

**SAEINDIA**  
**BYE-LAWS (amendments up to 18.03.2016)**

**1. NAME**

The Name of the Society shall be SAE INDIA (SOCIETY OF AUTOMOTIVE ENGINEERS, INDIA)

**Amendment:**

**NAME**

The Name of the Society shall be SAEINDIA (SOCIETY OF AUTOMOTIVE ENGINEERS, INDIA)

**2. LOCATION :**

The registered office of the society shall be situated at No 66. Third Main Road, Kasthuri Bai Nagar, Adyar, Chennai – 600 020.

**Amendment**

**LOCATION :**

The registered office of the society is situated at **1/13 & 1/17 Second Floor, Ceebros Arcade, 1, Third Cross Street , Kasthurba Nagar, Adyar, Chennai – 600 020.**

**3. DATE OF FORMATION**

First day of October 2001.

**4. TERRITORIAL LIMITS**

The Territorial Limit of this Society is the Republic of India

**5. BUSINESS HOURS OF THE SOCIETY**

The business hours of the Society is item 10.00 a.m. to 05.00 p.m. for all week days except Sundays and National Holidays.

**Amendment**

**BUSINESS HOURS OF THE SOCIETY**

The business hours of the Society is from **9.30 a.m. to 05.30 p.m.** for all week days except Sundays, Declared Holidays and National Holidays

**6. AIMS AND OBJECTIVES**

6.1 To create, maintain, sustain, support engineers, business executives, educators and students to come together to share information and exenange ideas for advancing the Mobility Engineering Systems.

6.2 To affiliate and work in collaborations with SAE International situated at 400, Commonwealth Drive, Warrendale, PA 15096-0001 USA. SAE International is a premier and a well known technical society and is a major source of technical information and expertise used in designing, building, maintaining and operating self propelled vehicles, whether land, sea, air or space based. SAE International collects, organizes, stores and disseminates information on cars, trucks, air crafts, space vehicles, off-highway vehicles, marine equipment and engines of all types.

6.3 To promote membership from among persons in institutions, industries and enterprises - employed in Mobility related activities in India directly or through Sections, Chapters, Divisions, Branches, Collegiate Clubs and Collegiate Branches and for organizing activities related to Mobility Engineering.

**The various activities related to Mobility Engineering are as under:**

6.3.1 To serve as a forum where engineers, scientists, technologists and innovators *in* mobility engineering field can exchange ideas and learn from each other's experience. To hold / organize technical meetings, workshops, seminars, educational programs and specialty conferences *to* report on the front line development before they impact the industry. To organise tours, social events and exhibition of latest products related to Mobility Engineering field.

6.3.2 To hold / organize technical meetings, workshops, seminars, educational Programs & specialty conferences to report on the front line development before they impact the industry.

6.3.3 To organize tours, social events & exhibition of latest products related to mobility engineering field.

6.3.4 To publish News Letters and Journals and to inform about the latest industry developments and activities of the society.

6.3.5 To sponsor student member activities such as seminars, industrial visits, design competitions, training programs and to award scholarships to outstanding student members.

**Amendment (7.4.2012)**

Bye Law 6.3.5 (a) To sponsor student member activities such as seminars, industrial visits, design competitions, training programs and to award scholarships to outstanding student Members

Bye law 6.3.5 (b) To take up initiatives and activities to create/promote interest among school students in Automobile Engineering by offering training programs, conduct design competitions, exhibitions etc., and to sponsor such activities with financial support within the overall budget and with voluntary support from Industries and SAEINDIA Members.

- 6.3.6 To depute members for presenting Research Papers and for participation in related conferences.
- 6.3.7 To create, guide, maintain, support and grant affiliation to societies, technical centers, organizations, research centers, libraries, student bodies working in the field of Mobility Engineering.

**Amendment 11.10.2014**

To create, guide, maintain, support and grant affiliation to societies, technical centres, organizations, Research centres, libraries, student bodies, working in the field of Mobility Engineering. **The support may also include financial support to an SAEINDIA section or a Division having similar objectives as that of SAEINDIA by way of interest free loans or grants as may be deemed fit by the Managing Committee.**

- 6.3.8 To conduct examinations, tests and interviews for people involved in the field of Mobility Engineering and award certificates of Studentship, Graduateship, Associate Membership and Membership to qualified candidates assuring strict standards, guidelines and setting ethical standards of practices.
- 6.3.9 To encourage the creation, maintenance and adherence of code of conduct for the profession of Mobility Engineering
- 6.3.10 To co-operate, co-ordinate and work with other associates, societies and institutions both in India and abroad engaged in the field of Mobility Engineering and other related areas.
- 6.3.11 To merge with other societies or permit other professional bodies in India to merge with SAEINDIA which have similar objects so as to promote true professionalism among Mobility Engineers in India.
- 6.3.12 To develop standards for materials and processes related to mobility engineering in India.
- 6.3.13 To do such other things / acts / activities which are necessary and which may be incidental or conducive to the attainment of any of the objects of the Society.
- 6.4.1 To acquire by gift, purchase, exchange lease, hire legacy or otherwise moveable or immovable property which may be necessary or convenient for the purpose of the Society and to build, construct, improve, alter, demolish and repair such buildings, works and constructions as may be necessary for carrying out the objectives of the Society,
- 6.4.2 To borrow or raise money with or without security mortgage, charge or hypothecate or pledge all or any of the movable or immovable properties belonging to the society provided the prior approval of Managing Committee is obtained by the way of a resolution.

- 6.4.3 To receive at any time any voluntary contribution moveable or immovable property with or without invitation either from Managing Committee Members or office bearers of the Society or from any one or more of them or from any other, person or persons by way of donation, legacy or otherwise with or without special conditions and the same will form part of the corpus
- 6.5.1 All the income earnings, moveable/immovable properties of the society shall be solely utilized and applied towards the promotion of its aim and objectives, only as set forth in the Memorandum of Association and no profit as thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the society or to any persons claiming through any or more of the present or past members. No member of the society shall have any personal claim on any moveable or immovable properties of the society or make any profit, what so ever by virtue of his/her membership.
- 6.5.2 To make Investments in "Specified Investments" as defined in Income Tax Act 1961 as .amended from time to time and as per Tamilnadu Societies Registration Act 1975 Section 24 -and Rule 24.
- 6.5.3 To carry on any other activity conducive to, incidental or necessary for proper carrying on the aforesaid activities including activities for generation of funds and income as may be deemed necessary and proper and is permissible for an Institution eligible for exemption under Indian Income Tax Act 1961 as amended from time to time
- 6.5.4 The objects of the Society do not include object involving the carrying on of any activity of profit within the meaning of Income tax act 1961.
- 6.5.5 It is declared that the sole aim of this Society is not for the benefit of any particular religious community
- 6.5.6 Any amendment to this Memorandum of Association and By-laws will be carried out only with the approval Director of Exemptions (Income Tax).
- 6.5.7 On winding up of the Society, the assets of this Society shall be transferred to any association, society and institution having similar objectives in part or in full.
- 6.5.8 To open account / accounts with any scheduled bank/banks in the name of SAEINDIA and operate the same jointly by any two of the authorized signatories one of whom should be a member of the Managing Committee.

## 7.0 MEMBERSHIP

### 7-1 **Grades of Membership** SAEINDIA shall have the following grades of Membership

Honorary  
Fellow  
Member  
Associate  
Affiliate  
Student  
Supporting Member

### 7.2 **Voting Members.**

Only members in the following grades shall be entitled to vote on each matter submitted to a vote of the membership: Honorary, Fellow, and Members

### 7.3 **Qualifications for each Grade:** Any individuals whose personal qualifications enable them to contribute to the purposes of SAEINDIA are eligible for membership in SAEINDIA provided they meet the following particular qualifications and requirements for the grade to which they have applied or are

#### a) **Honorary.**

This grade shall be composed of the Past Presidents of SAEINDIA, who shall automatically be awarded this grade at the end of their year of service on the Managing Committee as President.

#### b) **Fellow.**

This grade shall be composed of persons of exceptional distinction by reason of outstanding and extraordinary qualifications, experience, and sustained accomplishment in mobility or related engineering, who have been members of SAEINDIA for at least 10 years, and are voting members at the time of their election to this grade. In special cases, at the discretion of the committee designated by the Managing Committee to review nominations for Fellow grade, the term of SAEINDIA membership may be reduced to a 5-year minimum if it can be established that the nominee was actively involved for at least 10 years in work that provided outstanding support for related SAEINDIA activities. Nomination for election to Fellow shall be made only by voting members. Nominations shall be considered by a committee designated by the Managing Committee and, if approved by the committee, the committee shall elect the nominee to Fellow Grade, subject to the approval of each selection by the Managing Committee. Status as a Fellow shall begin upon such approval by the Managing Committee. Current Fellow members of SAE International and IAE (India) who are citizens of India shall be deemed to be Fellows of SAEINDIA

#### (c) **Member.**

Members shall:

- have a qualified college or university degree in engineering and a minimum of five (5) years of professional technical experience.

or

- have the required equivalent years of technical education and professional technical experience.

or

- have distinguished service and noteworthy accomplishments.

or

- have been a member of SAE International or IAE(India)

#### **Amendment (26.9.2015)**

##### **(c). Member:**

“Members shall:

- Have a qualified college or university **bachelor** degree in engineering and a minimum of five (5) years of professional technical experience.  
Or
- Have the required equivalent years of technical education and professional technical experience which includes the period of study in Post-Graduation for reckoning the 5 year period.  
Or
- Have distinguished service and noteworthy accomplishments.  
Or
- Have been a member of SAE International or IAE (India).”

##### **(d) Associate Member:**

Associate Members

- shall: have a qualified college or university degree in engineering

or

- have the required equivalent years of technical education and professional technical experience but have not yet attained the experience and level of responsibility to qualify for grade of Member.

or

- have been an Associate member of SAE International or IAE(India)

#### **Amendment (26.9.2015)**

##### **(d) Associate Member:**

“Associate Members shall:

- Have a qualified college or university **Bachelor** degree in engineering.  
Or  
Have the required **minimum Technical education as above and not having technical experience of 5 years** to qualify for the grade of a Member.  
Or
- **have been an Affiliate member for 7 years**  
Or
- Have been an Associate member of SAE International or IAE(India).”

##### **(e) Affiliate.**

Affiliates shall:

- be individuals whose affiliation supports the objectives of SAEINDIA but do not meet the requirements for Members and Associate Members.

or

- have been an Affiliate Member of SAE International or IAE(India)

### **Amendment (26.9.2015)**

#### **(e) Affiliate.**

Affiliates shall:

- Be individuals whose affiliation supports the objectives of SAEINDIA but do not meet the requirements for Members and Associate Members.  
Or
- **have a qualified college or university diploma in engineering and have technical experience of 3 years**  
Or
- have been an Affiliate Member of SAE International or IAE(India)

#### **(f) Student**

This grade shall be composed of persons who, at the time of application, are post secondary students pursuing studies leading to a college

### **Amendment (13.12.2009)**

#### **Student**

This grade shall be composed of persons who, at the time of application, are post secondary students pursuing studies leading to a college **in an engineering institution approved by AICTE**

### **Amendment (7.4.2012)**

This grade shall be composed of persons who, at the time of application, are post secondary students pursuing studies leading to a college in an engineering institution approved by AICTE **or UGC or an Institution as approved by MC.**

- (g) **Supporting Member.** Individuals or Corporate who support aims and objectives of society and who agree to provide financial donation.

### **Amendment (26.9.2015)**

**Organizational Member: Corporate who supports the aims and objectives of the society and agree to provide resources.**

Interpreting and determining the requirement, defined in paragraphs c d e f and g shall be made by the Managing Committee.

**7.4 Application for Membership for Change-of Grade.** All application for membership or change of grade, except a change to Honorary or Fellow, shall be made in writing to SAEINDIA on application form furnished for that purpose. All applications, except applications for student grades, shall be submitted to the Managing Committee, or their designates, which shall consider and act upon each application. Election to the student grades shall be automatic upon submission to the Secretary or his designates of satisfactory proof of qualification-

**Amendment:**

**7.4 Application for Membership or Change-of Grade.** All application for membership or change of grade, except a change to Honorary or Fellow, shall be made in writing to SAEINDIA on application form furnished for that purpose. All applications, except applications for student grades, shall be submitted to the Managing Committee, or their designates, which shall consider and act upon each application. **Alternatively, the said designate/s can act on change of grade when a definite rule is established.** Election to the student grades shall be automatic upon submission to the Secretary or his designates of satisfactory proof of studentship as specified under clause 7.3.f-

**7.5 Admission to Membership.** Membership in SAEINDIA or change of grade shall begin upon election or as otherwise provided in these Bylaws.

**7.6 Membership Certificates.** The Managing Committee may provide for the issuance or replacement of a certificate evidencing membership in SAEINDIA, to be in such form as the Managing Committee may from time to time prescribe and stating on the face of the certificate that SAEINDIA is a nonprofit organization. The name and address of each member and the date of issuance of the certificate shall be entered on the records of SAEINDIA,

**7.7 SAEINDIA Emblem.** The right to use the SAEINDIA emblem shall not be granted to any members and is only for SAE INDIA for its official purposes.

**Amendment:**

The right to use the SAEINDIA emblem shall not be granted to any members and is only **for the use** of SAEINDIA for its official purposes.

**7.8 Resignations.** Any member may resign by submitting to the President or the Secretary a written resignation, which shall become effective upon its receipt by such officer or at any later time specified therein; and, unless specified therein, the acceptance of such resignation shall not be necessary to make it effective. A resignation shall not relieve the member so resigning of the obligation to pay dues or other accrued or unpaid changes to SAEINDIA.

**7.9 Suspension and Expulsion.** For good cause shown, any member including a member of the managing committee may be suspended or terminated by the Managing Committee. Sufficient cause for such suspension or termination shall be nonpayment of dues; violation of these Bylaws or any agreement, rule, or regulation adopted by the Managing Committee of SAEINDIA, or any other conduct prejudicial to the best interests of SAEINDIA. Suspension or expulsion may occur at any Meeting of the Managing Committee duly convened provided that a statement of the charges against the members shall have been sent by registered mail to the member's address as it appears on the books of SAEINDIA at least 20 days before final action is taken thereon.

This statement shall be accompanied by a notice of the time and place of the meeting of the Managing Committee at which the charges will be considered and shall state that the member shall have the opportunity to appear in person, by attorney, or other representative and present any defense to such charges before action is finally taken upon the person.



7.10 **Reinstatement.** Upon written request signed by a former member and submitted to the Managing Committee, such a former member may, if approved by the Managing Committee, be reinstated to membership upon such terms and conditions, if the Managing Committee deems appropriate.

7.11 **Transfer of Membership Rights.** The rights and privileges of each membership are personal to the member and may not be transferred or assigned by the member's own act or by operation of law, except that the member may appoint a proxy as provided in these Bylaws.

7.12 **Dues and Fees.** The Managing Committee or its designee shall determine from time to time the amount of the initiation fee, if any, and the dues payable to SAEINDIA by each grade to membership. Dues shall be payable at such time as the Managing Committee may prescribe.

The Managing Committee or its designee may also establish separate dues rates and costs for providing services for SAEINDIA members who have gained membership through, an agreement with another mobility / technical or affiliate organization or society.

7.13 **Default and Termination of Membership.** When a member shall be in default in the payment of any dues, assessments, or other charges to SAEINDIA for a period of **six months** from the date such charges become payable, the membership of such a member may be terminated as provided in these Bylaws.

7.14 **Refunds.** No dues, assessments, or other charges shall be refunded to any member whose membership has been terminated.

7.15 **Record of Voting Members.** The date of record for determining eligibility of a voting member will be sixty days prior to any action to be taken at the annual meeting or any special meeting.

## **8. MEETINGS OF MEMBERS:**

8.1 **Annual Meetings and Notice.** An annual meeting of the voting members shall be held each year on such day and at such hour and place may be specified by the Managing Committee. Written notice of the annual meeting, stating the day, hour and place of the meeting, shall be mailed / emailed to each voting member at the voting members address as it appears on the books of SAEINDIA at least twenty one(21) days prior to the day of the meeting. Any business may be transacted at the annual meeting irrespective of whether the notice of the meeting contains a reference thereto, except as otherwise expressly provided by law or in these Bylaws.

8.2 **Special Meetings and Notice** Special meetings of the voting members may be called at any time by the Managing Committee, the President, or a voting member with a petition of signatures of at least one-third of the voting members as of the previous fiscal year end by delivering a written request to the Secretary. Special meetings shall be held at the principal office of SAEINDIA or at such other places as specified by the Managing Committee. Written notice of every special meeting, stating the day, hour, place and general nature of the business to be transacted, shall be mailed / emailed to each voting member of record at the voting member's address as it appears on the books of SAEINDIA at least twenty one (21) days prior to the day of the meeting.

No business may be transacted at any special meeting other than the general nature of which is stated in the notice of meeting, and business, which is germane thereto.

8.3 **Proxies.** At any meeting of the members, a voting member may vote by proxy executed in writing by the member and filed with the Secretary. A proxy may be granted only to a voting member. No Proxy shall be valid after eleven (11) months from the date of its execution.

8.4 **Organization and Manner of Acting.** At all meetings of the voting members, the presence in person or by proxy of at least 50 voting members, or one tenth of all the voting members, whichever number is the lesser shall be necessary and sufficient to constitute a quorum for the transaction of business. The voting members present at a duly organized meeting can continue to do business until adjournment notwithstanding the withdrawal of enough voting members to leave less than a quorum. If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting from time to such time and place as they may determine without notice other than by announcement at the meeting of the time and place of the adjourned meeting. Resolutions of the voting members shall be adopted and any action of the voting members at a meeting upon any matter shall be taken and be valid only with the affirmative vote of at least a majority of the voting members present in person or by proxy at a meeting duly convened, except as otherwise expressly provided in these Bylaws.

The President or in the absence of the President, the Senior Vice President or the Vice President present at the meeting, shall chair all meetings of the voting members. In the absence of the President and Vice Presidents, the chairperson shall be selected from among the Managing Committee by the voting members present. The Secretary, or in the absence of the Secretary, the joint Secretary shall take the minutes of the meeting. In the absence of the Secretary and the Joint Secretary, the chairperson of the meeting shall designate any person to take the minutes of the meeting.

Except as otherwise provided by law, the voting members may, at the request of the Managing Committee take any action or adopt any resolution by mail vote under such procedures as may be adopted from time to time by the Managing Committee. Such action or resolution shall be authorized, approved, and adopted upon receiving the affirmative

vote of at least a majority of the mail votes returned to SAEINDIA provided that the number of mail votes returned to SAEINDIA within the time limit specified in the mail ballot is at least 50 or one tenth of all voting members whichever number is the lesser.

## **9. MANAGING COMMITTEE**

### **9.1 Responsibilities.**

The Managing Committee shall manage the business and affairs of SAEINDIA, shall determine its policies, and shall actively promote SAEINDIA'S objectives.\* The Managing Committee may adopt policies for the conduct of its business and the business of SAEINDIA and may appoint or create such Advisory Committees, Task force committees, Operating Boards or agents, as it may consider necessary

### **9-2 Composition.**

The full Managing Committee shall consist of the President, the Senior Vice President, the Vice President, the Secretary, the Joint Secretary, the Treasurer, the Joint Treasurer, the most recent Past President of SAE INDIA and 8 Members.

#### **Amendment:**

The full Managing Committee shall consist of the President, the Senior Vice President, Two Vice-Presidents, the Secretary, the Joint Secretary, the Treasurer, the Joint Treasurer, the Immediate Past President of SAEINDIA and 8 Members.

#### **Amendment (7.4.2012)**

The full Managing Committee shall consist of the President, the Senior Vice President, **Three Vice Presidents (presently for Aerospace, Automobile and Off Highway)**, the Secretary, the Joint Secretary, the Treasurer, the Joint Treasurer, and **11 Members** and the immediate Past President of SAEINDIA.

**9.3 Election of Managing Committee Members.** Members of the Managing Committee will be elected by voting members eligible to vote through a system of ballot and/or postal ballot. The nomination to be a Member of *the* Managing Committee will be invited from the voting members duly proposed by one voting member and seconded by two voting members. The Returning Officer for the election shall be appointed by the Managing Committee. The Postal ballot returned to SAEINDIA within 30 days after the date on which they were mailed to the voting members shall only be counted by Returning Officer. The Returning Officer shall announce immediately the results of the election, which shall be mailed to the voting members by the Secretary and published in the next following issue of the official publication of SAEINDIA.

The New Managing Committee shall hold office commencing with the convening of the new Managing Committee's first meeting, immediately following the regular annual General meeting of the Society. Managing Committee member shall be responsible in such position from such time only if the Managing Committee Member, consents to the election; otherwise, from the time the Managing Committee Member accepts office or attends the first meeting of the Managing Committee. Each Managing Committee Member

shall hold office for the term commencing from the first meeting of Managing Committee to ensuring annual general meeting of the Society or until the Managing Committee Member's earlier death, resignation, or removal.

Appointment by the Managing Committee to fill a casual vacancy shall not be considered as an election. And such appointed managing committee members shall hold office till ensuring annual general meeting.

The term of the President, Senior Vice President in the Managing Committee shall be one year. The year immediately following, the Senior Vice President will serve as President, subject to election, and in accordance with procedures as may be prescribed by the Managing Committee.

**26.9.2015**

**Amendment:**

**Election of Managing Committee Members.** Members of the Managing Committee will be elected by voting members eligible to vote through a system of ballot and/or postal ballot. The nomination *to* be a Member of *the* Managing Committee will be invited from the voting members duly proposed by one voting member and seconded by two voting members. The Returning Officer for the election shall be appointed by the Managing Committee. The Postal ballot returned *to* SAEINDIA within 30 days after the date *on* which **they were mailed / emailed to the voting members shall only be counted by Returning Officer. The Returning Officer shall announce immediately the results of the election, which shall be mailed / emailed to the voting members by the Secretary and published in the next following issue of the official publication of SAEINDIA or through SAEINDIA website.**

The New Managing Committee shall hold office commencing with the convening of the new Managing Committee's first meeting, immediately following the regular **Annual General Meeting** of the Society. Managing Committee member shall be responsible in such position from such time only if the Managing Committee Member, consents to the election; otherwise, from the time the Managing Committee Member accepts office or attends the first meeting of the Managing Committee. Each Managing Committee Member **shall hold office for the term corresponding to the term of the Managing Committee or until the Managing Committee Member's earlier death, resignation, or removal.**

**Nomination by the Managing Committee to fill a casual vacancy shall not be considered as an election. And such appointed managing committee members shall hold office for the term corresponding to the term of the Managing Committee**

**The terms of the President in the Managing Committee shall be two years. The President elect for the next term shall be called the Senior Vice President. Hence during the term immediately following, the Senior Vice President will serve as President, subject to his election, and in accordance with procedures as may be prescribed by the Managing Committee.**

## **Amendment/Additions 18.03.2016**

### **9.3 Election of Managing Committee Members**

#### **9.3.a Section Representation:**

SAEINDIA being a Pan India society, the representation from each section is a MUST. In view to have Quality representation, each section will be represented by Nominated and Open category members in SAEINDIA MC.

**Nominated Representatives:** Nominated Representatives will be as per area spread of the section. For example, as per the area spread, Northern, Southern and Western sections can have two representatives each and Bangalore one as section nominated member in SAEINDIA MC. The total of nominated members thus comes to 7. By default the Immediate Past Chairman of each section is nominated for SAEINDIA MC. The other/s will be as per the qualification of the MC member specified below. An Associate or Affiliate member will not be considered.

**Open category Members:** As per Bye law 9.2, the full Managing Committee composition totals to 20 excluding immediate Past President. Thus the open category to be elected for SAEINDIA MC will be 13. This number (to be filled in SAEINDIA MC from the sections ) depends on the proportion of its average total numbers of All India Professional members (i.e., Members / Associate members and Affiliate members ) during the existing team's term, which is roughly 22 months when election procedure starts. The election candidature forms will have to be recommended by any MC member of the section from where the candidate contests.

In calculating the total members, only the Professionals will be taken into account and not the Associate members existing, *due to +1 student scheme*. If when calculating the % number of members for a section comes in a fraction, it will be rounded to the nearest whole number. Whenever a new section is formed, the procedure will be revisited. In view of Eastern Section being not active, it was decided that the section has to be nurtured by Northern Section till Eastern Section can function independently and at present Eastern Section will be considered as a division under Northern Section.

#### **9.3.b Qualification of the nominees and the contestants:**

The Qualification of the nominees and the contestants as decided by MC was informed as below: The selection of the nominee or the candidate to be a MC member will be based on their past contribution and future commitment to SAEINDIA. The candidate should have served for a minimum 4 years in a section in the capacity of a member of Section Managing Committee/ sub-committee. Or already is/was in SAEINDIA MC or contributed to Mobility community. The candidate's activity with SAE International will also be considered within this.

#### **9.3.c Election of Open category Members / Formation / Function for Managing Committee:**

Open Category Members of the Managing Committee will be elected by voting members eligible to vote through a system of ballot and/or postal ballot. The nomination to be a Member of the Managing Committee will be invited from the voting members duly proposed by one voting member and seconded by two voting members.

The Returning Officer for the election shall be appointed by the Managing Committee. The Postal ballot returned to SAEINDIA within 30 days after the date on which they were mailed / emailed to the voting members shall only be counted by Returning Officer. The Returning Officer shall announce immediately the results of the election, which shall be mailed / emailed to the voting members by the Secretary and published in the next following issue of the official publication of SAEINDIA or through SAEINDIA website.

The New Managing Committee shall hold office commencing with the convening of the new Managing Committee's first meeting, immediately following the regular Annual General Meeting of the Society. Managing Committee member shall be responsible in such position from such time only if the Managing Committee Member, consents to the election; otherwise, from the time the Managing Committee Member accepts office or attends the first meeting of the Managing Committee. Each Managing Committee Member shall hold office for the term corresponding to the term of the Managing Committee or until the Managing Committee Member's earlier death, resignation, or removal.

Nomination by the Managing Committee to fill a casual vacancy shall not be considered as an election. And such appointed managing committee members shall hold office for the term corresponding to the term of the Managing Committee

The terms of the President in the Managing Committee shall be two years. The President elect for the next term shall be called the Senior Vice President. Hence during the term immediately following, the Senior Vice President will serve as President, subject to his election, and in accordance with procedures as may be prescribed by the Managing Committee.

#### **9.3.d Election Procedure.**

For members to be elected, election will be conducted by an Election & Returning Officer of SAEINDIA.

He will follow the schedule given below.

1. Commencement of the issue of Nomination forms
2. Last date for receipt of Nominations
3. Scrutiny of Nominations
4. Withdrawal of Nominations
5. Despatch of Ballot Papers to Members
6. Last date of receipt of Ballot Papers
7. Counting of Votes & announcement of results

Ballot Papers will be prepared with names of contestants and sent along with a covering letter, explaining the procedure to return the ballot paper to all voting members including the contestants as per schedule.

The Election will be conducted section wise by SAEINDIA Election Officer. The ballot papers will have details of contestants business and SAEINDIA activities and a column to mark the member's choice. Members can only choose a maximum as mentioned for their section. They can choose less. Choosing more than required per section will render the vote invalid. In case the number/s of valid contestants from a section/s is less or equal to the representation number mentioned and not more, all the valid contestants from that section/s are deemed to have been declared elected. If there is a short fall for a member representation by valid contestants, in a section then the short fall will be filled by the nominee of the MC of the section. This nominated member does not have voting power in MC of SAEINDIA.

A Linear representation rule will be followed to decide the numbers to be elected from each section for this balance, after nominated members of MC.

#### **Linear Representation rule:**

X is the total All India professional members of SAEINDIA (Refer 9.3.a.iii)

N is total number of MC members as per bye law. = 20

n is the number of members nominated to be in MC from the sections. (One in each section is slotted for Immediate past Chairman of the section. Present Chairman is already an invited member as per present system).

Hence balance member to be in be elected for MC =  $20 - n = N$

b = Ratio of Professional Member = Prof.member in the Section / Total Number of Prof.members

MC members from a section =  $n + Nb$

Take an example that a Section has 750 Prof.members out of total number of 3000 All-India Professional members

Active Sections at present: Bangalore / Northern including Eastern states / Southern / Western

MC strength = 20 Total Section Nominees= n      b =  $750/3000 = 0.25$

Rep to be elected from section=  $N * 0.25$  .”

9.4 **Meetings of the Managing Committee.** A regular annual meeting of the Managing Committee shall be held each year at the same place as and following the annual meeting of the voting members. Following the regular annual meeting of the Managing Committee mere shall be a meeting of the new Managing Committee at which it shall organize itself and appoint such committees of SAEINDIA for the ensuing year as it is empowered to do and may transact any other business.

Regular meetings of the Managing Committee shall be held on such day and at such hour and place as may be specified by Managing Committee. Any business may be transacted at any regular meeting.

Special meetings of the Managing Committee may be called at any time by *the* Managing Committee, the President, the Senior Vice President or any four Managing Committee members to be held on such day and at such hour and place within the city of Chennai as shall be specified by the person/persons calling the meeting. Any business may be transacted at any special meeting.

Written notice of all meetings of the Managing Committee, stating the day, hour and place of the meeting, shall be mailed to each Managing Committee member at the member's address as it appears on the books of SAEINDIA at least ten days prior to the day of the meeting.

**Amendment:**

Meetings of the Managing Committee. A regular annual meeting of the Managing Committee shall be held each year at the same place as and following **or preceding the Annual General Meeting** of the voting members. **Whenever the period of Managing Committee ends**, following the regular annual meeting of the Managing Committee, there shall also be a meeting of the new Managing Committee at which it shall organize itself and appoint such committees of **SAEINDIA for the operating year/s** as it is empowered to do and may transact any other business.

Regular meetings of the Managing Committee shall be held on such day and at such hour and place as may be specified by Managing Committee. Any business may be transacted at any regular meeting. **Regular meetings once in every three months is advised and twice in a year is a must.**

Special meetings of the Managing Committee may be called at any time by *the* Managing Committee, the President, the Senior Vice President or any four Managing Committee members to be held on such day and at such hour and place within the city of Chennai **or the place from where the President is from**, as shall be specified by the person/persons calling the meeting. Any business may be transacted at any special meeting.

Written notice of all meetings of the Managing Committee, stating the day, hour and place of the meeting, shall be mailed to each Managing Committee member at the member's address as it appears on the books of SAEINDIA at least ten days prior to the day of the meeting

**9.5 Organization and Manner of Acting.**

At all meetings of the Managing Committee, the presence of at least one third of the Managing Committee Members in office shall be necessary and sufficient to constitute a quorum for the transaction of business. If a meeting cannot be organized because a quorum has not attended, a majority of the Managing Committee members present may adjourn the meeting from time to time until a quorum as fixed in this section shall be present, but notice of the time and place to which such meeting is adjourned shall be given to any Managing Committee member not present either by telephone or similar communication equipment at least eight hours prior to the hour of reconvening.

Resolutions of the Managing Committee shall be adopted and any action of the Managing committee upon any matter shall be taken and be valid only with the affirmative vote of at least a majority of the Managing Committee members present at a meeting duly convened, except as otherwise expressly provided in these Bylaws.

The president or in the absence of the President, the Senior Vice President or the Vice President present at the meeting, shall chair all meetings Committee. In the absence of the President and both the Vice Presidents, Managing Committee members present shall select a Managing Committee member to the chairperson. The Secretary or in the absence of the Secretary the Joint Secretary shall take the minutes of the meeting. In the absence of the Secretary and the Joint Secretary, the chairperson of the meeting shall designate any person to take the minutes of the meeting.

Except as otherwise provided by law, the Managing Committee may, at the request of the President, take any action or adopt any resolution by a mail vote or by circulation or under such procedures as maybe adopted from time to time by the Managing Committee. Such an action or resolution shall be authorized, approved, and adopted upon receiving the affirmative vote of at least a majority of the mail votes returned to SAEINDIA provided that the number of mail votes returned to SAEINDIA within the time specified in the mail ballot is at least one third of the Managing Committee members at the time in office.

9.6 **Emergency Provisions.** Notwithstanding any other provisions of law. the Articles of these Bylaws, during any emergency period caused by war or any other national catastrophe or local disaster of sufficient severity to prevent the conduct and management of the business and affairs of SAEINDIA by its Managing Committee as contemplated by the other provisions of these Bylaws, a majority of the available Managing Committee members (or the sole such member) who have not been rendered incapable of acting because of incapacity or the difficulty of communication or transportation to the place of meeting, shall constitute a quorum for the sole purpose of electing individuals to fill such emergency vacancies; and a majority of the Emergency Managing Committee members present at such a meeting may act to fill such vacancies or to reduce the size of the full Managing Committee or both. Individuals so elected shall serve until the absent Managing Committee members are able to attend meetings or until the voting members act to elect Managing Committee members to succeed them. During such an emergency period, if both the Managing Committee and Emergency Managing Committee are unable to meet, any action appropriate to the circumstances *may* be taken by such officers of SAEINDIA as may be present and able. Questions as to the existence of a national catastrophe or local disaster, and the number of surviving persons capable of acting shall be conclusively determined at the time by the Managing Committee or the officers so acting.

9.7 **Resignations.** Any Managing Committee Member may resign by submitting to the President or the Secretary a written resignation, which shall become effective upon its receipt by such officer or at any later time specified therein, and, unless specified therein, the acceptance of such resignation shall not be necessary to make it effective.



9.8 **Vacancies in the Managing Committee and Vacating Officer**, Vacancies in the Presidency or in the Managing Committee, who is unable to serve because of death, disability, withdrawal of name, resignation or other cause, shall be filled by a majority of the remaining Managing Committee Members (or the sole remaining member) though less than a quorum. The person selected to fill the vacancy shall be selected from among the voting members and shall hold office only until the expiration of the term of the predecessor\* If the vacancy is in the Presidency, the person selected to fill the vacancy shall be selected from among the other Managing Committee members. The Managing Committee may declare any elective office, including the office of Managing Committee members vacant on the failure of its incumbent for six months from inability or otherwise to attend meetings of the Managing Committee or to perform the duties of the office.

**Amendment:**

**Vacancies in the Managing Committee and Vacating Officer**, Vacancies in the Presidency or in the Managing Committee, who is unable to serve because of death, disability, withdrawal of name, resignation or other cause, shall be filled by a majority of the remaining Managing Committee Members (or the sole remaining member) though less than a quorum. The person **nominated** to fill the vacancy shall be **nominated** from among the voting members and shall hold office only until the expiration of the term of the predecessor. If the vacancy is in the Presidency, the person selected to fill the vacancy shall be selected from among the other Managing Committee members. The Managing Committee may declare any elective office, including the office of Managing Committee members vacant on the failure of its incumbent for six months from inability or otherwise to attend meetings of the Managing Committee or to perform the duties of the office.

9.10 **Managing Committee Members Liability**, To the fullest extent that the laws of Tamil Nadu Societies Registration Act, or as thereafter amended, permit elimination or limitation of the liability of Managing Committee Members, no Managing Committee Member of SAEINDIA shall be personally liable for monetary damages as such for any action taken, or any failure to take any action, as a Managing Committee Members. The provisions of this section shall be deemed to be a contract with each Managing Committee member of SAEINDIA who serves as such at any time while this section is in effect and each such Managing Committee members shall be deemed to be so serving in reliance on the provisions of this. section. Any amendment or repeal of this section or adoption of a Bylaw or provision of the Articles of SAEINDIA which has the effect of increasing Managing Committee liability shall operate prospectively only and shall not affect any action taken or any failure to act prior to the adoption of such amendment, repeal, Bylaw, or provision.

**Amendment : Change S.No. as 9.9**

**10. OFFICERS**

10.1 **Executive Officers**. The elective officers of SAEINDIA shall be the President, Senior Vice President, Vice President, Secretary, Joint Secretary, Treasurer and Joint Treasurer.

**Amendment:**

Executive Officers. The **executive** officers of SAEINDIA shall be the President, Senior Vice President, **Vice Presidents**, Secretary, Joint Secretary, Treasurer and Joint Treasurer.

10.2 **Election** The President, the Senior Vice President, the Vice President, the Secretary, the Joint Secretary, the Treasurer the Joint Treasurer shall be elected by and among Managing Committee members. The President shall not be eligible for re-election. The Senior Vice President, the Vice President, the Secretary, the Joint secretary. the Treasurer, the Joint Treasurer shall be eligible for re-election to the same office for a second term.

After having served for two terms, the Secretary, the Joint Secretary, the Treasurer, the Joint Treasurer shall no longer be eligible to serve again as the Secretary, the Joint Secretary, the Treasurer and the Joint Treasurer respectively

**Amendment:**

Election The President, the Senior Vice President, the Vice President, the Secretary, the Joint Secretary, the Treasurer the Joint Treasurer shall be elected by and among Managing Committee members. **The President shall not be eligible for re-election to the Managing Committee either as President or as a member.** He however will be in the Managing Committee, following his term. **But this will only be in the capacity of IMMEDIATE Past President purely in the advisory role. Similarly no past President is eligible for election to the managing Committee**

The Vice Presidents, the Secretary, the Joint secretary,. the Treasurer, the Joint Treasurer shall be eligible for re-election to the same office for a second term in such capacity.

After having served for two terms, the Secretary, the Joint Secretary, the Treasurer, the Joint Treasurer shall no longer be eligible to serve again as the Secretary, the Joint Secretary, the Treasurer and the Joint Treasurer respectively. **The posts , however, can be interchanged.**

10.3 **Terms of Office.** The President shall serve for a one-year term. No member can be elected to serve as a member of the managing committee continuously at a stretch without a break for a maximum period of four years- Each executive officer shall hold officer commencing with the convening of the organizing meeting of the new Managing Committee and thereafter until a successor is duly elected and qualifies or until the officer's earlier death, resignation, or removal. Appointment by the Managing Committee members to fill a vacancy shall not be considered an election.

**Amendment**

**Terms of Office.** The President shall serve for a single term of **Two-years. No member except the Senior Vice President, who is the President-elect for the next term can be elected to serve as a member of the managing committee continuously at a stretch beyond four terms of two years each. Others can serve continuously at a stretch only for a maximum period of four terms of two years each. However after a break he/she can be a member of the managing committee again for four terms and so on-** Each executive officer shall hold office commencing with the convening of the organizing meeting of the new Managing Committee and thereafter until a successor is duly elected and qualifies or until the officer's earlier death, resignation, or removal. Appointment by the Managing Committee members to fill a vacancy shall not be considered an election

10.4 **Eligibility.** No person is eligible to be the President, the Senior Vice President, Vice President, the Secretary, the Joint Secretary, the Treasurer/or the Joint Treasurer unless such person is a voting member of SAE INDIA

**Amendment:**

**Eligibility.** No person is eligible to be the President, the Senior Vice President, Vice President, the Secretary, the Joint Secretary, the Treasurer/or the Joint Treasurer unless such person is an elected member of the managing committee which automatically means that he must be a voting member of SAEINDIA

10.5 **The President.** , The President shall be the Chief Executive Officer of SAEINDIA, and shall preside at all meetings of the members of the Managing Committee, and shall be a member without vote, of all other committees/Boards of SAEINDIA, The President shall also, at the annual meeting of the voting members and at such be prescribed from time to time by Managing Committee.

10.6 **The Secretary and Joint Secretaries-** It shall be the duty of the Secretary (a) to keep or cause to be kept a record of the proceedings of the members, and the Managing Committee, (b) to attend to the giving of notices of SAEINDIA as may be required by law or these Bylaws, (c) to be custodian of the corporate records and of the seal of SAEINDIA and see that the seal is affixed to such documents as may be necessary or advisable; (d) to have charge of and keep at the registered office of SAEINDIA a membership record containing the name and address of each member, and if membership has terminated, the date on which membership ceased; and (e) to exercise all powers and duties incident to the office of Secretary and such other powers and duties as may be prescribed from time to time by the Managing Committee, or the President. The Joint Secretary shall assist the Secretary in the performance of the duties of Secretary and shall exercise such other power is and duties as may be assigned to them from time to time by the Managing Committee, the President, or the Secretary. At the direction of the Secretary or in the absence or disability of the Secretary, a Joint Secretary shall perform the duties of Secretary.

It is within the powers of the Secretary to sue and be sued on behalf of the Society.

10.7 **The Treasurer.**

The Treasurer shall be an individual who: (a) will have served on the Finance Committee, and/ or (b) will have served on the Managing Committee. Preference should be given to individuals who have served both on the Managing Committee and the Finance /Board Committee. The Treasurer shall be the chief financial officer of SAE INDIA and shall exercise , powers and duties incident to the office of Treasurer and such other duties as may be prescribed from time to time by the to Managing Committee.

10.8 **The Joint Treasurer.** The Joint Treasurer shall be an individual who: (a) will have served on the Finance Board/Committee, and/or (b) will have served on the Managing Committee. Preference should be given to individuals who have served both on the Managing Committee and the Finance Committee. The Joint Treasurer shall assist the Treasurer in the performance of the duties Treasurer and shall exercise such other powers and duties as may be assigned to the Joint Treasurer from time to time by the Managing Committee,

The President, or the Treasurer. At the direction of the Treasurer or in the absence or disability of the Treasurer, the Joint Treasurer shall perform the duties of Treasurer.

## **11. MISCELLANEOUS CORPORATE TRANSACTIONS AND DOCUMENTS**

- 11.1 **Notes, Cheques, etc.** All properly authorised notes, bonds, drafts, acceptances, cheques, endorsements (other than for deposit), guarantees, and all evidences of indebtedness of SAEINDIA whatsoever, shall be signed by such officers or agents of SAEINDIA subject to such requirements as to countersignature or other conditions as the Managing Committee may from time to time determine.
- 11.2 **Execution of Instruments Generally.** Except as provided in these Bylaws, all deeds, MOUs, mortgages, contracts, and other instruments requiring execution by SAEINDIA may be signed by the President, the Senior Vice President, the Vice President, the Secretary, or the Treasurer. Authority to sign any such contracts or instruments, which may be general or confined to specific instances, may also be conferred by the Managing Committee upon any other person or persons. Any person having authority to sign on behalf of SAEINDIA may delegate from time to time by instrument in writing all or any part of such authority to any person or persons if authorised so to do by the Managing Committee.

## **12. MEMBERS AND NON-MEMBER UNITS**

- 12.1 **Member Units.** The Managing Committee may authorise the organisation of SAEINDIA Sections, Chapters, Groups, Divisions, Student Branches that they shall have such powers and conform to such rules and regulations as the Managing Committee may prescribe
- 12.2 **Non-Member Units.** The Managing Committee may authorise the organization of unincorporated societies or institutes that fulfill the purposes of the SAEINDIA Bylaws and the Managing Committee requirements of tax - exempt status. Final management authority shall reside with the SAEINDIA Managing Committee and shall be subject to the policies adopted by the SAEINDIA Managing Committee as may be amended from time to time, to the fullest extent deemed appropriate by the Managing Committee, the Managing Committee may permit such societies or institutes to establish their rules and procedures, except that no society or institute shall have authority to establish any rule or procedure, which violates the SAEINDIA policy. All rules and procedures will be subject to the approval of the SAEINDIA Managing Committee. Such societies or institutes shall be organised to have members and membership classes that do not require membership in SAEINDIA. Nothing herein shall prevent a member of such society or institute from becoming a member of SAEINDIA provided that the qualifications of such grade are attained. However, a society or institute shall have no power or authority to confer the attributes of SAEINDIA membership upon a society or institute member who has not otherwise attained SAEINDIA membership. Membership in a society or institute shall not be deemed to constitute membership in SAEINDIA .

12.3 **SAEINDIA Affiliate.** An SAEINDIA Affiliate is defined as an organization, which the SAEINDIA Managing Committee has designed as being an affiliate.

### 13. **APPEALS**

An SAEINDIA Appeals Committee shall be created by the Managing Committee to hear and decide all appeals from decisions of the sub committees of SAEINDIA acting on appeals thereto, and to decide all appeals from any action or refusal to act of Sub-Committees of the Managing Committee, or of Sub-committees reporting the Managing Committee Members. The responsibility, scope, authority, and membership of the Appeals Committee shall be prescribed by the Managing Committee Members.

Managing Committee Members shall be the court of last resort for all appeals. The Managing Committee Members shall rely on its Appeals Committee to resolve appeals whenever possible. However, the Managing Committee Members shall be the appellate resource available to anyone dissatisfied by a decision reached by a decision of SAEINDIA.

### 14 **GENERAL PROVISIONS**

14.1 **Office** The principal office of SAEINDIA for the present shall be at No. 66 3rd Main Road, Kasthuri. Bai Nagar, Ch-20 SAE INDIA may also have offices at such other places within the city of Chennai or at any other place in India as the business of SAEINDIA may require.

**Amendment:**

**Office** The principal office of SAEINDIA for the present shall be at 1/13 & 1/17 Second Floor, Ceebros Arcade, 1, Third Cross Street , Kasthurba Nagar, Adyar, Chennai – 600 020. SAEINDIA may also have offices at such other places within the city of Chennai or at any other place in India as the business of SAEINDIA may require.

14.2 **Corporate Seal** . The corporate seal of SAEINDIA shall be in such form as the managing committee members may from time to time prescribe

14.3 **Fiscal Year.** The fiscal year of SAEINDIA shall end on 31<sup>st</sup> March each year or on such other day as shall be fixed by the managing committee.;

14.4 **Annual Report to Members.** The Managing Committee shall present to the members an annual report to be in such form as may be prescribed by the laws of the Tamilnadu Societies Registration Act.

14.5 **Statement and Discussions.** SAEINDIA shall not be responsible for statements or opinions advanced in papers or in discussions at its meetings. Matters relating to politics or to commercial considerations or not relating to SAEINDIA'S purposes shall not be discussed at a meeting of SAEINDIA or be included in the editorial columns of its publications.

14.6 **Engineering Standards.** SAEINDIA may approve or adopt any engineering standard or recommended practice but shall not approve any engineering or commercial enterprise. It shall not consent to the use of its name or initials in any commercial work or business, except to indicate conformity with its engineering standards or recommended practices.

14.7 **Individual Participation.** Individuals are elected or appointed to SAEINDIA Managing Committee and Committees on the basis of their personal qualifications and their ability to contribute to the work of these groups. In discharging their responsibilities, members of all SAEINDIA Managing Committee organised to carry of SAEINDIA'S work /unction independently as individuals and not as agents or representatives of their employers.

14.8 **Official Publication.** The Managing Committee Members shall designate from time to time which of its publications is the official publication of SAEINDIA.

14.9 **Bylaws and Governance Language.** The language of the SAEINDIA Bylaws, Policy and Procedures is English. In the event of a conflict or question of meaning involving any non-English language version of the SAEINDIA Bylaws or any SAEINDIA Policy or Procedure, the English language paper version shall control. Any other publications or technical reports prepared and distributed by SAEINDIA should be interpreted in the original version of the publication or report as published by SAEINDIA.

## 15. **AMENDMENTS TO THE BYLAWS**

These Bylaws as in effect from time to time may be amended, altered, and repealed and new Bylaws may be adopted as follows

- a) At my annual or special meeting of the voting members duly convened, per 8.2, by the affirmative vote in person or by proxy of at least a majority of the voting members present in persons or by proxy at the meeting, provided that notice of *the* proposed amendment is included with the notice of the meeting or
- b) (i) An amendment to these Bylaws may be proposed by Managing Committee Members adopting a resolution to that effect at a meeting of he Managing Committee or by any voting member who secures authorization to propose an amendment. Authorization of a voting member to propose an amendment shall commence with a petition in which the amendment is set forth in full and bearing the signatures of at least 50 voting members.  
  
(ii) The proposed amendment, accompanied by any comment the Managing Committee wishes to make, shall be mailed by the Secretary to each voting member or shall be printed in the official publication of SAEINDIA at least thirty (30) days before the meeting of the voting members called for the purpose of amending these Bylaws. At the meeting, the proposed amendment shall be presented for discussion and shall be adopted if the majority of the members present approve the amendment  
  
(iii) The Management committee may also if it so desires mail the text of the proposed amendment along with a ballot to each voting member and seek the members opinion. Mail votes returned to SAEINDIA within 30 days after the date on which they were mailed to the voting members shall be counted by the Returning Officer appointed pursuant to

these Bylaws. The Returning Officer shall announce immediately the results of the vote, which shall be mailed to the voting members by the Secretary or published in the next following issue of the official publication of SAEINDIA, The adoption of the amendment shall be decided by a majority of the mail votes returned to SAEINDIA, provided that the number of mail votes returned to SAEINDIA within the time specified in the ballot is at least 50 or one tenth of all the voting members, whichever number is the lesser.

- (iv) The amendment shall take effect immediately upon the announcement of *the* results of the vote by *the* Returning Officer, unless otherwise provided at the time the amendment submitted to the voting members.