

BYE-LAWS OF ASSOCIATION OF TAMIL NADU HIGHWAYS ENGINEERS
IN CORPORATING THE AMENDMENTS MADE UPTO 14.09.2008

CODE OF ETHICS

It shall be considered unprofessional and inconsistent with the honourable and dignified bearing for any member of the Association of Tamil Nadu Highways Engineers:

1. To act otherwise than as faithful agent of the Government.
2. To attempt, to injure falsely or maliciously, directly or indirectly, the professional reputation or prospects of another engineer.
3. To use undue influence, directly or indirectly to further the service prospects.
4. To review the work of another engineer in the department in similar position and status except with the knowledge of such engineer.
5. To advertise in self-laudatory language, or in any other manner derogatory to the dignity of profession.
6. To act in manner that will not bring due credit for the work and ideas to the real author.
7. To take advantage of a superior position to stand in the way of advancement of a subordinate.
8. To use the advantage of official position to injure or attempt to injure maliciously the business or prospects of a contracting engineer or firm.
9. To act in any manner that will not give proper publicity to the standards, aim and progress of the profession, as well as individual achievements of its members.
10. To act in any manner or engage in any practice which is in contravention to the Government Servants' conduct rule or which will tend to bring discredit on the honour and dignity of the engineering profession.

I. MEMORANDUM

1. The name of this association shall be the "Association of Tamil Nadu Highways Engineers".
2. The Headquarters office of the Association shall be in the city of Madras.
3. The Objective of the Association shall be:
 - (i) To promote and protect the service conditions and interests of the members;
 - (ii) To improve the spirit of fraternity among the members;
 - (iii) To guide the members in discharging their duties without fear or favour in order to enhance the prestige of the member and department;

- (iv) To achieve due and rightful place for Engineers in the administration and society;
- (v) To advance the Science of Highways Engineering as related to the administration, economics, planning, design, construction, operation and maintenance of Highways;
- (vi) The professional improvement of Tamil Nadu Highways Engineers;
- (vii) To establish and conduct welfare schemes such as ENWELF (Engineers Welfare Fund), ARE (Accident Relief Fund) etc, or any other schemes towards the welfare of the members;
- (viii) To construct and maintain Association Office, Guest House and Library at State and District Headquarters to facilitate the members to stay during camps and also to update their knowledge using the library therein;
- (ix) To institute and present awards as deem fit to the Engineers for the distinguished services rendered by them to the department and society;
- (x) To grant affiliation to the Associations having members with similar qualifications and service conditions;
- (xi) To infuse a sense of self confidence in the members and encourage them to improve upon their morale;
- (xii) To assist the Government and Administration in favourably solving all the matters affecting the members and the department;
- (xiii) To have constant watch over the administration in respect of adherence of Statutory Rules / Service Rules and to act in a lawful manner to set right the violations if any made from the established practices / statutory rules by any authority.
- (xiv) To assist the members in their disciplinary cases initiated by the Government / any authority, in case the result of which may affect majority of the members.

The above objectives will be achieved by:

- a. Making representation to the Chief Engineer or any other appropriate authorities in the department or Government or Committees or Commissions constituted by Government, to redress the grievances of members or to improve the service conditions of Tamil nadu Highways Engineers.
- b. Seeking legal remedy for getting redressal of grievances of a member / members of a Association if the situation warrants so.
- c. Establishing forming and maintaining a library and collecting literature, statistics, information relating to Service matters of highways Engineering or to matters of interest to members of the Association.

- d. Promoting excellence in highway Engineering and just and honourable practice in the conduct of the profession and suppressing malpractices and providing facilities for social inter course between the members of the Association.
- e. Publishing a monthly journal “Tamil Nadu Highways Engineers News” having articles / papers / or other matters related to the above objectives.
- f. Presenting and discussing papers at the Association Meetings and in the Association’s publications.
- g. Appointing Committees to study and report upon particular subjects.
- h. Studying correctly all new developments in highway Engineering and Highway construction methods and reporting periodically on such developments.
- i. Taking or defending or contributing to or assisting in any proceeding by or against the Association or any member of the Association in any lawful manner, provided that questions of principles affecting the rights of the Association are involved therein.
- j. Establishing and supporting or aiding in the establishment and support of benevolent or other Associations, institutions or conveniences calculated to benefit Members or Ex-Members / Employees or Ex-Employees of the Association.
- k. Doing all such other lawful things as may incidental to or conducive to the attainment of the above objectives.
- l. Co-operating with organizations engaged in similar or related activities.
- m. Doing all such other lawful things deemed to be necessary for achieving certain demands of the Association or for removing injustice meted out to any member/members by the Administration or any other body or person.

II. ARTICLES OF ASSOCIATION

1. PRELIMINARY: In these articles unless thereby something in the subject or content inconsistent therewith;
 “THE ASSOCIATION” shall mean “The Association of Tamil Nadu Highways Engineers”.
 “A MEMBER” means “every person admitted to the Association whether designated as Member or Honorary Member”.
 “COMMITTEE” means “The Executive Committee” of the Association.
 “HIGHWAYS ENGINEERING” means “work in connection with the design or construction of roads, bridges and auxiliary works”.
2. PATRONS AND HONORARY MEMBERS:
 - (i) Patrons: Such persons as accept the invitation of the Association from time to time shall be made patrons of the Association. Provided that there shall never be more than one patron at any one time.

- (ii) Honorary members: Such persons who on account of their being in the opinion of the Committee sufficiently eminent in service matters / Highway Engineering or allied matters and who are not eligible for a regular membership in the Association may be elected as Honorary Members of the Association. Honorary members shall in no time exceed five in number and the Honorary member elected in any one year shall not exceed one. Patronship and Honorary Membership does not confer any rights of voting at any meeting of the Association.
3. MEMBERSHIP: The qualification for membership shall be as follows:
- (i) Assistant Engineers recruited direct in the Highways Department; and
 - (ii) Engineers of all categories in Highways Department who were initially appointed as Assistant Engineers (Junior Engineers prior to 20.2.77) by direct recruitment.
4. ADMISSION OF MEMBERS: Every application seeking for membership of the Association shall be addressed to the General Secretary in the prescribed form (Form A) who shall have powers to admit the applicant as a member with the consent of the President, if the applicant fulfills the recruitments mentioned in Article No.3 On admission, the applicant shall be informed thereof by a letter in Form B. If for any reason the application for Membership is to be rejected, or in case of difference of opinion between the President and General Secretary, the General Secretary shall place the application in the ensuing Committee Meeting to take final decision. The decision of the Committee who shall not be found to assign any reasons for their decision shall be final.
5. RESIGNATION: Any member of Association may resign his membership by a written communication to the General Secretary who shall present it to the committee. Acceptance of any resignation shall be by the vote of the members of the committee.
6. DISQUALIFICATION: Any member other than Honorary member who shall cease to hold the qualifications prescribed in Articles 3 shall be disqualified automatically from being member of the Association. Neither warning nor intimation in advance shall be given to the member in this regard. On disqualification, the name of the member will be removed from the list of members.
7. EXPULSION: Any member, whose conduct is considered derogatory to the Association, may be expelled by a resolution of the committee. No such resolution shall be effective unless atleast two-thirds of the

members of the committee Present and voting thereon shall vote in favour of the resolution.

8. FEES AND DUES: The membership subscription shall be as decided by the Committee from time to time, The subscriptions as on date for membership are as follows:

- (i) For Engineers having more than 3 years as left over service for superannuation is Rs.1000/-
- (ii) For Engineers having more than 3 years as left over service for superannuation is Rs.750/-
- (iii) For Engineers having more than 3 years as left over service for superannuation is Rs.500/-
- (iv) For Engineers having more than 3 years as left over service for superannuation is Rs.250/-

Provided that subscription can also be paid in installments and the amount of one installment shall not be less than Rs.250/-. On completion of full payment only, a person is entitled for rights of a member. The subscription once paid shall not be refundable whatsoever be the reasons.

9. OFFICERS OF THE ASSOCIATION:

(i) The officers of the Association shall be a President, two Vice Presidents, a General Secretary, two Secretaries, a Treasurer, eighteen Members of the Committee and such number of officers nominated by the President in consultation with the General Secretary viz. Editor/ Assistant Editor, Joint Secretaries (Regional affairs), Joint Secretary (Legal Affairs), Joint Secretary (Publications) etc., All the Officers except the officers nominated by the Committee shall be elected from the members. The nominated officers shall be nominated by the President in consultation with the General Secretary.

(ii) The term of office of the Officers shall be two years. A term of office shall begin at the close of the annual meeting at which the officers' election is announced and shall continue until a successor qualifies.

(iii) Any vacancy occurring during the term of office due to any reasons shall be filled for the unexpired term by nomination of the Committee.

(iv) In the case of the disability of any officer of the Association or neglect in the performance of his / her duty, the Committee shall have power to declare the office vacant.

Explanation- For the purpose of this article, three consecutive absence of any committee member for the Committee Meetings shall render the office of the Committee he is holding as vacant.

10. MANAGEMENT:

(i) The corporate powers of the Association shall be vested with the Executive Committee subject to the constitution of the Association. The

Executive Committee shall provide articles which shall prescribe regulations for the exercise of corporate powers vested in it. The executive committee shall make an annual report to the members, which shall include a financial statement and such other matters as may be deemed appropriate.

- (ii) The detailed management of the office of the Association shall be exercised by the General Secretary in consultation with the President under the authority of the Committee.

11. MEETINGS:

- (i) The Association shall hold at least one General Meeting annually, for the purpose of the adoption of the annual report, approval of accounts and formed introduction of the new officers once in two years and to facilitate their conducting the affairs of the Association and to get the directions from the General Body for their future actions. The Annual Meeting shall be held normally during the Last week of August in Chennai or Coimbatore or Madurai – the place being selected in the above order one after the other, provided under exceptional circumstances that the Annual Meeting may be held elsewhere within the limits of Tamil Nadu upon due and timely notice to the Members of the Association. At the General Meeting 100 Members shall constitute a quorum.
- (ii) Meetings of the committee shall be held at such time and places as may be determined by the Committee to be necessary for the discharge of its duties. Nine members shall constitute a quorum at any meeting of the Committee.
- (iii) Not less than 100 members of the Association can address the General Secretary to call any special meeting besides the Annual Meeting for the conduct of the urgent business affecting the Association in general. The quorum for a special meeting shall be 100.
- (iv) Any such requisition for a special meeting shall specify the objectives of the meeting, which it is proposed to call, and shall be left at the office of the Association. The committee shall there upon convene a Special Meeting, and if they do not to do so within thirty days of the deposit of the requisition, the requisitionists may themselves convene a meeting and any decision taken thereon shall be carried out by the Committee as if from Annual General Meeting and the Committee shall reimburse the amount incurred thereon.

12. NOTICE ON GENERAL MEETING:

- (i) An Annual General Meeting and a meeting called for the passing of a special resolution shall be called by twenty one days notice in writing at the least, and any other meeting shall be called by fourteen days notice in writing at the least, exclusive in each case of the day on

which the notice is served or deemed to have been served, The notice shall specify the place, the day and the hour of the meeting and in case of special meeting, the general nature of that meeting, shall be given to all members.

- (ii) The accident omission to give notice of a meeting to, or the not-receipt of a notice of a meeting by, any person entitled to receive the same shall not invalidate the proceedings that meeting.

13. PROCEEDING AT GENERAL MEETINGS:

- (i) All business shall be deemed special that is transacted at a Special General Meeting and all that is transacted at an Annual General Meeting except the consideration of the accounts, and the reports of the Committee and of the auditors, the election of Honorary Members and Members of the Executive Committee, and the appointment and the fixing of the remuneration of the auditors.
- (ii) No business shall be transacted at any General Meeting unless quorum is present at the commencement of such meeting.
- (iii) If within half an hour after the time appointed for the meeting a quorum is not present, the meeting, it convened upon the requisition of the members shall be dissolved, and in any other case the Chairman, may, if he thinks fit, permit the reading and discussion of any paper but not any other business and subject thereto or shall either declare the meeting dissolved and adjourn it to such time and place as he determines, and if at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting the members present shall be the quorum.
- (iv) The President or in his absence or at his request one of the Vice President or a Member of the Executive Committee shall preside as Chairman at every General Meeting of the Association but in case of the absence of any of these, the members present shall elect a member to be Chairman of the Meeting.
- (v) The Chairman, may, with the consent of any meeting at which a quoraum is present and shall, if so directed by the meeting adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which adjournment took place.
- (vi) At any General Meeting a resolution put to vote of the meeting shall be decided on a show of hands unless a poll is demanded on or before the declaration of the results of show of hands by the Chairman, by atleast five members present at the meeting. Unless a poll is so demanded a declaration by the Chairman, that a resolution has on show of hands, been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the Minute

Book shall be conclusive evidence of the fact without proof of the number or proportion of the votes cast, in favour of or against the resolution.

- (vii) Except as provided in Article No.13 (ix), if a poll is duly demanded it shall be taken in such manner as the Chairman may direct, and the result of the poll shall be deemed to be the resolution of the Meeting at which the poll was demanded.
- (viii) In the case of equality of votes, whether on a show of hands or on poll the Chairman of the Meeting, at which the show of hands takes place or the poll is demanded, shall be entitled to a second casting vote.
- (ix) A poll demanded on the election of Chairman, or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time and place as the Chairman may direct.
- (x) The demand of a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded, and may be withdrawn at any time before the next business is proceeded with.

14. VOTES OF MEMBERS: On a show of hands every member who is present in person shall have one vote. On a poll every Member shall be entitled to vote. Votes shall not be given by proxy.

15. THE COMMITTEE:

- (i) The Committee shall consist of a President, two Vice Presidents, A General Secretary, two Secretaries, a Treasurer and eighteen members, and election of these Officers shall be conducted in the alternate Annual General Meeting in accordance with the election rules appended. Editor, Assistant Editor, Joint Secretaries (Regional affairs), Joint Secretary (Legal affairs), Joint Secretary (Publications) and any other officers found necessary for assisting the Committee shall be nominated by the President in consultation with the General Secretary. All the nominated Officers may attend the Committee Meeting but shall not have any voting rights.
- (ii) If any vacancy on the Committee shall for any reason remain unfilled, it shall be deemed to be a casual vacancy.
- (iii) The Committee shall have power at any time, and from time to time, to fill up any casual vacancy arising on the Committee. Any member of the Committee so appointed shall hold office until the next Annual General Meeting.

16. POWERS AND DUTIES OF THE COMMITTEE:

- (i) The affairs and property of the Association shall be managed by the Committee, who may exercise, all such powers of the Association as

are not by law of these Articles required to be exercised by the Association in General Meeting, subject to the provisions of the Statutes and these Articles and such regulations (not being inconsistent with the provisions aforesaid) as may be prescribed by the Association in General Meeting, but no regulation made by the Association in General Meeting shall invalidate any prior act of the Committee which would have been valid if the regulation had not been made.

- (ii) Without prejudice to the generality of the preceding Article, the Committee shall have the following powers.
 - (a) To invite the moneys of the Association not immediately required upon such securities or otherwise in such manner as may from time to time be determined.
 - (b) To dispose of the undertaking or property of the Association or any part thereof for such consideration as the Association may think fit.
 - (c) To procure the Association to be registered or recognized.
 - (d) To approve the expenditure of the funds of the Association.
 - (e) To engage all such officers and servants, and upon such terms and conditions, as may be considered necessary, and to regulate their duties and fix their remuneration.
 - (f) TO make, alter, or repeal from time to time such regulations and by-laws as the Committee may deem requisite with respect to.
 - (i) The terms and conditions for admission of members of the Association.
 - (ii) Professional etiquette to be observed by members of the Association.
 - (g) To organise technical divisions of the Association for the consideration of any engineering or scientific subject.
 - (h) To establish local or other branches of the Association for managing any of its affairs, and to delegate to any such branch any of the powers, authorities, and discretions vested in the Committee.
 - (iii) Any local branch may be terminated by the Committee for reasons deemed sufficient for such action.
 - (iv) The functions of local branches shall be to encourage members to prepare or discuss papers, to confer and to make suggestions with respect to matters of policy, and service conditions to study local Highways Engineering problems, to cooperate with other local Engineering associations in matters of common interest, and to achieve a spirit of cooperation among Engineers.

17. PROCEEDINGS OF THE COMMITTEE:

- (i) The Committee may meet together for the dispatch of business; adjourn and otherwise regulate their meeting as they think fit. Questions arising at any Meeting shall be determined by a majority of

- votes. In case of equality of votes the Chairman shall have a second vote. The President of the Association or in his absence one of the Vice Presidents, or any nine members of the Committee may at any time direct a Meeting of the Committee to be held and the General Secretary shall summon such meeting accordingly. The quorum necessary for the transaction of the business of the Committee shall be nine Members of the Committee.
- (ii) The president or in his absence one of the Vice Presidents as decided by the committee shall preside as Chairman at every meeting of the Committees but in case of the absence of the President and Vice Presidents, the members of the Committee shall choose one of their own as Chairman of the Meeting.
 - (iii) The Committee may delegate any of their powers to sub-Committees consisting of such member or members of the Committee and such other person or persons as they think fit. Any such sub-committee shall, in the exercise of the powers delegated to it, conform to any regulations which maybe imposed on it by the Committee. Any sub-committee may elect a Chairman thereof who shall be a Member of the Sub-Committee.
 - (iv) The meetings and proceedings of any such sub-Committee consisting of two or more members shall be governed by the provisions of these Articles regulating the Meetings and Proceedings of the Committee, so far as the same are applicable and are not superseded by the regulations made by the Committee under the proceeding Article.
 - (v) All acts done by the Meeting of the Committee or of a sub-committee or by any person acting as a Member of the Committee shall, notwithstanding it be afterwards discovered that there was some defect in the appointment of any Member or person acting as aforesaid, or that they are any of them were disqualified or had vacated office, be as valid as if every said person had been duly appointed and had continued to be a Member of the Committee.
 - (vi) A resolution signed or approved in writing by all the members of the Committee for the time being entitled to receive notice after meeting of the Committee shall be as valid and effectual as if it had been duly appointed and had continue4d to be a Member of the Committee.
18. DUTIES OF PRESIDENT: The President shall have general supervision over the affairs of the Association. He shall preside over at all the meetings of the Association and of the Committee. He shall be responsible for the correctness of the resolutions passed in any meeting. He shall sign the minutes of the meeting written by the General Secretary. He shall specify the number of members attended in any meeting, the number of votes polled in favour of or in rejection of the resolutions passed in any meeting, during the term of his office,

in the minutes book of the meeting in his own, if the General Secretary does not follow his direction to convene the Committee meeting as contemplated in Article 20.

19. DUTIES OF VICE PRESIDENT: In the absence of the President or at the request of the President one of the Vice Presidents shall chair any meeting. The Vice Presidents shall aid the President by carrying out the matters entrusted to them.
20. DUTIES OF GENERAL SECRETARY: Under the direction of the President and the Committee, the General Secretary shall be Executive Officer of the Association. He shall serve as the Secretary of the Committee and attend all Meetings of the Association and of the Committee, Prepare the agenda thereof and record the proceedings thereon. He shall make an Annual Report and such other Reports as may be prescribed by the Committee. He shall sign all documents relating to the transaction of the Association.
21. DUTIES OF SECRETARIES: The Secretaries shall aid the General Secretary and in the disability of the General Secretary shall assume his duties.
22. DUTIES OF TREASURER: He shall be incharge of maintaining the accounts of the Association including the collection of moneys due to the Association and expenditure incurred in connection with the activities of the Association. He shall sign all cheques drawn on the funds of the Association.
23. THE SEAL: The seal of the Association shall not be affixed to any instrument except by the authority of a resolution of the Committee or duly authorized sub-committee and in the presence of atleast two Members of the Committee and the General Secretary all of whom shall sign the instrument.
24. ACCOUNTS:
 - (i) The Committee shall cause proper books of account to be kept with to:
 - (a) All sum of money received and spent by the Association and the matters, in respect of which such receipt and expenditure take place.
 - (b) All sales and purchase of goods by the Association, and

- (c) The assets and liabilities of the Association's affairs and to explain its transactions.
- (ii) The financial year ending for the Association shall be on 30th June each year.
- (iii) The books of accounts shall be kept at the office of the Association and shall always be open to the inspection of the Members of the Committee, and subject to any regulations of the Committee of Members.
- (iv) The committee through its Treasurer shall every year cause to be prepared and laid before the Annual General Meeting such accounts showing receipts, expenditure, issues and balance sheets for the financial year ended along with the auditor's report if any, and any other reports deemed necessary.
- (v) A copy of every balance sheet (including every document prepared by law to be annexed thereto) which is to be laid down before the Association in General Meeting together with a copy of the Auditor's report, shall be sent to every Member of the Association at least 21 days before the date of the meeting.

25. MOBILISATION, CUSTODY AND INVESTMENT OF FUNDS:

- (i) Any extra amount including special subscription or contribution shall be collected only from the members from specific purposes conforming with the objectives of the Association.
- (ii) Funds shall also be mobilised from the public by conducting special programmes such as music or drama programmes with prior permission of the Government.
- (iii) A saving bank account shall be maintained in any Nationalized Bank hour the name of the Association. All funds / any funds received shall be deposited within 48 hours of receipt (excluding non banking hours). All transactions should be through a cheques duly signed by the Treasurer. No expenditure shall be incurred directly from the funds received for whatsoever be the purpose, before depositing in the bank account.

26. AUDIT: Within a month after the completion of the financial year, i.e. on or before 31st July, all the accounts in respect of (receipts, expenditure and the balance sheet for the last year ending shall be duly audited by an auditor with C.A. qualification.

27. PAPERS PUBLICATION, VISITS, ETC:

- (i) Papers for presentation to the association shall be forwarded to the general meeting, who shall submit the same to the committee, or a sub-committee which shall include the editor and the Assistant Editor. Such papers shall conform to any regulations from time to time issued by the

- committee, who shall have the entire discretion as to the acceptance, revision or refusal thereof, such acceptance, revision or refusal shall be notified to the author within 3 months of the receipt of the paper by the general secretary.
- (ii) All accepted papers and copy rights thereof shall become the property of the Association and shall be at the entire disposal of the committee, who shall decide whether such papers or any part thereof shall be submitted for discussion or printed in the publications of the Association, and shall fix and date for reading or publication thereof as the case may be.
 - (iii) All drawings and models show at any general meeting of the Association shall remain the property of the exhibitors, but the committee may cause copies of or drawings from them to be made to be used as illustrations to the publications of the Association and such drawings and models shall be placed at the disposal of the committee for that purpose wherever reasonably required.
 - (iv) The committee may from time to time take such steps as shall seem to them desirable to secure correct reports of the Association and no report of any such proceedings shall be published except under the authority or permission of the committee.
 - (v) Every member shall be entitled to a copy of the publications of the Association on payment of the cost of the publications fixed by the committee.
 - (vi) The committee shall have power to arrange visits to works and places of interest and notices of such visit shall be sent to all Members.

28. NOTICES:

- (i) A notice shall be given by the Association or Committee to any Member either personally or by sending the same through post addressed to such member at his registered address.
- (ii) All notices, if given by post, shall be deemed to have been served 24 hours after the envelope or wrapper containing the same was posted, and in proving such service it shall be sufficient to prove that the envelope or wrapper containing notice was properly addressed and put in the post. A certificate in writing, signed by the General Secretary, or other proper officer of the Association, that the envelope or wrapper containing the notice was so addressed and posted shall be conclusive evidence thereof.
- (iii) Notice of every General Meeting shall be given in any manner herein before authorized to every Member whose registered address is within Tamil Nadu and the Auditor of the Association for the time being. No other person shall be entitled to receive the notices of General Meeting.

29. AMENDMENTS:

- (i) A proposed amendment to the constitution shall be submitted to the General Secretary in writing and signed by not less than 20 Members of the Association.
- (ii) Petitions for the proposed amendment shall be presented to the General Secretary not less than 45 days in advance of the date of the Annual Meeting or other regularly appointed business meeting. A proposed amendment in accordance with in intent of petitions shall be drafted by the General Secretary and sent by letter to the Members of the Association atleast 21 days in advance of the Annual Meeting or other regularly appointed business meeting.
- (iii) The proposed amendments shall be ordered for discussion at the Annual Meeting or other regularly appointed business meeting and may be amended in any manner pertinent to the petitions by a majority vote of the said meeting.
- (iv) After discussion of proposed amendment at the General Meeting of the Association, if the meeting shall so decided by a majority vote, it may refer the proposed amendment to a sub-committee for further consideration, and report at the next General Meeting. From such a meeting the proposed amendment, as originally presented or as amended in the meeting shall proceed to ballot as herein provided.
- (v) For the adoption of any amendment to the Constitution two thirds of the valid ballots cast shall be in the affirmative. An amendment which has been adopted shall become effective 30 days after the date of its adoption, provided that no elected Officer of the association at the time when amendment is adopted shall be required thereby to vacate his office before the end of that terms for which he was elected.
- (vi) At any meeting the Committee, the quorum being present, the Committee by a two third vote may amend the Articles in conformity with the constitution, provided that a written notice of such proposed amendment shall have been given at a previous meeting of the Committee and provided further that the General Secretary shall have mailed a copy of such proposed amendment to each officers of the Committee at least 30 days in advance of the meeting at which action thereon is to be taken. The amendment shall however have to be ratified by a two third vote at the earliest Annual General Meeting.

30. OFFICIAL PUBLICATION:

“Tamil Nadu Highways Engineers News” shall be official publication of the Association. Notices, announcements, articles on service matters, representation sent to Government and other matters related to the affairs of the Association shall be published in the journal which shall be deemed to a have been brought to the attention of all the members of the Association and

the annual subscription Rs.120/- is payable in advance on the first day of July in each year.

31. HIGHWAY HOME:

The Building Committee shall be incharge of maintaining the accounts of the buildings fund received from members of the Association and Expenditures incurred towards the construction / maintenance of building at Madras and other places. The Building Committee shall be constituted by the Committee from time to time. The Committee shall be empowered to disband the entire Building Committee or terminate any members of the Committee for reasons deemed sufficient for such action.

32. ENGINEERS WELFARE FUND (ENWELF):

Regarding all matters of this fund the detailed Bye-Laws of ENWELF found shown in Appendix-2 as approved and amended from time to time by the Committee shall apply.

33. ENGINEERS ACCIDENT RELIEF FUND (ENARF):

Regarding all matters of this fund the detailed Bye-Laws of NEWELF found shown in Appendix-3 as approved and amended from time to time by the Committee shall supply.

34. FEDERAL ACTIVITIES:

- (a) The Association shall participate/join/federate/affiliate with the like-minded Associations to achieve the aims and objectives of the Association.
- (b) The Association shall incur expenses towards subscriptions and contribution to the Federation.
- (c) The Association shall also incur expenses of federal activities subject to the availability of funds.
- (d) The President or / an General Secretary or the persons nominated by Executive Committee shall attend and represent the Association in the Federation normally and may also officiate such Federal Body if the aims and objectives of the Federation are in consonance with those of this Association.
- (e) The President or / an General Secretary or the persons so authorized, before attending such meeting shall get the views of the Executive Committee on the agenda proposed to be discussed and they shall brief the Executive Committee after attending the meeting on the discussions and decisions taken.
- (f) The commitment made and the policy decisions taken related to federal activities shall be binding on the Association, only after the proper approval of the Executive Committee.

35. AUTHORITY TO SUE OR TO BE SUED:

Any member or members of the Committee duly authorized by the Committee alone can sue on behalf of the Association. The Association shall be sued only in the name of its General Secretary. The member authorized or the General Secretary shall sign the affidavit or counter affidavit as the case may be only after prior approval of the Committee.

36. REMEDIAL MEASURES:

(i) If at any time a member of the Association is acting against the interests of the Association, his explanation after giving 15 days notice shall be obtained by the General Secretary / President of the Association and be placed before the Committee. The decision of the Committee shall be final. The affected person (including the dismissed person) can make an appeal in the ensuing Annual General Meeting and shall have at least 5 minutes time to putforth his views to set aside the decision of the Committee and the decision of the Annual General Body shall be final and binding on the members.

(ii) If at any time, any officer of the Association acts against the interests of the Association, the Committee shall call for explanation of the officer/ member of the Committee and shall take final decision by two-third majority of total strength of Committee. In case of removal from the membership of the Association, the individual will have the right to appeal as described in Clause (i) above. In case of General Secretary and President, the disciplinary action shall be initiated by the President and one of the Vice Presidents as decided by the Committee respectively and for other officers, the General Secretary shall initiate such action on behalf of the Committee.

(iii) In case, majority of the members of the Committee is acting against the Bye-Laws of the Association, twenty five percent or more of the total members of the Association can write to the Committee to call for special meeting seeking fresh election for the office bearers of the Association. The quorum for this Special Meeting shall not be below fifty percent of the total members of the Association or the numbers registered for the meeting wherein the office bearers were elected earlier which ever is higher.

The office bearers elected on such meeting shall assume office immediately after the declaration of the results and they will continue for the remaining period of the term. To conduct the affairs of such Special Meeting a member of the meeting other than the present officers of the Association shall be elected to Chair the meeting.

Form No. 1-A
TAMILNADU HIGHWAYS ENGINEERS ACCIDENT RELIEF FUND
NOMINATION OF BENEFICIARY

I having a / no family hereby nominate the person / persons as detailed below to receive the amount that may become payable from the ENAR Fund in the event of my death while in service due to Accident.

1. Name(s) of Nominie(s) (If more than :
one person is nominated, the share of
each is to be specified)
2. Relationship of Nominee(s) to the member :
3. Age of Nominee(s) :
4. Address of Nominee(s) :
5. Contingency on the happening of which :
this nomination shall become invalid.
6. Alternate Nominee(s) in the event of the :
contingency in Item 5above happening.
7. Specimen Signature of the :
Nominees (1) (Name):
(2) (Name):

Date
Witness (with their address) Signature of Applicant
(1)
(2)

FOR OFFICE USE

The Applicant is admitted, the Nomination approved and the ENARF No. is allotted.

Station
Date

Treasurer

Secretary
ENARF Committee

Form No. 2.

TAMILNADU HIGHWAYS ENGINEERS ACCIDENT RELIEF FUND
APPLICATION FROM THE NOMINEE OF DECEASED MEMBER

1. Name of Member (in Block letters) :
2. Post last held :
3. Date of demise (Death Certificate to be enclosed) :
4. ENARF No. (Certificate to be enclosed) :
5. Name of Nominee (in Block letters) :
6. Relationship of Nominee to the member :
7. Present Address of the nominees :

Station :

Signature of Nominee.

Date :

Remarks & Recommendation of Branch Secretary with necessary Enclosures.

Signature of Branch Secretary

DECISION OF ENARF COMMITTEE

Secretary
ENARF Committee