

Meeting of the Administrative Affairs & Legal Issues Sub Committee

Agenda

1. To discuss on the Mode of Functioning of the Sub Committee.
2. To discuss and finalize the mode of formation of New Chapters.
3. To discuss on the role of Personal Meetings, Internet (e-Mail), Whatsapp and Social Media and Telephone for furthering of Alumni Activities.
4. To discuss on the status of the Alumni Meetings at Kanpur, Gurgaon, Noida, Mumbai, Chandigarh & Lucknow (In that order).
5. To discuss on recognition of the above Units as Chapters of the Alumni Association.
6. To discuss on the procedure of formation of New Chapters in future.
7. To discuss on the role of Personal Meetings, Internet (e-Mail), Whatsapp and Social Media and Telephone for furthering of Alumni Activities.

Minutes :

Point No. 1 - To discuss on the Mode of Functioning of the Sub Committee.

Detailed discussions were held and it was decided that the meeting's of various sub-committees shall normally be held at the Office of Alumni Association- HBTI, Kanpur, Room No. 1-161, H.B.T.I., Kanpur. We are in the process of expediting the process of Data Collection and enhancing the reach of the association, the meetings of various sub committees would be organized frequently and it may not be possible for all the members to attend the meeting in person. It was therefore decided that e-Mail groups of members of the sub-committees shall be formed and the concurrence of members over the Mail/ Telephone (Voice Call only) shall be acceptable. The functioning of sub committees and exchange of opinion shall be compliant to the needs of effective and efficient functioning of the association. It is generally accepted that the viewpoint of members shall not be shared on any public platform.

Point No. 2- Mode of formation of New Chapters :-

Detailed deliberations were held and it was decided that in order to expand the reach of our association, decentralization of activities of the Association is extremely important. However, it was also pointed out that while expansion of the association is important, it is equally important that the identity and structure be maintained in strict adherence with Memorandum of Understanding and Articles of Association of the Alumni Association, H.B.T.I. Kanpur. Chapters shall be formed only in accordance with the procedures, laid down in the MOU without any exceptions. It was therefore decided that Association be expanded throughout the Country by formation of individual chapters. **The prospective chapters shall have to send in the details of their membership and activities to the Executive Committee well in advance of their request for recognition as an official chapter of the Association. It is generally expected that a representative of the Executive Committee, Alumni Association- H.B.T.I. Kanpur be appointed as the Election Officer for Elections and formation of Executive Committee of individual chapters.** It was also decided, in principle, that the Association will be divided into five zones, namely the North, West, South, East and Central Zones. *This Regional (Zonal) structure shall get automatically evolved when multiple number of Chapter's of the Association are established in one region. Each Region shall have a Regional (Zonal) President who shall exercise supreme power for conduction of Alumni activities within the region. The President and Secretary of each of the Chapters, associated with that particular region (Zone) shall qualify as Ex-officio members of the Regional (Zonal) Executive Committee. The Regional (Zonal) President shall*

automatically become an Ex- Officio Member of the Executive Committee, Alumni Association- H.B.T.I. Kanpur. It was also concluded that the Regional (Zonal) President shall qualify as an Ex-Officio member of the Executive Committee, Alumni Association- H.B.T.I. Kanpur only when the Region has a minimum of FIFTY bonafide Life Members.

The Members of the Sub Committee also opined that each of the Chapter's shall have the privilege of proposing distinct plans and proposals to the Executive Committee which shall be taken up in the subsequent meeting of the Executive Committee, Alumni Association- H.B.T.I., Kanpur.

In order to expedite the process of formation of chapters it was unanimously decided by the members of the Sub Committee that Chapter Recognition work and it's automatic attachment to relevant Region shall be completed within a period of fifteen days of Election of Office Bearer's by the Individual Chapter's and their official communication to the Sectt. Alumni Association- H.B.T.I., Kanpur.

The Regional (Zonal) distribution of States is as follows :-

HEAD QUARTER	: KANPUR
NORTH REGION	: DELHI (N.C.R.), HARYANA, PUNJAB, H.P., J&K AND UTTARAKHAND. UNIION TERRITORY OF CHANDIGARH NORTHERN REGION SHALL ALSO INCLUDE GHAZIABAD, G.B. NAGAR, MEERUT BECAUSE THESE DISTT. ARE PART OF NCR FOR ALL PRACTICAL PURPOSES.
CENTRAL REGION	: U.P. (EXCL. GHAZIABAD, G.B. NAGAR & MEERUT), BIHAR, M.P., CHHATISGARH AND JHARKHAND UNION TERRITORIES OF ANDAMAN & NICOBAR, LAKSHDWEEP
EASTERN REGION	: SIKKIM, WEST BENGAL, ORISSA, ASSAM, ARUNACHAL PRADESH, TRIPURA, NAGALAND, MANIPUR, MEGHALAYA & MIZORAM.
SOUTHERN REGION	: ANDHRA PRADESH, TAMIL NADU, KARNATAK & KERALA UNION TERRITORY OF PUDUCHERRY
WESTERN REGION	: GOA, MAHARASHTRA, GUJARAT & RAJASTHAN UNION TERRITORIES OF DADRA & NAGAR HAVELI, DAMAN & DIU

The eligibility criterion of office bearers for each individual chapter shall be exactly the same as laid down in the *Articles of Association and Memorandum of Understanding* of the Alumni Association- H.B.T.I. Kanpur. For a recap, President and Vice President shall be an Alumni/ Alumna of Repute with at least 15 years of Experience while Secretary & Treasurer shall be an Alumni/ Alumna of Repute with 10 and 08 years of Experience, respectively. Any Harcourtian who is desirous of Election to the Executive Committee of Alumni Association- H.B.T.I. Kanpur shall nominate for the position of an Executive Committee Member for at least one term before being eligible for the post's of President, Vice President, Secretary, Joint Secretary and Treasurer. **The decision of Executive Committee shall be final and binding in this regard.**

- (1) The recognition of chapter's shall be done in line with the provisions laid down in *Articles of Association and Memorandum of Understanding* of the Alumni Association- H.B.T.I., Kanpur and accreditation shall be granted on fulfilling the membership requirements and on an affirmation that it shall abide by the Constitution and bye- laws of the association as may be in force from time to time.
- (2) Accreditation shall be granted by the Executive Committee for a period of 02 years at a time. Renewal of accreditation shall be subjected to the chapter having functioned in accordance with the constitution and by- laws of the association.

- (3) Any member who has paid life membership fees shall be a bonafide permanent Life Member of the association, irrespective of the fact whether a chapter exists in the location or not. If a chapter exists, such member shall automatically become a member of the chapter.
- (4) Chapterwise membership details shall have to be maintained at the office of the Alumni Association- H.B.T.I. Kanpur.
- (5) The decision's taken by the Administrative affairs and legal issues sub- committee shall be ratified in the next Annual General Meeting of the Association and shall henceforth be included in the *Articles of Association and Memorandum of Understanding* of the Alumni Association- H.B.T.I. Kanpur.

Each of the members also opined that recognized chapters shall get automatically associated with the Regional (Zonal) body. The Web Site of the Alumni Association- H.B.T.I. Kanpur shall provide a hyperlink to each of the chapters for providing their Chapter wise/ Region Wise details. The financial administration of individual chapters shall also be done as per the procedures laid down in *Articles of Association and Memorandum of Understanding* of Alumni Association, H.B.T.I. Kanpur. None of the Chapters shall conduct any kind of Business, Activity which is not contained in the *Articles of Association and Memorandum of Understanding* of the Alumni Association, HBTI Kanpur.

Point No. 3 - To discuss on the role of Personal Meetings, Internet (e-Mail), Whatsapp and Social Media and Telephone for furthering of Alumni Activities.

Detailed discussions were held on the role of Social Media in furthering the Scope of Association. It was unanimously decided that social media has played a very important role in making a connect among the members of our Association and has tremendous utility. It is however relevant to state that the messages exchanged on Group messaging media (Being a very easy and cheap mode of communication) have a tendency of becoming viral. The members of the sub committee have observed that several Messages related to the functioning of Alumni Association- HBTI Kanpur (Transparency in the Role, Responsibility and Accounts of the Association) were exchanged during the M/o Feb 2015 thru' April 2015 which were absolutely baseless and derogatory. The Accounts of the Association for the Period ending Mar 2013 were available on the Web site. Moreover the Minutes of all Executive Committee Meetings, Annual General Meetings and other important announcements were all posted on the Web Site. The sub committee condemns such activity and derogatory remarks. Although in the interest of furthering scope of activities of the association, it was also decided that such instances may not be remembered and all the members of the Executive Committee, Life Members and other graduates of the Institute start working as one unified single team. The Sub Committee re-affirms faith and gratitude to the Executive Committee's that were in place for governance of Alumni Affairs from it's inception till 26th April 2015 when the fresh elections were held. The Committee also expresses its heartfelt gratitude to the Encouraging attitude and astute leadership of the Founder President Sh. Harendra Agarwal and the Immediate Past President, Sh. Munish Jain. The sub committee also opined that members of the association in particular and the H.B.T.I. family in general will observe restraint in the future and discuss only relevant topics over social media. Any grievances, disputes or difference of opinion that may arise should be brought to the notice of the Executive Committee which is fully empowered to take corrective action.

Point No. 4- To discuss and finalize on the status of Alumni Meetings held at Kanpur, Gurgaon, Noida, Mumbai, Chandigarh and Lucknow (In that order) :-

The members of Association at different locations who have also obtained the Life Membership of the Central Body of the Alumni Association- H.B.T.I., Kanpur have met and exchanged their ideas at Kanpur, Gurgaon, Noida, Mumbai, Chandigarh & Lucknow on different occasions. Till a chapter is finally declared by the President, Alumni Association- H.B.T.I. Kanpur, for and on behalf of the Association, such meetings held at any place across the globe shall be recognized as a get together of the local Alumni and can't be termed as an official meeting of the Chapter of Central Body.

Moreover, recognition of a Chapter is an administrative decision and should not be linked to emotions. **We expect all learned members of the association to refrain from posting the details of such events/ photographs as a formal meeting of chapter till a recognition certificate is issued by the President on behalf of the Alumni Association- HBTI Kanpur.**

Point No. 5- Discussion on the Recognition of above Units as Official Chapters of the Association :-

The meetings of H.B.T.I. Alumni held at Kanpur (Oct 2014, 01st Feb 2015 and 13th June 2015), Gurgaon (10th and 26th April 2015) and Noida (10th May 2015) were attended by more than fifteen life members of the Association. Provisional chapter formation certificates have been issued to the Kanpur, Gurgaon and Noida Chapters by the Sectt. Alumni Association, H.B.T.I. Kanpur. It was therefore decided by the members that Chapter's at Kanpur, Gurgaon and Noida be recognized as official chapters of the Association as per procedures laid down in the *Articles of Association and Memorandum of Understanding* of Alumni Association, H.B.T.I. Kanpur. **It was further decided that the members at Kanpur, Gurgaon and Noida (who had been instrumental in organization of meetings) be requested to send in a copy of the Minutes of Meeting wherein the office bearers of local body were elected/ nominated with a detail of the official who had conducted the Elections, so that the office bearers may be declared by the Executive Committee, Alumni Association- H.B.T.I. Kanpur.**

This communication shall be sent by the Sectt., Alumni Association, H.B.T.I., Kanpur. The issuance of formal chapter recognition certificates and declaration of office bearers will take place after ratification in the next meeting of the Administrative Affairs and Legal Issues Sub Committee. Formal communication containing the list of Life Members who attended the local body meetings at Mumbai, Chandigarh and Lucknow has not been recd. by the Sectt., Alumni Association, H.B.T.I. Kanpur. The organizers shall be requested to send in the list of life members along with a formal request to the President, Alumni Association, H.B.T.I. Kanpur for recognition of Chapters.

Point No 6 - To discuss on the procedure of formation of New Chapters in future.

New Chapters shall be formed as per the detailed procedure laid down in the *Articles of Association and Memorandum of Understanding* of Alumni Association, H.B.T.I. Kanpur. It was further opined by the members that all chapters will be advised to observe strict adherence with the *Articles of Association and Memorandum of Understanding* of incorporation of the Alumni Association- HBTI Kanpur and the latest decisions of the Executive/ General Body of the Association. They shall use the hyperlink of the Website of Alumni Association- H.B.T.I. Kanpur and as far as possible the A/C would be opened in the same bank where the Gateway Account of Alumni Association- H.B.T.I. Kanpur is being established within the next few days.

Point No. 7 - To discuss on the role of Personal Meetings, Internet (e-Mail), Whatsapp and Social Media and Telephone for furthering of Alumni Activities.

This issue has already been taken up by the sub- committee against Point Nos. 01 and 02 of the Agenda. The members of the sub- committee opined that the members of the Executive Committee, Local and Regional Chapters, All other general members of Association and Members of the HBTI family shall be advised to observe restraint in making a public opinion on the social media because of its negative bias on mutual relationship and functioning of the association.

The President expressed gratitude to all members for their advise and interest in finalizing the issue.

K.M. AGARWAL
PRESIDENT

VIVEK MISHRA
SECRETARY

Sep 05, 2015