



LOCAL CHAPTER FORMATION AND OPERATIONS STANDARD OPERATING PROCEDURE (SOP)

INDIAN GEOTECHNICAL SOCIETY

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1. General SOP for the Formation/Establishment of a New Local Chapter

1.1 SOP for Sending the Request

A demand for the formation of the local chapter in a city should come from the life members residing in the geographical area around this city. The following SOP shall be adhered to in the formation of new local chapters.

- i. Any IGS life member residing in India can propose to form a local chapter by submitting a proposal to the IGS office. All life members of the IGS main body living within the geographical boundaries of a Local Chapter automatically become the members of the Local Chapter. IGS main body has the right to define the geographical boundaries of the local chapters during their formation and to redefine them at any later point of time, based on the need.
- ii. The President of IGS may permit the formation of a Local Chapter in a city if at least twenty-five active IGS members in that city express their interest for the formation of the new Local Chapter. Such expression of interest must be accompanied by a written request and consent from all the members to actively work for the functioning and growth of the Local Chapter, fulfilling the objectives of the Local Chapter, as outlined in Section 1.2 of this document.
- iii. Any city can have only one Local Chapter.
- iv. The proponents of the Local Chapter must choose one Convenor among themselves, who shall liaison with the IGS main body to get the due approvals for the formation of the Local Chapter.
- v. IGS Main body reserves the right to approve the request for the formation of a new Local Chapter. The president of IGS may accord sanction for establishing the Local Chapter, after carefully evaluating the request and getting approval from the IGS National Executive Committee.
- vi. Once the Local Chapter is formed, it shall constitute an interim Executive Committee essentially consisting of Chair, Vice-Chair, Secretary and Treasurer, until they are appointed through an election conducted by the interim Executive Committee or through the consensus of the members of the Local Chapter, within six months of the formation of the Chapter. The procedure for election is outlined in Section 3 of this document.
- vii. All members of the Executive Committees of the Local Chapters must be the life members of the IGS Main body.
- viii. The President of IGS shall recognize all Local Chapters by issuing a certificate bearing its name, address, geographical limits, date of formation of the Local Chapter and the date of recognition. This certificate and shall bear the signature of the President, IGS.

1.2 Objectives of the Local Chapter

The main objective of the Local Chapters of IGS is to facilitate wider dissemination of the initiatives of the IGS. The Local Chapters must support the national body in advancing the geotechnical engineering profession by actively organizing independent technical events and supporting the local geotechnical community. The technical activities of the Local Chapters shall include and not limited to the following.

- i. Organizing popular geotechnical lectures
- ii. Organizing workshops, symposia, and conferences to promote geotechnical engineering education, research, and practice.

- iii. Encouraging the local engineering colleges to form Student Chapters to increase the involvement of young engineers in IGS activities. SOP for the formation of student chapters issued by IGS must be followed for this.
- iv. Handholding the Student Chapters in their technical activities and growth.
- v. Organizing technical field visits to projects, monuments, and places of geotechnical relevance.
- vi. Outreach activities that bring synergetic benefits to local academic institutes and industries that are involved in geotechnical teaching, research, and practice.
- vii. Promoting brainstorming and dialogue on geotechnical problems of local interest.
- viii. Conducting activities to bridge the gap between academia and industry.
- ix. Supporting IGS main body when it holds its meetings, workshops, conferences, or any other technical activities within the geographical boundaries of the Local Chapter.
- x. Updating the IGS main body about the technical activities undertaken by the Local Chapter and local geotechnical issues of general interest.

2. Membership and General Body of The Local Chapter

The General Body of the local chapter shall consist of all members of the Local Chapter. Following SOP must be followed for the membership.

- i. All life members of the IGS main body living within the geographical boundaries of a Local Chapter automatically become the members of the Local Chapter. IGS main body has the right to define the geographical boundaries of the local chapters during their formation and to redefine them at any later point of time, based on the need.
- ii. The Chapter can also have members who are not life members of IGS. The Chapters are encouraged to convert all such members to IGS life members as per the requirements of IGS.
- iii. The Chapters are encouraged to have Institutional members.

The Chair of the local Chapter or the Vice-Chair with the written consent of the Chair in the absence of the Chair shall preside the EC and General Body meetings of the Local Chapter. The Secretary of the Local Chapter shall circulate the agenda of the General Body meeting at least 15 days prior to the scheduled date. The General Body shall meet at least once a year.

The quorum for the General body meeting shall be one-third of the total number of members of the local chapter. The meeting shall be adjourned for 5 minutes in the absence of a quorum. Thereafter, it may be reconvened without the quorum.

The Secretary of the Local Chapter shall maintain the minutes of the General Body meetings, and a copy of the same shall be sent to the IGS office within a month after the General Body Meeting.

3. Elections to the EC of Local Chapter

The following procedure must be followed for conducting elections for the EC of the local chapter.

- i. The interim Chair or Chair of the Local Chapter may appoint an election sub-committee consisting of two returning officers to conduct the elections of the Local Chapter.
- ii. All members of the local chapter are eligible to vote.
- iii. Elections must be conducted during the General Body meeting of the Local Chapter.

- iv. The election sub-committee must send a communication to all members of the local chapter regarding the election, indicating the last dates for filing and withdrawal of e-nominations and election date through e-mail, not later than one month prior to the proposed date of election.
- v. After scrutinizing the nominations, the sub-committee shall announce the eligible nominations and communicate the election procedure.
- vi. The elections must be conducted by secret ballot.
- vii. Criterion for election is absolute majority of votes. In case of a tie, the returning officer may conduct further rounds of voting between the two candidates who received highest number of votes until one of them receives an absolute majority.
- viii. The election sub-committee shall communicate the results to all members of the Local Chapter and the IGS Main office.
- ix. The term of the Executive Committee of the Local Chapters is two years, and the EC can hold office for a maximum of two terms. In the absence of willing new members, a decision on the continuation of the EC beyond two consecutive terms may be taken with the consent of the IGS main body.
- x. Any vacancy occurring in the committee between elections shall be filled through nomination within a month of such occurrence with prior approval of the IGS Main body.

4. Financial & Other Administrative SOP

The following SOP must be strictly followed for the administration of local chapters, including its financial transactions.

- xi. The EC of each local chapter shall be accountable for all the activities/events undertaken within its purview.
- xii. IGS main body provides limited financial support to the technical activities of Local Chapters, on need basis. Request for such support must be accompanied by a detailed proposal of the activity, a realistic estimate of the budget and details of sponsorships anticipated/received. Local chapters shall submit a detailed report on the funded technical activity to the IGS office within 15 days of the completion of the event.
- xiii. The secretary of the Local Chapter is responsible for all communications of the Local Chapter with its members and the IGS Main body. The secretary must submit an annual report on the Chapter's activities to the IGS for inclusion in the Annual Report of IGS and presentation to the IGS General Body, as per the communication received from IGS.
- xiv. The Secretary of the Local Chapter shall conduct at least two EC meetings of the Chapter in a year.
- xv. The Secretary shall prepare a list of all members, office-bearers, and governing body members of the local chapter every year during the General Body meeting of the Chapter and submit it to the Secretary of IGS main body within 10 days.
- xvi. The secretary will update the local chapter members through emails/newsletters about events concluded/upcoming.
- xvii. The Chair/Vice-chair/Secretary of the local chapter must attend the Local Chapters meeting of IGS and annual GBM of IGS during the annual conference IGC and present the annual report of the Chapter.
- xviii. Annual audited statement of accounts shall be submitted by each local chapter to the IGS General Secretary by the end of July every year.
- xix. Local Chapters must work for expanding the memberships of IGS.

- xx. Apart from the by-laws of national body, Local chapters must follow the rules of the (local and central) government regarding the financial transactions and conduct of technical events.
- xxi. Local Chapter shall have its bank account in a nationalized bank. All receipts and payments must be through Cheque/online transactions. Two members of the executive committee of the local chapter, including the Chair, must be the signatories of the cheques. A change of signatories should be made as soon as the new local chapter EC comes in place.
- xxii. The accounts of the local chapter must be audited by a certified Chartered Accountant approved by the executive committee of the Chapter.
- xxiii. The local chapter must apply and obtain a PAN number immediately upon obtaining approval for the formation of a local chapter from the main body.
- xxiv. The local chapters must file tax returns annually.

5. Regulations for Local Chapters

The local chapters must strictly adhere to following regulations.

- i. The local chapter must be technically active.
- ii. The local chapter must be **INCLUSIVE AND TRANSPARENT** to all its members.
- iii. The local chapter must be gender inclusive.
- iv. The local chapter must work as a non-profitable organization like IGS main body.
- v. The local chapter should not accept any grants, donations or gifts that can prejudice or compromise the objectives and purposes of the IGS.

6. Dissolution of the Local Chapter

IGS reserves the right to dissolve a Local Chapter in any of the following three circumstances:

- i. When the IGS Main body resolves with evidence that the activities of the local chapter are against the by-laws of the IGS.
- ii. When the Local Chapter does not conduct any technical activity and remains dormant for more than 4 years.
- iii. When IGS main body receives a proposal in writing for the dissolution of the local chapter, which is supported by more than 50% of the members of the chapter.

When a Local Chapter is dissolved, the following necessary actions will be taken by IGS main body.

- i. The Local Chapter will be de-recognized by IGS and the same will be communicated to all concerned.
- ii. The members of the dissolved local chapter must be transferred to the nearest chapter so that members don't suffer because of closer. This must be formally communicated by IGS main office to the members.
- iii. Action will be initiated by IGS main body to freeze the bank account of the Local Chapter.
- iv. The funds of the Local Chapter will be transferred to the bank account of the IGS main body. In case of dissolution due to non-functionality, these funds will be made available to the Local Chapter, if the Chapter is renewed at a later date.
- v. There should be a minimum of two years gap between dissolution and renewal of a Local Chapter.
- vi. Renewal of a Local Chapter shall follow the same procedure as the formation of a new Local Chapter.