

**By laws of**  
**The National Institute of Technology, Jamshedpur**  
**Alumni Association of North America**

NIT Jamshedpur Alumni Association of North America

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## PREAMBLE

Whereas a large number of highly qualified technical professionals after graduating from the National Institute of Technology (formerly known as Regional Institute of Technology) , Jamshedpur , Jharkhand, India and have settled in the North America,

Be it resolved that a non-profit organization be formed to enhance the educational and social well-being of the alumni, current students, faculty and the alma mater by providing direct assistance, scholarships or knowledge exchange opportunities as appropriate.

## 1. ARTICLE 1 – NAME AND OFFICE

- 1.1 *The name of the association shall be NIT Jamshedpur Alumni Association of North America., here-in after abbreviated as NITJAM.*
- 1.2 *NITJAM is registered as a non-profit organization in the state of Illinois under the tax exempt 501 C(3).*
- 1.3 *The principal office of NITJAM will be located in the state of Illinois, USA*
- 1.4 *The Governing Board or simply BOARD shall consist of minimum of 09 elected members (Appointed during 3 years of foundation). Current Board member can be reelected again.*
- 1.5 *The Executive Committee (EC) shall consist of the President, Vice President, Secretary and Treasurer who will be elected by the BOARD.*

## 2. ARTICLE 2 – MISSION STATEMENT

- 2.1 *NITJAM should be operated for educational and social well-being of the alumni but not limited to the following:*
- 2.2 *To be a resource center in assisting talented technical graduates in coming to North America to persuade master degree.*
- 2.3 *To financially assist any good initiative to support NIT Jamshedpur Project*
- 2.4 *To develop exchange faculty programs between NIT Jamshedpur and universities in North America*
- 2.5 *To promote and organize lectures at NIT Jamshedpur on relevant topics of interest to graduate students and faculties.*
- 2.6 *To develop special programs as needed to benefit the students, faculties and the institute*
- 2.7 *To arrange social gathering between NITJAM families in North America*
- 2.8 *To Promote NIT Jamshedpur branding in North America*

### 3. ARTICLE 3 – OFFICERS

- 3.1 *NITJAM shall have numbers of Board members as described in Article 1.4 who will be elected by the members of the organization. Four Officers (President, a Vice-President, a Secretary and a Treasurer) out of the Board members shall be elected by the Board to form the Executive Committee (EC). The EC shall consist of a President, a Vice-President, a Secretary and a Treasurer.*
- 3.2 *All elected Members shall be residents of USA or Canada.*
- 3.3 *The term of office of the BOARD members shall be for 3 years*
- 3.4 *As outlined in Article 7.6, some of the Board members go for the second term to maintain continuity. These transitioning Board members can continue for the second term*
- 3.5 *The immediate past President shall continue as a member of the new Board automatically for the next term*
- 3.6 *The Board may decide go for second term by majority 2/3 approval from Board without general election.*

## 4. ARTICLE 4 – ROLES AND RESPONSIBILITIES

- 4.1 *The BOARD shall make major policy decisions of the Association including financial. The Board will approve the annual plan and the budget of the Association by 2/3rd majority.*
- 4.2 *The Board, consisting of the President, Vice President, Secretary and Treasurer will be responsible for conducting the day to day affair of the Association.*
- 4.3 *The President shall have the overall responsibility of the general affairs of the organization. He/she will call Board meetings and will preside at all the meetings. He/she along with the Executive committee will prepare the annual plan and the budget of the organization to be ready by December of the previous year.*
- 4.4 *The Vice President shall exercise the powers and perform the duties of the President in the absence of the President. The Vice President will automatically resume the powers of the President in the event the President is incapable to execute the duties of the President or an impeachment motion is executed against the President. In such a situation, the Board will elect a Vice President from amongst the Board members by majority vote. The responsibilities of the Vice President will include organizing annual alumni meet, act as a liaison between the NIT Jamshedpur and NITJAM. Vice President along with the President will be responsible for the fund raising efforts of NITJAM and the membership drive.*
- 4.5 *The Secretary shall send notices of meetings to the General Body and the Board as appropriate or 30 days in advance, except in case of emergency meeting. The Secretary shall keep the minutes of meetings of the organization. The Secretary shall maintain a membership roster, roll call of attendance and suchbooks, papers and records as the Board may direct which shall be open for inspection by the Board. The Secretary shall be responsible for the organization, maintenance and update of the NITJAM website. He/she may appoint a Web Master & Asst Web Master of his/her choice” with the concurrence of the Board for smooth functioning of the web.*
- 4.6 *The Treasurer shall be responsible for the treasury of the NITJAM. He/she shall receive all funds, including dues, fees, charges and other assessments and shall deposit such funds in the name of NITJAM in banks and other depository. The Treasurer and/or the President shall be authorized to sign checks on behalf of NITJAM. The Treasurer shall disburse funds as authorized by the Board, keep all records of receipts and expenses and exhibit such records at reasonable times to any member of the Board. The Treasurer shall present a financial statement at the beginning of the Board meetings every month. The Treasurer shall make a full financial report at the Annual meeting of the organization. The Treasurer shall be responsible in the preparation and filing of any statements or returns incidental to federal and/or local taxation.*

## 5. ARTICLE 5 – MEMBERSHIP

### 5.1 General membership

5.1.1 General membership is accorded to those who are alumni of National Institute of Technology /Regional Institute of Technology , Jamshedpur. And are residents of North America (USA and Canada).

5.1.2 Express an interest in the activities of the Association. He will pay the membership fee decided by the Board which has been approved by the members of the organization.

5.1.3 There will be three sub categories of General membership: 1) regular member and 2) Student member 3) Honorary Member (Must be all board/executive committee or any beneficiary)

5.1.4 An Alumni can become an Annual member of NITJAM by paying a fee as stipulated by the Association. The duration of the membership will be for one calendar year (from January 1 to December 31). The annual membership can be continued for subsequent years by payment of the annual membership fee. The Annual members can vote in the election of the Board.

Annual members can upgrade to Honorary Member before December 31st of the same year of Annual membership by paying the balance.

5.1.5 Any Alumni pursuing graduate and/or Doctoral studies in a University in USA or Canada can become a Student member of NITJAM by registration in association website/ or process defined by Board. The Student membership is d He/she will cease to be a Student member at the completion of his/her studies. The student member is not eligible to vote in the election of the Board. After the completion of their studies, Student members can upgrade to honorarymembership or Annual members before December 31st of the same year by paying the balance.

## **6. ARTICLE 6 – COMMITTEES**

6.1 The Board shall establish as many committees as deemed necessary except the Nomination Committee for proper execution of the business of NITJAM. The Board may alter, revamp or discontinue a committee except the Nomination Committee.

6.2 All committee members shall be General members of NITJAM.

6.3 Each committee membership shall be approved by the Board.

6.4 All committee chairpersons shall report to the President and coordinate their committee activities.

6.5 Each committee chairperson shall carry out his/ her committee duties/activities as per established and approved goals, keep the records of the committee activities and shall turn over the documents to the succeeding chairperson or to the Secretary.

6.6 Select set of Standing Committees:

6.6.1 Audit Committee:

6.6.1.1 Audit Committee shall consist of three NITJAM Annual members.

6.6.1.2 They will be nominated by the Board.

6.6.1.3 The Audit Committee shall meet once every year (on or before March 1) to go through the financial transactions of the organization.

6.6.1.4. *The Treasurer shall furnish the following to the Audit Committee by March 1 of each year.*

- *Cash book, ledger and other account books.*
- *Checkbook and copy of bank statements.*
- *Receipts for all expenditure and authorization for the same.*

6.6.1.5 *The committee shall report its findings to the Board by March 31 of each year.*

#### 6.6.2 Nomination Committee

*6.6.2.1 The Nomination Committee consisting of five annual members shall be elected by the members of NITJAM. The out-going Nomination Committee shall submit a list of candidate names for the next Nomination Committee. These names will be submitted to the Secretary for announcement at the General Body Meeting. At the General Body Meeting, additional nominations may be made from the floor by the members of NITJAM. The Nomination Committee shall elect its own chairperson. The Nomination Committee members shall be members of NITJAM in good standing at least for two years. For smooth transition, the first Nomination Committee shall stay for two General Body Meetings. None of the nominees shall be from the current Board of Directors.*

*During initial foundation term, the board may appoint the chairperson and committee member by majority of board approval.*

#### 6.6.3 Bylaws Review Committee

*6.6.3.1 The Board shall appoint a By-Laws Review Committee consisting of five Life members when deemed necessary to review the current By-Laws of NITJAM for any amendments.*

*6.6.3.2 All Bylaw amendments should be submitted to all the members of NITJAM for approval electronically. The amendments can be approved by a 2/3rd majority vote.*

*6.6.3.3 Absence of voting within a stipulated time will be considered as approval to the suggested amendments.*

## 7. ARTICLE 7 – ELECTION

*7.1 The Nomination Committee shall submit names of members nominated to the Board at the General Body Meeting.*

*7.2 Executive Committee consisting of the President, Vice-President, Secretary and Treasurer will be elected by the Board members from among themselves.*

*7.3 All BOARD members will have a term of office for 3years.*

*7.4 A new Board election will be held every 3years. About one third to half of the Board members may vacate the Board making room for new members. The Board members transitioning from the previous Board will not go through the election process.*

*7.5 It is recommended that all voting be conducted through an electronic balloting process.*

*7.6 Election will be conducted by the Nomination Committee.*

*7.7 Nomination Committee is execute following*

*7.8.1 The Secretary shall furnish the following information to the Nomination Committee by March 1 before the election.*

- List of current membership.*
- List of Board members*

*7.8.2 The Nomination Committee shall prepare a list of candidates for election. As mentioned in Article 7.6, the transitioning Board members will not go through the election. The Nomination Committee will solicit input from the members of NITJAM and the BOARD to prepare the final list of candidates for election.*

*7.8.3 The Nomination Committee shall analyze and consider the needs of NITJAM and nominate such candidates whose talents and experience will strengthen NITJAM.*

*7.8.4 The Nomination Committee shall obtain a written application and consent of each candidate to serve on the Board if elected. The Board members are expected to agree to attend at least 60% of the Board meetings every calendar year. Those who cannot meet the requirement may choose to leave the Board. Those leaving the Board in the middle of the election cycle will be asked to find their replacement subjected to the final approval by the Board.*

*7.8.5 Committee members shall attend Board meetings as required by the Board.*

*7.8.6 The names of the elected Board will be announced at the General Body Meeting.*

*7.8.7 The elected Board should make every effort to elect the Executive Committee at the Convention or latest by September 15 of the election year.*

*7.8.8 The Student members of NITJAM with the help of the Nominating Committee of NITJAM will elect a student representative who will represent the student body at the Board meetings. It is expected that the student representative will present the student issues to the Board for appropriate action.*

## 8. ARTICLE 8 – FINANCE

- 8.1 *The fiscal year shall be the calendar year ending on December 31.*
- 8.2 *NITJAM shall have no capital stock, either authorized or issued.*
- 8.3 *NITJAM shall have the right to enter into contracts, including leases, to receive, hold, use, disburse and dispose of all money and property donated, bequeathed, devised, conveyed or transferred to it.*
- 8.4 *All members of the Board are honorary, serving on a voluntary basis without any compensation. NITJAM will reimburse Board members approved out of pocket expenses incurred on behalf of NITJAM for its activities, on submitting actual expense receipts to the Treasurer.*
- 8.5 *Donations received for a specific purpose, including any income from the investment of funds, shall be used for the same specific purpose.*
- 8.6 *All financial transactions above \$500 must be approved by the Board. President may approve financial transactions below \$500.*
- 8.7 *Disbursements shall be made by a check signed by the Treasurer or any other authorized officer approved by the Board..*

## 9. ARTICLE 9 – MEETINGS AND CONVENTIONS

- 9.1 *The Board will meet every quarter via teleconference. The quorum for meeting will be by simple majority. The secretary at the advice of the President will send the meeting notice.*
- 9.2 *The Association shall organize a convention on annual basis in various locations of US/Canada with the help from alumni from that location. Local chapter/cluster would be responsible for convention organization.*
- 9.3 *The Chapter or an alumni cluster interested in organizing the annual convention should submit a request to the President of NITJAM at reasonable time frame prior to the convention.*
- 9.4 *The convention planning should start soon after the venue has been approved by the NITJAM Board.*
- 9.5 *In order to help in the smooth and consistent operation of the organization, every effort should be made to schedule the convention during long weekend.*
- 9.6 *The chapter/cluster hosting the convention should elect a convenor.*
- 9.7 *The Convenor will form a Convention Committee consisting of Convenor, members of the local chapter organizing the convention and several members of the NITJAM Board to be designated by the President.*
- 9.8 *The NITJAM Board will always be the guide in the preparation of the agenda.*
- 9.9 *The agenda of the General Body Meeting at the Convention is the sole responsibility of the NITJAM Board.*
- 9.10 *Profit and losses will be shared between the NITJAM organization and the Chapter/Group hosting the convention.*
- 9.11 *NIT alumni and their families can attend the convention. Other guests can be invited subject to the approval of the board.*

9.12 *Board members not joining three consecutive official meeting without notice may remove from board position by board majority voting.*

## 10. ARTICLE 10 – LOCAL CHAPTERS

10.1 *Regional chapters of NITJAM (hereafter referred to as “Chapters”) may be established in all geographical areas of North America, and shall operate as NITJAM-Chicago etc.*

10.2 *To form a new Chapter, at least fifteen (15) alumni of NITJAM in a particular geographical location, must submit a written request via email to the Secretary for approval by the BOARD*

10.3 *Such written request must be submitted at least two (2) months prior to the intended date of formation of the Chapter.*

10.4 *The geographical territory of the chapters will be defined by the Board.*

10.5 *The written request must accurately define the geographical territory to be represented by the Local Chapter. A proposed Local Chapter’s territory may not overlap with that of an existing Local Chapter. NITJAM Members requesting formation of a new Local Chapter whose territory would overlap with that of an existing Local Chapter are encouraged to join the existing Local Chapter so that all NITJAM Members residing in that geographical territory may collectively pursue NITJAM’s underlying goals and benefit from NITJAM’s activities.*

10.6 *Should a proposed Chapter’s territory overlap with that of other existing Chapters, then those existing Chapters and the proposed Chapter must mutually agree to a redrawing of each Chapter’s respective geographical territory such that no overlap results after formation of the new Chapter.*

10.7 *The BOARD’s decision on a written request to form a new Chapter shall be conveyed in writing no later than thirty (30) days from the date of receipt. Should a member of a Local Chapter permanently relocate to an address outside of that Local Chapter’s defined geographical territory for any reason, such member shall cease to be a member of that Local Chapter for purposes of meeting the requirements of this Section. If, at any time, a Local Chapter falls short of fifteen (15) alumni the Chapter shall be placed under probation by the Governing Board.*

10.8 *All Chapter members will be members of NITJAM.*

10.9 *Each Chapter will elect its President, Vice-President and Secretary/Treasurer for smooth running of the Chapters.*

10.10 *The Chapter election cycle will coincide with the NITJAM election.*

10.11 *A single individual may not serve in the position of Chapter President for a total of more than four (4) years in a span of ten (10) years.*

10.12 *All Chapter officers, including the elected representative on the Governing Board, are subject to the same eligibility requirements as members of the NITJAM Executive Committee.*

10.13 *The Chapter President shall provide that Chapter’s current membership list to the Secretary of NITJAM by June 15th of each year. The Secretary of NITJAM shall periodically provide the Chapter’s President with the names of new Members who reside in the geographic area covered by the local Chapter.*

- 10.14 *Any donation in the name of NITJAM and/or any NITJAM membership dues collected by a Chapter shall be forwarded to the Treasurer of NITJAM. A Local Chapter may solicit its own activity fees and other contributions for its activities and events.*
- 10.15 *All financial accounts owned by Chapters must reflect the NITJAM Employer Identification Number (EIN), and all funds raised by Chapters shall follow NITJAM's rules as set forth in this Constitution and Bylaws, and IRS regulations.*
- 10.16 *Each Chapter located in the United States and Canada shall submit a copy of its annual financial statement to the Treasurer of NITJAM by March 31st of each year. Failure to provide such financial statement in a timely manner may subject the Chapter to immediate probation.*
- 10.17 *Should a Chapter be placed under probation for any reason, the BOARD shall provide in writing any terms and conditions necessary and appropriate to correct the deficiency and/or failures of the Chapter.*
- 10.18 *Upon cure of such deficiency, the chapter will be reinstated.*

## **11. ARTICLE 11 – REMOVAL OF AN EXECUTIVE COMMITTEE MEMBER**

- 11.1 *If the opinion of the active members is evidenced by majority vote of the active members present in a general or special meeting, an officer or member of the Executive Committee shall be deemed guilty of misconduct or gross breach of his/her obligation to the organization and a charge that will be presented to the Board, then, the Board shall organize a committee which will investigate the case, to include, if possible, a hearing from the accused. The committee will then submit its impartial findings to the Board which shall determine the validity of the committee's report. In order to vote on removal of an officer or member, the report shall be sent to all members as an agenda in the general or special meeting.*

## **12. ARTICLE 12 – REMOVAL OF A BOARD MEMBER**

- 12.1 *If the opinion of the active members is evidenced by majority vote of the active members present in a general or special meeting, an officer or member of the Board shall be deemed guilty of misconduct or gross breach of his/her obligation to the organization and a charge that will be presented to the Executive Committee, then, the Executive Committee shall organize a committee which will investigate the case, to include, if possible, a hearing from the accused. The committee will then submit its impartial findings to the Executive Committee which shall determine the validity of the committee's report. In order to vote on removal of an officer or member, the report shall be sent to all members as an agenda in the general or special meeting.*

## **13. ARTICLE 13 – REVOCATION OF MEMBERSHIP**

13.1 *Any member who acts in a disruptive manner, a manner that reflects poorly or causes dissention in NITJAM or who is repeatedly disruptive may have his/her membership denied, terminated or suspended. The General Body shall be the sole arbiter of such decision. If membership is revoked, any appeal must be addressed in writing to the Board within thirty (30) days. The BOARD's decision is final with no other redress being able to be sought by the dissociated member.*

## 14. ARTICLE 14 – RELATIONSHIP WITH NIT Jamshedpur

14.1 *NITJAM shall be an autonomous organization fully responsible for its financial and administrative governance*

14.2 *NITJAM and NITJSR are financially and organizationally independent with no authority over each other, though they can collaborate with each other.*

## 15. ARTICLE 15 – OFFICIAL MEDIUM OF COMMUNICATION

15.1 *The Association shall communicate with the general membership via email and the alumni website.*

## 16. ARTICLE 16 – INDEMNIFICATION

16.1 *The Board and Executive shall indemnify themselves, individually and collectively, from any claim, lawsuit, or damage while performing their duty as volunteers and following “due diligence” in all actions.*

16.2 *Errors and omissions in transmission of notifications shall not constitute a valid reason for reprisal or recall.*

## 17. ARTICLE 17 – AMENDMENTS

17.1 *Amendments to the By-Laws may be initiated by the By-Laws Review Committee*

17.2 *The Amendments shall be adopted by an affirmative two-thirds ( $\frac{2}{3}$ ) or more by the members of the organization. The amendments shall take effect after the Annual or General Body Meeting.*

## 18. ARTICLE 18 – DISSOLUTION

18.1 *The notice to consider dissolution of NITJAM shall be submitted to all voting eligible members of NITJAM at least eight (8) weeks in advance of the date of a meeting of the General Body. The President shall be responsible for sending the notice.*

18.2 *Dissolution shall require a three-fourth ( $\frac{3}{4}$ ) majority vote by the voting eligible members.*

18.3 *Upon dissolution of the organization, the Board shall after paying or making provision for the payment of the liabilities of NITJAM, dispose of all the assets of NITJAM to any trust decided by Board.*

Prepared By:

Name: Ganesh Kar (99-Mech)

Location- Chicago

09/10/2020

Review and approved by:

Name: Duli Agrawal (69 Batch)

Location – MD

09/12/2020