

CONSTITUTION OF THE ALUMNI ASSOCIATION, IIT KANPUR

Adopted in the AGBM in February 1978

Name

The name of this Association shall be Alumni Association, Indian Institute of Technology, Kanpur. Its short title shall be ALUMNI IIT/K.

The emblem of the Indian Institute of Technology, Kanpur (herein referred to as the Institute) with the incorporation of its abbreviated name, viz., ALUMNI IIT/K, shall be the Association's emblem.



The registered office of the Association shall be situated at IIT Kanpur – 208016.

Aims and Objectives

- To provide a forum to establish a link between the alumni, staff and students of the Institute.
- To enable the alumni to participate in activities which would contribute to the general development of the Institute.
- To keep the alumni abreast of scientific and technological developments of national importance.
- To help the alumni with their technical problems.
- To Institute prizes and scholarships, and render financial aid to deserving students of the Institute.
- To contribute towards the welfare of the alumni.
- To further such other aims as the General Body may decide from time to time.

Organization

Patron

The Director of the Indian Institute of Technology, Kanpur shall be the ex-officio Patron of the Association.

Membership

Any person meeting one of the following criteria shall be eligible to be a member of the Association.

- Persons who have received degree(s) awarded by the Institute, herein referred to as the alumni, as *Members* and those who have paid the membership fee as defined elsewhere as *Active Members*.
- The students of the final year of graduation in the Institute as Student Members.
- Such persons, to be decided by the Executive Committee, who may be of help in attaining the objectives of the Association as *Invited Members for a period of*

one year. The Chairman, Students' Placement Office of the Institute shall ex-officio be an *Invited Member*.

- Faculty members of the Institute having more than three years of standing may become Members (Faculty) of the association for life on payment of life membership fees defined elsewhere.
- Speakers who have delivered the Kelkar Alumni Lecture and Past Directors of the Institute shall be honorary members of the association for life.

Membership Fee

The Life Membership for the Active Members of the Association shall be Rs 1000/- which may be paid in one or two installments; the entire amount to be paid within a year. Faculty members enrolling as Members (Faculty) under Section 4 above shall be required to pay the same fee. All the other members shall be exempt from the Life Membership fee. (Amended AGBM January, 2001)

General Body

1. The General Body of the Association shall consist of all the members of the Association.
2. The General Body shall meet, at least once a year at a time and place in accordance with the recommendations of the by-laws committee.
3. The quorum for the General Body Meeting shall be thirty Active Members. For those General Body Meetings which are to consider any constitutional change, the quorum shall be forty-five Active Members.
4. At the Annual General Body Meeting, to be held between January and March, the Secretary shall present the Annual Report of the activities of the Association and the Treasurer shall submit the financial and audit reports.
5. All faculty members of the Institute with two years standing shall be the Affiliate Members of the Association

Executive Committee

The Executive Committee consisting of the following shall be in over-all charge of the Association.

President

The President shall be an alumnus/alumna of at least eight years standing. He/she shall preside over the Executive Committee and General Body Meetings.

Vice President

The Vice President shall be an alumnus/ alumna of at least eight years standing. He/ she shall discharge the duties of the President during his absence.

Secretary

The Secretary shall be an alumnus/alumna of at least eight years standing. He/she shall look after the day to day affairs of the Association. He/she shall convene meetings of the executive committee and shall be responsible for execution of decision taking by the committee and the general body. He/she shall maintain the minutes of the executive committee and general body meetings.

Treasurer

The Treasurer shall be an alumnus/alumna of at least five years standing. He/she shall be responsible for financial affairs of the Association. He/she shall be in-charge of collection of membership dues and donations to the Association. He/she shall be in-charge of the payment of bills passed by the Secretary. He/she shall make all records available for the scrutiny to the auditor. (Amended AGBM January 1985)

Members

There shall be three members of the executive committee. The members shall be the alumni of the institute. They shall carry out duties assigned by the secretary from time to time. (Amended AGBM 1985)

Elections

- All active members of the association shall have the right to vote, propose, second or be a candidate for the elected positions of the executive committee.
- The secretary and treasurer of the executive committee shall be amongst the active members who are employees of the institute.
- Elections shall be conducted by the out going executive committee in the annual general body meeting to be held between January and March of even numbered years.

Term

The term of the executive committee shall be about two years. The out going executive shall hand over charge to the in coming Executive within fifteen days of the elections.

Affairs

- The affairs of the association shall be managed by the Executive Committee.
- The quorum for an Executive Committee meeting shall be four voting members.
- Any three members of the Executive Committee can requisition a meeting of the committee by sending written request to the secretary.
- The Executive Committee may co-opt up to four members for any specific purposes. Co-opted members shall be invited to the meetings of the Executive Committee but shall have no voting rights. The immediate past Secretary shall be co-opted to the Executive Committee if he is not already a member in some capacity. (Amended AGBM January 1985).
- The Executive Committee shall have the power to incur expenditure necessary to achieve the aims and objectives of the Association.
- In the event of a member of the Executive Committee resigning or not being available for the rest of the term, the other members of the Committee shall appoint another member. The member so appointed shall hold office with full duties and privileges.
- The time of the Annual General Body Meeting shall be announced to its member's three months in advance.

Newsletter and Programmes

The Association shall publish a periodical newsletter and organise programmes, conferences and seminars to attain the aims and objectives of the Association.

Sections

1. The Alumni residing in any particular place may form a local section of the Association with the prior approval of the Executive Committee of the Association.
2. Each section may evolve its own organizational structure within the framework of the Constitution of the Association.
3. Each section shall submit an annual report to the Executive Committee of the Association.

Funds

1. Money raised from fee, donations, subscriptions, etc. shall constitute the income of the Association.
2. The funds of the Association shall be invested in such banks or in such authorized securities as may be decided by the Executive Committee and shall be operated jointly by the Treasurer and Secretary.
3. The accounts of the Association shall be subject to Annual Audit by the Registrar (finance) of the Institute or his nominee.

Amendments

1. Suggestions for amendment of the Constitution signed by at least ten active members shall reach the Secretary in writing at least three months prior to the Annual Meeting.
2. The Secretary shall circulate these suggestions to all the members at least one month before the Annual Meeting, where the amendments are to be discussed.
3. No amendment of the Constitution or its by-laws shall be made except by the vote of at least two-thirds of the Active Members.

BY-LAWS OF THE ALUMNI ASSOCIATION IIT KANPUR

(Adopted in the AGBM in February 1978)

1. Membership Fee

1.1 Date of payment

The first installment of the Life Membership must be paid at least 20 days before the commencement of the Association's fiscal year.

1.2 Failure to Pay Life Membership fee

Failure to pay the full amount of Life Membership Fee within the stipulated period of one year from the date of payment of the first installment shall divest a member of his Active Membership.

1.3 Restoration of Life Membership

Active Life Membership which has lapsed due to stipulation at 1.2 above shall be restored upon payment of the balance amount along with an amount of Rs 10/- as a fee for restoration of the Life Membership.

2. Membership rights

All Active Members shall be entitled to receive copies of all announcements and publications of the Association and shall be eligible to be beneficiaries of any scheme of Assistance administered by the Association.

3. Liabilities

No member or an employee of the Association shall be personally liable for the debts, liabilities or obligations of the Association incurred by his activities on behalf the Association. This shall not apply in respect of such action in which he is finally adjudged by suit or proceedings to have been derelict in the performance of his duty on behalf of the Association nor in respect of action resulting from willful disobedience of the law, bad faith or gross negligence.

4. Meetings

4.1 Place

Annual General Body Meetings of the Association shall be held, unless decided otherwise the Executive Committee, at IIT Kanpur Campus, Kanpur.

4.1 Time

The time of Annual General Body Meeting shall be notified by the Secretary as decided upon by the Executive Committee.

4.2 Special Meetings

Special Meetings of the General Body to consider specified business may be called by the President. Such meetings may also be requisitioned by at least 50 or 5% of the Active Members whichever is higher by written request to the Secretary, such requests being made at least 60 days in advance of the proposed date of the special General Body Meeting. The business of special meeting shall be confined to the specific matter for which it is called and no other matters will be allowed to be raised.

4.3 Voting at Meeting (amended in December 2004, AGBM)

4.3.1 In addition to voting by members present in the General Body Meeting, *any matter, that requires a voting* by the General Body of alumni, may also be done by secure e-mail and/or postal voting. The tally of the e-mail and postal votes will be taken in advance but will be publicly revealed by the President/Secretary just after taking the vote of the members present in the GBM.

4.3.2 Passing of a motion shall require a minimum of 100 votes to be polled. All motions shall be deemed to be passed if supported by a simple majority.

4.3.3 For the consideration and voting by the General Body in the forthcoming

Annual General Body Meeting (AGBM), to be held between *December* and March, any member of the General Body may propose a motion either by post or electronic mail. All such motions shall require seconding by at least 10 other members. For being considered in the forthcoming AGBM they shall be required to be proposed by *the immediately preceding September 30th*.

4.3.4 The Executive Committee shall be empowered to propose motions at any time of the year for the consideration and voting by the General Body. However, all motions proposed by the Executive Committee shall require a notice of at least 60 days before they are put up for voting by the General Body. (For voting during elections alterations to 5.2.1 will be as corollary of the above).

5 Election of Executive Committee

5.1 Election Officer

The Executive Committee shall appoint 90 days in advance of the date of election an Election Officer. The Election Officer shall be responsible for receipt, scrutiny, acceptance and display of nominations, the acceptance of withdrawals and the actual conductance of the elections under the superintendence of the Executive Committee.

5.1 Nominations

5.1.1 Invitation of

Nominations shall be invited, on prescribed forms by the Secretary, at least two months in advance of the AGBM of even numbered years, by the General Circular to all Active Members/Section.

5.1.2 Due Date of

Nomination will close one hour after the end of the Registration on the date of commencement of the AGBM.

5.1.3 Method of

Every nomination shall be duly proposed and seconded by Active Members and written consent of the Nominee shall be submitted along with the Nomination.

5.1.4 Display of

Valid nominations shall be displayed at the venue of the AGBM on the opening day.

5.1.5 Withdrawal of

Nominations may be withdrawn till 4 p.m. on the opening day of the AGBM.

5.2 Voting

5.2.1 Voting

Voting shall be by secret ballot to be held on the closing day of the AGBM of even numbered years.

5.2.2 Entitlement

Each Active Member shall be entitled to a single non-transferable vote for each of the four posts of President, Vice President, Secretary and Treasurer and one vote for Executive Committee Member.

5.3 Eligibility for Re-election

No person shall be eligible to be reelected to the same office under the Association for more than two consecutive terms.

6 Notification of Activities

All activities of the Association, which are of General interest, shall be conveyed to all Active Members at their last known address by ordinary mail. However, where sections exist, notification to the section shall be deemed to suffice notification to its affiliated members.

7 Fiscal Year

The Association fiscal year will be from January 1 to December 31 (Amended AGBM January 1985).

8 Proposals for Amendment to By-Laws

- 8.1 Proposals for amendments to by-laws may be made, as and when necessary by any Active Member.
- 8.2 The Executive Committee is empowered to amend any of these by-laws, provisionally, pending approval by the General Body. At least four members of the Executive Committee should approve the amendment before it is incorporated in the by-laws. These approvals can be by mail also.
- 8.3 All such provisional amendments shall be notified to Active Members within a month of the decision of the Executive Committee.

BY-LAWS FOR THE SECTIONS OF ALUMNI ASSOCIATION

(Adopted in the AGBM on February 19, 1978)

1. Purpose

Sections shall be setup in any town or area by locally resident Active Members for increasing contacts among the members and furthering the aim of the Association.

2. Membership

- a) Membership of a section shall be open to all members resident in the designated area of the section.
- b) Each section must have a minimum membership of five Active Members. Unless the section membership exceeds 50 a new section shall not be formed in the same town.

3. Accreditation

- a) A section shall be accredited on fulfilling the Membership requirements at 2 (above) and on an affirmation that it shall abide by the constitution and by-laws of the Association as may be in force from time to time.
- b) Accreditation shall be granted by the Executive Committee for a period of 2 years at a time. Renewal of accreditation shall be subject to the section having functioned in accordance with the constitution and by-laws of the Association.

4. Annual Report

Each section shall submit to the Executive Committee an annual report of its activities as well as a statement of account every year in the month of January.

5. Rules and Regulations

Each section may frame its own rules and regulations which shall be consistent with the constitution any by-laws of the Association.

6. Funds

All section activities shall be financed out of funds raised by sections locally. Executive Committee may sanction funds to sections for specific purposed.

7. Liabilities

Any liabilities incurred by a section shall be solely its own and shall not be binding on the Association.

8. Office Bearers

Each section shall have at least the following three office bearers

- a) President
- b) Secretary
- c) Treasurer

9. Disputes

In case of any disputes, the decision of the Executive Committee shall be final and binding and no recourse shall be taken to a Court of Law.

