



ALUMNI ASSOCIATION

Harcourt Butler Technological Institute, Kanpur

(Registered under Societies Registration Act 1880, vid no. 989/k-37663 dated 04.06.2007)

Amendments proposed in the existing MOA and AOA

MEMORANDUM OF ASSOCIATION

1. **Name of Association** : Due to the reconstitution of the Harcourt Butler Technological Institute Kanpur as Harcourt Butler Technical University, Kanpur by Act no 11 of 2016 of U.P. Government with effect from 1st September 2016, ~~The~~ the name of this association shall be changed from Alumni Association , Harcourt Butler Technological Institute, Kanpur to Alumni Association, HBTI-HBTU Kanpur ~~Harcourt Butler Technological Institute, Kanpur~~. Its short title shall be ALUMNI-HBTI-HBTU.
The emblem of the Harcourt Butler ~~Technical University~~ Technological Institute, Kanpur (herein referred to as the ~~University~~ Institute)
With the incorporation of abbreviated name, viz., HBTI-HBTU-ALUMNI, shall be the association's emblem.
Colour of logo will be printing in blue on white base.
2. **Address of Association** : HBTU HBTI, Kanpur-208002
3. **Purpose of Association** : Only one Chapter shall be set up in any town or area by locally resident Active Members for increasing contact among the members and furthering the aim of the Association.
4. **Objects of Association** :
 - i. To provide a forum to establish a link between the alumni, staff and students of the ~~University~~ Institute
 - ii. To enable the alumni to participate in activities which would contribute to the general development of the ~~University~~ Institute
 - iii. To keep the alumni abreast of scientific and technological developments of national and international importance.
 - iv. To help the alumni with their technical problems
 - v. To institute prizes and scholarship, and render financial aid to deserving students of the ~~University~~ Institute.
 - vi. To contribute towards the welfare of the alumni.
 - vii. To promote networking amongst alumni.
 - viii. To further such other aims as the General Body may decide from time to time.

ARTICLES OF ASSOCIATION

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3. **Purpose of Association** : Only one Chapter shall be set up in any town or area by locally resident Active Members for increasing contact amongst the members and furthering the aim of the Association
4. **Membership of Association:**
 - i. Life Member:- The life membership fee for the ~~Active~~ Members of the Association shall be Rs.2500 ~~1000/-~~. Any person who have received the degree(s) awarded by the erstwhile Harcourt Butler Technological Institute, Kanpur or Harcourt Butler Technical University, Kanpur will be eligible for becoming the Member after paying the Life Membership fee as prescribed by the Executive Committee from time to time.
 - ii. Students of the University shall become the Student Member of the Association after the Alumni Fee charged from them by the University is transferred to the Association.

- iii. Faculty members of the University will be Member of the Association till they serve the University as its teacher and the retired faculty members who superannuate from HBTI/HBTU will become life Member of the Association. The faculty members will be entitled for all privileges as that to any Member.
- iv. Membership of the chapter shall be ~~open to all the members resident~~ residing in the designated jurisdiction areas of the chapter
- v. Each chapter must have a minimum membership of ~~25~~ 10 registered active members of Alumni Association.

5. Accreditation:-

- i. A Chapter shall be accredited on fulfilling the membership requirements at 2(above) and on an affirmation that it shall abide by the constitution and by-laws of the Association as may be force from time to time.
- ii. Accreditation shall be granted by the Executive Committee for a period of 2 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.

6. General Body:-

- i. The general Body of the Association shall consist of all the members of the association
- ii. The General Body shall meet, at least once in a year at a time and place as decided by the Executive Committee in accordance with the by-laws.
- iii. The quorum for the General Body Meeting shall be thirty ~~active-registered life~~ members. For those general body meeting which are to consider any constitution change, the quorum shall be forty five ~~active-registered life~~ members,
- iv. At the Annual General Body Meeting the Secretary shall present the Annual Report of the activities of the association and the Treasurer shall submit the financial and audit reports, while the President will preside the Annual General Body Meeting.

7.Executive Committee:-

The Executive Committee consisting of the following members shall be over-all incharge of the Alumni Association;

President:

The President shall be an alumnus/alumna of at least ten year standing. He/She shall preside over the Executive Committee and General Body Meetings.

Vice-President:

The Vice President shall be an alumnus/alumna of at least ten year standing. He/She shall discharge the duties of the President during his/her absence.

Secretary:

The Secretary shall be an alumnus/alumna of at least eight years standing. He/She shall look over after the day to day affairs of the association. He/She shall convene meeting of the Executive Committee and shall be responsible for execution of decision taken by the committee and General Body Meetings.

Treasurer:

The Treasurer shall be an alumnus/alumna of at least five years standing. He/She shall be responsible for the financial affairs of the association. He/She shall be in charge of the payments of bills passed by the Secretary. He/She shall make all the records available for scrutiny to the auditor.

Joint Secretary:

The Joint Secretary shall be an alumnus/alumna of at least eight years standing. He/She shall assist the Secretary in discharge of the responsibilities of the association.

Members:

There shall be ~~seven~~ six Members in Executive Committee. The members shall be alumni of the Association.

Elections:

- i. All active members of the association shall have the right to vote, propose, second or be a candidate for the elected positions of the executive committee.
- ii. Election shall be conducted by the out going executive committee in the Annual General Body Meeting

Term:

The term of the Executive Committee shall be for two years from the date of taking over of the charge by new Executive Committee. The Secretary, Treasurer and President will be signatory to the charge exchange documents. The out going executive shall hand over charge to the incoming executive within the fifteen days of the elections, unless the new Executive Committee requests old Executive Committee for continuing for the period not exceeding six months.

Affairs:

- i. The affairs of the association shall be managed by the executive committee.
- ii. The quorum for any executive committee meeting shall be five voting members.
- iii. Any five members of executive committee can requisition a meeting of the committee by sending written request to the secretary.
- iv. The executive committee may have special invites for any specific purpose. Special invitees shall be invited to the meeting of the executive committee but shall have no voting rights.
- v. The immediate past president and secretary shall be ex-office members of the executive committee. All past president and secretaries shall be permanent invited.
- vi. The Executive committee shall have the power to incur expenditure necessary to achieve the aims and objectives of the association.
- vii. In the event of **any office bearer or the** member of the executive committee resigning or not being available for the rest of the term, the other members of the committee shall appoint another members. The members so appointed shall hold office with full duties and privileges.
- viii. The date, time and venue of the annual of the annual general body meeting shall be announced **by Executive Committee** to ~~its members~~ at least one month in advance.
- ix. **Executive Committee shall formulate the standard operating procedure for its working in order to maintain consistency, transparency and effective delivery in respect to the actions of the Executive Committee and affairs of Association.**
- x. **All communications made through official / registered email addresses of office bearers shall be permissible provided the Office of Alumni Association takes printout of such communication and keeps in record after due attestation by Secretary and President even at later stage.**
- xi. **All activities shall be carried out within the budget as approved by Executive Committee for respective financial year. Any change in budgetary provision shall be made by the Executive Committee.**
- xii. **The proposals pertaining to any activity of Alumni Association may be initiated by any office bearer of Executive Committee or Alumni Association and submitted to Secretary for further necessary action upon it.**
- xiii. **All proposals received shall be usually put forward by Secretary for consideration and decision before Executive Committee after seeking approval from the President. However in case of urgent circumstances, the President is authorized to take final decision on behalf of Executive Committee in consultation with anyone or none of Executive Committee members which shall be reported in the next Executive Committee meeting.**
- xiv. **All matters involving financial implication shall necessarily be routed through Treasurer for evaluation in respect to budgetary provisions and availability of funds.**
- xv. **All decisions taken by the Executive Committee shall be executed by Secretary , unless specified otherwise by the Executive Committee.**
- xvi. **All policy decisions shall be taken by the Executive Committee in its meetings held under chairmanship of President and no proxy will be permitted.**
- xvii. **President may authorize Vice President/senior most member present for chairing meetings of Executive Committee under unavoidable circumstances, however no policy decisions will be taken in such meetings.**
- xviii. **All activities of Office of Alumni Association shall be held under the control of Secretary under the supervision of President of Association.**
- xix. **Authentication of documents, issue of notifications / circular shall be done by Secretary with the prior approval of President.**
- xx. **Members with 3 consecutive absence shall be debarred automatically from the Committee. However, Executive Committee would have power to reinstate him or replace that member with someone else for the remaining tenure.**
- xxi. **Chapter President would be invited in the Executive Committee Meeting as Special Invitee.**

8. News Letters and Programme

The association shall publish the periodical news letter (**monthly or quarterly**) and organize programmes, conference and seminars to attain the aims and objective of association

9. Chapters

- i. Existing chapter will continue to function as Satellite as Satellite Chapter of Association
- ii. The Alumni residing in any particular place may form a local chapter of the association with a prior approval of the executive committee of the association
- iii. Each chapter may evolve its own organization structure within the framework of the **By-Laws constitution** of the association.
- iv. **After incorporation of any new chapter with the approval of Executive Committee of Alumni Association HBTI-HBTU Kanpur headquarter, it will be issued with the letter of incorporation by the headquarter of Alumni Association HBTI-HBTU Kanpur.**
- v. **Term of Executive Committee will be of two years and the outgoing Executive Committee of the Chapter will be responsible for holding the election at least one month prior to completion of the term for**

electing the new Executive Committee through the electorates comprising of the registered Members of the Association living in the jurisdiction of the respective Chapter.

10. Funds

- i. Funds raised from fee, donations, subscription etc. shall continue as the receipt of the association
- ii. The funds of the association shall be kept and invested in such bank (s) as decided by the executive committee and shall be operated jointly by the Treasurer and Secretary / President.
- iii. The account of the association shall be subjected to annual audit by the chartered accountant as approved by the general body of the association.

11. Amendments

- i. Suggestion for amendment of all constitution signed by at least ten active members shall reach the secretary in writing at least three months prior to all annual general body meeting.
- ii. The Secretary shall circulate these suggestions to all the members at least one month before the annual general body meeting, where the amendments are to be discussed.
- iii. No amendment of the constitution or its by-laws shall be made except by the vote of at least two-third of the active members present.

12. Patron

The Vice Chancellor of ~~director of the~~ Harcourt Butler Technical University ~~Technological institute,~~ Kanpur shall be the ex-officio Patron of the association.

13. Membership Rights

All active life members shall be entitled to receive copies of all announcements and publications of the association and shall be eligible to be beneficiaries of any scheme or assistance administered by the association.

14. Liabilities

No member or any employee of the association shall be personally liable for the debts, liabilities or obligation of the association incurred by his activities on behalf of the association. This shall not be in respect of such action in which he is finally adjudged by the suit or proceedings to have been directed in the performance of his duty on behalf of the association nor in respect of action resulting from willful disobedience of the law, bad faith or gross negligence.

15. Meetings

Place:- Annual General Body Meetings of the Association shall be held at ~~HBTI~~-HBTU Campus, Kanpur unless otherwise decided by the executive committee of the association.

Time:- The date and time of annual general body meeting shall be notified by the Secretary as decided upon by the executive committee.

Special Meetings:- Special meetings of the general body to consider specified business may be called by the President. Such meetings may also be required by at least 50 active members by written request to the Secretary and requests should be made at least 60 days in advance of the proposed date of the special general body meeting. The business of special meeting shall be confined to the specific matter for which it is called and no other matters will be allowed to be raised.

Voting at Meeting:- Voting shall be restricted to life active members present. No proxies will be allowed.

16. Election of Executive Committee

Election Officer:- The executive committee shall appoint an Election Officer and an Alternate Election Officer 90 days in advance of the election ~~an Election Officer~~. The Election Officer shall be responsible for the receipt, scrutiny, acceptance and display of nominations, the acceptance of withdrawals and the actual conduct of the election under the Superintendence of the executive committee. **The Alternate Election Officer shall help the Election Officer in conduct of Election.**

Nominations:-

- (i) Invitation of nomination shall be invited, on prescribe forms by the Secretary, at least two months in advance of the AGBM of alternate years, by the General Circular to all active members/chapter(s).
- (ii) Due date of nomination will close one hour after the end of registration on the date of commencement of the AGBM.
- (iii) Method of every nomination shall be duly proposed and seconded by active members and written consent of the nominee shall be submitted along with nomination.
- (iv) Display of valid nomination shall be displayed at the venue of the AGBM.

- (V) Withdrawal of nominations may be withdrawn till 4.00 p.m. on the day of the AGBM.

Voting:-

- (i) Voting shall be through secret ballot to be held on the closing date of the AGBM of alternate years.
(ii) Each active life member shall be entitled to a single non-transferable vote for each of the four posts of President, Vice-President, Secretary, **Joint Secretary** and Treasurer and vote for each executive committee members.

Eligibility of Re-election:-

No person shall be eligible to be reelected to all same office under the association for more than two consecutive terms.

17. Notification of Activities

All activities of the association, which are of general interest, shall be conveyed to all active members. However, which chapter exit, notification to the chapter shall demand to suffice notification to its affiliated members.

18. Fiscal Year

The Association's fiscal year will be April 1 to March 31.

19. Proposal for Amendment to By-Laws

- i. Proposal for amendments to by-laws may be made, as and when necessary by any active members.
- ii. The executive committee is empowered to proposed any amendment of these by-laws.
- iii. All such proposed amendment shall be notified to active members within a month of the decision of the executive committee.

BY-LAWS FOR THE CHAPTERS OF ALUMNI ASSOCIATION

1. Purpose:-

Only one chapter shall be set up in any town or area by locally resident active members for increasing contacts amongst the members and furthering the aim of the association. **The Chapters will not be doing anything in violation to the By Laws of Alumni Association. In case of the dispute in the Chapter, the decision taken by the Headquarter shall be final and binding.**

2. Membership:-

- (i) **Alumni of HBTI / HBTU who are duly registered with Alumni Association as life Member shall be the Member of the respective Chapter in the region of residence after it is accredited by the headquarter.**
- (ii) Membership of the chapter shall be open to all members resident in the designated **jurisdiction** areas of the chapter.
- (iii) Each chapter must have a minimum, membership of **25 10-active life** members.

3. Accreditaion:-

- (i) A chapter shall be accredited on fulfilling the membership requirements at 2(above) and on an affirmation that it shall abide by the constitution and by-laws of the association as may be force from time to time.
- (ii) Accreditation shall be granted by the executive committee for a period of 2 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 **and holding of election as per provisions for electing Chapter's Executive Committee.**

4. Annual report:-

Each chapter shall publish its annual report and send the same to the headquarter every year.

5. Rules and Regulation:-

Each chapter shall frame its own rules and regulation which shall be consistent with the constitution and by-laws of the association. **The provisions mentioned in the By-Laws of Association need to be adhered.**

6. Funds:-

All chapter activities shall be financed out of funds raised by sections locally **and the responsibility for expenditure of funds, fund raising and maintenance of accounts & its auditing shall lie with Chapter Executive Committee. Headquarter may call for any records from the Chapter Executive Committee. Headquarter Executive committee** may sanction funds to the chapter for specific purpose(s).

7. Liabilities:-

Any Liabilities incurred by a chapter shall be solely its own and shall not be binding on the association.

8. Office Bearers:-

Each chapter shall have at least the following three office bearers and maximum four members in the Chapter Executive Committee:

- a. President
- b. Secretary
- c. Treasurer
- d. Members

Election of Chapter Executive Committee: The first Chapter Executive Committee shall be nominated by the Headquarter for a period of two years. There shall be at least one Chapter General Body meeting in every year in which all life members residing in the jurisdiction of Chapter shall be invited. The call of Chapter General Body Meeting shall be given with a notice period of at least 90 days. Outgoing Executive Committee shall appoint some life member in the jurisdiction of Chapter as Election Officer for conduct of election at least three months prior to the completion of tenure of two years and also seek the nomination of the Observer from the Headquarter. The call of nominations for the office bearers and members of Chapter Executive Committee amongst the eligible life members in the jurisdiction of Chapter and conduct the election on the announced date by secret ballot in the Chapter General Body meeting called by the outgoing Chapter Executive Committee. The election of the Chapter Executive Committee shall be held through the life members of Association living in the jurisdiction of the respective Chapter under supervision of an Observer designated by the Executive Committee of Alumni Association at the headquarter. Elections held in the absence of Observer shall be treated invalid.

9. Disputes:-

In case of any disputed, the decision of the Executive Committee of Alumni Association HBTI-HBTU Kanpur shall be final and binding and no recourse shall be taken to a Court of Law.
