

ADI Association of Designers of India

Rules & Regulations

23 April 2011

ABSTRACT

This document contains the rules and regulations for the governing the Association of Designers of India and is applicable to all members of the Association. The trustee board has ratified this document during meeting held on 23 April 2011.

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RULES & REGULATIONS

1. **Facts**

Name : Association of Designers of India (ADI)

Address : The Registered office of the ADI shall be situated in within the territories of India.

The present address is: **3, Indrayani, Patrakar Nagar, S B Road, Pune 411016, INDIA**

2. **Definitions:**

1. These rules and regulations may be called The Rules and Regulations of the '**ASSOCIATION OF DESIGNERS OF INDIA**' and shall come into force with immediate effect and would be binding to all members of "**ADI**".

2. The following words and expressions shall have the following meaning respectively unless there be something in the subject matter or context repugnant thereof,

1. "The Act" means The Societies Registration Act, 1860.
2. "Year" means Financial Year ending 31st March.
3. "Month" means the English Calendar month.
4. The 'Association' means the **ASSOCIATION OF DESIGNERS of INDIA**, shortly termed as **ADI**.
5. The "**National NEC**" means a body of elected representatives, for the time being entrusted with the management of the association and at times also referred to herein as "NEC" or ' NEC ".
6. "**Bye-laws**" means bye-laws passed by the NEC to conduct affairs of regional units and all other administrative affairs/matters.
7. "**Secretary's Office**" means the Office of the Secretary, General Secretary for the NEC and Chapter Secretary for the Chapter, from where he/she functions and conducts his/her activities under direction from the NEC.

8. **"Chapter"** means a local region based autonomous Regional Centers of ADI which is formed with memberships from a specific Indian city or region.
9. **"Zone/s"** means a zone created by the National Executive Committee comprising of a specified geographical area of India consisting of number of Chapters.
10. The **"Chapter Managing Committee (CMC)"** means a body of locally elected representatives, for the time being entrusted with the management of a local chapter reporting periodically to the "National NEC (NEC)".
11. A **"Professional"** would mean any person providing service in a particular field of design and a **"Student"** would mean a person studying towards becoming a certified practicing professional from a recognized design institution.
12. **"In writing"** and **"Written"** include printing, lithography, photography, digital and typewriting and all other modes of representing or reproducing words in visible form.
13. Words which have a special meaning assigned to them in the Act have the same meaning in these presents.
 - a. Words importing the singular number include the plural, and the converse applies. Words importing males include females.
 - b. Words Importing persons include corporation, company and/or firms, partnership or otherwise.
14. "Notice" includes all written communications to members and all other modes of representing reproducing words in visible form to members.

3. Area of Operations :

1. ADI is proposed as an association of design professionals which will take active support & participation of corporate bodies, institutions and trade bodies.
2. The area of operation of the "Association" shall extend to the whole of India as well as networking activities in other regions of the world.

4. Structure of ADI:

3. ADI as a ADI will have a federal governing structure.
4. There shall be authorities governing the ADI –
 - a. The General Body of Members.
 - b. National NEC.
 - c. Chapters
 - d. Zones
5. The General body will be the apex body consisting of all members.
6. ADI will be governed at national level, for overall coordination purpose, by an elected **National NEC (NEC)** and local city or regional chapter level, by an elected **Chapter Managing Committee (CMC)** for governance.
7. There will be local chapters working under the span of the ADI which shall work together with the National Executive Committee. Each chapter shall be accountable to the National Executive Committee towards financial, legal and statutory compliance for all its acts.
8. ADI will generate the strength for its activities through member participation at Chapter level (region or city) and will depend upon the local chapters to generate enthusiasm and local level activities in the interest of the design community and ADI.
9. ADI will coordinate and control between various Chapters, encouraging new Chapters, promoting national design events and activities, projecting a unified voice of all design professionals and associates through various Chapters at the central level through National NEC and its secretariat.
10. Each Chapter will be referred as " ADI, *City* or Region" [for e.g., ADI, Bangalore or ADI, Pune] in order to excite participation at city level in economic and geography centered clusters supported by the industry, design institutions and trade in those city or regions.
11. Chapters will function with autonomy in their day to day activities through the Chapter Managing Committee (CMC) and its office bearers, governed by rules and regulations and bye-laws set by the NEC and will periodically report activities and financial accounts to the NEC.

The President

The Vice President

The Secretary

12. Any monies collected by the Chapters will be in the name of "Association of Designers of India" (ADI).
13. Chapters will be represented in the NEC through a member nominated by the CMC.
14. Funds collected by ADI through sponsorships and central govt. funds and other earnings will be shared between NEC and local Chapters in a proportion sanctioned by NEC.

5. Membership:

A. Member Definition:

1. Design is a team function and is dependent on a number of other associations. The significance of design as an activity only happens once these other associations are taken into cognizance.
2. "Professional Member" includes all design professionals of Indian origin, foreign nationals practicing design at a local office in India, design educators, who desire a cohesive effort at elevating the standards of design practice in India, who are keen on promoting Indian design practice and who are interested in networking, learning and sharing with other design related professionals and industry.
3. Professional Members will be from the following ADI accepted fields; Industrial Design, Communication Design, Graphic Design, Exhibition Design, Apparel & Lifestyle Design, Accessory Design, Retail Design, Interaction Design, Universal design, Human factors Design, Sustainable & craft design, Film and Animation. Industrial Design covers Product, Textile, Toy, Ceramic, Automotive and Furniture design fields.
4. Though not limiting, "ADI" would accept members from other field like architecture, fashion if they are working or are associated with the above key ADI approved fields and the member satisfies criteria for selection as per each membership type.
5. "Affiliate Member" includes design related professionals such as design managers, media, ethnographers, writers.

6. "Student Member" would mean a person studying towards becoming a certified practicing professional from a recognized design institution in India, or a person of Indian origin studying towards becoming a certified practicing professional in a recognized design institution outside India.
7. "Life Member" would mean The Professional/ Affiliate /Corporate members who pay the requisite Life Membership fee.
8. "Corporate Member" would mean registered Companies situated in India, who are providing products & services in the field of Design or using design services or have design departments or are supportive of the design field.
9. "Education Member" would mean Institutions imparting education in Design in India in key fields as per article 3.
10. "Honorary Fellow" would be offered to eminent and distinguished individuals of National/International reputation, holding a prominent position in public life who may or may not be practicing as Designers, but who have by their professional standards and behavior, demonstrated their eminence in their respective design field or design related fields.
11. "Donor member" would mean any individual or body incorporated, who donate to ADI an amount which is not less than two and half times the life membership subscription under Corporate category.
12. Membership fees shall be annual and membership would expire on 31st March midnight every financial year and would require to be renewed in not more than 30 days of expiry by paying membership fees to ADI.
13. Membership rules will keep getting updated from time to time and NEC will have the sole authority to update, modify existing rules for benefit of the ADI and its members. NEC shall keep members updated about current membership rules.

B. Member Approval

14. All persons who are major (as defined by Indian Law) and competent to contract and who qualify under the Rules & Regulations and code of conduct of ADI shall be eligible for membership. Application for membership in respective categories shall be submitted in writing on the official form issued by ADI in block letters or type written, along with the proof of qualifications. The Applicant shall also provide any such other information as may be called for by ADI and ADI will have sole discretion in the approval.
15. Membership will be scrutinized and granted by NEC or the local Chapter under whose area the member is situated and the details sent to a central directory with ADI, NEC, within two weeks of granting membership.
16. The NEC or the local chapter will appoint a sub committee comprising of NEC or CMC members respectively for evaluating membership applications.
17. Membership of ADI will be granted to an individual or a firm under any of the following categories provided the individual or the firm fulfils the qualification requirement as outlined against each category and after an application for membership is scrutinized and approved by the NEC of ADI.
18. Member categories with voting rights will be limited to one vote per eligible member.
19. Membership will be active only once the fee for the category is credited to the ADI bank account.

6. Classification of Members:

- | | |
|----------------------------|----------------------|
| 1. Professional Member. | 2. Affiliate Member. |
| 3. Student Member. | 4. Life Member. |
| 5. Corporate Member. | 6. Education Member. |
| 7. Honorary Fellow Member. | 8. Donor Member. |

6.a. PROFESSIONAL MEMBER:

Professional Membership is accorded to any person of Indian origin or permanent resident of Republic of India who has at least an undergraduate degree in Design or a related design discipline, and/ or appropriate professional experience of at least 3 years, and whose primary professional responsibility as a practitioner or educator in design of products, services, teaching, environments, systems, research or related design practice.

Membership will be granted in the name of the individual.

Two or more Professional Members shall make recommendations or nominations for "Professional Membership".

The application must be in the prescribed membership application form giving all details required. The nomination shall be scrutinized by the Evaluation Committee and approved by the Chapter CMC or NEC.

Professional Members will be bound by the Memorandum of Association, Rules & Regulations & Code of Ethics.

A Professional Member must pay annual membership fees to ADI in order to become a member.

Right and Privileges:

Professional members shall have full voting privileges, shall be eligible for office and for service on all Committees. Professional members must pay their annual membership fees and clear any other dues to the ADI to keep alive its eligibility and voting rights. Professional Members shall have the right to use the designation 'Professional Member of the ASSOCIATION OF DESIGNERS OF INDIA' after their name.

One voting right (non transferable)

6.b. AFFILIATE MEMBER

Affiliate Membership is accorded to any person of Indian origin or permanent resident of Republic of India who is not necessarily engaged in the practice of Design but who are involved in or associated with the key Design fields, such as:

INDIVIDUALS:

- a) Executives or Officers of Design Firms and not practicing professionals in Design.
- b) Executives employed by Design Departments of private and/or public organizations and are not practicing professionals in Design.
- c) Individuals employed with a Corporate Member in an executive or supervisory capacity in the field of design and not practicing professionals in Design.
- d) Professionals engaged in research, design management, design teaching, design PR, design related media, design marketing, design human resource building, computer aided design and design engineering & production.
- e) Individuals engaged in supply of professional services, hardware and software products to design profession.
- e) Artists and Artisans of Decorative Arts and Crafts
- f) Designers who fail to qualify under Professional Membership.

Two or more Professional Members shall make recommendations or nominations for "Affiliate Membership".

The application must be in the prescribed membership application form giving all details required. The nomination shall be scrutinized by the Evaluation Committee and approved by the Chapter CMC or NEC.

Rights and Privileges:

Affiliate member shall have no voting privilege and shall not be eligible for office but may serve on Committees. Affiliate members must pay their annual membership fees and clear any other dues to the ADI to keep alive

The President

The Vice President

The Secretary

their eligibility and voting rights. Affiliate Members shall have a right to use the designation "Affiliate Member of the ASSOCIATION OF DESIGNERS OF INDIA" after their name.

No Voting rights.

6.c. STUDENT MEMBER:

Student Membership is accorded to any person studying towards becoming a certified practicing professional from a design institution in India, or a person of Indian origin studying towards becoming a certified practicing professional in a design institution outside India, recognized by the NEC of ADI.

Two or more Professional Members shall make recommendations or nominations for "Student Membership".

Membership application shall be scrutinized and approved by the Evaluation Committee of the "ADI".

This is a one-time membership available post review by evaluation committee and carries a one-time fee for the entire duration of the course in any field of Design, as defined in Article 3 of this document (under member Definition) with a Degree/Diploma Certificate.

(For free student memberships, refer to the membership fee section)

Rights and Privileges:

Student' Members shall have no voting privileges and shall not be eligible for office but may serve on committees. Student members must pay their one time membership fees and clear any other dues to the ADI to keep alive their eligibility. Furthermore, if a student desires to apply for Professional Membership after graduation such person must fulfill the qualifications and member application procedure laid down for such membership. Acceptance as Student Member does not automatically qualify for Professional Membership after graduation.

No voting rights.

6.d. LIFE MEMBER:

The Professional/ Affiliate /Corporate members who pay the requisite Life Membership fee shall be called the Life Member in their respective category.

The rules governing the membership will be the same as the respective category of the life member.

Right and Privileges:

Life Members shall have full voting privilege if their category allows voting privileges and shall be eligible for office and for service on all committees as is applicable in their respective categories. Life members must pay one time fees and clear any other dues to the "ADI" to keep alive their eligibility and voting rights. Life Members shall have a right to use the designation " Life Member of the ASSOCIATION OF DESIGNERS OF INDIA" after their name.

One Voting Right (Non Transferable)

6.e. CORPORATE MEMBER:

Membership under this category will be accorded to registered Companies situated in India, who are providing products & services in the field of Design or using design services or have design departments or are supportive of the design field.

Membership will be granted in the name with which the firm / company carries on business. The Corporate member shall nominate a representative who shall represent the said firm / Company by making a written application within a week of being allotted membership status.

Two or more Professional Members shall make recommendations or nominations for "Corporate Membership".

The Nomination / recommendation must accompany a comprehensive statement giving details of establishment and reasons for honoring a company as a "**Corporate Member**". The nomination shall be scrutinized by the Evaluation Committee and approved by the Chapter CMC or NEC..

There would be two distinct Corporate sub categories within this category.

a. Design Firms & MSME firms**b. Corporate Houses / Public Sector Enterprise / Other Companies and organizations.**

Right and Privileges:

Corporate members shall have full voting privilege but will not be eligible for office and may serve on Committees. Corporate members must pay their annual membership fees and clear any other dues to the "ADI" to keep alive their eligibility. Corporate Members shall have the right to use the designation '**Corporate Member of the ASSOCIATION OF DESIGNERS OF INDIA**' after their name.

One Voting Right (non transferable)

6.f. EDUCATION MEMBER.

Membership will be offered to Institutions imparting education in Design in India in key fields as per Article 3 (under Member Definition). The Institution shall nominate a person who shall represent the said Institution by making a written application within a week of being allotted membership status..

Membership may also be offered to Institutions/ Organisations imparting Technical education in the fields of Design work such as Printing, Tool & Die, Engineering & Technology, Anthropology, fine Art, Software, Digital modeling, design management, Innovation & leadership and Decorative Arts and Crafts etc.

Two or more Professional Members shall make recommendations or nominations for "Education Membership".

The Nomination / recommendation must accompany a comprehensive statement giving details of establishment, courses, faculty, accomplishments and reasons for honoring an organisation as an "**Education Member**". The nomination shall be scrutinized by the Scrutiny Committee and approved by the NEC. Education members shall appoint a nominee within a week of being granted membership status.

Rights and Privileges:

Education member shall have full voting privilege and may serve on committees but shall not be eligible for office. Education Members shall have a right to use the designation "Education Member of the ASSOCIATION OF DESIGNERS OF INDIA" after their name.

One voting right (non transferable)

The President

The Vice President

The Secretary

6.g. HONORARY FELLOW MEMBER:

Honorary Membership will be offered to eminent and distinguished individuals of National/International reputation, holding a prominent position in public life **who may or may not be practicing as Designers**, but Members who have by their professional standards and behavior, demonstrated their eminence in their respective design field or design related fields. Candidates must be nominated by at least three members of the Committee for consideration. In certain cases, the Committee may propose a designer outside of the Association whom they feel have made a significant contribution to design in India and have rendered distinguished services to Art, Science, Design and Industry in general.

Nomination / recommendation for Honorary fellow membership may be made by any three members of the Chapter NEC, CMC or National NEC. The Nomination/ Recommendation must accompany a comprehensive statement giving details of qualification, accomplishments and reasons for nominating a person as an Honorary Member. The Nomination/Recommendation shall be approved by the Chapter NEC after the same has been recommended by the Evaluation Committee.

Rights and Privileges:

Honorary Fellow Member shall have full voting privileges and shall not be eligible for office but may serve on committees. He/ she may use the designation **"Honorary Fellow Member of the ASSOCIATION OF DESIGNERS OF INDIA"** after his/her name.

One voting right (non transferable)

6.h. DONOR MEMBER:

Any individual or body incorporated, who donate to ADI an amount which is not less than two and half times the life membership subscription under Corporate category may be admitted as a Donor member of ADI subject to the approval of the application by the NEC.

The application / recommendation must accompany a comprehensive statement giving details of the donor. The donor application will be scrutinized by the Evaluation Committee and approved by the NEC.

Rights and Privileges:

No entrance fee will be payable by such a Donor who will be member for life. He/she/they will have no voting rights and will not hold any office in the NEC. Donor Members shall have a right to use the designation "**Donor Member of the ASSOCIATION OF DESIGNERS OF INDIA**" after their name.

No voting rights.

7. Payment of Subscription:

Yearly subscription under all categories of membership shall be payable in advance before 31st March of each year, Until the Admission fee and the annual subscription is paid by a new applicant and his membership is approved by the Evaluation Committee no right of membership shall be exercised by an applicant. Only a member who has paid his yearly subscription before the 31st March shall have the right to vote at General Body and or Extra Ordinary General Body Meeting or to continue to hold office or to continue to be a member of NEC or of any Committee.

7.1 Annual membership subscription:

For latest membership fee [CLICK here](#) !

- b. ADI will apply for IT exemption with income tax authorities on fees and donations and if exempted would extend the same to member, donor and sponsors as applicable by law.
- c. Honorary Members will not bear any entry or membership fee on appointment.
- d. Memberships are annual except Life Members and would expire on 31st. March Mid night of each year.
- e. The above fees can be scrutinized and taken up for a change by the NEC as and when required. The NEC shall have the power to approve committee recommendations on membership rates and revise, reduce or increase the rates of annual subscription of any category of membership, if such revision is considered necessary by it in the interests of ADI.
- f. NEC can make changes in the rates or offer rebates and other benefits as they may deem fit.

7.2 Donor Members

Any individual or body incorporated, who donates to ADI an amount which is not less than Rs. Five Lakh may be admitted as a Donor member subject to the approval of the application by the NEC.

Donor benefits if any are not transferable.

No entrance fee will be payable by such a Donor who will be member for life.

He/she or organization will have no voting rights and will not hold any office in the NEC, though can be appointed to committees.

7.3 Failure towards Payment of Subscription:

Any Member who fails to pay his or her dues or fees within 30 days from the date It falls due will be served a notice of demand of the dues or fees by Reg. AD Post by the Treasurer or the Secretary to pay the same within two weeks. If even then, he does not pay after the date of receipt of such intimation, the Secretary shall strike off such Member's name from the

Membership Register of ADI and he or she shall thereupon cease to be a member of the ADI or to be entitled to any of the rights and privileges that such membership or participation confers. However, upon written application satisfactorily explaining such default and upon payment of all arrears due to the date thereof, the Membership of the defaulter may be renewed.

8. TERMINATION OF MEMBERSHIP :

The termination of membership shall be on:

- a) Death or Resignation or is adjudicated insolvent or is convicted of criminal offence involving moral turpitude or by operation of Law or Act
- b) If the member has failed to pay the subscription for more than 3 months, within 60 days after being served with a dues bill/ notice of demand from ADI, and he fails to clear the dues within the extended time given, the NEC may restrict or suspend the privileges/voting rights or remove the name of such defaulting member from the register of membership. The membership may however, be reinstated by NEC on fresh application and subject to the terms and conditions deemed fit.
- c) The member being found guilty of misconduct or violation of code of conduct/ethics by a special CMC meeting having minimum quorum of 5 members, which shall be maintained throughout, called by the CMC after giving show-cause notice and hearing given to the member concerned and recommending action against member by a simple majority at a special meeting called for the purpose. Provided that at special general body meetings members concerned shall be accorded another opportunity to tender his/ her explanation/arguments/ defense if any. Minimum 21 days notice for such special general body meeting shall be given. The decision to expel member shall be taken only by 3/4 majority at special general body meeting.

9. **GENERAL BODY**

The General Body shall consist of all the members of the ADI.

10. **GENERAL BODY MEETINGS**

There shall be 2 types of General Body Meetings viz :

- i. Annual General Meeting
- ii. Extra-Ordinary General Meeting

10.A. Annual General Meeting –

- i. The Annual General meeting will be held at such time place and hour as the NEC shall determine. Such meeting shall be held once in a year after the end of the financial year once in every year but within 6 months from the end of it.

- ii. **NOTICE OF THE ANNUAL GENERAL MEETING :**

The President shall convene the meeting of the General Body with at least 14 days clear notice. The notice of the meeting shall contain a specific agenda to be discussed at the meeting. The same shall be sent Under Certificate of posting or by any other suitable way of communication to each member to his last registered address, but inadvertent omission to give notice or non-receipt of such a notice by any member shall not invalidate the proceedings of any General Meeting.

- iii. **QUORUM :**

2/3 or five members whichever is less shall form quorum for such meeting. No business shall be transacted at such meeting unless the prescribed quorum is present.

If at a duly convened meeting of the General Body there be no quorum at the time announced for the meeting, then the meeting shall be adjourned. The adjourned meeting shall be held after half an hour at the same place for which there is no necessity of the requisite

quorum. However, the same agenda shall be considered at the adjourned meeting.

- iv. All questions before the General Body for which no higher majority is prescribed, shall be decided by simple majority, by show of hands or by ballot if demanded by any ten or more members present. In case of equality of votes, the Chairman of the Meeting shall have a casting vote.
- v. A member shall have right to appoint a Proxy for the meeting. A proxy so appointed shall have a right to vote but no right to speak at the meeting.
- vi. **THE CHAIRMAN OF THE MEETING :**

The President of the ADI shall Chair the General Body Meeting. He shall have the right of casting vote in case of a tie at a General Meeting.

In his absence, the Members shall appoint amongst themselves a Chairman for such Meeting.

vii. **BUSINESS AT A GENERAL MEETING :**

The following business shall be transacted at a General Body Meeting:

- a. To receive, consider and adopt the audited Balance Sheet and the Income and Expenditure A/C together with the reports of the National NEC and Auditors.
- b. To appoint the members of the National NEC.
- c. To appoint auditors and fix their remuneration for the ensuing year.
- d. To consider the resolutions and amendments, to the constitution referred to it by the members of the ADI.
- e. Any other important matter.

10.B. Extra ordinary general meetings

- i. Every other meeting of the General Body then the Annual General Meeting shall be an Extra-Ordinary General Meeting. It may be convened by the National NEC on its own accord or upon a requisition

made in writing either by the President or by not less than five Members of the ADI.

ii. **REQUISITION FOR MEETING**

A requisition for Extra-ordinary General Meeting shall specify the object and agenda of the Meeting proposed to be called and must be delivered at the office of the ADI. On receipt of the requisition the National NEC shall forthwith proceed to convene an Extra-ordinary General Meeting.

iii. **NOTICE**

Seven clear days notice specifying the place, date, time and hour and the nature of business to be transacted (specific Agenda) shall be given to the Members by post or by hand delivery or by any other method to be decided by the President to their last known address registered with the ADI, but inadvertent omission to give notice or non-receipt of such a notice by any member shall not invalidate the proceedings of any General Meeting.

iv. **QUORUM**

1/3 or 9 persons present in person which ever is less shall form a quorum at a meeting of the General Body.

If at a duly convened Extra Ordinary General Meeting there be no quorum at the time announced for the meeting then the Meeting shall be adjourned. The adjourned meeting shall be held after half an hour at the same place for which there is no necessity of the requisite quorum. However, only the same agenda shall be considered at the adjourned meeting.

11. **INTERPRETATION OF REGULATIONS**

Subject to any subsisting interpretation given by the National NEC, the Chairman at a General Meeting, shall have the authority to interpret the Rules & Regulations of the ADI for the purpose of conducting and regulating the meeting and deciding the question of such meeting. But the interpretations shall be subject to the provisions of the Act. No act or proceedings of the ADI shall be deemed to be invalid by a reason merely of any vacancy in or/and defect or deficiency in the construction of Memorandum of the ADI or the Rules and Regulations of the ADI as the case may be.

12. NATIONAL NEC:

The management and affairs of ADI shall vest with the National NEC also referred as national NEC **i.e.** NEC, subject to general control of the General Body of the members as prescribed below.

The NEC shall consist of not less than 9 and not more than 15 members out of which 9 shall be elected from amongst the Professional Members and the rest nominated by local chapters. The NEC may decide the NEC meetings may take place in any area of India. The NEC will meet at least 4 times in a financial year with at least two meeting in each half of the year. One of these meeting will pertain to budget approval and one will pertain to yearly performance report assessment.

The President, secretary or the treasurer can call the meeting by sending an email, post or message in written to all the NEC members. The meeting can be attended in person or through Internet based voice or video formats. Minimum 5 members would be required as a quorum and the members present would need to sign a hard copy pertaining to the minutes of the meeting and any resolutions passed therein.

Chairman of National NEC shall be ex-officio-member of the NEC for the next term. The ex-officio member shall have full voting rights. The NEC shall at its discretion co-opt. three more (2 Affiliate Members and two or one each of corporate and education members) members without voting power. Others shall be elected members in the General Meeting so convened for that purpose.

There shall be representation in the Council from all parts of India and persons of Indian origin as far as possible. Nominations so received shall be so short-listed and approved to see that all chapters have representations.

The term of office of each Council shall be for 2 years.

Any adhoc council set up during the formative years of ADI and in the event of any special situation, the maximum term of such a council cannot exceed 24 months with the mandate to organize elections as per the rules and regulations of ADI within 12 months of tenure and its successful completion within 18 months of its tenure.

Section: 1 - Officers:

The Officers of National NEC, ADI shall be: one President, one Vice President, one General Secretary, one Joint Secretary, one Treasurer, one Joint Treasurer, one Events Head, one PR Head, and 1 to 6 Members of the NEC.

The officers of the Chapter Managing Committee shall mirror a similar structure for its NEC.

Section: 2 - Nomination:

Sixty days prior to Annual General Meeting, the Secretary shall Invite by a regular notice members from amongst Professional Members of the ADI for more than one year to submit their nomination duly proposed and seconded by two members of ADI to serve on the NEC. No nomination shall be valid if there are any pending dues of ADI from the proposer or seconder or the member nominated as of date.

In the event of number of nominations received be more than vacancies, on or before 40 days from the date of Annual General Meeting, the election shall be held as prescribed in Section-3 to elect the NEC for the term of two years.

The Chapter Managing Committee shall mirror the same nomination rules for its NEC.

Section: 3 - Election:

The NEC shall 60 days prior to Annual General Meeting, appoint a committee of 3 persons from among the members of ADI or other reputed persons to act as election committee. The aforesaid election committee shall scrutinize the nominations, direct the Secretary to post the ballots at the latest known registered address of the member and receive the duly sealed ballot box before the due declared date of receiving votes, and have them placed at the office of the election coordinator,

The voting paper shall be posted in two covers and the members voting shall- return the second cover with his/her signature affixed on the top of the cover, with the cover duly sealed, containing the ballot paper.

Any ballot paper which does not contain the signature of any of the member of the election committee at its back, shall be held invalid, Any ballot paper having other marks than that for voting or exercising 'more or less number of votes from those to be exercised or casting more than 1 vote in favor of any candidate shall be held invalid.

Provided that no ballot papers will be posted to the members who are in arrears on the date of posting and who are duly intimated by Reg. AD, intimation of dues/demand notice/restriction of rights.

The election committee shall count the votes by themselves or under their supervision by appointing other member to count the same, on completion of the counting; the successful candidates will be declared elected who secure the largest votes in their respective categories provided that any contestant or his nominee may remain/present throughout the counting procedure.

The election committee shall have sole discretion to conduct the election and to accept or set aside any objections raised by any contestant or his nominee. In the event of less number of nominations received than the vacancies, the elected members shall have the right to fill such vacancies by a majority vote, as per provisions of formation of NEC.

The Chapter Managing Committee shall mirror the same election rules for its NEC.

Section: 4 - President:

The President shall be the chief executive officer of ADI. He shall preside at all meetings of the Members of ADI. He shall see that the Byelaws and Code of Ethics and Professional Practice of ADI are enforced, and shall perform all other duties that may be prescribed from time to time by the NEC. He shall, with the Secretary sign all written contracts of ADI, which have been approved by the NEC.

Following are the duties of the President in detail;

- i) The President shall be the executive head of the Association and shall preside over all NEC Meetings.

- ii) To exercise, control and discipline over the employees of the Association including the power of dismissal.
- iii) To propose bye-laws for any of the matter for consideration and adoption by the NEC.
- iv) To appoint, from time to time such committees including if need be persons other than members of the council and to assign and or delegate thereto such powers, duties and functions as it may deem fit.
- v) To present every year to the NEC an annual report on the working of the Association for the consideration of the NEC.
- vi) To perform all such acts and duties and exercise all such powers as may be delegated or assigned to it by the NEC.
- vii) In case of emergency requiring immediate attention, he may adopt in consultation with the Secretaries or in their absence any member of the NEC such measures as circumstances may demand and report his action to the NEC for ratification.

The President of the Chapter Managing Committee shall follow the above set duties for the Chapter and report to the NEC for coordination, activity and financial matters.

Section: 5- Vice President

In the absence of the President, he would perform all the duties and hold a shadow post. The Vice President shall assist the President in the conduct of his duties and preside over meetings in the absence of the President.

Section: 6 - General Secretary

The General Secretary shall keep a record of the proceedings of ADI and of the NEC at his office from where he will conduct all his activities. He shall give all notices and have the custody of records and the Official Seal of ADI and shall perform such other duties as may be prescribed by the NEC.

Following are the duties of the General Secretary in detail;

- i) Taking initiative, organising and conducting all the activities of the Association.
- ii) Conducting correspondence on behalf of the Association.

- iii) Recording the minutes of the NEC and General Body Meetings.
- iv) Convening meetings of the NEC and General Body in consultation with the President and to issue notice for all meetings of the NEC, sub-committees and the General Body meetings.
- v) To purchase all such articles and materials including equipment and machinery as may be needed for the Association and its work.
- vi) Scrutinising all bills and vouchers before passing them on to the Treasurer for payment.
- vii) All deeds of conveyance, mortgage, lease or otherwise relating to the properties belonging to the Association shall be signed for and on behalf of the Association by either the President or the Vice-President along with the General Secretary.
- viii) To maintain all records of the Association.
- ix) To perform all such acts and duties and exercise all such powers as may be delegated or assigned to it by the NEC.

The Secretary of the Chapter Managing Committee shall follow the above set duties for the Chapter.

Section: 7 - Jt. Secretary

In the absence of the General Secretary, he would perform all the duties and hold a shadow post. The Jt. Secretary shall assist the Secretary in the conduct of his duties.

Section 8 - Treasurer:

A. Duties

The Treasurer shall receive and disburse the funds of ADI and keep a true and accurate record of accounts; he shall deposit all money in the name of ADI in such banks as may be decided by the NEC, make payments only in the manner prescribed by the NEC and make reports from time to time as required by the NEC.

- i) The Treasurer shall maintain proper accounts of the funds belonging to the Association and shall be responsible to the NEC. He shall be responsible for the proper deposit of the funds of the Association in a Schedule Bank approved by the NEC. All money received shall be promptly deposited in the Bank within a period of three days (Bank holiday's exempted).
- ii) An Impress amount of Rs.5,000/- may be kept with him for meeting the day to day expenses of the Association.
- iii) Any expenditure above Rs.20000/- upto Rs 5,00,000/- for a particular purpose has to be approved by any 2 of the following - the President, Vice-President, General Secretary or Jt Secretary.
- iv) The same process will be followed at the chapter level with the approval by any 2 of the following members of the CMC - the President, Vice-President, General Secretary or Jt Secretary.
- v) Any expenditure above Rs 5,00,000/- from the ADI funds should be approved by the CMC, NEC or an event committee approved by the CMC or NEC.
- vi) The Treasurer shall keep all the vouchers along with supporting documents for the expenditure made.
- vii) Whenever the NEC wants and at the end of the financial year, he will get the financial accounts of the Association prepared.

B. Cheques and Notes

All Cheques, notes and evidences of indebtedness of ADI shall be signed by the Treasurer or Jt. Treasurer along with any one of the following both at the NEC and CMC level:

President or Vice-President, Gen. Secretary or Jt Secretary.

C. Treasurer's Annual Report

The Annual Report of the finance of ADI shall be approved by the NEC and presented at the Annual Meeting of the Members of ADI.

Chapters will follow the same rules and submit quarterly balance sheets and statements, annual audited balance sheet and report.

D. Fiscal Year

The Books of Account shall be closed as on March 31, of each fiscal year.

E. General Fund / Specific purpose of Reserve Funds

All funds of ADI shall be deposited in any bank accounts or invested in such securities as may be determined from time to time by the NEC.

F. Balance Sheet & Annual list of NEC to be filed with the Registrar:

On or before the fourteenth day succeeding the day on which the Annual General Body Meeting of ADI is held there shall be filed with the Registrar a list of the names, address and occupation of the members of the NEC then entrusted with the Management of the affairs of ADI and a copy of the balance sheet and income and expenditure account audited by a person who can act as an auditor of Companies registered under Section 296 of the Companies Act, 1956 (Central Act 1 of 1956) with necessary filing fee.

G. Delegation of Powers of NEC.

The NEC may empower singly or jointly Office Bearers or member/members of NEC/member of ADI to take up a specific task on behalf of the NEC as approved by the NEC/General Body. Such powers may be withdrawn at the discretion of the NEC.

Section: 9 - Jt. Treasurer

In the absence of the Treasurer, he would perform all the duties and hold a shadow post and assist the Treasurer in performing his duties.

Section: 10 Vacancies:

Vacancies of any office shall be filled by a majority vote of the NEC at any regular or special meeting, provided at least ten (10) days notice of the election to such vacancy shall have been given in the notice of the meeting.

Section: 11 Removals:

An office bearer may be removed from office by the NEC at any time by a vote of three fourth of the total membership of the NEC.

No NEC member is eligible to serve on the same post for more than 2 consecutive terms (4 years) or become an office bearer without having served on the NEC for 1 full term after being elected or co-opted, provided the NEC on a unanimous vote may waive both the aforesaid conditions.

13. POWERS OF THE NATIONAL NEC

- i) All Properties, movable, immovable or of any kind shall vest in the NEC.
- ii) The business and affairs of the Association shall be carried on and managed by the NEC.
- iii) The NEC shall have all such powers and shall perform all such functions as are necessary or proper for the achievement or the furtherance of the objective of the Association.
- iv) To collect donations, contribution and subscriptions from members and all well wishers.
- v) To apply for PAN number, service tax registration and IT exemption under IT act.
- vi) To receive moneys, securities, instruments and or any other movable property for and on behalf of the Association.
- vii) To make, sign and execute all such documents and instruments, as may be necessary or proper for carrying on the management of the property or affairs of the Association.
- viii) To acquire by gift, purchase, sell, exchange, lease, hire, mortgage or otherwise lands, buildings or other movable or immovable properties together with all rights appertaining thereto for the welfare of the Association. However, the NEC shall obtain prior permission of the general body for sale of the immovable properties belonging to the Association.

- ix) To manage, maintain, insure and construct buildings including right to alter or improve them and to equip them suitably on behalf of the association.
- x) To deduct statutory income Tax, charge and deposit service tax as applicable to relevant authorities
- xi) To raise funds for carrying on the objects of the Association, by borrowing or accepting deposits with or without interest and with or without security.
- xii) To invest the money and funds of the Association, to vary the investments as and when it may seem necessary and proper.
- xiii) To open bank accounts in the name of the Association and operate.
- xiv) To enter into agreements on behalf of the Association.
- xv) To manage, run, publish, events, web sites, publications
- xvi) To use and defend all legal proceedings on behalf of the Association.
- xvii) To appoint sub-committees to assist in its activities. To assign from time to time such functions and duties and delegate such powers as may fit to the committees.
- xviii) To appoint any staff to carry on its work.
- xix) To co-opt members to the NEC or to elect any office bearer in case any member of the NEC or any office bearer of the Association duly elected by the general body resigns, dies or disqualifies himself to be a member of the Association.
- xx) To convene General Meetings of the Association.
- xxi) The NEC is the sole authority for the interpretation of the Memorandum of Association and the Rules and Regulations made hereunder. The decision of the National NEC upon any question of interest or upon any matter affecting the Association or the institutions controlled or managed by it shall be final and binding on the general members.
- xxii) To make, repeal, alter any or all of the rules/bye-laws of the Association and other activities of the Association as the Council may deem expedient or convenient for the proper conduct, management and control of the Association.

- xxiii) To fix the entrance fee, caution deposit, monthly subscription and any other fees or charges for different categories of Members and to revise them as and when the Council may deem expedient.
- xxiv) The Chapter Managing Committee shall follow the same above mentioned rules and powers except those exclusive powers invested with the NEC.

14. Chapters:

1. A membership presence of minimum 20 members in a city or region will entitle the formation of ADI local chapter.
2. NEC will recognize such a Chapter, through an approval process so framed by the NEC.
3. ADI brand will continue as a prefix followed by City or Region name.
4. The local city or region name is highlighted to create a sense of local pride, participation, induce local design institutions, industry and people.
5. Any city where the strength of ADI or members is less than 20, design professional & other members shall associate themselves with the nearest convenient Chapter.
6. Memberships for ADI will be always collected at Chapter level.
7. Chapters will receive 25% of the membership fees collected at the end of each month and 75% will be retained with the central ADI / fund banking account.
8. Chapter governance will be through a locally elected Chapter Managing Committee which will function autonomously, but at predetermined schedules submit detailed report on activities done, planned, quarterly financial statements and audited statement of accounts to the NEC.
9. Chapters will actively participate in any agenda set forth by the NEC and will work towards achieving ADI objectives at local level.

10. Chapters will also work towards infusing local concerns, issues, economy, geography & culture specific activities and may hold independent events like e.g., Delhi Design Week or Pune Design Festival or any other as may be thought and created by various Chapters.
11. Initially a city or region Chapter can represent the entire geographical span around it. Later on if some other city Chapter comes up, the geographical span could be reworked accordingly.
12. NEC can help a chapter with seed money of Rs. 5000/- to start a chapter or open local bank account if deemed necessary by NEC.
13. Funds got through sponsorship for local Chapter events shall remain with the Chapter towards expenses for the specific event and 5% of the sponsorship amount is deposited to the central fund on receipt of the sponsorship amount.

15. INCOME AND DISBURSEMENT OF ADI FUNDS

The funds of the ADI shall consist of subscriptions, donations, grants, loans, interests on deposits kept by the ADI, sale of movable / immovable property, machinery & products and such other funds received from whatsoever source, and the same shall be deposited in any Nationalized , Scheduled or Co-Operative Banks or Public Securities approved by the NEC or used for the objects of the ADI.

16. PROVISIONS FOR OBJECTWISE ALLOTMENT OF FUNDS

The NEC shall have the right to allocate the funds for the purposes of the ADI in the manner and proportion deemed fit or to set aside as reserve to be used in the future. The income, money and properties of the ADI, in whatsoever manner derived, shall be applied to achieve the aims and objects of the ADI and for the maintenance, upkeep and improvement of the institutions and its branches and properties of the ADI and for the promotion of all or any of the objectives specified above and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the ADI, provided and however that nothing herein shall prevent in good faith remuneration to any member in return for any services rendered to the ADI.

The NEC shall decide, by simple majority, as to what percentage of expenses is to be spent on each object.

17. PROVISION FOR LOANS AND INVESTMENTS

The NEC shall have the authority subject to provisions of the Bombay Public Trusts Act -

i. To raise loans / borrow money, if necessary, on the security of the movable or immovable property.

ii. To open, invest and operate all accounts of any description with any Nationalised, Scheduled or co-operative bank and to invest and deal with any money of the ADI/Trust not immediately required for any of its objects under section 35 of the Bombay Public Trusts Act 1950 and sec 11 of the Income Tax Act, 1961.

18. PROVISION FOR PURCHASE AND SALE OF FIXED ASSETS

The NEC shall have the authority, subject to provisions of the Bombay Public Trusts Act:

i. To acquire by gifts, purchase, exchange, lease, hire or otherwise any lands, buildings, easements, rights of any property, machinery, plant and equipment, movable and/or immovable, any estate or interest for the ADI.

ii. To purchase, take on lease or otherwise acquire or to give its property on lease or hire as may be deemed necessary or convenient.

iii. To sell, dispose off any machinery, plant and equipment or any property or any part thereof as may be necessary or convenient in the best interest of the ADI.

19. BANK ACCOUNT

The bankers of the ADI shall be one or more Nationalized or Scheduled or Co-operative banks as decided by the NEC. All the funds of the ADI shall be deposited into these bank(s) in the respective accounts of the ADI. The bank account(s) shall be held strictly in the name of the ADI and shall be operated jointly by the NEC. The ADI may open bank account(s) for its special projects / branches/ chapters / institutions and such account(s) shall be operated jointly by the NEC.

20. **THE LIST OF MEMBERS**

The list of Members of the ADI within the meaning of section 15 in the form of schedule VI (Rule 15) of the Act shall be maintained by the NEC.

21. **ADVISORY COMMITTEE**

The NEC may appoint an "Advisory Committee" to be appointed if found necessary which shall give its opinion, advice and guidance to the NEC on matters which may be referred to it by the NEC.

The NEC shall refer to the Advisory Committee such matters, as in the its opinion are of prime importance and the guidance and advice given by the Advisory Committee on such matters shall be duly considered by the NEC before arriving at any decision on such matters in the interest of the ADI and its institutions.

The NEC shall, from time to time, frame Rules and Regulations for the smooth and efficient conduct, management and functioning of the Advisory Committee. The Committee may be paid fees or remuneration or be reimbursed any expense in course of their work as the NEC may deem fit.

22. **CHANGES AND AMENDMENTS TO RULES AND REGULATIONS**

Any additions, alterations or omissions in the Rules and Regulations of the ADI shall be effected by a resolution of the ADI passed by at least 3/5th of the Members of the ADI present in person and entitled to vote at a General Meeting of the ADI duly convened.

PROVIDED THAT no addition, alteration or omission affecting the rights and privileges of any class of Members shall be valid unless the same is also passed by a like majority at a special meeting of the members of the class affected thereby after giving due notice to all the members of that class.

Provided that before such amendments are made they shall be first approved by the competent Income – Tax authority under the Income Tax Act, 1961.

23. CHANGE IN NAME OR CHANGE IN AIMS AND OBJECTS OF THE ADI

The change in name or change in Aims and Objects of the ADI or changes, alterations, extensions or abrogation to the purposes of the ADI or any Rules & Regulations relating thereto shall be done as per the provisions of the Sections 12 and 12A of the Act.

Provided that before such amendments are made they shall be first approved by the competent Income – Tax authority under the Income Tax Act, 1961.

24. AUDIT

The Accounts of the ADI shall be subject to an audit by qualified auditor(s) appointed at the Annual General Meeting on the recommendation of the NEC. The Auditor(s) shall continue until new auditor(s) are appointed at every Annual General Meeting. Local chapters shall submit all accounts to the Treasurer as per the Treasurer's manual within stipulated deadlines to facilitate the audit.

25. ACCOUNTING YEAR

The Accounting Year of the ADI shall commence on 1st April of one calendar year and shall end on 31st March of the subsequent calendar year.

26. ANNUAL ACCOUNTS

The Annual Accounts of the ADI together with a report of the activities during the year shall be presented at the Annual General Meeting.

27. SEAL

1. ADI shall have a common seal, which shall have inscribed thereon the name "**ASSOCIATION OF DESIGNERS OF INDIA**".
2. This common seal shall be kept in safe custody in the office of ADI and shall be used for affixation on certificates to be issued, instruments to be executed, resolutions on behalf of ADI by President/Office Bearers and in the presence of minimum two office bearers or for a specific task as approved and directed by the NEC to the office bearers authorized.

28. **EXPENDITURE & LIABILITIES**

No Member, Officer, Committee, Employee,, Agent or other representatives of ADI, shall have the right or authority to expend any of the funds of ADI, to incur any liability for or in its behalf or make any ,commitments which may be deemed to bind ADI to any expenses or involve it in any financial liability, unless such expenditure, liability or commitment has been authorized in budget guidelines or by specific action and approval of the NEC, Nothing herein shall constitute Members of the ADI's/Association's as partner's for any purpose. No member, agent or employee of ADI shall be liable for the acts of failures, to action on the part of any other member, officer, agent or employee of ADI, nor shall any member, officer, agent or employee be liable or explainable to a third party for anything whatsoever concerning the affairs of ADI.

29. **ADI NOT FOR PURPOSES OF PROFIT**

The Association shall not operate for profit and its net income after meeting all the expenses and after settling of all such funds, as may be determined by the NEC towards repayments of deposits accepted or loans raised or interest due shall be expended solely for the objects set-forth in the memorandum provided however that nothing herein shall prevent the payment in good faith of any travelling expenses and or out of pocket expenses to any member of the NEC attending a council meeting, or any remuneration to any officer, staff or servant of the Association in return for any services actually rendered. Annual returns as per Rule 13 of the Societies Registration Act 1860 shall be filed with the Registrar of Societies.

30. **DISSOLUTION**

Any Members not less than 3/5th of the Members of the ADI may determine that it shall be dissolved. However, the President shall have all the discretionary powers to formulate such scheme of winding up the affairs of the ADI as deemed fit, proper and expedient. All necessary steps shall be taken for the disposal and settlement of the property of the ADI, provided that the ADI shall not be dissolved unless 3/5th 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.

PROVIDED THAT if the Government is a Member of, or a contributor to, or otherwise interested in the ADI, then the ADI shall not be dissolved without the consent of the Government.

31. **DISPOSAL OF SURPLUS FUNDS ON WINDING UP OF THE ADI**

If, on winding up the ADI, there shall remain after the satisfaction of its debts and liabilities any property whatsoever not impressed with any Trustee agreed between the ADI and Donor or Donors, the same shall not be paid or distributed among the Members of the ADI or any of them, but shall be given to some other ADI or institution working for the same or similar objects as those of the ADI as provided in Sections 13 and 14 of the Societies Registration Act, 1860 to be determined by the votes of 3/5th Members of the meeting specially convened for the purpose or in default thereof, by the District Court in whose jurisdiction, the office of the ADI is situated.

NOTWITHSTANDING ANYTHING HEREIN CONTAINED TO THE CONTRARY, IT IS HEREBY EXPRESSLY AGREED THAT any provisions herein contained or anything authorized to be done hereinabove, which would have the effect directly or indirectly retransferring the whole or any part of the ADI Fund or the income hereof to the Members are hereby prohibited and shall under no circumstances be deemed to be authorized.

The ADI, as mentioned above to which the surplus shall be transferred should be registered under the Sec. 12(A) of the Income Tax Act, 1961.

Guidelines of Professional Practice & Ethics

23 April 2011

These codes describe recommended behavior for association members. Typically, however, adherence is voluntary. Such guidelines can be helpful in avoiding misunderstandings and disputes between designers and clients, and they can be very useful in educating new designers who are just entering the profession. Our guideline of professional practice & ethics is here to establish what constitutes 'fair play'. It is intended to provide protection for both designers and clients from unethical business practices and the havoc that can be caused by unwitting ignorance.

By detailing professional conduct expectations in the key aspects of employer /client /designer /subcontractor relationships, ADI provides national benchmarks for professional service and conduct in the design profession.

These guidelines of Ethics are inspired from the Model Code of Professional Conduct for Designers published in 1987 by ICOGRADA (International Council of Graphic Design Associations), ICSID (International Council of Societies of Industrial Design) and IFI (International Federation of Interior Architects/Interior Designers).

Preamble

The initials ADI after a Designer's name means that an individual is a MEMBER of the ASSOCIATION OF DESIGNERS OF INDIA either as a Professional, Affiliate or Student_Member. Membership under this category is granted to an individual only; who is qualified by Education, and/or Experience as defined in ADI membership rules & regulations to fulfill the role expected of a PROFESSIONAL DESIGNER.

As such in becoming a Professional Member of the ASSOCIATION OF DESIGNERS OF INDIA, an individual agrees to uphold this GUIDELINES OF ETHICS and the Rules & Regulations of ADI and is thereby required to conduct his or her professional practice in a manner that will command the respect of their colleagues, associates, clients, suppliers of goods and services, as well as the general public.

ADI Member's responsibilities to the people & community

Members shall at all times be aware of their responsibility and must consider the health, safety, welfare of the people and conservation of our eco system & natural resources in products, communication, environments and services they design and shall make people aware whenever possible of risks/hazards if existing in products, communication, environments and services designed by them.

The environment

A Member shall work in a manner so that as little harm (direct or indirect) as possible is caused to the natural environment.

Conflict of interest

A Member shall not knowingly accept a position or commission in which a personal interest conflicts with professional obligation and duty.

ADI Member's responsibilities to clients & employers

Client's & employers best interests

A Member shall always act in the best interests of the client or employer, within the limitations of professional obligation and the guidelines of this Code.

Member's Contractual Agreement with a client shall clearly set forth the scope and nature of the project involving the professional services to be performed, and the method of compensation for those services.

Members shall not undertake any professional responsibility unless they are, by training and experience, competent to adequately perform the work required. They shall discharge this responsibility with due integrity that will serve the best interest of their clients as well as the rights of those whose contracts they administer.

Conflict of interest

A Member shall not knowingly accept commissions on directly competing products or services without first informing, and obtaining written consent from, the clients. Directly competing products or services are those where the possibility of 'insider' information could give involved parties material and unfair advantage.

Members shall fully disclose to a client all compensation on which the Member shall receive in connection with the project and shall not accept any form of undisclosed compensation from any person or firm with whom the member deals in connection with the projects.

Confidentiality

A Member shall hold confidential all information of a client's or employer organisation and activities that is not available through public records. A Member accepts this same responsibility for all subordinates involved with the client's projects.

Professional conduct

A Member shall not act in a manner that compromises the status of the design profession.

Members shall be candid and truthful in all their professional communications.

Members shall act with fiscal responsibility in the best interest of their clients and shall maintain sound professional relationships with suppliers, industry and trades to ensure the best service possible to the clients.

ADI Member's responsibilities to other designers & professionals

Members shall not interfere with the performance of another professional member's contractual or professional relationship with a client on a job assigned.

Members shall not initiate or participate in any discussion or activity, which might result in any unjust injury to another professional member's reputation or business relationships directly or indirectly.

Members shall not attempt, directly or indirectly, to supplant another member, by means of unfair inducements. Members shall not knowingly accept any professional assignment upon which another member has been acting contractually without notifying the other member and or upon being personally satisfied that the client has served contractual relationships with the said member.

Predatory pricing (free pitching)

ADI discourages members from predatory pricing practices such as free pitching, loss leading and other pricing below break-even. Members should be aware that such practices will damage the economic viability of their business.

Existing commissions

A Member shall not knowingly accept a commission to work on a project for which there is an existing designer without first informing the other designer. This clause applies specifically to projects, and not to clients whose design needs require using a number of designers for different projects or accounts. As a matter of professional courtesy, ADI encourages its Members to inform a client's existing designer/s if a Member receives a commission from that client.

Criticism of another designer's work

A Member shall be fair in the criticism of another designer's work. A Member shall not belittle or denigrate the work or reputation of another designer.

Members may, when requested and it does not present a conflict of interest, render a second opinion to a client or serve as an expert witness in a judicial or arbitration proceeding.

Endorsement

Members shall not endorse the application for ASSOCIATION OF DESIGNERS OF INDIA membership and or certification of an individual known to be unqualified with respect to education, training, experience or character nor shall a member knowingly misrepresent the experience, professional expertise or moral character of that individual.

Credit

Members shall only take credit for work that actually been created by that Member or the Member's firm and under the Member's scope of work.

ADI member responsibility towards vendors & professional contract service providers

Fairness & equal opportunity

Members shall offer Equal and Fair opportunity to suppliers of goods and services.

Members shall act with fairness and integrity in the administration of the contracts between the clients and the suppliers of goods and services. They shall endeavor to see that suppliers get a fair compensation for their supply and shall discharge their obligations in good and proper time in keeping with fair business practices.

Credit & recognition

Members shall acknowledge the contribution by their suppliers of goods and services by giving appropriate credits where due; in recognition of the teamwork which is so essential for the successful completion of a given project.

ADI member responsibility to the profession

Design standards and support of ADI

A Member shall encourage high standards of design and professional conduct, and support the aims of ADI.

Plagiarism and breach of copyright

A Member shall not, under instruction from a client or employer or independently, plagiarize work or knowingly breach copyright.

Commissioning & Presentations for securing commissions

Member is encouraged to be organized in submitting proposal in writing which covers:

- an understanding of the brief
- an outline of how the project will be undertaken
- an estimate of fees

In addition to the above, a Member may also present:

- examples of previous work
- qualifications and details of experience of project team members

Accepting a commission

Prior to accepting a commission, a Member is encouraged to provide in writing to the client, and obtain written consent from the client or employer for:

- an accurate description of the work to be carried out
- an estimate of fees and charges, or the basis on which these are to be calculated
- the terms and conditions of the design work's undertaking, completion and payment
- disclosures, as set out in this Code, relating to any other financial or other interests the Member may have in the project.

Subcontracting

A Member shall inform, and obtain consent from, a client before subcontracting principal design work. For design-related subcontracting, a Member shall inform the client of the scope of subcontracted work and the terms of subcontracting, including any fees or charges that will be applied by the Member to the subcontractor's fees and expenses.

Fees and charges

A Member shall charge a fee, royalty, salary or other agreed upon form of remuneration. A Member may, after informing the client or employer, add a reasonable handling and administration charge to all reimbursable items that pass through the Member's accounts. A Member should, in the case of handling and administration charges, inform the client or employer of the existence and nature of these charges.

Free pitching

ADI is unequivocally opposed to the unfair manipulation of designers with the aim of garnering unpaid work (commonly known as 'free pitching'). Client or employers practices which do damage to a member's business are those that award projects or commissions on the basis of the commissioner's acceptance of unpaid design submissions (eg. unpaid competitive tendering or speculative work). ADi discourages its members from such free pitching activities.

Fee reductions and non-paying commissions

A Member may provide a fee reduction for, or a donation of service to, a charitable or non-profit organisation.

Financial interests in a project other than declared fees

Where the Member is in a position to receive financial or another form of material benefit from a company or individual who may benefit from the Member's recommendations to a client or employer, the Member must inform the client or employer of this situation in an advance of making the recommendation.

Selection of another designer

A Member involved in assisting a client or employer in the selection of another designer shall not accept any form of payment from the designer recommended.

Self promotion and publicity

A Member shall not use false, misleading or deceptive statements in advertising or publicity material. The content must be fair to clients and other designers, and must not compromise the status of the design profession.

Credit

A Member shall claim authorship to the extent of the involvement in a project. Where a project is a collaborative effort, each designer/consultant shall be credited for specific areas of authorship. A Member shall neither claim credit for, nor allow a client to associate their name with, a project which has been so changed as to no longer substantially be the original work of the Member.

Use of a Member's name in the promotion of a product or service

A Member's name may be used in the promotion of articles designed or services provided, but only in a manner appropriate to the status of the design profession.

Continuous learning & mentoring

Members shall seek to continually upgrade their professional knowledge and competence with respect to the Design profession.

Members are encouraged to mentor and guide younger professionals including students, by sharing their experience and knowledge, thereby contributing to the overall development of the profession.

ADI responsibility to the uphold high standards of professional practice

Encourage and practice

ADI will continuously encourage its members to adhere to the Guidelines of professional practice and ethics.

ADI will from time to time highlight issues and concerns about the standards of professional practice and ethics and suggest possible remedial actions so as to raise professional standards.

**We, the under mentioned members of the ADI named hereby certify that
this is the correct copy of the Rules and Regulations of the ADI.**

Signed : S. Sundar

Signed : Ashish Deshpande

Signed : Jacob Mathew

Signed : Prakash Khanzode

Signed : Vinay R Rao

(original copy can be seen at ADI regist. office or secretariat, dt. 23 April 2011)
