

**MEMORANDRUM OF ASSOCIATION
OF THE
INSTITUTE OF URBAN DESIGNERS, INDIA**

1. The name of the Institute is “The Institute of Urban Designers”.
2. The registered office of the Institute shall be situated in National Capital Territory of Delhi State at B-10, Maharani Bagh, New Delhi 110065
3. The objects for which the Institute is established are:
 - (a) To advance the study of Urban Design and kindred subjects, and of the sciences and arts as applied to those subjects:
 - (b) To promote planned, scientific and artistic development of settlements of all types and scale
 - (c) To promote the general interests of those engaged in the practice of Urban Design.
 - (d) To foster the awareness of subjects related to Urban Design in the general public and professionals and to assist in providing such awareness by making grants to technical schools, colleges or institutions or by providing assistance ship to deserving of Students/Researchers of any such subjects or by providing and giving scholarship, prizes and other rewards to such students/ researchers or by any or all such methods;
 - (e) To devise and impose the means for testing the qualifications of candidates for admission to membership of the Institute by examination in theory and in practice or by any other tests or to arrange with any technical school, college or institution for the imposition of any such tests;
 - (f) To consider all questions affecting the practice of Urban Design and to initiate and watch over measures affecting, or likely to affect settlements and to procure changes of, and amendments in, the law relating to or affecting the design and planning of settlements;
 - (g) To hold conferences or meetings for the discussion of, and the exchange of views on, matters affecting or relating to Urban Design, the reading of papers and the delivery of lectures; and to hold congresses or exhibitions (either jointly with any other body or institution or not) for the exposition of any matters affecting or relating to the practice or theory of Urban Design or any allied subject; and to award medals, certificates, prizes or diplomas in connection therewith;
 - (h) To form or acquire by purchase, donation, bequest or otherwise a library and collection of maps, drawings, designs, data or other material, in all mediums and to maintain, extend and improve the same as per Government rules;
 - (i) Subject to the provisions of the Indian Societies Act-1860, to purchase, lease, rent, hold and dispose of any land or property, and particularly any building or hall to be used as a place of meeting for the members of the Institute, or as a college, school, lecture hall or reading room or library for the advancement of the objects of the Institute, to provide accommodation for any meeting, conference, exhibition or

congress, whether promoted wholly or partly by the Institute or not, which in the opinion of the Institute may conduce to or assist in the carrying on of the objects of the Institute or tend to do so; and to erect any such building or buildings as per Government rule;

- (j) To ascertain notify and disseminate the law and practice relating to Urban Design and compile, collect, collate, revise, print and publish statistics, professional record, periodicals relating to any of the objects of the Institute;
- (k) To amalgamate or combine or act temporarily or otherwise in conjunction with any other body or bodies, institution or institutions in India and abroad having the like or similar objects;
- (l) To accept any gift, endowment or bequest made to or for the Institute, and to carry any trusts attached to any such gift, endowment or bequest;
- (m) To constitute various classes of members, and when thought fit to elect honorary members;
- (n) To borrow or raise moneys, if required from national and international sources, for the purposes of the Institute in accordance with applicable laws and regulations;
- (o) To do all such lawful things as are incidental or conducive to the attainment of the above objects or any of them.
- (p) To collaborate with other national and international institutions, Public Agencies, Private Sector Organizations, NGO's for exchange of ideas, practices and knowledge in the field of Urban Design and urban development;
- (q) To render advice and provide professional assistance to Central and Delhi Government, ULB's PSU's or organization under the governments and private sector for various projects of schemes promoted by said organizations through members of the Institute.

4. The income and property of the Institute whensoever derived, shall be applied solely towards the promotion of the objects of the Institute as set forth in this memorandum of association; and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever, by way of profit to members of the Institute. Provided that nothing herein shall prevent in the payment in good faith of reasonable and proper remuneration to any permanent or part time (on contract) officers or staff of the Institute or to any member of the Institute, in return for any services rendered to the Institute, nor prevent in the payment of interest on money borrowed from any member of the Institute, or reasonable and proper rent for premise demised or let by any member to the Institute; nor prevent any member (not being a member of the Council of Management) who may be a candidate or exhibitor at any examination, congress or exhibition held or promoted by the Institute, or to the cost of holding or promoting which the Institute may have subscribed, from receiving as such exhibitor any prize, medal or other recognition which may under the regulations affecting such examination, congress or exhibition be awarded to him. Provided further that no member for the time being of the Council of the Management or Governing Body of the Institute paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Institute to any such member except repayment of out-of pocket expenses and interest on money lent or reasonable and proper rent for premises demised or let to the Institute; provided that the provision last aforesaid shall not apply to any payment to any railways, train

way, gas, electric lighting, water cable or telephone company of which a member of the Council or Governing Body may be member or any company in which such member shall not hold more than one hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

5. The liability of the members is limited.
6. Every member of the Institute undertakes to contribute to the assets of the Institute in the event of the same being wound up during the time that he is a member, or even one year afterwards, for payment of the debts and liabilities of the Institute contracted before the time at which he ceases to be a member, and of the costs, charges, and expenses of winding up the same, and for the adjustment of the rights of the contributors among themselves, such as amount may be required, not exceeding ten rupees.
7. If upon the winding up or dissolution of the Institute there remains, after the satisfaction of all its debit and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Institute, but if and so far as effect can be given to the next provision, shall be given or transferred to some other institution or institutions having objectives similar to the objectives of the Institute and which shall prohibit the distribution of its or their income and property or among its their members to an extent at least as great as is imposed on the Institute under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the members of the Institute at or before the time of dissolution, or in default thereof by such Judge of the High Court of Justice as may have or acquire jurisdiction in the matter; and if, and so far as , effect cannot be given to the foregoing provision, then to some charitable object.
8. True accounts shall be kept of the sums of money received and expended by the Institute and the matter in respect of which such receipt and expenditure take place, and of the property, credits and liabilities of the Institute; and subject to any reasonable restrictions as to the time and member inspecting the same that may be imposed in accordance with regulations of the Institute for the time being, shall be open to the inspection of the members. Once at least in every year, the accounts of the Institute shall be examined, and correctness of the balance sheet ascertained by one more properly qualified auditor or auditors.
9. The courts of New Delhi/Delhi shall have exclusive jurisdiction with respect to any dispute arising out of or in relation to the functioning of the Institute.

LIST OF GOVERNING BODY MEMBERS (EXECUTIVE COMMITTEE MEMBERS)

The names and addresses, occupation and designation of the first Governing Body Members to whom the Management of the Society is entrusted under the Societies Registration Act,1860 as applicable to an All India Body are given as under:

1.	Prof. K.T. Ravindran B-15, Nizamuddin East, New Delhi 110013	Architect & Urban Designer	Founder Member President
2.	Sanjay Kanvinde B-10, Maharani Road, New Delhi 110065	Architect & Urban Designer	Founder Member Vice President
3.	Ujan Ghosh C-202, Sector 26, Noida-201301 (UP)	Architect & Urban Designer	Founder Member Vice President

4.	Prof. Ranjit Mitra 22, SPA Staff Housing, Taimur nagar, New Delhi-110065	Architect & Urban Designer	Founder Member Secretary
5.	Vasudev Dewan BG-1C, Munirka, New Delhi 110067	Architect & Urban Designer	Founder Member Jt. Secretary
6.	Rajiv Kathpalia A-14,Sumeru Bunglow, Dsukun Society, Vastrapur Ahmedabad - 3840015 Gujarat	Architect & Urban Designer	Founder Member Jt. Secretary
7.	Amit Hajela D-202,Vidisha Apartments 79, I P Extension, Delhi 110092	Architect & Urban Designer	Founder Member Treasurer
8.	A. Srivatsan G-1, Gulmohr Avenue, Ward No.141, Chennai- 600032, Tamil Nadu	Architect & Urban Designer	Founder Member Editor
9.	Arunava Dasgupta G-1301, Chittaranjan Park, New Delhi 110019	Architect & Urban Designer	Founder Member Co-Ordinator Program and Publications
10.	Abhimanyu Dalal 173, Golf Links, New Delhi-110003	Architect & Urban Designer	Founder Member Member of Executive Committee
11.	Ajit Vyas 29/2320,Sariska, Champakara Road, Cochin-68231, Kerela	Architect & Urban Designer	Founder Member Member of Executive Committee
12.	Kiran S. Kalamdani 284/A/1, Anant, Shridhar Nagar, Chinchwad, Pune- 411033, Maharashtra	Architect & Urban Designer	Founder Member Member of Executive Committee
13.	Partha R. Das AE-377, Sector-1, Salt Lake City Kolkata – 700064 West Bengal.	Architect & Urban Designer	Founder Member Member of Executive Committee
14.	Satya P. Varanashi 702,3 rd Main, ISRO Layout Banglore- 560078. Karnataka	Architect & Urban Designer	Founder Member Member of Executive Committee
15.	Sarabjot S. Behl TF-17, GNDU Campus, Amritsar- 143005 Punjab	Architect & Urban Designer	Founder Member Member of Executive Committee
16.	Rajendra Singh 25, SPA Staff Housing, Taimur Nagar, New Delhi-110065	Architect & Urban Designer	Founder Member Member of Executive Committee
17.	Anuraag Chowfla B-4/69, Safdarjung Enclave, New Delhi – 110029	Architect & Urban Designer	Founder Member Member of Executive Committee

**FOUNDER MEMBERS/DESIROUS PERSONS OF
ESTABLISHING A SOCIETY NAMES: THE INSTITUTE OF
URBAN DESIGNERS-INDIA**

The following Founder Members are desirous of forming a Society named “The Institute of Urban Designers-India” under the Societies Registration Act, 1860 as applicable for an All India Body in pursuance of the enclosed Memorandum of Association and Declaration and Consent duly signed by them are given as under:

S.No.	Name and Address	Occupation	Signature as/Consent Letter
1.	Abhimanyu Dalal 173, Golf Links, New Delhi-110003	Architect & Urban Designer	Founder Member
2.	Ajit Vyas 29/2320,Sariska, Champakara Road, Cochin-68231, Kerela	Architect & Urban Designer	Founder Member
3.	Amit Hajela D-202,Vidisha Apartments 79, I P Extension, Delhi 110092	Architect & Urban Designer	Founder Member
4.	A. Srivatsan G-1, Gulmohr Avenue, Ward No.141, Chennai- 600032, Tamil Nadu	Architect & Urban Designer	Founder Member
5.	Anjali K. Kalamdani Anant,Shridhar Nagar, Chinchwad, Pune- 411033, Maharashtra	Architect & Urban Designer	Founder Member
6.	Arunava Dasgupta G-1301, Chittaranjan Park, New Delhi 110019	Architect & Urban Designer	Founder Member
7.	Kiran S. Kalamdani 284/A/1, Anant, Shridhar Nagar, Chinchwad, Pune- 411033, Maharashtra	Architect & Urban Designer	Founder Member
8.	Prof. K.T. Ravindran 20, SPA Staff Housing, Taimur Nagar, New Delhi 110065	Architect & Urban Designer	Founder Member
9.	Partha R. Das AE-377, Sector-1, Salt Lake City Kolkata – 700064 West Bengal.	Architect & Urban Designer	Founder Member
10.	Prof. P V K Rameshwar B/1,Vraj Apartments, Near Dharamyug Society, Gulbai Tekra, Ellisbridge, Ahmedabad- 380006 Gujarat.	Architect & Urban Designer	Founder Member
11.	Prof. Ranjit Mitra 22, SPA Staff Housing, Taimur nagar, New Delhi-110065	Architect & Urban Designer	Founder Member
12.	Rajiv Kathpalia A-14,Sumeru Bunglow, Dsukun Society, Vastrapur Ahmedabad - 3840015 Gujarat	Architect & Urban Designer	Founder Member

13.	Ranjit Sabiki N-160, Panchsheela Park New Delhi- 110017	Architect & Urban Designer	Founder Member
14.	Sanjay Kanvinde B-10, Maharani Road, New Delhi 110065	Architect & Urban Designer	Founder Member
15.	Satya P. Varanashi 702,3 rd Main, ISRO Layout Banglore- 560078. Karnataka	Architect & Urban Designer	Founder Member
16.	Sarabjot S. Behl TF-17, GNDU Campus, Amritsar- 143005 Punjab	Architect & Urban Designer	Founder Member
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18.	Vasudev Dewan BG-1C, Munirka, New Delhi 110067	Architect & Urban Designer	Founder Member
19.	Anuraag Chowfla B-4/69, Safdarjung Enclave, New Delhi – 110029	Architect & Urban Designer	Founder Member
20.	Rajendra Singh 25, SPA Staff Housing, Taimur Nagar, New Delhi-110065	Architect & Urban Designer	Founder Member

BYE-LAWS AND REGULATIONS

DEFINITION

1. In these bye-laws and regulations unless, there is something in the subject or context inconsistent therewith;

“THE INSTITUTE” means the Institute of Urban Designers-India.

“THE COUNCIL” means the member for the time being of the Council of Management of the Institute.

“THE BYE-LAWS” means these bye-laws and regulations or such other bye-laws and regulations as shall, for time being, be in force.

“THE EXECUTIVE COMMITTEE” means the member for the time being of the Executive Committee managing day-to-day affairs of the Institute on behalf of the Council.

“MEMBER” means any person who has been admitted to, the membership of the Institute whether as a Fellow, Associate, Honorary Fellow, Affiliate, Institutional, Corporate or Student.

Words imparting of the Institute shall be in the following categories: -

MEMBERSHIP

2. The members of the Institute shall be in the following classes: -
 - (1) Professional Members – Fellow and Associate
 - (2) Honorary Fellow
 - (3) Affiliate Member
 - (4) Institutional Member
 - (5) Corporate Member
 - (6) Student Member

ADMISSION TO MEMBERSHIP

3. The Council may elect a person to be a Professional Member of the Institute other than an Honorary Member, by a majority of vote of an at least 3/4th of members present in a meeting of its Council/Executive Committee. An Institutional, Corporate or Affiliate member shall be enrolled by the decision of the Council or Executive Committee in a meeting provided the quorum is complete as per criteria specified under qualification for membership.

APPLICATION

4. A person or organization seeking admission to be a member in any of the classes of the Institute shall apply to the Secretary as specified in the Bye-laws, after completing the respective application form in all respects. A student seeking enrolment to the Institute shall apply as specified in the Bye-laws after completing the application form in all respects. (Forms are subject to changes made from time to time by the Institute).
5. The application shall be accompanied by the onetime Enrollment Fee and annual subscription payable by cheque or draft for the category of applied for and by such admission/enrollment fee, examination fee or both as prescribed in the Bye-laws from time to time as decided by the Council or Executive Committee.

SPONSORS

6. An application for election to membership in any class other than Honorary Member shall be sponsored by not less than three Professional members of the Institute (and in the case of studentship by not less than two Professional members of the Institute) of whom at least one shall be a Fellow, who from personal knowledge of such candidates shall certify that he satisfies the necessary qualifications.
7. An Associate desirous of becoming a Fellow or qualified student desirous of becoming an Associate, shall forward to the Secretary an application in the prescribed format, signed by not less than two members of whom one shall be a Fellow.

8. Where a candidate for Professional, Affiliate or Student Membership is not personally known to any member, the Council or Executive Committee may, if they are otherwise satisfied that the candidate is a fit/proper person to be elected, by a resolution of a majority of the members of the Council or Executive Committee present and voting, dispense with the certificates of personal knowledge.

OBJECTIONS ON PROPOSALS SEEKING ELECTION

9. The Secretary General shall circulate the list of candidates for membership and studentship and for transfer from one class to another to all members of the Council or Executive Committee inviting objections, if any, within a fortnight from the date of posting the notice. Alternatively, all such applications can be placed by the Secretary in a meeting of the Council or Executive Committee after due scrutiny of the applications for acceptance and approval.
10. If, on any application by a candidate for election or transfer from one class to another, any Council member shall object to such election or transfer, he shall, before such election or transfer occurs, give to the Council or Executive Committee notice in writing of his objections and if they think desirable hear the objector in support thereof. But if after considering such objections, the Council or Executive Committee, decides to elect or to transfer the candidate, their decision shall be final and conclusive.

HONORARY FELLOWS

11. When a person who is qualified under these Bye-laws has been nominated by five members of the Council or Executive Committee to be an Honorary Fellow and has been elected by majority vote of the members of the Council or Executive Committee present, then he is an Honorary Fellow if he has accepted his election by written notice to the Secretary within two months after he received notice of this election.

CERTIFICATE OF MEMBERSHIP

12. The Council or Executive Committee shall issue a certificate to every Member, upon his election as a Member of the Institute.
13. A certificate of membership is the property of the Institute. When any person for any reason ceases to hold membership in any class he shall forthwith return to the Secretary the certificate of membership that has been issued him to for that class.

QUALIFICATION FOR MEMBERSHIP

FELLOW MEMBER:

14. Every candidate for election as Fellow shall:
 - (a) Be at least 35 years of age:
 - (b) Shall Be an Associate of the Institute for at least 5 years or have equivalent recognized involvement in the field of Urban Design; and

- (c) On the date of his application satisfy the Council or Executive Committee of his experience in Urban Design as prescribed by the Council from time to time.
- (d) Candidates having degree/diploma from a foreign university/ institution can be admitted to the Institute in accordance with to the list of approved universities/institutions duly recognized by the Institute and approved by General Body on the recommendation of the Council. In case of any applicant holding degree from an institute not listed in the Institution's recognized list, the candidature may be considered by the Council after assessment of courses undertaken satisfactorily in the field of Urban Design. Approval can be on basis of curriculum approved in the GBM or majority of the Executive Council members.

ASSOCIATE MEMBER:

15. Every candidate for election as Associate shall: -

- (a) Shall be at least 25 years of age;
- (b) Shall on the date of his application have attained an approved standard of proficiency in matters relating to Urban Design; and
- (c) Shall have a design or equivalent degree/recognized diploma in Urban Design by the Council or Executive Committee; and
- (d) Candidates having degree/diploma from a foreign university can be admitted to the Institute with reference to the list of approved universities duly recognized by the Council or Executive Committee of the Institute

HONORARY FELLOW:

16. The Council may elect, to be an Honorary Fellow, a distinguished person who, in the opinion of the Council, has taken a special interest in Urban Design and who by means of either his position or his experience and contribution in matters relating to Urban Design appears to the Council will be able to render assistance in promoting the objects of the Institute, such an election will be duly approved by the General Body as per Clause 3 above.

AFFILIATE MEMBER:

17. The Council may elect, to be an Affiliate Member, a person who belongs to an allied discipline or profession engaged in the fields of urban or rural development or any other related spheres recognized by the Council, and who, in the opinion of the Council, has taken a special interest in Urban Design who by means of either his position or his experience appears to the Council to be able to render assistance in promoting the objects of the Institute. Provided that such members, if elected will not have voting rights for any matter of the Institute such an election will be duly approved by the General Body as per Clause 3 above.

INSTITUTIONAL MEMBER:

18. The Council may elect, to be an Institutional Member, any institution, academic body, research organization, non-governmental organization, government agency or department, or any other organization as the Council may deem fit engaged in the fields of urban or rural development or any other related spheres recognized by the Council, and who, in the opinion of the Council may be able to render assistance in promoting the objects of the Institute. Provided that such members, if elected will not have voting rights for any matter of the Institute such an election will be duly approved by the General Body as per Clause 3 above.

CORPORATE MEMBER:

19. The Council may elect, to be a Corporate Member, any business house, industrial and corporate organization whether public sector or private or any other organization as the Council may deem fit engaged in the fields of urban or rural development or any other related spheres recognized by the Council, and who, in the opinion of the Council may be able to render assistance in promoting the objects of the Institute. Provided that such members, if elected will not have voting rights for any matter of the Institute such an election will be duly approved by the General Body as per Clause 3 above

STUDENTS

20. The Council may elect to be a Student Member a person who:-
- (a) is at least 22 years of age;
 - (b) has successfully completed the course leading to university examination but is yet to get a degree from the Institution or University
 - (c)
 - (i) has commenced a course of study in Urban Design leading to a recognized diploma or university degree; or
 - (ii) has commenced study in Urban Design from an institute recognized by the Council for the purpose of this section;
 - (iii) is studying in Urban Design under the supervision of a Fellow, Associate or a person whose qualifications, in the opinion of the Council, are the equivalent of Fellow, Associate.

UPGRADING BY COUNCIL

21. Notwithstanding any other provision in these Bye-laws when a person has been an Associate and is qualified to be elected as a Fellow as per criteria laid out in Clause 15, the Council or Executive Committee in its discretion may upgrade his membership to be a Fellow with or without his consent and he is thereupon for all duties and responsibilities, of a Fellow.
22. A person may be a student member for not more than three years and in case he or she qualifies for Associate Membership shall be elected to the Institute on the recommendation of the Council or Executive Committee subject to submission of requisite application as per criteria laid out in Clause 16.

RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF A MEMBERS

23. A Professional member - Fellow or an Associate may use the following abbreviations after his/her name:

Fellow - FIUD

Associate - AIUD

24. A Professional Member may:

- (1) attend and participate in discussions at General Meetings;
- (2) vote on any matter at General Meetings provided he has not forfeited his right to do so;
- (3) be elected to the Council;
- (4) be appointed by the Council to any Committee;
- (5) receive all publications of the Institute ; and
- (6) withdraw his membership of the Institute if his current annual subscription and all arrears have been paid.

25. A Student Member may:

- (1) attend and participate in discussion at General Meetings but will not have the right to vote on any matter;
- (2) attend and take part in discussion at General Meetings other than the Annual General Meetings and Special General Meetings;
- (3) withdraw from his membership of the Institute if his current annual subscription and all arrears have been paid; and receive all publications of the Institute.
- (4) receive all publications of the Institute.

26. An Affiliate Member may:

- (1) attend and participate in discussions at General Meetings but will not have the right to vote on any matter ;
- (2) be appointed by the Council to any Committee as a special invitee;
- (3) receive all publications of the Institute; and
- (4) Withdraw his membership of the Institute if his current annual subscription and all arrears have been paid.

27. An Institutional Member may:

- (1) attend and participate in discussions at General Meetings but will not have the right to vote on any matter.
- (2) be appointed by the Council to any Committee as a special invitee;
- (3) receive all publications of the Institute; and
- (4) Withdraw his membership of the Institute if his current annual subscription and all arrears have been paid.

28. A Corporate Member may:

- (1) attend and participate in discussions at General Meetings but will not have the right to vote on any matter.
- (2) be appointed by the Council to any Committee as a special invitee;
- (3) receive all publications of the Institute; and
- (4) withdraw his membership of the Institute if his current annual subscription and all arrears have been paid.

ADHERENCE TO BYE – LAWS AND CODES

29. A person, institute, corporation who is accepted for membership in any class agrees:

- (a) to observe the Bye-laws;
- (b) to observe the Code of Professional Conduct as adopted by the Institute from time to time;
- (c) to do his utmost to ensure that all other persons adhere to the Byelaws and Codes.
- (d) to actively promote the objectives of the Institute.

ENTRANCE AND TRANSFER FEE

30. The entrance fee for and transfer fee form different classes of membership shall be as follows:

Entrance fee for: -

Fellow Member	Rs. 5000
Associate Member	Rs. 3000
Student Member	Rs. 1000
Affiliate Member	Rs. 7000
Institutional Member	Rs.50000
Corporate Member	Rs.200000

Transfer fee from

Associate To Fellow	Rs. 2000
Student To Associate	Rs. 2000

31. The Council or Executive Committee, shall determine any increase of entrance or transfer fee, if necessary, in any subsequent period.

ANNUAL SUBSCRIPTION

32. A person who holds Corporate Membership or who is a student shall pay annual subscriptions as given below:

Fellow Professional Member	Rs. 1500
Associate Professional Member	Rs. 1000
Student Member	Rs. 250
Affiliate Member	Rs. 2500
Institutional Member	Rs. 10000
Corporate Member	Rs. 30000

33. The Honorary Fellows are not liable to pay annual subscription as prescribed for Fellow Members.
34. Annual subscriptions are payable on the first day of April every year. Long term (10 year) membership option can be availed by members by payment of subscription fee for 10 years with a discount of 10% on the total subscription fee payable.
35. The Council or Executive Committee shall determine the increase in annual subscription, if necessary, in any subsequent period.

ARREARS

36. When a member or student is in arrears of fees for two years, he is in default and until he has paid the arrears, has none of the rights and privileges of membership.
37. When a member or student is in arrears of fees for three years, he ceases to have membership of any class but may obtain reinstatement of his upon payment of all arrears and such annual fees as he would have been liable to pay had he continued his membership without interruption and an additional charge equivalent to 10% of total amount due will be charged as reinstatement fee.

THE COUNCIL

38. The Council shall consist of not less than 7 members and more than 25 members including the immediate past President and Secretary who shall be ex-officio members. For the purpose of these Bye-laws, the past President and Secretary shall be the persons who held those offices respectively at the close of the last Annual General Meeting at which an election to Council took place. One member each from the Affiliate Member, Institutional Member and Corporate Member categories can be nominated as ex-officio members of the Council. These nominated members from each membership class will however not have voting rights in the Council.

39. The Council shall be formed from amongst the members of the Institute having the right to vote. Each of the following members of the council shall be elected by the Professional Members of the Institute having the right to vote and voting at an Annual General Meeting or by postal ballots as decided by the Council in accordance with bye-laws.
 - (a) Twenty one members of the Council from amongst the Professional Members.
40. After a term of three years of discharging duties after election, the member of the Council shall retire from office and every such retiring member shall be eligible for re-election if nominated in accordance with these bye- laws.

NOMINATIONS

41. At least three members of the Institute, one sponsoring and two supporting, qualified to vote may nominate any qualified person as a candidate for election as a member of the Council. At least three members of the Institute who are also members of a Regional Chapter qualified to vote shall nominate its Chairman as a candidate for election as a member of Council.
42. A nomination for membership of the Council shall be made in writing and be signed by the nominators and the nominee and be sent it to the Secretary not later than thirty days before nor earlier than sixty days before the Annual General Meeting.

BALLOTING

43. If the number of nominees exceeds the vacancies, an election shall be conducted as in hereinafter prescribed:
 - (1) The Secretary shall:
 - (a) prepare a ballot that shows the nominees and the position for which they have been nominated;
 - (b) prepare a separate list of nominees that indicates for each nominee the position for which he has been and the names of nominators;
 - (c) send the ballot and the separate list of nominees to all persons qualified to vote along with the notice of the Annual General Body Meeting to be sent in accordance with these articles and bye-laws.
 - (2) The ballot papers duly sealed up in accordance with directions printed thereon shall be sent by post to the Secretary who shall accept ballots until but not after 90'clock in the forenoon of the day set for the opening of ballots in the Annual Meeting in which the election is being held.

SCRUTINIZERS

44. The Council shall appoint two scrutinizers who shall be members in good standing and who will not be candidates for conducting the election. The Secretary shall deliver the ballots unopened to the scrutinizers by whom alone they shall be opened and examined.
45. The nominee who receives the greatest number of votes for election in their receptive constituencies is elected.

In case the scrutinizers confirm that a two or more nominees have received an equal number of votes, the scrutinizers shall place in a ballot of each of the nominees who have received equal number of votes and that nominee is elected whose ballot is withdrawn from the ballot box.

SCRUTINIZERS REPORT

46. The scrutinizers shall make and sign a report showing the number of voting papers received, the number rejected and the grounds for rejection, the total number of votes in favour of each candidate and the names of the candidates who are duly elected; Such report shall be submitted to the Presiding Officer/Chairperson of the Annual General Meeting.

ANNOUNCEMENT OF ELECTON RESULTS

47. On receiving the outcome on the results of the election, the Presiding Officer of the Annual General Meeting shall announce in the meeting the names of the members elected to the Council.

ELECTION BY POSTAL VOTES

48. The Council shall have posted to each member a notice communicating the order of the election of members to the Council by means of postal vote, in which cases the following procedure shall be followed;
 - (1) The Secretary shall post to each member a notice communicating the order of the Council to have the elections to the Council conducted by means of postal vote and shall invite nominations in the form and according to the same rules as for election at the General Meeting.
 - (2) Nominations shall be received by the Secretary until the close of the twenty-first day from the day of notice inviting nominations.
 - (3) If the number of nominations exceeds that the number of vacancies in various categories, an election shall be conducted as follows or else the Council will be elected unopposed.
 - (4) The Secretary shall prepare a ballot and a Separate list of nominees as in the case of election at a General Meeting and post them to each member of the Institute.
 - (5) The ballot paper duly sealed up in accordance with directions printed thereon shall be sent by post to the Secretary to reach him not later than 5.00 P.M. on the twenty-first day counted from the date for receiving the ballots shall be mentioned in the ballot paper.
49. The ballot papers will be delivered unopened to the scrutinizers and they only will be entitled to open and examine.
50. The scrutinizers shall prepare and sign a report disclosing the number of voting papers received, the number rejected and the grounds for rejection, the total number of votes in favour of each candidate and the names of these candidates who are duly elected. Such

report shall be handed over to the Secretary who shall communicate the results of the election to all the members.

51. The scrutinizers shall retain the voting papers in both cases until one month after the date of election after which they shall be destroyed.
52. Any member of the Council who ceases to be a member of the Institute or who, except with the permission of the Council, shall absent himself from three consecutive meetings shall, de facto, cease to be a member of the Council.

VACANCIES OF COUNCIL

53. The Council may fill up by co-option of person qualified according to the Bye-laws, any vacancy in the Council which may occur between one Annual General Meeting and another as well as vacancy in the Council which may occur between one annual general election and any member of Council so appointed shall retire at the end of the term for such a vacancy.

MEETING OF THE COUNCIL

54. The Council shall meet not less than six times during its term of office and more often necessary at the call of the President or the Secretary.

NOTICE OF MEETING

55. Not less than ten days before each meeting of the Council, the Secretary shall send to each member of the Council a notice of the meeting together with the agenda of the business to be transacted at the meeting.

QUORUM

56. $1/3^{\text{rd}}$ of the members of the Council or the Executive Committee with a minimum of five members of the Council/EC shall constitute a quorum.

VOTING

57.
 - (1) Unless otherwise prescribed in the Bye-laws, the Council shall be bound by the vote of majority of members of the Council present.
 - (2) Each member of the Council has one vote on any question and in the event of a tie vote, the Presiding Officer shall cast an additional vote to decide the question.
 - (3) The Council may determine votes at its meetings by show of hands.

VIEWS OF ABSENT COUNCILORS

58. A Member of the Council who is unable to attend a meeting of the Council may write to the Secretary stating forth his views.

ELECTION OF OFFICERS

59. The Council shall, as soon as possible, after the Annual Meeting at which it is elected, elect from among its own members, a President, A Vice-President a Secretary and a Treasurer having the qualifications given in these Bye-laws.
60. The Council shall appoint a Secretary (Publications) and an Editorial Broad from amongst the Professional Members of the Institute. They shall be responsible to the Secretary.

PRESIDENT

61. Any Fellow Professional member of the Institute may be elected as the President if he has served as a member of the Council for at least two years prior to his election as President.

VICE-PRESIDENT

62. Any Fellow Professional member of the Council may be elected as Vice-President provided he is a Fellow of the Institute and has served as a member of the Council for at least one year prior to his election as Vice-President.
63. The President, Vice-President, Secretary & Treasurer shall not hold office for more than two terms of three years consecutively.

SECRETARY

64. Any Professional member of the Institute may be elected as Secretary provided he has served as a member of the Council for at least one year.

EXECUTIVE COMMITTEE

65. The Council shall, as soon as possible, after the Annual General Meeting at which it is elected, setup an Executive Committee from amongst its elected members for the purpose of day-to-day management of the Institute consisting of the President, the Past President, the Vice-President/s, the Secretary, the past Secretary, the Treasurer, the Program Coordinator, the Secretary (Publication) and four members of the council elected by the council at that meeting.
66. The powers delegated to the Executive Committee shall be for each term of the Council.
67. The Executive Committee shall be responsible to the Council for the activities of the Institute and shall derive its power and duties as that of the Council unless the Council delegates to it only such powers and duties as deemed fit.
68. Within the provision of the bye-laws, the Executive Committee shall regulate its own procedure and shall determine its own quorum.
69. The Executive Committee shall meet in between the Council Meetings and with an interval of not more than 90 days.

DUTIES OF OFFICE BEARERS

70. Every Office bearers of the Institute shall perform the duties and discharge the responsibilities set forth in these Bye-laws and such others as may be entrusted to him by the Council or the Executive Committee.

PRESIDENT AND VICE-PRESIDENT

71. Without restricting the generality of bye-law 61, the President and in his absence, the Vice-President shall;
- (a) preside at meetings of the Council;
 - (b) preside at General Meetings of the Institute;
 - (c) be ex-officio member of all Committees.

SECRETARY

72. Without restricting the generality of bye-laws, the Secretary shall;
- (a) present the business for meetings of the Council and for General Meetings of the Institute;
 - (b) keep a record of all documents of incorporation and all bye-laws and the proceedings of the meetings of the Council and of General Meetings of the Institute;
 - (c) attend to and keep records of the correspondence of the Institute;
 - (d) maintain a roster containing the names, addresses, telephones and emails of all persons who hold or have held membership in the Institute; and the names, addresses and callings of all persons who are or have been members of the Council;
 - (e) prepare for presentation to the Annual General Meeting report of the affairs of the Institute and the activities of the Council and Committees for the preceding year;
 - (f) By March 1st of each year send to each person holding membership, a statement of the annual fee payable by that person for the forthcoming financial year;
 - (g) Notify any person holding membership in the Institute when he has ceased to enjoy the rights and privileges of membership by virtue of being in arrears of annual fees for three years;
 - (h) Collect fees and other moneys due to the Institute and accept in the name of the Institute any gifts, endowments or bequests made to the Institute.
 - (i) Disburse the funds of the Institute under the directions of the Executive Committee or Council;
 - (j) shall be the administrative head and shall be the signatory on behalf of the Council in discharge of administrative functions/duties. However, as per requirements some documents will be jointly signed by the President and Treasurer along with the Secretary.
 - (k) Publish all journals, documents and other material which the council or the Executive Committee may direct him to do and to conform to the requirements of law in regards to all such publications.

TREASURER'S DUTIES

Without restricting the generality of bye-laws, the Treasurer shall;

- (a) By March 1st of each year send to each person holding membership, a statement of

- the annual fee payable by that person for the forthcoming financial year;
- (b) Notify any person holding membership in the Institute when he has ceased to enjoy the rights and privileges of membership by virtue of being in arrears of annual fees for two years;
 - (c) Collect fees and other moneys due to the Institute and accept in the name of the Institute any gifts, endowments or bequests made to the Institute.
 - (d) Disburse the funds of the Institute under the directions of the Executive Committee or Council;
 - (e) Deposit in the name of the Institute all moneys of the Institute in an account or accounts in such banks as the Executive Committee, from time to time any determine
 - (f) Keep a record satisfactory to the Council of all receipts and disbursements;
 - (g) prepare for presentation to the Annual General Meeting a statement of the financial affairs of the Institute for the preceding final year which shall be certified by an auditor appointed for the purpose by the preceding Annual General meeting; and
 - (h) Submit all Taxes and prepare all necessary documentation for any accounting or tax related purpose alongwith the Institute appointed Chartered Accountant.
 - (i) be responsible to the Secretary for all duties and powers.

CANVASSING

- 73. Canvassing in any form for election to the Council or as officers will disqualify the candidate from contesting the elections. The decision of the Council on this matter shall be final.
- 74. Notwithstanding any other provision in these Bye-laws when an officers bearer, other than the President, is unable to discharge the duties than any other member of the Council shall officiate to assume the duties until the officer is able to perform his duties or until the next Annual Meeting.

EMPLOYEES

- 75. The Executive Committee, from time to time, may employ such persons, as it may deem necessary to carry out such duties as may be required in connection with the Institute's work.

FINANCIAL YEAR

- 76. The financial year of the Institute shall be from 1st April of each calendar year to 31st March of the next calendar year.

BUDGET

- 77. The Executive Committee, as soon as possible after its election, shall have a budget prepared covering the period between the Annual General Meeting at which the election took place and the next Annual General Meeting and present it to the Council either at a meeting of the Council or Executive Committee or by circulation. The budget so prepared and approved by the Council or Executive Committee shall govern all the expenses to be incurred by the Council/ Executive Committee.

PAYMENT TO MEMBERS OF INSTITUTE

78. No payment to any member of the Institute or officer shall be made unless such payment has been specifically included in the budget prepared or has been approved by the or Executive Committee subsequently. This bye-law, however, shall not prevent a legitimate payment being made to a member of the Institute for the service rendered on the authorization and approval of the Executive Committee or Council.

SIGNING OFFICERS

79. For all banking transactions conducted in the name of the Institute any two, the President, the Secretary and the Treasurer for the purpose of the Council/Executive Committee may be the signing officers.

GENERAL MEETINGS

80. The Council shall fix the dates for the General Meetings and intimation containing dates of meetings shall be forward to every member.
81. The Chair at a General Meeting shall be taken by the President, or in his absence by the Vice-President, or in his absence by the or a member of the Council, failing which, any Fellow whom the meeting may elect shall take the Chair.
82. A printed notice or email of every General Meeting, stating the date, hour and place at which it is to be held and the business to be transacted shall be sent to every member within India at least twenty one days in advance.
83. The Annual General Meeting shall be held to consider the report of the Council, a statement of audited accounts of the Institute, to appoint auditors, to elect members of the Council in place of those retiring and other business as may have been notified in accordance with the Articles and Bye-laws of the Institute.

AUDITORS

84. The auditors for auditing the accounts of the Institute shall be appointed by the General Body at the Annual General Meeting. The auditors shall have access at all reasonable times to the accounts and securities of the Institute, Chapters and Centres, and shall report thereon to the Annual General Meeting.

EDITORIAL BOARD

85. The Council may appoint an Editorial Board for the purpose of editing its journals, documents and other publications. The Board shall consist of the Vice-President, the Secretary, Secretary (Publications) the Editor and three other members appointed by the Council.
86. The Editorial Board shall hold office for a period of three years at a time concurrently with the Council.

87. The Vice-President of the Institute shall be the Chairman of the Board. The Editor of the Institute shall be under the control of the Secretary (Publications) of the Journal and the Newsletter published by the Institute. The Secretary shall be a member of the Editorial Board.

URBAN DESIGN EXAMINATION BOARD

88. The Council shall appoint an Urban Design Examination Board for conducting such examinations as the Council may prescribe from time to time for candidates seeking to be elected as Fellows, Associates and for admission as students not having a recognized urban design degree as specified by the Institute. The Urban Design Examination Board shall also deal with all matters relating to Urban Design Education and Development of curriculum for Urban Design Examination conducted by the Institute.
89. The Urban Design Examination Board shall be constituted by the Council and will include the following:
1. President of the Institute as the Chairman of the Board.
 2. Secretary of the Institute as a Member of the Board.
 3. Secretary (Examination) as the Member Secretary of the Board.
 4. A representative of the Ministry of HRD, Government of India.
 5. A representative of Council in Architecture.
 6. A representative of the Ministry of Urban Development of the Government of India dealing with urban development.
 7. Three experts from allied disciplines nominated by the Council.
 8. Three representatives by rotation of Schools/colleges/ departments conducting a post-graduate course in urban Design in India
 9. Three members of the Institute at least one of whom is engaged in teaching Urban design.
90. All members of the Board except the President and Secretary of the Institute who are ex-officio members shall hold office for a period of 3 years at a time and will be co-terminus with that of the elected Council.
91. Subject to the approval of the Council, the Board may devise any scheme for education and examination; and when the Council shall approve such scheme, the Board shall monitor the same, and shall annually report to the Council there on.
92. Subject to the approval of the Council, the Board shall, from time to time, frame and publish rules regarding examinations and defining the cases and circumstances under which such examinations shall be held, the subjects they shall comprise, the fees (if any) to be paid or deposited by candidates, and the nature of the certificates to be awarded to successful candidates.

EXEMPTION FROM EXAMINATION

93. The Council may, in exceptional cases, grant dispensation from any examination, but no such dispensation shall be granted to any person unless he shall satisfy the council that he possesses considerable knowledge and experience in Urban Design. Such dispensation shall be granted on a resolution passed by majority of not less than three-fourth of the members present and voting at a meeting of the council convened with notice of this subject.

OTHER COMMITTEES

94. The Council, as it deems necessary from time to time to enable it to conduct the business of the Institute, may appoint:
- (a) any other standing committees consisting of persons who hold membership other than student membership;
 - (b) any other committee consisting of persons whom the Council deems suitable for the purpose.

VACANCIES ON COMMITTEES

95. When a vacancy occurs on any Committee appointed by the Council, the Committee may co-opt qualified person to fill the vacancy subject to report and approval by the council.

IUDI CENTER

96. A Center of the Institute may be set up in any city, state or region in India and as approved by the Council, provided there are at least 5 members having the right to vote of the Institute and are attached to such a Center.
97. The Center shall be governed and guided by the Executive Committee on behalf of the Council on all matters concerning the administrative and financial mechanism involving the operational procedures, guidelines and any official business conducted by them. The Council shall have the right to pass a resolution on any matter and shall be authorized to amend or modify the laid out procedures as per the quorum and bye-laws of the Institute. The Executive Committee shall be authorized to pass resolution as per quorum on behalf of the Council for conduct of administrative and financial obligations on matters limited to the conduct of official business with financial institutions and statutory bodies.
98. To establish a Center the members interested in forming the proposed Center shall hold a meeting towards a resolution expressing their intention to form a Center of the Institute, which shall be subject to and governed by the policies, rules and regulations laid down of the Institute. The Council shall consider it and after satisfying itself that the Center can be established give its approval. There after which the Center shall come formally into being.
99. After obtaining the approval of the Council, the members constituting the Center shall nominate a Chairperson and a local Treasurer from amongst them to preside over the meetings of the Center and to manage its affairs
100. The Center shall not collect any Subscription from the members affiliated to it. The members & students shall continue to send their subscription to Secretary of the Institute. The Council of the Institute may consider providing financial aid within the resources of the Institute and make necessary provisions/arrangements for disbursement of the same to the Center. The Council may authorize the Center to collect such fees as may be found necessary from amongst the members of the Center. No fee or fund is to be collected by the Center directly unless specially authorized. However, the Center can collect any sums of money as part of sponsorship for any event organized by them and shall submit the utilization certificate to the Council/Executive Committee.

101. Activities of the Center may consist of any or all of the following: -
- (1) Arranging lectures, talks, symposia, exhibitions and other Urban Design or allied activities in their respective regions. For these activities, the Center may, in collaboration with other professional institutes such as the Institute of Town Planning (India), local centers, regional chapters of the Indian Institute of Architects, or other institutions of allied professions, conduct such events.
 - (2) Stimulating Urban Design Activities in their area, participating in regional conferences in interest to Urban Designers and generally representing the Institute's interests in all matters relating to settlements.
 - (3) Running teaching courses and training programs for the benefit of student members of the Institute and other institutes and to give them every facility for study.
 - (4) To hold examinations of the Institute on behalf of the Examination Board.
 - (5) To co-ordinate and co-operate with the activities sponsored by the Institute.
 - (6) Any other activity for which the Council's prior approval has been obtained.
102. The Chairperson of every Center as the corresponding members of the Institute for that area shall send periodical reports of activities of the Center to the Institute for being suitably published.
103. If 50% of Professional a members attached to a Regional Chapter have no right to vote, the Council may withdraw the sanction of that Center.
104. Within 90 days of its formal approval from the Council a Center is required to hold a public event announcing the Launch of the Center in its respective city and make public the stated objectives and agenda of the Center to a wide range of stakeholders and decision makers in the area.
105. Any Center which has successfully completed operations and activities according to the objectives of the Institute for a period of one year at least, could be considered for conversion of Centre to Chapter by the Council if all other prescribed requisitions for Chapter formation are duly completed.

IUDI CHAPTERS

106. A Chapter of the Institute may be set up in any area, State or Region in India and as approved by the Council, provided there are at least 20 members having the right to vote of the Institute and are attached to such a Chapter and provided that there has been a Center of IUDI in active operation consistently with requisite members for one year at least.
107. The Chapter shall be governed and guided by the Council in all matters concerning Urban Design and the Urban Design profession.
108. To establish a Chapter the members interested in forming the proposed chapter shall hold a meeting and towards a resolution expressing their intention to form a Chapter of the Institute, which shall be subject to and governed by the policies, rules and regulations laid down by the Institute. The Council shall consider it along with such views as may be received from the members at a meeting, and after satisfying itself that the Chapter can be established give its approval, there after which IUDI Chapter shall come formally into being.
109. After obtaining the approval of the Council, the members constituting the Chapter shall elect a Chairperson and a local Secretary from amongst them to preside over the meetings of the Chapter and to manage its affairs

110. The Chapter shall not collect any Subscription from the members affiliated to it. The members & students shall continue to send their subscription to Secretary of the Institute. The Council of the Institute may consider providing financial aid within the resources of the Chapter to collect such fees as may be found necessary from amongst the members of the Regional Chapter and no fee or fund be collected unless specially authorized. However, the Chapter can collect any sums of money as part of sponsorship for any event organized by them and shall submit the utilization certificate to the Council/Executive Committee. The Council shall have the right to pass a resolution on any matter and shall be authorized to amend or modify the laid out procedures as per the quorum and bye-laws of the Institute. The Executive Committee shall be authorized to pass resolution as per quorum on behalf of the Council for conduct of administrative and financial obligations on matters limited to the conduct of official business with financial institutions and statutory bodies.
111. Activities of the Chapter may consist of any or all of the following: -
- (1) Arranging lectures, talks, symposia, exhibitions and other Urban Design or allied activities in their respective regions. For these activities, the Chapter may, in collaboration with other professional institutes such as the Institute of Town Planning (India), local centers, regional chapters of the Indian Institute of Architects, or other institutions of allied professions, conduct such events.
 - (2) Stimulating Urban Design Activities in their area, participating in regional conferences in interest to Urban Designers and generally representing the Institute's interests in all matters relating to settlements.
 - (3) Running teaching courses and training programs for the benefit of student members of the Institute and other institutes and to give them every facility for study.
 - (4) To hold examinations of the Institute on behalf of the Examination Board.
 - (5) To co-ordinate and co-operate with the activities sponsored by the Institute.
 - (6) Any other activity for which the Council's prior approval has been obtained.
112. The Chairperson of every Chapter as the corresponding members of the Institute for that area shall send periodical reports of activities of the Chapter to the Institute for being suitably published in any format as approved by the Council from time to time.
113. If 50% of Professional a members attached to a Regional Chapter have no right to vote, the Council may withdraw the sanction of that Chapter.

PUBLICATIONS

114. Every paper document, map, plan drawing or model presented to the Institute shall be the property of the Institute unless there shall have been some previous arrangement to the contrary and the Institute may reproduce or publish the same in any way and any time they think proper. In case the Institute refuses publication of any such paper, plan map, drawing or other document, the author shall have a right to copy the same and to publish it as he may think fit having previously given notice to the Secretary of his intention. No person shall report for publication the proceedings of any meeting of the Institute or publish or give his consent to the publication of the communication to the Institute without the previous consent of the Executive Committee who shall report all such consents given to the Council in its next meeting.

LIBRARY

115. The library shall be open at such times as Executive Committee may determine to all members and students of the Institute who shall have right to peruse, and inspect all books, papers, drawing maps or models belonging to the Institute and to make copies of or abstracts from the same under such restriction and with such exceptions as may from time to time be determined by the Executive Committee, be taken from the premises of the Institute.

AMENDMENT OF BYE-LAWS

116. When, in the opinion of the Council, it is necessary to amend the bye-laws, the Council shall approve a draft of the proposed amendment and the Secretary shall send to each person qualified to vote the text of the proposed amendment and explanation together with the notice of the general meeting at which the proposed amendment is to be considered. Alternatively, the amendment may be voted upon by postal vote as provided in these bye-laws. In either case, the proposed amendment is required to be approved by two-thirds of the members in good standing.
117. If such amendment is passed it shall not be enforced or acted upon until it has been submitted to the Registrar of Societies and the Registrar has expressed no objection and duly accepted the same. Until such time, the existing bye-laws shall continue to remain in force.

CODE OF PROFESSIONAL CONDUCT

118. The code of Professional Conduct as approved by the Institute and presently in force shall be binding on every member and student of the Institute. The Council has the power to expel or suspend a member violating the Code of Professional Conduct of the Institute after such a member has been given due notice. The code can be amended by the Council as per provision in Clause 118.

AMENDMENT OF CODE OF PROFESSIONAL CONDUCT

119. When, in the opinion of the Council, it is necessary to amend the Code of Professional Conduct, the Council shall approve a draft of proposed amendment and the Secretary shall send to each person qualified to vote the text of the proposed amendment and an explanation of the amendment together with a ballot. The amendment shall be voted in the same way as for amendment to bye-laws.

CODE OF PROFESSIONAL CONDUCT

(Approved by the Institute and currently in force)

120. The Institute of Urban Designers-India is a organization of professional workers whose particulate sphere of activity is the design of the unified development of urban and rural communities and their environs, and of states, regions and the nation, as expressed through determination of the comprehensive arrangement of built form, use, open spaces and the regulation thereof. This involves work in the collateral fields of physical, social economic and fiscal planning. The professional nature of their activity the acceptance by the Urban Designers of principles of conduct in their relation with the public, fellow members of their profession, their clients, their assistants and students of the profession.

The members and students of the Institute of Urban Designers-India are governed by the constitution and Bye-laws of the Institute and subscribe to the following code of professional conduct to which all members including students shall adhere, failing which the Council may judge a member or a student guilty of professional misconduct, and either reprimand, suspend or expel him or her. Cases of unprofessional conduct not specifically covered by these clauses shall be dealt with by the Council having regard to the particular circumstances of the case. The decision of the Council shall be final and binding for the members under different categories.

THE PUBLIC

- (1) Since the basic objective of Urban Design is the protection of the public realm, the Institute of Urban Designers-India will respect this paramount consideration
- (2) The members of the Institute of Urban Designers-India will recognize that all settlements are a combination of man-made and natural resource of the nation as well as the property of some individual or group; therefore, they will seek to protect the public realm and the regulations thereof to protect and promote both public and private interests, as may be appropriate to the situation, always acknowledging the primacy of public interest.

THE PROFESSION

- (1) A member of the Institute will undertake continuing study of Urban Design issues and their solutions and pledge him/herself to the exchange of opinions and knowledge with others in the interest both of the profession and of the public.
- (2) A member of the Institute will act towards other members of the profession in a spirit of fairness and consideration. He will not falsely or maliciously injure the professional reputation of another Urban Designer.
- (3) A member of the Institute will not compete for prospective employment on the basis of the fee charged, nor taking advantage of a salaried position. Having stated the proposed charge, he will not reduce the amount in order to offer a lower price than another of his profession.
- (4) A member of the Institute shall follow the scale of charges and terms of reference for professional services recommended by the Institute of Urban Designers-India, and in cases where the scale cannot be applied, he shall refer such a special case to the a Institute and obtain their permission to charge on a basis other than the one prescribed by the Institute.
- (5) A member of the Institute shall not attempt to supplant any member, once he/she has knowledge that definite steps have been taken towards the other's employment; nor will he knowingly accept an appointment while the just claim of another Urban Designer previously employed remains unsatisfied. He will not investigate or criticize the works of another Urban Designer for the same client without first giving the other an opportunity to explain his work. He will not advertise in self- laudatory language or in any other manner derogatory to the dignity of the profession.
- (6) No member or student of the Institute shall take part in Urban Design Competitions not approved by the Council of the Institute.

THE CLIENT

- (1) Within the limitations imposed by his responsibility to both public and private interests, a member of the Institute will act as faithful agent of his employers or client, whether an individual, either private party or public agency. He will not undertake work for which he is not qualified by education or experience, nor at a price that precludes adequate performance. He will accept no remuneration other than his established compensation or agreed charges for services rendered. He shall have no financial interest in the result of his work which has not been disclosed to and received the approval of his client or shall he used for himself nor disclose to his relatives, friends, nor to any person, whatsoever private information in the course of his professional duties which could be turned to pecuniary advantage.
- (2) An estimate of work to be performed by other than himself is to be considered an expression of opinion which implies no guarantee of any kind.

ASSISTANTS

- (1) A member of the institute will be mindful of the personal, financial and professional welfare of his employees. He will encourage them in study, advancement and achievement in the profession.

STUDENTS

- (1) A member of the Institute will recognize a special obligation to students of Urban Design and so far as is possible give them his/her time and knowledge to the end that the high mission of the profession may be safeguarded for the future.

GENERAL

121. The provisions of the Societies Act, 1860, as amended from time to time, shall apply to the Institute to the extent applicable wherever they are not expressly contained in the articles and bye-laws framed there under.

DEFINITIONS

122. In these articles, unless there shall be something repugnant in the subject or context:

“THE INSTITUTE” means the “Institute of Urban Designers-India”;

“THE COUNCIL” means the member for the time being of the Council, hereby constituted;

“THE BYE-LAWS” means the bye-laws and regulations scheduled to these articles or such other bye –laws and regulations as shall, for the time being, be in force;

“IN WRITING” means written or printed or partly or partly written or, partly printed;

“URBAN DESIGN” means the design of aesthetic, scientific and orderly development of land building, spaces and amenities and the regulations thereof with view to securing physical, economic and social efficiency, health and well-being of settlements and city, towns, region, village and the Nation.

MEMBERS

123. The present members of the Institute of Urban Designers-India and such other persons as shall be elected in accordance with these articles, and none other shall be members of the Institute, and shall be entered in the register of members accordingly.
124. There shall be one-class of core members of the Institute termed:
- (a) Professional Members;
Fellow and Associate;
125. There shall be the following other classes/categories of membership and Fellows of the Institute:
- (a) Student Member
 - (b) Affiliate Member
 - (c) Institutional Member
 - (d) Corporate Member
 - (e) Honorary Fellow

POWER TO ELECT AND TERMINATE MEMBERSHIP

126. The Council or Executive Committee alone shall have the power to elect members of the Institute and to decide whether any person proposed for or seeking membership has or has not fulfilled the requirements applicable to his case.
127. The Council or Executive Committee may expel or refuse to continue the membership of any member of the Institute in the cases prescribed in the bye-laws upon the conditions set out there.
128. Any member of the Institute may terminate or withdraw his membership at any time on giving to the Council or Executive Committee notice of his desire, but he shall nevertheless continue to be paying any subscription or arrears of subscription due at the date of such notice. Such a member shall have to submit his certificate of membership back to the Institute.

QUALIFICATIONS AND MODE OF ELECTION

129. The qualifications and mode of election of members to the Institute shall be as prescribed in the bye-laws.

RIGHTS & PRIVILEGES OF MEMBERSHIP NOT TRANSFERABLE

130. The rights and privileges of every member of the Institute shall be personal to himself, and shall not be transferable or transmissible by his own act or by operation of law.

STUDENTS

131. The Council may enroll such persons as students of the Institute as it may think qualified, and subject to the provisions of these articles and bye-laws, may give them such privileges and advantages as the Council may think fit, but such students shall not be members of the Institute. The students after successful completion of their course shall apply for change in their membership status and the student membership shall cease on completion of course. The student member is required to apply for change of membership status.

ANNUAL GENERAL MEETINGS

132. An Annual General Meeting of the Institute shall be held each year within six months after expiry of each financial year on a date and time to be fixed by the Council.
133. Not more than fifteen months shall elapse between date of one Annual Meeting and that of the next.
134. Every Annual General Meeting shall be called on a working day which is not a public holiday and during the business hours. Every Annual Meeting shall be held at the registered office of the Institute or in a suitable location in Delhi.

EXTRAORDINARY GENERAL MEETING

135. An Extra-ordinary General Meeting of the Institute may be held either at the instance of the Council or at the instance of the President of the Council or on the requisition of Professional Members as prescribed herein.
136. The requisition shall set out matters of consideration for which the meeting is called and shall be signed by member seeking such requisition. This requisition shall either be sent by registered post or deposited with the Secretary.
137. The requisition from the Professional Members shall be signed by at least 1/10th of total Professional Membership of the Institute having the right to vote on the day on which the requisition is either posted by the requisitioning members or deposited with the Secretary.
138. If the Council does not, within 21 days from the date of receipt or deposit of a valid requisition, proceed duly to call a meeting for the consideration of matters contained in the requisition on a date not later than 45 days from the date of receipt or deposit of the requisition, the meeting may be called by the requisitioning members themselves in the same manner as an Annual General Meeting will not, however, be held after the expiry of 90 days from the date of posting or deposit of the requisition.

NOTICE FOR CALLING GENERAL MEETING

139. A General Meeting shall be called by the Council after giving 21 days notice to all Corporate Members of the Institute specifying the place, day, hour and the nature of general and /or special business to be transacted in the manner hereinafter mentioned or in such manner as may be provided by the Institute in a General Meeting, Non-receipt of such notice by a Corporate Member shall not invalidate the proceedings at any General Meeting

QUORUM

140. At every General Meeting 1/12th of the total Professional Membership of the Institute qualified to vote on the date of the meeting shall constitute the quorum in good standing.

The quorum for Council/Executive Committee shall be 1/3rd of the members on the Council/Executive Committee.

BUSINESS TO BE TRANSCATED AT GENERAL MEETINGS

141. In the case of an Annual General Meeting, all business to be transacted at the meeting shall be deemed special with the exception of the business relating to:

- (1) The consideration of accounts, balance sheet and the report of the Council and auditor;
- (2) The election of the members of the Council in the place of those retiring; and
- (3) The appointment and the fixing of remuneration of the auditors.

RIGHT TO PARTICIPATE AND VOTE AT GENERAL MEETINGS

142. At any General Meeting, the Professional Members, qualified to vote on the day of the meeting shall be entitled to be present and to take part in any discussion on any subject brought before the meeting as the business to be transacted and to vote at such meeting.

143. Honorary Fellow member shall be entitled to be present and take part in discussion only in General Meetings other than Annual General Meetings and Extra-ordinary General Meetings but shall have no right to vote.

144. Professional Members shall have the right to vote provided there are no arrears of subscription.

VOTING OF RESOLUTION

145. At General Meetings any resolution adopted by such a majority, as bye-laws may from time to time prescribe, of these members having a right to vote and voting as such meetings in person shall be declared to be a resolution of the Institute.

PROCEDURE FOR VOTING

146. The decision of a meeting shall be ascertained either by show of hands or by a poll, if the latter is forthwith demanded by at least five Professional Members of the Institute present in the meeting, after the show of hands. The manner of taking show of hands or poll shall be in the discretion of the Chairman of the meeting and an entry in minutes of the meetings, signed by the Chairman, shall be sufficient evidence of the decision of the meeting.

CASTING OF VOTE

147. Each member of the Institute shall have one vote and no more. In case of equality of votes the Chairman shall have second or casting vote, provided that these articles shall not interfere with the provisions of the bye-laws as to election by ballot.

POWER OF COUNCIL TO REFER TO LETTER BALLOT

148. If any question arises at a General Meeting that is not required by law to be voted only by persons present at the meetings and voting and in the opinion of the Council the question requires determination by all persons qualified to vote, the question shall forthwith be submitted to them by the Secretary in the form of a ballot on the questions until but not after twelve noon of the 30th day after the ballots have been sent. The President shall appoint two scrutinizers who shall be holding Professional membership and who shall scrutinize the counting of the ballots.

The question shall be decided by a majority of those voting. In event of a tie vote the President shall cast an additional vote to decide the question. The Secretary shall report to the members the result of vote.

BYE-LAWS

149. The bye-laws shall regulate all matters by the articles left to be prescribing by the bye-laws, and all matters, which, consistently with the articles, shall be made the subject of bye-laws. Alterations in, and addition to, the bye-laws may be made on the recommendations of the members of the Councilor after notice of motion for such purpose by two members only cast at a General Meeting or by postal vote. Such recommendation or notice of motion or resolution shall be printed in the agenda for the ensuing General Meeting or circulated with the notice for postal vote. Provided that no regulation shall be made or altered by a bye-law which could only be legally imposed by the articles of association.

THE COUNCIL

150. There shall always be a Council of the Institute and it shall consist of the President, Vice-President, Secretary, Treasurer and other members elected in such a manner and at such time as the bye-laws may prescribe.
151. The number of members of the Council may from time to time be increased or reduced, but there shall never be less than 7 or more than 25 inclusive of the representatives of Regional Chapters and Centers. Four members shall be either nominated or elected from the Chapter/Centres to represent them in the Council.
152. The mode of retiring and electing new members shall be prescribed by the Bye –laws. The members of the Council shall be elected every three years by the Institute in the General Meeting.

POWERS OF THE COUNCIL

153. The management of the affairs and business of the Institute shall be vested in the Council

- who, in addition to the powers and authorities by these articles or otherwise expressly conferred on them, may exercise all such powers and do all such acts and things as may be exercised or done by the Institute in General Meeting, but no new article or bye-laws shall invalidate any prior act of the Council, which would have been valid if the same had been made.
154. Subject to the provision of these articles and the bye-laws framed thereunder, the Council shall regulate its own procedure.
 155. The Council may delegate any of their powers to a Committee consisting of members of their body as they think fit, and in addition the Council, in the manner provided in the Bye-laws, may invite any person or persons, whether members of the Institute or not, to assist the Committee. Any committee so formed shall, in the exercise of powers so delegated to them, abide by any regulations that from time to time be imposed upon it by the Council.
 156. No act done by the Council or by any such Committee as aforesaid, which has received the sanction of the members of the Institute shall be afterwards impeached by any member of the Institute, on any ground whatsoever, but shall be deemed to be an act of the Institute.
 157. The Council shall have the power to delegate any or all its powers to the Executive Committee or any of the office bearers in writing. Any act done by the Executive Committee or any of the office bearers in exercise of the powers so delegated shall be deemed to be an act of the Council.
 158. The Council may from time to time invest any moneys not immediately required for the purpose of the Institute in the purchase of any real or leasehold property, the acquisition of which in the opinion of the Council shall be expedient or desirable in the interest of the Institute or in or upon securities upon which trustee are by law authorized to invest trust moneys and sell any property so acquired any may vary and such securities. The Council may borrow moneys, if required, for the construction of its premises and other buildings and purposed connected therewith and to that end may mortgage its properties to the extent it is expedient or desirable in the interests of the Institute. The Council may get the properties, assets, personal and services insured in the interest of the Institute through IRDA approved companies.
 159. The Council shall have the power to grant, from time to time, on such terms and either with or without payments as they may think fit, the use of the rooms, offices of the Institute to any persons desirous of using the same for purpose similar to the objects of the Institute or for such other purpose as the Council shall approve.
 160. Notwithstanding any other provisions in these articles, when any office bearer in the opinion of the Council, is unable to perform duties the Council may call an Extraordinary General Meeting, in accordance with the provisions of the Bye-laws, if he is of the opinion that the Council is not functioning and the issue is to be decided in an Extra ordinary General Meeting.

EXECUTIVE COMMITTEE

161. The day-to-day management of the Institute shall be vested in an Executive Committee.
162. The Executive Committee shall be responsible to the Council in all matters delegated to it in

the Bye-law or otherwise and other matters as may be delegated to the Executive Committee by the Council from time to time.

163. Subject to provisions of the articles and the bye-laws and such directions as may be issued by the Council from time to time, the Executive Committee shall regulate its own procedure.

OFFICERS

164. The officers of the Institute shall be the President, Vice-President, Secretary and Treasurer. These officers of the Institute shall be elected, retired or removed in the manner prescribed in these articles and the bye-laws.
165. The term of officers of all members of the Council is from the close of the term specified in the Bye-laws at which their election is determined. The retirement of the Council members shall be co-term as with election of the new member under bye-laws.
166. The duties and responsibilities of the officers shall be those prescribed in the MOA and such others as may be prescribed by the Council from time to time.
167. Subject to provision of the Bye-laws the Office Executives/Assistants of the Institute shall be appointed and removed by the Executive Committee. The powers and duties of the Office Executives/Assistants of the Institute subject to any expressed provision in the Bye-laws shall be determined by the Executive Committee.

ADMISSION FEE AND MEMBERSHIP SUBSCRIPTIONS

168. The admission fee and subscription of the members of the Institute and students shall be those prescribed by the Bye-laws and the form of application for admission as a member or student shall contain reference to such subscriptions.
169. If any member of the Institute shall leave his subscription in arrears for one year, and shall fail to reinstate his membership his/her name may be struck off the list of the members of the Institute by the Council at any time afterwards and he shall thereupon cease to have any right as a member of the Institute, but he shall nevertheless continue to be liable to pay the arrears of subscription due at the time of his name being so struck off; Provided always that this regulation shall not be construed to compel the Council to remove any name if they shall be satisfied that the same ought to be retained.

DISCIPLINARY ACTION

170. The Council may refuse to receive the subscription and may cancel the membership of any persons who shall have willfully acted in contravention of the lawful regulation of the Institute or who shall in the opinion of the Council, have been guilty of such conduct as shall have rendered him unfit to continue to belong to the Institute. Provided that notice shall be given to the offending person, and opportunity of explanation given to him, before his name is removed from the list, and for that purpose the Council shall have power in the first place to declare such person's rights as a member suspended for a period not exceeding 12 months. If before then period of suspension shall have failed to make an explanation, which in the opinion of the Council is satisfactory, the Council may cancel his membership.

ACCOUNT

171. The books of account of the Institute shall be kept at the registered office, and subject to any reasonable restrictions as to the time and manner of inspecting, the same shall be open to the inspection of the members at all times during the annual business hours.

AUDIT

172. The provisions of Sections of the Indian Societies Act, 1860 relating to audit and auditors shall apply and be observed by the Institute.
173. A notice may be served upon any member of the Institute or upon any students either personally or by sending it through the post in period letter addressed to such member or student at his registered address. Any notice, if served by post, shall deemed to have been served at the time when the letter containing the same would be delivered in the ordinary course of the post, and in proof of such services it will be sufficient to prove that the letter containing the notice was properly addressed and put into the post office.

SEAL

174. The Common seal of the Institute shall not be affixed to any deed or writing except in pursuance of a resolution of the Council and shall be in the custody of the President, subject to regulations to be made by the Council and recorded in the minutes of the proceedings to ensure its proper use and safe keeping.

INDEMNITY

175. Subject to the Indian Societies Act, 1860, the member of the Council, the Secretary and officers for the time being of the Institute acting in relation to any of the affairs of the Institute, and their heirs, executors and administrators respectively, shall be indemnified out of the assets of the Institute from and against all actions proceedings costs, charges, losses, damages and expenses which they or any of them shall or any incur or sustain by reason of any act done or omitted in or about the execution of their respective offices, except such (if any) as they shall incur or sustain by or through their own willful neglect or default respectively and no such member of the Council, or officer shall be answerable for the acts, receipts, neglects or defaults of any other member or officer, or for joining in a receipt for the sake of conformity, or for the solvency or honesty of any bankers or other person with whom any moneys or effects belonging to the Institute may be lodged or deposited for the safe custody or for any insufficiency or deficiency of any security upon which any moneys of the Institute shall be invested or for any other loss or damage due to any such cause as aforesaid; or which may happen in or the execution of his unless the same shall happens through the willful neglect or default of such member or officer.