



**INDIAN INSTITUTE OF SCIENCE ALUMNI ASSOCIATION**  
**Indian Institute of Science Campus**  
**Bangalore – 560012.**  
*( Founded 20 September 1975 )*

**Bye Laws**  
**And**  
**Rules and Regulations**

**Accepted Amendment of the Extraordinary General Body Meeting held on**  
**1<sup>st</sup> August 2009 & 20<sup>th</sup> December 2009**

## **IIScAA Byelaw – Amended/Approved as of August 2009**

### **1.0 Name of the Body :**

“Indian Institute of Science Alumni Association”, hereinafter referred to as IIScAA.

### **2.0 Office :**

The Registered Office of IIScAA shall be located at the Indian Institute of Science, Bangalore – 560012, hereinafter called ‘the Institute’.

### **3.0 Objectives :**

- 3.1 To provide a forum for the Alumni of the Institute.
- 3.2 To engage in such academic and social activities as shall contribute towards promoting liaison between the Alumni and the Institute.
- 3.3 To further the cause of Science and Technology.
- 3.4 To keep alive love, spirit, affection and gratitude for our alma mater.

### **4.0 Patron :**

The Director & Associate Director of the Indian Institute of Science shall be the Ex-Officio Patron of IISc. Alumni Association.

### **5.0 Membership of the IIScAA :**

The Alumni Association shall have the following categories of members :

- (a) Life Members
- (b) Associate Members
- (c) Honorary Members

#### **Eligibility :**

##### **5.1 Life Members :**

Those who have been awarded any Degree or Diploma by Indian Institute of Science are eligible to become Life Members.

##### **5.2 Associate Members :**

Faculty of Indian Institute of Science who have served at least One year are eligible to be Associate Members as long as they are in IISc or the Faculty who are superannuated from IISc. They will not have voting rights and they are not eligible to be considered for Distinguished Alumni Award.

( NOTE : All existing Donor Members are Life Members)

##### **5.3 Honorary Members :**

All past Directors and Fellow of the Indian Institute of Science are Honorary Members. They will not have voting rights and they are not eligible to be considered for Distinguished Alumni Award.

#### **Membership Fee :**

The Membership Fee as decided by the Executive Committee from time to time will prevail.

## **6.0 Privileges :**

Life Members, Associate Members and Honorary Members shall be entitled to :

- 6.1 Receive a copy of all publications of the IIScAA.
- 6.2 Participate in the activities of the IIScAA or its chapters or centres.
- 6.3 Participate in the General Body Meetings of the IIScAA with right to vote in the case of Life Members only.
- 6.4 Nominate, Propose and Second Members for office of the Executive Committee.

## **7.0 Admission of Members :**

### **Alumni Register :**

- 7.1 The IIScAA shall maintain a Register of all Members showing the date of admission, name, address and dates of changes of one class of Membership to another class of Membership.
- 7.2. Any member of IIScAA shall be entitled to inspect the Register of Members after due service of a notice upon the Secretary of the IIScAA intimating his intention at least fifteen days prior to the date of inspection.

## **8.0 The Executive Committee and Office Bearers of IIScAA**

- 8.1 The Director & Associate Director of the Indian Institute of Science shall be the '**Patron**' of the IIScAA(Ex-officio).
- 8.2 The IIScAA shall be managed by an Executive Committee constituted as follows :
  - 8.2.1. One President
  - 8.2.2. Two Vice Presidents (Note : From among the Two Vice Presidents elected, one of them shall be nominated as President Elect by the duly elected Executive Committee at its first meeting and notify all Members).
  - 8.2.3. One Gen. Secretary
  - 8.2.4. One Joint Secretary
  - 8.2.5. One Treasurer
  - 8.2.6. Ten Members
- 8.3 The Executive Committee shall have the freedom to co-opt members from time to time for the efficient functioning of IIScAA.
- 8.4 All previous Presidents of the Association shall be Ex-officio Members of the Executive Committee.

## **9.0 Election of the Office Bearers and Executive Committee :**

- 9.1 The mode of election shall be by secret ballot.
- 9.2. The procedure of election shall be laid down by the Executive Committee including the appointment of Electoral Officer.
- 9.3 All terms of office of the elected members shall commence from the close of the AGBM at which elections were held and shall continue for a period of TWO YEARS or till the close of the second AGBM leaving one in-between, whichever is earlier.
- 9.4 Members cannot hold the same office for more than two consecutive terms.
- 9.5 In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to nominate a member to fill the vacancy.
- 9.6 By convention, Executive Committee will select one of the Vice Presidents as President-elect who will become President in the subsequent term. This will be ratified by Annual General Body.

## **10.0 Duties of the Executive Committee :**

- 10.1. Executive Committee is the executive body representing Alumni Association.
- 10.2. To co-ordinate the activities of the IIScAA.
- 10.3. To consider all communications addressed to IIScAA.
- 10.4. To appoint suitable Office Staff & fix their remunerations.
- 10.5. To be in charge of and protect the properties of IIScAA.
- 10.6. To prepare and submit annual reports, including balance sheets, audited accounts/statements of income and expenditure.
- 10.7 To authorize all the activities, programs including Budget and Expenditure.

## **11.0 Duties of Office Bearers of the IIScAA :**

### **11.1 Patron**

- 11.1.1 To protect, foster, countenance & support Alumni Association & its activities.

### **11.2. President**

- 11.2.1 He shall preside over all the Meetings. He may allocate suitable responsibilities to the members.
- 11.2.2. He may appoint working groups, sub-committees etc., and nominate representatives of IIScAA on vacancies, Government/Institute and/or other bodies when invited to do so.
- 11.2.3. He shall act on behalf of Executive Committee of IIScAA.

### **11.3 Vice-Presidents**

- 11.3.1 Shall act as President in the absence of the President/President elect.
- 11.3.2 In addition to his duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of both the President and the President-elect.

### **11.4 General Secretary**

- 11.4.1. The General Secretary shall attend to the day to day correspondence and communications to and from IIScAA.
- 11.4.2. Maintain official records of the IIScAA.
- 11.4.3 Be an ex-officio member of all the Committees of IIScAA.
- 11.4.4 Maintain general supervision over the office staff.
- 11.4.5 He shall be responsible for calling Meetings of the Executive Committee in consultation with the President.
- 11.4.6 He shall be responsible for filing of annual Reports of IIScAA with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements and also maintain the minutes of the meeting.

### **11.5 Joint Secretary**

- 11.5.1. The Joint Secretary shall assist the Secretary in discharging his duties.
- 11.5.2. He shall carry out such other duties as may be assigned to him from time to time by the Executive Committee.
- 11.5.3. He shall assume charge as Secretary in the absence of the Secretary or when requested to do so by the Executive Committee.

## **11.6 Treasurer**

11.6.1. The Treasurer shall maintain the accounts of the IIScAA.

11.6.2. Be an ex-officio member of all Committees involving financial implications and shall be the Convener of the Finance Committee.

11.6.3. He is responsible for maintaining all the financial transactions of IIScAA.

11.6.4. He shall be responsible for getting the audited statements of IIScAA prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.

## **12.0 Finance**

12.1 The Financial year of the IIScAA shall commence from the April 1<sup>st</sup> of a year and close on the 31<sup>st</sup> March of the succeeding year.

12.2 The funds of the IIScAA shall be deposited in a scheduled bank(s) in the name of IIScAA and shall be operated jointly by the Treasurer and the Secretary or any other member of the Office Bearers duly authorized by the Executive Committee.

## **13.0 Chapters**

13.1 Local chapters of IIScAA may be formed in other centres/cities on obtaining approval from the Executive Committee.

13.2 Such local chapters shall abide by the constitution of IIScAA and follow the guidelines formulated by Executive Committee from time to time.

13.3. The local chapter shall submit their statement of Accounts to IISc. Alumni Association at the end of the financial year.

## **14.0 Meetings**

14.1. The General Body of the IIScAA shall meet at least once every year, preferably on the first Saturday of August. Quorum for the General Body Meeting will be minimum 35 members.

14.2 A Special General Body may be convened at the instance of the President or the Executive Committee or by at least 50 Members who may give notice in writing to the Secretary.

14.3 A minimum notice of 21 days shall be given for Annual General Body Meetings and of 7 days for Special/Extra Ordinary General Body Meetings.

## **15.0 Auditors**

15.1 A certified Auditor shall be appointed by the General Body at its Annual Meeting to Audit the accounts of the IIScAA.

## **16.0 Dispute**

All unresolved dispute shall be referred to Patron & his decision shall be final and binding on all parties.

## **17. Dissolution Clause :**

In the event of dissolution or winding up of the IIScAA, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Executive Committee of the IIScAA, but the same shall be transferred to Indian Institute of Science.

**18. Statutory Provisions :**

**18.1. Investment Clause :**

The Funds of the IIScAA shall be invested in the modes specified under the provisions of section 13(1)(d) read with section 11(5) of the Income Tax Act 1961 as amended from time to time.

**18.2. Accounts Clause :**

There shall be maintained all accounts of the IIScAA regularly. The accounts shall be audited by a Chartered Accountant. Every year the accounts shall be closed by 31 March.

**18.3. Amendments Clause :**

No amendments to the Rules and Regulations shall be made which may prove repugnant to the provisions of section 2(15), 11, 12, 13 and 80(G) of the Income Tax Act 1961, as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.

18.4 The Funds and Income of the IIScAA shall be solely utilized for the achievement of the objects and no portion of it shall be utilized for payment to trustees or members by way of profit, interest, dividend etc.

18.5 The benefits of the IIScAA shall be open to all irrespective of caste, creed, religion or sex.