

NITIE ALUMNI ASSOCIATION CHARTER

1. The Name of the Association shall be NITIE ALUMNI ASSOCIATION (NAA) (Hereinafter referred to as “NAA” or “the Association”).

2. The Registered Office of the NAA / the Association shall be situated at the Office of the NITIE, Vihar Lake, Mumbai 400087

3. DEFINITIONS

3.1 **Byelaws:** The Bye-Laws framed for governing NAA under Societies Registration Act 1860, which may be modified by simple majority of the General Body of NAA as deemed necessary.

3.2 **NAA:** The association of alumni of National Institute of Industrial Engineering (NITIE) Mumbai (named as National Institute of Industrial Engineering Alumni Association) registered under the Societies Registration Act 1860 as a society and has an office in the campus of NITIE Mumbai, also referred to as the 'ASSOCIATION'.

3.3 **Patron:** The Director of NITIE Mumbai, will be the President of NAA.

3.4 **General Body:** General Body consist of all alumni members, faculty members, officers of NITIE, honorary members and Patron of NAA subject to payment of necessary charges or fee applicable thereof.

3.5 **Quorum:** The minimum number of members required for a meeting to be conducted or a resolution to be passed.

3.6 **Voting:** In case of failure to achieve unanimous decision, any issue can be put to voting. Any such voting shall be electronically managed.

3.7 **Executive Committee (EC):** Executive Committee (Hereinafter referred to as “the EC”) means the governing body elected by the General Body for day-to-day functioning of the Association . Details of the EC's formation, role and functioning are described in the Bye Laws.

3.8 **Communication:** A process of sharing information or any information that is to be passed on to any member or group of members of the General Body using one or more written medium of communication (viz. email, letter, fax, Newspaper, or/and Advertisement) for meetings the communication via any or several of the methods described above shall be dispatched at least 20 days (this is subject to byelaws) in advance to the most recent address/ Telephone/Fax Number/email ID available with NAA, of the desired receiver.. Communication shall be deemed to be complete as against NAA once it is sent via above mentioned methods by NAA. Any communication to NAA by a member/member of NAA shall be deemed to be complete only after receipt of the communication by the office of NAA.

4. MISSION OF NAA

4.1 To create a world-class organization for bringing together all the alumni of National Institute of Industrial Engineering, Mumbai and providing a forum for its members,

4.2 To facilitate professional networking for mutual benefit in academic, professional, and/or business areas.

4.3 To facilitate and encourage alumni of NITIE to contribute to the NITIE's efforts for achieving excellence in academics and research through allocating / raising funds and/or sharing knowledge & expertise of its members in areas pertaining to academics, infrastructure, industry interactions and any other area that the alumni and NITIE feel appropriate and,

4.4 To offer expertise, effort and/ or financial resources to assist not-for-profit organizations dedicated to India's development, and thereby contribute to the well-being of society.

5. OBJECTIVES OF NAA

5.1 Towards achieving the above MISSION, NAA will focus on the following objectives:

5.2 To enable professional networking among alumni, among professors with the alumni as well as networking of existing students with alumni for mutual benefit in academic, professional and/or business areas; including employment network for new graduates or alumni looking for career upgrade/change, and alumni displaced from workforce.

5.3 To provide a platform for social interactions and special interest groups.

5.4 To raise funds through alumni to support the activities of the alumni association and the institute.

5.5 To render assistance to students of the Institute through grants, scholarships and prizes and to provide assistance in academics, placement or any other area as appropriate.

5.6 To provide financial and technical collaboration support for cutting-edge applied & Industrial research for the global marketplace.

5.7 To provide financial and technical collaboration by alumni researchers and faculty in top research institutions around the world.

5.8 To encourage and facilitate the alumni taking up activities that are geared to improve society at large and contribute to national development.

BYE LAWS OF NAA

The following are the Bye Laws of the NITIE Alumni Association (NAA), which is a registered society, governed by the Societies Registration Act, 1960:

1. GENERAL

1.1 The Name of the society shall be NITIE Alumni Association henceforth referred to as the NAA.

1.1.a Nomenclature: "Alumni" shall be read and understood as "alumni/alumnae" and "alumnus" shall be read and understood as "alumnus/alumna" .

1.2 The registered office of the NAA shall be at office of NITIE Alumni Association, NITIE, Vihar Lake, Mumbai 400087

1.3 Registration and Existence: The NAA was formally registered under the Societies Act, 1860 and has been in existence since 1976.

1.4 Jurisdiction: NITIE comes under the jurisdiction of the Registrar of Societies, Mumbai.

1.5 The Business Hours of the Society shall be between 9.00 am and 5.00 pm on all working days except Saturdays, Sundays and Government holidays.

1.6 The object of these byelaws is to carry out the mission and objectives of NAA, as outlined in the aforementioned Memorandum and Articles of Association, in general, and in particular, to provide an organization through which the Alumni of the NITIE , faculty, staff and students of the Institute can interact with each other for mutual benefit and for the benefit of society at large. These bye laws specify the structure, rules of process, and procedures for the proper governance of the organization, in accordance with the guidelines of the Societies Registration Act of 1860.

1.7 Activities: NAA through its Executive Committee will carry on activities in furtherance of the objects outlined in the MOA and may include conducting seminars, holding meetings, organizing events, publishing magazines and newsletters, maintaining websites and technology infrastructure, and any other activity that facilitates achievements of the objects and does not contravene any of the laws of the land.

1.8 Responsible Office Bearers: The President and/or the Secretary of NAA shall be the persons authorized to sue and be sued on behalf of the association.

1.9 Empowerment to Execute NAA Mission: The President and the Secretary of NAA along with the Executive Committee are the persons empowered to take decisions and direct the

course of the association within the framework of the Memorandum of Association and the Bye-Laws.

2.MEMBERSHIP

2.1 Member type and eligibility for membership to the association is categorized as defined below:

- a) Patron: The Director of the NITIE, Mumbai, shall be the ex-officio Patron of NAA.

- b) Alumni Member: Every person who is a recipient of :
 - a. A diploma (2 year duration) conferred by the NITIE, Mumbai,
 - b. A Diploma (1 year duration) in the nature of Executive Programme
 - c. Fellow Programme Award (Minimum of 3 years)
 - d. In future any degree or diploma programme offered by NITIE (Full time minimum 1-year duration)

- c) Associate Member: The faculty members, Group A officers of NITIE, honorary members and Patron of NITIE AA and Registrar of NITIE, Mumbai other than those falling under category 2.1 b) above, shall be eligible to become Associate Member.

- d) Honorary Member: NAA may decide to confer honorary membership to eminent persons. All Directors of NITIE will be honorary member after they cease to hold the position of Director.

- e) MDP participants, having attended program for minimum two weeks, will be invitee members.

2.2 Enrolment: The rules for eligibility for enrolment of members to the association are as follows:

- a) Alumni Members: All individuals who have been conferred a degree or diploma specified in Clause 2.1 b by NITIE, Mumbai, upon graduation will be automatically deemed to be a member of the Alumni Association. Alumni members need to register with the Alumni Association for future communication and periodically update their contact information in the Alumni database, online at the NAA website.
- b) Associate Members: faculty members, Group A officers of NITIE, honorary members and Patron of NAA Faculty members, and the Registrar, who are not alumni of NITIE shall be entitled to apply for Registration of Membership in the Form prescribed by the Executive Committee of the Association.
- c) Honorary Members: Eminent persons may be admitted to be Honorary Members, as may be considered by the Executive Committee of the Association, in consultation with the Patron. Ex-Patrons of NAA automatically become Honorary Members after they cease to be the Director of NITIE.

2.3 Alumni Registry: A registry and/or an electronic database of members shall be kept at the registered office of the association.

2.4 Change of Address Notification: If a member changes his/her postal and/or e-mail address, he/she shall be under obligation to notify in writing the change to the Alumni Association Office, and the entry in the registry shall be accordingly changed; but if he/she fails to notify in writing his/her new postal/email address, the address in the roll of members or Registry shall be deemed to be his/her address.

2.5 Alumni-NAA Communication: All communication to the members will be through e-mail, except where the member makes a request in writing for alternative means of communication.

2.6 Term of Ex-officio Membership: Where a member of the Association becomes a member by virtue of the office or appointment he/she holds, his/her membership of the Association shall terminate when he/she ceases to hold that office or appointment, with the exception of the Director of NAA as outlined in (2) above.

2.7 Termination of Membership: The Executive Committee of NAA may cease any individual's status as a member under any of the following circumstances:

2.7.1 Death, Mental Disability, or Criminal Conviction: If he/she dies, resigns, becomes of unsound mind, or is convicted of a criminal offence involving moral turpitude.

2.7.2 Expulsion due to Misconduct as per Rules: The Executive Committee shall have power to expel a member for wilful disregard to the association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his conduct.

2.7.3 Appeal of Expulsion: Any member thus expelled can review before the Executive Committee for reconsideration of expulsion with justification.

2.7.4 Resignation: A resignation from membership shall be tendered to the President and it shall not take effect until it has been accepted on behalf of the Association by the Executive Committee

3.MEMBER OBLIGATIONS AND RIGHTS

3.1 Member Privileges and Rights: Members are eligible to use the services of NAA office, receive publications and newsletters of NAA, exercise their vote in GBMs, register on the NAA website, attend alumni meetings and events, receive annual reports, and participate in NAA activities.

3.2 Membership Benefits: Members can avail of services and initiatives offered from time to time by the Institute and NAA to alumni which may include use of facilities at the Institute or elsewhere.

3.3 Member Obligations: Members are expected to conduct themselves in line with the MOA and Bye laws of the association while representing NAA and participating in the association activities.

4.SUBSCRIPTION AND FEES

4.1 Lifetime Membership Fee: Membership is awarded to diploma holders of NITIE on application to membership. No fee is applicable for the same

4.2 Associate/Honorary Membership Fee: Associate members and Honorary members are not obliged to pay any membership fee.

4.3 Donor Members: Donors to the Association will be recognized as Silver, Gold or Platinum Donor members depending on the magnitude of donations; further rules to be framed in this regard.

The membership and subscription fees are subject to revision from time to time with the approval of the Executive committee.

5.ORGANISATIONAL STRUCTURE

5.1 The ORGANISATIONAL UNITS (OU): The Major Organizational Units of the Association are:

5.1.1 The GENERAL BODY,

5.1.2 The EXECUTIVE COMMITTEE and Office Bearers (President, Secretary, Treasurer)

5.2 OU Support: The Alumni Office, located on the NITIE campus at Mumbai, will support the above OU. An executive officer and a support staff will run the day to day activities of alumni office.

6.THE GENERAL BODY: ITS ROLE AND FUNCTIONING:

6.1 The GENERAL BODY consists of all Members registered in the membership registry.

6.2 Member Voting Rights: Each Alumnus Member will have ONE VOTE in the GENERAL BODY. Associate and Honorary members will not carry any voting rights.

6.3 Supreme Authority: The General Body shall be the Supreme Authority in all matters pertaining to NAA. President NITIE NAA shall have the authority in case of disagreement

6.4 The Annual General Body Meeting (AGM) of the Association shall be held no later than 31st December every year, at the Institute premises or at such notified place and at such time and date as the Executive Committee may determine to transact the following business:

6.4.1 Notice for AGM: At least 21 days' notice shall be given for holding the Annual General Meeting. The Secretary's report and the audited statement of accounts of the preceding financial year shall be circulated and/or posted on the Association's website at least seven days prior to the date of Annual General Body Meeting.

6.4.2 Approval of Annual Report and Accounts: To approve the annual report and the audited statement of accounts of the Association for the previous financial year ending, 31st March.

6.4.3 Election of the Executive Committee : To elect the members of the Executive Committee of the association and office bearers as required.

6.4.4 Appointment of Auditor: To appoint auditor or auditors to hold office from the conclusion of one Annual General Body Meeting to the conclusion of next Annual General Body Meeting.

6.4.5 Resolution of General Matters: To discuss and resolve matters of general interest to the members which may be placed before the meeting or any other matter for which seven days' notice has been received from any member, subject to the permission of the chair.

6.5 An Extraordinary General Meeting (EGM) of the members of the association may be called by the Executive Committee .

6.5.1 EC Initiated EGM: An Extraordinary General Meeting of the members of the association may be called by the Executive Committee on its own.

6.5.2 Members Requested EGM: Such Extraordinary General Meeting shall also be called at the request made to the Executive Committee in writing by at least 200 registered members of the Association.

6.5.3 The announcement of the EGM shall be done within one month from the date of receipt of their requisition in writing, and the actual meeting conducted not later than 30 days from the date of the announcement. For holding an Extraordinary General Body Meeting, 30 days clear notice shall be given to the members specifying the business to be transacted.

6.5.4 Mode, Medium, and Voting at AGM/EGM:

i) AGMs and EGMs could be a combination of physical and virtual online meetings.

ii) Members can cast their votes on the motions / agenda items, via internet in the POLL which will be kept open for a minimum of 3 days prior to the EGM or AGM.

iii) The POLL will be set up in such a way to authorize the Chairman of the Meeting to act as the Proxy for each of the members participating in the POLL.

7. QUORUM AND VOTES

7.1 Quorum for an AGM: should be a minimum of 30 members physically or virtually present.

7.2 Quorum for an EGM: should be a minimum of 20 members, physically or virtually present and voting, of which at least 8 members should be physically present at the time and place of EGM notified by the EC, whether convened by EC or requisitioned by the members.

7.3 Quorum for Changing Byelaws, in the AGM or EGM, should be minimum 30 members, the physical/virtual composition of which being the same as in Clause 7.2 above.

7.4 For revising the 'Quorum' of AGM/EGM upwards to any higher figure than specified in 7.1 or 7.2 above, at least twice the number of members proposed as the new quorum should be present and be voting, physically or virtually, in the AGM/EGM.

7.5 Member Voting Rights in the AGM/EGM: Every Alumnus Member s who is eligible shall have one vote and in case of equality of votes. The President of the EC shall be the Chairman of the meeting, and shall have a Casting Vote. A member shall NOT vote by proxy except as provided in 6.5.4 (iii).

7.6 Meeting Mode, Medium, and Voting Process: Since EGM's, AGM's may be physical / virtual meetings, a member should be allowed to record his/her acceptance of the proceedings through polling that is kept open for a week prior to the EGM or AGM. There is no need for all the 30 members to be physically/virtually present on the day of the EGM/AGM.

8. The EXECUTIVE COMMITTEE (EC): FORMATION, ITS ROLE, AND FUNCTION

a) The affairs of the ASSOCIATION will be managed by an EXECUTIVE COMMITTEE (EC) as per the Clauses below.

8.1 Executive Committee (EC) consists of

8.1.1 Eight (8) Office Bearers

- 1) President - Director of NITIE
- 2) Chairman- Alumni of NITIE*
- 3) Vice President (Faculty-Dean, Alumni Affairs, Nominated by Deans committee)
- 4) Secretary (Faculty-PIC, Alumni Affairs, Nominated by Deans committee)
- 5) Treasurer- (Faculty, Nominated by Deans committee)

- 6) Vice Chairman Alumni of NITIE
- 7) Members 2 Alumni of NITIE

**Selection of Alumni to be part of the executive committee, will start with identification alumni nominations by a search committee consisting of Institute's Director, Deans and alumni advisors. The nominated members' credentials will be circulated to the general body after obtaining their consent. The General Body will cast the votes and the top two candidates will become Chairman and Vice Chairman. The remaining two candidates will become members of the Committee.*

8.2 Two prominent alumni members nominated by the President as Advisory Council in non-executive capacity

8.3 Election of EC Members Including Office Bearers

8.3.1 Election: The General Body shall elect, at its annual general meeting, four office bearers, for positions described in Clause 8.1.1. The General Body shall also ratify the three members described in Clause 8.1.1.

8.3.2 EC Position and Election Characteristics: The following position and election characteristics will be preserved when conducting elections to the EC:

- 1) Each alumnus who is eligible has ONE VOTE for each elected position in the EC via one Common Voting mechanism
- 2) Electronic polling will be kept open for a minimum of one week prior to AGM which will coincide the last date of the polling.

8.3.3 Eligibility Criteria for contesting EC elections: The following alumni are eligible to contest for any of the positions in the EC filled by election, including office bearers. In any election an alumnus can contest for only one post.

Elected Members: Members (described in Clause 2.2 (a)) who have completed five years of membership of the Association.

Nominated Members: As described in Clause 8.1

8.3.4. A Presiding Officer will be appointed by the Executive Committee for the purpose of the conduct of the elections. The list of the eligible nominees for the various posts shall be clearly communicated and / or posted on the Association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.

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communicated and / or posted on the association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.

8.3.6 Secret Ballot: The election will be held through secret ballot by a reliable physical and/or electronic, internet-based voting.

8.4 Term of Office for Elected EC Members and Office Bearers

8.4.1 Term of Office Bearers: The office bearers and members of the Executive Committee will be elected for a period of two years.

8.4.2 Reappointment of EC members and Office Bearers: Members are eligible for reappointment, but can serve as Executive Committee members for a maximum of one term, consecutively, after which they need to have a break, of at least one term, before being eligible to stand for elections again.

8.4.3 Interim Transition Period and Caretaker EC: In the event there is an interim period between the expiry of term of the existing EC, and the installation of the new EC, for whatever reason, the old Executive Committee shall be entitled to remain in office as a Caretaker EC, until the next elected EC is ready to take charge of the management of the association including all assets and liabilities as on the date of the take over from the outgoing committee. The period of such Caretaker operation shall not exceed 30 days.

8.4.4 Limited Role of the Caretaker EC in the Interim Period: During this interim period the outgoing Executive Committee shall not take decisions on financial or policy matters of the association.

8.4.5 Extraordinary Termination of EC's Term of Office by General Body: Notwithstanding any other clause in the Association bye laws an Executive Committee shall be deemed to have ceased to be in office upon a resolution passed by at least $\frac{3}{4}$ of Majority of members present at a General Body Meeting attending and voting by a minimum of 20 members (including members present and members online) against such a committee. A Caretaker EC will be appointed by the General Body to continue operation in the interim period, until a new Elected EC takes over. Its role will be as defined in Clause 8.3.4 above.

8.5 Stepping Down & Resigning From the EC

8.5.1 Office Bearer Stepping down from Office Bearer position but is still EC Member: An Office bearer may step down any time for personal reasons and still remain an EC member. Another member in the EC can replace the office bearer who wishes to step down as approved by the EC.

8.5.2 Filling of Vacant Office Bearer Positions (as a result of Stepping down): The election to fill vacant Office Bearer positions will be conducted simply by the elected EC members amongst themselves within 30 days of vacation of office. In case other office bearers step down,

their position will be filled by other elected members in the EC. The office bearer stepping down will assume the portfolio of such member replacing him/her as office bearer.

8.5.3 Resigning from the Executive Committee : In case of an office bearer resigning or ceasing to be a member of the Executive Committee for any reasons, the post will be filled from among the elected Executive Committee members. This person will officiate till the next Annual General Body meeting, when a new person will be elected.

8.5.4 Filling Vacancy resulting from EC Member Resignation: Any vacancy created by the resignation of an elected committee member may be filled up temporarily by Nominating a member from GCC, who will discharge the duties in the interim period, till the post is filled by election from amongst elected GCC members

8.6 Meetings:

8.6.1 Quarterly Meetings: The association should have an Executive Committee meeting every quarter Date/day and time will be decided by the President taking into consideration the convenience of all the EC members.^a

8.6.2 Meeting Chairperson: The President shall preside over and conduct all the meeting of the committee, as the meeting Chairperson and shall have the power of a casting vote. In the absence of the President the Vice President shall exercise the powers of the President.

8.6.3 Adhoc Meeting Chairperson: If Both President and Vice President are absent at a committee meeting, then one Executive Committee members nominated by the director (for that meeting), from among the members present at the meeting shall chair the meeting, and shall have an additional casting vote.

8.6.4 Meeting Attendees: The meeting will be attended by all Office Bearers, Elected Members, Ex-Officio Members and Nominated Members. Advisors will attend the meeting by invitation.

8.6.5 Resolution of Differences on Meeting Agenda Items (General): In case of differences among the members over any agenda item, the issue will be decided through an opinion POLL amongst all the members attending the meeting including Nominated Members. The President will have the final veto power in case of disagreement.

8.6.6 Resolution of Differences on Meeting Agenda Items (Financial): Agenda items involving financial implications will be decided through discussion amongst the EC members.

8.6.7 Meeting Modes and Medium: As meetings call for Global participation, meetings should be virtual meetings using internet facilities like Yahoo or Google Messenger Chat or Skype or audio and video conferences as agreed to by Executive Committee members

^aNote: An Advisory Group consisting of the two immediate past Chairs of the Alumni Association and three Executive committee members from the Institute which could meet once in six months and take stock of progress.

8.6.8 Setting and Posting of Meeting Agenda: The Secretary will set the agenda in consultation with other EC members and post the agenda for the next meeting one week ahead of time.

8.6.9 Recording of Minutes: The Secretary will be responsible for recording the minutes of the meeting.

8.6.10 EC Discussion Forum: Besides the monthly EC meetings the entire Executive Committee may use the EC Discussion Forum 24/7 on any topic any member believes is relevant for discussion.

8.6.11 Office Bearers Meetings: Office bearers can choose to call for meetings amongst themselves as and when the need arises.

8.6.12 Quorum for the Monthly Executive Committee meeting shall be minimum 5 elected EC members.

8.7 Attendance at EC Meetings

8.7.1 The Executive Committee has the power to ask any member, who is unable to attend meetings regularly and/or contribute to the functioning of the EC, to resign as an extreme action, subject to prior warnings and process described in Clause 8.7.2 below

The Delinquent EC member will be given two opportunities to follow the rules failing which,

8.7.2 the EC will take the extreme step endorsed by a 75% or higher majority vote and a minimum of 6 members voting in favour of the extreme action.

9. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE OF NAA

The following shall be the powers and duties of the Executive Committee of NAA:

9.1 Fundraising and Funds Management: To raise funds for the management of NITIE Alumni Association on such terms and conditions as may be determined from time to time by the Executive Committee.

9.2 Enhancement of Membership and Alumni Participation: To actively work towards increasing the membership in NAA and participation.

9.3 Maintenance of Accounts and Financial Accountability: To ensure proper maintenance of all accounts and also to ensure that all accounts are kept up to date and the Annual accounts are duly Audited and presented to the General Body at the AGM.

9.4 Execution of Policy and Mission of the Association: To lay down the policies of the Association and generally to direct and conduct the affairs of the association prudently in the best interests of the association.

9.5 Organize and Conduct Association Programs and Events: The Executive Committee is empowered to manage the services to members of the association to organise special occasions like the Adieu- (Farewell dinner) Alumni Day, New Year's Day, Independence day etc.

9.6 Formation and Oversight of Project and Function Subcommittees: To form such sub committees as may be necessary and fix their duties and responsibilities.

9.7 Delegation of Powers: To delegate powers to a subcommittee or office bearer or a committee member.

9.8 Expenditures Incurrence and Management: To incur expenditure necessary for running the affairs of the association. Such expenditure shall be generally within the budget approved by the General Body of the association However in exceptional circumstances like complying with court directions or statutory requirements, expenditure may exceed budget provisions.

9.9 Assets Acquisition and Management: To acquire movable and immovable assets for the association.

9.10 Funds Management: To arrange for investment of funds when necessary in a timely manner in the interests of the association.

9.11 Staff Resource Management: To appoint including appointment on contractual basis, temporary basis, daily wages etc., suspend, arrange or take any disciplinary action against or dismiss the staff of the association and to prescribe conditions of employment for all paid staff of the association.

9.12 Audits and Financial Accountability: To arrange for an internal audit and final audit of accounts of the association and to take all actions connected there with

9.13 AGM Convention: To convene AGM of the General Body and lay before the General Body at the meeting the annual administrative report, the audited statement of accounts and the audited report.

9.14 Legal Proceedings: To Institute, defend or to compromise legal proceedings in the interest of the association.

9.15 Fill up Vacant EC Positions: To fill up vacancies arising among elected members of the Executive Committee , by nominating/conducting elections from alumni members pool.

9.16 **Subsidiary Rules:** To frame subsidiary rules for the conduct of the business of the association. Such rules to be placed before the General body for Ratification.

9.17 **Legal Dispute Settlement:** To negotiate and settle all disputes in the interests of the alumni association.

9.18 **Distribution of Duties:** The President shall distribute the duties amongst the office bearers evenly amongst all office bearers from time to time for smooth functioning of EC.

10.OFFICE AND STAFF

10.1 **Association Operations and Office Management:** The day to day operations of NAA are managed by an office which is supervised by an Office Manager (executive officer) and supported by support staff. Persons employed at the office are employees of NAA.

10.2 **Office Staff HR Management:** The Executive Committee has the power to appoint and remove employees as deemed fit for the management of the office. The Executive Committee also has the power to decide on the salaries and benefits for the staff employed at the office of NAA.

11.FUNDS MANAGEMENT

11.1 **Association Income:** Money received from, donations, subscriptions, and other sources shall constitute the income of the Association. Currently, subscription is collected as part of fee. In the event of change of law/ruling prohibiting collection of membership fee, applicants for membership will be required to pay Rs.7,500/- as one time fee towards life membership provided no membership has been collected from the applicant.

11.2 **Funds Management:** 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 with the President or Secretary or any other member authorized by the Executive Committee .

11.3 **Budget Setting and Management:** The budget has to be prepared and approved by the Executive Committee and the Treasurer must ensure that funds are operated within reasonable limits of the budget.

11.4 **Bank Account Management:** Bank Account shall be operated jointly or severally against any two signatures of persons authorized by the Executive Committee . All payments and financial transactions must be approved by the Treasurer and the Executive Committee as per policies laid down by the Executive Committee .

12.KEEPING OF ACCOUNTS

12.1 Treasury Account Keeping: The Treasurer with the help of staff at NAA office shall keep an account of the general funds of the Association. Together they shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.

12.2 Auditing of Accounts: The accounts of the Association will be subject to annual audit by an auditor to be appointed by the Members in the Annual General Meeting

13.AUDIT OF ACCOUNTS

13.1 Enabling the Audit Process: The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit, to person or persons appointed as auditor or auditors.

13.2 Providing Access to Auditors: The auditors shall have access to all the books and accounts of the association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the association and shall verify the same with the accounts and vouchers relating thereto.

14. INSPECTION OF BOOKS

14.1 Providing Access for Inspection of Books to Members: The books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the Secretary to give inspection of the same on written request by the member at free of cost.

14.2 Posting Copies of Memorandum and Byelaws of the Association and audited statement of accounts shall be posted on the Association's website, if available. If a member desires a printed copy, the same may be furnished to the member on application with payment of fees at cost per copy of each document.

14.3 Filing of Annual Report Documents with Registrar of Societies: The secretary shall file with registrar within one month after the date of Annual General Body Meeting -

14.3.1 An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and secretary.

14.3.2 A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of the association, and

14.3.3 A declaration to the effect that the association has been carrying on business or has been in operation during the financial year.

14.4 Display of Financial Documents at Association Office: It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

15. NEW RULES AND ALTERATION OF RULES

15.1 No new rules shall be made nor any of the rules herein contained shall be amended, altered or rescinded except with the consent of a simple majority of the members present and voting at a General Body Meeting of the Association specially called to discuss such changes as included in the agenda.

16. DISSOLUTION AND WINDING UP

16.1 If, on the winding up or dissolution of the Association, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Association or any of them but shall be dealt with in such manner as NITIE, Mumbai deems fit

16.2. Interpretation: In any matter/issue where there is no specific provision in the Bye-Laws the Executive Committee shall be empowered to take decision on the matter / issue subject to the Bye-Laws and provisions of the Societies Registration Act.