



CONSTITUTION

OF THE

INDIAN EXHIBITION INDUSTRY ASSOCIATION

(IEIA)

CONSTITUTION OF THE INDIAN EXHIBITION INDUSTRY ASSOCIATION

ARTICLE - I

NAME

1. The Association shall be called the ***INDIAN EXHIBITION INDUSTRY ASSOCIATION***, also known as ***“IEIA”***, hereinafter referred to as the “Association”.

DEFINITIONS

2. An “Exhibition Organizer” shall be a firm or a company providing comprehensive professional services for the organization and management of exhibitions, with capability to service the needs of its client from the conceptual stage to the final implementation of an event.
3. A “Venue Owner” shall be a firm or a company that provides infrastructure facilities to hold exhibitions and conferences.
4. A “Service Provider” shall be a firm or a company that provides specialist supporting products, facilities and/or services for the organization, staging and management of a convention or an exhibition.
5. The “Industry” shall mean the Exhibitions & Conventions Industry in India.
6. The “Executive Committee” shall be the Committee constituted under Article IV of the Constitution of the Association.

PLACE OF BUSINESS

7. The Association’s place of business shall be at Pankaj Plaza, 1st Floor, 1, Commercial Complex, Pocket H & J, Sarita Vihar, New Delhi - 110076 or any other place as may subsequently be decided upon by the Executive Committee from time to time and approved, if so required, by the Registrar of Societies. The Association shall carry out its activities only from the places and premises which have the prior written approval from the relevant authorities, wherever necessary.

ARTICLE - II

OBJECTIVES

1. The objectives of the Association shall be:
 - 1.1. To promote the development of the Trade Fairs & Exhibition Industry and support its orderly growth.
 - 1.2. To encourage and maintain the highest ethical standards of business conduct and professionalism within the industry.
 - 1.3. To promote co-operation within the industry in all matters of common interest and to provide for and facilitate the interchange of views and information.
 - 1.4. To represent the industry in all matters internationally and locally, whether in relation to any government or governmental agency, other association or body, or the media and the public.
 - 1.5. To undertake any other activities as may be deemed by the Association to be conducive to the growth of the industry.

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- 1.6. To receive the grants from Government / Non-Government / National / International Bodies.

All incomes, moveable and immoveable properties of the Association shall be utilized and applied solely towards the promotion of its aim and objects only set forth in these Articles of Association. No funds or any part of the profits of the Association shall be paid or transferred, directly or indirectly, by way of dividends, bonus, profits or in any manner whatsoever to the present and/ or the past members of the Association or to any person claiming through any one or more of them. No member of the Association shall have any personal claim on any moveable or immoveable properties of the Association or make profit, whatsoever, by virtue of his membership.

AFFILIATIONS

2. The Association may affiliate with, or become a member of, or enter into an agreement for reciprocal exchange of benefits including associate membership with, any association or body, whether based in India or abroad, where the Executive Committee considers this to be in the interests of the Association.

ARTICLE – III

MEMBERSHIP

1. There shall be six (6) categories of members, namely-“Ordinary Member”, “Associate Member”, “Affiliate Member”, “Honorary Member”, “Auxiliary Member” and “Young Member”
2. The Executive Committee shall have the power to admit such number of members in any category, as it may consider fit and appropriate.
3. Membership as Ordinary Member, Associate Member, Affiliate Member, Auxiliary Member” and “Young Member” shall be on application and subject to the approval of the Executive Committee.
4. Every application for membership shall be in the prescribed form duly completed and submitted to the Executive Committee together with the entrance fee, as prescribed from time to time.
5. The Executive Committee shall have the absolute discretion, by a simple majority as provided for herein, to decide upon the applications for membership and shall have the power to approve or reject any application without giving any reasons thereof. However, in the case of rejection of an application, the reasons for such rejection shall be duly recorded in the minutes of the Executive Committee Meeting in which such decision is arrived at.

ORDINARY MEMBERS

6. Membership as an Ordinary Member shall be open to all Exhibition Organizers, Venue Owners and Service Providers associated with the industry and/ or other such bodies, as the Executive Committee may decide from time to time, to be associated with the industry in any manner.
7. In order to qualify as an Ordinary Member, an applicant must fulfill the following requirements:

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- 7.1 Must be a firm or a company registered under the prevalent Indian Law or the Companies Act, 1956, as the case may be or in the case of a society under the Societies Registration Act, 1860.
 - 7.2 Must be a firm or a company not debarred from applying due to termination as stipulated in Clause 24 hereof.
 - 7.3 Must have been associated with the industry continuously for a period of at least three years or at least have a Proprietor, Partner or a Director who has worked continuously in the industry for a period of at least three years.
 - 7.4 Must have either organized or collaborated in the organization and conducting of at least three exhibitions.
8. The Executive Committee may in its discretion waive any of the requirements under Clause 7 above except Sub-Clause 7.1 and 7.2.
 9. All Members shall have the right, through their respective duly appointed representative, to attend and speak at all General Meetings of the Association. However, only Ordinary Members shall have the right to vote and stand for election as an office bearer of the Association.
 10. All the Members shall be entitled to enjoy the privileges and benefits conferred by these Articles of the Association or by any other organization to which the Association may be affiliated or associated.

ASSOCIATE MEMBERSHIP

11. Membership as an Associate Member shall be open to all firms, companies, associations and other bodies, whether incorporated or not, involved in the industry who do not qualify for Ordinary Membership e.g. Architects, Designers, Decorators, etc. provided however that they meet the following requirements:
 - 11.1 Must be a firm or a company registered under the prevalent Indian Law or the Companies Act, 1956, as the case may be or in the case of a society under the Societies Registration Act, 1860.
 - 11.2 Must be a firm or a company not debarred from applying due to termination as stipulated in Clause 24 hereof.
 - 11.3 Must have been associated with the industry continuously for a period of at least three years or at least have a Proprietor, Partner or a Director who has worked continuously in the industry for a period of at least three years.
12. The Executive Committee may in its discretion waive any of the requirements under clause 11 above except sub clauses 11.1 and 11.2.
13. Associate Members shall, except where specifically excluded, be entitled to enjoy all the privileges and benefits made available by or through the Association to Ordinary Members.
14. All Associate Members shall be eligible, through their respective duly appointed representative to attend and speak at all General Meetings, but shall not enjoy the right to vote or the right for their representative to stand for election to the Executive Committee of the Association.

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AFFILIATE MEMBERSHIP – NON-INDIAN REGISTERED COMPANIES

15. Membership as an Affiliate Member shall be open to all firms, companies, associations and other bodies, whether incorporated or not, involved in the industry, who do not qualify for Ordinary or Associate membership provided however, that they meet the following requirements:
 - 15.1 Must be a firm or company registered in the country of its incorporation.
 - 15.2 Must not have been debarred from applying due to termination as Stipulated in Clause 24 hereof.
 - 15.3 Must be associated with industry for at least 3 years abroad and must be involved in having business connection with the exhibition industry in India.
 - 15.4 Must have a proven track record of having organized or officially involved in organizing successful events abroad or in India.
16. The Executive Committee may in its discretion waive any of the requirements under Clause 15 above except Clause 15.1 and 15.2.
17. Affiliate Members shall, except where specifically excluded, be entitled to enjoy all the privileges and benefits made available by or through the Association to Ordinary Members.
18. All Affiliate Members shall be eligible, through their respective duly appointed representative to attend and speak at all General Meetings, but shall not enjoy the right to vote or the right for their representative to stand for election to the Executive Committee of the Association.

HONORARY MEMBERSHIP

19. The Executive Committee may, where it deems fit, confer upon a person who has made outstanding contribution to the development and growth of the industry, the Honorary Membership of the Association.
20. An Honorary Member shall, except where specifically excluded, enjoy the same privileges and benefits as an Associate Member.

AUXILIARY MEMBER (Individual members)

21. Have freelancers/ independent consultants/ trainers/ speakers / Retired members (who had been employed with the exhibition industry for a period of more than 10 years and are presently not working but still like to be associated with IEIA), and who those who may (or may not) have some proprietorship concerns, to join IEIA as Auxiliary members.
22. The membership shall be issued on Individuals' name and not in the name of firm,
23. Fees for this category of members may be kept around INR 5000 per annum.
24. Once 50 numbers of Auxiliary Membership is achieved, elections shall be conducted to have two of the members attending the EC Meetings.

YOUNG MEMBER (Individual membership)

25. Individual memberships for people under 35 years, who are either students or employed in the exhibition or other industries; and want to directly participate in IEIA activities irrespective of their organisations being IEIA members or non-members. After 35 years, they will cease to be Young Member; and can continue as Auxiliary Member by paying prescribed annual fees.
26. The membership fees for this category may be INR 1500 per annum.
27. These members can be volunteers for various IEIA activities and at IEIA Open Seminar.

CESSATION OF MEMBERSHIP

28. If any firm, Company or other body, who is a Member of the Association, is wound up or makes a composition or arrangement with its creditors, the membership of such firm, Company or other body shall cease immediately. However, the Executive Committee shall have the power to reinstate the membership, if it considers fit to do so. The reasons for such re-instatement shall be duly recorded in the minutes of the Executive Committee Meeting in which such decision is arrived at.

RESIGNATION AND TERMINATION OF MEMBERSHIP

29. An Ordinary Member, Associate Member, Affiliate Member, Auxiliary Member or a Young Member may resign from membership of the Association by giving notice in writing to that effect to the Association. However, such member shall remain liable to pay all dues up to the date of such resignation.
30. An Honorary Member may resign by giving notice in writing to that effect to the Association at any time.
31. The Executive Committee shall, subject to the provisions of the sub-clauses of this clause, have the power to terminate the membership of any Member who has, in the Opinion of the Executive Committee, acted in any manner contrary or prejudicial to the interest of the Association or its Members or has violated any provisions of the Articles or the Regulations of the Association.
 - 31.1 Before any such membership is terminated, the Honorary Secretary or any person authorized by the Executive Committee shall give the Member a minimum of twenty one days written notice informing the Member of complaint(s) and require the Member to show cause as to why the proposed termination of membership should not be proceeded with;
 - 31.2 The notice aforesaid must give an opportunity to the member to present himself before a meeting of the Executive Committee, if the member so desires, and explain his conduct personally;
 - 31.3 If two-thirds of the Members of the Executive Committee, after hearing such Member or if the member fails to respond to the notice issued under the preceding clause or to present himself before the Executive Committee, vote in favour of the proposed termination, the Member shall immediately thereupon cease to be a Member of the Association and the Executive Committee shall inform the Member of its decision in writing.
32. The decision of the Executive Committee to terminate the membership of a Member shall be absolute and final and not be called into question by the terminated member or anyone else.

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33. Where the membership of a person has been terminated under clause 24 above, the person may make an application for membership after two (2) years from the date of termination. The Executive Committee may approve such application, if in its opinion, the circumstances leading to termination no longer exist.

ARTICLE -IV

THE EXECUTIVE COMMITTEE

1. The Executive Committee shall be elected in accordance with Article VII and shall consist of the following Office Bearers:
 - 1.1 Six Members representing the Exhibition Organizers
 - 1.2 One Member representing the Venue Owners;
 - 1.3 Three members representing the Service Providers;
 - 1.4 The Honorary Secretary, elected directly by the Ordinary Members in Annual General Meeting; and
 - 1.5 The Honorary Treasurer elected directly by the Ordinary Members in Annual General Meeting. In addition, the Immediate Past President shall, ex-officio, be a member of the Executive Committee.
 - 1.6 Two co-opted Members nominated by the Executive Committee. In addition to the elected members, the Executive Committee shall have the power to co-opt eminent personalities and members from the industry to be part of the Executive Committee who could add value to the exhibitions industry and also to the decision making of the EC.

Such co-opted members shall have all powers as entitled to Executive Committee Members except for holding the post of office bearers.

The term of the co-opted members shall be defined by the Executive Committee at the time of co-option but not exceeding 2 years in any case.

The Executive Committee shall elect a President from amongst the six members representing the Exhibition Organizers. The term of the President shall be 2 (two) years.

The Executive Committee shall elect one Vice-President from amongst the four members representing the Venue Owners and the Service Providers. The term of the Vice-President shall be 2 (two) years.

2. In the event that the post of an Office Bearer (except that of the President) is vacated, the Ordinary Member which the Officer Bearer represents at the time of his or her election shall within 14 days nominate another representative to replace such Office Bearer. Such replacement shall be subject to the approval of the Executive Committee, and if accepted by the Executive Committee, the new appointee shall hold office till the completion of the remaining period of the unexpired term of such outgoing office bearer.

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However, in the event of the post of the President falling vacant, the Ordinary Member, which the President represents at the time of his or her election, shall be eligible to nominate another representative as a member of the Executive Committee. The Executive Committee shall then elect a President in accordance with the preceding clause and the President so appointed shall hold office till the completion of the remaining period of the unexpired term of such outgoing office bearer.

If any Ordinary Member so eligible to nominate a replacement, as above, fails or refuses to do so within the prescribed period of 14 days, the Executive Committee shall have the power to appoint, by a simple majority of votes, a representative of any other Ordinary Member to fill the vacancy. Such appointee shall hold the post for the remaining period of the unexpired term of such outgoing office bearer.

No person shall hold the same position as President, Vice-President, Honorary Secretary or Honorary Treasurer for more than two terms. 'Term', for the purposes of this clause, shall mean the period of two years from the date of his or her election in the Annual General Meeting. Where an office bearer resigns before the completion of his/ her term and a replacement thereof is nominated by the Ordinary Member in terms of para one of this clause, the expression 'Term' shall also mean the actual period for which the outgoing office bearer as well as the incoming office bearer held such office.

FUNCTIONS, POWERS AND QUORUM OF EXECUTIVE COMMITTEE

3. The management of the Association and the conduct of its business shall be vested in the Executive Committee. The Executive Committee shall however not act contrary to the expressed wishes of the General Meeting of the Association.
4. Subject to the authority of the Executive Committee and in the absence of the appointment of a Secretary General under Article IX hereof, the day-to-day affairs of the Association shall be conducted by the Honorary Secretary.
5. The Executive Committee may in its discretion appoint an Executive Secretary for such period at such remuneration and on such conditions as it may from time to time determine. The Executive Secretary so appointed shall carry out the general administration of the Association under the directions of the Secretary General or the Honorary Secretary, as the case may be.
6. The Executive Committee shall have the power to buy or sell, borrow or lend, lease, rent, hire, mortgage develop or otherwise acquire, deal with or dispose of such movable property, as it may consider necessary and to employ staff as may be required for the purpose of carrying out the functions of the Association.
7. The Executive Committee shall have the power to appoint such sub-committee(s) as it deems fit and to co-opt persons from the industry to serve on them.

The Executive Committee shall also have the power to fill positions that may be vacant in the Executive Committee, by a simple majority of votes among the present members of the Executive Committee. Such filled positions shall remain in force till the time of the ensuing AGM where next elections would be conducted.

MEETINGS OF EXECUTIVE COMMITTEE

8. The Executive Committee shall meet not less than six (6) times in a calendar year, however, the gap between two such meetings shall not exceed 3 (three) calendar months. The President, or in his absence the Vice-President, may request the Honorary Secretary to call a special meeting of the Executive Committee at any time, stating the purpose of the meeting.
9. Minutes shall be kept by the Honorary Secretary of every Executive Committee Meeting. These shall be kept in a proper manner and duly approved by the Executive Committee in the following meeting.
10. The quorum for a meeting of the Executive Committee shall be seven (7) members. The decisions of the Executive Committee shall be taken by a simple majority of those present and voting on the matter. However, in the event of a tie on any matter, the President or the person presiding at the meeting shall have a casting vote.
11. If, in the opinion of the Executive Committee, any matter requires an urgent decision and it is not possible or expedient to convene a meeting of the Executive Committee, the matter may be discussed and decided through exchange of e-mails. The matter shall be circulated through e-mail to all the members of the Executive Committee and if seven (7) or more members agree to the decision, the matter shall be considered as resolved. Any decision(s) so taken over e-mails between two meetings of the Executive Committee shall be taken note of and recorded in the minutes of the immediately following meeting of the Executive Committee.

ARTICLE - V

DUTIES OF OFFICE BEARERS

1. The President shall:-
 - 1.1 Be responsible for leading the Executive Committee and the Association towards fulfilling the Objectives of the Association in accordance with the provisions of these Articles. With this in view, he/she shall, upon election, present a programme of development and activities for implementation. On the conclusion of his/her term of office, the President shall present a report to the General Meeting, on the activities of the Association during his/her tenure.
 - 1.2 Preside at and be responsible for the conduct of business at all Executive Committee meetings, General Meetings and public activities of the Association.
 - 1.3 Represent the Association in all matters and dealings with third parties.
 - 1.4 Exercise a casting vote, if required, at a meeting of the Executive Committee and/ or a General Meeting of the Association.

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2. The Vice-President shall:
 - 2.1 assist the President in the performance of all his/her functions and, in the absence of the President, if so authorised by the Executive Committee, act for the President.

3. The Honorary Secretary shall:
 - 3.1 be responsible for convening all Executive Committee and General Meetings.
 - 3.2 keep Minutes of all Executive Committee and General Meetings.
 - 3.3 keep and have charge of all non-financial records and correspondence.
 - 3.4 submit for consideration at Executive Committee meetings any matter proposed for consideration by any Member(s).
 - 3.5 submit on behalf of the Executive Committee an Annual Report at the Annual General Meeting. In the event of the entire Executive Committee going out of office, the Honorary Secretary of the outgoing Committee shall, within four (4) weeks of thereof, submit a report covering the period of the outgoing Committee to the Honorary Secretary of the incoming Executive Committee.
 - 3.6 maintain and keep up-to-date the Roll of Members of the Association.

4. The Honorary Treasurer shall:
 - 4.1 keep and maintain accounts of all the financial transactions and assets and liabilities of the Association.
 - 4.2 receive on behalf of the Association all monies due from members and outsiders and pay these receipts into the bank account of the Association within seven working days. Provided that the Honorary Treasurer shall be entitled, at any given time, to retain a cash imprest of an amount not exceeding Rs.20,000/ (Rupees twenty thousand only).
 - 4.3 sign all cheques in conjunction with the President/Vice President or the Honorary Secretary in the manner as may be decided by the Executive Committee from time to time.
 - 4.4 prepare and submit a Quarterly statement of accounts of receipts/ payments and assets/ liabilities to the Executive Committee.
 - 4.5 prepare and submit to the Auditors the draft Annual Balance Sheet and Statement of Accounts of the Association and such other information and documents as may be required by the Auditors not later than two months from the closure of the financial year.
 - 4.6 submit on behalf of the Executive Committee a Financial Report for the preceding financial year at the Annual General Meeting. In the event of the entire Executive Committee going out of office, the Honorary Treasurer of the outgoing Executive Committee shall close its accounts and within four (4) weeks submit on its behalf a financial report covering the period of the outgoing Committee to the Honorary Treasurer of the incoming Executive Committee. 4.7 maintain a record of the arrears of subscriptions or other monies due from the members to the Association.

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5. The individual Committee Members shall perform such duties and exercise such powers as may be assigned to them by the Executive Committee.
6. Any Executive Committee Member who is absent for three (3) consecutive meetings of the Executive Committee in a calendar year shall be deemed to have resigned and vacated his/her post the Executive Committee.

AUDITORS

7. The Executive Committee shall propose a professional firm of Chartered Accountants for appointment as auditors of the Association in the Annual General Meeting. The Auditors so appointed shall audit the accounts of the Association for the financial year ending on the following 31 day of March The Auditors shall submit their report on the financial statement audited by them which shall be presented in the next Annual General Meeting.
8. The appointment of Auditors shall be from one Annual General Meeting to the next Annual General Meeting. The Auditors shall be liable to retire at the Annual General Meeting and if proposed by the Executive Committee, shall be eligible for re-appointment.

ARTICLE - VI

FEES AND DUES

1. There shall be collected from each Ordinary Member, Associate Member, ,Affiliate Member, Auxiliary Member and Young Member an Entrance Fee of a sum to be determined, from time to time, by the Executive Committee which shall be paid along with submission of application for membership of the Association.
2. An Annual Subscription of a sum determined by the Executive Committee, , from time to time, shall be payable by each Ordinary Member, Associate Member , Affiliate Member, Auxiliary Member and Young Member. Every Member shall promptly pay its subscription and any other monies due and payable to the association on or before the respective due dates, as determined by the Executive Committee.
3. A person conferred Honorary Membership shall not be required to pay any fees.
4. Annual subscription shall be payable in advance on the first day of April each year. Members who join the Association during the year shall pay a fee pro-rated on the basis of the remaining months including the month of joining divided by twelve.
5. Members who after three written reminders fail to pay their annual subscription and other dues shall be liable to be suspend from membership at the discretion of the Executive Committee and shall cease to enjoy all rights, benefits or privileges until their subscriptions and other dues have been paid in full.
6. Representative of Members who are in arrears of their annual subscription shall not be entitled to attend the General Meetings and shall be disqualified from standing for election for any office in the Association.

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7. Members in default of annual subscription for six (6) months shall be deemed to have resigned from membership. A member may rejoin by making application to do so and shall upon approval by the Executive Committee pay the appropriate Entrance Fee and Annual Subscription.
8. Where a member resigns from the Association no refund of subscription shall be made under any circumstances.
9. The Executive Committee may revise the entrance fee and/ or the annual subscription at any time. However, before any such revision becomes effective, it shall be required to be approved, by a simple majority by the members in a general meeting.

FEE LEVYING AUTHORITY OF EXECUTIVE COMMITTEE

10. The Executive Committee is empowered to authorize all the expenditure of the Association out of the funds lying in the banking accounts including for the purpose of appointing temporary/ permanent staff to the Secretariat. The appointments shall be subject to the satisfactory completion of 3 (three) months' probation or such other term as may be decided by the executive Committee. The terms and conditions of such appointments shall be at the sole discretion of the Executive Committee
The Executive Committee is empowered to change the rate of the annual subscription for membership of the Association All such changes in subscription shall be notified in writing to the Members by the Executive Committee 3 months (three months) before they come into effect.

FINANCIAL YEAR

11. The Financial Year of the Association shall be a period of 12 (twelve) months each beginning the 1st day of April and ending the following 31st day of March. The accounts of the Association shall be balanced, annual financial statements prepared and audited for every financial year.

ARTICLE - VII

ELECTIONS

1. The duly appointed representatives of Ordinary Members shall be competent and eligible to contest the elections and be elected to the Executive Committee. Representatives of Ordinary Members who are eligible to vote at the Annual General Meeting shall elect from amongst themselves the Office Bearers to manage the affairs of the Association in accordance with these Articles. The duly appointed representatives of Associate, Affiliate, Honorary, Auxiliary and Young Members shall not be eligible to contest the elections to the Executive Committee.

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2. A person elected as Office Bearer must be a director, significant shareholder, partner, or senior employee of an Ordinary Member. For the purposes of this clause, significant shareholding shall mean 10% or more of the shareholding of the company.
3. The election of the Office Bearers, where there is a contest, shall be by secret ballot.
4. Each Ordinary Member shall have one vote for each post contested in an election and the winners shall be decided on the basis of simple majority of valid votes cast.
5. Unless disqualified from doing so under these Articles, representatives of Ordinary Members may stand for one or more posts in respect of which elections are conducted at an Annual General Meeting, but they shall be eligible to hold only one office during a particular year. In the event of a member being successful in winning more than one posts, he shall immediately decide and communicate to the Association which post he shall retain so that election could be completed for the other post.

ARTICLE – VIII

MEETINGS

1. A General Meeting of the Association is one at which every Member, whether an Ordinary, Associate, Affiliate, Honorary, Auxiliary or Young Member is entitled to and shall be invited to attend, unless disqualified from doing so under the provisions of Article VI item 6.
2. The categories of General Meeting are:
 - Annual General Meeting
 - Extra-Ordinary General Meeting, and
 - Special General Meetingas provided for under these Articles.
3. The quorum for a General Meeting shall be one-fourth of the total Ordinary Members eligible to vote, as on the date of issue of notice for the meeting.

ANNUAL GENERAL MEETING

4. The Association shall, in every year, hold an Annual General Meeting not later than 30 September at such time and place as the Executive Committee may decide. However, the gap between two annual general meetings shall not exceed 15 (fifteen) months.
5. (a) The Ordinary Business at the Annual General Meeting shall be:
 - 5.1 To adopt the minutes of the previous Annual General Meeting.

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- 5.2 To receive the Annual Report of the Executive Committee and the Audited Statement of Accounts made up to the end of the preceding Financial Year.
- 5.3 To decide questions of general policy.
- 5.4 To hold elections.
- (b) The executive Committee may propose to transact any other matter as Special Business at the Annual General Meeting in addition to the ordinary business. However, the notice convening the meeting shall contain an explanatory statement regarding the facts and the necessity for such special business.
- 6 The notice for the annual general meeting shall be issued, under the signatures of the Honorary Secretary or any other office bearer authorised by the Executive Committee, to all Members. Such notice shall be issued not less than twenty-one (21) days before the meeting and specify the place, date and time of the Annual General Meeting and include an explanatory statement on special business, if any.
- 7 Notice of proposed Resolutions and matters, if any, to be raised by Ordinary Members for discussions at the Annual General Meeting must reach the Association not later than fourteen (14) days before the date of the meeting.
- 8 The Members shall be provided with the full agenda for the Annual General Meeting, including the full texts of all proposed Resolutions for adoption submitted by the Executive Committee and Ordinary Members, not less than seven (7) days prior to the date of the meeting.
- 9 In the event of the necessary quorum not being present at the commencement of the Annual General Meeting, the Meeting shall be adjourned for one hour. If after one hour from the time originally appointed for the Annual General Meeting, a quorum is still not present, the Members actually present shall be considered a requisite quorum and they may proceed with the meeting but they shall have no power to amend, alter or modify any of the existing Articles of the Constitution of the Association.

EXTRA-ORDINARY GENERAL MEETING

10. An Extra-Ordinary General Meeting of the Association may be convened by the Executive Committee or President giving the reason thereof. At least seven (7) days' notice of such a Meeting shall be given to the members.
11. An Extra-Ordinary General Meeting may also be convened by the Ordinary Members upon a requisition being submitted to the Honorary Secretary signed by not less than one fourth of the total Ordinary Members eligible to vote, as on the date of the requisition, specifying the purpose of such a meeting. The Executive Committee shall convene the meeting within seven (7) days of the date of receipt of such requisition.
12. The notice of the Extra-Ordinary General Meeting shall be sent to all the Members containing the full Agenda for the Meeting not less than three (3) days after the date of receipt of the requisition.
13. A requisition for an Extra-Ordinary General Meeting may be withdrawn before the convening of the meeting is decided by the Executive Committee. However, such requisition cannot be withdrawn after the notice of the meeting has been issued.

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SPECIAL GENERAL MEETING

14. A Special General Meeting may be called by the Executive Committee. The notice convening such Special Meetings shall be given not less than two (2) days before the proposed date of the meeting, specifying the purpose of such meeting. However, no amendments or alterations in the Constitution of the Association shall be made at a special general meeting.
15. Each Ordinary Member represented at the General Meeting of the Association shall be entitled to the right to vote at the meeting, unless disqualified from doing so under the provisions of the Constitution.

ARTICLE - IX

APPOINTMENT OF SECRETARY GENERAL

1. The Executive Committee may in its discretion appoint a Secretary General upon such terms and conditions as may be determined, to take charge of the management and operations of the Association.
2. The Secretary General shall be responsible to the Executive Committee for the following:
 - 2.1 To implement the policies, programmes and activities decided on by the Executive Committee.
 - 2.2 To be responsible for the sound management of the finances and assets of the Association.
 - 2.3 To be responsible for the management of the staff of the Association.
 - 2.4 To be responsible for developing the Association's infrastructure and resources so that it is able to fulfill its Objectives and the expectations of its members on a permanent and long term basis.
 - 2.5 To promote the standing and effectiveness of the Association in the industry.
3. The Secretary General's specific duties shall include:
 - 3.1 To ensure that all Executive Committee and General Meetings are properly convened and conducted and to attend them.
 - 3.2 To draw up the Strategic Plan, Action Programmes and Budget of the Association for the approval of the Executive Committee.
 - 3.3 To monitor and present reports of the activities and state of affairs of the Association to the Executive Committee from time to time.
 - 3.4 To prepare the Annual Report of the Association for the adoption of the Executive Committee and presentations to the Annual General Meeting.
 - 3.5 To ensure that the Annual Statement of Accounts of the Association and the Auditors' Reports are ready and submitted to the Annual General Meeting.
 - 3.6 To maintain proper records and statistics of the Association, in particular records of membership.
 - 3.7 To ensure that the Association complies with all its obligations under the law.

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ARTICLE – X

PROHIBITIONS

1. The funds of the Association shall not be used to pay the fines or legal fees of Members who have been convicted in a court of law.
2. The Association shall not hold any lottery, whether confined to its members or not or whether in the name of the Association or its office bearers, committees or members.
3. The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

ARTICLE - XI

INSPECTION OF BOOKS

Any Ordinary Member may make an application to the Executive Committee requesting to inspect the books or accounts of the Association. The Executive Committee shall intimate the time and date on which such member can inspect the books. The time of inspection shall be during normal working hours and the date shall be not later than seven days from the receipt of such request. The inspection shall be allowed only at the registered premises of the Association. The right to inspect shall include the right to take extracts of the records of the Association including the books of accounts.

ARTICLE - XII

DISSOLUTION

1. The Association shall not be dissolved except with the consent of not less than two thirds of the Ordinary Members eligible to attend and vote, expressed either in person by an authorized representative or by proxy at a General Meeting Convened for the purpose.
2. In the event of the Association being dissolved as provided for above, the assets of the Association shall be sold and converted into cash and all surplus funds remaining after satisfying all liabilities shall be donated to such charitable institutions(s), as may be mandated by the General Body in the Meeting in which the decision to dissolve the Association is arrived at.
3. Notice of dissolution shall be given by the Executive Committee to the Registrar of Societies within seven (7) days of the dissolution

ARTICLE - XIII

ALTERATION OF ARTICLES

1. These Articles can only be altered at an Annual or Extra-Ordinary General Meeting by an affirmative vote of at least two thirds of the Ordinary Members present and voting at the meeting, provided that the proposed amendment or amendments have been circulated to all Members not less than seven (7) days before the meeting and provided further that Clause 8 of Article VIII is not contravened.
2. No alterations or addition to these Articles shall come into force without the prior approval, wherever required, of the Registrar of Societies.

ARTICLE - XIV

INTERPRETATION

If any question of interpretation arises in regard to any Articles of this Constitution or any matter not covered by these Articles the decision of the Executive Committee on the matter shall be final and binding on all members unless it is reversed at a general meeting of members.

END

[Last Amended on 21st December, 2021 during the 15th IEIA AGM held at BIEC, Bengaluru]