secretary and Director General, The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020 immediately thereafter.
3. The Annual General Meeting of the Technicians' chapters are to be held latest by 30 September (Refer Rule 4.2) but preferably by 31 August each year and the entire Committee, including the Chairman and Honorary Secretary elected earlier, is to be installed at this meeting.
4. The names, addresses and membership numbers of all members of the Committee of the Technicians' Chapters are to be communicated to the office of the Secretary and Director General, The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020.