# IIT Roorkee Alumni Association 

Registered under the Societies Registration Act 21 of 1860
Registration No. 252

Memorandum, rules, regulations
And Bye-Laws
(As amended)


IIT Roorkee
Roorkee-247667
Uttarakhand (INDIA)

## IIT ROORKEE ALUMNI ASSOCIATION INDIAN INSTITUTE OF TECHNOLOGY ROORKEE Roorkee (Uttarakhand) <br> Memorandum

Mission Statement: IIT Roorkee Alumni Association is an Association "of the Alumni". The mission of IITRAA is to create a lifelong and worldwide community of Alumni through increased opportunities for meaningful engagement in order to increase awareness, pride, transparency, participation, volunteer involvement, and philanthropic commitment to our Alma mater and the Society.

1 Name: The name of the Association will be "IIT Roorkee Alumni Association" hereinafter referred to as the Association or IITRAA

2 The Registered office: The registered office of the Association shall be located at the Indian Institute of Technology Roorkee, Roorkee, District Hardwar (Uttarakhand).

3 Jurisdiction: The Association shall have jurisdiction all over the world wherever IITR Alumni reside or are working.
4. Objectives of IITRAA:
(a) To promote and foster mutually beneficial interaction between the Alumni and the Alma Mater.
(b) To encourage the formation of chapters to increase participation of Alumni.
(c) To encourage the Alumni to take abiding interest in the progress and development of the Alma Mater, society and the country
(d) To undertake activities of Nation building including those of charitable nature.
(e) To generate corpus for the Indian Institute of Technology Roorkee for creating better residential /educational/recreational facilities for the Institute Community.
(f) To exchange professional knowledge, organize technical conferences, seminars workshops \& training courses.
(g) To support activities resulting in the welfare of Alumni, students and faculty as and when required and decided by Executive Committee.
(h) To create and establish Alumni Endowment Fund to promote the objectives of the association and render financial aid to deserving alumni family members (in case of sudden untimely demise of the alumnus/alumna) on case-to-case basis of extreme compassionate circumstances. However, the use of such fund will be at the discretion of the Executive Committee.
(i) To facilitate connecting alumni with their Alma mater.
(j) To spread the mission and vision of the institute.
(k) To undertake all such lawful activities as are conducive to the attainment of the above objectives.

# IIT ROORKEE ALUMNI ASSOCIATION INDIAN INSTITUTE OF TECHNOLOGY ROORKEE Roorkee (Uttarakhand) 

## Rules and Regulations

## (1) Definition

(a) "Association or IITRAA" means the IIT Roorkee Alumni Association, Roorkee registered under Societies act 21 of 1860 .
(b) The Institute and/or IIT Roorkee means the Indian Institute of Technology Roorkee.
(c) The "General Body" means the General Body of IIT Roorkee Alumni Association.
(d) The "Executive Committee or EC" means the Executive Committee of IIT Roorkee Alumni Association.
(e) The Patron, Chairman, President, Vice-President, Honorary Secretary, Treasurer and Joint Secretary hereafter referred shall mean Patron, Chairman, President, VicePresident, Honorary Secretary General, Treasurer and Joint Secretary of the Association.
(f) Alumnus/ alumna/ alumni means an ex-student(s) who has obtained a degree/diploma from the Indian Institute of Technology Roorkee, University of Roorkee or Thomason College of Engineering, Roorkee or its predecessor institution not limited to the mentioned herein and the teaching staff as described in Para 2(b) below.
(g) The financial year of the Association shall be reckoned from $1^{\text {st }}$ April to $31^{\text {st }}$ March of the following year.
(h) Student means bonafide student of IITR.
(i) Additional Office of IIT Roorkee Alumni Association shall be located at the Greater Noida Extension Centre of IIT Roorkee.
(2) Membership

The following shall be eligible for the Life Membership of the Association
(a) All Alumni of the Roorkee College, Thomason College of Engineering, Roorkee, University of Roorkee and IIT Roorkee or its predecessor institution not limited to the mentioned herein.
(b) All members of teaching staff, as defined in IIT Roorkee ordinances, including exfaculty with at least 2 years standing at erstwhile University of Roorkee/ IIT Roorkee including Director.
(c) The following shall be honorary members of the Association.

1. Director, IIT Roorkee Ex-officio
2. Honoris Causa Degree Recipients
3. Distinguished Alumnus Awardees
(d) All existing life members will continue to remain the members of the Association.
(e) Any member may submit resignation to the President, which will be considered by the EC at its next meeting.
(f) The membership fee will be decided by the Executive Committee from time to time.

## (3) Suspension / Termination

(a) A member of the Association shall cease to be such a member of the association if he/she resigns from membership of the association, is of unsound mental health, or is convicted by a court of law for any offence involving moral turpitude or on termination of the membership by the Executive Committee for any compelling reasons.
(b) Suspension / Termination of Life Member - A member of the Association taking part in any activity damaging the reputation/ image of the Association or Alma mater shall be liable to disciplinary action. The President or the EC will constitute a committee, consisting of (i) One Past President (Chairman) (ii)One office bearer/ One EC member (Convener) (iii) One Chairman of Local Chapter, to inquire into the activities of the concerned member and to recommend a suitable action to the EC, which may go up to suspension and / or termination of membership.

## (4) Organization of the Association

4.1 General Body-There shall be a General Body of the Association consisting of all members.
4.2 Executive Body-There shall be an Executive Committee to manage the affairs of the Association
4.3 Local Chapters-There may be Local Chapters of the Association in various cities in India and abroad.

## (5) General Body

5.1 The General Body shall be the supreme body of the Association and take decisions on all matters referred to it or raised by the members. The Chairman/ President shall preside over the meeting.
5.2 The General body shall comprise of all members of the Association.
5.3 The General Body of the Association shall hold an Annual General Body Meeting at least once a year and not more than 18 months shall elapse between two successive Annual General Body Meetings.
5.4 The Secretary shall upon being requested in writing by the Executive Committee or by at least 300 members of the Association, call an Extraordinary General Meeting (EGM), for which at least 15 days' notice along with agenda shall be circulated to all the members at the email addresses available with the Association office and notice to be placed on the IITRAA website.
5.5 The Chairman shall have power to call the General Body Meeting (GBM) at any time.
5.6300 members present in person or E-mode shall form a quorum for Extraordinary General Meeting (EGM) of the General Body. If the meeting is adjourned after 15 minutes for want of
quorum, the meeting shall again take place after 30 minutes of adjournment to transact the same business and the members present shall form the quorum.
5.7100 members present in person and E-mode shall form a quorum for any meeting of the General Body. If the meeting is adjourned after 15 minutes for want of quorum, the meeting shall again take place after 30 minutes of adjournment with members present in person and E-mode (not less than 50 ) shall form the quorum to transact the same business.
5.8 A notice of clear 21 days convening an Annual General Meeting shall be circulated to all the members at the email addresses available with the Association office and notice to be placed on the IITRAA website.
5.9 The duties of the General Body shall be:
(a) To set guidelines for the Executive Committee to achieve the aims and objectives of the Association.
(b) To consider and adopt the Annual Report and Audited statement accounts of the Association.
(c) To consider and approve the budget estimates for the following year.
(d) To appoint Auditors for audit of accounts of the association for the following year and approve terms and conditions of their appointment.
(e) To appoint legal advisors, if any required
(f) To honor the Jubilee Alumni and the Distinguished Alumni.
(g) To elect office bearers and members of the Executive Committee.
(h) To transact any other business with the permission of the President in Chair.
5.10 All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands or virtual voting mode enabled by Executive Committee. In case of equality of vote, the President in Chair shall have the casting vote.
5.11 The Chairman will appoint the Returning officer for the elections, who will conduct the election process. The guidelines for conducting the election will be decided by the President/ Executive Committee from time to time.

## (6) Executive Committee

6.1 The Executive Committee shall consist of:
(i) Patron/ Chairman 1
(ii) President 1
(iii) Vice President 2
(1 (India) +1 (Abroad)
(iv) Honorary Secretary General 1
(v) Joint Secretary 3

(vi) Treasurer
(vii) Immediate Past Secretary (ex-officio)
(viii) Dean Alumni Affairs IITR or equivalent (ex-officio)
[Nominated by the Director, IITR]
(ix) Members
(x) Chairperson of all Local Chapters
(xi) Members nominated by the President
6.2 Provided that no candidate contesting election for any position should stand convicted by any court of law or has not been previously suspended/terminated/removed from the Executive Committee due to any reason whatsoever.
6.3 The Chairperson of Local Chapters having member strength of more than 100 members and those that are recognized by Executive Committee as Local chapters of Association will be entitled to vote.
6.4 The value of the votes cast by Chairperson of Local Chapters, Immediate Past Secretary and the Members nominated by the President shall be 0.25 votes each.
6.5 The Patron, Dean Alumni Affairs- IITR, and Student Representatives, shall not have the voting right.

### 6.6 Election of the Executive Committee:

(a) The Director IIT Roorkee shall be ex-officio PATRON and CHAIRMAN of IITR Alumni Association
(b) All office bearers and members of the Executive Committee shall be elected/ nominated from amongst the Members.
(c) The President and Honorary Secretary shall be nominated by the Chairman on the recommendation of a Search Committee consisting of
i) Director or his nominee
ii) DORA, IITR and
iii) President, IITRAA
(d) Both Vice Presidents shall be elected by the General Body, one from India (Preferably Non-Roorkee-based), and the second from Overseas.
(e) The Treasurer shall be elected by general body from the members stationed at Roorkee.
(f) All three Joint Secretaries shall be elected by the General Body. The three Joint Secretaries will be elected from the three regions** of India (South, East and West). However, if any of the seat remains vacant after election, the President can nominate any alumni in consultation with the EC.
**Region-wise States/ UTs in India- specified on last page as Annexure 1
(g) 12 other members shall be elected by the General Body.
(h) The President can nominate up to five members representing special interests. The representation of wider Spectrum of Alumni will be preferred.
(i) In the eventuality of any seat falls/ left vacant, the President on behalf of Present Executive Committee will have the power to co-opt members to fill the vacancies.
(j) The procedure for online election of the office bearers of the Association shall be regulated according to the Bye-laws of the Association.
(k) Cooling Off Period: No member of EC including President, Office Bearers, EC Members, Ex officio member, Nominated Members and Chapter Presidents can hold EC membership more than two terms in a row. Any EC Member including the office bearers, who have already had membership for consecutive two terms, can get elected/nominated next time after cooling off period of one term (two years).
6.7 The Executive Committee will meet ordinarily quarterly in a year in person or through E mode, but the Secretary with the permission of President or majority of EC members can call an emergent meeting at any time.
6.8 A notice of 15 days shall ordinarily be given to members for convening a meeting. However, an emergent meeting may also be called on short notice (min. 5-7 days).
6.9 The quorum for the Executive Committee meeting shall be 15 members, including nominated members and the chairmen of local chapters. In case, there is no quorum, it shall be adjourned and reconvened after 15 minutes, and the number of members present will form the quorum.
6.10 The Executive Committee shall have all the powers with regard to finance, management and promotion of objectives of the Association according to directives, if any, of the General Body.
6.11 The Executive Committee shall frame Bye-laws in accordance with Rules and Regulations, which shall be ratified by General Body in the next Annual General Body meeting within six months of the framing of such bye-laws but not later than 18 months from the date of framing the particular Bye-Law.
6.12 The term of the Executive Committee including the Office bearers shall be for two years.
6.13 The Executive Committee shall manage the affairs of the Association by majority vote in the Committee Meeting provided that in case of tie, the President shall have the casting vote.
6.14 The Executive members can attend the EC meetings remotely through E-mode.

## (7) Local Chapters

(a) As alumni of IITR are spread all over India and abroad, it is desired that they get connected through the Local Chapters \& exchange their professional / cultural experiences for their own benefit and the society at large.
(b) These Chapters will function independently but within the overall rules and regulations of IITRAA and in no way will be connected to IITRAA financially. Under no circumstances financial liability of chapter will be passed on to IITRAA.
(c) In any city / region, a collection of 50or more alumni can, and are encouraged to form a Local Chapter. Normally there will be one chapter per city in India and one per country abroad. However, if necessary, it may be increased to more than one within one city with the approval of EC.
(d) This is besides any informal group activities, wherever alumni groups, sub-chapter, may so wish. In, such cases, a coordinator may be chosen, in order to facilitate connectivity and may remain connected with IITRAA and send their activities to IITRAA. They may also remain connected with the nearest local chapter.
(e) Each Local Chapter will be served by an Executive Committee (EC) with a Chairperson, a Vice-Chairperson, a Secretary, a Joint secretary a Treasurer and a minimum of 3 Executive Members.
Tenure of an EC shall be of 2 years. The names along with their contact details will be communicated to IITRAA. The chapters having members more than 100, may have more members in their EC for smooth functioning
(f) Local Chapter may organize at least two activities in a year under the intimation to IITRAA out of which one must necessarily be Technical Activity.
(g) The very intent to form chapters, is to increase the connectivity within the alumni and for the same a Committee of EC will work closely with the Local Chapters for better communication and interaction.

## (8) Responsibilities and duties of the office bearers

### 8.1 Patron

The Patron shall encourage and support the management and promotion of the objectives of the association. He can attend any meeting of the General Body and the Executive Committee but will not have the right to vote.

### 8.2 Chairman

(i) The Chairman shall have the authority to convene the General Body Meeting (GBM) at any time, as necessitated by the prevailing circumstances.
(ii) The Chairman can recommend to the General Body, a proposition for the dissolution of the Executive Committee (EC) of the IIT Roorkee Alumni Association (IITRAA) if it does not operate in the best interests of the Institute.
(iii) (a) The Chairman shall approve all expenditures exceeding the sum of 50,000/- from the budget allocated by IIT Roorkee (IITR) for the respective Financial Year.
(iii) (b) IITRAA is mandated to furnish IITR with the Annual audited expenditure statement subsequent to the conclusion of the Financial Year.
(iv) Any excess funds remaining from the allocated budget shall be promptly transferred to IITR at the conclusion of the Financial Year.

### 8.3 President

The President shall preside over meeting of Executive Committee and General Body. He /she shall have all the powers for the management and promotion of the objectives of the association.

### 8.4 Vice President

The General body shall elect a total of 2 Vice-Presidents. There shall be one VicePresident from India, and 1 Vice-President from Abroad.
Vice-President (India) will function as President, in the absence of the President.

The Vice-President shall act as the Regional Head for the specific region and will work for the promotion of the objectives of the Association.

### 8.5 Honorary Secretary

(a) The Honorary Secretary shall manage office of IITRAA at Roorkee, extension office and shall be responsible for maintenance of the records of the Association.
(b) Authorize expenditure from funds of association for the purpose of the Association or as approved by President or EC.
(c) The Secretary shall operate the bank accounts of the Association subject to general approval of the President/EC.
(d) The Secretary shall attend to all the activities as approved by the Executive Committee.
(e) The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications and souvenirs of the Association.
(f) After holding Annual General Body Meeting, the Secretary shall file the following information with the Registrar of societies:
i) List of names addresses and occupation of the members of the Executive Committee
ii) An annual report of the previous year.
iii) Certified copies of the balance sheet and the auditor's report.
(g) The Honorary Secretary shall represent the Association in meetings and bodies of the Institute.

### 8.6 Treasurer:

The Treasurer will be responsible for the following:
(a) Treasurer shall see that the books of accounts of the Association are maintained properly. He will collect all dues and claims on behalf of the Association and assist the President and Secretary in ensuring that budgetary grants are correctly utilized. In addition, he will liaise with the bankers and the Auditors of the Association.
(b) He shall be responsible for financial affairs of the Association. He shall arrange payment of bills passed by the Honorary Secretary and Audit of account.
(c) He shall jointly operate the bank account of the Association with Honorary Secretary as per approval of President.
(d) He shall prepare yearly budget estimates of the Association
(e) He shall be responsible for the statement of account/balance sheet of the Association.
(f) To present annual budget and audited statement of accounts of the Association before the EC and the General Body.
(g) To arrange filing of returns under income tax and foreign exchange regulations/Act etc.
(h) All other matters related to Accounts.

### 8.7 Joint Secretary

(a) The General body shall elect a total of 3 Joint Secretaries. There shall be 3 Joint Secretaries, one from each region (viz. South, East, West). The region to be considered for filing of nominations for the post of joint secretary, shall be the current place of work / stay of the member.
(b) The Joint Secretary will work in coordination with the Honorary Secretary and will assist him in the management of the activities/affairs of the Association.
(c) The Senior-most Joint Secretary from among the 3 Joint secretariesshall act as the Secretary, in the absence of the Secretary.
(9) Amendments

Any provision of this constitution (Memorandum, Rules and Regulations) can be amended by a two-thirds majority of those alumni members present and voting in General Body Meeting. The quorum for such a Meeting will be 120 members. The proposal to amend the Constitution shall be at the instance of the EC or at the instance of the signed requisition by at least 120 alumni physically present or through E Mode.

Notice of the proposed amendments shall be furnished to the Secretary at least21 days before the date at which it is proposed to consider the amendments. Such a notice will contain details of the Memorandum, Rules and Regulations desired to be amended, the proposed text of the changed Memorandum, Rules and Regulations and the reason for seeking the amendment. The latter is meant as a guide for any deliberation at the General Body Meeting. Upon the receipt of a requisition for amendment the Secretary shall issue notice to every member for the meeting, at least 15 days before the scheduled date. Mandate for amendments can be sought by circulation or e-mode also in the eventuality of non-availability of sufficient members in GBM.

Bye laws can be amended by the Executive Committee by two- third majority of the members present and voting in Executive Committee meeting subject to ratification by General Body within 18 months of its approval by EC. Failing which amendments to Bye-laws shall cease to be in force on expiry of such period of 18 months.

## Finances and Accounts

10.1 The Association shall raise funds for pursuing the objectives of the Association through:
(a) Money donated by the members.
(b) Sponsorship from individuals, alumni, organizations, and other such entities.
(c) Any other source approved by the Executive Committee
10.2 The accounts of the Association shall be maintained in any Nationalised/ Scheduled Bank at Roorkee into which all subscriptions, donations and other income shall be credited
10.3 Financial year of the Association shall be from April $1^{\text {st }}$ to March $31^{\text {st }}$ of the following year.
10.4 The funds of the Association may be invested in Fixed Deposits with Government Banks, Government Securities, Bonds.
10.5 Withdrawals from the invested funds shall be made only with the approval of the Executive Committee.
10.6 The Chairman shall approve the annual budget of IIT Roorkee Alumni Association concerning salary payments for employees, office expenses, and related expenditures for both Roorkee and Noida offices. The budget shall later be released by IIT Roorkee.

## Audit of Accounts

The accounts of the Association shall be audited once a year by a Chartered Accountant to be appointed by the General Body.

## Suit and proceedings by and against the Association.

The Association may sue or be sued in the name of Secretary.
12.1 No suits or Proceedings shall fail by reason of any vacancy or change in the holder of office of the Secretary.
12.2 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 persons or the property of the President, Secretary or any office bearer.
12.3 Nothing herein shall exempt the President, Secretary or other office bearers of the Association from any criminal liability under the act or entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him on conviction by the criminal court.
12.4 No member of the Association may be sued or prosecuted by the Association except for any injury or loss damage, detention or destruction of any property of the Association.
(13) Records of the Association
13.1 The following records shall be maintained in the office of the Association:
(a) Roll of Membership.
(b) Minutes of the Executive Committee Meetings.
(c) Minutes of the General Body Meetings.
(d) Stock Register of non-consumable and consumable items.
(e) Cash Book and Ledger.
(f) Receipts and vouchers.
(g) All publications, reports and souvenirs of the Association.
(h) IITR Alumni Database should be managed and governed by IITRAA.
(i) All documents as required by law under Societies Regulation Act 1860
(j) Any other relevant record.
13.2 These records shall include details of all sums of money received and the sources thereof, and all the sums of money spent and the purpose.
13.3 Every member of the General Body shall have the right of inspection of records of the Association with the permission of the Honorary Secretary.
13.4 The weeding out of the archival records will be done in accordance of the rules of the Institute. The archival Records shall be preserved in digital Archive.
13.5 The Association will have its seal/logo which shall be the trademark/ copyright of the Association and any usage of the same may be made after due permission.
13.6 To establish and maintain a distinct Alumni data base by IIT Roorkee Alumni Association. The Institute shall furnish data of alumni who have graduated each year to IIT Roorkee Alumni Association, contingent upon the choice of those alumni to share their information with other parties.
(14) Winding up of Association

The winding up of the Association shall be carried out as per section $13 \& 14$ of the societies Regulation Act 21 of 1860.

IITRAA General Body members - signing witness to the Amended Constitution

| Sr. No. | Name | Signature |
| :---: | :--- | :---: |
| 1. | Sudhir Kumar Mittal | - Sd- |
| 2. | Nikhil Pant | - Sd- |
| 3. | Vikas Goyal | - Sd- |
| 4. | Dinesh Singh Pawar | - Sd- |

# IIT ROORKEE ALUMNI ASSOCIATION <br> IIT Roorkee <br> Roorkee (Uttarakhand) 

## Bye-Laws

## (1) Name of the Society

The name of the Society shall be 'IIT Roorkee Alumni Association' and shall be referred to as 'Association' subsequently on 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 The Vice Presidents, Joint Secretaries, and members of the Executive Committee shall be elected by the General Body through simple majority of votes cast online.
3.2 A notice of election may be served by e-mode and advertisement on the IITRAA website as the process of election shall solely be online.
3.3 It shall be the duty of a member to keep the Association informed about his/her current address so that proceedings of the Association activities and meeting notice could be sent to him/her.
3.4 Candidates willing to contest the elections to EC shall give an undertaking that they shall participate actively in the activities of association and attend meetings of the Association in person or through E mode, for the smooth functioning of the Alumni Association.
3.5 Online Elections to be conducted by an external, neutral agency/ body nominated by the President.
(4) Financial powers of the Secretary
i) The chairman shall approve all the purchases beyond Rs. 50000/- out of the budget allocated by IITR for the Financial year
ii) For non-budgeted items, the financial powers of the secretary shall be limited to Rs. 25000.00 subject to the approval of President.
(5) Subscription

No Subscription will be charged for life membership.
(6) Local Chapters
i) The Local Chapters may elect Chairperson and Secretary to manage the affairs of the Chapter. A meeting of all members of the chapter must be convened at least once a year.
ii) The Election of the Local chapters should be conducted under Supervision of the Observer appointed by the President IITRAA.
iii) The Secretary of the Local Chapter shall furnish the names and addresses of the office bearers and an updated list of members of the Local chapter to the Honorary Secretary General IITRAA once a year.
iv) The Local Chapters will receive a copy of the Annual General Body Meeting report and other publications of the Association.
v) The chapters may subscribe nominal joining/ registration fee from the members. The Local Chapters shall be free to charge the following fees:
(a) Joining Fee ofRs.100-Rs.500/-
(b) Annual Fee of Rs. 100 - Rs. 300/-

OR
Life membership Fee of Rs. 2000/-

A member who has paid lifetime fee of local chapter will not be required to pay Annual Fee.

## (7) Suspension and /or Termination of Membership

The Procedure has been provided in the Rules and Regulations.

IITRAA General Body members - signing witness to the Amended Constitution

| Sr. No. | Name | Signature |
| :---: | :--- | :---: |
| 1. | Sudhir Kumar Mittal | - Sd- |
| 2. | Nikhil Pant | - Sd- |
| 3. | Vikas Goyal | - Sd- |
| 4. | Dinesh Singh Pawar | - Sd- |

1. NORTH

Chandigarh (UT)
Delhi
Haryana
Himachal Pradesh
Jammu and Kashmir (UT)
Ladakh (UT)
Punjab
Rajasthan
Uttar Pradesh
Uttarakhand
2. EAST

Arunachal Pradesh
Assam
Bihar
Chhattisgarh
Jharkhand
Manipur
Meghalaya
Mizoram
Nagaland
Odisha
Sikkim
Tripura
West Bengal
3. WEST

Dadra and Nagar Haveli and Daman and Diu (UT)
Goa
Gujarat
Madhya Pradesh
Maharashtra
4. SOUTH

Andhra Pradesh
Karnataka
Kerala
Puducherry (UT)
Tamil Nadu
Telangana

