

**BYE-LAWS OF THE NAUTICAL INSTITUTE (SOUTHERN INDIA
BRANCH)**

1. The name of the Society shall be **“THE NAUTICAL INSTITUTE (SOUTHERN INDIA BRANCH)”**, hereinafter referred to as NISI.
2. The Address of the Registered Office is at **2-E, ‘Dev Regency’, No.6, First Main Road, Gandhi Nagar, Adyar, Chennai 600 020.**
3. The Society was formed on **1st of March, 2002.**
4. The Society is within the jurisdiction of the Registrar of Societies, Chennai South. The management of NISI and the application of its bye-laws, rules and regulations are subject to compliance with T.N.Societies Registration Act.
5. The business hours of the Society shall be from 1000 hours to 1700 hours on Monday to Friday and from 1000 hours to 1300 hours on Saturday. The office shall be closed on all Sundays, Government holidays and other holidays, which shall be announced earlier.
- 6. The objects of the Society are as follows:**
 - a) To promote and co-operate in the public interest the development of the Nautical profession and studies in and in the furtherance of professional excellence.
 - b) To encourage and promote high standards of qualification, competence and knowledge among those in control of sea-going craft.
 - c) To facilitate the exchange and publication of information and ideas on Nautical Science, to encourage research in related fields and to publish the results.
 - d) To establish and maintain appropriate educational and professional standards of membership.
 - e) To co-operate with Government Departments, Maritime Research and Training Establishment as well as the Shipping Industry concerned with statutory and other qualifications, with universities, educational institutes and similar bodies in the furtherance of education and training in Nautical Science and Practice.
- 7. The activities of NISI in furtherance of its objects shall be:**
 - a) The institute shall enter into a Memorandum of Understanding with, The Nautical Institute, London, to subscribe to journals, publications for its members.

- b) The institute shall co-ordinate and co-operates with other such Institutes or branches of Institutes to achieve the Institute's stated objectives.
8. The name of the Officer authorised to sue or to be sued on behalf of NISI shall be the Secretary.
9. The name of the Officer who is empowered to give directions in regard to the business of NISI is the President.

10. Members:

1. There shall be four classes of Members:

- a) Members (Shore Based)
- b) Members (Sea-going)
- c) Associate Members (Sea-Going)
- d) Students

2. Qualifications of members:

- a) Members (MNI)

Must hold (i) A Class 1 (deck) Master Mariner's Certificate of Competency from a recognised maritime administration; or (ii) ship command examinations from an approved naval administration; or (iii) a First Class Licence issued by a recognised pilotage authority and three years' experience as a First Class Pilot; or (iv) an approved Master and Chief Mate's Certificate as specified in IMO Model Course 7.01 for vessels over 1600 gt with five years in command; or (v) an officer qualified as an Associate Member plus an approved maritime studies degree and five years' experience in the maritime industry since graduation.

- b) Associate Members (AMNI)

Must hold (i) A Class 3 (deck) Certificate of Competency or

an approved Certificate as Officer in Charge of a Navigational Watch as prescribed by IMO Model Course 7.03 or (ii) a naval bridge watchkeeping certificate with an ocean navigation certificate from an approved naval administration or (iii) a dual watchkeeping certificate from a recognised maritime administration.

- c) Students

At least 16 years of age who are undergoing a course of training approved by the Council and intend to become Associate Members of the Institute.

3. Entrance and Subscription Fees:

The subscription and other fees to be paid periodically by members shall be as follows:

	Subscription	One time
	(INR)	Entrance Fee
	(INR)	(INR)
a) Members (Shore based)	3000	1350
b) Members (Sea going)	6000	1350
c) Associate Members (Sea going)	5000	1350
d) Students	1066	NIL

4. The subscriptions shall be for a financial year or part thereof and shall be due on the 1st of April every year. Any member of any class, whose annual subscription remains unpaid after six months from the date it has fallen due, shall not be entitled to attend or to take part at any meeting of the Institute that may be held, or to receive any notice or publication of the Institute that may be issued before he has paid a subscription in full or until such payment, to exercise any of the rights or privileges of membership.
5. The membership fee structure is reviewed and revised annually on the basis of the cost of subscription of any Institute journals that the Southern India branch of the Nautical Institute makes available to its members
6. All members are required to order their conduct so as to uphold the dignity, standing and reputation of the Nautical Profession and the Institute.

7. Removal of Members:

Members may be removed from membership to NISI if:

- a) Subscriptions remain unpaid for more than one calendar year
- b) If the conduct of the member is prejudicial to the interest of NISI
- c) If the conduct of the member is against the spirit of the 'Code of Ethics' for members spelt out in the Nautical Institute's (London) website.
- d) If the qualification to membership eligibility had been found to be falsely represented.

Such removal on above considerations can be made only on

- a) The unanimous agreement of the Executive Committee.

And

- b) Concurrence of Nautical Institute, London is obtained.

8. Rights and privileges of membership:

- a) All Members except Students are eligible to vote at any meeting of NISI or on any matter or matters that are placed before the members for their opinion or vote.
- b) Members (both sea-going & shore-based) may add the initials M.N.I to their names.
- c) Associate Members may add the initials A.M.N.I. to their names.
- d) Every member shall have the right to receive a copy of the notice of the General Meetings being convened. He shall also have the right to receive a copy of the annual accounts, the database of members and contact details, the auditor's report and the minutes of Committee's deliberations or correspondence.
- e) Every member shall be entitled to receive a copy of these Bye-Laws on application.
- f) NISI shall enter into a Memorandum of Understanding with the Nautical Institute, London to enable members to be entitled to all the privileges available to the world-wide members of The Nautical institute, London, as well as to define the nature and content of the relationship between NISI and the Nautical Institute, London.

11. Management and Administration:

- a) A Committee elected by the General Body of Members shall be in charge of the management of the business of the Institute.
- b) The Committee shall prepare an annual budget for approval of the Annual General Meeting.
- c) The Committee shall manage the financial affairs of the Institute and cause proper accounts to be kept with respect to all sums received and expended.
- d) The Treasurer shall, after approval by the Committee, submit a statement of financial affairs of the Institute at the Annual General Meeting.
- e) The Accounts of the Institute shall be audited at the end of every year by a Chartered Accountant.
- f) All funds received and belonging to the Institute shall be kept invested in one or more bank accounts to be opened with a Scheduled Bank.
- g) The Treasurer may retain a cash balance of not more than Rs.5000 for conducting the day to day affairs of the Institute.
- h) A greater cash balance may be held on special occasions like conducting a programme or a meeting etc.
- i) All payments greater than Rs.1000 for any purpose other than expenditure for a programme, shall be made only by crossed cheques.
- j) All Financial & Accounting Statements including quarterly and annual statements shall be posted to the Nautical Institute, London.

12. Committee:

- a) The Committee shall be comprised four officers, namely, a President, A Vice President, an Honorary Secretary, an Honorary Treasurer and at least six Committee Members, elected as such.
- b) All Officer bearers and Members of the Committee shall be voting members of NISI.
- c) Nominations for Officers or Members of the Committee shall be delivered in writing, to the Secretary by the proposer and the seconder both of who shall be members of the Institute.
- d) Such nominations shall be accompanied by a consent letter from the candidate nominated, that if elected, he/she would be willing to serve in the appropriate capacity.
- e) Such nominations shall be delivered to the Secretary not less than two calendar months before the Annual General Meeting.
- f) On conclusion of any Annual General Meeting, the Officers shall retire.
- g) The committee may at their discretion fill any casual vacancy, which may arise between one Annual General Meeting and another.
- h) The quorum for a Committee meeting shall be four members of the committee.
- i) The Secretary shall notify Committee members at least 48 hrs prior any Committee Meeting.
- j) The President shall be the person empowered to give directions regarding the Conduct of the affairs of NISI. He shall be the Chairman of all the meetings of the committee, Annual and Extra-ordinary General Meetings of NISI. In the absence of the President, the Vice-President shall chair such meetings.
- k) The Secretary shall be in charge of he day-to-day affairs of the Institute. The Secretary shall draw up the agenda for all meetings, convene the meetings and maintain a record of the minutes of all meetings. He/she shall take up the executive responsibility and carry out the committee's intentions, delegating the work as appropriate. He shall, on behalf of the Institute, hire the services of such persons as required on such basis as may decided to be prudent and necessary. He shall maintain all the registers regarding members, and records required to be maintained. He shall also file the necessary records with the Registrar of Societies as may be required by the T.N. Societies Registration Act.
- l) The Treasurer shall be responsible for maintaining the Accounts of NISI and for preparing Financial & Accounting Statements. He shall be responsible for collecting subscriptions and other incomes, placing the funds as directed by the Executive Committee, for monitoring expenses and coordinating with the Secretary in preparing the budgets for all planned activities.

- m) The Secretary shall, in consultation with the Executive Committee prepare a calendar of planned activities for NISI for the current year and circulate the same across the membership within 2 months of taking office.

13. Meetings:

- a) There shall be at least one Annual General Meeting held in every calendar year.
- b) The gap between any two Annual General Meetings shall not be more than 15 months.
- c) The Secretary, in consultation with the Executive Committee notify all members at least 15 days in advance of the date and venue of the AGM of NISI
- d) The Annual general Meetings shall execute the following business:
 - (i) Consider the annual report, comprised of
 - (ii) Elect four officers and six members of the Committee.
 - (iii) Appoint Auditors for the next year and fix their remuneration.
 - (iv) Any other matter, notice of which has been given to the Secretary at least 4 days before the Annual General Meeting.
 - (v) Any other matter if so permitted by the President.
- e) The newly elected and non-retiring members of the committee shall take office at the conclusion of the Annual general Meeting.
- f) The Committee, for consideration of any matter, may convene an extraordinary general meeting of the Institute.
- g) Any proposed amendments or addition to these bye-laws shall be voted by a simple majority of the General Body Meeting at the AGM or EGM.
- h) An Extra-ordinary general meeting of the Institute shall be convened by the Committee on receipt of a written requisition from not less than 12 members within 7 days from the receipt of such requisition, failing which, the members themselves may convene such meeting at the cost of the Institute.
- i) The quorum for a general meeting shall be 10 voting members of the Institute.
- j) Where a meeting has been called for and a quorum is not available within half an hour of the appointed time of the meeting, the meeting shall be adjourned and the adjourned meeting shall be held at such time and place as may be agreed upon by the members present.
- k) If quorum is not present at such adjourned meeting, the members present shall constitute the quorum.
- l) If quorum is not present at a meeting convened on the requisition by twelve or more members present at the meeting may elect one amongst themselves as the Chairman of the meeting.

14. General

- 1) The register of members' minutes books and books of account shall be available to members for inspection during working hours, free of charge.

- 2) In the case of winding up of the Institute, the assets and liabilities of the Institute shall be made over to any other Institution with similar objects.
- 3) No part of the assets of the Institute shall be distributed amongst the members as share of surplus or otherwise.