

MEMORANDUM ARTICLES OF ASSOCIATION AND BYE - LAWS



INSTITUTE OF TOWN PLANNERS, INDIA
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INSTITUTE OF TOWN PLANNERS, INDIA
4-A, Ring Road, I.P. Estate, New Delhi

ITPI COUNCIL 2024 – 2025

Office Bearers

Shri N. K. Patel	- President
Shri Anoop Kumar Srivastava	- Vice President
Shri V. P. Kulshrestha	- Secretary General

Council Member

Dr. L. P. Patnaik	Shri Pradeep Kapoor	Shri Satish Kumar Shrimali
Shri Gurpreet Singh	Shri S. Devender Reddy	Shri Pankaj Bawa
Shri James Mathew	Shri Dipankar Sinha	Shri U. C. Gadkari
Prof. Dr. Sanjay Gupta	Dr. Ramesh Srikonda	Shri Nepram Gitkumar Singh
Shri S. B. Honnur	Shri Prem Prakash Singh	Shri Jagdeep Kumar Kapoor
Shri Rajesh P. N.	Shri Akash Dharendra Jha	

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Shri N. K. Patel	- President, ITPI
Shri Anoop Kumar Srivastava	- Vice President, ITPI
Shri V. P. Kulshrestha	- Secretary General
Shri Pradeep Kapoor	- Member
Dr. L. P. Patnaik	- Member
Shri Pankaj Bawa	- Member
Shri S. K. Shrimali	- Member
Prof. Dr. Ashwani Luthra	- Secretary (Publication)
Shri R. Srinivas	- Secretary (Examination)



ITPI VISION

To promote dynamic, inclusive and integrated town and country planning practice, education, research and institutional mechanism for vibrant, sustainable and resilient spatio - economic, development of towns, cities and regions.



INSTITUTE OF TOWN PLANNER'S, INDIA
4-A, Ring Road, I.P. Estate, New Delhi
Regional Chapters and Centers of ITPI

REGIONAL CHAPTERS

Andhra Pradesh (Vijayawada)
Bihar (Patna)
Chhattisgarh (Naya Raipur)
Delhi
Goa (Alto Porvorim)
Gujarat (Ahmedabad)
Haryana (Panchkula)
Himachal Pradesh (Shimla)
J & K (Srinagar | Jammu)
Jharkhand (Ranchi)
Karnataka (Bangalore)
Kerala (Thiruvananthapuram)
Madhya Pradesh (Bhopal)
Maharashtra (Mumbai)
Maharashtra (Nagpur)
North-East (Guwahati)
Orissa (Bhubaneswar)
Punjab (Chandigarh)
Rajasthan (Jaipur)
Tamil Nadu (Chennai)
Telangana (Hyderabad)
Uttarakhand (Roorkee)
Uttar Pradesh (Lucknow)
West Bengal (Kolkata)

REGIONAL CENTRES

Udaipur Centre, Rajasthan Regional Chapter
Pune Centre, Maharashtra Regional Chapter (Mumbai)
Vishakhapatnam Centre, Andhra Pradesh Regional Chapter
Surat Centre, Gujarat Regional Chapter
Amritsar Centre, Punjab Regional Chapter
Puducherry, Tamil Nadu Regional Chapter
Indore, Madhya Pradesh Regional Chapter
Mysuru, Karnataka Regional Chapter



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MEMORANDUM OF ASSOCIATION OF THE INSTITUTE OF TOWN PLANNERS, INDIA

1. The name of the Institute is “The Institute of Town Planners, India”.
2. The registered office of the Institute shall be situated in Delhi State.
3. The objects for which the Institute is established are:
 - a) To advance the study of spatial planning including regional, urban, transport, housing, infrastructure and environment planning as well as allied subjects as an overreaching planning institute to effectively contribute to planning ecosystem and facilitate high quality planning services to states and country at large.
 - b) To promote planned, integrated, dynamic inclusive and resilient development of urban and rural areas.
 - c) To promote and safeguard professional interests of those engaged in town and country planning practice and education.
 - d) To promote spatial planning education, research, and increased capacity building related to urban and regional planning and development through financial aids, awards and rewards.
 - e) To devise and impose the means for testing the qualifications of candidates for admission to membership of the ITPI by:
 - (i) Examination in theory and in practice or by any other tests or to arrange with any educational institution for the imposition of any such tests;
 - (ii) Recognize the Schools / Institutions imparting town planning education to make eligible their students to become Associate / Fellow of ITPI and also to maintain quality of town planning education.
 - f) To consider various issues affecting or likely to affect the spatial planning practice / legislation / institutional structure and to initiate measures to address them;
 - g) To hold conferences, meetings, exhibitions on town and country planning, which may be organized jointly with any other body or institution, and to award medals, certificates / prizes in connection therewith;
 - h) To act as a resource center and acquire and disseminate analog or digital information, maps, models, drawings, designs or other material and to maintain, extend and improve the same;



- i) Subject to the provisions of the Indian Companies Act, to purchase, lease, rent, hold and dispose of any land or property and particularly any building or hall to be used as a place of meeting for the members of the Institute, or as a college, school lecture hall or reading room or library for the advancement of the objects of the Institute, to provide accommodation to stay for any meeting, conference, exhibition or congress, whether promoted wholly or partly by the Institute or not, which in the opinion of the Council may conduce to or assist in the carrying on of the object of the Institute or tend to do so; and to erect any such building or buildings;
 - j) To ascertain and notify the law and practice relating to town and country planning, and to compile, collect, collate, revise, print and publish statistics, professional record, periodicals relating to any of the objects of the Institute;.
 - k) To amalgamate or combine or act temporarily or otherwise in conjunction with any other body or bodies, institution or institutions which have the like or similar objects and facilitate networking of institutions.
 - l) To accept any gifts, endowment or bequest made to or for the Institute and to carry any trust attached to any such gift, endowment or bequest;
 - m) To constitute various classes of members, and when deemed fit to elect honorary members;
 - n) To borrow moneys, if required, for the purpose of the Institute;
 - o) To do all such lawful things as are incidental or conducive to the attainment of the above objects or any of them.
4. The income and property of the Institute, when so ever derived, shall be applied solely towards the promotion of the objects of the Institute as set forth in this memorandum of association; and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever, by way of profit to members of the Institute. Provided that nothing herein shall prevent in the payment in good faith of reasonable and proper remuneration to any officers or servants of the Institute, or to any member of the institute, in return for any services rendered to the institute, nor prevent the payment of interest on money borrowed from any member of the Institute, or reasonable and proper rent for premises demised or let by any member to the Institute; nor prevent any member (not being a member of the Council of Management) who may be a candidate or exhibitor at any examination, congress or exhibition held or promoted by the Institute, or to the cost of



holding or promoting which the Institute may have subscribed, from receiving as such exhibitor any prize, medal or other recognition which may under the regulations affecting such examination, congress or exhibition be awarded to him. Provided further that no member for the time being of the Council of the Management or Governing Body of the Institute shall be appointed to any salaried office of the Institute, or to any office of the Institute paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Institute to any such member except repayment of out-of-pocket expenses and interest on money lent or reasonable and proper rent for premises demised or let to the Institute; provided that the provision last aforesaid shall not apply to any payment to any railway, tramway, gas, electric lighting, water, cable or telephone company of which a member of the Council or Governing Body may be a member or any company in which such member shall not hold more than one hundredth part of the capital, and such member shall not be bound to account for any share of profits he may receive in respect of any such payment.

5. The liability of the members is limited.
6. Every member of the Institute undertakes to contribute to the assets of the Institute in the event of the same being wound up during the time that he is a member, or even one year afterwards, for payment of the debts and liabilities of the Institute contracted before the time at which he ceases to be a member, and of the costs, charges, and expenses of winding up the same, and for the adjustment of the rights of the contributories among themselves, such amount as may be required, not exceeding ten rupees.
7. If upon the winding up or dissolution of the Institute there remains, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Institute, but if and so far as effect can be given to the next provisions, shall be given or transferred to some other institution or institutions having objects similar to the objects of the Institute and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Institute under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the members of the Institute at or before the time of dissolution, or in default thereof by such Judge of the High Court of Justice as may have or acquire jurisdiction in the matter; and if, and so far as, effect cannot be given to the foregoing provision, then to some charitable object.
8. True accounts shall be kept of the sums of money received and expended by the Institute and the matter in respect of which such receipt and expenditure take



place, and of the property, credits and liabilities of the Institute; and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with regulations of the Institute for the time being, shall be open to the inspection of the members. Once at least in every year, the accounts of the Institute shall be examined, and correctness of the balance sheet ascertained by one or more properly qualified auditor or auditors.

We, the several persons whose names are subscribed, are desirous of being formed into an Institute in pursuance of this memorandum of association.

Names, addresses and description of subscribers

- | | | |
|---|--|---|
| 1 | C. S. Chandrasekhara,
B.Sc., B.E., MEP, AMTPI | Town Planner & Liaison Officer, Government Housing Factory, Nizamuddin, P.O., New Delhi |
| 2 | L. M. Chitale,
FRIBA., FIIA, AMTPI. | Chartered Architect & Town Planning Consultant, Oriental Building, G.T. Madras |
| 3 | G. B. Deolalikar,
FRIBA. | Chief Architect, Central P.W.D., Government of India, New Delhi |
| 4 | M Fayazuddin,
FRIBA, FIIA. | Chief Town Planner, Local Self Government, Department, Hederabad (Deccan). |
| 5 | Walter George,
ARCA (Lond.) FRIBA.,
President I.I.A. | Architect, No. 1, Scindia House, New Delhi |
| 6 | S. K. Joglekar,
MTPI, FRIBA | Town Planner, Central P.W.D., Government of India, New Delhi |
| 7 | Dharam Singh Kler,
AMTPI. | Town Planner, P.W.D., Secretariat, PEPSU, Patiala |
| 8 | O. H. Koenigsberger. | Director of Housing, Ministry of Health, Government of India, New Delhi |
| 9 | T. J. Manickam,
B.Sc., B.E., B.Arch.
(Liverpool), ARIBA,
AMTPI., AMIE. | Senior Architect, Central P.W.D., Government of India, New Delhi |



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|----|--|--|
| 10 | Vishwanath Prasad,
ARIBA. | Government Architect & Town Planner,
Government of Bihar, Patna |
| 11 | K. L. Seth,
B.E., B.Sc., (London)
AMICE | Municipal Engineer, Ahmedabad
Municipal Corporation, Ahmedabad |
| 12 | Hari Singh Virdee. | Assistant Town Planner, Central P.W.D.,
Government of India, New Delhi. |
| 13 | S. R. Yardi,
FRIBA., AMTPI. | Senior Architect, Central P.W.D., Government
of India, New Delhi. |

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ARTICLES OF ASSOCIATION OF THE INSTITUTE OF TOWN PLANNERS, INDIA

GENERAL

1. The provisions of the Indian Companies Act, 1913 and the succeeding Acts, as amended from time to time, shall apply to the Institute to the extent applicable wherever they are not expressly contained in the articles and bye-laws framed thereunder.

DEFINITION

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

“THE INSTITUTE” means the “Institute of Town Planners, India”;

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

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

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

“TOWN PLANNING” means the planning of scientific, aesthetic and orderly disposal of land, buildings and amenities in use and development with view to securing physical, economic and social efficiency, health and well-being of urban and rural communities and shall include village, town, city, regional and national planning.

MEMBERS

3. The present members of the Institute of Town Planners, India, and such other persons as shall be elected in accordance with these articles, and none other shall be members of the Institute, and shall be entered in the register of members accordingly.
4. There shall be following categories of members of the Institute are:
 - (i) Corporate Members: Fellows and Associates; (with the provision of Life Membership)
 - (ii) Honorary Fellow

4A Deleted

POWER TO ELECT AND TERMINATE MEMBERSHIP

5. The Council alone shall have the power to elect members of the Institute and to decide whether any person proposed for or seeking membership has or has not fulfilled the requirements applicable to his case.



6. The Council may expel or refuse to continue the membership of any member of the Institute in the cases prescribed in the bye-laws upon the conditions set out there.
7. Any member of the Institute may terminate his membership at any time on giving to the Council notice of his desire, but he shall nevertheless continue to be liable to pay any subscription or arrears of subscription due at the date of such notice.

QUALIFICATIONS AND MODE OF ELECTION

8. The qualifications and mode of election of members to the Institute shall be as prescribed in the Bye-Laws.

Rights and Privileges of Membership not Transferable

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

Students

10. The Council may enroll such persons as students of the Institute as it may think qualified, and subject to the provisions of these articles and bye-laws, may give them such privileges and advantages as the Council may think fit, but such students shall not be members of the Institute.

ANNUAL GENERAL MEETINGS

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

EXTRAORDINARY GENERAL MEETINGS

14. An Extra-ordinary General Meeting of the Institute may be held either at the instance of the Council or on the requisition of more than 5% of Corporate Members.
15. The requisition shall set out matters of consideration for which the meeting is called and shall be signed by requisitionists. This requisition shall either be sent by registered post or deposited with the Secretary General.



16. The requisition from the Corporate Members shall be signed by at least 1/10th of total Corporate Membership of the Institute having the right to vote on the day on which the requisition is either posted by the requisitionists or deposited with the Secretary General.
17. If the Council does not, within 21 days from the date of receipt or deposit of a valid requisition, proceed duly to call a meeting for the consideration of matters contained in the requisition on a date not later than 45 days from the date of receipt or deposit of the requisition, the meeting may be called by the requisitionists themselves in the same manner as an Annual General Meeting is called by the Council. The Extra-ordinary General Meeting shall not, however, be held after the expiry of 90 days from the date of posting or deposit of the requisition.

NOTICE FOR CALLING GENERAL MEETING-AGM/EGM

18. A General Meeting shall be called by the Council after giving not less than 14 days' notice to all Corporate Members of the Institute specifying the place, day, hour and the nature of general and / or special business to be transacted in the manner hereinafter mentioned or in such manner as may be provided by the Institute in a General Meeting. Non-receipt of such notice by a Corporate Member shall not invalidate the proceedings at any General Meeting.

QUORUM

19. At every General Meeting 50 members qualified to vote on the date of the meeting shall constitute the quorum.

BUSINESS TO BE TRANSACTED AT GENERAL MEETINGS

20. In the case, of an Annual General Meeting, all business to be transacted at the meeting shall be deemed special with the exception of the business relating to:
 - (1) The consideration of, accounts, balance sheet and the report of the Council and auditors;
 - (2) The election of the members of the Council in the place of those retiring if any; and
 - (3) The appointment of, and the fixing of remuneration of, the auditors.

RIGHT TO PARTICIPATE AND VOTE AT GENERAL MEETINGS

21. At any General Meeting, the Corporate Members, qualified to vote on the day of the meeting shall be entitled to be present and to take part in any discussions on



any subject brought before the meeting as the business to be transacted and to vote at such meeting.

- 22A The Honorary Fellow shall be entitled to be present and take part in discussions only, in General Meetings but shall have no right to vote.
22. A Corporate Member shall have the right to vote provided he is not in arrears of subscription.

VOTING OF RESOLUTIONS

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

PROCEDURE FOR VOTING

24. The decision of a meeting shall be ascertained either by show of hands or a poll, other than election of the members to the Council which shall be regulated by the Bye-Laws. A poll can be demanded, other than in the case of election of members to the Council by at least five Corporate Members of the Institute present at the meeting. The manner of taking show of hands or poll shall be at the discretion of the Chairman of the meeting and an entry in the minutes of the meeting signed by the Chairman shall be sufficient evidence of the decision of the meeting.

CASTING OF VOTE

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

POWER OF COUNCIL TO REFER TO LETTER BALLOT/ DIGITAL VOTING

26. If any question arises at a General Meeting that is not required by law to be voted on only by persons present at the meetings and voting and in the opinion of the Council the question requires determination by all persons qualified to vote, the question shall forthwith be submitted to them by the Secretary General in the form of a ballot accompanied by a letter fully explaining the issues involved in the question. The Secretary General shall accept ballots on the questions until but not after twelve noon of the 30th day after the ballots have been sent or procedure for digital voting may be adopted. The Council shall appoint three scrutinizers who shall be persons holding valid membership and who shall scrutinize the counting of the ballots.



BYE-LAWS

27. The bye-laws shall regulate all matters by the articles left to be prescribed, and all matters, which, consistently with the articles, shall be made the subject of bye-laws. Alterations in, and additions to, the bye-laws may be made on the recommendations of the Council or by a resolution of the members of the Institute adopted by at least 3/4th majority of votes cast at Council Meeting. Such recommendation or notice of motion or resolution shall be printed in the agenda for the ensuing General Meeting or circulated with the notice. Provided that no regulation shall be made or altered by a bye-law which could only be legally imposed by the articles of association.

THE COUNCIL

28. There shall always be a Council of the Institute and it shall consist of the President, Vice-President, Secretary General and other members elected in such a manner and at such time as the bye-laws may prescribe.
29. The number of members of the Council may from time to time be increased or reduced, but there shall never be more than 31 inclusive of the 20 members in General Constituency and 8 representatives of Chairpersons of various Regional Chapters as Special Constituency and 3 ex-officio members. 2 seats in General constituency and 1 in Special constituency shall be reserved for women candidates and one seat in General Constituency shall be reserved for the members of North-East Regional Chapter, if such nominations are not received, these seats would be included in General Constituency.
- 30A Immediately after alternate Annual General Meeting such a number of members of the Council as is prescribed by the Bye-laws shall retire and new members shall be elected. The mode of retiring and electing new members shall be prescribed by the Bye-laws. The members of the Council shall be elected biennially by the Institute in the General Meeting.
- 30B The members of the Council or any Committee or invited members may be paid all traveling, hotel and other expenses incurred by them subject to limits prescribed by the Council from time to time.
- (i) for attending and returning from meetings of the Council or any Committee, or
 - (ii) in connection with the work and activities of the Institute

Powers of the Council

31. The management of the affairs and business of the Institute shall be vested in the Council who, in addition to the powers and authorities by these articles or



- otherwise expressly conferred on them, may exercise all such powers and do all such acts and things as may be exercised or done by the Institute in General Meeting, but no new article or bye-law shall invalidate any prior act of the Council, which would have been valid if the same had not been made.
33. Subject to the provision of these articles and the bye-laws framed thereunder, the Council shall regulate its own procedure.
 33. The Council may delegate any of their powers to a Committee consisting of members of their body as they think fit, and in addition the Council, in the manner provided in the Bye-laws, may invite any person or persons, whether members of the Institute or not, to assist the Council / Committee so appointed in the consideration or conduct of all matters of the Council or referred to the Committee. Any committee so formed shall, in the exercise of powers so delegated to them, abide by any regulations that may from time to time be imposed upon it by the Council.
 34. No act done by the Council or by any such Committee as aforesaid, which has received the sanction of the members of the Institute shall be afterwards impeached by any member of the Institute, on any ground whatsoever, but shall be deemed to be an act of the Institute.
 35. The Council shall have the power to delegate any or all its powers to the Executive Committee or any of the office bearers in writing. Any act done by the Executive Committee or any of the office bearers in exercise of the powers so delegated shall be deemed to be an act of the Council.
 36. The Council may from time to time invest any moneys not immediately required for the purpose of the Institute in the purchase of any real or leasehold property, the acquisition of which in the opinion of the Council shall be expedient or desirable in the interest of the Institute or in or upon securities upon which trustees are by law authorized to invest trust moneys and sell any property so acquired any may vary and such securities. The Council may borrow moneys, if required, for the construction of its premises and other buildings and purposes connected therewith and to that end may mortgage its properties to the extent it is expedient or desirable in the interests of the Institute.
 37. The Council shall have the power to grant, from time to time, on such terms and either with or without payments as they may think fit, the use of the rooms or offices of the Institute to any person desirous of using the same for purpose similar to the objects of the Institute or for such other purposes as the Council shall approve.



38. Notwithstanding any other provisions in these articles, when any office bearer, in the opinion of the Council, is unable to perform duties the Council may call an Extraordinary General Meeting, in accordance with the provisions of the Bye-laws, to decide the issue. Similarly, the President may also call an Extraordinary General Meeting in accordance with the provisions of the Bye-laws, if he is of the opinion that the Council is not functioning and the issue is to be decided in an Extraordinary General Meeting.

EXECUTIVE COMMITTEE

39. Deleted.
40. The Executive Committee shall be responsible to the Council in all matters delegated to it in the Bye-laws or otherwise and other matters as may be delegated to the Executive Committee by the Council from time to time.
41. Subject to provisions of the articles and the bye-laws and such directions as may be issued by the Council from time- to time, the Executive Committee shall regulate its own procedure.

OFFICERS

42. The officers of the Institute shall be the President, Vice-President, Secretary General. These officers of the Institute shall be elected, retired or removed in the manner prescribed in these articles and the bye-laws.
43. The term of office of all officers and members of the Council is from the close of the Annual General Meeting at which their election is determined until the close of the succeeding Annual General Meeting when their successors have been duly elected to office as and when the election takes place after the close of any succeeding Annual General Meeting.
44. The duties and responsibilities of the officers shall be those prescribed in the Bye-laws and such others as may be prescribed by the Council from time to time.
45. Subject to provisions of the Bye-laws the employees of the Institute shall be appointed and removed by the Executive Committee. The powers and duties of the employees of the Institute subject to any expressed provision in the Bye-laws shall be determined by the Executive Committee.

ADMISSION FEE AND MEMBERSHIP SUBSCRIPTIONS

46. The admission fee and subscription of the members and students of the Institute shall be those prescribed by the Bye-laws and the form of application for admission as a member or student shall contain reference to such subscriptions.



47. If any member of the Institute shall leave his subscription in arrears for one year, and shall fails to pay such arrears within one month after the expiry of his subscription, a notice shall be sent to him by the Secretary General to deposit arears within a month, failing which, his name may be struck off the list of the members of the Institute by the Council at any time afterwards and he shall thereupon cease to have any right as a member of the Institute, but he shall nevertheless continue to be liable to pay the arrears of subscription due at the time of his name being so struck off; Provided always that this regulation shall not be construed to compel the Council to remove any name if they shall be satisfied that the same ought to be retained.

DISCIPLINARY ACTION

48. The Council may refuse to receive the subscriptions and may cancel the membership of any member, who shall have willfully acted in contravention of the lawful regulation of the Institute or who shall in the opinion of the Council, have been accused of such conduct as shall have rendered him unfit to continue to belong to the Institute. Provided that notice shall be given to the offending person, and opportunity of explanation given to him, before his name is removed from the list, and for that purpose the Council shall have power in the first place to declare such person's rights as a member suspended for a period not exceeding 12 months. If before the period of suspension shall have expired, the person whose rights have been suspended, shall have failed to make an explanation as per Article 48 (A), which in the opinion of the Council is willful noncompliance on the part of accused, the Council may terminate his membership.
- 48A Once a member is suspended, a show cause notice is to be served upon him through Registered post within 14 days of the decision of suspension by the Council, with the direction to submit reply within 90 days to the Secretary General.
- 48B As soon as reply is received from a suspended member, an Inquiry Committee is to be constituted by the council but not later than 90 days of receiving the reply, who shall inquire the matter within 90 days and submit it's report to the Council through President ITPI. Council shall decide to terminate the membership of suspended member if recommended by the Inquiry Committee.
- 48C Council has the power to review any case of suspension and termination on receiving review petition by the guilty member.

ACCOUNTS

49. The books of account of the Institute shall be kept at the registered office, and subject to any reasonable restrictions as to the time and manner of inspecting, the same shall be open to the inspection of the members at all times during the business hours on a written request to Secretary General.



AUDIT

50. The provisions of the Indian Companies Act, 2013 relating to audit and auditors shall apply and be observed by the Institute.

NOTICES

51. A notice may be served upon any member of the Institute or upon any student either personally or by sending it through the post in a prepaid letter addressed to such member or student at his registered address. Any notice, if served by post, shall be deemed to have been served at the time when the letter containing the same would be delivered in the ordinary course of the post, and in proof of such service it will be sufficient to prove that the letter containing the notice was properly addressed and put into the post office.

SEAL

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

INDEMNITY

53. Subject to Article of the Indian Companies Act, 2013, the members of the Council, the Secretary General and other officers for the time being of the Institute acting in relation to any of the affairs of the Institute, and their heirs, executors and administrators respectively, shall be indemnified out of the assets of the Institute from and against all actions, proceedings, costs, charges, losses, damages and expenses which they or any of them shall or may incur or sustain by reason of any act done or omitted in or about the execution of their duty in their respective offices, except such (if any) as they shall incur or sustain by or through their own willful neglect or default respectively and no such member of the Council, or officer shall be answerable for the acts, receipts, neglects or defaults of any other member or officer, or for joining in any receipt for the sake of conformity, or for the solvency or honesty of any bankers or other person with whom any moneys or effects belonging to the Institute may be lodged or deposited for the safe custody or for any insufficiency or deficiency of any security upon which any moneys of the Institute shall be invested or for any other loss or damage due to any such cause as aforesaid; or which may happen in or the execution of his office unless the same shall happen through the willful neglect or default of such member or officer.

* * *



BYE-LAWS OF ASSOCIATION OF THE INSTITUTE OF TOWN PLANNERS, INDIA

DEFINITION

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

“THE INSTITUTE” means the Institute of Town Planners, India.

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

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

“THE EXECUTIVE COMMITTEE” means the members for the time being of the Executive Committee of the Institute.

“MEMBERS OF THE INSTITUTE” means who has been admitted for the membership of the institute whether as Fellow, Associate or Honorary Fellow. Words imparting the masculine gender shall also include the feminine.

MEMBERSHIP

2. The members of the Institute shall be in the following categories:-
 - (1) Corporate Members-Fellows and Associates; (with the provision of life membership);
 - (2) Honorary Fellow; and
 - (3) Deleted.

ADMISSION TO MEMBERSHIP

3. The Council may elect a person to be a Corporate Member of the Institute other than an Honorary Member by a majority of vote of at least 3/4th members present in a meeting. A student shall be enrolled by the decision of the Council in a meeting.

APPLICATION

4. A person seeking admission to be a Corporate Member of the Institute shall apply online to the Secretary General in Form as appended to the Bye-laws after completing.
5. The application shall be accompanied by the annual subscription for the of membership or studentship applied for and by such admission fee or examination



fee or both as prescribed in these Bye-laws or as may, from time to time, be prescribed by the Council.

SPONSORS

6. An application for election to membership in any category other than Honorary Member shall be sponsored by not less than three members of the Institute (and in the case of studentship by not less than two members of the Institute) of whom at least one shall be a Fellow, who from personal knowledge of such candidates shall certify that he satisfies the necessary qualifications.
7. An Associate desirous of becoming a Fellow or a qualified student desirous of becoming an Associate, shall forward to the Secretary General an application according to the form appended to the Bye-laws, signed by not less than two members of whom one shall be a Fellow.
8. Where a candidate for Corporate Membership or studentship is not personally known to any member, the Council may, if they are otherwise satisfied that the candidate is a fit/proper person to be elected, by a resolution of at least three-fourth of the members of the Council present and voting, dispense with the certificate of personal knowledge.

OBJECTIONS ON PROPOSALS SEEKING ELECTION

9. The Secretary General shall circulate the list of candidates for membership and for transfer from one category to another to all members of the Institute inviting objections, if any, within a fortnight from the date of posting the notice.
10. If, on any application by a candidate for election as member or for transfer from one category to another, any member shall object to such election or transfer shall give to the Council notice in writing of his objections stating his reasons, the Council shall before electing or, transferring the candidate consider such objections and if they think desirable hear the objector in support thereof. But if after considering such objections, the Council decide to elect or to transfer the candidate, their decision shall be final and conclusive.
11. No unsuccessful candidate, for elections as a member or for transfer from one category to another, shall be proposed for election or transfer a second time within 12 months.

HONORARY FELLOWS

12. When a person who is qualified under these Bye-laws has been nominated by President and 2/3rd members of the Council to be an Honorary Fellow subject



to the conditions of selection criteria as approved by the Council are fulfilled and has been elected by a unanimous vote of the members of the Council present, then he is an Honorary Fellow if he has accepted his election by written notice to the Secretary General within two months after he received notice of this election.

13. Deleted.

CERTIFICATE OF MEMBERSHIP

14. The Council shall issue a certificate to every Corporate Member, upon his election as a Corporate Member.
15. A certificate of membership is the property of the Institute. When any person for any reason ceases to hold membership in any category, he shall forthwith return to the Secretary General the certificate of membership that has been issued him for that category failing which necessary legal action may be taken by ITPI.

QUALIFICATION FOR MEMBERSHIP

Fellows

16. Every candidate for election as Fellow shall:
- (a) be at least 35 years of age;
 - (b) be an Associate of the Institute for at least 15 years; and
 - (c) shall on the date of his application satisfy the Council of his experience in town planning as prescribed by the Council from time to time.

ASSOCIATES

17. Every candidate for election as Associate shall:-
- (a) be at least 21 years of age;
 - (b) shall on the date of his application have attained an approved standard of proficiency in matters relating to town planning; and
 - (c) shall have passed the examination prescribed by the Institute.

18. Deleted.

Honorary Fellows

19. The Council may elect to be an Honorary Fellow a distinguished person who, in the opinion of the Council, has taken a special interest in town planning, and who by means of either his position or his experience in matters relating to town



planning appears to the Council to be able to render assistance in promoting the objects of the Institute.

STUDENTS

20. The Council may elect to be a Student a person who:

- (a) is at least 19 years of age;
- (b) has successfully obtained the basic qualification as determined by the Council from time to time;
- (c) Deleted
- (d) a person may be a student for not more than six years but the Council, upon his application, may permit him to be a student for such additional period not exceeding two years provided all theory papers are successfully completed, and the Council may, in its wisdom decide, so however that the student satisfies the Council that he is taking steps to qualify for Associate Membership.

UPGRADING BY COUNCIL

21. Notwithstanding any other provision in these Bye-laws when a person has been an Associate for 15 years and is qualified to be elected as a Fellow on receiving and application in the prescribed format, the Council in its discretion may elect him/her to be a Fellow and he/she is thereupon liable for all duties and responsibilities of a Fellow.

Bye-Law no is corrected from Bye-Law No. 22 to 21

22. Shifted in Byelaw 20, at (d)

RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF A MEMBER

23. A Fellow or an Associate may use the following abbreviations after his name and prefix title “ TPr:

Fellow - F.I.T.P. (India) Associate - A.I.T.P. (India)

24. A Corporate Member may:

- (1) attend and participate in discussion at General Meetings;
- (2) vote on any matter at General Meetings provided he has not forfeited his right to do so;
- (3) be elected to the Council;



- (4) be appointed by the Council to any Committee;
- (5) receive all publications of the Institute in any form of electronic repository; and in case any publication is desired in printed form it can be provided on price; and;
- (6) resign from his membership of the Institute if his current annual subscription and all arrears have been paid.

25. A Student may:

- (1) Attend seminars, technical sessions and lectures arranged by the Institute; after permission by ITPI, and
- (2) Receive all publications of the Institute on payment of such sum as may be determined by the Council from time to time.

Adherence to Bye-Law and Codes

26. A person who is accepted for membership in any category agrees:

- (a) to observe the Bye-laws;
- (b) to observe the Code of Professional Conduct as adopted by the Institute from time to time;
- (c) to do his utmost to ensure that all other persons admitted to membership also adhere to this agreement.

ENTRANCE AND TRANSFER FEE

27. Entrance and Transfer fee for different category of membership shall be as below:
Entrance fee for:

Associate	-	Rs. 100/-
Transfer fee from Associate to Fellow	-	Rs. 1000/-

28. The Council shall determine any increase of entrance or transfer fee in any subsequent period.

ANNUAL SUBSCRIPTION

29. A person who holds Corporate Membership shall pay an annual subscription as given below:

Fellows	-	Rs. 1500/-
Associates	-	Rs. 1000/-



Any existing fellow / Associate member may opt to pay onetime subscription by paying 10 times of Annual subscription. However, new Associate / Fellow members are required to pay either Rs 1000/- or 1500/- respectively as Annual subscription or 10 times of annual subscription as one time subscription to become Life Member. The Life membership subscription may be paid maximum in two annual instalments over a period of two years or as may be decided by the council from time to time.

30. The Honorary Fellows are not liable to pay any annual subscription.
31. The annual subscription is due and payable on the first day of April every financial year. Only such corporate members as have paid their dues by 30th June of the concerned financial year i.e. within three months of the membership fee becoming due, shall be entitled to contest election to the Council or be a nominator or be a scrutinizer or vote at any election or in any meeting of the Institute.
32. The Annual General Meeting, after getting the consent of at least 3/4th of total Corporate Members present in the Meeting called for this purpose, shall determine the increase in annual subscription, if necessary, in any subsequent period.

ARREARS

33. Any existing fellow / Associate member may opt to pay onetime subscription by paying 10 times of Annual subscription. However, new Associate / Fellow members are required to pay either Rs 1000/- or 1500/- respectively as Annual subscription or 10 times of annual subscription as one time subscription to become Life Member. The Life membership subscription may be paid maximum in two annual instalments over a period of two years or as may be decided by the council from time to time.
34. When a member is in arrears of fees for two years, he ceases to have membership of any category but may obtain reinstatement of his membership upon payment of two years and such life time subscription as he would have been liable to pay had he continued his membership without interruption.

THE COUNCIL

35. The Council shall consist of not more than 31 members including the past President, past Vice-President and the past Secretary General who shall be ex-officio members. For the purpose of this Bye-law, the past President, past Vice-President and the past Secretary General shall be the persons so held those offices



respectively at the close of the last Annual General Meeting at which an election to the Council took place.

36. The Council shall be formed from amongst the members of the Institute having the right to vote. Each of the following members of the Council shall be elected by the Corporate Members of the Institute having the right to vote and voting at an Annual General Meeting or by postal ballots or digital voting as decided by the Council in accordance with bye-laws:
- (i) General Constituency- 20 members of the Council from amongst the Corporate Members including two reserved for women members and one for the members of North East Regional Chapter.
 - (ii) Special Constituency - 8 members of the Council from amongst the Chairmen of the Regional Chapters of the Institute including 1 reserved for woman member.
37. At alternate Annual General Meeting the whole of the members of the Council shall retire from office and every such retiring member shall be eligible for re-election if nominated in accordance with these bye-laws.

NOMINATIONS

38. At least three members of the Institute, one sponsoring and two supporting, qualified to vote may nominate any qualified person as a candidate for election as a member of the Council in General constituency. At least three members of the Institute who are also members of a Regional Chapter qualified to vote shall nominate its Chairman as a candidate for election as a member of the Council in the Special constituency. In case no nomination is received from women candidate the post shall be considered as general in both the constituencies.
39. A nomination for membership of the Council shall be made in writing and be signed by the nominators and nominee and sent to the Secretary General as per provisions of Bye-Law 4
- 39A Within 48 hours after the deadline of filing the nominations a candidate may withdraw his/her nomination by sending written request in prescribed form duly attested atleast 1 member of ITPI to Secretary General.

BALLOTING

40. If the number of nominees exceeds the vacancies, an election shall be conducted as in hereinafter prescribed:



The Secretary General Shall:

- (a) prepare a ballot that shows the names of the nominees;
- (b) prepare a separate list of the names of the nominees and the names of nominators; and
- (c) send the ballot and the separate list of nominees to all persons qualified to vote along with the notice of the Annual General Meeting in accordance with the Articles and the Bye-laws or on website or through e-mail to conduct elections through Postal ballot or digital voting as decided by the Council from time to time.

Non-receipt of ballot paper and / or notice for Annual General Meeting or any other General Meeting by any member shall not invalidate the meeting.

SCRUTINIZERS

- 41. The Council, shall appoint three scrutinizers for conducting elections to the Council. The scrutinizers so appointed shall be persons holding membership other than studentship and who shall not be candidates for election. The Secretary General shall deliver the ballots unopened to the scrutinizers by whom alone they shall be opened examined and counted.
- 42. The nominees who receive the greatest number of votes for election in their respective constituencies are elected.

When the scrutinizers cannot say that a nominee has been elected as a member of the Council because two or more nominees have received an equal number of votes, the scrutinizers shall place in a ballot of each of the nominees who have so received an equal number of votes and that nominee is elected whose ballot is withdrawn from the ballot box or that by the Secretary General who shall withdraw the necessary number of ballots sight unseen.

SCRUTINIZER'S REPORT

- 43. The scrutinizers shall make and sign a report showing the number of voting papers received, the number rejected and the grounds for rejection, the total number of votes in favour of each candidate and the names of those candidates who are duly elected, and shall submit the report to the Secretary General.

ANNOUNCEMENT OF ELECTION

- 44. On receiving the report from Secretary General on the results of the election, the Presiding Officer of the Annual General Meeting shall announce to the meeting the names of the members elected to the Council.



ELECTION BY POSTAL VOTES

45. Notwithstanding anything to the contrary in any Bye-Law or Regulations, the election of members to the Council shall be by means of postal vote / digital voting and the following procedure shall be followed:
- (i) The Secretary General shall send either by post or through email to each member a notice inviting nominations for elections to the Council to be conducted by means of postal vote / digital voting.
 - (ii) Nominations shall be received by the Secretary General within fourteen days from the date of notice inviting nominations.
 - (iii) If the number of nominations exceeds the vacancies, an election shall be conducted as per sub-byelaws (iv) and (v) or (vi) of this Bye-Law stated immediately hereafter
 - (iv) The Secretary General shall prepare a ballot and a separate list of nominees and send them to each member of the Institute.
 - (v) The ballot paper, duly sealed in accordance with directions printed thereon, shall be sent by post to the Secretary General to reach him not later than 1700 hours on the fourteenth day counted from the date of receipt of ballot paper by the members. A member shall be deemed to have received the ballot paper forty-eight hours from the date of issue.
 - (vi) In case of digital voting the council may engage the government accredited agency for conducting elections online through digital voting. A procedure for the same may be prescribed by the council.
46. Three scrutinizers, of who neither shall be a candidate nor a nominator or supporter or blood relation of a candidate for election, shall be appointed by the Council. The ballot papers shall be delivered unopened to the scrutinizers, by whom alone they shall be opened and examined.
47. Delete (as the same provision exist in Bye-Law No. 42).
48. The scrutinizers shall make and sign a report showing the number of voting papers received, the number rejected and the grounds for rejection, the total number of votes in favour of each candidate and the names of those candidates who are duly elected. Such report shall be handed over to the Secretary General who shall handover the results of the election to presiding officer of AGM.
49. The voting papers in both cases shall be retained by the Secretary General until one month after the date of election after which they shall be destroyed by Secretary General.



50. Any member of the Council who shall cease to be a member of the Institute or who, except with the permission of the Council, shall absent himself from three consecutive meetings shall, ipso facto, cease to be a member of the Council.

VACANCIES OF COUNCIL

51. The Council may fill up by co-option of persons qualified according to the Bye-laws and any casual vacancy in the Council which may occur between one Annual General Meeting and another as well as any vacancy left open at the annual general election and any member of Council so appointed shall retire at the succeeding Annual General Meeting whenever new members of the Council are elected.

MEETING OF THE COUNCIL

52. The Council shall meet not less than four times in a calendar year and more often, if necessary.

NOTICE OF MEETING

53. Not less than seven days before each meeting of the Council, the Secretary General shall send to each member of the Council a notice of the meeting with or without the agenda of the business to be transacted at the meeting. In case any Emergency meeting is called by President after consulting in writing with Secretary General, agenda of the business is mandatory to be circulated and notice shall be issued not less than 2 days before the meeting.

QUORUM

54. 1/3 members of the Council constitute a quorum.

VOTING

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

VIEWS OF ABSENT COUNCILORS

56. A Member of the Council who is unable to attend a meeting of the Council may write to the Secretary General setting forth his views on any matters on the agenda



for the meeting and the Secretary General shall lay this correspondence before the Council at the meeting.

ELECTION OF OFFICERS

57. The Council shall, as soon as possible, after the Annual General Meeting at which it is elected, elect from among its own members, a President, a Vice-President and a Secretary General having the qualifications given in these Bye-Laws.
58. The Council shall appoint a Joint Secretary, Secretary (Examinations) and Secretary (Publications) from amongst the Corporate Members of the Institute. They shall be responsible to the Secretary General.

President

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

Vice-President

60. Any Fellow member of the Council may be elected as Vice-President provided he is a Fellow of the Institute and has served as a member of the Council for at least one year prior to his election as Vice-President.

Secretary General

61. Any Fellow member of the Council may be elected as Secretary General provided he has served as member of the Council for at least one year or as Secretary (Examinations) or as Secretary (Publications).
62. Elected Office Bearers, Joint Secretary, Secretary (Examination) and Secretary (Publication) shall not be officers of the Institute for more than two consecutive terms at a time in any capacity subject to maximum three terms.

EXECUTIVE COMMITTEE

63. The Council shall, as soon as possible, after the Annual General Meeting at which it is elected, set up an Executive Committee for the purpose as decided by the Council, consisting of the President, the Vice-President, the Secretary General, and four members of the Council of which atleast 1 shall be past office bearer, nominated by the Council at that meeting.
64. The powers thus delegated to the Executive Committee shall be outlined for each calendar year by the Council in its first meeting after the Annual General Meeting on constitution of Executive Committee as per Byelaw 63.



65. The Executive Committee shall be responsible to the Council for the activities of the Institute and shall derive its powers from the Council who may delegate to it such powers and duties as deem fit.
66. Within the provisions of the articles and bye-laws, the Executive Committee shall regulate its own procedure and shall determine its own quorum.
67. The Executive Committee shall meet in between the Council meetings and with an interval of not more than two months.

DUTIES OF OFFICERS

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

President and Vice-President

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

Secretary General

70. Without restricting the generality of bye-laws 61, the Secretary General shall;
 - (a) present the business for meetings of the Council and for general meetings of the Institute;
 - (b) keep a record of all documents of incorporation and all bye-laws and the proceedings of the meetings of the Council and of general meetings of the Institute;
 - (c) attend to and keep records of the correspondence of the Institute;
 - (d) maintain a roster containing the names, addresses and callings of all persons who hold or have held membership in the Institute; and the names, addresses, and callings of all persons who are or have been members of the Council;
 - (e) prepare for presentation to the Annual General Meeting report of the affairs of the Institute and the activities of the Council and committees for the preceding year;



- (f) By March 1st of each year send to each person holding membership, a statement of the annual fee payable by that person for the forthcoming financial year;
- (g) notify any person holding membership in the Institute when he has ceased to enjoy the rights and privileges of membership by virtue of being in arrears of annual fees for two years;
- (h) collect fees and other moneys due to the Institute and accept in the name of the Institute any gifts, endowments or bequests made to the Institute.
- (i) deposit in the name of the Institute all moneys of the Institute in an account or accounts in such bank as the Executive Committee, from time to time, may determine;
- (j) disburse the funds of the Institute under the directions of the Executive Council;
- (k) keep a record satisfactory to the Council of all receipts and disbursements;
- (l) prepare for presentation to the Annual General Meeting a statement of the financial affairs of the Institute for the preceding fiscal year which shall be certified by an auditor appointed for the purpose by the preceding Annual General meeting; and
- (m) publish all journals, documents and other material which the Council or the Executive may direct him to do and to conform to the requirements of law in regard to all such publications.
- (n) prepare the profile of the Corporate (Associate / Fellow) members of ITPI and upload on official website, In case any member fails to provide necessary information required for digital voting or sending any communication through electronic platform, within specified time shall loose certain privileges.

CANVASSING

- 71. A candidate after filing nomination may canvas to the members eligible for voting but not through commercial media, and without stating any prejudice and allegations against other candidates. Any violation of canvassing norms prescribed, will disqualify the candidature of such candidate.
- 72. Deleted.



EMPLOYEES

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

FINANCIAL YEAR

74. The Financial year of the Institute shall be from 1st April of each calendar year to 31st March of the next calendar year.

BUDGET

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

PAYMENT TO MEMBERS OF INSTITUTE

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

SIGNING OFFICERS

77. For all banking transactions conducted in the name of the Institute, the President or Vice President and the Secretary General may be the signing officers.

GENERAL MEETINGS

78. The Council shall fix the dates for the General Meetings and intimation containing dates of meetings shall be forwarded to every member.
79. The Chair at General Meetings shall be taken by the President, or in his absence by the Vice-President, or in his absence by a member of the Council, failing which, any Fellow whom the meeting may elect shall take the Chair.
80. A printed notice of every General Meeting, stating the date, hour and place at which it is to be held and the business to be transacted thereat shall



be sent to every member within India at least fourteen days before the Meeting.

81. The Annual General Meeting shall be held to consider the report of the Council, a statement of audited accounts of the Institute, to appoint auditors, to elect members of the Council in place of those retiring and other business as may have been notified in accordance with the Articles and Bye-laws of the Institute.

AUDITORS

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

EDITORIAL BOARD

83. The Council may appoint an Editorial Board for the purpose of editing its journals, documents and other publications. The Board shall consist of the Vice-President, the Secretary General, the Secretary (Publications) and two other members including specialists from India and abroad, as per the requirement of UGC, appointed by the Council.
84. The Vice-President of the Institute shall be the Chairman of the Board. The Secretary (Publications) of the Institute shall be the Editor of the Journal and the Newsletter published by the Institute. The Secretary General shall be a member of the Editorial Board.
85. The Editorial Board shall hold office for a period of three years at a time.

TOWN PLANNING EXAMINATION BOARD

86. The Council shall appoint a Town Planning Examination Board for conducting such examinations as the Council may prescribe from time to time for candidates seeking to be elected as Fellows, Associates and for admission as students. The Town Planning Examination Board shall also deal with all matters relating to town planning education.
87. The Town Planning Examination Board shall be constituted by the Council with the following:-
- (1) President of the Institute as the Chairman of the Board.
 - (2) Secretary General of the Institute as a Member of the Board.
 - (3) Secretary (Examinations) as the Member Secretary of the Board.



- (4) A representative of the Ministry of the Government of India dealing with technical education.
 - (5) A representative of All India Council of Technical Education (AICTE).
 - (6) A representative of the Ministry of the Government of India dealing with urban development.
 - (7) Six experts from allied disciplines nominated by the Council.
 - (8) Three members of the Institute at least one of whom is engaged in teaching town planning.
88. All members of the Board except the President and Secretary General of the Institute who are ex-officio members shall hold office for a period of 3 years at a time.
89. Subject to the approval of the Council, the Board may devise any scheme for education and examination; and when the Council shall approve such scheme, the Board shall have the supervision thereof, and shall annually report to the Council thereon.
90. Subject to the approval of the Council, the Board shall, from time to time, frame and publish rules regarding examinations and defining the cases and circumstances under which such examinations shall be held, the subjects they shall comprise, the fees (if any) to be paid or deposited by candidates, and the nature of the certificates to be granted to successful candidates.

EXEMPTION FROM EXAMINATION

91. Deleted.

OTHER COMMITTEES

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

VACANCIES OF COMMITTEES

93. When a vacancy occurs on any Committee appointed by the Council, the Council may appoint if required, a qualified person to fill the vacancy subject to approval by the Council.



REGIONAL CHAPTERS

- 94a A Regional Chapter of the Institute may be set up in any State or Union Territory in India at the State or Union Territory capital after due approval of the Council provided that there are at least 20 members of the Institute having the right to vote and are attached to such Chapter.
- 94b A Regional Centre of the Institute may be set up in any town other than the State or Union Territory capital after due approval of the Council.
- Provided that there are at least 15 members of the Institute having the right to vote are attached to such Centre
- Further provided that the Regional Centre shall in all cases report to the Regional Chapter of the State or Union Territory in all administrative, accounting, technical and other matters.
- Further provided that no two towns would be clubbed to form a Regional Centre and neither would there be two Regional Centers in a town.
- Notwithstanding anything contained here in above or hereinafter, the Council may exercise control over any Regional Centre directly, without any intervention of the concerned Regional Chapter in all matters relating to the affairs of the Institute or as applicable to Regional Chapters, vis-a-vis the Council.
95. The Regional Chapter / Regional Centre shall be governed and guided by the Council in all matters concerning town planning and the town planning profession.
96. To establish a Regional Chapter / Regional Centre, the members interested in forming the proposed Chapter / Centre shall hold a meeting and pass a resolution expressing their intention to form a Regional Chapter / Regional Centre of the Institute which shall be subject to and governed by the policies, rules and regulations laid down by the Institute. The resolution shall be signed by all members and shall be sent to the Secretary General for consideration by the Council of the Institute. The Council shall consider it along with such views as may be received from the members at a meeting, and after satisfying itself that the Chapter / Centre will fulfill the purposes for which it is being established, may approve the establishment of the Chapter / Centre after which Regional Chapter / Regional Centre shall come formally into being.
97. After obtaining the approval of the Council, the members constituting the Regional Chapter / Regional Centre shall elect a Chairman and a local Secretary from amongst them to preside over the meetings of the Chapter / Centre and



to manage its affairs. Elections for the Regional Chapters and Centres shall be conducted every alternate year.

98. The Regional Chapter / Regional Centre shall not collect any subscription from the members affiliated to it. The members and students shall continue to send their subscription to Secretary General of the Institute. The Council of the Institute may consider providing financial aid within the resources of the Institute to each Chapter / Centre in promotion of its activities. The Council may authorize the Regional Chapter / Regional Centre to collect fees as may be found necessary from amongst the members of the Regional Chapters / Regional Centres and no fee or funds be collected unless specifically authorized.
99. Activities of the Regional Chapters / Regional Centers may consist of any or all of the following:
- (1) Arranging lectures, talks, symposia, exhibitions and other planning activities in their respective regions. For these activities, the Chapters / Centers may work in collaboration with the sister professional institutes such as the Institution of Engineers (India), local centers, regional chapters / centers/ branches of the Indian Institute of Architects, etc.
 - (2) Stimulating town planning activities in their area, participating in regional conferences of interest to town planners and generally representing the Institutes' interests in all matters relating to town planning and housing.
 - (3) Running teaching courses and training programs for the benefit of student members of the Institute and to give them every facility for study.
 - (4) To hold examinations of the Institute on behalf of the Town Planning Examination Board, if specifically authorized by the Council.
 - (5) To co-ordinate and co-operate with the activities sponsored by the Institute.
 - (6) Any other activity for which the Council's prior specific approval has been obtained.
100. The Chairman of every Regional Chapter / Regional Centre shall send reports of activities of the Regional Chapter / Regional Centre to the Institute for being suitably published as and when desired by the Council.
101. If 50% of Corporate Members attached to a Regional Chapter / Regional Centre have no right to vote and the number of members falls below 20 or 15 respectively, the Council may withdraw the approval of that Regional Chapter / Regional Centre.



PUBLICATIONS

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

LIBRARY

103. The Library shall be open at such times as Executive Committee may determine to all members and students of the Institute who shall have the right to pursue, and inspect all books, papers, drawings, maps or models belonging to the Institute and to make copies of or abstracts from the same under such restriction and with such exceptions as may from time to time be determined by the Executive Committee, but none of the property of the Institute shall, without the express consent of the Executive Committee, be taken from the premises of the Institute.

AMENDMENT OF BYE-LAWS

104. When, in the opinion of the Council, it is necessary to amend the bye-laws, the Council shall approve a draft of the proposed amendment and the Secretary General shall send to each person qualified to vote the text of the proposed amendment and explanation together with the notice of the general meeting at which the proposed amendment is to be considered. Alternatively, the amendment may be voted upon by postal vote as decided by the Council.
105. If the amendment is passed it shall not be enforced or acted upon until it has been submitted to the Registrar of Companies as per provision of the Act.

CODE OF PROFESSIONAL CONDUCT

106. The Code of Professional Conduct as approved by the Institute and presently in force shall be binding on every member and student of the Institute. The Council has the power to expel or suspend a member violating the Code of



Professional Conduct of the Institute after such a member has been given due notice.

AMENDMENT OF CODE OF PROFESSIONAL CONDUCT

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

PREVIOUS BYE-LAWS REPEALED

108. All previous bye-laws of the Institute are hereby repealed.

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CODE OF PROFESSIONAL CONDUCT **(Approved by the Institute and currently in force)**

THE OBJECT

The vision of the Institute of Town Planners, India (ITPI) is 'to promote dynamic, inclusive and integrated Town and Country planning practice, education, research and also institutional mechanism for vibrant, sustainable and resilient spatio-economic development of towns, cities, and regions'. To accomplish this vision, the Members of ITPI (hereinafter referred as Members) engaged in professional practice need to demonstrate a high standard of professionalism and acceptance, of the principles of conduct in their relations with public, clients, fellow Members, assistants and students of the profession.

The object of this Code of Professional Conduct is to promote the standard of professional conduct and self-discipline required of every Member in the interest of the public, society and planned spatial development.

The Members and Students are governed by Clause 106 of the Bye-laws of Association of ITPI as per the Code of Professional Conduct which specify basic ethics, professional ethics, and professional misconduct. Clauses 106 & 107 draw their powers from Article 27 of the Articles of Association of the Institute. It is proposed to replace the present Code with the following Code:

BASIC ETHICS

1. Members have obligation to serve the public interest, which includes the following:
 - a) Conduct professional practice respecting diversity, needs and values of public encouraging their participation in discussions;
 - b) Provide clear, accurate and timely information on spatial planning matters to Members of the public and decision-makers while respecting the confidentiality rights of the employers or clients;
 - c) Promote spatial planning endeavors to conserve and preserve heritage and natural and built environment;
 - d) Provide opportunities for meaningful participation of stakeholders in the spatial planning process; and
 - e) Promote and plan for equitable choices and opportunities for spatial justice for all persons including the disadvantaged.
2. Members shall not discriminate on the basis of caste, creed, gender, nationality, religion, disability and age.



3. Members shall ensure that their corporate, personal, political and financial interests do not conflict with their professional duties and disclose such cases, if any, in advance.
4. Members shall encourage healthy and constructive criticism about spatial planning practice among colleagues.
5. Members shall share the results of field experiences and research outcomes that contribute to enrichment of spatial planning knowledge.

PROFESSIONAL ETHICS

6. Members shall carry out their professional responsibility in a manner that upholds dignity and reputation of spatial planning profession and shall:
 - a) Discharge their professional responsibility with courtesy, integrity, dignity and fairness;
 - b) Give objective and credible opinion on professional matters to the best of their ability and knowledge;
 - c) Take all necessary steps to update their professional knowledge;
 - d) Honor the professional conduct of the country when working outside India, upholding the integrity of ITPI;
 - e) Have proper regard for the professional obligations and qualifications of those with whom they are professionally associated; and
 - f) Protect and enhance the integrity of urban and regional planning profession while practicing as a domain expert (spatial planning) in a consortium/ organization keeping in view its objectives.
 - g) Refrain from participating in academic activities of an educational institution not recognized by ITPI.
7. Members shall not take up work outside of their professional competence.
8. Members shall act with fairness and competence while describing and commenting on the works and views of other professionals and shall not falsely or maliciously injure their professional reputation, prospects or practice.
9. Member shall neither attempt to supplant another Member nor knowingly accept an appointment while the claim of another previously employed Member remains unsettled.
10. Members shall not accept an assignment where the services involved are in violation of applicable rules and regulations.



11. Members shall not disclose any confidential information relating to his clients/ employers, in the course of his professional duties, which could be turned to financial advantage to them.
12. Members shall share the results of field experience and research that contribute to spatial planning knowledge.
13. Members shall contribute time and resources to the professional development of students, interns, young professionals and colleagues.
14. Members shall promote and propagate professional planning works and services in a manner that contribute to the public understanding and perception and also enhance credibility of the profession.
15. Members shall charge fee for the professional services rendered by him/her as per agreement with the Client, specifying the scope of work and amount of fee to be paid in conformity with the Scale of Professional Fees and Charges of ITPI.
16. The Condition of Engagement of Professional Services and Scale of Professional Fees and Charges of ITPI are the minimum desirable payable to a spatial planner, however, a member may:
 - a) Charge a lump sum fees higher than that prescribed by ITPI, considering his professional standing, higher level of expertise, nature and complexity of the assignment, time constraints, etc. and
 - b) Change the fees only if the scope of work is modified and also mutually agreed between him/her and the client.

PROFESSIONAL MISCONDUCT AND DISPUTES

17. Any member found guilty of professional misconduct, shall be liable for disciplinary action by the ITPI Council under Article 48 of the Articles of Association of ITPI
18. Any dispute arising out of the agreement with the Client may be referred for arbitration by one or more persons as agreed upon by the parties and, if agreed by both the parties (Client and Spatial Planner), one of the arbitrator may be nominated by ITPI on request.

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Certificate Of Incorporation.

No. C. 2092 of 1951-1952.

I hereby certify that "Institute of Town Planners India"
(Licence u/s 26 of I.C. Act, 1913)
is this day incorporated under the Indian Companies' Act, VII of 1913, and that the Company is Limited.

Given under my hand at Delhi
this Twenty first day of March,
One thousand nine hundred and fifty two.
Rept. Fee = Rs. 50/- Paid.

B. R. Sethi
(B. R. Sethi)
Registrar of Joint Stock Companies, Delhi

J. S. C. 34

M. P. P. Ltd.—C/400/50/P J. O. P. 131/Civil Dt. 11. 5. 50.—10,000.



INSTITUTE OF TOWN PLANNER'S, INDIA
4-A, Ring Road, I.P. Estate, New Delhi

Addresses of Regional Chapter Buildings

1.	Chhattisgarh	Plot No.-23, Sector-24, Village-Jhanjh, Nava Raipur Atal Nagar, Chhattisgarh - 492002	09826131726
2.	Gujarat	Plot No. 123, Near Rituraj Society, Subhash Chowk, Memnagar, Ahmedabad, Gujarat	079-27456191, 27456368
3.	Goa	House No. 408, Alto Porvorim, Panjim - Mumbai NH-17, Goa	09422447358, 09822154220
4.	Haryana	Bay Site No: 59-62, Sector 2, Panchkula, Haryana	09888133081
5.	Karnataka	No. 16 J, Miller Tank Area, Thimmaiah Road Cross, Behind Ambedkar Bhavan, Bangalore, Karnataka - 560052	080-22261901
6.	Madhya Pradesh	Opp. Sanjay Complex, Near Mata Mandir, Main Road No. 2, Block No. IV, Bhopal, Madhya Pradesh - 462003	0755-2772416
7.	Maharashtra (Mumbai)	Plot No.100, Sector -15, C.B.D. Belapur, Navi Mumbai, Maharastra - 400614 Pune Centre - Plot No. 1/1, Sector 29, PCNTDA, Nigdi, Village Ravet, Taluka Haveli, Pune, Maharashtra - 411044	022-27576162
8.	Maharashtra (Nagpur)	Plot No. 43-44, Opposite NIT Garden, Ring Road, Nagpur, Maharashtra - 440022	0712-2247295
9.	North East	North-East Regional Chapter, Near Bodoland Guest House, Jawahar Nagar, Khanapara, Guwahati, Aasam - 22	09435045168
10.	Odisha	Plot No. S-2, Saheednagar, Bhubaneswar, Odisha - 751007	0674-2542130
11.	Punjab	Adjoining Prachin kala Kendra, Sector 35 - B, Chandigarh	0172-2621583
12.	Rajasthan	Plot No. 1, Institutional Scheme, Opposite Vidhya Ashram School, Jaipur, Rajasthan Udaipur-Centre, Opp. Devendra Dham, Nathdwara Road, Bhuwana, Udaipur, Rajasthan	0141-2703698, 09413093576
13.	Tamil Nadu	Plot No.: PP-1, 6th Main Road, Mogappair Eri Scheme, Mogappair, Chennai - 600037	09444145856
14.	Telangana	H.No. 1-10-198, Near Post Office, Begumpet, Hyderabad - 500016, Telangana	040-27765892
15.	Uttar Pradesh	Captain Pandey Chowk, Vikas Khand, Gomti Nagar, Lucknow, Uttar Pradesh	0522-2302521
16.	West Bengal	IB-190, Sector - II, Salt lake City, Kolkata, West Bengal - 700106,	033-23358017



Chhattisgarh Regional Chapter, Raipur



Goa Regional Chapter, Panaji



Haryana Regional Chapter, Panchkula



Madhya Pradesh Regional Chapter, Bhopal



Pune Center, Maharashtra Regional Chapter



Rajasthan Regional Chapter, Jaipur



Tamil Nadu Regional Chapter, Chennai



Telangana Regional Chapter, Hyderabad