



Indian Institute of Technology Bhubaneswar
Bhubaneswar -751 013
www.iitbbs.ac.in

No.F.13-6/2016-BOG-23
July 28, 2016

OFFICE ORDER NO.120/2016

Subject: By-Laws, Rules and Regulations of IIT Bhubaneswar Alumni Association.

The undersigned is directed to convey that the Board of Governors of the Institute in its 23rd meeting held on 22 June 2016 approved the By-Laws, Rules and Regulations of IIT Bhubaneswar Alumni Association. Details are given in the Annexure.

Encl.: As stated.


(D Gunasekaran)
Registrar

To

**Prof. Swarup Kumar Mahapatra
Dean - Alumni Affairs & International Relations**

Copy to:

1. All Deans/ HoSs
2. All PICs/Chairmen
3. Warden/Assistant Wardens
4. President, Students Gymkhana
5. Librarian, Central Library
6. Deputy Registrar (F&A)
7. Superintending Engineer (Civil)
8. All Assistant Registrars
9. Medical Officer
10. Career Development and Placement Officer
11. Student Counsellor
12. Secretary to Director/ Registrar
13. Web Notice Board
14. Guard File, BoG

IIT BHUBANESWAR ALUMNI ASSOCIATION

BYE-LAWS

1. NAME OF THE SOCIETY

The name of the society shall be "IIT BHUBANESWAR ALUMNI ASSOCIATION" and shall be referred to as the ASSOCIATION subsequently in these articles.

2. BYE-LAWS

These Bye-laws shall be read along with the Memorandum and Rules and Regulations of the Association.

3. PROCEDURE OF ELECTION

3.1. All elected office bearers and members of the Executive Committee shall be elected in the Annual General Body Meeting through simple majority of votes. In case of a tie, the decision of the President shall be final.

3.2. A notice of the General Body Meeting may be served on any member either personally or by ordinary post at the address available in the records of the Association or through newspaper advertisements.

3.3. It shall be duty of a member to keep informing the Association about his/her current address so that the proceedings of the Association activities and notices for meetings could be sent to him/her.

4. FINANCIAL POWER OF THE SECRETARY

For non-budget items, the financial power of the secretary shall be limited to Rs 5000.00 subject to the approval of the President and submission of accounts of previous similar funds if any.

5. SUBSCRIPTION

The rates of subscription shall be as follows

Rs 1000.00 for Lifetime Membership for Alumni .

6. LOCAL CHAPTERS

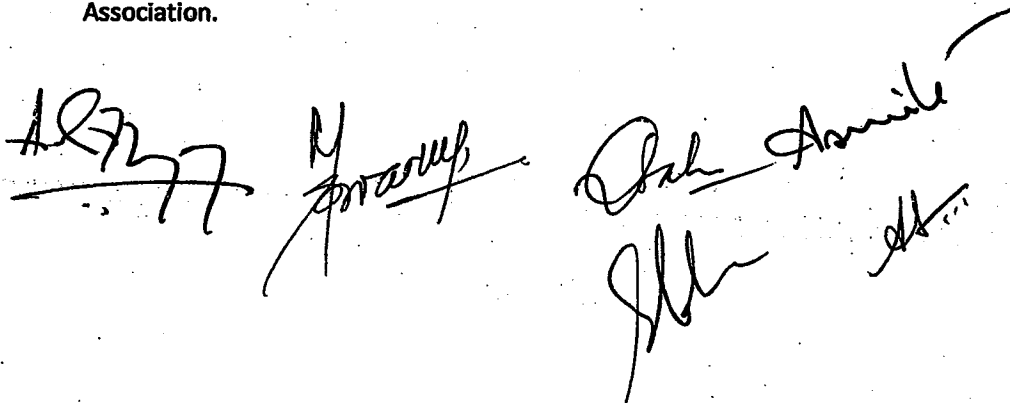
6.1. A local chapter can be founded in any city of India or abroad where there are a minimum of 15 Alumni.

6.2. They may elect on President and one Secretary to manage the affairs of the chapter. A meeting of all members of the chapter must be convened at least once a year.

6.3. The Secretary of the chapter should inform names and addresses of the office bearers and a list of members of the local chapter to the Secretary of the Association once a year.

6.4. The local chapters may raise funds through suitable rates of subscription from the members.

6.5. The local chapters will receive a copy of the AGM report and other publications of the Association.



RULES & REGULATIONS

1. NAME OF THE SOCIETY

The name of the society shall be " IIT BHUBANESWAR ALUMNI ASSOCIATION" and shall be referred to as the ASSOCIATION subsequently in these articles.

2. ADDRESS

**IIT BHUBANESWAR ALUMNI ASSOCIATION,
IIT BHUBANESWAR,
SAMANTAPURI, REAR SIDE OF HOTEL SWOSTI PREMIUM,
BHUBANESWAR-751013, ODISHA**

3. JURISDICTION

The jurisdiction of the Association shall be all over India, but any dispute/case/suit shall be subject to the jurisdiction of the Courts in **Bhubaneswar** only.

4. MEMBERSHIP

Any person meeting any of the following criteria shall be eligible for membership of the Association.

- I. Persons who have received degree(s) awarded by the Institute are herein referred to as alumni and those who have paid the membership fee are defined as Active Members.
 - II. Dean (Alumni Affairs & International Relations) , Dean of Student Affairs, Dean of Research and Development and Dean of Planning and Development as ex-officio Honorary Members.
 - III. Students who are in their final year of study in the institute as Student Member.
- Only active members shall have voting rights.

5. CESSATION OF MEMBERSHIP

A member of the Association shall cease to be a member if he/she resigns from his/her membership or is found to be of unsound mind or is convicted by a court for any offence on moral grounds or expelled by the Executive Committee for compelling reasons.

6. ORGANISATION OF THE ASSOCIATION

6.1. Patron

The Director of IIT Bhubaneswar will be the Patron to the Association.

6.2. General body

The General body of the Association comprises of all active members.

6.3. Executive body

There shall be an Executive body to manage the affairs of the Association.

6.4. Local Chapters

- i) There may be local chapters of the Association in India and abroad.
- ii) The membership with the local chapters will be governed by the Bye-Laws of the Association.
- iii) These local chapters shall not be under the financial control of the registered office of the Association in Bhubaneswar.

7. GENERAL BODY

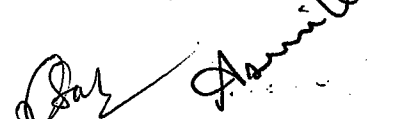
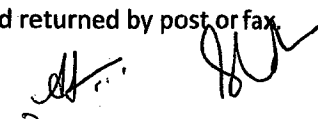
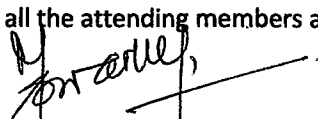
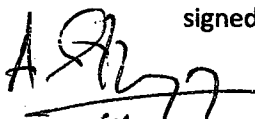
7.1. The General Body shall consist of all active members of the Association.

7.2. The Association shall hold an Annual General Meeting at least once a year preferably between February and May and not more than 18 months shall elapse between successive Annual General Meetings.

7.3. A prior notice of clear 30 calendar days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the President.

7.4. An emergent meeting of the General Body can only be convened by the President for compelling reasons at a short notice.

7.5. Thirty (30) members or one-third of the total strength of the General Body whichever is lower present in person shall form a quorum for any meeting of the General Body. Members can also attend the meeting without being present in person but through real-time and secure communication as approved by the Executive Committee. The minutes of the meeting have to be signed by all the attending members and returned by post or fax.



7.6. The duties of the General Body shall be"

- i) To set guidelines for the Executive Committee so as to achieve the objectives of the Association.
- ii) To consider and adopt the Annual Report and Audited Accounts of the Association.
- iii) To approve the budget for the following year.
- iv) To elect office bearers and members of the Executive Committee.
- v) To transact any other business with the permission of the President.

8. EXECUTIVE COMMITTEE

8.1. The Executive committee shall consist of

- i) President 1
- ii) Vice President 1
- iii) Secretary 1
- iv) Treasurer 1
- v) Executive Members 3
- vi) Representative of Student Members 1
- vii) Invited Members

8.1.1. Election of the Executive Committee

- i) The President and the Vice President shall be senior members of the alumnus/alumna with sufficient experience.
- ii) The immediate past Secretary shall be ex-officio Executive Member provided he/she was not removed from his/her post in the association prior to completion of his/her term
- iii) All office bearers and members of the Executive Committee shall be elected except the ex-officio Executive Member.
- iv) The Treasurer and at least one of the Executive members have to be stationed in the vicinity of Bhubaneswar.
- v) The procedure for the election of the office bearer of the Association shall be regulated according to the Bye-Laws of the association.
- vi) The Representative of Student Members (henceforth abbreviated as ROSM) is nominated from the batch in their final academic year of study by the Students' Gymkhana for one year. The nomination is done in the beginning of every odd semester. If the ROSM leaves before the completion of his term, it is the responsibility of the Students' Gymkhana to nominate another person.
- vii) The Invited Members will be co-opted by the Executive Committee if it feels that such persons may be of help in attaining the objectives of the association.

8.2. The Executive Committee will ordinarily meet at least twice a year but the Secretary may call an emergency meeting at any time with the consent of the President. Members can also attend the meeting without being present in person through real-time and secure communication as approved by the Executive Committee. The minutes of the meeting have to be signed by all the attending members and returned by post or fax.

8.3. A prior notice of 14 days shall ordinarily be given to the members for convening an executive committee meeting.

8.4. The quorum for the Executive Committee meeting shall be four in case there is no quorum it shall be adjourned.

8.5. In case any vacancy arises in the Executive Committee, the Executive Committee shall fill this vacancy by nomination/co-option.

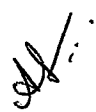
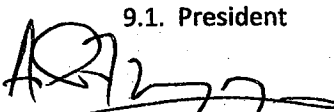
8.6. The Executive Committee shall have all powers with regard to management and promotion of objectives of the Association according to the directives if any of the General Body.

8.7. The office bearers and members of the Executive Committee except the ROSM shall normally hold office for two years.

8.8. Except the ROSM and the Invited Members all other office bearers/members of the Executive Committee have voting rights.

9. POWERS AND DUTIES OF THE OFFICE BEARERS

9.1. President



- i) The President shall preside over Executive Committee meetings and the General Body meeting.
- ii) The President shall cast his vote in case of a tie.
- iii) He shall have all the powers for the management and promotion of the objectives of the association.
- iv) The President shall have discretionary powers to take any decision and report to the Executive Committee for ratification.

9.2. Vice President

- i) The Vice President shall exercise the powers and duties of the President in his absence.
- ii) The Vice President shall render advice to the Executive Committee with regard to promotion of the objectives of the association.

9.3. Secretary

- i) The Secretary shall assist the Committee in the management of the activities of the Association.
- ii) The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.
- iii) Within fourteen days after holding the Annual General meeting, the Secretary shall file the following information with the Registrar of Association
 - a) List of names, addresses and occupations of the members of the Executive Committee.
 - b) An Annual report of the previous year.
 - c) A copy of the Audited Accounts and certificate of the Auditor's report.

9.4. Treasurer

- i) The Treasurer shall be responsible for the maintenance of the financial records and accounts of the association.
- ii) The Treasurer shall operate the funds of the Association jointly either with the President or the Secretary.

9.5. Executive Members

- i) The Executive Members shall assist the Executive Committee in the delegation of their responsibilities.

9.6. Representative of Student Members

- i) The ROSM should attend all activities approved by the Executive Committee.
- ii) The ROSM shall act as a communication link between the students of the Institute and the Alumni Association.
- iii) He will assist the secretary in the delegation of his/her responsibilities.

10. AMENDMENT OF RULES AND REGULATIONS

- i) Amendment to the rules and regulations shall be carried out only at the General Body Meeting with a minimum quorum of fifty (50) members or one-third of the total strength of the General Body whichever is lower.
- ii) A minimum of the two-third of the majority votes of the members present is required for the amendment to be accepted.
- iii) The proposed amendment to the rules and regulations shall be circulated to all the members as an agenda item for the General Body meeting.

11. FINANCES AND ACCOUNT

11.1. There shall be two separate accounts viz., the Corpus Account and the Development Account.

11.2. The Association shall raise funds for promoting the objectives of the Association through

- i) Subscription from the members - which shall be deposited in the Corpus Account. The rates of the subscription shall be governed by the Bye-Laws of the Association.
- ii) Money obtained by the members for various development activities - which shall be deposited in the Development Fund.
- iii) Any other source approved by the Executive Committee - the fund collected through these other sources will be deposited in either of the accounts as per the decision of the Executive Committee or as per 11.8 and 11.9.

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- 11.3. The accounts of the Association shall be opened in any scheduled bank in Bhubaneswar into which all subscriptions/donations and other income shall be credited.
- 11.4. Financial year of the Association shall be from April 1 to March 31.
- 11.5. The funds of the Association may be invested in Government Securities, Bonds and Debentures of the registered companies and Financial Institutions under Company's act 1956 or fixed deposits in nationalised banks subject to the approval of the Executive Committee.
- 11.6. Withdrawals from the invested funds shall be made only with the approval of the Executive Committee.
- 11.7. Only the interest earned on the corpus fund can be utilised by the Executive Committee for attaining the objectives of the association. This would be subjected to a limit authorised by the General Body.
- 11.8. The Executive Committee can create other accounts as deemed necessary for easy and clarity maintaining and conducting the Association activities.
- 11.9. Such accounts as in 11.8, their signatories and the source of funds are to be approved by GBM before operation.
- 11.10. A larger body "Development Fund Advisory Body" (henceforth abbreviated as DFAB) consisting of the following members along with the Executive committee members will decide on the usage of the development fund.
- i) The Director of IIT Bhubaneswar.
 - ii) Dean of Alumni Affairs & International Relations.
 - iii) Dean Students Affairs.
 - iv) Dean of Research and Development.
 - v) Dean of Planning and Development.
 - vi) President, Students' Gymkhana.
 - vii) Vice President, Students' Gymkhana.
- 11.11. The Executive Committee will be responsible for spending the Development Fund as per the advice of the donor and/or the DFAB.
- 11.12. If the money is given for a specific earmarked purpose, it must be utilised for that purpose only unless the Executive Committee decides otherwise with the advice of the DFAB and with the necessary consent of the donating member. The DFAB may suggest an alternative use of the donation to the donor.

12. AUDIT OF ACCOUNTS

The accounts of the Association shall be audited every year by a Chartered Accountant or Auditor to be appointed by the Executive Committee.

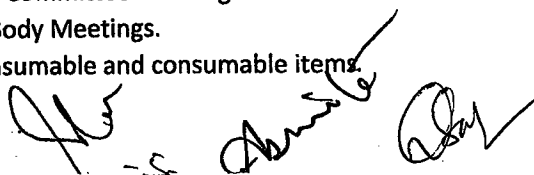
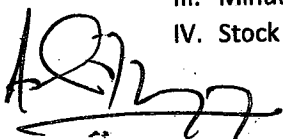
13. SUIT AND PROCEEDINGS AGAINST THE ASSOCIATION

- 13.1. The President or any office bearer authorised by the Executive Committee may sue on behalf of the Association. When the Association is being sued, the President will represent the Association.
- 13.2. No suit or proceeding shall fail by reason of any vacancy or change in the holder of the office of the Secretary or any office bearer authorised on its behalf.
- 13.3. Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the property of the President.
- 13.4. Nothing herein shall exempt the President or any office bearer of the Association from any criminal liability entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him/her on conviction by criminal court unless it is attributable to Association matters.
- 13.5. No member of the Association shall be sued or prosecuted by the Association except for any injury or loss, damage, detention or destruction of any property of the Association.

14. RECORDS OF THE ASSOCIATION

14.1. The following records shall be maintained by the office of the Association.

- I. Roll of Membership.
- II. Minutes of the Executive Committee Meetings.
- III. Minutes of the General Body Meetings.
- IV. Stock register of non-consumable and consumable items.



V. Cash book and Ledger.

VI. Copies of all publications and reports of the Association.

14.2. The records shall include details of all sums of money received and the sources thereof and all the sums of money spent.

14.3. Every member of the General Body shall have the right of inspection of records of the Association during the office hours.

15. WINDING UP OF THE ASSOCIATION.

The winding up of the Association shall be carried out as per the relevant clauses of Societies Registration Act.

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M. S. Srinivasan,
11/9/15 (Dean, CASER)
J. S. Srinivasan
Srinivasan
A. S. Srinivasan