

नियमावली / Rules Of Association

संस्था का नाम / Society's Name :	IITR ALUMNI ASSOCIATION NOIDA
संस्था का पता / Society's Address :	B-27, SECTOR-51, NOIDA, GAUTAM BUDDHA NAGAR, UP, Gautam Buddha Nagar ,201301
संस्था का कार्य क्षेत्र / Society's Work Area :	All U.P.
संपर्क संख्या / Contact Number :	9990226200

संस्था के सदस्यता एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	शुल्क / Fee	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीवन सदस्य / Life Time Member	1100	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देंगे वे संस्था के आजीवन सदस्य होंगे
सामान्य सदस्य / General Member	500	जो व्यक्ति संस्था के उद्देश्यों में आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक सदस्यता शुल्क नियमानुसार निस्वार्थ भाव से देते हैं वे संस्था के सामान्य सदस्य होंगे

सदस्यता की समाप्ति / Termination of Membership :

1. मृत्यु हो जाने पर ।
2. पागल या दिवालिया हो जाने पर ।
3. संस्था के विपरीत हानिकारक कार्य करने पर ।
4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
5. नियमित रूप से सदस्यता शुल्क न देने पर ।
6. लगातार तीन बैठकों में अनुपस्थित होने पर ।
7. नैतिक अपराधों में न्यायालय द्वारा दण्डित होने पर ।

संस्था के अंग / Society's Parts :

1. साधारण सभा / General Body
2. प्रबंधकारिणी समिति/ Management Committee

साधारण सभा / General Body :

गठन / Formation :	साधारण सभा का गठन आजीवन सदस्य / Life Time Member, सामान्य सदस्य / General Member को मिलाकर किया जायेगा।
बैठके / Meetings :	साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है । असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अजेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा ।
सूचना अवधि / Notice period :	साधारण सभा की सामान्य बैठक की सूचना कम से कम 15 दिन पूर्व व विशेष बैठक की सूचना 02 दिन पूर्व सदस्यों को दी जाएगी ।
गणपूर्ति / Quorum :	साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी ।
विशेष वार्षिक अधिवेशन की तिथि / Special Annual General Meeting Date :	The date of the annual General Body meeting shall be decided by the Executive committee with the consent of Secretary latest up to 30th June of every year.
साधारण सभा के अधिकार एवं कर्तव्य / Rights and Duties of the General Body :	1. All members of the IITRAA Gautam Buddha Nagar, Noida Greater Noida Chapter form the General Body of the chapter. 2. The General Body shall hold an Annual General Body Meeting at least once a year. 3. At least 20 Present of the members of General Body can request for a General Body meeting at any time. 4. A minimum 15 days notice shall be given for the meeting. 5. 20 Present of total members shall form a quorum for a meeting of the General Body at which at least Two Executive Committee members shall be present. 6. In case there is no quorum the meeting shall be adjourned for want of quorum and shall be reconvened again after 15 minutes. 7. The reconvened meeting

shall transact the same business as scheduled originally. In case the quorum of reconvened meeting falls below 10 Present of General Body it is desirable that meeting be adjourned and may be summoned again 8. Duties of the General Body shall be- Subsequent Day after mutual decision 1- To set guidelines for the Executive Committee so as to achieve the aims and objectives of the Association. 2- To consider and adopt the Annual Report and Audited Accounts of the Association. 3- To approve the budget for the following year. 4- To appoint Auditors. 5- To appoint legal advisors, if any required. 6- To elect the Executive Committee members. 7- To transact any other business with the permission of the President in chair. 9. All the resolutions put to vote at the General Body shall be decided by a majority vote by show of hands. In case of a tie the Chairperson in charge shall have the casting vote.

प्रबंधकारिणी समिति / Management Committee :

गठन / Formation :	साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबंधकारिणी समिति का गठन होगा जिसमें Executive Member-6, Joint Secretary-1, President-1, Secretary-1, Treasurer-1, Vice President-1 होंगे इस प्रकार कुल संख्या मिलाकर 11 होगी।
सूचना अवधि / Notice period :	प्रबंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 07 दिन पूर्व व विशेष बैठक की सूचना 01 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी
बैठके / Meetings :	प्रबंधकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अजेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा।
गणपूर्ति / Quorum :	प्रबंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से 3/4 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी
प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Manegerial Body :	i- The executive committee shall be responsible for all the movable and/ or immovable properties of the society. ii- The executive committee shall have full power and authority to do all acts, matters, deeds and things which it may deem necessary or expedient for the functioning of the society. iii- To appoint to full-time/ Part-time staff and to recommend dismissal of them if necessary. iv- To frame necessary by- laws from time to time. Such Amendments shall be got approved by the General Body Meeting. v- To form sub-committees of advise if necessary to deal with specific problems arising from time to time. vi- To manage the affairs of the society and other institution under its control in accordance with the direction of the Managing Committee. Other – 1- To facilitate the meeting of IITR Alumni with one another and to encourage the Alumni to contribute to public service and enhance the reputation of the Alma Mater. 2- To work for meaningful donations and fund collecting activities for the betterment of the Alma Mater, its students and alumni. 3- To encourage Alumni to contribute their time, talent and financial support to the Alma Mater. 4- To create sub-committees to promote, implement and carry out specific programs in accordance with the Constitution of the Chapter. Note- Any Two from amongst the President, Secretary and Treasurer shall operate the funds of the society.
रिक्त स्थानों की पूर्ति / Fill blank seats :	प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी
कार्यकाल / Tenure :	प्रबंधकारिणी समिति का कार्यकाल 05 साल का होगा
प्रबंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/ Election Procedure of Management Committee by General Body :	General Body in its annual meetings will elect the members of Executive committee after every years by consensus or by raising hand or by secret ballot papers as the appointed by the Election Officer may decide

प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Manegerial Body :

President	1. The President will supervise the affairs of the chapter under the direction of the General Body and with the advice of the Executive Committee. 2. The President shall preside over Executive Committee, General Body and all Special meeting of
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the chapter. 3. The President shall have all the powers to take any decision in the interest of the chapter in the case of any urgency. However, he must present the matter at the earliest to the Executive Committee which must approve the decision later on for the decision to remain in effect. 4. The President shall approve, with the advice of the Executive Committee, the appointment and filling of vacancies on the Executive Committee, and on all other sub-committees formed for the chapter. 5. President shall approve the agenda of meetings in advance.

Vice President	2. Vice President shall act as the President, in the absence of the President. In case both are absent, senior most patron available will chair the meeting.
Secretary	3. 1. The Secretary shall work as specified hereunder and as per advice of President. 2. The Secretary shall call the meetings of the Executive Committee and General Body. 3. The Secretary shall maintain the records of the chapter including records of proceedings of Executive committee, General Body and activities of the Chapter. He shall also ensure circulation of the minutes. 4. The Secretary shall file all information with the Registrar of Societies as required under the law and also ensure compliance to other statutory requirements too.
Joint Secretary	4. 1. The Joint Secretary shall assist the Secretary in the management of the activities of the Association. 2. The Joint Secretary shall act as the Secretary, in the absence of the Secretary.
Treasurer	5. 1. Treasurer shall keep the books of accounts of the chapter. 2. Treasurer will keep all dues and claims on behalf of the chapter and assist the President And Secretary in all matters related to accounts/finance. 3. Treasurer shall be responsible for getting the accounts audited on time.
Executive Member	6. All the Executive Members will assist the President, Vice-President, Secretary, Joint Secretary and Treasurer in taking decisions in a democratic manner for the betterment of the Samiti and its execution accordingly.

संस्था का कोष / Society's Account Access Details:

पदाधिकारी/Post
1. PRESIDENT
2. SECRETARY
3. TREASURER

आय के स्रोत / Source of Income

1. Foreign Grants
2. Government Donation
3. Government Loan
4. Maintenance amount
5. Membership Fee
6. Other Sources
7. Remittance
8. Self Money Generation

संस्था के नियमों एवं विनियमों में संशोधन की प्रक्रिया / Society's Rules and Regulations Revision Process :

साधारण सभा के २/३ सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

संस्था का कोष/ Society's Account Details:

संस्था का कोष किसी राष्ट्रीय बैंक अथवा शिड्यूल बैंक, पोस्ट ऑफिस, या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा , जिसका संचालन PRESIDENT या TREASURER एवम SECRETARY के संयुक्त हस्ताक्षर द्वारा किया जाएगा |

संस्था के द्वारा अथवा उसके विरुद्ध अदालती से संचालन का उत्तरदायित्व / Responsibility for court operations of the

society by or against :

The President of the society shall be responsible for all the court proceedings of the society. In his absence one of the members of the executive committee deputed by the Executive committee shall be responsible for the same.

संस्था के आय व्यय का लेखा परिक्षण(ऑडिट) / Budget Audit :

संस्था के आय व्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेग / The Budget of the society will be audited by a qualified auditor.

संस्था के अभिलेख / Society's records :

1. सदस्यता रजिस्टर / Membership Register.
 2. कार्यवाही रजिस्टर / Proceedings Register.
 - a) साधारण सभा / General Body.
 - b) कार्यकारी निकाय / Executive Body.
 3. स्टॉक रजिस्टर / Stock Register.
 4. लेजर बुक / Ledger Book.
 5. कैश बुक / Cash Book.
 6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.
 7. दान रसीद बुक / Donate receipt book.
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विघटन / Dissociation :

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रेजिस्ट्रेशन एक्ट की धरा १३ व १४ के अंतर्गत की जाएगी / Society dissociation and termination will be according to Societies Registration Act, under Section 13 and 14.

दिनांक / Date :-

हस्ताक्षर / Signature :