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MEMORANDUM OF ASSOCIATION

of

THE FACULTY MEMBERS

of

The Indian Institute of Technology, Bombay

NAME

1. The name of the Society is The Faculty Forum, I. I. T. Bombay.

ADDRESS OF THE OFFICE

2. The Registered Office of the Society shall be situated in the State of Maharashtra. At present the address of the office is as under:
() Faculty Forum, I.I.T.-Bombay, P. O. I. I. T. Powai, Bombay-400 076.

OBJECTS

3. The objects for which the Society is established are :
- a) To evolve institutional goals and norms appropriate to a Higher Technological Institute of learning and to national aspirations.
 - b) To promote freedom of thought, expression and action in fulfilling academicians' responsibilities.
 - c) To ensure wider faculty participation in implementation of policies of the Institute.
 - d) To evolve ways and means for facilitating the discharge of duties and the pursuit of creativity by the members.
 - e) To promote high ethical and professional standards among the teaching community.
 - f) To uphold and safeguard the professional, social and financial interests of the members.
 - g) To promote cultural, social and welfare activities in the campus.
 - h) To hold lectures and organise seminars on subjects connected with the objects of the Society and to publish and freely distribute bulletins time to time on subjects connected with the objects of the Society.
4. The management of the affairs of the Society is entrusted in accordance with the Rules and Regulations of the Society to the Executive Committee of which the first members are:

<u>Name</u>	<u>address</u>	<u>Occupation</u>	<u>Office held</u>
G. N. Revankar	Elect. Engg. Dept., IIT Bombay	Professor	President
Mrs. N. Swamidasan	H. S. S. Dept. IIT Bombay	Asstt. Professor	Vice-President.
D. K. Chakrabarty	Chem. Dept., IIT Bombay	Asstt. Professor	Secretary.
Tarun Kant	Civil. Engg. Dept. IIT Bombay	Lecturer	Joint Secreary
M. C. Dwivedi	Chem. Engg. Dept. IIT Bombay	Asstt. Professor	Treasurer
K C. Mukherji	Elect. Engg. Dept. IIT Bombay	Professor	Member
C. B. Malvadkar	Mech. Engg. Dept. IIT Bombay	Asstt. Professor	Member

The above Executive Committee shall remain in Office from the date of incorporation of the Society till election of the next Executive Committee in accordance with the Rules and Regulations of the Society.

RULES AND REGULATIONS
of
FACULTY FORUM, I. I. T. BOMBAY

The Faculty Forum, I. I. T. Bombay is hereafter referred to as the Society. The Indian Institute of Technology, Bombay is hereafter referred to as the Institute.

1. Membership: There shall be following categories of Members of the Society.
 1. (a) Ordinary Member : Every vocational staff member of the Institute who agrees to the Memorandum of the Society abides by the Rules and Regulations of the Society and pays the subscription as decided by the Society, shall be an Ordinary Member. A person desirous of joining the Society shall apply in writing on a prescribed form. The application shall be forwarded to the Executive Committee (5), which shall be entitled to reject any application, subject to the approval of the General Body Meeting (11).
 1. (b) Special Member: The Executive Committee may enrol any person or persons as Special Members for such period as the Executive Committee may think fit, subject to the approval of the General Body Meeting. Such Member (s) may attend the General Body Meeting, but shall have no right to vote.
2. Subscription :
 2. (a) There shall be an entrance fee of Rs. 5/-. The annual subscription, payable before 31st January of each year, shall be fixed-up by the Executive Committee from time to time, subject to the approval by the General Body Meeting. The annual subscription so approved is Rs. 10/-.
 2. (b) The Society shall open and maintain a Membership Register, which shall be open for inspection by any member of the Society. The Membership Register shall be up dated every year and shall be presented to the Annual General Body Meeting for record.
3. Cessation of Membership :
 - 3 (a) The Membership of a person shall, cease in the event of -
 - i) Resignation, or
 - ii) Retirement from service of the Institute, or
 - iii) Non-payment of annual subscription for two consecutive years, or
 - iv) Expulsion.
 3. (b) The General Body Meeting shall be entitled to terminate the Membership of any member by a majority of two-thirds of those present. The Executive committee shall inform the concerned member of the impending action in writing giving full reasons, at least 30 days before such action is taken.
 3. (c) A member once removed as per clause 3(b) can be readmitted to the Society, only after the approval of the General Body Meeting by a majority of two-thirds of those present, only after a lapse of one year.
 3. (d) The entrance fee of Rs. 5 - shall be paid by all those desirous of rejoining the Society.
4. Rights and Obligations of Members :
 4. (a) Every member of the Society shall have the right to [i] the benefits provided by the Society, [ii] vote candidates for the Executive Committee, [iii] vote on resolutions placed before the General Body Meeting, [iv] inspect account-books, membership-register and such other records on a week's notice.
 4. (b) Every Member shall conduct himself in such a manner as to bring credit to the Institute and the Society.
 4. (c) While every member has the right to put forth genuine problems arising in his day to day work in the Institute, the same shall be scrutinised by the Executive Committee on merits and taken up with the Institute Authorities. The Society shall make all efforts to secure redressal.
 4. (d) No member shall approach the Institute Authorities in his personal capacity on issues which the Society has already taken up for solution. The decision reached between the Society and the Institute Authorities shall be binding on the member, with the provision that he/she could resort to any course of action admissible under the IIT Act and Statutes and the Law of the Land.
5. Executive Committee :
 5. (a) The affairs of the Society, financial and otherwise shall be conducted by an Executive Committee, consisting of President, Vice-President, Secretary, Joint-Secretary Treasurer and Members.
 5. (b) The President and the Secretary shall be elected by the General Body for a period of two years. In the event of the resignation by the President and/or the Secretary, the election for the same may be held in the following General Body Meeting or in the Extra-ordinary General Body Meeting.
 5. (c) Ordinary Members belonging to each Department or Centre of Studies shall elect one representative and he/she shall automatically become the member of the Executive Committee for a period not exceeding two years. If a Centre or a Department has less than ten members, it shall be considered as part of any other major Department or Centre.
 5. (d) The Executive Committee thus consisting of the President, the Secretary and the members shall elect the other office-bearers from among themselves.
 5. (e) The entire Executive Committee shall not be reconstituted every year. Half of the members shall retire every year and new members shall be elected from the respective Departments/Centres.
 5. (f) The elections for the posts of the President and the Secretary shall be conducted by a Returning Officer appointed by the Executive Committee for this purpose. He shall be responsible for calling nominations after notification of the elections, scrutinizing

- nomination papers, conducting the elections and announcing the results to the General Body.
- 5. (g) If no nominations are received within the prescribed period, the elections shall be conducted in the Annual General Body Meeting on the spot.
- 5. (h) The list of the Departments / Centres shall be approved by the General Body and shall be included in the Membership Register for Record.
- 5. (i) The Executive Committee shall continue to function till the newly constituted Committee takes over the charge after the Annual General Body Meeting.
- 5. (j) The Executive Committee shall have full powers and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purpose of the Society and in particular, the following :
 - [i] To convene the General Body Meeting.
 - [ii] To carry out the resolutions and decisions of the General Body Meeting.
 - [iii] To take up any matter, on its own or at the suggestion of a member of the Society, related to the objectives of the Society.
 - [iv] To elect various office bearers of the Executive Committee from amongst its members other than the President and the Secretary.
 - [v] To invite and accept donations, subscriptions and to spend money for the Society.
 - [vi] To prepare and submit to the Annual General Body Meeting an audited statement of Accounts and Report of Activities of the Society in the previous year.
 - [vii] to accept or reject applications for membership; to accept resignation of members and to recommend termination of membership as per clause 3 [b].
 - [viii] To negotiate and enter into contracts on behalf of the Society and to vary such contracts.
 - [ix] To do all such acts and things as are incidental and conducive to the objectives specified in the 'Memorandum of the Association'.
 - [x] To appoint the Returning Officer for elections.
- 5. (k) The Executive Committee may, from time to time, appoint any committees or sub-committees and may delegate specific powers and prescribe specific terms of reference and functions.
- 5. (l) Notice of every meeting of the Executive Committee, stating the general nature of the business to be transacted at such meeting shall be delivered to each member of the Committee at least a week in advance as a normal practice. This will give the Departmental Representatives sufficient time to ascertain the opinions of the members informally on the items of the agenda. Emergency meetings may be convened at shorter notice to discuss only urgent agenda items. The Executive Committee shall meet at least six times in a calendar year. Fifty percent of the members of the Executive Committee present shall form the quorum.

- 5. (m) The minutes of the every meeting of the Executive Committee shall be confirmed with or without amendments at its next meeting.
- 5. (n) Any interpretation by the Executive Committee of the Memorandum of Association and the Rules and Regulations of the Society shall be binding upon the members.

6. The President :

- 6. (a) The President of the Society shall preside at, conduct or regulate all meetings of the Society, the Executive Committee or sub-committee of which he may be a member and his rulings on any point of order and decision as to the results of voting shall be final and conclusive. The President shall, in addition to his rights of voting as a member, have a casting vote in case of a tie.
- 6. (b) The President shall supervise the working and management of the Society and carry on all correspondence and keep or cause to be kept proper records and prepare and place before the Executive Committee and General Body Meetings of the members of the Society such material and information as may be necessary or as may be required by the Executive Committee. He may also authorize the Secretary to do these works, if he considers it appropriate.

7. The Vice-President :

In the absence of the President, the Vice-President shall have the authority to interpret the Rules and Regulations for the purpose of conducting and regulating the meeting and deciding the questions arising at such meetings.

8. The Secretary :

- 8. (a) The Secretary shall look after affairs of the Society under the direction of the Executive Committee and shall convene, whenever necessary, meeting of the Society and of any committee or sub-committee and any other meeting which it may be necessary to be called.
- 8. (b) The secretary shall keep or cause to be kept proper minutes of the proceedings of the General Body Meetings of the Society and of the of the Executive Committee and will do everything necessary to give effect to the resolutions passed by the General Body Meeting as also to those passed by the Executive Committee.
- 8. (c) The Secretary shall be at liberty to spend for the purpose of the Society any sum upto Rs.100/- without previous sanction of the Executive Committee.
- 8. (d) The Secretary shall keep all the records of the Society at a place to be determined by the Executive Committee.

9. The Joint-Secretary :

The Joint Secretary is to carry out all the functions of the Secretary under the authorisation of the President in the absence of the Secretary or otherwise.

10. The Treasurer :

- 10. (a) The Treasurer will act under the direction of the Executive Committee.
- 10. (b) The Treasurer shall ordinarily receive all

payments made to the Society and pass all necessary receipts and shall maintain proper Books of Accounts.

10. (c) The Treasurer shall deposit any amount exceeding Rs.200/-, which is not required for the immediate use, into such Bank as may be approved by the Executive Committee.
10. (d) The Bank Account of the Society shall be kept in the name of the Society and shall be operated upon jointly by the Treasurer and by one of the following office bearers :
 - [i] The President
 - [ii] The Vice-President
 - [iii] The Secretary
11. The General Body Meeting:
 11. (a) The General Body Meeting of the Society will be held in the months January [Annual] and July [Half Yearly] of each year at such time, place and hour as the Committee shall determine.
 11. (b) An Extraordinary General Body Meeting may be convened only for specific agenda items by the Committee on its own motion or upon a requisition made in writing either by President or by not less than twenty percent of the existing members of the Society entitled to vote. Such requisition shall specify the object of the meeting proposed to be called and must be signed by all the requisitionists and shall be delivered at the office of the Society.
 11. (c) Fifteen clear days notice specifying the place, date, hour and nature of the business shall be given to the members of any General Body Meeting, whether ordinary or extraordinary. But the accidental omission to give or non-receipt of such a notice by any member shall not invalidate the proceedings of the General Body Meeting.
 11. (d) The President either on his own or upon the requisition by not less than twenty percent of the existing members in consultation with the Executive Committee, can call an emergency General Body Meeting, to discuss an item needing immediate action on the part of the Society with a Five days notice. In the absence of quorum the Meeting shall stand cancelled. The quorum is defined in 11 (e) below.
 11. (e) Twenty percent of the ordinary members of the Society shall form a quorum at any General Body Meeting. If at an Extra-Ordinary General Body Meeting or an Emergency General Body Meeting there is no quorum within half an hour from the fixed time, the

meeting shall stand cancelled. If at a General Body Meeting there is no quorum, the meeting shall stand adjourned. At such adjourned meeting the members present shall form the quorum but no business other than that specified in the notice shall be transacted.

11. (f) The Annual General Body Meeting will transact the following business:
 - [i] To receive and to adopt the audited statement of accounts and the annual report of the Society.
 - [ii] To appoint Auditors for the ensuing year and to fix his remuneration.
 - [iii] To transact such other business which may be brought before the meeting with the permission of the President.
 - [iv] To conduct elections for the posts of the President and the Secretary, if due.
11. (g) If a member is unable to be present in a General Body Meeting but wishes to convey his views, he/she shall write to the Secretary at least 3 days in advance, communicating his/her opinions on any specific agenda items, to be discussed. Such opinions on any specific agenda items, shall be placed before General Body Meeting by the President.
12. Amendment to the Rules:

These Rules may be amended, altered or replaced at any time by a majority of the two-third of the members present, at an Extraordinary General Body Meeting called for this purpose provided at least fifteen days previous intimation in writing of such amendments shall have been given to the members, as per the procedure laid down under the section 12 of the Societies Registration Act 1860.
13. Dissolution:
13. (a) Any number not less than three-fifth of the total members may determine that the Society be dissolved, whether forthwith or at any future time then agreed upon, as provided under section 13 of the societies Registration Act, 1860
13. (b) If, on the dissolution of the Society, there shall remain, after the satisfaction of its debts and liabilities, any property whatsoever the same shall be given to some other Society or Institution working for the same or similar objects as those of the Society, by the vote of not less than three-fifth of the members present in person and entitled to vote at the meeting convened for the purpose.

[Rules & Regulations of Faculty Forum, I. I. T. Bombay as ammended by the Extra-Ordinary General Body Meeting held on 3rd August 1982.]

*Registered under the 'Societies Registration Act 1860,' with the 'Registrar of Societies' Bombay.
Registration No. Bom. 178/77 GBBSD.*
