

**BYE-LAWS OF THE BANGALORE CHAPTER OF: TECHNOLOGY ALUMNI ASSOCIATION  
OF INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR**

**1. Short title and application:**

- (1) These bye-laws may be called the bye-laws of the Technology Alumni Association, Bangalore.
- (2) The provisions of these bye-laws shall apply to all the members, present and future, of the Technology Alumni Association, Bangalore.

**2. Definitions:**

In these bye-laws, unless the context requires otherwise:

- (a) "**Alumnus**" means a person who has completed an under-graduate, post-graduate, diploma, doctoral or post-doctoral course at the Indian Institute of Technology, Kharagpur, and includes a person who has been a research assistant / associate or a member of the faculty at the Institute at any time, and the plural "**alumni**" shall be construed accordingly.
- (b) "**Association**" means the Technology Alumni Association, Bangalore
- (c) "**Institute**" means Indian Institute of Technology, Kharagpur.
- (d) "**Member**" means an alumnus who is registered as a member of the Association.
- (e) "**He**" is used in the generic sense and shall be taken to represent both the male and female alumni.

**3. Objects of the Association:**

1. The objects of the Association shall be:
  - (1.a) To act as a centre for networking for the alumni who are residing in the State of Karnataka and neighbouring areas
  - (1.b) To establish and strengthen linkages with the Institute and other Chapters of the IIT Kharagpur Alumni Associations and other IITs and their respective Alumni Associations
  - (1.c) To act as a pool for the alumni to put in their knowledge, experience, skills, strengths, etc. in whatever manner and to whatever extent they wish to with a view to helping the Association to achieve its objects
  - (1.d) To promote fellowship among the alumni
  - (1.e) To undertake activities that contribute to society in a manner that justifies the Institute's reputation as an institution of national importance
  - (1.f) To arrange for lectures, seminars, conferences, meetings, get-togethers, etc. of or for the alumni or their families for the attainment of any of the objects of the Association

- (1.g) To solicit and collect membership fees and / or other contributions, sponsorships, donations, gifts, etc. from the members or any other person as may be necessary from time to time and to manage the monies, goods, etc. so collected and expend, distribute, donate monies, goods, etc. as may be necessary for the attainment of the objects of the Association
- (1.h) To do any and all acts or things that may be necessary for or towards the attainment of the objects of the Association or other things set out in these bye-laws
- (2) The Association shall not act beyond the scope of its objects without amending these bye-laws for that purpose

**4. Membership:**

Any alumnus who has registered his name and provided all necessary details as per the prescribed format with the Association and paid the membership fee, if any, as may be fixed from time to time is a member of the Association.

**5. Management of the Association:**

- (1) The affairs of the Association shall be managed by an Executive Committee.
- (2) The Office Bearers, consisting of the President, Secretary, and the Treasurer shall be elected at General Meeting of the Association by the Members present once in every two years.
- (3) The Executive Committee shall have up to eight members consisting of a President, a Secretary, a Treasurer and minimum of two and a maximum of five members co-opted by the Office Bearers.
- (4) The Executive Committee shall have the powers and duties necessary for managing the affairs of the Association and may do any and all lawful acts and things as may be necessary for that purpose.
- (5) The Executive Committee shall hold meetings at such times, such places and at such intervals as it may deem fit from time to time and shall regulate its own business.
- (6) All decisions of the Executive Committee shall be taken at a meeting. Four members shall constitute the quorum provided one of them is the President, the Secretary or the Treasurer. Each member shall have one vote. Decisions shall be taken by majority. If there is no majority, the President presiding over the meeting shall have the casting vote.
- (7) The Executive Committee may form sub-committees from existing members or by drawing in from members or assign duties to the other members of the Executive Committee as may be necessary from time to time.

- (8) Not less than four meetings of the Executive Committee shall be held in a calendar year.

**6. President:**

The President shall preside over and conduct the meetings of the Association and the Executive Committee and in his absence, the Secretary along with atleast 3 other members, can hold the meeting

**7. Secretary:**

The Secretary shall in consultation with the President, issue Notices of meetings and shall be responsible for keeping the minutes of the meetings of the Executive Committee and the Association. He shall be in charge of such books and papers as per the directions of the Executive Committee and shall in general perform all the duties that are incidental to the office of Secretary.

**8. Treasurer:**

The Treasurer shall be the custodian of the funds of the Association. He shall be responsible for receiving and paying out monies of the Association and maintaining complete and accurate accounts of all receipts and disbursements in the books of accounts of the Association and maintaining the supporting documents. He shall be responsible for the deposit of monies and other valuable effects in the name of and to the credit of the Association in such manner as may be decided by the Executive Committee from time to time.

**9. Meetings of the Association:**

- (1) The first General Meeting of the Association shall be held on 10th April 2010 for the adoption, with or without amendments, of these bye-laws and for the election of the first Executive Committee. Thereafter, such general meetings for the purpose of election shall be held once every two years.
- (2) Every calendar year at least one General Meeting called Annual General Meeting shall be held at which accounts will be approved, activities will be reviewed and the members may transact such other business of the Association as may properly come before them.
- (3) Not more than eighteen months shall elapse between one Annual General Meeting and the next.
- (4) The Executive Committee may, if it deems necessary at any time, call forth by notice to members a Special General Meeting/Extraordinary General Meeting of the Association. The notice of any such Special General Meeting shall state the time and place of that meeting and its purpose. No business, other than what is stated in the notice, shall be transacted at a Special Meeting without the consent of at least two thirds of the members present and entitled to vote.

- (5) Notice of a General Meeting and /or Annual General Meeting of the Association shall be given to the members by the Secretary not less than 14 days before the date of the meeting stating the time, date and place of the meeting and the agenda. For a Special General Meeting notice of not less than 7 days shall be given.
- (6) Twenty five members entitled to vote shall constitute a quorum for any meeting of the Association viz., General Meeting/Annual General Meeting/Special General Meeting.
- (7) Any member who is present shall be entitled to vote at that meeting provided annual membership fees have been paid by him up to date.
- (8) All resolutions passed in a General Meeting/Annual General Meeting/Special Meeting shall be by a simple majority of the members present and voting.

**10. Funds and Accounts:**

- (1) All monies received for and on behalf of the Association shall be deposited in the Bank account in the name of the Association.
- (2) The Secretary or the Treasurer may retain in his personal custody, an amount not exceeding Rs.10,000, as imprest to meet urgent petty cash expenses from time to time.
- (3) All payments of Rs.1000 /- or more shall, as far as possible, be made by cheque.
- (4) All cheques shall be signed by any two members of the Executive Committee, one of whom shall be either the Secretary or the Treasurer.
- (5) The Accounts of the Association shall be closed as at 31st March every year and the Executive Committee shall cause to be prepared and audited by a Chartered Accountant every year, the Annual Financial Statement of the Association consisting of a Receipts and Payments Account for the period ending 31st March, and a Balance Sheet giving a summary of the assets and liabilities of the Association as at that date.
- (6) The Audited Annual Financial Statement, duly signed by the President and Secretary, shall be laid before the Annual General Meeting for approval and adoption of the accounts, within a period of three months from the close of the financial year.

**11. Amendment of the bye-laws:**

These bye-laws may be amended by the Association in a General/Special Meeting duly constituted for that purpose and no amendment shall take effect unless the relevant resolution has been passed by a majority of not less than two-thirds of the Members present and voting.