



**Computer Society of India**

**Constitution  
and  
Byelaws**

**January 2009**

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# Computer Society of India

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### CONSTITUTION

#### Article 1 – Name, Purposes and Territory

##### 1.1 Name

The name of this Society shall be COMPUTER SOCIETY OF INDIA hereinafter referred to briefly as the 'CSI' or the 'Society'.

##### 1.2 Purposes

The purposes of the Society shall be scientific and educational, directed towards advancing all aspects of the theory, design and practice of Information Technology, including Computer Science, Computer Engineering and Technology and related Arts and Sciences. Specially these shall be to

- a. promote interchange of information, in these disciplines and sub-disciplines, amongst the specialists and between the specialists and the public;
- b. encourage and assist the professionals engaged in these fields to maintain the integrity and competence of the profession;
- c. foster a sense of partnership amongst the professionals engaged in these fields;
- d. serve both professional and public interest;
- e. promote application of these technologies to improve the quality of life, for the benefit of India and for the benefit of humanity at large;
- f. promote public understanding and appreciation of contributions to society by its members;
- g. work towards maximizing the role of Indian professionals in the development of information technology, and its positive impact, worldwide;
- h. actively recognize and promote the participation of world renowned professionals, including Indians, persons of Indian origin and others, working in Information Technology in India and worldwide, in its various activities aimed at serving the Interests of its members;



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- i. foster close interaction and mutual cooperation between Indian professionals working in India and those located elsewhere in the world;
- j. encourage and assist professionals in these fields to maintain the highest standards of ethics, integrity and professional competence;
- k. promotes high quality educational and learning opportunities are accessible on a life long basis to professionals, including those working overseas and those involved in export oriented activities;
- l. provide high quality technical, educational, research and professional activities, services and standards to serve the members, the professionals and the public;
- m. strive for and maintain the highest standards of professionalism and excellence in all its activities;
- n. empower CSI members to realize lifelong careers in IT by providing a broad range of resources that will enable them to prosper and to develop and update their professional and technical competencies;
- o. showcase use of technology by systematically identifying opportunities to take full advantage of the electronic media and moving expeditiously to the electronic dissemination of existing CSI Products, Services and publications;
- p. and be acknowledged as the primary source of reliable information and advice on public issues relating to Information Technology.

The Society shall achieve these objectives through the formation of Regions, Chapters, Student Branches, Divisions and Special Interest Groups, holding of lectures, educational and instructional programs, discussions, meetings and conferences for presenting and discussing professional papers, publication of journals, periodicals and works of science, technology, literature and art pertaining thereto, giving of awards and prizes to recognize individuals and organizations for achievements of exceptional merit and any other activities necessary, suitable and proper for the fulfillment of these objectives.

### 1.3 Territory

The territory in which the Society's operations are to be conducted shall primarily be the territory of the Republic of India. In order to promote international brotherhood among its members and to ensure the fulfillment of its objectives covering professionals spread



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over the global village, the Society may extend its activities beyond the Territory of India.

#### **Article 2 - Membership Territory**

##### **2.1 Eligibility**

Any person or institution subscribing to the purposes of the Society shall be eligible for membership in accordance with this Constitution and Byelaws.

##### **2.2 Grades**

The Society shall have grades of membership. The qualifications, privileges and the requirements for admission, transfer and severance pertaining to each grade shall be as stated in the Byelaws.

##### **2.3 Dues and fees**

The dues and fees shall be as specified in the Byelaws. Under exceptional circumstances, the payment of dues and fees may be deferred or waived in whole or in part by the CSI Executive Committee, hereinafter referred to briefly as the 'ExecCom'.

##### **2.4 Accounts**

Income, gains, funds and assets of the Society shall be spent only on the purposes of the Society as at Article 1.2 and no part of it shall be distributed to any or all members of the Society. The Society does not exist for the purpose of profit.

#### **Article 3 - Groups of Members**

The establishment of groups of members given below, for promoting the objectives and interests of the Society, the operating rules and the termination of their existence shall be as provided in the Byelaws.

##### **3.1 Regions**

The geographical areas in the territory of CSI shall be grouped into Regions as given in the Byelaws. The Voting Members of each Region shall elect a Regional Vice-President, as specified in the Byelaws.

##### **3.2 Divisions & Special Interest Groups**



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The technical areas and interests covered by CSI shall be grouped into Divisions as given in the Byelaws. The Voting Members of each Division shall elect a Divisional Chairman, as specified in the Byelaws.

A Special Interest Group (SIG) is a sub-unit of a CSI division formed by members with the desire to pursue significant long term activity in an emerging area or a speciality of CSI interests. A Division may have as many SIG Units as decided by the ExecCom.

### 3.3 Chapters

In the Regions there shall be established Chapters comprising of groups of members residing in specified geographical areas. The Voting Members of Chapters shall elect a Chairman, as specified in the Byelaws.

### 3.4 Division & SIG Units

In the Chapters there shall be established Division & SIG Units, hereinafter referred in brief as Units, consisting of the Chapter members who are members of a particular Division, except where explicitly provided otherwise in the Byelaws.

### 3.5 Student Branches

In the Region there shall be established Student Branches comprising of groups of Student Members and others residing in specified geographical areas, as specified in the Byelaws.

### 3.6 Dissolution

In the event any of the above groups are dissolved, all funds held by them shall become the property of the Society.

## Article 4 - Management

The main bodies of the Society shall be the following:

- a. The General Body
- b. The National Council, hereinafter referred to as the 'Council'.
- c. The Executive Committee (ExecCom) and
- d. The Corporate Officers, hereinafter referred to as the 'Officers'.



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- e. The Think Tank

The General Body, the Council, and the ExecCom may designate or appoint Committees and confer such powers, that normally come under their competence, as they deem necessary to fulfill the functions assigned to them.

#### **4.1 General Body**

##### **4.1.1 Composition and Voting Rights**

The General Body of the Society shall consist of all Voting Members, as defined in the Byelaws, who shall have one vote each.

##### **4.1.2 Authority**

The General Body shall be the supreme authority of the Society. It shall legislate, guide and direct the Society in all its activities. In particular,

- a. it shall receive, review and accept the annual report and the audited accounts and shall appoint the auditor
- b. it shall ratify the establishment and termination of groups of members.
- c. it shall elect members to the offices, as specified in the Byelaws
- d. it shall decide the venue of the Annual Convention and name the Chairman of the Organising Committee and the Program Committee, hereinafter referred to as OC and PC
- e. it shall name the inheriting body with similar purposes as CSI in the event of the winding up of the Society.

##### **4.1.3 Quorum and Majority**

Fifteen percent or one hundred of the total Voting Members, as recorded in the official CSI membership records at the end of the previous year, whichever is less, shall constitute a quorum.



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Decisions of the General Body shall be taken by a simple majority of those voting unless otherwise provided in the Constitution and Byelaws.

#### 4.1.4 Meetings

- a. The General Body of the Society shall ordinarily meet once in the fiscal year, briefly referred to as the 'Year', normally at the Annual Convention this Meeting being referred to briefly as the 'AGM'.
- b. There shall be a minimum of thirty days notice for the General Body Meeting of the Society. The notice shall include the agenda, venue and time.
- c. The General Body may, however, be convened at any time, if the President, after consultation with the various bodies of the Society, deems it necessary. It shall also be convened, at the request of the Council or one hundred Voting Members, within three months of the request.

#### 4.2 National Council

##### 4.2.1 Composition

The Council shall be composed of the Officers, Region and Division Vice-President / Chairmen and Chairmen of the Chapters, elected as specified in the Byelaws. The Past President shall be ex-officio and voting member of the Council.

##### 4.2.2 Authority

The Council shall administer the Society through the preparation and maintenance of various operational manuals and make all decisions except those specially reserved for the General Body and shall advise the General Body on all matters coming up for decision.

##### 4.2.3 Quorum and Majority

The Council shall be able to conduct business if at least one third of its members are present. Decisions of the Council shall be taken by a simple majority of the members present.

##### 4.2.4 Meetings

The Council shall ordinarily meet once a year, normally at the Annual Convention, prior to the 'AGM'.

It may however be convened at any time if the President after consultation with the ExecCom, deems it necessary.



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It shall also be convened, within two months, upon the request of a majority of its members.

#### **4.3 Executive Committee**

##### **4.3.1 Composition**

The ExecCom shall be composed of the Officers, Regional and Divisional Vice Presidents / Chairmen and the Immediate Past President.

Every member of the ExecCom shall continue to hold office and discharge the duties until a successor takes his place.

##### **4.3.2 Authority**

The ExecCom as a whole or through the officers, shall conduct the day-to-day operations of the Society. The ExecCom shall approve a scheduled bank to deposit the funds received by the Society. The ExecCom shall also designate the Officer(s) authorized to execute withdrawals thereon. The interpretation of this Constitution and Byelaws rests with the ExecCom.

##### **4.3.3 Quorum and Majority**

The ExecCom shall be able to conduct business if at least five members are present. Decisions of the ExecCom shall be taken by a simple majority of the members present.

##### **4.3.4 Meetings**

The ExecCom shall meet four times during the year on dates and places decided by it, as stated in the Byelaws. It shall also be convened, within twenty days, upon the request of five or more members.

#### **4.4 Corporate Officers**

##### **4.4.1 Composition**

The Officers of the CSI shall be the President, the Vice President (President - Elect), the Hon. Secretary, the Hon. Treasurer, Immediate Past President. The Executive Director / Executive Secretary will act as secretary of committee of corporate officers. The Vice President (President – Elect) after completion of the term will automatically take over as President. The Vice President (President - Elect), the Hon. Secretary and the Hon. Treasurer shall be elected by the General Body.





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#### 4.4.2 Authority

The Officers shall perform these functions:

- a. The President shall be the principal officer of the Society and shall preside that the meetings of the General Body, the Council, the ExecCom and the meetings of any other bodies as specified in the Byelaws. The President shall have no vote, unless the votes cast are equally divided. The President may visit groups of members as he is able and promote the objectives of CSI.
- b. The Vice-President shall assist the President in carrying out the organizational duties and in the absence or incapacity of the President assume the duties of the President.
- c. The Secretary shall maintain the records of activities, membership and any other aspects of the Society as required by the law. The Secretary shall be responsible for the arrangements of all meetings of the General Body, the Council and the ExecCom and such other specified in the Byelaws.
- d. The Treasurer shall conduct the fiscal affairs of the Society and maintain records thereof.

In the event of the absence or incapacity of both the President and the Vice-President, the ExecCom shall elect from amongst themselves an interim President for the period not longer than the unexpired term of the President. The Interim President shall perform all the duties of the President and Vice-President during the period.

#### 4.5 The Think Tank

##### 4.5.1 Composition

The CSI Think Tank consists of all the Past Presidents, Fellows of the Computer Society of India, ExecCom members, Executive Director, Executive Secretary and special invitees by the President.

##### 4.5.2 Authority

The CSI Think Tank is an advisory forum.

#### 4.6 Recall



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Any elected member of the Council may be recalled by a vote of the membership. A two-thirds vote of the Council or a petition to the Council by three percent of the total membership of the constituency that elected the member to the Council shall cause a special ballot to be directed and scheduled by the Council. A two-thirds majority of the votes cast, provided at least one-third of the membership has cast the ballots, shall be required for the immediate removal of the member from the Council. The procedure for the declaration of the result shall be the same as for the elections.

#### 4.7 Vacancies

The existence of a vacancy in the ExecCom shall be determined by the ExecCom which shall fill such a vacancy for a period not exceeding the unexpired term of that office.

#### 4.8 Dissolution

The Society shall not be dissolved unless three fourths of the Voting Members, as per the official records of the CSI at the end of the previous year at a special ballot held for that purpose, vote for its dissolution. The assets shall be inherited by a body having similar objects as those of CSI duly decided by the General Body.

#### 4.9 Law

Anything not provided for in this Constitution and Byelaws shall be in accordance with Indian Law on the subject.

#### 4.10 Jurisdiction

Any legal petition concerning the Society and its business shall be filed only in courts having jurisdiction over Mumbai where the Principal Office of CSI at present is situated. For filing any such petition prior sanction of the ExecCom shall have to be obtained.

### Article 5 - Nominations and Elections

**5.1** The Nominations Committee, constituted in accordance with the Byelaws shall submit to the ExecCom a list of nominees for such offices as may be specified in the Byelaws, to be elected by Voting Members or groups of them. The Committee shall submit, along with this list, the bio-data and the statement of each nominee on how the nominee intends to serve the Society.



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**5.2** The ExecCom shall submit to all Voting Members the names, bio-data and statements of all the nominees for election in accordance with the Byelaws.

**5.3** Alternate means of nomination by individual Voting Members shall be as specified in the Byelaws.

#### **5.4 Elections**

The Nominations Committee shall supervise the conduct of the Elections, the counting of the ballots and communicate the results to the ExecCom for declaring the results as given in the Byelaws.

#### **Article 6 - Questions of Importance**

**6.1** Questions of Importance briefly referred to as Questions may include any question relating to the policies or public position of the Society, affiliation with other Societies or holding of business meetings.

**6.2** The Council or petition by one hundred Voting Members, indicating clearly the lead petitioner for correspondence, can raise a Question.

**6.3** The communication of the Question to the Voting Members through a publication that is distributed to the entire membership, or by a notice mailed separately, if urgency so requires asking them specifically for their views within thirty days of the mailing and their presentation to the Council for inspection is considered adequate.

**6.4** For a Question to be submitted specifically for the purpose of taking a vote on the Question, two thirds of the Council or petition by two hundred Voting Members shall be necessary. The schedule of balloting and declaration of result shall follow thereafter the schedule for the election. If urgency so requires, the ExecCom may direct a special ballot to be held to decide on Questions of Importance, independently of the schedule for the annual elections.

**6.5** The vote of a majority of the members balloting, provided the total number of ballots cast is not less than twenty per cent of the voting members, shall be binding.

#### **Article 7 - Amendments**

**7.1** An amendment to the Constitution is to be proposed at a regular meeting of the ExecCom and adopted by vote of at least two thirds of those present, for it to be placed on the ballot. It may also be proposed by a petition by at least one hundred Voting



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Members. The schedule of balloting and declaration of results shall follow thereafter the schedule for the elections. If urgency so requires, the ExecCom may direct a special ballot to be held to decide on Amendments, independently of the schedule for the annual elections.

**7.2** A copy of such amendment, if lawful, shall be mailed with a ballot to each Voting Member, as specified in the Byelaws.

**7.3** A vote of at least two-thirds of all ballots cast, provided the total number of those voting is not less than twenty per cent of the total Voting Members in the membership records at end of the previous year, in favour of the amendment shall be necessary for its adoption. The membership shall be notified of the result of voting at the earliest through a publication distributed to all the members.

**7.4** Amendments shall take effect thirty days after adoption. However, the status of a member of the ExecCom already in office, shall not be effected by an amendment. The member shall continue to serve in that capacity till the term of office expires.

## Byelaws

### Interpretations

In these Byelaws the following are implied, except where explicitly stated otherwise, or the context forbids:

- 'AdCom' means the 'Administrative Committee'
- 'amendment' includes 'incorporation, modification and deletion'
- 'Branch' means 'Student Branch'
- 'Constitution' and 'Byelaws' means the 'CSI Constitution and the 'CSI Byelaws'
- 'Council' means the 'CSI National Council'
- 'ExecCom' means the 'CSI Executive Committee'
- 'he' includes 'she'
- 'majority' means 'simple majority', that is, more than half of the body.
- 'MC' means the 'Management Committee'



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- 'members' includes 'all grades' of membership
- 'Office' means the 'Principal Office'
- 'Officers' means the 'CSI Corporate Officers'
- 'Society' and 'CSI' mean the 'Computer Society of India'
- 'Unit' means the 'Division Unit'
- 'year' means the 'CSI fiscal year'

#### **Section 1 - Seats of Office**

##### **1.1 Registered Office**

The Society is a Registered Society under the Certificate of Registration No. 41 of 1965 under the Public Societies Registration Act No. 1 of 1930 Fasli with the Registrar of Societies, Hyderabad, under the name 'Computer Society of India'. The Registered Office of the Society is located in Hyderabad, the address being Computer Society of India, 302 Archana Arcade, Secunderabad – 500 025.

##### **1.2 Principal Office**

The CSI shall have a Principal Office for the conduct of the business of the Society. The location of this office shall be as decided by the General Body from time to time.

##### **1.3 Emblem**

The emblem of CSI shall be protected by legal registration and shall be reproduced only in connection with official business of the CSI.

#### **Section 2 - Membership**

##### **2.1 Grades**

The grades of CSI membership are

- a. Individuals – Hon Fellow; Fellow ; Chapter Patron ; Senior Member; Member; . Associate ; Student.
- b. Institutions – Educational Institution / Voluntary Service Organizations, Other Institutions.

##### **2.2 Rights and Privileges**



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**2.2.1** Fellows, Senior Members, Members and Associate shall be entitled to all rights and privileges of the CSI. They shall be referred to as ‘Voting Members’ of the CSI.

**2.2.2** Students shall be entitled to all rights and privileges of the CSI excluding the right to vote or hold an elective office, except where specifically indicated otherwise.

**2.2.3** Institutions other than education institutions may nominate six full time employees in their organizations whereas educational institutions defined in Section 2.4 sub-section 2.4.1.a. of the Byelaws, may nominate three full time employees in their institutions. These institutions may also nominate their additional full time employees by paying additional annual dues stipulated in Section 2.4, sub-section 2.4.1.a. of the Byelaws. The grades of the nominees shall be decided in accordance with the requirements as for individual members and they shall be entitled to all rights and privileges of their grade.

Institutions shall indicate their officer(s) authorized to nominate and correspond on their behalf.

**2.2.4** Assertion of CSI membership by members for purely personal purposes is authorized, including the right to use the following abbreviations by the members of the corresponding grades: Individuals FCSI, Sr. MCSI, MCSI & AMCSI, Institutions – Inst. Mem. CSI.

**2.2.5** Publications Every Member of the CSI shall receive such Publications of the Society as determined by the ExecCom, from time to time.

## **2.3 Admissions and Transfers**

### **2.3.1A Fellow**

The grade of Fellow is one of unusual professional distinction and shall be conferred only on invitation of the ExecCom upon a person of outstanding qualifications and experience in the fields of interest to CSI as specified by the Constitution and who has made important individual contributions to one or more of these fields. A candidate for the award of Fellow grade shall have been a member of the CSI for a period of five years or more preceding July 1 of the year of election.

### **2.3.1B Honorary Fellow**

The grade of Honorary Fellow shall be conferred by the EXECOM upon a distinguished person of international repute.



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#### 2.3.2 A Senior Member

The grade of 'Sr member' is a professional grade limited to those who have made significant professional contribution in the fields of interest to CSI. Proposals for transfer to this grade shall be made by the membership committee and approved by the EXECOM. The candidate shall be either

- a. An Engineer or Post Graduate and a member of the Society for 7 years or have 10 years recognized standing in the computer field.
- b. A graduate from a course of study from an accredited educational Institution and a member of the Society for 10 years or have 15 years recognized standing in the computer field.
- c. Non-graduate with experience in the Computer / D P profession and a member of the Society for 15 years. The Membership Committee may however enroll a member directly as a Senior Member with the approval of the EXECOM, if the applicant has qualification and experience better than stated above.

A member of the Society having continuous membership of 10 years will be invited for applying to this grade. This process will be done with reference to date 31<sup>st</sup> December.

#### 2.3.2 B Member

The grade of Member is a professional grade limited to those who have demonstrated professional competence in the fields of interest to CSI.

For transfer to this grade, a candidate shall be either:

- a. An Engineer or Post Graduate and be a member of the Society for 3 years or have 5 years recognized standing in the computer field.
- b. A graduate from a course of study from an accredited education institution and be a member of the Society for 5 years or have 8 years recognized standing in the computer field.
- c. Non-graduate with experience in the Computer / D P profession and member of the Society for 10 years.



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The Membership Committee may however enroll an individual directly as a member if the applicant has qualification and experience better than stated above.

#### 2.3.3 Associate

The grade of Associate is limited to those in good standing of recognized technical or scientific organization.

For admission to this grade the Candidate should be an Engineer or Post Graduate and have work experience of at least 1 year in the field of Computer Science or should be a graduate with 3 years experience in the field of Computer Science.

Student members can request for transfer to this grade. For transfer to this grade the candidate shall be either:

- a. An Engineer or Post Graduate and be a student member for at least one year; or
- b. A graduate and be a student member for at least two years.

#### 2.3.4 Student

The grade of Student is limited to:

- a. those who pass 10 + 2 academic program and are enrolled for a degree course either full time or part time at accredited educational institutions and carrying at least thirty percent of a normal full time academic program, in areas of interest to the CSI.  
or
- b. those who pass 10 + 2 academic program and are doing diploma courses . approved by the State Directorate of Technical Education, subject to their passing a module of the CSI examinations.  
or
- c. those who pass 10 + 2 academic program and are doing a course in a non-formal institution, subject to their passing a module of the CSI examinations.  
or
- d. those graduates doing a course in areas of interest common to the CSI.  
or
- e. those who are student members of any technical or scientific Society with interest





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common to the CSI.

#### **2.3.5 Institution**

The institution membership of the CSI is limited to organizations engaged in use, sales, service, research, development and teaching in the areas of interest to CSI. A nominated member of an institution shall cease to be a member of the CSI on severance of his employment with the Institution, or if the membership of the Institution is terminated.

**2.3.6** The Membership Committee of the CSI may, in special cases, take into account the particular experience of a person in a relevant field and modify or waive the requirement of the time factor or references for admission or transfer to a suitable grade.

**2.3.7** Applications for admission or transfer shall be made on the forms available for this purpose from the Office of the CSI. The persons named as references shall certify the correctness of the statements made in the application, from personal knowledge or on examination of evidence produced by the candidates. In addition they shall mail direct to the Office of the CSI reports, in confidence, on forms supplied to them by the applicant.

#### **2.3.8 Reapplication**

A candidate for admission or transfer to any grade may reapply after the expiry of one year from the date of rejection, for the same grade.

### **2.4 Dues and Fees**

#### **2.4.1 Dues**

**The Membership Dues shall be Decided and Approved by the ExecCom**

#### **2.4.2 Entrance Fee**

**The Entrance Fee shall be Decided and Approved by the ExecCom**

**2.4.3** The entrance fee, the annual dues and other assessments, if any, shall be payable with the application for admission. A notice that he has been elected shall be sent to every newly admitted member and he shall enjoy all the rights and privileges of his grade



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from the first day of the calendar month after election, except where explicitly stated otherwise. Should the candidate fail for admission to the membership, he shall be advised to seek admission to a suitable grade or reapply as per the Byelaws and the sum remitted with the application shall be refunded.

**2.4.4** A member who has become unemployed through involuntary termination and seeking re-employment, on request, shall be entitled to all the rights and privileges of his grade upon payment, of one half of the annual dues and other assessments, if any.

**2.4.5** A retired member, not gainfully employed, on attaining the age of sixty years may apply for reduced dues.

**2.4.6** The ExecCom may, under exceptional circumstances, waive dues for a period and declare that during the period of such waiver, the member has maintained continuous membership.

### **2.5 Billing, Termination and Reinstatement**

**2.5.1** The annual dues period is April 1 to March 31 next. A billing covering these dues and other assessments shall be mailed to every member not later to April 15 and shall be paid not later to May 31.

**2.5.2** If this bill remains unpaid after June 30, the Office shall notify the member that the rights and privileges of the member have been suspended and that if the bill remains unpaid till the end of the then current year, his membership shall be terminated. Accompanying this notice shall be a final bill, with the suggestion that the member pay the same without further delay. The suspended membership rights and privileges shall be restored as stated in the Byelaws on the receipt of such payment, if received before the end of the year.

**2.5.3** Membership so terminated resumed, with no loss of continuity, upon payment of all dues and other assessments, if any, in arrears. Membership may also be resumed after a lapse, without continuity of membership upon payment of current dues and assessments, if any. If the lapse of membership equals or exceeds two years a new entrance fee shall be paid upon renewing membership.

**2.5.4** On the resumption of membership, the rights and privileges of his grade shall be restored from the first day of the next calendar month, except where stated explicitly otherwise. Publications that he would have normally received during the interim period, had his membership been continuous shall be considered forfeited. However, upon written request these will be supplied, if available.



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**2.5.5** The mailing of bills or statements to the address of a member on the records of the Society shall be considered as a valid notice of indebtedness.

#### **2.4 Resignation**

**2.6.1** A member in good standing may resign by submitting a written resignation to the Office of the CSI.

**2.6.2** A resigned member may resume his membership, subject to the approval of the ExecCom, upon payment of current dues and other assessments, if any. No entrance fee shall be levied on such members.

#### **2.7 Severance**

If an applicant has secured admission or transfer on willful misrepresentation, the ExecCom shall call for an explanation from the member. If thereafter the ExecCom concludes that the member is guilty of misrepresentation the membership shall be terminated and the member intimated accordingly.

#### **2.8 Code of Ethics**

**2.8.1** A Code of Ethics for the members will be prepared by the ExecCom and promulgated after approval by balloting by the Voting Members in accordance with the procedure as laid down in Section 8.

**2.8.2** All members will be required to give an undertaking to the effect that they would abide by the CSI Code of Ethics. The Code of Ethics will also specify the procedure for the action to be taken against concerned members for any breach of this Code.

Following is the Code of Ethics prepared by the ExecCom and adopted after approval by balloting by the Voting Members of CSI.

#### **Code of Ethics for CSI members (all categories)**

1. A member of the Computer Society of India (CSI) shall:
  - organize the resources available to him and optimize these in attaining the objectives of his organization.
  - not misuse his authority or office for personal gains.
  - comply with the Indian laws relating to the management of his organization



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and operate within the spirit of these laws.

- conduct his affairs so as to uphold, project and further the image and reputation of the CSI.
  - maintain integrity in research and publications.
2. As regards his ORGANISATION, CSI member should :
- act with integrity in carrying out the lawful policy and instructions of his organization and uphold its image and reputation.
  - plan, establish and review objectives and tasks for himself and his subordinates which are compatible with the Codes of Practice of other professionals in the enterprise, and direct all available effort towards the success of the enterprise rather than of himself.
  - fully respect the confidentiality of information which comes to him in the course of his duties, and not use confidential information for personal gain or in a manner which may be detrimental to his organization or his clients.
  - not snoop around in other people's computer files.
  - in his contacts and dealings with other people, demonstrate his personal integrity and humanity and when called to give an opinion in his professional capacity, shall, to the best of his ability, give an opinion that is objective and reliable.
3. As regards the EMPLOYEES, CSI member should:
- set an example to his subordinates through his own work and performance, through his leadership and by taking account of the needs and problems of his subordinates.
  - develop people under him to become qualified for higher duties.
  - pay proper regard to the safety and well being of the personnel for whom he is responsible.
  - share his experience with fellow professionals.
4. As regards the CLIENTS, CSI member should:
- ensure that the terms of all contracts and terms of business be stated clearly



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and unambiguously.

- not use the computer to harm other people or to bear false witness.
  - be objective and impartial when giving independent advice.
5. As regards the COMMUNITY, CSI member should:
- make the most effective use of all natural resources employed.
  - be ready to give professional assistance in community affairs.
  - not appropriate other people's intellectual output.
  - always use a computer in ways that ensure consideration and respect for fellow humans.

### Code of Ethics Undertaking

I,-----affirm that as a CSI member, I shall abide by the Code of Ethics of the Computer Society of India (CSI). I further undertake that I shall uphold the fair name of the Computer Society of India by maintaining high standards of integrity and professionalism.

I am aware that any breach of the Code of Ethics may lead to disciplinary action against me under the Byelaws and rules of the CSI, I hereby confirm that I shall be bound by any decision taken by the CSI in such matters.

-----  
(Signature)

Place:-----

Date :-----

### PROCEDURE FOR ACTION AGAINST A CSI MEMBER FOR A VIOLATION

1. This procedure aims at setting out a strategy for dealing with violations by members of the Code of Ethics of the CSI. The term 'members' includes Institutional members individually as well as collectively.

### Complaints



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2. All complaints shall be made in writing within 60 days of the violation being noticed. These may be addressed to any Office Bearer at a Chapter or a member of the ExecCom. The complaint should include the following information:
  - a) Date of event; person / person involved.
  - b) Place of event and circumstances.
  - c) Witnesses
3. All complaints will be sent to the President CSI, by the recipient, with his / her comments.

#### **Sequence of Action**

4. The President will send the complaint to the Disciplinary Committee of the CSI appointed by the ExecCom. The Disciplinary Committee would meet and take the following actions:
  - a) If the case is clear cut, get written explanations from various parties and set a date for hearing.
  - b) Carry out investigation, by visit to the location, if necessary.
  - c) Fix a date for a formal hearing. The hearing would go into evidences offered and allow witnesses to be brought and examined.
5. Findings of the committee would depend on merit of each case and their recommendation to the ExecCom may be:
  - a) Honourable acquittal.
  - b) Removal from membership.
  - c) Any other
6. There shall be No appeal on the decision of the ExecCom.
7. The decision will be promulgated through the CSI Communications.

#### **Section 3 - Groups of Members**



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The Council shall prepare and maintain Manuals containing the guidelines for the administration of the following groups of members: Regions, Divisions, Chapters, Division Units, and Student Branches.

### 3.1 Regions

**3.1.1** The areas of conduct of operations of the CSI shall be grouped into eight Regions:

Regions 1 : Delhi, Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Uttar Pradesh, Uttaranchal and other areas in Northern India.

Region 2 : Assam, Bihar, West Bengal, North Eastern States and other areas in East & North-East India.

Region 3 : Gujarat, Madhya Pradesh, Rajasthan and other areas in Western India.

Region 4 : Jharkhand, Chattisgarh, Orissa and other areas in Central & South Eastern India.

Region 5 : Karnataka and Andhra Pradesh.

Region 6 : Maharashtra and Goa.

Region 7 : Tamil Nadu, Pondicherry, Andaman and Nicobar, Kerala, Lakshadweep.

Region 8 : International Members.

The ExecCom may alter the boundaries of the Regions.

**3.1.2** The changes in the boundaries of Regions shall be made effective so that no Regional Vice-President shall have his term shortend by such a change. The tenure of office of the RegionRep shall be two years. The Regional Vice-President of the even numbered Regions shall be elected in the even numbered years and of the odd numbered Regions in odd numbered years.

**3.1.3** The purposes of the CSI shall be actively promoted in the Region by a Region Committee consisting of the Regional Vice-President as Chairman and the Chairmen of the Chapters and Counsellors of the Student Branches as members. Means to these ends



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shall include the promotion of formation of new Chapters and Student Branches, co-ordination of the activities of all the groups in the Region and placing the views and the needs of the Region before the ExecCom.

#### 3.1.4 Membership

All members of the CSI with their mailing address in a Region shall be members of that Region. A change in mailing address when recorded by CSI shall cause the member's affiliation to revert to the Region corresponding to his new mailing address.

#### 3.2 Divisions & Special Interest Groups

3.2.1 The fields of interest to the CSI shall be grouped into five Divisions:

**Division 1 :** Systems.

**Division 2 :** Software.

**Division 3 :** Applications.

**Division 4 :** Communications.

**Division 5 :** Education and Research – Possible SIG.

The ExecCom may alter the grouping of the fields of the Divisions.

3.2.2 The changes in the grouping of fields in the Divisions shall be made effective so that no Divisional Chairman shall have his term shortened, by such a change. The tenure of office of the Divisional Chairman shall be two years. The Divisional Chairman of the even numbered Divisions shall be elected in the even-numbered years and of the odd-numbered Divisions in the odd-numbered years.

3.2.3 The purposes of the CSI shall be actively promoted in the field of the Division by the Division by the Division Management Committee of which the DivisionRep shall be the Chairman.

#### 3.2.4 Formation





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A Division shall be considered established when the General Body gives the Charter on the recommendation of the Council, after the Division Byelaws have been approved by the ExecCom.

#### **3.2.5 Membership**

All CSI members may become members of Division by electing to affiliate with a particular Division(s) expressed at the time of payment of annual dues and conforming to the Division Byelaws.

#### **3.2.6 Finances**

- a. The Division shall submit its adopted budget for the current year to the ExecCom not later than August 31. The ExecCom shall vote funds, guided by this budget but payment shall take into account the funds voted in the previous year that remained surplus due to short fall in the activities.
- b. The funds voted shall be related to the members of all grades, except Student grade, who have elected to affiliate with the Division, as at the end of the previous year.
- c. The Division may price all its publications to meet the expenses. It may also serve non-members or groups wishing to receive meeting announcements and publications and collect amounts to meet the expenses.

#### **3.2.7 Reports**

Divisions shall submit along with their budget a statement of all activities and a statement of accounts for the previous year.

#### **3.2.8 Special Interest Groups**

##### **3.2.8.1 Intent**

The byelaw defines the purposes of the Special Interest Groups (SIGs); the rules for forming and dissolving them and the authority of the Division Management Committee & ExecCom in managing them.



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#### **3.2.8.2 Areas & Goals**

A SIG is a subunit of a CSI Division formed by members with the desire to pursue significant long-term activity in an emerging area or a speciality of CSI interests.

#### **3.2.8.3 Initiation and Termination**

The ExecCom, based on the recommendation of the Divisional Chairman, may restructure, initiate or terminate SIGs from time to time to reflect the trends in Technology and minimum acceptable level of activities.

#### **3.2.8.4 Activities**

The SIGs shall promote the following activities:

- a. Collecting and disseminating information in the speciality through publications
- b. Organizing sessions at conferences and annual convention of CSI
- c. Sponsoring conferences, symposia or workshops
- d. Organizing working groups for education, research and development

#### **3.2.8.5 Promotion of Activities**

The SIG Task Force of which each SIG Convener shall be the Chairman shall actively promote the purposes of the CSI in the fields of the Special Interest Group.

#### **3.2.8.6 Provisional and Regular Status**

A Special Interest Group will be formed / extended for a period of up to two years, co-terminating with the term of the Divisional Chairman. The SIG may after review be extended on a further basis, merged with an existing SIG (if the interests converge) or wound up (if the technology fails to take hold or the activity level is inadequate).

#### **3.2.8.7 Monitoring**

The Division Management Committee headed by Chairman along with other nominated members by ExecCom, makes recommendation on forming of SIGs in a Division, with setting policies for managing them and with recommending their dissolution or



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conversion / continuation as provided in the Byelaws. The Division Management Committee will comprise of all the Conveners of the SIGs within the Division.

#### **3.2.8.8 Convener**

Each SIG will have a Convener appointed by the ExecCom with the term not exceeding the balance duration of the SIG. The SIG Convener will appoint a task committee, not to exceed eight members, to assist in implementing the purposes of the SIG.

#### **3.2.8.9 SIG Budget / Accounts / Annual Report / Funds / Dues**

The SIG budget / accounts / annual report / funds and dues will be as per the ExecCom / Divisional byelaws and incorporated in the Divisional reporting.

### **3.3 Chapters**

#### **3.3.1 Formation**

- a. A Chapter may be petitioned for formation by at least seventy five members other than students, having mailing addresses within the territorial limits proposed in the petition. On receipt of the petition the ExecCom may authorize its formation.
- b. The requirement of seventy five members may be waived on the assurance of the Regional Vice President that the formation of the Chapter will stimulate sufficient additional support and the requisite membership will be forthcoming before the end of the year.
- c. The Chapter will be given the Charter by the General Body, on the recommendation of the Council, after it is organized.
- d. The Chapter receiving the Charter from the General Body shall be governed by the standard Chapter Byelaws as approved by the ExecCom from time to time.

#### **3.3.2 Membership**

Any member of the CSI with his mailing address in the territorial limits of the Chapter may elect to affiliate with that particular Chapter and so express at the time of payment of annual dues.



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A member may, however, affiliate with any contiguous Chapter of his choice, with the approval of the ExecCom.

A change in mailing address, when recorded by the CSI shall cause the eligibility for the member's affiliation to revert to the Chapter corresponding to his new mailing address.

#### 3.3.3 Finances

- a. The Chapter shall submit its adopted budget for the current year to the ExecCom not later than August 31. The ExecCom shall vote an allowance, guided by the Chapter Budget. However, actual payment shall take into account the allowance voted in the previous year that remained surplus due to shortfall in the activities.
- b. The allowance voted to meet the ordinary expenses shall however be subject to a maximum of one-third of the dues collected from members of all grades, except the Student grade, who have elected to affiliate with the Chapter, as at the end of the previous year.
- c. There shall be no Chapter dues. However, the Chapter may collect voluntary contributions from its membership to meet emergency or extraordinary expenses.
- d. The Chapter may also serve non-members or groups wishing to receive meeting announcements and Chapter publications and collect amounts to meet the expenses.

#### 3.3.4 Reports

Chapters shall submit the annual activities report and audited statement of accounts for incorporation in the CSI annual activities report and the CSI accounts, not later than May 31.

#### 3.3.5 Revocation

Failure of a Chapter to maintain a minimum level of activity, as laid down in the Chapter Manual, shall place the Chapter on probation and the Chapter Chairman and the Regional Vice-President shall be so informed.

If the required level of activity is not attained even during the year in succession, the Chapter may be revoked by the General Body, on the recommendation of the Council.

The ExecCom may however modify or waive the minimal level of activity in extraordinary circumstances and declare the period for which this is applicable.



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#### **3.4 Division & SIG Units**

##### **3.4.1 Formation**

A Division & SIG Unit may be petitioned for formation by a minimum of ten members other than Students, who are members of a particular Chapter and a particular Division. On receipt of the petition the Chapter MC may authorize its formation.

The unit authorized by the MC shall within three months adopt Unit Byelaws consistent with the guidelines laid down in the Unit Manual.

The Unit shall be considered as established after ExecCom has given its approval based on the recommendation of the MC.

##### **3.4.2 Membership**

All Chapter members who are also members of the Division & SIG shall be members of the Unit.

A member who ceases to be a member of the Chapter or the particular Division & SIG shall cease to be a member of that Unit.

##### **3.4.3 Finances**

- a. The Unit shall submit its adopted budget for the current year to the Chapter MC not later than July 31. The Chapter MC shall vote an allowance, guided by the Unit Budget. However, actual payment shall take into account the allowance voted in the previous year that remained surplus due to short fall in the activities.
- b. The allowance voted shall however be subject to a maximum of Rs 5/- per member of the Unit, not including the Student grade, at the end of the previous year.

##### **3.4.4 Reports**



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Units shall submit along with their budget a statement of all activities and a statement of accounts for the previous year.

#### 3.4.5 Dissolution

Failure of a Unit to maintain a minimum level of activity, as laid down in the Unit Manual, may lead to its dissolution by the ExecCom with the concurrence of the Chapter MC.

#### 3.4.6 Joint Units

- a. A Joint Unit comprising the members of more than one Division & SIG may be petitioned for formation by a minimum of ten members, other than Students, who are all members of a particular Chapter, each Division & SIG being represented by at least three members. The rest of the procedures shall be as specified for single Units.
- b. A Unit or a Joint Unit to cover the territory of two or more contiguous Chapters may be petitioned for formation following the same procedure as above. The petition shall identify the Chapter assuming responsibility of the Unit.
- c. The status of a Unit may be changed from single to joint, or vice versa, or from one joint combination to another with the approval of the ExecCom, based on the recommendation of the Chapter MC(s) involved.

### 3.5 Student Branches

#### 3.5.1 Formation

- a. A Student Branch may be petitioned for formation by a minimum of seventy five Student Members having mailing addresses within the territorial limits proposed In the petition. The petition shall contain the name of a Voting Member of the CSI who is willing to act as the Counsellor. On receipt of the petition the ExecCom may authorize its formation.
- b. The Branch authorized by the ExecCom shall within three months adopt Branch Byelaws consistent with the guidelines laid down in the Student Branch Manual.
- c. The Branch may be given the Charter by the General Body, on the recommendation of the Council, after it is organized and its Byelaws have been approved by the ExecCom.



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- d. The ExecCom in consultation with the E and A Committee shall appoint Counsellors defining their territories. The tenure of office of the Counsellor shall be two years.

#### 3.5.2 Membership

- a. All Students with their mailing addresses in the territorial limit of the Branch shall be members of the Branch.
- b. A Student may, however, affiliate with any contiguous Branch of his choice, and shall so express at the time of payment of annual dues.
- c. A change in mailing address, when recorded by CSI, shall cause the member's affiliation to revert to the Branch corresponding to his new mailing address.
- d. Non-Student members may join a Branch and take part in all activities except they shall be non-voting members and shall not hold any office of the Branch, with the exception of Counsellor.

#### 3.5.3 Finances

- a. The Branch shall levy an assessment on its members to meet the expenses of the Branch, as specified in its Byelaws.
- b. An amount of Rs 500/- as initial payment at the time of formation of the Student Branch shall be paid to the Branch by the CSI Headquarters through the nearest Chapter.

#### 3.5.4 Reports

Branches shall submit the annual activities report and statement of accounts, countersigned by the Counsellor, to the Office of the CSI within one month of their adoption by the General Body of the Branch.

#### 3.5.5 Revocation

- a. Failure of the Branch to maintain a minimum level of activity, as laid down in the Student Branch Manual, shall place the Branch on probation and the Branch Chairman, the Counsellor and the RegionRep shall be so informed.
- b. If the required level of activity is not attained during the year in succession, the General Body of the CSI may revoke the chapter on the recommendation of the Council.
- c. The ExecCom may, however, modify or waive the minimal level of activity in extraordinary circumstances and declare the period for which this is applicable.



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#### Section 4 - Management

##### 4.1 General Body

**4.1.1** The General Body has given itself this Constitution and Byelaws reserving the right to amend them. The Council derives its authority from the General Body, the ExecCom from the Council, and the Officers, the Committees and Executive Secretary from the ExecCom and they all shall uphold the Constitution and Byelaws, in letter and in spirit.

**4.1.2** The decisions of the Council, the ExecCom, the Officers and other Committees, in accordance with the powers vested in them, shall be final and binding on the membership.

**4.1.3** The General Body at its meetings shall transact the business, on the agenda communicated by the ExecCom. It shall also transact other business, if notice has been given to the Secretary by a Voting Member at least ten days prior to the scheduled date of the meeting, with the approval of the ExecCom.

**4.1.4** The Secretary and the Treasurer shall compile the annual activities report and audited financial statement. The ExecCom after its approval shall circularise them to the membership, not later than November 30. The Council shall make recommendations and advise the General Body for their adoption at the AGM.

**4.1.5** The General Body shall elect the Vice President (President-Elect) and the Nominating Committee and their tenure of office shall be one year. The General Body shall elect the Hon. Secretary & Hon. Treasurer and their tenure of office shall be two-years. The Hon. Secretary shall be elected in the even numbered years and the Hon. Treasurer in the odd numbered years.

**4.1.6** Proxy shall be permitted, either by another member or letter, including the right to vote, at the meetings of the General Body, the Council, the ExecCom, and other Committee meetings. However, the name of the member shall be communicated to the relevant Chairman to reach him at least two days in advance of the scheduled date of the meeting. The Chairman shall have the right to waive the time requirement under exceptional circumstances. Provided, however, that in the case of General Body read in this Byelaw, Secretary in place of Chairman and time required as ten days in place of two days.





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#### **4.2 Council and ExecCom**

**4.2.1** The Council shall normally meet not later than January 31. The ExecCom shall normally meet not later than July 31, October 31, January 31 and April 30.

**4.2.2** The agenda, venue and time of the meetings of the Council and ExecCom shall be communicated to all its members at least twenty days in advance. However, for a meeting of these bodies to be held waiving the requirement of notice, a vote of two thirds of its members in its favour shall be required.

**4.2.3** The Council and ExecCom may invite any person to a specific meeting, if in their view, his presence shall contribute in carrying out the assignments of the CSI.

**4.2.4** Partial reimbursement of actual and necessary expenses shall be authorized for the members of the ExecCom for the purpose of attending its meetings and for the Officers for performance of duties over and above their duties as members of the ExecCom.

**4.2.5** The business of the Council and ExecCom may be handled by means other than a formally called meeting where, in the opinion of the Chairman matters requiring action can be adequately handled in that manner. A majority vote of all the members of these bodies shall then be necessary for approval of actions handled in that manner. This provision shall not however apply to the regular meetings, as specified in the Byelaws.

**4.2.6** No member of the Council shall be interested directly or indirectly in any contract relating to the operations or furnishing supplies to the CSI, unless authorized by the Byelaws or by a concurring vote of two-thirds present at a regular meeting of the Council.

**4.2.7** The tenure of all offices shall commence on July 1 and end on June 30, unless explicitly stated otherwise.

#### **4.2.8 The Think Tank**

**4.2.8.1** The Think Tank shall prepare a long-range implementation plan for the Society, to enable the Society to attain its goals and objectives and to maintain the pursuit of excellence and adherence to high standards of quality in all its activities. The Think Tank shall normally meet physically once a year and deliberate by digital electronic means as deemed necessary.

**4.2.8.2** The Think Tank will elect a Chairman from amongst its members, excluding the Corporate Officers.



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**4.2.8.3** The proceedings and the recommendations of the Think Tank shall be published in a publication that reaches all members of the Society.

#### **4.3 Committees**

The following Committees shall be established and they shall be responsible to the ExecCom. The ExecCom may in addition appoint Ad hoc Committees as required.

##### **4.3.1 Academics and Awards Committees**

###### **4.3.1.1 Awards Committee**

- a. Composition : The Awards Committee shall consist of the Immediate Past President as Chairman and one Senior Regional Vice President and two Senior Divisional Chairmen as members.
- b. Authority : It shall assist the ExecCom
  - i) in developing an adequate awards structure for recognizing excellence in professional activities in fields of interest to the CSI.
  - ii) in administering the awards decided upon by the ExecCom.
  - iii) in identifying those members considered to be exceptionally suitable for elevation to the Fellow Grade and provide citations for those elected. The Committee shall be guided in these matters by the Fellowship Guidelines as approved by the ExecCom.

###### **4.3.1.2 Academic Committee**

- a) Composition : The Academic Committee shall consist of Immediate Past President as Chairman, and six other members. These members would be President, Vice President, Chairman of Education and Research Division, two members from the academic field and one member to represent the industry.
- b) Authority : it shall :
  - i) Advise the ExecCom on academic, educational and training related matters of the CSI.
  - ii) Recommend the organization and conduct of various courses and training



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activities of the CSI.

- iii) Recommend the guidelines for enrolment of participants for different courses conducted by CSI, as also NSTPC Examinations.
- iv) Identify and recommend faculty members for specialized areas in Information Technology.
- v) Recommend the policy and procedures for conducting and coordinating the competitive examinations of CSI.
- vi) Select the experts for setting the papers and for evaluation of various examinations including NSTPC.
- vii) Review the syllabus and guidelines for the conduct of the various examinations conducted by CSI.
- viii) Recommend the policy and measures to implement standards and quality in educational activities in CSI.
- ix) Recommend the qualifications of faculty for handling various courses under CSI banner.
- x) Recommend the software tools for subjects referred to the committee by the ExecCom.
- xi) Recommend library facilities at various CSI Chapters.
- xii) Recommend areas for research to be carried out within the organization or in conjunction with industry or academia.

#### **4.3.2 Finance Committee**

- a. Composition : The Finance Committee shall consist of the Treasurer as Chairman and the other Officers of the CSI and past Treasurer as members.
- b. Authority : It shall assist the ExecCom
  - i) in making policy on fiscal matters for broad planning of all activities of the CSI.
  - ii) in prescribing the manner of submission of proposals seeking financial assistance and annual and periodic financial statements.



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- iii) in preparation of the budget for the current year and in determining the proportion of the income to be allocated to reserves.
- iv) in reviewing the progress of income and expenditure during the year and suggesting corrective measures, if needed.

#### 4.3.3 Membership Committee

- a. Composition : The membership committee shall consist of the Secretary as the Chairman and the junior Regional Vice-Presidents and junior Divisional Chairmen and the past-Secretary as members.
- b. Authority : It shall assist the ExecCom
  - i) in developing methods to extend the membership and promote transfers to the end that all those associated with the fields of interest to the CSI shall occupy the highest grade of membership for which they are qualified.
  - ii) in prescribing the manner of submission of proposals for admissions and transfers to the various grades.
  - iii) in identifying services to the membership and ways and means of providing them.
  - iv) in evolving dues and fees structure for members and non-members wishing to avail the various services offered, to enable the CSI to serve them best.

#### 4.3.4 Publication Committee

- a. Composition : The Publications Committee shall consist of a Chairman, nominated by the ExecCom at its first regular meeting who shall be a permanent invitee to all the meetings of the ExecCom. The Chairman shall constitute the Committee comprising of the editor of the Journal, editor of the Newsletter, one member from each of the Divisions, and one member from the E and A Committee, not later than August 14, in consultation with the ExecCom.

The ExecCom shall also nominate the editors of the Journal and the Newsletter every alternate year in consultation with the Chairman. The Chairman shall, in consultation with the ExecCom, nominate the members from the Divisions and the Chairman E and A Committee shall nominate its members on this Committee.



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The nominations to this Committee shall be so made that during any year, at least three of its members are in their second year of their tenure of office.

- b. Authority : It shall assist the ExecCom
  - i) in making policy on publication activities of the CSI, including periodicals, conference records, books etc.
  - ii) in establishing criteria and procedures to ensure the adequacy and excellence of the publications of the CSI.
  - iii) in planning seminars on topical subjects with a view to produce books that are the result of the effort of a number of authors.
  - iv) in formulating ways and means of establishing relationships between the CSI and other organizations with technical publications to their credit.

#### 4.3.5 Conference Committee

- a. Composition : The Conference Committee shall consist of the Vice-President as the Chairman and the Treasurer and four members nominated by the ExecCom at its first regular meeting.
- b. Authority : it shall assist the ExecCom
  - i) in planning and evaluating the conferences, conventions and expositions sponsored by the CSI.
  - ii) in prescribing guidelines for management and operation of these sponsored meets.
  - iii) in providing guidance for co-sponsoring conferences, conventions and expositions with other organizations with overlapping interests.

#### 4.3.6 Nomination Committee

- a. Composition : The Nominations Committee shall have 3 members elected by the General Body. The Nominations Committee shall have at least 2 members who are Past Corporate Officers / Immediate Past Chapter Chairman of the Society. The ExecCom shall ensure that this condition is satisfied by nominating additional members to the Nominations Committee when necessary. Members of the Nominations Committee shall hold no other elected office in the CSI.



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Members of the Nominations Committee shall elect a Chairman from among themselves.

- b. Authority : It shall assist the ExecCom
- i) in making policy on the conduct of elections.
  - ii) in identifying Voting Members willing and qualified to hold the several elective offices.
  - iii) in scheduling elections at various levels to enable the functioning of the new Committees from the very beginning of the year.
  - iv) in supervising the counting of ballots, declaration and communication of the results to the membership.
  - v) in conducting the balloting for recall, Questions of Importance and amendments to the Constitution and the Byelaws.

#### 4.3.7 a. Adhoc Committees

May be established by the ExecCom on its own initiative or at the Direction of the Council or General Body for a specific short term Purpose. They shall be dissolved when their duties have been performed.

- b. The ExecCom shall nominate members and specify their tenure of office to represent the CSI on other organizations of which it is a member or with which it has fraternal relationships. These members shall be given, for the purposes of these Byelaws, the status of Committees.

#### 4.3.8 Tenure

The term of appointment of all Committees, unless otherwise specified, shall be one year. The tenure of all members of the Publications Committee shall be two years and that of the Adhoc Committees shall be stated at the time of their establishment.

#### 4.3.9 Quorum and Majority

The Committees shall be able to conduct business if one-half of the Committee members are present. Decision shall be taken by a simple majority of the Committee members present.



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- 4.3.10 a.** All Committees shall submit periodical and annual reports in advance of the ExecCom meetings. Partial reimbursement of actual expenses incurred in the performance of the Committee work shall be authorized by the ExecCom.
- b.** All Committee Chairmen shall however submit a budget to the ExecCom not later than August 31. All funds held by a dissolved Committee shall become the property of the CSI.

**4.3.11** As the areas of responsibility of some Committees may overlap, it is the intention of these Byelaws that the Committees communicate and cooperate with each other to the best interests of the Society.

**4.3.12** The purposes, activities, duties and composition of each Committee shall be reviewed at intervals of three years and recommendations made to the ExecCom concerning changes felt necessary to best serve the interests of the Society.

**4.3.13** Each Committee shall have the right to create subcommittees in consultation with the ExecCom and invite for its meetings such persons as may be of help in carrying out the assignments of the Committee.

#### **4.4 Executive Director**

**4.4.1** The ExecCom shall appoint an Executive Director and shall fix his tenure of office and determine his salary. He shall advise the ExecCom on the appointment of other staff and purchase of equipment and stores for the Office.

**4.4.2** He shall be the chief operating officer of the CSI in charge of its Principal Office, its staff and operations and shall be the custodian of all property and equipment owned and used by the CSI and shall under the direction of the ExecCom prepare and maintain standing orders.

**4.4.3** He shall normally attend the meetings of ExecCom and Council. He shall be an ex-officio member, without vote, of all Committees and shall attend such meetings as may be required.

**4.4.4** He shall, under the direction of the officers and Committee Chairmen, administer the CSI policies and execute its operations.

**4.4.5** He shall submit a budget for the Office to the ExecCom not later than August 31.



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**4.4.6** He shall maintain a complete history of amendments to Constitution, Byelaws and Manuals and shall communicate the relevant extracts from them to the incumbents to various positions of responsibility in the CSI and arrange for the transfer of the necessary records.

**4.4.7** He shall communicate to the membership summaries of the agenda and minutes of all meetings of the ExecCom and the Council at the earliest, through a publication that is distributed to all the members.

**4.4.8** In the event of an Executive Director not being appointed, the Executive Secretary or a Specialist Officer so designated by ExecCom shall discharge all his duties.

#### **4.4 A Special Officers**

The ExecCom shall appoint suitable persons to be Special Officers of the Society and fix their designations, tenure of office and compensation. They shall be on contractual appointment, initially for a period not exceeding two years, extendable in terms, each not exceeding two years. The Special Officers shall formulate, co-ordinate and be responsible for the highly professional functions of the Society which help to enhance the image and utility of the Society (such as publications of journals and periodicals, books and monographs, designing of courses and instruction programs, membership development and servicing as well as marketing CSI to the professional community and the general public), which require the total full time involvement on a continuing basis over long periods of time. They shall be concerned with ensuring excellence and adherence to the highest professional standards at a level comparable to the best in the world in the activities that they are associated with. Special Officers shall be appointed for Education (including Student activities), Publications, Journal, and Conferences and for other activities, as deemed necessary from time to time.

#### **4.5 Budget**

**4.5.1** The fiscal year of the CSI shall be April 1 to March 31 next.

**4.5.2** The Treasurer shall compile the budget from the requirements of the various groups receiving assistance from the CSI, received by the ExecCom not later than August 31. He shall present the budget to the ExecCom for its approval at its second regular meeting and the approved budget shall be communicated to the membership through a publication that is distributed to all the members, not later than November 30.

**4.5.3** Various groups of members and Committees may however, request for funds in addition to those specified in the Byelaws, to support specific activities. All such





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requests shall be considered by the ExecCom and the funds voted as deemed necessary and feasible.

#### **4.6 Communications**

**4.6.1** All communications shall be deemed to have been delivered, it being sufficient to prove that they were properly addressed and posted.

**4.6.2** All communications to overseas members shall be dispatched by sea mail, along with the rest of the membership. All proceedings shall be taken as if they had due notice. Provided, however that the overseas members may obtain any or all communications by air mail by payment of additional levies, as decided by the ExecCom, along with their annual dues.

**4.6.3** The membership Registers shall be updated twice during the year. All changes, additions and deletions intimated upto August 31 and then for the second time all those intimated upto February 28, shall be incorporated and the Registers treated as closed for all official purposes, except where explicitly stated otherwise.

**4.6.4** The word mail includes email and the word publication includes web publication. Meetings, Decisions and Voting by some or all members by Digital Electronic Means like E-Mail, Internet, Electronic Ballots, Internet Conference, Video Conference, Telephone Conference, etc., will have the same effect as a Meeting, Decision, or Voting done in a meeting physically attended by members.

#### **Section 5 - Nominations and Elections**

##### **5.1 Nominations and Eligibility**

**5.1.1** The Nominations Committee shall invite each year appropriate groups of members to submit the names of Voting Members, for considering them for the various elective offices of the ExecCom and Nominations Committee as stated in the Constitution and the Byelaws, not later than September 30.

**5.1.2** Members holding elective offices shall become eligible for election to all offices, at a ballot held not earlier than six months before the end of their current tenure, except where stated explicitly otherwise. However no member shall contest for more than one elective office during the year nor shall he be eligible for election for the same office for more than two terms in succession. The Hon. Secretary and Hon. Treasurer shall not be eligible for election for the same office for two terms in succession. The Vice President (President-elect) shall be available for nomination to any elective office only after completion of his tenure of membership of the ExecCom as President and Immediate Past President.



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**5.1.3** All nominees for elective offices shall be Voting Members of the respective constituencies that elect them.

**5.1.4** It may consult members and groups of members to identify and propose names of persons who are eminently qualified to hold the several elective offices including those of Chapters and where necessary, persuade such persons to contest elections.

**5.2** The Nominations Committee shall communicate to ExecCom one or more names, including all the valid Nominees, along with their CSI membership number, as candidates for election to these offices together with their bio-data, statement of intent and an undertaking from the candidate that he will attend at least 3 meetings in a year, not later than October 15.

**5.3** The ExecCom shall consult each of the nominees and if he so requests, in writing, his name shall be withdrawn.

**5.4** The ExecCom shall announce the names, bio-data, and statement of intent of the nominees, for each of the elective offices, through a publication that is distributed to the entire membership, not later than November 10.

**5.5** The Nominations Committee shall prepare ballots, arranging the names where there is more than one candidate for any single office in alphabetical order. For such names to be counted in the election, each person indicated shall meet such qualifications as specified by the Constitution and the Byelaws. The ballot shall carry a statement that the order of the names is for convenience only and indicates no preference and shall indicate the date by which they shall reach the Office for them to be counted. The ballot, that contains the reference to the location of bio-data and statement of intent of the nominees for each of the elective offices shall be mailed to all Voting Members, not later than November 15 and the date for receiving the marked ballots shall not be later than December 15. In no case shall the time given to the Voting Members to cast their votes, reckoned from the date of mailing, shall be less than 30 days.

**5.6** Voting Members shall vote for the candidates of their choice and place the ballot in the envelope marked 'Ballot' and sign on the envelope, in the place provided. Only ballots arriving at the Office of the CSI, or received by a qualified organization delegated by the ExecCom, not later than the date specified shall be counted.

**5.7** Ballots shall be checked, opened and counted under the supervision of the Nominations Committee not later than the fifth working day following the last date for receipt of the ballots.



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**5.8** The Nominations Committee shall communicate the election report to the ExecCom at the earliest and the nominee for each office for which the election has been held receiving the greatest number of qualified votes shall be declared elected. In the event of a tie vote, the ExecCom shall choose between the nominees involved.

**5.9** The ExecCom shall communicate the results of the election to all the nominees in the election report, not later than December 31 and announce them to the membership through a publication distributed to the entire membership.

## **Section 6 - Conferences**

### **6.1 Annual Convention**

**6.1.1** There shall be held annually a Convention of which CSI shall be the sole sponsor, normally not later than September 30. The location of the Convention and the Chairman of the Organisation Committee (OC), Program Committee (PC), Exhibition Committee (EC) and Finance Committee (FC) shall be decided by the General Body.

**6.1.2** The Chairmen of OC and PC in consultation with the Conference Committee of the CSI shall prepare budgets and submit to the ExecCom, not later than August 31. Based on the budget, the ExecCom shall provide a loan to meet the absolute minimum expenses to the PC and OC to be repaid within two months after the Convention.

**6.1.3** The surplus funds from the Convention shall become the property of the CSI.

### **6.2 Region and Division Meetings**

**6.2.1** Meetings sponsored and organized Region-wise and Division-wise may be held with the approval of the ExecCom, for the presentation of technical papers.

**6.2.2** The sponsor of such a meeting shall prepare the proposal including the budget and submit to the ExecCom at least six months in advance of the scheduled date of the meeting. Based on the proposal, the ExecCom may provide a loan to meet the absolute minimum expenses to the General Chairman, appointed in consultation with the sponsor, to be repaid within two months after the meeting.

**6.2.3** These surplus funds from the meeting shall become the property of the CSI.

### **6.3 Joint Conferences**

**6.3.1** The Society may participate in Joint Conferences with other national organizations. The ExecCom shall nominate a significant number of members of the OC and PC and



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shall designate a senior member as responsible for each Joint Conference, who shall make periodical reports to it.

**6.3.2** To enable the ExecCom to take a decision on co-sponsoring the conference it shall obtain information and guarantees on procedures for organization and operation, budget, extent of advancing loan, appropriation of surplus or losses and copyrights to associated publications.

**6.3.3** The Society shall obtain at the earliest practical stage of the organization process, the cooperation of appropriate national Society(ies) in the event of sponsoring a technical conference outside India.

## **Section 7 - Publication**

### **7.1 Periodicals**

**7.1.1** The CSI shall publish a learned Journal, the periodicity, the distribution and the subscription of which shall be decided by the ExecCom, in consultation with the Publications Committee.

**7.1.2** The CSI shall publish periodically a Newsletter, the distribution and subscription for non-members shall be decided by the ExecCom, in consultation with the Publications Committee. The Newsletter shall be distributed free to the entire membership.

**7.1.3** The CSI shall publish periodically newsletter produced by Divisions and Regions. The periodicity, distribution and subscription shall be decided by the ExecCom, in consultation with the Publications Committee and the concerned Region Committee or Division MC.

**7.1.4** The CSI may publish periodically compendia of technical papers entitled Transactions, produced by Divisions. The periodicity, distribution and subscription shall be decided by the ExecCom, in consultation with the Publications Committee and the concerned Division MC.

**7.1.5** The CSI may publish an annual directory containing list of its members, manufacturers, suppliers, products etc, subject to the approval of the ExecCom, on the advise of the Publications Committee.

**7.1.6** The subscription period for all periodicals shall be the fiscal year of the CSI.

### **7.2 Other Publications**



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The CSI may issue other publications such as conference records, conference digests, cumulative indexes, standards, books and technical publications of other organizations.

**7.3** The Publications Committee, in consultation with the ExecCom shall appoint editors to all publications, not including the Journal and the Newsletter and those produced by groups of members.

#### **Section 8 - Amendments**

**8.1** An amendment to the Byelaws is to be proposed at a regular meeting of the ExecCom and adopted by vote of at least two-thirds of those present, for it to be placed on the ballot. It may also be proposed by a petition signed by at least one hundred Voting Members. The schedule of balloting and declaration of results shall follow thereafter the schedule for elections. If urgency so requires, the ExecCom may direct a special ballot to be held to decide on Amendments, independently of the schedule for the annual elections.

**8.2** A copy of such amendment, if lawful, shall be mailed with a ballot to each Voting Member, as specified in the Byelaws.

**8.3** A vote of at least one half of all the ballots cast in favour of the amendment, provided the number of votes in favour is not less than two hundred, shall be necessary for its adoption. The membership shall be notified of the result of the voting, at the earliest, through a publication distributed to all the members.

**8.4** Amendments shall take effect thirty days after adoption. However, the status of a member of the ExecCom already in office shall not be effected by an amendment. The member shall continue to serve in that capacity till the term of his office expires.

**8.5** Based on the amendments adopted by the General Body, the ExecCom is authorized to make suitable renumbering, groupings and changes in the Constitution, Byelaws and Chapter Byelaws to ensure consistency, language correctness and appropriateness.