



INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

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Minutes of the 17th Executive Council Meeting held on 11th April 2009 at 10.30 a.m. at the Office of the Society, Ahmedabad. Meeting adjourned at 2.30 p.m.

Following members were present.

Mrs. Savita Punde, Honorary President
Mr. Rohit Marol, Honorary Vice- President/ Secretary
Prof. Dr. Deepa Maheshwari, Honorary Treasurer
Prof. Mr. Prabhakar B. Bhagwat
Mrs. Bhakti Karkhanis Thakoor
Mrs. Shweta Agarwal
Mr. Bobby Sujana
Mr. Jayant Dharap
Mr. Avadhoot Kumthekar
Mr. Anuj Malhotra
Mr. Atul Kataria

Leave of absence was granted to the following member as he had communicated his inability to attend the meeting.

Prof. Shrikant Bhale

Mr. Bobby Sujana on his request was granted leave an hour before the meeting ended.

President Mrs. Savita Punde chaired the meeting

1. Agenda item No.1.

Minutes of the 16th EXCO held on 18th January 09 at ISOLA office were placed before the Executive Council for discussion and for approval of the same if found to be correct. Members found the minutes to be correct. The President proposed that the same be approved and was seconded by the Treasurer. The Hon. Secretary was asked to take the minutes on the records of the society.



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2. Agenda item No 2.

Treasurer Ms. Deepa Maheshwari had sent in her resignation and on further discussions about the elaborate process of handing over of accounts, and on Prof. Bhagwat's specific request she agreed to take back her resignation to continue as treasurer till the end of the term. Members appreciated her decision. Members also thanked her for all her efforts and commitment to ISOLA over the years.

3. Agenda item No 3.

Mrs. Savita Punde briefed the members on the Delhi conference. A saving of Rs. 11,26,000/- has been achieved from the conference funds. All Delhi Local Organising Committee's proceedings and audited accounts were handed over to the Treasurer.

Prof. Bhagwat informed that the TDS certificates have to be signed by the Office Bearers/ authorised signatories of the LOC and the same would be countersigned by the authorized signatories of Governing Body, ISOLA before being submitted to the Income Tax Department/ Office of the Charity Commissioner Ahmedabad.

With a large data bank of Landscape project presentations collected for the conference, the chapter requested permission to publish a book. This was approved unanimously by the Executive Council.

Delhi has completed its chapter elections and has decided to take in 10 committee members. The letter for the same was handed over to the Secretary. The office bearers are as follows:

Chairperson : Ms.Sujata Kohli
Secretary & Treasurer : Mr.Sachin Jain

4. Agenda item No 4.

The report made by the local chapter committee setting out guidelines for formation and conduct of Local Chapters was ratified by the members. (Copy of the report was handed over to all members) – refer Annexure 1



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5. Agenda item No 5.

A first presentation of the ISOLA website was made by Mrs. Bhakti Karkhanis Thakoor. The excellent work put in by member Mr. Sriganesh on the design of the website was greatly appreciated by all present.

A considerable amount of inputs were given by all members. Mrs. Bhakti Karkhanis Thakoor and Mr. Atul Kataria have recorded the discussion and will report back. A beta launch will be done for members' feedback before the final launch. It was also suggested that we could work on vendors' listings as advertisements for a consideration that could be decided upon. There were member suggestions of Rs.25,000/= to Rs.50,000/= per annum, which can be considerable revenue generation for running ISOLA.

Mr. Anuj Malhotra suggested that 3 quotes be taken on the linux platform only and probably one of them from another city to get the most competitive rates.

Ms. Bhakti Karkhanis Thakoor was requested to list down all the information that would be needed to be incorporated on the website. Once this is done responsibilities for compiling the same could be allotted and a cut off date fixed.

The issue of ISOLA member's directory to be made available to vendors etc. was discussed. It was decided that the members directory can be made available at a cost. A nominal amount of Rs.1000:00 was suggested to ensure vendors individually pay for it. Notings of the discussion as sent by Bhakti and Atul is attached. (refer Annexure – 2)

6. Agenda item No 6.

The awards committee guidelines submitted after having incorporated members comments was ratified by the committee. It was decided that in the coming year we would institute only the **ISOLA Medal, The General Design Award, The Landmark Award** and **The ISOLA Students Awards**.

It was also decided the jury members would be four in number, two for the students' and all 4 for the other awards

The following names were suggested;

- 1) Prof. Prabhakar B. Bhagwat
- 2) Prof. Mohammad Shaheer
- 3) Prof. Ram Sharma
- 4) Prof. Satish Khanna



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The above will be contacted for their consent. Members from Ahmedabad will work on the certificates and design of awards.

(Copy of the guidelines was given to all members. refer Annexure 3)

7. Agenda item No 7 :

Professional Standing Committee

Ms Shweta Agarwal handed a note outlining how further steps can be taken up by all local chapters. On behalf of the Delhi Chapter Mrs. Punde requested a detailed plan of action that could then be taken up.

(refer annexure 4 & 5)

8. Agenda item No 8 :

As there was no response from Co-ordinator Prof. Shrikant Bhale, it was agreed by members that Mr. Anuj Malhotra take charge of this committee.

The first cut report will be circulated on May 15th and launch of the newsletter to be on 15th June 2009.

9. Agenda item No 9 :

There was a need to form new committees to achieve new goals. The committees formed are :

Member Election Committee

Prof. Prabhakar B. Bhagwat will take charge and the first report will be on 15th May 2009 with the final report being circulated on 15th June.

(refer annexure 5)

Landscape Education Board

It was decided that Prof. Prabhakar B. Bhagwat should again be part of this along with Prof. Mohammad Shaheer and Prof. Shishir Raval

(On further discussions on this issue after the meeting, it was decided to include representatives from all the three schools. i.e. Prof. Dr. Suneja, Prof. Dr. Deepa Maheshwari and Prof. Rukhamany.

Prof. Bhagwat has expressed his inability to be on the same and has subsequently been requested by members to reconsider his decision)

(refer annexure 5)



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Resource Center Committee:

It was decided that Prof. Deepa Maheshwari and Mr. Avadhoot Kumthekar will take charge of this committee. First reporting will be 15th May and second reporting will be on 15th June 2009.

Professional Practice Committee:

Mr. Jayant Dharap accepted to co-ordinate.
1st report 15th May
Final report 15th June
(refer Annexure 5)

10. Agenda item No 10 :

The decision to pass the MOM of the EC meetings by email taken at the 16th EC meeting was revisited and debated. It was decided that the MOM would be passed by email as it is an accepted practice the world over. All members with exception of Prof. Bhagwat agreed to the same.

It was also strongly felt that members should respond to issues and reports mailed even if they have no opinions.

11. Agenda item No 11 :

The issuing of membership certificates was found to be satisfactorily resolved Prof. Bhagwat, informed the members that he was taking this opportunity to request all members of ISOLA, to send their current address and also acknowledge receipt of important documents like Membership Certificate, subscription renewal advice etc. as and when, the members receive the same. This will help in administration work.

12. Agenda item No 12 :

With regards to travel reimbursements for Executive Council meetings it was decided that an honorarium of Rs. 2,000/- per meeting will be paid to all out of town members. With regards to bills submitted for previous meetings, decisions will be taken in the next Executive Council meeting.



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13. Agenda item No 13 :

As Ms. Deepa Maheshwari is continuing as Treasurer for the rest of the term, Prof. Bhagwat and Ms. Deep Maheshwari will continue as signatories to the Executive Council Account with Mrs. Savita Punde as the third signatory.

14. Agenda item No 14 :

The booking amount for the venue for Kala Academy for the 2010 ISOLA conference at Goa has already been sent by D.D. to the venue. Members appreciated this quick action by Prof. Bhagwat.

A resolution has been passed for LOC account opening. An amount of Rs. 10,000/- will be needed from LOC's of Delhi / Bangalore for the account opening as the Center is squeezed for funds.

Mrs. Savita Punde, suggested that for the 2011 conference; we should explore Trivandrum / Hyderabad as the venues. Ahmedabad members have agreed that they will take it up if others do not accept.

15. Agenda item No 15 :

With reference to the office assistant, it was decided that ISOLA if necessary will appoint an office assistant at Bangalore to assist the Hon. Secretary.

16. Agenda item No 16 :

The President Mrs. Savita Punde explained that in order for us to run ISOLA in a constitutionally correct manner, certain clauses in the bylaws as stated in her earlier letter (Annexure – 6) need to be suspended as they appear to be in conflict with the constitution.

It was unanimously decided by all EC members present to suspend those Bylaws which appear to be unconstitutional (as are detailed in President Savita Punde's letter dated March 7, 2009. Letter attached).

Further action to be taken after we receive opinions from our legal advisor. If in case the legal opinions is not satisfactory ISOLA may ask for a second legal opinion. This was accepted by all members.



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17. Agenda item No 17 :

The legality of shifting the Head Office from CEPT University to Panchtirth Marg Apartments was debated. It is decided that further action on the same would be taken after the legal opinion from our legal advisor is received.

18. Agenda item No 18 :

It was decided that we should hold the AGM by July 15th and necessary auditing of accounts to be completed accordingly. An annual report will need to be prepared by the Hon. Secretary

Constitutionally we are supposed to hold the AGM within 15 months of the previous AGM. Prof. Bhagwat clarified that if it was held later, a small penalty will have to be paid. In light of this the date of the AGM has been fixed for the 15th of July 2009.

A resolution on continuation of the Chartered Accountant, for the year to be passed

The President proposed that M/s. Shah and Dalal, Chartered Accountant, Ahmedabad be appointed as the Chartered Accountant for the year 2009-2010, on the same remuneration. Was seconded by Prof. Bhagwat. The resolution was passed unanimously

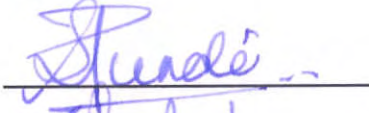
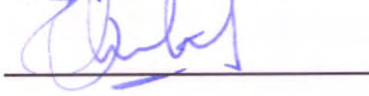
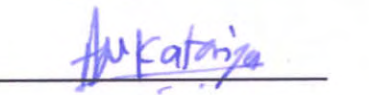
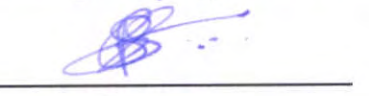
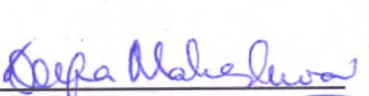
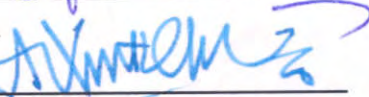
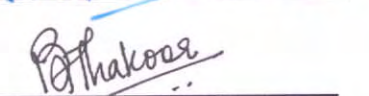
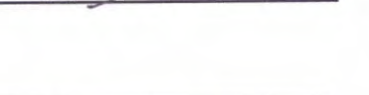
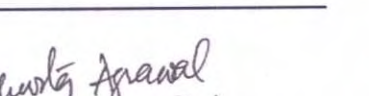
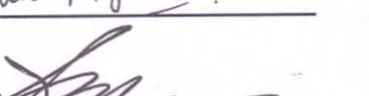
The Hon Treasurer had requested President and other Council members to send her the audited accounts of Local Organising Committees for the year ending March 2009 (Bangalore and Pune) and close the accounts which were opened for Conferences.

The meeting was adjourned with the President thanking the various committees for the excellent work done.

Rohit Marol
Honorary Secretary - ISOLA

17th Meeting of the Executive Council held at 10:30 a.m. on ~~Sunday~~ ^{Saturday} 11th April 2009
at the registered office of the ISOLA, Ahmedabad.

Following Members are Present:

Sr No.	Name	Signature
1	Mrs. Savita Punde	
2	Mr. Rohit Marol	
3	Mr. Atul Katariya	
4	Mr. Bobby Sujan	
5	Prof. Mrs. Deepa Maheshwari	
6	Mr. Avadhoot Madhav Kumthekar	
7	Ms. Bhakti Karkhanis - Thakoor	
8	Prof. Shrikant Bhale	☆ _____
9	Ms. Shweta Agarwal	
10	Mr. Jayant Dharap	
11	Mr. Anuj Malhotra	_____
12	Prof. Prabhakar Bhalchandra Bhagwat	

Date: 11th April 2009.

☆ Letter of leave of absences has been received.

19.11.08

Formation of Local Chapters :

A Naming of Local Chapters

- 1 To be Named after **City**, the group of members represent/ hail from...Such as Delhi Local Chapter, ISOLA.
- 2 There can be only **One** LC by the same name of the City.

B Procedure for forming Local Chapters

- 1 8 Members of ISOLA come together and write individual letters/ joint letter signed by 8 members, to ISOLA EC informing their desire to form a Local Chapter.
- 2 Central ISOLA EC replies to them affirmatively and requestes the members to elect a Chairman, Secretary & Tresuer amongst themselves.
- 3 Fellow members & Associate Members can take up the posts of Chairman, Secretary and Tresurer of LC & Fellow, Associate, and student members can take up the membership of LC.
- 4 Once these names are informed, EC formally writes to them confirming the formation of Local Chapter.
- 5 A Bank account is opened with these 3 as signing authorities.
- 6 A seed money of Rs.20,000/- is sent by Central ISOLA to the LC
(Reference - ISOLA EC meeting No 8, 19.08.2006)
- 7 Once the Confirmation by Central ISOLA is received, LC of ISOLA is authourised to use ISOLA Name, Logo and other trademarks.

C Membership of LC

- 1 Total No. of Members
 - a Min - 8 Members
 - b Max - No Limit
- 2 Every member of Central ISOLA can be member of only one Local Chapter.
- 3 Membership of LC is **independent of domicile** of member.
- 4 How a member can join the LC -
 - a By writing a letter to Chairman, LC about his/her desire to join.
 - b Chairman, LC replies him after a meeting of Membership committee confirming his/her membership to the LC.
 - c Member Pays Rs 500/- as joining fee to the LC

D Executive Committee of LC

- 1 Total No of ExCo - 5
- 2 3 Office Bearers + 2 Members
- 3 Appointment of Office Bearers By Request Invitation/ By Consensus/ By Election in the same order.
- 4 If byelection - Election by Ballot
- 5 Student members of Local Chapter - Do NOT have voting rights
- 6 Chairman to appoint members of various sub-committees
- 7 Term of ExCo of LC - 2 years

E Membership Sub-committee by LC

- 1 A sub-committee of Membership may be formed by LC, to accelerate membership of LC.
- 2 Subcommittee to comprise of 3 members
- 3 Chairman/ Secretary of the LC as head,
- 4 Any other 2 members of LC as members of sub-committee.

F	Activities by LC
1	LC should meet min 2 times a year (with a max gap of 200 days between 2meetings) to take a review of the work by LC and plan future activities.
2	Notice period of 15 days for meeting
3	Quorum reqd. - 6 members. After 30 min of prescribed time, No quorum required
G	Meeting of ExCo of LC
1	ExCo of LC should meet min 4 times a year (with a max gap of 100 days between 2meetings) to take a review of the work by LC and plan future activities.
2	Notice period of 8 days for the meeting.
3	Quorum reqd. - 3 members. After 30 min of prescribed time, No quorum required
H	Financial Structure
1	Central ISOLA to send 20,000/- as seed money to start the LC
2	Central ISOLA to share (send) 25% of the membership money of the members who register themselves with the Local Chapter (LC) to the LC.
3	LC to organise the various programmes by arranging funding from various Sponsors/ Donors.
4	25% of the Balance Funds of each programme (after all due expenses of the programme are paid) to be sent back to the Central ISOLA.
5	Yearly Audit of finances
6	LC to return Seed Money without interest to Central ISOLA in a span of 36 months.
7	If it can not be returned due to non-availability of funds, then ExCo of LC has to write to Central ISOLA requesting Extension period of another 1 year.
I	Reporting by LC to Central ISOLA
1	An Annual LC Chairman's report (of year 1 April to 31 March) to be sent to Central ISOLA EC, every year by 30 June.
2	The report to contain,
a	List of activites organised during that year
b	Response of members
c	Suggestions by members of LC to Central ISOLA.
d	Suggestions by ExCo of LC to Central ISOLA.
e	Audited Financial Report

Following are the changes / additions / suggestions discussed at the time of the meeting at Ahmedabad.

- 1) ISOLA Logo is incomplete and needs to be changed to what exactly it is on earlier web site etc.
- 2) One person has to be appointed to edit all the text that is being posted on the web site.
- 3) First a website shall be launched as soon as possible and then it shall be kept for the review and feed back of society's members for one month. The web pages may not be the final one and can be referred as BETA version.
- 4) For the members to give feedback, a link "contact us" shall be added.
- 5) Trustees to be added on the web page.
- 6) All EC members' – Photo (300 DPI), Names, Email IDs, City shall be provided.
- 7) Previous EC – Only names shall be given.
- 8) FAQs shall be edited and formulated.
- 9) Reconsider about putting up Map of INDIA. Instead list of Chapters can be given directly. For the Map, confirm the permission of survey of India.
- 10) ISOLA Fraternity (This word “fraternity” was suggested in place of some other word that I don’t remember)
- 11) Form of membership to be linked on the page “About ISOLA”. Also add “Archive” on this page.
- 12) “Surveys” - Remove this.
- 13) Professional links like IFLA, etc to be added. Or the space shall be given.
- 14) Archives – For almost all categories / Page Heads archives shall be given. Like for – News letter , Events, Calendar, etc.
- 15) Events – This page will have ISOLA events.
- 16) Discovery - Shall be referred as “Education”. This will have – Landscape Education Board, School Links (only web Address). Remove “White Pages”.
- 17) Careers goes to FAQs.
- 18) “Job” add a link to Right Hand side.
- 19) The constitution, Bye laws, shall be moved to About ISOLA. (This shall be done with the permission of EC)
- 20) From the next web Page, Chapter work Book remains, But the bye laws to be removed.
- 21) Copy Wright & Trade marks shall be on the “About Isola”
- 22) The data base of the names & email Address of members will be sold to who wants it with a nominal charge of Rs. 1000/- or as may be decided from time to time by EC. (This is not to be added any where on web site.)
- 23) Admin Policy, Public Policy etc to be removed.
- 24) A page for the Vendors shall be incorporated where they can advertise their company. (The charges for it shall be decided by EC)

HONOURS AND AWARDS

The followings honours and awards are suggested

- HONOURS
The ISOLA Medal

The ISOLA Teaching Medal } These may be instituted once
The ISOLA Writing Medal } the profession has grown substantially
- Awards (Professional)
General Design
Residential Design
The Landmark Award
ISOLA Student Award

AWARDS JURY

The Jury will comprise of a panel of 5 members nominated by the Executive council

1. 3 Non Executive Council members will be nominated by the EC for a period of 2 years (the duration of the Executive Council in office.)
2. 1 nominated member from the Executive Council.
3. 1 nominated member from the Governing Body.

All Jury members have to be qualified Landscape Architects.

Members of the Jury, as well as the firms, organizations, agencies they represent will not be eligible to enter the Professional Awards / Honours program directly or indirectly.

ELIGIBILITY

To enter the Professional awards, the official entrant must be a full professional member of ISOLA, such as an Associate member, or fellow member or graduate member or must be qualified to join ISOLA in one of those categories (unless otherwise mentioned). Non members will need to become a member of ISOLA to participate. ISOLA retains the right to disqualify any entrant who does not meet program requirement or presents a conflict of interest. Members of the Jury as well as the firms, organizations and agencies they represent are not eligible.

Jury Process

The Jury process would be 'anonymous' i.e. the identity of the entrants and the creative team are not revealed to the Jury.

HONOURS

THE ISOLA MEDAL

This is the highest honour the Indian Society of Landscape Architects (ISOLA) may bestow upon a landscape architect whose lifetime achievements and contributions to the profession have had a lasting and unique impact on the welfare of the public and the environment.

Eligibility:

Individual must be a qualified landscape architect. Nominations are currently limited to citizens of India. This may be reviewed in future.

Frequency:

One medal awarded annually.

Nomination process:

Nominations shall be made by an ISOLA member.

The nomination should consist of

- **Letter of Nomination:**

This should describe the nominee's qualifications for the Medal. Letter may not be more than 5 pages in length.

- Photo of nominee

- Additional supporting materials such as photos of projects, articles, etc.

AWARDS

GENERAL DESIGN CATEGORY

Intent:

To recognize site-specific works of landscape architecture or urban design. Professional entries in this category must be built.

Typical entries could include:

Public, institutional, or private landscapes, of all kinds (except residential—see residential category); hospitality, historic preservation, reclamation, conservation; stormwater management, sustainable design; design for transportation or infrastructure; landscape art or installation; interior landscape design; and more. Projects have to be at least one calendar year old.

Criteria:

The jury will consider the quality of design and execution, design context, environmental sensitivity and sustainability, and design value to the client and to other designers.

Frequency:

The Awards Jury may select one Award of Excellence and any number of Honor Awards in this category.

Entry Instructions

Entrants in this category will submit

- A completed entry envelope
- A completed Concealed Identification and Credit Form; and
- A CD-ROM containing the above two items in electronic format.

Upon receipt of the entry form and payment, ISOLA will issue official, numbered entry form and instructions. All submission materials must be in an envelope and contain 15 sheets in an A3 format. The jury will not consider any material that is oversized or undersized.

Materials in the envelope must not reveal the names or identity of the entrant and/or landscape architects, firms, other designers, students, schools, photographers, etc. Entrants must use an easily readable typeface, such as Times Roman, Garamond, or Arial, no smaller than 10-point size, for all text.

Entry envelopes in the General Design Category must contain the following items:**1. Descriptive Data Summary:**

The first two (2) sheets must include a descriptive data summary of up to two (2) typed pages. Briefly describing how sustainability applies to the submission. In particular, identifying aspects of the project that address environmental, social and/or economic sustainability, highlighting attributes of the project directed toward regenerative design or planning.

2. Site Plan:

The third sheet of the Entry should be a simple site plan to give the jurors context of the entire project. It should be in A3 format, landscape or portrait orientation.

3. Drawings and Photographs*:

To include at least five (5) but no more than fifteen (15) total drawings and/or photographs of the project. Drawings and photographs must be A3 format, portrait or landscape orientation. Brief captions of no more than 40 words to should be placed at the bottom of each image or opposite the image in the book.

**Concealed Identification and Credit Form
CD-ROM**

The CD-ROM must contain the contents of the entry envelope and the Concealed Identification and Credit form as submitted to the awards program. Text documents must be in a word processing application (such as rich text format, MS Word, WordPerfect, WordPad), not a portable document format (.PDF) file. Photographs and drawings must be in .jpg format at a minimum of 300 ppi (pixels per inch). Label each image with the entry number and the number of the image. For example, if the entry number is “123,” label the .jpg files as 123-01, 123-02, 123-03, and so on. Please label the CD-ROM jewel case with the entry number.

*Entrants are responsible for clearing photographs with photographers for publication and reproduction by ISOLA. ISOLA will provide proper photography and other project credits when using photos, but will not assume responsibility for any copyrights or photography fees. ISOLA retains the right to publish photos submitted in winning entries.

RESIDENTIAL DESIGN CATEGORY

Intent:

To recognize site-specific works of landscape architecture for residential use. Professional entries in this category must be built.

Typical entries could include:

Single or multi-family residential projects; activity areas for cooking, entertaining, recreation, or relaxation; sustainable landscape applications; new construction or renovation projects; rehabilitation, or refurbishment; affordable landscape concepts and innovations; small site development; private gardens; rooftop gardens; and more. Projects have to be at least one calendar year old.

Criteria:

The jury will consider the quality of design and execution, design context, environmental sensitivity and sustainability, and design value to the client and to other designers.

Frequency:

The Awards Jury will select one Award of Excellence and any number of Honor Awards in this category.

Entry Instructions

Entrants in this category will submit

- A completed entry envelope
- A completed Concealed Identification and Credit Form; and
- A CD-ROM containing the above two items in electronic format.

Upon receipt of the entry form and payment, ISOLA will issue official, numbered entry forms, and instructions. All submission materials must be in an envelope and contains 15 sheets in an A3 format. The jury will not consider any material that is oversized or undersized.

Materials in the envelope must not reveal the names or identity of the entrant and/or landscape architects, firms, other designers, students, schools, photographers, etc. Entrants must use an easily readable typeface, such as Times Roman, Garamond, or Arial, no smaller than 10-point size, for all text.

Entry envelopes in the General Design Category must contain the following items:

1. Descriptive Data Summary:

The first two (2) sheets must include a descriptive data summary of up to two (2) typed pages. Briefly describing how sustainability applies to the submission. In particular, identifying aspects of the project that address environmental, social and/or economic sustainability, highlighting attributes of the project directed toward regenerative design or planning.

2. Site Plan:

The third sheet of the Entry should be a simple site plan to give the jurors context of the entire project. It should be in A3 format, landscape or portrait orientation.

3. Drawings and Photographs*:

To include at least five (5) but no more than fifteen (15) total drawings and/or photographs of the project. Drawings and photographs must be A3 format, portrait or landscape orientation. Brief captions of no more than 40 words should be placed at the bottom of each image or opposite the image in the book.

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THE LANDMARK AWARD

Intent:

To recognize a distinguished landscape architecture project completed at least 10 years ago that retains its original design integrity and contributes significantly to the public realm of the community in which it is located.

Typical entries could include:

Parks; plazas; sculpture gardens; commemorative gardens botanical gardens; river walks; and more. Public officials and agencies, civic and historic preservation organizations, and interested individuals and entities are encouraged to submit projects in this category.

Criteria:

The jury will consider the project's sustained value to the community it serves and the continued relevance of the project's design expression.

Frequency:

The Awards Jury may select one Landmark Award recipient.

NOTE: An official entrant in this category is not required to be a landscape architecture professional or to join ISOLA in order to enter. Local organizations, public officials, and other interested individuals are welcome to enter a qualified project in this category.

Entry Instructions

Entrants in this category will submit

- A completed entry envelope
- A completed Concealed Identification and Credit Form; and
- A CD-ROM containing the above two items in electronic format.

Upon receipt of the entry form and payment, ISOLA will issue an official, numbered entry, forms, and instructions. All submission materials must be in an envelope and contains 15 sheets in an A3 format. The jury will not consider any material that is oversized or undersized.

Materials in the envelope must not reveal the names of the entrant and/or landscape architects, firms, other designers, students, schools, photographers, etc. Entrants must use an easily readable typeface, such as Times Roman, Garamond, or Arial, no smaller than 10-point size, for all text.

Entry envelopes in the General Design Category must contain the following items:

1. Descriptive Data Summary:

The first two (2) sheets must include a descriptive data summary of up to two (2) typed pages. Briefly describing how sustainability applies to the submission. In particular, identifying aspects of the project that address environmental, social and/or economic sustainability, highlighting attributes of the project directed toward regenerative design or planning.

2. Site Plan:

The third sheet of the Entry should be a simple site plan to give the jurors context of the entire project. It should be in A3 format, landscape or portrait orientation.

3. Drawings and Photographs*:

To include at least five (5) but no more than fifteen (15) total drawings and/or photographs of the project. Drawings and photographs must be A3 format, portrait or landscape orientation. Brief captions of no more than 40 words to should be placed at the bottom of each image or opposite the image in the book.

Concealed Identification and Credit Form CD-ROM

The CD-ROM must contain the contents of the entry envelope and the Concealed Identification and Credit form as submitted to the awards program. Text documents must be in a word processing application (such as rich text format, MS Word, WordPerfect, WordPad), not a portable document format (.PDF) file. Photographs and drawings must be in .jpg format at a minimum of 300 ppi (pixels per inch). Label each image with the entry number and the number of the image. For example, if the entry number is “123,” label the .jpg files as 123-01, 123-02, 123-03, and so on. Please label the CD-ROM jewel case with the entry number.

*Entrants are responsible for clearing photographs with photographers for publication and reproduction by ISOLA. ISOLA will provide proper photography and other project credits when using photos, but will not assume responsibility for any copyrights or photography fees. ISOLA retains the right to publish photos submitted in winning entries.

ISOLA STUDENTS AWARD

Intent:

The ISOLA students award will honour the best student’s thesis of the previous academic year.

Eligibility:

The Individual should have been a student of landscape architecture of a School recognized by ISOLA of the previous academic session. Nominations may be made by landscape architecture schools, or individual students.

Frequency:

One medal awarded every year.

Entry Instructions:

Entrants in this category will submit

- A completed entry envelope
- A completed Concealed Identification and Credit Form; and
- A CD-ROM containing the above two items in electronic format.

Upon receipt of the entry form and payment, ISOLA will issue official numbered entry form, and instructions. All submission materials must be in an envelope and contains 15 sheets in an A3 format. The jury will not consider any material that is oversized or undersized.

Materials in the envelope must not reveal the names or identity of the entrant school, photographers, etc. Entrants must use an easily readable typeface, such as Times Roman, Garamond, or Arial, no smaller than 10-point size, for all text.

Entry envelopes in the ISOLA Students Medal Category must contain the following items:

1. Descriptive Data Summary:

The first two (2) sheets must include a descriptive data summary of up to two (2) typed pages. Briefly describing the intent of the thesis, in particular identifying aspects of the thesis that address environmental, social and/or economic sustainability, highlighting attributes of the thesis directed toward regenerative design or planning or research.

The remaining sheets should be able to represent the salient aspects of the thesis in a clear manner.

2. Site Plan:

The third sheet of the Entry should be a simple site plan to give the jurors context of the entire project. It should be in A3 format, landscape or portrait orientation.

3. Drawings and Photographs*:

To include at least five (5) but no more than fifteen (15) total drawings and/or photographs of the topic. Drawings and photographs must be A3 format, portrait or landscape orientation. Brief captions of no more than 40 words to should be placed at the bottom of each image or opposite the image in the book.

**Concealed Identification and Credit Form
CD-ROM**

The CD-ROM must contain the contents of the entry envelope and the Concealed Identification and Credit form as submitted to the awards program. Text documents must be in a word processing application (such as rich text format, MS Word, WordPerfect, WordPad), not a portable document format (.PDF) file. Photographs and drawings must be in .jpg format at a minimum of 300 ppi (pixels per inch). Label each image with the entry number and the number of the image. For example, if the entry number is “123,” label the .jpg files as 123-01, 123-02, 123-03, and so on. Please label the CD-ROM jewel case with the entry number.

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Professional standing Committee.

The Professional Standing Committee has two aspects:

A. Acceptance of Landscape Profession and employ Landscape Architects for various Landscape works at the central Level, State Level, Local Level, and all Public Sector Organizations.

The Members of the Society at New Delhi can do the spade works and this can well be quoted for the projects with the State Government.

Ministry of Forest and Environment has set up a Standard where Members having qualification as accepted by ISOLA were allowed to participate. This can be dealt further at Central level.

B. There are several persons practicing as Landscape Architects. The Society should make an effort to see that selected number can be enrolled as Associate Members. The Basic qualification being ; must have a degree in any subject practicing as a Garden Designer for last 25 years and / or the age should be more than 60 years. They will have to appear for qualifying test conducted by the society; condition being that he or she should be the owner directly or indirectly connected with Nursery, Land trade or any related activities.

Objectives of various committees as detailed out by President Mrs. Punde:

1) Professional Standing Committee :

The professional Standing Committee would be responsible for the development of professional opportunities and professional visibility in various Organizations, Central and State Government, Institutions, Public section undertakings, Municipal Corporations, Urban development authorities, etc.

2) Member Election Committee :

"At present a member is elected on the basis of his/her application form, without reference to any other member of the ISOLA/Academic Intuition etc. It is likely that we may have to entertain application from Indian Nationals, who have completed their studies out-side India. We have also to welcome qualified Landscape Architects from the neighbouring Countries, specially Bangladesh to be member of ISOLA. It will be helpful to constitute such a committee and also to work out guidelines for its functioning.

The ISOLA will have to formulate guide lines and strategy to welcome other persons who have been practicing as Landscape Architects, as has been specified by the ISOLA. Regarding Membership qualifications, IFLA has left it to the discretion of the National Body, Except that the member should be 18 years of age and must be a Degree holder. The ISOLA should now formulate a policy which will address to these issues."

3) Landscape Education Board :

The Board would formulate minimum standards and accreditation requirements in order to enable ISOLA to recognize programs leading to professional degrees at both the Bachelor's and Master's levels. The Board will monitor the education of Landscape architects and also work out a program for ISOLA to conduct qualifying examinations/and or grant exemptions to the deserving candidates. The Board would also prepare basic guidelines for electing persons who are practicing as Landscape Architects, but do not possess formal training required to practice as Landscape Architects. This action we hope will help to build a stronger professional body.

4) Professional Practice Committee:

This committee will formulate a code of professional conduct for landscape architectural practice in India and propose a standard scale of professional fees for various kinds of landscape projects.



INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

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To
Prof. Prabhakar Bhagwat
Chairman & Trustee
ISOLA

March 7, 2009

Ref: your letter dated 23rd January 2009.

Dear Sir,

On behalf of the Delhi Organizing committee I thank you for your encouragement and support in making the ISOLA Delhi conference a success. I am happy to share with you that it was well attended by landscape architects as well as professionals from related fields, and has initiated a healthy debate on the future of our cities. The encouraging words by the Delhi Chief Minister Smt. Sheila Dikshit has motivated both young and senior professionals and has infused new enthusiasm within the fraternity.

Moving on there are some critical issues that we need to address.

In the last EC meeting it was decided that all ISOLA members would be sent a copy of the constitution (without charge) and it would also be hosted on the web site.

The Constitution and Bye-laws was read by members and several errors in the Bye-laws and regulations have been pointed out, both grammatical and legal. We need to correct these and ensure that the constitution is water tight. In this context Vice President Rohit Marol and myself had requested for a meeting with ISOLA's legal advisors. We have been asked by both yourself and members of the Governing Body to send the information/clarifications/questions we want from our legal advisor, prior to arranging the meeting.

Our questions and concerns are as below:-

1) STATUS OF ISOLA

It is our understanding that a National Society can hold its meetings anywhere in India (We need our legal advisor to clarify this). Therefore, if as has been stated by Prof. Bhagwat ISOLA can hold its meetings only in Ahmedabad, is it then a **STATE level body** and not a **NATIONAL society?**

2) CONFLICT BETWEEN MEMORANDUM AND BYE LAWS OF THE SOCIETY.

In our understanding, the Constitution consists of 3 parts

- **Memorandum of the Society** (31st March 2003)
- **Rules and Regulations** (31st March 2003)

The above two are filed with registrar of societies and are considered the constituent documents of the society.

- **Bye laws and regulations of the society.** (10th April 2003)

These are formulated by the management by the virtue of power vested in them under the Rules regulations of the society (clause 11). As such it is secondary in importance to the Memorandum and the rules and in case of inconsistency or conflict between the three documents the memorandum will prevail over the rules and regulations and both in turn will prevail over the bye laws. *The Bye laws therefore cannot go beyond the scope and powers of the memorandum and the Rules and Regulations.* (See clause 11 of the Rules and Regulations).

It has been mentioned in the Bye-laws that they have been made as per clause 3.2 & 11 of the memorandum and rules and regulation of the society (Refer Bye laws and regulations-1)

However, it is a fact that **Clause No. 3.2 is non existent in both the memorandum and rules and regulations.**

Clause 11 of the rules and regulations states that **the executive council has power to make Bye laws and regulations provided they do not conflict with any part of the interim constitution.**

It is clear therefore that **any Bye law that is in contradiction to the memorandum and rules & regulations would be legally invalid.**

Also as per clause 11 under which the Bye laws are made – the Executive Council has the power to make such bye laws. However there is no record in the minutes of the meeting of the Executive Council ratifying the Bye laws. Only four of the ten members of the executive council have signed on the document. **Are they therefore legally valid ??**

Any committee that is formed by the Executive council, (presumably since the Byelaws & Regulations are formed by the EC under clause 11 of rules and regulations) the Governing Body is also one such committee. As per clause 6.3(f) of rules and regulations all officers of the society shall be ex-officio members of all the committees so formed. Therefore are not all Executive council members ex-officio members of the governing body??

I now wish to point out several Bye laws which are in direct conflict with the constitution.

a. STUDENT VOITING RIGHTS

Rules and Regulations-Clause 4.2 states that **Student members have no voting rights.** Bye-laws and regulations of the society clause no. 2(iii) states that **Student members have voting rights.**

As this clause is in direct conflict with the interim constitution it appears to be **legally invalid.** It is also in conflict with Bye-laws and regulations clause 11.ee which states that **only professional members can vote at the General Body or Extra Ordinary General Body Meeting.**

b. EC & GB:

The Executive Council (EC) is the Apex management body constituted under the Rules (clause 1.4 of the Rules and regulations). The Rules with respect to the EC are as follows:

- i. EC shall have a minimum of 12 members and a maximum of 36 members (clause 6 of the Rules and regulations). **This composition of the EC however has now been reduced by the By Laws from a maximum of 36 members to 20 members. (See clause 7(b) of the By Laws).**
- ii. The general body (i.e. the membership with voting rights) votes seven Fellows and five Associates to the EC.
The office bearers in the EC are to be chosen by the seven elected Fellows from amongst themselves (Regulations and regulations 6.2). Thus five elected Associates, the one nominated donor member, the representative of each Chapter and the immediate past president will not have a say in choosing the EC office bearers. In contradiction to above, **Clause 10a of Byelaws and regulations states that the President, Secretary and treasurer will be elected by members of the EC.**
- iii. The office of Vice President has also been removed as is confirmed by you at the EC meeting on 18th January. **This is also in direct conflict with the memorandum and Rules and regulations. Therefore this byelaw also appears to be legally invalid.**
- iv. **Rules and Regulation-Clause 6.1 and 6.3, states that the affairs of the society are vested in the EC. 6.3d states that it may delegate its powers without affecting its own powers.** This makes the EC the **Apex Body.** Bye-laws and Regulations clause 3(a), 5, 6(c, h, i), 7(a), 8(a, c, d, t, w, v, z), 9(e), 12(a), 13(f), 14 and 15 makes the Executive Council subservient to the Governing Body. This is in direct conflict with the memorandum. The sweeping powers vested in the Governing Body over the Executive Council as per Bye-laws and Regulations clause 5 appear to be legally invalid.

Also refer minutes of the 1st meeting of the EC held on 12th June 2003 item no. 8 wherein the EC members (also signatories to the bye laws and regulations) have ratified that the founder members will not have any special privileges or rights.

c. RELOCATION OF REGISTERED OFFICE OF THE SOCIETY

According to Rules and regulations-clause 8a, the relocation of HQ of the society can only be affected if minimum of 4/5 of voting members bring a notice to this effect and it is subsequently ratified by the executive council. **The registered office appears (from the records of the minutes of the Executive Council) to have shifted from Dept. of Landscape Architecture CEPT, Ahmedabad to M/s Prabhakar Bhagwat, 901 Panchfirth Ahmedabad** somewhere between August and Sept. 2006. There is no record of the voting of 4/5th of all voting members at an AGM nor is it ratified in the EC minutes. Therefore is it legally correct to say that office of M/s Prabhakar Bhagwat is the registered office of ISOLA ?? Do we need to call an EGM or get it ratified in the next AGM

d. EGM & AGM

- (i) Rules and regulations – clause 7.2B states that EGM can be convened on receipt of requisition from at least 20 professional members to be convened within 21 days. In contradiction to this the Bye laws and Regulations clause 11.bb(ii), says that requisition has to be signed individually by at least 2/3 of professional members and has to be called within 2 months.
- (ii) As has been pointed out by you in your letter dated Dec 2nd 2008 to Vice president Mr. Rohit Marol, the earlier AGM's and EC meeting's held outside Ahmedabad were legally invalid and were later ratified by the member of the Governing body 1st October 2008.

Is this procedure legally correct??

- (iii) Is there any way that AGM and EC meetings, held outside Ahmedabad can be legally validated, thus facilitating large number of members to participate the AGM at the annual conference venues?

You will appreciate that these are indeed grave matters and need to be addressed immediately for smoother and legally correct functioning of ISOLA. I also request members of the Governing body and the Executive council to send in their observations and questions if any as well as attend the meeting with our legal advisor, when it takes place.

I once again request you to arrange the meeting with our legal advisors, well before the upcoming EC meeting, so that these matters may be expeditiously resolved.

Yours sincerely,

Savita Punde
Honorary President-ISOLA