

# The IT Association Charter

1st March 2003

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The IT Association (ITA) is an association of the students, faculty, and staff of the Kanwal Rekhi School of Information Technology (KReSIT), Indian Institute of Technology Bombay, Mumbai.

## 1 Objectives

- To promote synergy among the students and interest groups from both within the school and the Institute by promoting interactions and exchange of ideas.
- To organize and co-ordinate events of interest to its members, such as seminars, distinguished lectures, contests, workshops, etc.
- To forge links with the School alumni and the IT industry, and explore areas of co-operative work.
- Through the above activities, build initiative and leadership skills among its members.

## **2 Members**

### **2.1 Eligibility**

Individuals from any one of the following groups can become members of the Association:

1. Students of KReSIT
2. Faculty, Adjunct Faculty, and Staff of KReSIT
3. Project staff in KReSIT
4. KReSIT Alumni
5. Any other person with prior consent of the General Secretary

### **2.2 Duration of Membership and Subscription**

- All students, faculty, adjunct faculty, and staff become eligible for membership the day they join the School. Their membership remains valid for the duration they are a part of the School.
- The students and faculty have to pay an annual membership fee.
- The staff have to pay a fixed one-time fee.
- Project Staff have to pay an annual fee to become members. The membership of Project Staff remains valid for a duration of one year or the period of appointment, whichever is shorter.
- Members mentioned in point 5 of Eligibility (Section 2.1) remain valid members for a period of one year. They have to pay an annual fee similar to other members.
- The alumni of the school are honorary members of the association.
- The annual membership is for a period from July 1<sup>st</sup> to June 30<sup>th</sup>.
- ITA council holds all rights to revise the membership fee periodically.
- As of 1<sup>st</sup> March 2003, the membership fee is fixed as Rs.100/- for students, faculty and project staff. The one-time fee for staff has been fixed as Rs.100/-.

### 3 Office Bearers and Responsibilities

1. The Head of the Department is the **ex-officio President** of ITA.
2. The President nominates a faculty to be the **Chairman** of the Association for a period of two years.
3. The Chairman may nominate a student member of the Association for the post of **Chairman's nominee** for a period of one year.
4. The President in consultation with the Chairman and the Working committee nominates a **Treasurer** for a period of one year. The Treasurer looks after the ITA Accounts, with the help of the Accounts Secretary.
5. All members of the ITA become members of the General Body.
6. The General Body elects the members of the **Working Committee**. The Working Committee consists of:
  - (a) **General Secretary**, for a tenure of one year.
    - He/She will be responsible for co-ordination between other Working Committee members.
    - He/She will follow up all resolutions of Committee.
    - He/She will chair Working Committee meetings in the absence of the Chairman.
  - (b) **Media and Alumni Secretary**, for a tenure of one year.
    - He/She will be responsible for informing the Institute PRO of the School's activities.
    - He/She will be responsible for publications like School Newsletter, Brochures, and other electronic publications.
    - He/She will document the minutes of ITA meetings and make them available to all members.
    - He/She will co-ordinate efforts to maintain the ITA website.
    - He/She will keep track of Alumni and keep them informed about the School's activities.
  - (c) **Accounts Secretary**, for a tenure of one year.
    - He/She will look after the income and expenses of the Association, and maintain the account under the supervision of the Treasurer.
    - He/She will present an annual budget at the start of the tenure, taking into account the annual timetable of events.
    - He/She is responsible of collection of annual membership fees from all members.

- (d) **Industry Interaction Secretary**, for a tenure of one year.
  - He/She will be the interface between the School and the Industry.
  - He/She will look at possible directions for interaction between the Industry and the School.
- (e) **Informal Activities Secretary**, for a period of one year.
  - He/She will be responsible for conceptualizing and organizing extra curricular activities like outings, sports etc.
- (f) **Events Secretary**, for a period of one year.
  - He/She will be responsible for events such as workshops, courses etc.
  - He/She will look into all organizational aspects relating to any events being organized in the School.
  - He/She will co-ordinate with the Technical talks secretary to organize the talks.
- (g) **Technical Talks and Colloquia Secretary**, for a period of one year.
  - He/She will be in charge of organizing Technical Talks, Seminars, and Discussions.
  - He/She will release a time table of forthcoming talks at least a week in advance.

In addition to the above responsibilities, all working secretaries are expected to come out with new ideas and innovations for their and other groups.
- (h) **Chairman's Nominee**, for a period of one year.
  - If the Chairman wishes, he/she may nominate a student member of the Association to this post.
  - The Chairman's Nominee acts as an advisor to the Working Committee on behalf of the Chairman.
- (i) **Project Staff Nominee**, for a period of one year.
  - He/She will represent the Project Staff in the Working Committee and act as a bridge between the Working Committee and the Project Staff.

## 4 Elections

- Elections to the Secretarial posts in the Working Committee would be conducted in the month of January every year.

- The students, who will be in the association for at least one more year, are eligible to contest for the elections.
- A ballot would decide the elections and the results declared within one day from the end of the elections.
- All students, faculty and staff can vote for the election of the Working Committee. The alumni are not eligible to vote.
- The project staff will nominate a representative for the Working Committee. Any election, if needed, would be conducted along with the election of the other members of the Working Committee.
- The candidature for the various posts should be invited at least 3 days in advance and should end at least 24 hours before the start of the election.
- In case of only one candidature for a post, the candidate would undergo the election as a referendum for or against his/her election. He/She needs at least 50% votes in his/her favour to be declared elected.
- In case the referendum is against the lone candidate or a post remains uncontested, the Chairman nominates a student member to that post.
- The members are declared elected by the Chairman.

## 5 Working Committee Meetings

- The elected Working Committee meets at least once a month.
- A minimum of 3 days advance notice is expected for all meetings. The General Secretary convenes these meetings.
- The Chairman chairs over the meeting and conducts the meeting, and in his/her absence the General Secretary chairs over the meeting.
- A simple majority of the Working Committee members constitutes a quorum.
- The Media and Alumni Secretary would be responsible for documenting the minutes of the meeting and making them available to all members.
- Working Committee members may convene special meetings as necessary by the approval of the Chairman and General Secretary.
- An open General Body Meeting would be held once a semester, typically after the mid-semester examinations.

## **6 Funds**

Sources of funds would include

- The Membership Fee received from the members.
- Funds generated through conducting workshops, courses, etc. for people from Institute and Industry.

All funds generated by the Association would be deposited in a Bank account and would be used to expand and/or sustain the activities of the Association.

## **7 Amendments**

The ITA charter will be open to amendments at a later point in time, provided the President, Chairman, General Secretary and at least two-thirds of the remaining Working Committee members approve the amendments.