

**CONSTITUTION, BY LAWS, RULES AND REGULATION
OF
THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN INDIA**

1. **NAME:** The name of the society be THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT, INDIA
2. **AREA:** CILT-INDIA shall operate in India (including all its states)
3. **DEFINITION:** In these Rules the following words shall have the following meanings:
 - a) **"CILT-INDIA"** means The Chartered Institute of Logistics and Transport in India.
 - b) **"The Chartered Institute"** means The Chartered Institute of Logistics and Transport, Earlstrees Court Road, Corby, Northants NN17 4AX, United Kingdom.
 - c) **"The council"** means the Council for the time being of CILT-India.
 - d) **"The Committee"** means the Managing Committee/National Council of The Chartered Institute of Logistics and Transport in India.
 - e) **"The Section"** means a branch of The Chartered Institute of Logistics and Transport in India.
 - f) **"Member"** means a member of The Chartered Institute of Logistics and Transport (London).
 - g) **"The Act"** means the Societies Registration Act, 1860.
 - h) **M.O.A,** means memorandum of association as defined in the societies Registration Act 1860.
 - i) **CILT- India** is a society registered under societies Registration-Act 1860 as per MOA filed on January 1987 with registrar and Registration No. S/17656 of 1987.
 - j) **CILT- India** is a territory of the chartered Institute of Logistics and Transport(CILT-International) Earlstrees Court Road, Corby, Northants NN17 4AX,U.K..
 - k) Words imparting '**Singular**' shall include '**Plural**' and vice-versa, words imparting '**Masculine Gender**' shall include '**Feminine Gender**'.
 - l) **"Rules"** shall means this constitution and rules incorporated and amended from time to time for the Chartered Institute of Logistics and transport in India from time to time.
 - m) **"Section"** shall mean a local section of CILT-INDIA as referred to in clause 23.
 - n) **"The Area"** shall be the area of Indian Union comprising of all its states and U.T.
 - o) Bye-Laws shall mean the Bye-Laws of **The Chartered Institute** approved by By-Laws on 6th April 2010 at the Council Chamber, White hall, London.
 - p) The Bye-Laws, Rules and regulation of CILT are consistent with MOA of 1987. In the Bye-Laws, Rules and regulations the changes made on 6th April 2010 by **the chartered Institute** have been incorporated.
4. **EMBLEM:** The Emblem of the Institute is a Pegasus with the words "The Chartered Institute of Logistics and Transport encircling it.
5. **OBJECTS:** The Objects of CILT-INDIA are:
 - a) To promote and foster the interests and objects of CILT-INDIA **in the Area** as defined above.
 - b) To promote the recognition of logistics, transport and supply chain management as professional occupations.
 - c) To further the knowledge and understanding of the profession of logistics, transport and supply chain management among public, commercial, industrial and State interests and in society generally.

- d) To organise, promote and carry out regular educational and instructive initiatives, such as seminar courses, site visits, lectures and courses, and provide a forum for the interchange of knowledge, ideas and experience for the benefit of its all members and for those with an interest in logistics, transport and supply chain management.
- e) To offer comment and advice to Parliament, the Government and local Governments on legislation and other matters affecting the logistics, transport and supply chain management sectors including education within these sectors in the Area
- f) To cooperate and work with other organisations involved in or connected with or interested in logistics, transport and supply chain management.
- g) To stimulate interest in, foster and support integrated logistics, transport and supply chain management education throughout **the Area** and specifically promote investment in logistics, transport and supply chain management education for industry and commerce.
- h) To approve educational institutions in **the Area** whose teaching and examinations in the subjects of the Society are acceptable in lieu of CILT-International examinations.
- i) To establish Sections of CILT-INDIA throughout **the Area** where membership numbers are sufficient to warrant a Section being set up.
- j) To ensure that members sustain a high standard of professionalism and occupational competency against an agreed code of conduct and/or qualifications and experience criteria and to issue competency certificates to persons who have attended requisite courses and training programmes.
- k) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which CILT-INDIA may think necessary or beneficial for the purpose of its business.
- l) To use funds as directed by the National Council to make necessary proper payment of costs or expenses of carrying out for furthering of the objects of the Society. Also to make sound investment as recommended by the Secretary General and approved by the National Council on behalf of CILT-INDIA's members of any surplus funds, available with the CILT-INDIA.
- m) To make payment for provision of professional counsel, employment of casual, part time, full time or contract staff or agents as recommended with secretary General and approved by the National Council as necessary or beneficial to the objects of CILT-INDIA.
- n) To handle and deal with matters affecting or concerning or likely to affect or concern the Sections generally or to alter its jurisdiction or the members or classes of members of CILT-INDIA.
- o) To handle and deal with matters affecting or concerning or likely to affect or concern more than one Section.
- p) To recommend to the Council the creation, suspension or dissolution of Institutes or Sections.
- q) To receive and financial help from Individuals, organisations and state & central Government, Local Bodies & Educational Institutional including universities.
- r) The National council through secretary General;
 - i. Elect to all approved grades of membership and advance the members within the grades
 - ii. The removal of persons from membership in accordance with Bye-Law 9.
 - iii. Re-admit membership of any class any person whose membership of that class has terminated.
 - iv. To restore membership of those whose name have been erased from the roll of CILT-INDIA any member whose subscription and other sums due to CILT-INDIA are in arrears in accordance with Bye- Laws 17 and 18.
 - v. Compound any annual/life time subscription of members.

- vi. Reduce lifetime subscriptions in respect of any member who is over 60 years of age and who is retired or is not gainfully employed.
- vii. Be responsible for the collection from members of CILT- India subscriptions and other moneys due to the Council and/or CILT- India and the due remittance of the same where appropriate
 - s) To fix the subscription rates payable by members to CILT- India having regard to grade and age.
 - t) Publish or sponsor the publication of a journal and/or other publications for the Area.
 - u) To promote and facilitate the interchange of information between the Sections.
 - v) To publish and distribute or retail books, publications, periodicals, occasional papers and commentaries on the logistics, transport and supply chain sector including management and education.
 - w) Carry out in **the Area** such other functions as the National Council may determine.
 - x) To do all such other things as are incidental or conducive to the attainment of the above objects or any of them.
 - y) CILT-India will develop its relationship with the Chartered Institute Of Logistics and Transport, London by better co-ordination & feedback.

6. POWERS: To enable CILT- India to fulfil and carry out the foregoing objects or any of them CILT- India in addition to all other powers which shall be conferred upon it by law or by these Rules **the management committee** is hereby authorised and empowered to exercise all or any of the following powers and rights:

- a) to produce print, publish, record, tape, film, and distribute any newspapers, magazines books, leaflets or any other form of literature or materials for the promotion of CILT- India objects or any of them and without limiting the generality of the power to utilise all available communication techniques;
- b) to purchase, lease, bail, hire, or otherwise acquire and hold land, buildings, and real and/or personal property of any description or any interest in the same respectively;
- c) to sell improve, develop, lease, mortgage, exchange, dispose of, turn to account or otherwise deal with-all or any part of the property and rights for the time being of CILT- India;
- d) to operate bank accounts and to borrow or raise money by way of bonds. debentures, debenture stock, bills of exchange, promissory notes, bank overdraft or other obligations or securities of CILT- India or otherwise in such manner as may seem expedient;
- e) to receive any gift, legacy or devise of property real or personal whether subject to any special trust or not but so that CILT-India may nevertheless decline and refuse to accept any gift or donation;
- f) to invest and deal with any moneys of CILT-INDIA not immediately required for any of the objects aforesaid in such manner as CILT-INDIA may think fit;
- g) to make grants, gratuities or advances to any person or persons and to guarantee the obligations of any person or person;
- h) to work together with or affiliate to or accept affiliation from any other body whose objects are of a similar nature and aim;
- i) to manufacture, buy, sell, supply and deal in goods of all kinds calculated to further the objects of CILT-INDIA;
- j) to institute, conduct, defend or compromise any proceedings at law or against CILT-INDIA or the Officers or Employees thereof;
- k) To do all or any of the above things as principal trustee agents or otherwise and either alone or in conjunction with or through or by means of any other Trust, Corporate Body or person;

- l) To employ such persons as are required and from time to time to dismiss, suspend or re-employ such employees and to pay them in return for services rendered to CILT-INDIA salaries, wages, allowances or fees and contractor and service providers to provide for them accommodation, quarters, transport, means of conveyance and other facilities for the carrying out of their work;
- m) To appoint sub-committees to assist in the attainment of the above objects or any of them;
- n) To do all things as are incidental to or conducive to the attainment of the above objects or any of them;
- o) The National Council shall have the power and jurisdiction in accordance with the Rules over all the members of CILT-INDIA (including the Sections) within the area bounded by the definition of the Area provided that the National Council shall not:
 - (i) Take any action which is contrary to the Royal Charter and Bye-Laws of **the Chartered Institute.**
 - (ii) Take any action which may adversely affect the interests **of the Chartered Institute.**

7. PRIVATE PECUNIARY GAIN: No moneys shall be paid or transferred directly or indirectly to any member or individual to the extent that no pecuniary gain shall be derived by any member from the funds of CILT-INDIA provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any member or any individual for services actually rendered and in reimbursement of out-of-pocket expenses incurred in the course of rendering such services.

8. MEMBERSHIP: a) Membership of CILT-INDIA shall comprise of the National Council and such persons as are accepted for membership and pay the annual subscription. Persons accepted for membership shall be either Chartered Members, or members as defined in Bye- Law 8.1. Corporate Membership may be granted pursuant to clause 8.2 of these Rules.
 b) Application for membership of CILT-INDIA shall be made to Secretary General, CILT-INDIA in such form as approved by the Secretary General and as membership approval such application shall be subject to ratification of the National Council;

8.1. INDIVIDUAL MEMBERSHIP: a) The Council of **the Chartered Institute** is responsible for establishing standards required for **Chartered membership**. The National Council is responsible for administering Chartered membership within those standards. The National Council is also responsible for establishing other grades of membership for CILT-INDIA in India and administering the rules for these.

b) There two types of individual membership one is **Annual membership** and other is **Life membership**.

c) Secretary General of CILT-INDIA may nominate a member as a Life member a person who has given outstanding service to CILT-INDIA. Such nomination is to be ratified in national council meeting for the conferment of a Life Membership.

The membership of Institutes shall comprise of the following grades:

- i) Honorary Chartered fellow
- ii) Chartered Fellows (Life & Annual)
- iii) Chartered Members (Life & Annual)

- iv) Members/ Associates (Annual)
- v) Affiliate /Students (Annual)
- vi) Corporate Members

i. **Honorary Chartered Fellows:** Chartered Fellows shall be persons elected as such by the Institutes, who possess such qualification on attainments connected with, or take such interest in, or render such services to the institute justifies their selection as the Honorary Chartered Fellows.

ii. **Chartered Fellow :-** The Chartered Fellows shall be the persons elected as such by the Institute, who are at least of 30 years of age and hold an on have held high positions of responsibility in the administering, managing, conducting, operating or carrying on any of the principal forms of transport, warehousing, IT, Logistics or Port, Airport, Packaging for 15 years or works connected therewith for a period of 10 years or in academic pursuit in the field connected to the transport such as economics, engineering geography, statistics, mathematics, business management and science etc.

Or have such special knowledge of the theory or practice of transport in any of its branches that their election as Fellows would in the opinion of the CILT INDIA be conducive to the interests of the Institute.

iii. **The Chartered Members:** Members shall be persons elected as such by the Institute, who are at least of 21 years of age and who have completed a thesis on the Transport subject or have been accepted for the award of higher degree by a Institute/University recognized by the Institute or Institute or have a substantial published work. Or a series of published works on a transport subject.

Or

The persons who hold recognized degree in a discipline relevant to the transport, and who have worked in any of the principal form of transport warehousing ,IT, Logistics, Port ,Airport, Packaging for a period of five years or more in a professional, managerial or administrative capacity.

iv. **The Members/Associate Members:** Members/Associate members shall persons elected as such by the CILT-INDIA and who are engaged in and have three years experience in any of the principal form of Transport warehousing ,IT, Logistics, Port ,Airport, Packaging Or have rendered or have are so connected with the objects of the Institute, as in the opinion of CILT-INDIA.

v. **The Affiliate /Students:** Students shall be the persons selected as such by the CILT-INDIA, and who are at least of the 20 years of age and are engaged in or are desirous of becoming engaged in or in connection, operation or carrying on any of the principal forms or transport warehousing ,IT, Logistics, Port ,Airport, Packaging and satisfy CILT-INDIA as to their general character and education and produce evidence to the satisfaction of CILT-INDIA.

vi. **Corporate Members:** Corporate can have the corporate membership. Every Corporate member (organization) can nominate four delegate members.

d) A member of each of the following grades in the Institute may, in order to indicate their membership, use the appropriate **post nominal letters** in respect of such grade,

In the case of an Honorary Chartered Fellow or a Chartered Fellow	FCILT
In the case of a Chartered Member	CMILT
In the case of a Member	MILT

e) Each member elected shall be entitled to a **Certificate** evidencing membership of the Institute which shall be in such form as the Council may from time to time determine, shall remain the property of the Institute and shall be returned to the Institute upon demand.

f) Admission/ Registration

- i) Every application for membership shall be addressed to the Secretary General of the CILT-INDIA upon a form supplied by the Institute and shall be accompanied with the entrance fee. These membership forms/Fees may be submitted ON-LINE also.
- ii) Every application for admission/registration for membership shall be scrutinized by the Secretary General and ratified by managing committee whose decision shall be final.

g) Entrance fee and subscription:

Every application for membership shall be addressed to the Secretary General of the CILT-INDIA upon a form supplied by the Institute and shall be accompanied with the entrance fee.

I) Entrance or registration fee - Rs 500/-

II) Subscription fee:

- (1) Annual Subscription:
 - i) Chartered Fellow -Rs.1000/-
 - ii) Chartered Member -Rs. 800/-
 - iii) Member/Associate -Rs. 700/-
 - iv) Affiliate/Student -Rs. 600/-

- The subscription fee would be for a period of one year commencing from April to March
- Each member shall be liable to pay on 1st of April in each year annual subscription in respect of forthcoming subscription shall be paid within 30 Days from the date it becomes due.
- Any person who becomes member of the Institute after the commencement of the subscription year shall pay:
- Full annual subscription if the member is elected before 31st March.

(2) Life time Membership: Life membership is awarded only for two grade i.e. Life chartered member and Life fellow

Life Chartered Member (LM)

Age	Amount
1. Upto 50 Years	Rs.10000
2. Between 50 to 60 Yrs	Rs. 8000
3. Between 60 to 65 Yrs	Rs. 6000
4. Above 65 Yrs.	Rs. 5000

Life Fellow (LF)

Age	Amount
1. Upto 50 Years	Rs.12000
2. Between 50 to 60 Yrs	Rs.10000
3. Between 60 to 65 Yrs	Rs. 8000
4. Above 65 Yrs.	Rs. 7000

The charges are as decided and revised by the Management committee from to time to time.

8.2. CORPORATE MEMBERSHIP: Corporate membership of CILT-INDIA in India is available to companies and to any other organisation subject to the approval of the National Council which shall establish entitlements and fees for corporate members. At present one time Life time Subscription fee of Corporate membership is **Rupees One lakh**. Corporate membership shall not bring entitlement for any form of Chartered membership and Corporate Members or their nominees shall not have voting rights. However each corporate member may nominate up to 4 delegates.

9. TERMINATION OF MEMBERSHIP: A person shall cease to be the member of CILT- India in following circumstances and his name shall be removed from the register:

- Upon the death of the member
- If he is adjudged insolvent
- His name has been removed/terminated from the membership of the Institute.
- In case of mental disorder
- His or her or it being guilty of conduct which in the opinion of the National Council renders him or her or it unfit for members
- If a member has been convicted by the disciplinary committee appointed by the chairman on any complaint filed against the said member
- Delivery to CILT-India of that person's or corporation's resignation in writing;
- Any member who fails to pay annual subscription after the reminders his name would be struck off from the rolls of members. However such member may be readmitted on such terms and condition as may be determined by the committee.

10. NATIONAL COUNCIL

STRUCTURE OF THE NATIONAL COUNCIL

- i) The management control and responsibility for the activities, business affairs of the Society shall be vested in a National Council which shall consist of the following persons:
 - a) The National Chairman
 - b) Three Vice Chairmen
 - c) Secretary General
 - d) Treasurer
 - e) Eight Members
 - f) Each Section Head will also be Co-opted as Honorary Vice Chairman.

- g)** Any Person it appointed by the National Council to be the Convenor of a Standing Committee.
- ii.** All the office bearers of the Managing Committee/National Council shall be elected for a period of two years at the Annual General Meeting. A contested election shall be decided by the secret ballot.
- iii.** Each nomination for election to the Committee shall be signed by at least two members or and shall be deposited with the Secretary General before the Annual General Meeting together with the consent in writing of the person nominated to serve in the capacity for which he is nominated.
- iv)** The committee may by resolution submit to the Annual General Meeting nominations for all or any number of vacancies of committee provided that particulars of such nominations are included in the notice of the Annual General Meeting.
- v)** The Secretary General shall always at the written request of the chairman or two Vice-Chairman's or any three ordinary members of the Committee convene a meeting of the Committee.
- vi)** At least seven days notice shall be given of a meeting of the committee and of the matters to be considered there at. The business transacted shall be confined to such matters.
- vii)** A casual or occasional vacancy among the officers or of the Committee member, occurring during a session may be filled in by the Committee. Such members shall hold office until the next Annual General Meeting.
- viii)** The failure of a Section to convene and hold a Meeting to elect its Section Head in accordance with the regulations governing the constitution of such Section shall not affect any person's existing membership of the National Council which shall continue until an election takes place or that person ceases to be a Member for any other cause.
- ix)** The Section Head of a Section may invite any member of the Section Committee to attend a meeting of the National Council in his or her place.
 - a)** The National Council may, by resolution, invite any person to attend all or part of a meeting for the specific purpose of briefing Members of the National Council on a particular agenda item.
 - b)** Each Section shall be permitted not more than two (2) additional representatives who shall attend as observers, and who may, by resolution of the National Council, be given speaking rights on a particular agenda item.
- x.** The National Council shall be entitled by the resolution of its members to appoint or co-opt any person, whether or not he is a member of CILT-India to the National Council or to a committee of the National Council provided that no such person shall form part of a quorum of or be entitled to vote at any meeting of the National Council or such committee.
- xi.** The National Council may appoint a Patron for CILT-India.
- xii.** The name of the representatives from each Section for the ensuing year shall be given to the Secretary General of CILT-India by the respective Sections not later than the first day of April in each year.
- xiii.** The National Chairman and Vice Chairman Secretary General, Treasurer and other members shall be elected every two years at the Annual General Meeting from among the Chartered members.
- xiv.** Nominations in writing for the election of the National Chairman and Vice Chairman shall be received by the Secretary General before the Annual General Meeting. Nominations must be proposed and seconded by two members and be signed by the nominee accepting the nomination.
- xv.** The terms of the National Chairman, Vice Chairman, Secretary General or other members and any other person appointed by the National Council to act as a convenor of a standing committee of the National Council shall be for the

duration of the period commencing with the conclusion of the Annual General Meeting at which they are elected for period of two years.

xvi. The terms on the Section Council of the Section Head of each Section shall be for the duration of the period commencing with the conclusion of their respective Section Annual General Meeting until the conclusion of the ensuing Section Annual General Meeting.

xvii. The National Council shall have a standing committee known as the Executive Committee comprising of the National Chairman and the Secretary General and the treasurer. The Executive Committee shall have exercise for decisions on all the powers for day to day functioning. Executive Committee shall record them in minutes/ and note it be ratified by the National Council not more than three months after a meeting of the Executive Committee at which the decision was made.

11. SOLICITOR: The National Council may appoint any qualified person as an Solicitor to CILT-INDIA to hold office for two years or until re-elected or a successor is appointed.

12. PROCEEDINGS OF THE NATIONAL COUNCIL MEETING:

a) The members of the National Council may meet and adjourn or otherwise regulate their meetings as they shall think fit provided that they shall meet at least once in every year.

b) A meeting shall be convened at any time upon the request of three (3) members of the National Council provided that not less than twenty one (21) days notice thereof is given.

c) Questions arising at any meeting shall be decided upon a show of hands each member being entitled to one vote. In the event of a tied vote the National Chairman shall have a casting vote.

d) National Chairman, Vice Chairman, Secretary General, Treasurer and other members shall each hold office until a successor has been appointed and takes office. The normal term of appointment shall be two years Any casual vacancy, in either position may be filled by a resolution of the' National Council. Any successor so appointed shall hold office without re-election only so long as the person in whose place he or she has been appointed would have held office such service in the occupation of that office shall not be deemed a term of office for the aforesaid purposes, if he or she is subsequently re-elected to that office.

e) A meeting at which a quorum is present may exercise all or any of the authority. Powers and discretions invested in it by any means whatsoever.

f) The National Council may appoint standing or other committees of its own members and such other persons and may delegate authority as it may think fit The proceedings and procedures of such committees shall be conducted in such manner as the National Council shall decide, provided that only members of National Council vote on matters requiring decision by National Council

g) The National Council shall cause Minutes to be made of all matters considered and dealt with at its meetings and those of its Committees and shall cause copies of such minutes to be distributed to the National Council and to each of the Section within twenty-one (21) days of such meetings being held.

13. DUTIES OF THE OFFICE BEARERS:

A) Natioanal Chairman: The National Chairman shall be the head of the society and shall preside at all general meetings and at the meetings of the committee, and shall be

responsible for the proper conduct of the meetings and functioning of CILT.

B) Vice-Chairman:

- i) Each Vice-Chairman shall be assigned specific responsibility pertaining to the activities/objects of the CILT-India. The duties shall be assigned/specified by the Chairman.
- ii) In the absence of the Chairman one of the vice-chairman may pre side over the writing.

c) Secretary General: The Secretary General shall keep the records of all the meetings and summon a meeting whenever required. He shall maintain the register of the members of the Institute. The register shall also specify the class of each member. He will work as C.E.O. and will carry out all day to day management functions and duties as defined in the By Laws.

d) Members And Other Office Bearers: The members shall assist the Chairman in administering, meeting, conducting the affairs of the society as per the objects of the society

14. ANNUAL GENERAL MEETING: a) An Annual General Meeting shall be held each year and the business of the Annual General Meeting shall be:

- i) To receive the Committee's report on the working of the CILT-India in the previous year.
- ii) To receive the Treasurer's report and the audited accounts of the CILT-India.
- iii) To elect the Management Committee for the ensuing two years.
- iv) To deal with such other matters of which at least a weeks' notice in writing has been given.

b) At least 21 Days notice shall be given to the members of the Annual General Meeting.

c) No business shall be transacted at any Annual General Meeting unless a quorum of members is present. 30 members present in person shall form quorum of the Annual General Meeting.

d) Only Chartered Fellow members, Chartered members and Associate Members/ Members who are members of the CILT-India shall be entitled to vote thereat. In the event of equality of votes the Chairman shall have a casting vote in addition to vote which he is otherwise entitled.

e) If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date to be decided by the committee, not exceeding 21 days, and if a quorum is not present half an hour after the appointed time for the postponed meeting, the members present shall have the power to proceed with the business of the day but they shall not have power to alter the rules of the CILT-India or make decisions affecting the membership. Unless quorum is complete.

15. MINUTES: The minutes of all the meetings, whether general meetings or the meetings of the Committee shall be kept by the Secretary General, copies of the same may be forwarded to each section of the CILT-India and to the chartered Institute.

The minutes of each meeting shall contain:

i) The fair and correct summary of the proceedings thereat.

ii) The name of Committee members or of members as the case may be present at the meeting.

iii) All appointments of officials made at any of the meeting.

16. FUNDS: All monies received shall be paid into an account of CILT-India at the banks appointed by it All cheques and other negotiable instruments shall be drawn or endorsed by such person or persons and in such manner as the National Council may from time to time determine.

17. BANK ACCOUNT: Bank account of CILT-India shall be operated by the Chairman, Secretary and Treasurer, jointly or by any two of them. The account of the section will be operated by section head and its treasurer.

18. FINANCIAL YEAR: The financial year of CILT-India, and the Sections shall be from 1st April to 31st March.

19. ACCOUNTS AND AUDIT: a) Proper books of account shall be kept in respect of all monies received and expended all matters in respect of which the receipt and expenditure has taken place and all purchases, sales and other transactions relating to the assets and liabilities of CILT-INDIA.

b) The books of account and all other records, data and information pertaining to the National Council shall be kept at such a place or places as the National Council shall decide.

c) The National Council shall require an Income and Expenditure Account and a Statement of Assets and Liabilities ("Statement of Accounts") made up to 31 March to be prepared each year and to have the same audited or reviewed by such a person to be appointed by National Council.

d) An Annual General Meeting of CILT-India shall be held after the close of the financial year and not later than 31 March of the year following the end of the financial year.

e) At the Annual General Meeting the Secretary General shall submit an Annual Report and an audited or reviewed Statement of Accounts on behalf of the National Council.

f) An Auditor or Reviewer for the ensuing year shall be appointed at each Annual General Meeting. This person shall not be a member of the National Council but the National Council may appoint a successor should the office fall vacant before the end of the term,

g) The conduct of a Financial Review shall be in accordance with the Review

h) Engagement Standards of the Institute of Chartered Accountants of India and may only be authorised to replace an audit of accounts by the unanimous decision of members at a properly constituted General Meeting of the CILT-India.

20. EXPENSES: a) Any grant by the Council/National Organisations, to the CILT-India to defray expenses of the CILT-India and the expenditure of such grant shall be subject to such conditions as the Council or the funding organisation may prescribe.

b) The Committee is empowered to incur all expenses as it deems fit to promote the objects of the CILT-India. However all matters involving major financial commitments, expenditure shall be placed before the management Committee for approval and notified at Annual General Meeting.

c) The Management Committee would prepare an Annual budget for the CILT-India in conformity with the rules and regulations of the CILT-India and notify the same to the Council and at the Annual General Meeting at the commencement of each financial year.

21. EXTRAORDINARY GENERAL MEETING(EGM)/ SPECIAL GENERAL MEETING:

a) A Extraordinary or special General Meeting of CILT-India may be called by the National Council at any time and shall be called by the National Council upon the requisition in writing by (10) members entitled to vote thereat and resolution be delivered to the Secretary General specifying the nature of the business to be brought before each meeting. The only business which may be transacted at any Extraordinary/Special General Meeting shall be that of which notice has been given or that appertaining there to. Minimum quorum for EGM is 10 members.

b) Members shall be given twenty-one (21) days notice by post specifying the place, day and hour of a Extraordinary/Special General Meeting and the purpose for which it is to be held.

22. VOTING AT GENERAL MEETING: For conduct of election a chairperson shall be elected by the members present.

a) All members other than Corporate Members and Affiliate members shall be entitled to vote at (AGM) and the quorum shall be ten per centum (10) of the members EGM qualified to vote or 30 members, whichever is the less.

b) Votes shall be exercised as follows

i) At general meetings voting shall be by voices, by show of hands or, on demand of the chairperson or any member present, by secret ballot, and on any secret ballot each member shall be entitled to one vote.

ii) Unless otherwise required by these Rules or by the Act, all questions shall be determined by a simple majority of those present and voting at the general meeting.

iii) To determine any issue (but subject to any specific provision to the contrary in the Rules or the Act) the National Council may resolve to hold a postal ballot in accordance with the procedures set out in paragraph (b) (iv) of this clause 22.

- Only members other than Corporate Members or Affiliate may vote in any postal ballot;
- A resolution to hold a postal ballot shall set a closing date and time for ballots to be received by the Secretary General, but the closing date shall be no later than 14 days after the date ballot papers are sent out to members(excluding the date of posting);
- In respect of any motion to amend these Rules by postal ballot, the motion shall be accompanied by reasons and recommendations from the National Council:
- The Secretary General shall declare the result of a postal ballot; and
- The results of any postal ballot shall be as binding and effective on members as a resolution passed at a general meeting.

23. SECTIONS :

a) For CILT-INDIA the following Sections exist:

Northern Section	-	Is being looked by National Council
Gujarat Section	-	Mr. Samir J. Shah, JBS Academy (Head)
Cochin Section	-	Mr. Khwaja Muinudhen, School of Logistics and Management Technology (Head)
Mumbai Section	-	Mr. Arvind Bhatnagar, Executive Director, CONCOR (Head)

Chennai Section	-	Mr. R R Padamnabham, Director EXIM Academy
Eastern Section	-	Mr. K. V.R.Murthy
Bangalore Section	-	Mr. Sushant Mukhopadhyay
Hyderabad Section	-	Vacant

Further Sections may be established by the National Council where the National Council believes that the formation of a Section is warranted.

Any member of CILT-India not being resident in the areas encompassed by the Sections above may become a member of any Section at the discretion of the National Council. The functioning of section is detailed in first schedule.

- b) The CILT-India may in its discretion authorize the formation of further Sections, or alter or add to the jurisdiction where it deems feasible for the purpose of implementing any or all the objectives of the Institute or of CILT-India.
- c) The members of the Section shall comprise of members in all its grades residing at the moment in region where the section is proposed or allocated by the Committee. In the event of closure of some Section reallocation of members shall be decided by the Committee.
- d) The Section shall in spirit and in action conform to the objects of the Chartered Institute and shall be guided by the rules and regulations of the CILT-India.
- e) The local affairs of Sections shall be managed by a Section Committee elected and acting in accordance with the Constitution and Rules for Sections as set out in the Schedule of these rules. Any amendments to the Constitution and Rules for Sections must be submitted to and approved by a majority decision of the National Council.
- f) The National Council may at any meeting of the National Council amend the boundaries of any Section, form new Sections and define their boundaries, amalgamate one Section with another or in any way change the number and boundaries of Sections.

24.NOTICES: A notice may be served by CILT-India upon any member either personally or by sending it through the post or by E-Mail addressed to such member at his or her last known address. Any such notice served by post shall be deemed to have been served on the third day following that on which such notice was sent.

25. COMMON SEAL: a) CILT-INDIA shall have a Common Seal with power from time to time to destroy the same and substitute a new seal in lieu thereof and the Common Seal for the time being shall be kept under such control as the National Council shall from time to time prescribe and in the absence of any prescription in that behalf shall be kept in the custody of the Secretary General.

b) The Common Seal of CILT-India shall not be used except in pursuance of a resolution by the National Council. Any deed, document, debenture, security or other contract which is required to be under the Common Seal of CILT-India by section 15 of the Act or which the National Council may by resolution determine shall be under the Common Seal of CILT-India shall have the Common Seal affixed thereto in the presence of the National Chairman or the Secretary General and any one (1) other member of the National Council as may be authorised in that behalf by resolution by the National Council.

26. AMENDMENTS TO CONSTITUTION AND RULES:

- a) Alternation, extension or abridgement of purposes, aims and objects change of name, Section 12 and 12A of the Act 1860 as applicable to the Union Territory of the Delhi.

The amendment in the Memorandum shall be made under this Section.

- b) The Rules of CILT-India shall not be altered or added to or rescinded except at a General Meeting of CILT-India and the provisions relating to postal ballots in clause 22 (b) (iv) shall not apply.
- c) Notice of motion to alter, add or rescind the Constitution of the Society shall be given in writing to the Secretary general not less than twenty eight (28) days before the General Meeting to which such motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
- d) Upon receipt of a notice of motion the Secretary General shall cause it to be promulgated to members in accordance with clause 22 together with the advice of the meeting.

27. LEGAL PROCEEDINGS: The India Section may sue or be sued in the name of the Chairman as per provisions laid down under by the law as applicable to the Union Territory of Delhi.

28. ANNUAL LIST OF GOVERNING BODY: Once in every year a list of the Office bearers and members of the Management Committee shall be filed with the Registrar of Societies Delhi as required under section 4 of the Act of 1860 as applicable to the Union territory of Delhi.

29. DISSOLUTION: If the Society needs to be dissolved it shall be dissolved as per provisions laid down under section 13 and 14 of the society registration Act as applicable of the Union Territory of Delhi.

30. APPLICATION OF THE ACT: All the provisions under all the sections of the Societies Registration of Act, 1860 as applicable to the Union Territory of Delhi, shall apply to this Society.

31. ESSENTIAL CERTIFICATE: Certified that this is the correct copy of the rules and regulation of the Society

32. WINDING UP: CILT-India may be wound up in accordance with the provisions of the Act. CILT-India should be wound up or dissolved any moneys remaining after the due settlement of CILT-India's affairs and the payment of all just debts and claims shall be given to a charitable institution or society, having objects similar to the objects of CILT-India, to be determined upon at a general meeting or as otherwise set out in the Instrument of dissolution.

National Chairman

Secretary General

FIRST SCHEDULE

THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT IN INDIA.

The CONSTITUTION and RULES of the Sections of CILT-INDIA ("Section Rules").

NAME

1. The name shall be, "**The Chartered Institute of Logistics and Transport in India** _____ Section", hereinafter referred to as 'the Section'.

OBJECTS

2. The general objects of the Section shall be those stated in the Constitution and Rules

("CILT-India Rules") of The Chartered Institute of Logistics & Transport in India - ("CILT-India").

MEMBERSHIP

3. Every member of CILT-India whose day to day activities are within the boundaries of the Section as defined in Rule 23 of the CILT-India Rules shall be deemed to be a member of the Section unless otherwise approved.
4. Members of the Section shall remit to the Secretary General, National Council such annual subscriptions as may be fixed from time to time by the National Council.
5. All matters pertaining to membership shall be in accordance with the CILT-India Rules.

YEAR

6. **The financial year shall be from April 1st one year to March 31st in the following year.**

MANAGEMENT

7. Subject always to the provisions of the Royal Charter and Bye-Laws and the concurrence of the National Council, the local affairs of the Section shall be arranged and managed by a Section Committee.
8. The Section Committee shall comprise not less than five and not more than ten members as follows:
 - (i)
 - (a) Section Head;
 - (b) Section Dy. Head;
 - (c) Secretary;
 - (d) Treasurer, which office may be held by the Section Secretary as a combined appointment; and
 - (e) Ordinary members;
 - (ii) The members of the Section Committee may elect in accordance with sub-clause (1) hereof, a Section Student Advisor.
9. The Section Committee may also co-opt other members onto the Section Committee to assist in its work.
10. The section committee shall be responsible for the appointment of officers listed in clause 9 with the exception of the Section head.
11. The quorum at Section Committee Meetings shall be not less than five members and all questions shall be decided by vote. In the event of equality of votes the section head shall have a casting vote.
12. A meeting of the Section Committee shall be convened upon the request of the Section head or three ordinary members of the Section Committee A minimum of seven days notice shall be given for all Section Committee Meetings and the matters to be considered thereat shall be notified at the time of issuing the notice.
13. Any member of the Section Committee who fails to attend three consecutive meetings without apology or leave of absence shall cease to be a member of the Section Committee.

14. The section head shall hold office for two year and may be reelected.

EXTRAORDINARY GENERAL MEETING

15. A Extraordinary/Special General Meeting of the Section may be called by the Section Committee at any time and a meeting shall be called by the Section Committee upon receipt in writing of such a request, signed by ten per cent of the members (but not less than five). Any such request shall be delivered to the Section Secretary **at least 21 days** before the time of the proposed meeting and shall distinctly express the object of the proposed meeting.
16. At a Extraordinary/Special General Meeting no business may be taken other than that stated in the notice calling the meeting and such notice shall be posted to each member not less than 14 days before the meeting.

VOTING AT GENERAL MEETINGS

17. The quorum at any general meeting of the Section shall be not less than 10 members entitled to vote.
18. **Votes shall be exercised as follows:**

Section should hold election among existing members in its area.

- (a) At general meetings voting shall be by voices, by show of hands or. on demand of the Chairperson or any Section member present, by secret ballot, and on any secret ballot each Section member shall be entitled to one vote.
- (b) Unless otherwise required by the Section Rules or the CILT-India Rules, all questions shall be determined by a simple majority of those present and voting at the general meeting.
- (c) To determine any issue (including any election or amendment to the Section Rules) Section Committee may resolve to hold a postal ballot in accordance with the procedures set out in paragraph (d) of this Rule.
- (d) In respect of postal ballots held under this paragraph (d):
- Only Section members entitled to vote may vote in any postal ballot;
 - A resolution to hold a postal ballot shall set a closing date and time for ballots to be received by the Section Secretary, but the closing date shall be no later than 14 days after the date ballot papers are sent out to Section members (excluding the date of posting);
 - In respect of any motion to amend these Section Rules by postal ballot, the motion shall be accompanied by reasons and recommendations from the Section Committee; The Section Secretary shall declare the result of a postal ballot: and
 - The results of any postal ballot shall be as binding and effective on members as a resolution passed at a general meeting.

STUDENT SOCIETIES

19. The Section may foster the establishment of and supervise the general progress of Student Societies in accordance with the policy of the National Council on these matters.

SUBSCRIPTIONS

20. Membership subscription is allowed only through online transaction of www.ciltindia.co.in (CILT-India website) or through a cheque to CILT-India payable at Delhi.

PROPERTY AND FUNDS

Section may open its on bank account for local financial dealing.

National Council may given grant to sections against membership fee collected by sections as per formula decided by National Executive Committee (National Council) for time to time.

21. The National Council shall have full powers of control over the property and funds of the Section but shall not exercise those powers so long as the Section is operating and being managed in accordance with these rules. In the event that the Section ceases to operate for a period of six months, or by resolution of the members of the Section goes into recess, the property and funds shall be forthwith passed to the National Council.
22. In the event that the Section is no longer operating in accordance with these Rules the National Council may dissolve the Section, in which event the property and funds of the Section shall be forwarded to the National Council.
23. Any grant made by the National Council to the Section to defray the expenses of the Section shall be subject to such conditions as the National Council may prescribe.
24. All requirements of CILT-India Procedures Manual shall be complied with at all times. No action shall be taken by the Section that is contrary to the Royal Charter and Bye-Laws of the Institute or the interests of the Institute or which involves questions of Institute policy that should be dealt with by the National Council. No action shall be taken by the Section that is contrary to the Constitution and Rules of The Chartered Institute of Logistics and Transport in India Incorporated.
25. The Section may at any time submit to the National Council for approval any addition, amendment or revocation of the rules. Any such changes, if approved, shall be adopted and thereafter amended, added to or repealed only at a Extraordinary/ Special General Meeting of the Section.
26. The National Council shall have the right to add to, repeal or amend these Rules, or any of them, and to interpret or suspend them either generally or in particular cases as it may deem expedient.