

## INCA BYE LAWS




## INDIAN NATIONAL CARTOGRAPHIC ASSOCIATION

**Date: 11 Nov 2022**

**Ver : 1.1**

Room No.234, 2nd.Floor, APGDC Block, Survey of India, Uppal,  
HYDERABAD – 500 039 ,Telangana- INDIA.

 secretarygeneralinca935@gmail.com

 [www.incaindia.org](http://www.incaindia.org)

## PREFACE

1. These Memorandum of Association, Rules and Bye Laws called as “**Rule of Procedures**” is promulgated for the information, guidance and compliance of all office bearers, life members and academicians. Student, research scholars and participating Organizations related the Indian National Cartographic Association (INCA)
2. A copy of the signature page will be inserted in the Master copy once a year and if any amendment to the Bye laws takes place it will be inserted in all copies and also notified on INCA website for all custodians to undertake amendments.
3. These will be printed and two Master copies would be available in the INCA HQs under the custody of the Secretary General. An updated copy of the latest edition marked with month/year would also be available on the INCA website.
4. Amendments to these orders will be promulgated from time to time. These are to be inserted/ replaced in these orders as required and a corresponding entry to be made in the Record of Amendment on last page of INCA Bye Laws .The authority for correction is always to be shown against each correction. Large amendments will be made by replacing the affected pages by new pages, which will have their date of issue typed on top right-hand corner.

(Secretary General)  
INCA Head Quarters

## Approved

President  
INCA

Date: 11 Nov 2022  
Place: Dehradun

**INDIAN NATIONAL CARTOGRAPHIC ASSOCIATION  
MEMORANDUM, RULES AND BYE –LAWS OF THE ASSOCIATION**

**MEMORANDUM OF ASSOCIATION:-**

Document No. 1

1. Name of the Society: - **INDIAN NATIONAL CARTOGRAPHIC ASSOCIATION**

Location of Office:- C/o Dept. of Geography, University College of Arts, Osmania University, Hyderabad 500 007

**At present: Room No.234, 2nd.Floor, APGDC Block, Survey of India, Uppal, HYDERABAD – 500 039 (A.P.) – INDIA.**

1. Aims and objectives: - The objectives for which the Association is established are as follows:

- (a) to foster cartographic research in the country;
- (b) to co-operate with professional organisations of cognate disciplines and to promote academic interaction within inter-disciplinary frame;
- (c) to co-operate with international organisations with similar objectives;
- (d) to improve the teachings of cartography at all levels;
- (e) to foster co-operation between government and quasi-government organizations, research institutions for the advancement of the cartography;
- (f) to hold a National Cartographic Conference, ordinarily, once in a year; and
- (g) generally, to take such measures as may help to secure cartography its legitimate place in national life and to strengthen amongst cartographers a sense of national responsibility and professional efficiency.

2. Certified that the Association is framed with no profit motive and no Commercial activities are involved in its working;

3. Certified that this Association will not participate in agitational activities and make it a forum to ventilate grievances in service matters.

## Document No 2.

### Main Rules and Regulations of the Association

(1) **Membership:** - The membership of the Association shall consist of the following categories

- a) Founder Members
- b) Honorary Fellows.
- c) Life Members
- d) Student Members

(2) **Membership Fees:-**

- a) Life Members Rs.2,000/- +18%GST
- b) Student Members Rs.2000/-Rs40 Per Annum+18% GST

Note: Students on obtaining the requisite qualification and experience may apply for life membership, which would be ratified by The Executive Committee

(3) The designatory letters for the use by various categories of members of the Association shall be:-

- Honorary Fellow - F.C.A. (Ind.)
- Life Member) - M.C.A. (Ind.))

Any person discontinuing his membership or otherwise ceasing to be a member shall be precluded from using the above designatory letters after his name and shall not in any form or by inference indicate that he is connected with the Association.

(4) **General Body:**

The General Body shall consist of :-

- a) Founder Members
- b) Life Members
- c) All Honorary Fellows of the Association.

(1) The General Body will meet once in a year;

- a) The Annual Meeting of the General Body of the Association shall, ordinarily, be held in fourth quarter every year at a place and time to be fixed by the Executive Committee. The Secretary General shall notify the date, place, time and agenda of such meetings.
- b) Thirty clear days notice shall be given for the Annual General Body Meeting

(2) The General Body shall have the following powers:-

- (a) to review progress in research and training in cartography and allied fields;
- (b) to make, amend and repeal Rules;
- (c) to consider the audited accounts of the Association for the preceding financial year;
- (d) to consider the annual financial estimate placed before it by the Executive Committee and pass them with such modifications as it may deem fit;
- (e) to consider and cancel or refer back and amend by-laws;
- (f) to elect office bearers and authorities as provided in the Rules;
- (g) to consider Annual Reports and to pass resolutions and adopt such reports;
- (h) to appoint the auditors of the Association for the current and ensuing years;
- (j) to transact such other business as may be brought before it by the Executive Committee; and
- (k) to reduce or raise the membership fee.

(5) The members of the Executive Body can be between 17 and 35. The minutes of meeting would include any changes of the members. Once a year, preferably before the GB meeting, the EC would meet and append the comprehensive list for that year.

6. Functions of Executive Body and duties of officer bearer:-

**i) President:** He presides over all the meeting of both General Body and the Executive Committee. He can have casting vote in the position. He can supervise all the Branches of the Association.

**(ii) Co-President –** Surveyor General of India will be the Co-President in an Honorary role. SOI will have one Vice President in the Executive Committee when SG is a Co-President.

**iii) Senior Vice-President:** He shall discharge the function of the President in his absence or any other functions assigned to him by the Executive. He shall take over the Presidentship of the Association on the expiry of the President's tenure of office.

**Past President – Immediate:** His advice would be solicited for the follow-on year as he would be current and upto date on the INCA activities that would have taken place during his Presidentship. He shall be invited as special invitee for the meetings.

**iv) Vice Presidents (Three):** They shall assist the President and Senior Vice President in discharging their functions. In the absence of the President or Senior Vice President one of the Vice Presidents will perform the duties of the President as entrusted to him.

**v) Secretary General:** He is the custodian of all the records relating to the Association and will correspond on behalf of the Association. He has to keep the records of minutes of all the meetings of the Association and to convene both the bodies of the association with the permission of the President, and assist the Treasurer in preparing budget and expenditure statement to be placed before the General Body for its approval.

**vi) Secretaries (2 in Number): Secretary I** is responsible for interaction with INCA Branches, Map Quiz and workshops/Seminars/ Symposiums held by Branches. He shall prepare annual report of Branches activities.

**Secretary II** is responsible for development, maintenance and constant up gradation etc., of INCA Web Site and portal in consultation with the Executive Committee.

**vii) Treasurer:** He is the person responsible of all financial transactions relating to the Association. He has to prepare budget and Expenditure statements of the Association with the guidance of the Secretary General. He has to operate the Bank account of the Association with Secretary General or President.

**viii) E. C. Members:** They are the persons responsible to perform the activities of the association which the Executive Committee may entrust to them.

7. Subject to the Memorandum of Association and Rules, the Executive Committee shall have the powers:-

a) to enter into arrangements with the Government of India, State Governments other public or private organisations or individuals for furtherance of its objectives, for implementation of its programmes and securing and accepting endowments, grant-in-aid, donations or gifts on mutually agreed terms and conditions;

b) to acquire by gift, by purchase, lease or otherwise any property, movable or immovable, which may be necessary or convenient for the purpose of the Association and to construct, alter and maintain any buildings for the purpose of the Association;

c) to draw, make, accept, endorse, discount, and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;

d) to invest the funds of the Association in such securities or in such manner as may, from time to time, be determined by the Executive Committee and from time to time, to sell or transfer such investments;

e) to take over or acquire by purchase, gift or otherwise from Government and other public bodies or private individuals movable and immovable; properties or other funds together with any attendant obligations and engagements not inconsistent with the object of the Association;

f) to sell, transfer, lease or otherwise dispose of any movable or immovable property of the Association;

g) to raise loans against the assets of the Association on such terms and conditions as may be approved by the General Body.

8. **QUORUM:-** The quorum for the Annual General Body Meeting of the Association shall be ten percent of total numbers of members of the Association. If there is no quorum within half an hour of the time fixed for the meeting, shall be adjourned for half an hour and thereafter shall be held at the same place. No fresh notice shall be required for such adjourned meeting and all business of the meeting as entered in the agenda (and no other) shall be transacted at the adjourned meeting even if no quorum is present.

9. **FUNDS:-**

(a) The Funds of the Association shall be kept in a scheduled Bank approved by the Executive Committee in the name of the INDIAN NATIONAL CARTOGRAPHIC ASSOCIATION.

(b) All Bank accounts of the Association shall be operated upon under the signatures of any two office bearers from among the President; Secretary General, Secretary I & Secretary II or Treasurer.

(c) The Executive Committee shall have authority to invest the funds of the Association in such manner as it may deemed fit.

(d) The Secretary General shall be responsible for the safe custody of all property of the Association.

The funds shall be spent only to the attainment of the objects of the Association and no portion thereof shall be paid or transferred directly to any of its members.

10 **AMENDMENTS:-**

No amendment or alteration shall be made in the purpose of the Association unless it is voted by 2/3rd of the members present at the special meeting convened for the purpose and confirmed by 2/3rd. of its members present at a Second Special Meeting.



## 11. **WINDING UP:-**

In case the society has to be wound up the property and funds of the society that remain, after full satisfaction of the liabilities of the society shall be transferred or paid to some other institution with similar aims and objects.

**INDIAN NATIONAL CARTOGRAPHIC ASSOCIATION**  
**Detailed Rules**

1. **Name:** The name of the society shall be “INDIAN NATIONAL CARTOGRAPHIC ASSOCIATION (hereinafter briefly referred to as the “Association”)

2. **Organization:-** The Central Government organizations involved in cartographic work and the Universities engaged in pursuit of cartographic and allied disciplines that would form the major organizations under the Bye Laws would be as follows:-

- a) SOI
- b) NHO
- c) ISRO
- d) NATMO
- e) Universities

3. **Members:-** (a) The membership of the Association shall consist of following categories:-

- a) Founder Members
- b) Life Members
- c) Honorary Fellows
- d) Student Members

b) The designatory letters for use by various categories of members of the Association shall be

Honorary Fellow - - F.C.A. (Ind.)

Life Member or } - M.C.A. (Ind.)

Any person discontinuing his membership or otherwise ceasing to be a member shall be precluded from using the above designatory letters after his name and shall not in any form or by inference indicate that he is connected with the Association.

4. **Founder Members:** Life Members enrolled before **31st. December 1980 shall be designated as Founder Members.**

5. **Honorary Fellows:-**

- a) The Association may elect distinguished personnel as its Honorary Fellows.

- b) To be eligible for election as a Honorary Fellow of the Association, a person must satisfy the following criteria
  - i) He should have shown evidence of original work in cartographic or allied fields;
  - ii) He should have at least ten years of acceptable professional experience; and
  - iii) He must be engaged actively in the advancement of cartography in any of its aspects.
- c) The power to elect Honorary Fellows shall vest in the Executive committee. Such election shall, however, be supported by not less than two-thirds of the total number of the committee or three-fourths of the members present and voting, whichever is less.
- d) Once elected, a person shall remain a Fellow of the Association for life; and the total number of Fellows at any time shall not exceed ten.

6 **Life Members:** Persons keenly interested in the development of cartography or possessing at least post-graduate qualifications in cartography, geography or allied disciplines (for such other qualifications as may be determined from time to time by the Executive Committee) and who have paid the fee prescribed by the Executive Committee from time to time shall be Life Members. However, the Executive Committee may relax the professional qualifications prescribed in special cases.

7. **Student Members:** Persons who are pursuing a regular course in cartography, geography or allied disciplines in recognized institutions of higher learning shall be student members on payment of the fee prescribed by the Executive Committee from time to time. Students on obtaining the requisite qualification and experience may apply for life membership, which would be ratified by Executive Committee.

8. A member may resign membership by letter addressed to the President of the Association and delivered at the registered office of the Association. Such resignation shall take effect from the date of the letter (or if it is undated, from the date of its receipt at the registered office of the Association.).

The member who has resigned or is deemed to have resigned from the membership of the Association is required to return to the

Secretary General the diploma or certificate of membership, if any, issued to him by the Association.

In special case the Executive Committee may restore the membership of a person provided he/she applies for the same to the President of the Association in writing and agrees to pay the fee as fresh member.

9. The Association shall maintain a register of members in which a separate section will be devoted to each category of membership. The register shall give:
- a) the name and address of each member
  - b) the date on which he was admitted; and
  - c) the date on which he ceased to be a member,
- The register shall be open to inspection at the Association office during working hours, by any member of the Association.

10. **Rights and Privileges of Members:**

(1) Founder Members, Fellows, Life Members, shall have the following rights:

(a) To attend all meetings of the Association and to vote there at:

(b) to elect the Office Bearers of the Association

(c) to hold the Office under the Association on being duly elected in accordance with the provisions of Rules and Bye-laws:

(d) to present papers and participate in the discussions at the academic conferences of the Association and to receive the papers related to the same:

(e) to receive a copy of the official journal of the Association: and Student Members shall have the following rights:

(f) to present papers and participate in the discussions at the academic conferences of the Association and to receive the papers related to the same; and

(g) to receive all publications of the Association at such concessional rates as may be decided by the Executive Committee from time to time

(2) It shall be open to any person, on approval by the Association and on payment of the prescribed fee, to register himself as a Sessional Member of the Association for any conference organized by it. Such Sessional Member shall have the rights to present papers and participate in the discussion at the academic conference for which they are registered and to receive

the papers related to the same. They shall have no other rights and their membership shall cease when the conference is over.

11. Authorities of the Association:-

(1)The following shall be the authorities of the Association:

- (a)The General Body;
- (b)The Executive Committee; and

(2)(A) The General Body shall consist of the following:

- (a) All Founder and Life Members
- (b) All Fellows of the Association

(B) The General Body shall have the following powers:-

- (a) to review progress in research and training in cartography and allied fields;
- (b) to make, amend or repeal Rules;
- (c) to consider the audited accounts of the Association for the preceding financial year;
- (d) to consider the annual financial estimates placed before it by the Executive Committee and pass them with such modifications as it may deem fit;
- (e) to consider and cancel or refer back, and amend Bye-laws;
- (f) to consider annual reports and to pass resolutions and adopt such reports;
- (g) to elect office bearers and authorities as provided in the Rules;
- (h) to appoint the auditors of the Association for the current and ensuing years;
- (i) to transact such other business as may be brought before it by the Executive Committee;
- (j) to reduce or raise the membership fee.

12. Annual Meeting of the General Body:

(a) The Annual Meeting of the General Body of the Association shall ordinarily be held in fourth quarter every year during or at the

end of the last session of the INCA Conference. The time to be fixed by the Executive Committee. The Secretary General shall notify the date place, time and agenda of such meeting;

(b) Thirty clear days notice shall be given for the Annual General Body Meeting.

(c) The quorum for the General Body Meeting of the Association shall be ten percent of the total number of members of the Association. If there is no quorum within half an hour of the time fixed for the meeting; the meeting shall be adjourned for half an hour and shall be held at the same place. No fresh notice shall be required for such adjourned meeting and all business of the meeting as entered in the agenda (and no other) shall be transacted at the adjourned meeting even if no quorum is present.

(d) The President of the Association shall preside at the Annual General Meeting. In his absence, the Senior Vice-President shall preside. In the absence of both of them, one of Vice-Presidents shall preside. In their absence the Past-President shall preside over the meeting. In the absence of all these, the members present shall elect one of the members present to preside over the meeting

(e) The procedure to be followed for transaction of business at the Annual General Body Meeting (which shall also apply to extraordinary or special meetings) shall be laid down in the Bye-laws. Any points of orders arising out of procedural issue shall be referred to the President of the meeting whose decision shall be final;

(f) Each member of the Association (including the President) shall have one vote. And if there is an equality of votes on any question, the President shall, in addition, have a casting vote.

(g) A draft Minutes of the Meeting are to be circulated on INCA Website at least one month before the following Annual General Body Meeting.

### 13. Extra Ordinary Meeting:-

(a) An Extraordinary General Body Meeting of the Association may be convened by the Executive Committee at any other time to discuss any specific urgent matters that may arise from time to

time. The date, time and venue of such meeting shall be decided by the Executive Committee.

(b) A clear notice of fifteen days shall be given for all extraordinary meetings of the Association.

(c) Only the business entered in the agenda (and no other) shall be transacted at an extraordinary meeting; and any other business that may be brought forward by a member with the permission of the President of the meeting shall be first referred to the Executive Committee before the final decision taken.

**14. The Executive Committee:-**

(a) The Executive Committee shall consist of minimum of 17 members and maximum of 35, including office bearers.

(b) The mode of election of the members of the Executive Committee other than the office bearers shall be decided under the Bye-laws of the Association on the Principle of rotation. Each member thus elected shall hold office for a period of two years. He shall also continue to remain in office till his successor is elected.

15 (a) Fifteen clear days notice shall be given of all ordinary meeting of the Executive Committee, which shall be conveyed by the Secretary General. Ten clear days notice would, however, be adequate for extraordinary or special meetings.

(b) One third of the members shall form the quorum;

(c) A special meeting of the Executive Committee shall convened by the President on receipt of a requisition signed by not less than seven members of the Executive Committee. Such meeting shall be convened within 15 days of the receipt of the requisition. The special meeting shall stand dissolved if there is no quorum within thirty minutes of the time fixed for the meeting. It shall transact only such business as is mentioned in the requisition and no other.

(d) TA/DA for attending Executive Committee Meeting in person will only be admissible to retired executive members who are members of the nominated Executive Committee council during the year. Any serving Govt Officials/University Academic Professors/Readers/Lecturer will not be entitled for any TA/DA by

INCA HQ. The retired executive members who are members of the nominated Executive Committee shall only claim amount equivalent to and fro 2nd AC Train Fare /Flight whichever is less.

(e) A Govt servant who is a member of Executive and nominated by the Organization retires, his Executive Membership will stand cancelled. The same Organization will have to provide another suitable person who is a member as his/her replacement.

(f) The Executive Committee Meeting would generally be held in person. However, in order to ensure financial propriety and enable large participation, HYBRID mode would be encouraged. The provision of clauses (d), (e) and (f) of Rule 19 shall also apply to all Meetings of the Executive Committee.

16. (a) A member of the Executive Committee or any office bearer of the Association may resign his membership or office by a letter in writing addressed to the President of the Association, except that, when the President desires to resign his letter shall be addressed to the Secretary General of the Association, Such resignation shall be placed before the Executive Committee and shall take effect from the date on which it is accepted.

(b) In the event of any vacancy occurring among the elected members of the Executive Committee due to death, resignation or any other cause whatsoever, the vacancy thus created shall be filled by the Executive Committee by co-option of a person from the same organization as that of the member who has resigned or died. The person co-opted will hold office only for the remaining portion of the term of office of the members in whose place he has been co-opted.

17. (a) The Executive Committee may delegate any of its powers to an office bearer of the Association or to any its members and may also withdraw such powers.

(b) The manner in which the Executive Committee shall transact its business shall be laid down in the Bye-laws. In framing these, the principal objective would be to enable members outside the head quarters to participate in the decision making as fully as possible.



18. No person shall be elected as member of the Executive Committee for more than two consecutive terms

19 (1) Subject to the Memorandum of the Association and its Rules, the Executive Committee shall have the powers:-

(a) to enter into arrangements with the Government of India, State Government and other public or private organizations or individuals for furtherance of its objectives, for implementation of its programme and for securing and accepting endowments and grant-in-aid;

(b) to acquire by gift, purchase, lease or otherwise any property, movable or immovable, which may be necessary or convenient for the purposes of the Association and to construct, alter and maintain any buildings for the purpose of the Association;

(c) to draw, make, accept, endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;

(d) to invest the funds of the Association in such securities or in such manner as may, from time to time, be determined by the Executive Committee and, from time to time, to sell or transfer such investments;

(e) to take over and acquire by purchase, gift or otherwise from Government or other public bodies or private individuals movable and immovable properties or other funds together with any attendant obligations and engagements not inconsistent with the object of the Association;

(f) to sell, transfer, lease or otherwise dispose of any movable or immovable property of the Association; and

(g) to raise loans against the assets of the Association on such terms and conditions as may be approved by the General Body.

(2) Subject to the Indian Societies Registration Act as applied to Rules and Bye-laws, and all decisions of the General Body Meetings, the administration and management of the Association

shall be vested in the Executive Committee and it shall exercise all powers necessary to this end.

20. **Office Bearers:** The following shall be the office bearers of the Association:

1. The President
2. Co-President – Surveyor General of India
3. Senior Vice President
4. Past President – Immediate
5. The Vice-Presidents - 3
6. Secretary General
7. Secretary-I
8. Secretary –II
9. Treasurer
10. Chairman Editorial Board

21. **President**

- a) The Founder President shall be nominated and shall hold office for one year, or till the election of his successor;
- b) The terms of the President shall be one year and shall be reckoned from the date of the Annual General Body meeting in which he assumes office. However, the President shall continue in office until the Senior Vice- President –elect assumes office.
- c) Every President shall become the Past-President as soon as he retires from the office, i.e. from the date on which Senior Vice-President takes over as President. The President shall:
- d) be responsible for the working of the Association throughout his term of office;
- e) preside at all meetings, the General Body Meeting and the Executive Committee;
- f) have power to convene meetings of the General Body and the Executive Committee, however he may delegate his power to any other officer of the Association;
- g) have power to delegate his functions to the Senior Vice-President; and
- (h) exercise such other powers as may be prescribed by the Rules and Bye-laws of the Association.

**22 Senior Vice -President:-**

- (a) The Senior Vice-President shall be deemed to be the President Elect and shall assume charge of the office of the President at the end of his tenure.
- (b) The Senior Vice-President shall remain in office for one year or till he assumes office of the President.
- (c) The Senior Vice-President shall preside over the meetings of the Executive and the General Body Meeting whenever the President is absent.
- (d) When the office of Senior President falls vacant, the President will nominate Vice President I to fill the vacancy.

**23. Vice-Presidents:-**

- (a) There will be three Vice Presidents designated as Vice President I, Vice President II and Vice President III.
- (b) One of the Vice-Presidents shall preside over the meetings of the Executive Committee, Standing Committee and the General Body Meeting whenever the President and the Senior Vice-President are absent.
- (c) Each of the Vice-Presidents will hold office for a period of 02 3 years from the date of the election.
- (d) One of the Vice-President will be nominated by the President to fill the office of the Senior Vice-President, as and when it falls vacant.
- (e) The Vice President shall be nominated from one of the major organizations of INCA

**24 The Secretary General Shall–**

- (a) hold office for a period of two years from the date of election;
- (b) Keep a regular record of the minutes of all meeting of the Association viz, General Body, Executive Committee and Standing Committee;
- (c) Prepare agenda of the Association meetings, in consultation with the President.
- (d) Prepare report of the work of the Association during the year for consideration of the Executive Committee and edit a consolidated report containing this report and the full proceedings of the Association.
- (e) Secretary General shall be from headquarters.

## **25. The Secretary – I:**

1. Shall hold office for a period of two years and shall carry out duties of promoting functioning of INCA Branches
2. He shall take up matters with Branch Chairman and Secretaries and work out an annual program to carry out activities in the Branches such as conduct of Workshops/Seminars/Story Maps/Map Quiz and any other activities which promote use of Cartography in India.
3. Shall assist Secretary General in preparing report of work of the Association.
4. In absence of Secretary General he shall perform the tasks assigned to Secretary General.

## **Secretary –II**

1. Hold office for a period of two years and shall carry out duties of promoting functioning of INCA through electronic mode of communication ex: web.
2. He shall carry out his tasks mainly through electronic communication.
3. He is responsible for development, maintenance and constant up gradation etc., of INCA Web Site and portal in consultation with the Executive Committee.
4. He will put up any information related to Upcoming events/News/Notifications on INCA portal i.e [www.incaindia.org](http://www.incaindia.org).
5. He will be responsible for displaying Information about INCA Map Quiz, its modalities, mode of conduct & display of final result on INCA Website.
6. He is also responsible for keeping Update all the information about changes in list of Office Bearers/Executive Committee Members and Update the List of Life Members from time to time

### **(2) The Treasurer shall:-**

- (a) hold office for two years from the date of the election;
- (b) maintain accounts;
- (c) raise funds;
- (d) arrange for the auditing of accounts and present the audited accounts before the Annual Meeting of the General Body; and

(e) prepare annual budget in consultation with the Secretary General.

**27. The Editor shall**

(a) be a cartographer or geographer of eminence and standing and be nominated by the Executive Committee for the period of five years.

(b) be assisted by an Editorial Board to be appointed by the Executive Committee for a period of five years at a time; implement the editorial policy laid down by the Standing Committee;

(c) edit and publish the journal of the Association; and

(d) be responsible for the circulation of the journal and distribution of other publications.

**28. Staff:**

Office Manager:-

(a) The Executive Committee shall determine, from time to time, the staff needed for the purpose of the Association;

(b) He shall function from either INCA Main office or remotely.

(c) He will be responsible for communication with the Executive Members by sending email notification of the events/EC Meeting/GB Meeting or any other correspondence as per directives of Office Bearers in consultation with Secretary General INCA.

(d) Shall assist Secretary General in preparing Minutes of the Meetings.

(e) Shall assist in arranging Annual GB Meetings.

(f) The terms and conditions of service of the Office Bearers shall be decided by the Executive Committee.

**29. Other Committees and Branches:-**

(a) The President, the General Body and the Executive Committee of the Association may appoint Committees for specific purposes and delegate to them such powers as they may deem fit. The members of all such Committees shall ordinarily be members of the Association. But in special circumstances, not more than

one-third of membership of the Committees may consist of person who is not members of the Association. A Committee set up by an authority may also be wound up by the same authority if necessary.

(b) The Executive Body will have the authority to sanction Branches of the Association in various States of India and to frame by-laws for their functioning.

30. **“Indian Cartographer”**

Shall be the official organ of the Association. The Association shall publish the journal half-yearly unless otherwise decided by the Executive Committee.

31. **Other Publications:-**

a) Editor shall also be in charge of all other publications of the Association, ~~such as books and monographs.~~

b) The general policy of the Association in regard to its publications shall be decided by the Executive Committee ~~which may, however delegate and or all of its powers to the Standing Committee.~~

32. **Specialized Commissions:-**

(a) Members of Association interested in a particular specialty within the field of Cartography may form a specialized Commission of the Association provided that:-

- (i) not less than 15 members of the Association Express a desire to form such commission; and
- (ii) the proposal is approved by the executive Committee.

(b) A member may belong to not more than two Commissions of his choice.

(c) The work of the commission shall be conducted in accordance with the Bye-laws.

(d) The Executive Committee shall have powers to cancel a Specialized Commission. It may also merge two or more commissions into one or break up a Commission into two or more Commissions.

**33. Financial Year:-**

The financial year of the Association shall be from 1st.April to 31st.March Following (both days included).

**34. Funds and Property:-**

(a) The funds of the Association shall be kept in a Schedule Bank approved By the Executive Committee, in the name of the INDIAN NATIONAL CARTOGRAPHIC ASSOCIATION.

(b) All Bank accounts of the Association shall be operated upon under the Signatures of the Treasurer and Secretary General or in his absence; The President and any one other member of the Standing Committee.

(c) The Executive Committee shall have authority to invest the funds of the Association in such manner as it may deem fit.

(d) The Secretary General shall be responsible for the safe custody of all Property of the Association.

**35. Accounts:-**

The accounts of the Association shall be kept in such form as may be directed by the Executive Committee and shall be open for inspection by any member of the Association during the office hours. They shall be annually audited by the Chartered Accountants appointed at the Annual General Body Meeting.

**36. Proceedings:-**

The Secretary General shall be responsible for maintaining the proceeding of all Annual General Body Meetings, extraordinary meetings and Special Meetings of the Executive Committee and the Standing Committee. These shall be open to inspection at the registered office of the Association by any member of the Association during office hours.

**37. Bye-laws:-**

(a) The Executive Committee shall have power to frame Bye-laws on any matter relating to its administration. Such Bye-laws

shall not be contrary to the A.P.(Telangana Area) Public Societies Registration Act(Act 1 of 1350 F) as applied to these Rules.

(b) All Bye-laws shall be made by the Executive Committee with a majority of two-thirds of the members present and voting, and shall come into force at once. The Executive Committee shall have power to amend or delete any Bye-laws.

(c) All Bye-laws framed by the Executive Committee, as well as the changes made in therein, shall be reported to the next Annual General Body Meeting of the Association. The meeting shall have power to cancel, amend or to refer back the Bye –Laws. However, no action taken under the Bye-laws shall deem to be invalid by the mere fact that they were canceled or referred back by the Annual General Body Meeting at a later date.

(d) Without prejudice to the generality of the foregoing, the Executive Committee shall have power to make Bye-laws regarding:-

- i) Election of Fellows.
- ii) Procedure to be followed at the meetings of the Association (see Annexure I).
- iii) Procedure to be followed at the meeting of the Executive and Standing Committees or any other committees appointed by the President, by the General Body or by the Executive Committee See (Annexure II).
- iv) The manner in which the work of specialised Commissions shall be conducted.
- v) The organization of the Indian Cartography Congress.
- vi) Election of Office-bearers and Members of the Executive Committee. (see Annexure-III)
- vii) To frame bye-laws for establishing and functioning or Branches of the Association (see Annexure IV).

38. The Association, its General Body, its Executive Committee and all other Committee shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Association, its Executive Committee, and any other committees for the time being and notwithstanding any other vacancy, whether by non-election, non-appointment or otherwise. No act or proceeding of the Association, its General Body, Executive Committee and any other Committee shall be invalidated merely by reason of the happening of



any of the above events or any defect in the appointment or election by any of its members.

### **39. Amendments:-**

(a) A proposal to amend or delete any rules shall first be considered by the Executive Committee.

(b) The Executive committee shall place the proposal, along with its recommendation, before an Annual General Body Meeting or an Extra-ordinary meeting of the Association and these Rules shall be amended or deleted by a resolution adopted at such meeting supported by not less than three-fourth of the members present and voting.

(c) Such amendment shall also be put to the vote of all members of the Association ~~through a postal ballot~~ and it will be deemed to have been approved if not less than ten percent or ten persons have voted and it is supported by not less than three fourths of the members voting.

40. The Association may sue or be sued in the name of the President, or trustees, as shall be determined by the Rules and regulations of the Associations, and in default of such determination, in the name of such person as shall be appointed by the governing body for the occasion. Provided that it shall be competent for any person having a claim or demand against the Association, to sue the President or the trustees thereof, if on application to the governing body some other officer or person be not nominated to be the defendant.

41. Whenever it shall appear to the governing body of the Association that it is advisable to alter, extend or abridge such purpose to or for other purpose within the meaning of this Act. Or to amalgamate such Association either wholly or partially with any other Society/Association the Executive Committee may submit the proposition to the members of the Association in writing or printed report, and may convene a special meeting for the consideration thereof according to the regulations of the Association.

But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Association ten days previous to the special meeting convened by the governing body for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three fifths of the members delivered in person or by proxy, and confirmed by the votes or

three fifths of the members present at a Second Special Meeting convened by the governing body at an interval of one month after the former Meeting.

42. Any number not less than three-fifths of the members of the Association may determine that it shall be dissolved, and there upon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps be taken for the disposal and settlement of the property of the Association, its claims and liabilities, according to rules of the Association applicable thereto, if any, if not, then as the governing body shall find expedient, provided that in the event of any dispute arising among the said governing body or the members of the Association, the adjustment of its affairs shall be referred to the principal court of original civil jurisdiction of the district in which chief building of the Association is situated, and court shall make such order in the matter as it shall deem requisite.

Provided that the Association shall not be dissolved unless three-fifths of the members shall have expressed a wish for such dissolution by their votes delivered in person or by proxy, at a General Meeting convened for the purpose.

43. If upon the dissolution of the Association registered under the A.P. (Telangana Area) Societies Registration Act, 1350F there shall remain, after the satisfaction of all debts and liabilities, any property what so ever, the same shall not be paid to or distributed among the members of the Association or any of them, but shall be given to some other Association to be determined by the votes of not less than three-fifths of members present personally or by proxy at the time of the dissolution, or in default thereof, by such court as aforesaid.

All the provisions of the Societies Registration Act of 1350F shall apply to the Association.

## ANNEXURE- I

### **BYE-LAWS GOVERNING THE PROCEDURE TO BE FOLLOWED AT ANNUAL, EXTRAORDINARY AND SPECIAL MEETINGS OF THE GENERAL BODY OF INCA**

(In application of Rules 19 and 20)

(Framed under Rule 44 (d) (iii) of the Rules of the Association and approved in the Second General Body Meeting at Pune 13-12-1980)

1. All meetings will be presided over by the President. If he is not there, the Senior Vice-President will preside. If both President and the Senior Vice-President are not available, one of the three Vice-Presidents will preside and in their absence the Past President will preside. In the absence of all the above office-bearers, the members present will elect one of the members to preside over the meeting. The entire proceedings of the meeting will be conducted by the Chairman.
2. Quorum will be 10% of the total number of members of the General Body. If there is no quorum at the time of fixed for the Meeting the meeting will be adjourned for half an hour and thereafter will be held in the same place. No quorum is required for an adjourned meeting.
3. Before any other business is taken up, approval of the Minutes of the previous meeting would be sought by the Secretary General and approved by the members.
4. After the approval of the Minutes, discussion on the agenda items will be taken up, as directed by the Chairman. Any items of agenda which cannot be discussed, due to shortage of time, will be carried over to the next meeting, with the approval of the members present and permission of the Chair.
5. Any proposal which is not passed unanimously will be put to vote. Voting will be by show of hands unless otherwise provided in the rules of INCA, a proposal will be considered as carried if majority of the members present vote for it. The result of the voting will be announced by the Chairman.  
If there is equality of votes, the President will, in addition, exercise his casting vote.  
Voting by secret ballot on important issues will be restored to only with the permission of the Chair.

6. A new item not included in the agenda can be taken up for the consideration only with the approval of the Chair. Such an item or proposal has to be duly proposed by a member and seconded by another member. However, at adjourned meeting no new item will be taken up.

7. Minutes of every meeting will be recorded by the Secretary General in a Minute Book and read out and passed at the next meeting. Important decisions arrived at any meeting will be circulated to all members by the Secretary General.

8. Meeting will be conducted in a cordial and peaceful atmosphere. Every member attending is expected to maintain discipline and decorum and to obey the ruling of the Chairman. Any member defying the Chairman's ruling can be asked to leave the meeting and may even attract disciplinary action. The Chairman has the authority to adjourn or call off any meeting if, in his opinion, the atmosphere is found to be not conducive to conducting of the meeting.

## ANNEXURE –II

Bye-laws governing the procedure to be followed at the meeting of the Executive Committee, Standing Committee or any other Committee appointed by the President, General Body or Executive Committee. (Framed under Rule 44 (d) (iv) of the Rules of the Association approved in the 2nd. General Body Meeting held at Pune on 13-12-1980)

1. Ordinary and extra-ordinary meetings of the Executive shall be convened by the Secretary General, whereas the special meetings of the Executive Committee will be convened by the President on receipt of a requisition by not less than seven members of the Executive.
2. Fifteen clear days notice will be given for all meetings of the Executive but 10 clear days notice will be adequate for extra-ordinary or special meetings of the Executive.
3. One-third of the members of the Executive will form the quorum. If there is no quorum within half an hour of the time fixed for the ordinary or extra-ordinary meeting, the meeting will adjourned for half an hour and shall be held in the same place without any further notice. The special meeting shall be dissolved if there is no quorum within minutes of the time fixed for the meeting.
4. The agenda for ordinary and extraordinary meetings will be circulated by the Secretary General and will be taken up for discussion during the meetings. Any fresh item brought up by any members can also be taken up with the permission of the Chair. No fresh point can be taken up in an adjourned meeting. If any agenda items cannot be taken up due to shortage of time, it can be postponed to the next meeting with the permission of the Chair.  
In special meetings only that business will be transacted as is mentioned in the requisition and no other.
5. The order of precedence for presiding over the meeting of the Executive Committee shall be President, Senior Vice-President, Vice-President, and Past President In the absence of these, the members present can elect any one from among them to preside over the meeting.
6. Every member attending the meeting, including the President, will have one vote and there is equality of votes on any question the President shall, in addition, exercise his casting vote.
7. Voting will be by show of hands unless the Chairman decides to have by ballot. A proposal will be regarded as carried if majority of the members present vote for it. The results of the voting will be announced by the Chairman of the meeting.

8. Meeting will be conducted in a peaceful and cordial manner. Every member attending is expected to maintain discipline and decorum and to obey the ruling of the Chair. Any member defying the Chair's ruling may be asked to leave the meeting and may even attract disciplinary action. The Chairman shall have the authority to adjourn or call of any meeting if, in his opinion, the atmosphere is not conducive for conduct of the meeting in a peaceful manner.

9. Minutes of every meeting will be recorded by the Secretary and read out and passed at the next meeting. Important decision of the Executive Committee Meeting will be circulated to all members by the Secretary General.

**ANNEXURE –III**

**Bye-laws for Election of Office Bearers & Members of the Executive Committee of the Indian National Cartographic Association (INCA)  
(Framed under Rule 44(d) (vii) of the Association Rules)**

The officer bearers of the Association will be as follows:

- 1 (a) President.
- (b) Co-President
- (c) Past President
- (d) Senior Vice President.
- (e) Three Vice-Presidents viz ., Vice-President I & Vice-President II & III
- (f) Secretary General
- (g) Two Secretaries viz., Secretary I & Secretary II
- (h) Treasurer
- (i) Chairman Editorial Board.

2. The tenure of the office bearers and Executive Committee members will be as laid down in the Rules of the Association, viz.

- |       |  |                |
|-------|--|----------------|
| (I)   | President /Senior Vice-Presidents -              | one year each. |
| (ii)  | Vice-President -                                 | 3 Years        |
| (iii) | Secretary General                                | 2 years        |
| (iii) | Two Secretaries viz., Secretary I & Secretary II | 2 years.       |
| (iv)  | Treasurer  | 2 years.       |
| (v)   | Chairman Editorial Board                         | 5 years        |
| (vi)  | Executive Committee Members. -                   | 2 years        |

The age of EC members will be 60 years or serving whichever is later and 65 yrs for serving academic member on day of completion of their tenure unless specifically approved by the Executive Committee and in no case above the age of 65.

1. Excepting the vacancies of President, Senior Vice President and Vice President I-III which will be filled by succession of organizations as mentioned in Para 2 of detailed rules all other office-bears will be elected by the General Body of the Association on the recommendation of the Executive Committee in its Annual Meeting according to the agenda for the meeting as circulated by the Secretary General in which the offices for which election is due will be specified.

2. The members will send nomination, if any, for election to the various posts, to the Secretary General at least 15 days in advance of the General Body Meeting. The Secretary General will place all the nominations before the Executive Committee for its Scrutiny, consideration and recommendation to the General Body.

3 Voting for election of any office bearer, if necessary, will be, normally, by show of hands, unless otherwise decided by the presiding officer. In the case of votes being equally divided between the candidates, the presiding officer shall exercise his casting vote also.

4. The following rules will be adhered to for electing the office bearers and Executive Committee members.

(a) Only Life-Members shall be eligible for election as office bearers of the Association and as members of its Executive Committee. Nominations of office bearers and members of Executive Committee can be proposed and seconded only by the ordinary and Life-Members of INCA.

(b) Each active INCA Branch can nominate one member to Executive Committee. Such Executive Member shall be elected in similar fashion from among members attached to concerned Branch. The tenure of the Branch Representative in the Executive Committee should be one year. A person cannot be nominated to the executive Committee for more than two terms at a stretch. The nomination from the Branch accompanied by Minutes of the General Body Meeting of the Branch and the audited statement of accounts should reach the Secretary General at least 15 days before the Annual General Body Meeting.

(c) As provided in Rule 30, the Senior Vice –President being the President Elect will assume charge of the Office of the President at the end of the latter’s tenure. Hence, there will be no election for the office of the President unless Senior Vice-President declines to become the President.

(d) When the office of Senior Vice-President falls vacant, the President will nominate Vice-President I to fill the vacancy. On Vice-President I becoming the Senior Vice-President, Vice-President-II will be designated as Vice President –I and Vice President III will become Vice President II and to fill the resultant



vacancy of Vice-President III, the President will nominate a person from among the Life Members of the major organization of INCA.

(e) While forwarding its recommendation to the General Body for the membership of the Executive, the Executive Committee should see that a fair representation is given to all regions of India. Decision regarding the strength of Executive Committee members to be elected will be taken by the Executive Body from time to time.

## ANNEXURE - IV

### **Bye-laws for the functioning of Branches of INCA** ( Bye-laws framed under Rule 44(d) (viii) and approved by the Second General Body Meeting at Pune on 13-12-1980)

1. The Executive Committee may, from time to time, authorise opening a Branch of the Association provided not more than one Branch is set up in any one State of the Country in order to expand activities of the Association.
2. A Branch may be opened at the instances of the Executive Committee or at the request of at least twenty members, residing within the State, in writing on the condition that the newly set up Branch will enroll at least fifty members within a period of two years.
3. The Branches will have suitable office.
4. The Members of INCA within a State where a Branch has been opened shall automatically be deemed to be attached to that Branch and members in a State where there is no Branch may join any Branch preferred by them.
5. For the initial setting up of a Branch, a Member-in-Charge would be selected by the Executive who may nominate or arrange for election to the Branch Managing Committee of four members who should be Life Members/Members of the Association from amongst the members attached to that Branch. The tenure of Managing Committee will be one year.
6. The Member-in-Charge shall act as Chairman of the Managing Committee of the Branch and carry on the day to day administration of the Branch within the frame work of the Rules and Bye-laws of the Association.
7. The Managing Committee of the Branch shall consist of Chairman and four elected members from that Branch. One of the elected members will be nominated as Secretary-cum-Treasurer by the Managing Committee of the Branch. The Committee will be elected annually. Branch wise a Rep may be nominated, however the final

election will be limited to number of vacancies within the nominated personnel. The Chairman of the Branch will one of the 4-Govt. Organizations of INCA and is elected on nomination basis from the Organization Head. Similarly Treasurer also would be from the same organization for operational convenience. The term for the Local Branches will be for 2 years.

8(a) Annual Meeting of the Branch will be convened by the Chairman of the Local Branch at the time and place to be decided by him. All members shall be notified by email /INCA Website. Notices will also be exhibited at the office of the Local Branch at least three weeks in advance of the Annual Meetings. This shall be deemed as adequate Notice. Such notices shall contain the agenda of the Annual General Meeting.

- (b) The business of the Annual General Body Meeting shall be:
  - (i) Election of Local Branch Members, excepting the Chairman.
  - (ii) Such items of business as shall be decided by the Outgoing Committee,
  - (iii) Such other items as members attached to the Local Branch may wish to propose, for which due notice, in writing, have been received by the Secretary.
  - (iv) Election of Branch Representative to Executive Committee, nomination of Branch Representative shall be forwarded to the Secretary General with Minutes of General Body Meeting and audited accounts of the Branch so as to reach 15 days before the Annual General Body Meeting.
- (c) The Outgoing Chairman shall preside at the Annual General Meeting. In his absence the meeting shall elect a Chairman from the Outgoing Members of the Committee.
- (d) Only Life Members/~~Members/Institutional—Members~~ shall be eligible to vote at the Annual General Meeting of the Branch.
- (e) The Chairman for the ensuing year will be elected by the Outgoing Committee from its members.

9. The Chairman of the Branch shall arrange at least three meetings of the members attached to the Branch in each year where technical papers may be read and discussed for the benefit of the members and other invitees to the meetings. The papers and gist of discussions on the same will be forwarded by the Secretary of the Branch to the Headquarters, so that, if found suitable, those may be published in the “Indian Cartographer”, the official organ of the Association.

10. Within thirty days of closing of the Financial Year the Chairman will submit to the Headquarters a report containing details of the activities of the Branch and Accounts of the Expenditure. If they fail to do so, the executive Committee will take necessary action and if deemed fit, may nominate a Managing Committee for the Branch.

11. For the purpose of administration and running of a Branch a grant of Rs. 10,000 200/- or 25% of the income derived from the members attached to the Branch, whichever is higher shall be paid to it by the Executive Committee each year.

12. When the income derived from the members attached to any Branch exceeds Rs 5000 in any year, that Branch would be entitled to an additional Grant of 2.1/2% of the income and 5% when it exceeds Rs.10,000

13. All annual subscriptions which are due on the first day of April in each year, for the year then commencing, shall be paid to the Secretary General or Treasurer of INCA direct. No Branch shall receive such subscriptions on behalf of the Association.

14. Branches may raise donations from the Members attached to the same or from the State Government or from any other body, which would be credited to the INCA funds but not less than 80% of which shall be payable as an ad-hoc grant to the Branch through which such donations have been received.

15. For the purpose of publicity and for encouragement to better propagation of the knowledge and experience in the profession of Cartography the Branch Office would invite the Executive Committee to have its meeting at the Branch Headquarter once a year.

**AMENDMENTS TO MEMORANDUM,  
RULES AND BYE-LAWS OF THE  
ASSOCIATION SUBSEQUENT TO 31-12-  
1981.**

1. Surveyor General of India shall be the ex-officio Co-President of INCA.

Authority: Item 11 on page 5 of Indian Cartographer, Volume IV, 1982.

2. Sustaining Membership: The Membership will be open to all the Publishing Houses and Commercial Establishments. The membership fee shall be Rs. 2,000/-per annum. The Organisations registered as small scale industries will be entitled to 50% rebate. They shall be deemed to have become members from the financial year in which their membership fee is paid. They shall renew their membership on or before 1st April of each year and will be given a grace period of one month for renewal of the membership failing which their names will be struck off from the rolls.

The Sustaining Members will be eligible to participate in INCA conferences and seminars. They can display their exhibits free of cost at these venues. They can avail of the technical expertise of the members of INCA. Their names will be published in INCA journal regularly.

Authority: Resolution No.2 of the fifth INCA Conference, Srinagar, 1985 – Annexure I.

3. The Membership fees for the following categories of Membership will be as under with effect from 1st April, 1986:

- |       |                            |   |   |
|-------|----------------------------|---|---|
| (i)   | Life Member                | - | Rs. 400/- to be paid in lump sum or in five instalments within a year. If all the instalments are not paid in one year, the amount already paid will be adjusted against annual subscription. |
| (ii)  | Members                    | - | Rs. 40/- per annum  |
| (iii) | Institutional Member       | - | Rs. 200/- per annum   |
| (iv)  | Associate Members          | - | Rs. 25/- per annum  |
| (v)   | Student Members            | - | Rs. 10/- per annum  |
| (vi)  | Institutional Life Members | - | Rs. 2,000/- to be paid in lump sum  |

Authority: Resolution No.4 of the fifth INCA Conference,  
September, 1985 – Annexure-I

4. Life Fellows: - By transfer from Life Membership:

Application form along with transfer fee of Rs. 300/- will be submitted by the existing Life Members of high standing for consideration of the Executive Committee whose decision will be final. They will be permitted to use designatory F.C.A.(India) as per Bye-laws.

Authority: Eleventh Annual General Body Meeting held on 6th. December, 1991 and item 9 of the Minutes of 44th. Executive Committee Meeting held on 17th. June, 1992.

5. The Membership fees for the following categories of Membership will be as under with effect from 1st April, 2004:

- |       |                            |   |                                    |
|-------|----------------------------|---|------------------------------------|
| (i)   | Life Member                | - | Rs. 1,000/- to be paid in lump sum |
| (ii)  | Members                    | - | Rs. 150/- per annum                |
| (iii) | Institutional Members      | - | Rs.1000/- per annum                |
| (iv)  | Associate Members          | - | Rs.100/- per annum                 |
| (v)   | Student Members            | - | Rs. 50/- per annum                 |
| (vi)  | Institutional Life Members | - | Rs. 8,000/- to be paid in lump sum |

Authority: Resolution No.1 of the twenty third INCA International Congress, 4th December, 2003 – at Dehra Dun

6. The nomenclature of the “**Secretary, INCA**” has been changed to “**Secretary General, INCA**” in the 100th Executive Committee Meeting held on 7th February, 2003.

The INCA Bye-laws Amendment Committee had recommended the following modifications in the existing INCA Bye-laws:

**The Proposed Amendments to Memorandum, Rules and Bye-laws of the Indian National Cartographic Association**

(Reference reprint with addendum up to 31-12-1993)

The following modifications are proposed with a view to:

Strengthen the Secretariat to handle enhanced workload due to technological advances,

Increase representation of active Branches in Executive Committee and

Add transparency to injection of Office Bearers

1.	<b>Page No. 8, Section 2. (iv)</b>	<p>Replace “<b>Secretary</b>” by “<b>Secretary General</b>”</p> <p>In following Section 2 (v) as Secretary replace complete text by</p> <p><b>Secretaries (2 in number)</b></p> <p><b>Secretary 1</b> is responsible for interaction with INCA Branches, Map Quiz and Workshops/Seminars/Symposiums held by Branches. He shall prepare annual report of Branch activities.</p> <p><b>Secretary 2</b> is responsible for development, maintenance, updating and constant up-gradation etc. of INCA web site and portal in consultation with Executive Committee.</p>
2.	<b>Page No. 18, Section 27 (a)</b>	Replace ‘ <b>Secretary</b> ’ by ‘ <b>Secretary General</b> ’, Secretary 1, Secretary 2
3.	<b>Page No.18, Section 28, (v)</b>	Replace ‘ <b>Secretary</b> ’ by ‘ <b>Secretary General</b> ’
4.	<b>Page No.18, Section 28, (vi)</b>	Replace ‘ <b>Joint Secretary</b> ’ by ‘ <b>Secretaries</b> ’
5.	<b>Page No. 20, Section 31</b>	<p>Replace ‘<b>Secretary</b>’ by ‘<b>Secretary General</b>’</p> <p><b>Add:</b></p> <p>‘<b>Secretary 1</b>’ and ‘<b>Secretary 2</b>’ shall hold</p>

		<p>office for a period of 2 years and shall carry out functions as detailed in Section 2, (v). They shall help Secretary General in preparing report of work of Association.</p> <p><b>‘Secretary 1’</b> shall be from headquarters. In absence of Secretary General he shall perform the tasks assigned to Secretary General.</p> <p><b>‘Secretary 2’</b> may reside anywhere. He shall carry out his tasks mainly through electronic communication.</p>
6.	PageNo.31,1(e),1(g)and 2(ii)	Replace <b>‘Secretary’</b> by <b>‘Secretary General’</b>
7.	Page No. 31, 1 (f) and 2 (iii)	Replace <b>‘Joint Secretary’</b> by ‘Two Secretaries viz., <b>Secretary 1</b> and <b>Secretary 2’</b>
7 a	Page No. 31, 1 (g)	Replace <b>‘Joint Secretary’</b> by <b>Secretary’</b>
8.	Page no. 32	<p><b><u>Add at end of 6. (a)</u></b></p> <p>Each active INCA Branch can nominate one member to Executive Committee. Such EC members shall be elected in similar fashion from among members attached to concerned Branch. The tenure of the Branch representative in the Executive Committee should be one year. A person cannot be nominated to the Executive Committee for more than two terms at a stretch. The nomination from the Branches accompanied by minutes of the General Body Meeting of the Branch and the audited statement of accounts should reach the Secretary General at least 15 days before the Annual General Body Meeting. Entitlement and facilities of the State Branch nominated member will be same with INCA EC Members.</p> <p><b><u>Add at end of 6 (c)</u></b></p> <p>First preference shall be given to applicants whose nominations are acceptable to Executive Committee.</p>



9.	Page No. 34	<p><b><u>Add after 8 (b) (iii)</u></b></p> <p>Election of Branch representative to Executive Committee. Each <b>active INCA branch</b> * are eligible to nominate one representative as INCA EC Member. Nomination of Branch representative shall be forwarded to Secretary General along with minutes of General Body Meeting and Audited Accounts of the Branch so as to reach 15 days before the Annual General Body Meeting.</p> <p><b>*active State Branch</b> defined as the Branch functioning as per INCA Bye-laws</p> <p>i. it is holding its Annual General Body Meeting each year and its Chair Persons are elected by the General Body of the Branch.</p> <p>it has an edited Account Statement for the previous financial year. It has conducted INCA Map Quiz program during the year and at least two other program under INCA activities.</p>
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The above recommendation of the Committee was circulated to the EC Members and put before the EC Meeting. The Executive Committee had accepted the proposed amendment and forwarded it for approval from 28th GB Meeting.

**OFFICE OF THE REGISTRAR OF SOCIETIES  
HYDERABAD  
CERTIFICATE OF REGISTRATION  
( No. 789 of 1979 )**

I hereby certify that "INDIAN NATIONAL CARTOGRAPHIC ASSOCIATION' is this day registered under the Andhra Pradesh (Telengana area) Public Societies Registration Act, 1350 Fasli (Act I of 1350 F.). Given under my hand and seal of Hyderabad this the 7th. Day of August one thousand and nine hundred and seventy nine.

SEAL.  
OF SOCIETIES

Sd/-  
REGISTRAR

As approved during the 178<sup>th</sup> Executive Committee Meeting which was held on 08<sup>th</sup> Nov 2022 at National Hydrographic Office, Dehradun, the EC members unanimously accepted the amendments to the INCA Bye Laws

The Following office Bearers are the Signatories and witness for the amendment of the INCA Bye Laws.

**Secretary II**  
Rajesh Kumar Khatri

**Secretary I**  
Dr. K.Pramod Kumar

**Secretary General**  
Pankaj Kumar

**Treasurer**  
P.Krishnaiah

**Vice President**  
Sh. Sajikrishnan K

**Past President**  
Dr. Prof. Krishna Mohan

**Vice Admiral Adhir Arora**  
President INCA



END