

**INSTITUTE OF SCIENCE & TECHNOLOGY
FOR ADVANCED STUDIES & RESEARCH
(ISTAR)
VALLABH VIDYANAGAR – 388 120**

**CONSTITUTION
OF
INSTITUTE OF SCIENCE & TECHNOLOGY FOR
ADVANCED STUDIES & RESEARCH
ALUMNI ASSOCIATION (ISTARAA)**

1.0 Name and Headquarter

The name of the Association is Institute of Science & Technology For Advanced Studies & Research Alumni Association (ISTARAA).

Headquarter shall be in the premises of Sardar Patel Centre For Science & Technology at Vallabh Vidyanagar – 388 120, Gujarat State.

2.0 Objectives

- 2.1** To establish and maintain the contacts amongst the past and present students and teaching staff of Institute of Science & Technology For Advanced Studies & Research (ISTAR), Vallabh Vidyanagar.
- 2.2** Interaction between academicians and people in practical field in order to improve standard of teaching and recommend to authorities to modify the syllabifrom time to time as per actual needs.
- 2.3** To establish contacts with Industries, Business Houses and Government for benefit of the students of Institute of Science & Technology For Advanced Studies & Research (ISTAR).
- 2.4** To help Institute of Science & Technology For Advanced Studies & Research (ISTAR), Vallabh Vidyanagar technically and financially.
- 2.5** To enhance a sense of devotion and love for the Alma Ma'ter.
- 2.6** To act as a bridge between the past and present students of the institute.
- 2.7** To promote fellowship among its members.

3.0 Membership of the Association shall comprise of following grades, namely:

- (i) Fellow
- (ii) Associate Members
- (iii) Honorary Members
- (iv) Patrons
- (v) Donor

4.0 Management of the Association

4.1 The affairs of the Association shall be managed by a body called “The General Council” which shall be the governing body of the Association.

5.0 Membership of General Council and Meeting

As included in Byelaws

ISTAR ALUMNI ASSOCIATION

BYE-LAWS

PART – I

1.0 Definitions

1.1 Fellow

Alumni of Institute of Science & Technology For Advanced Studies & Research (ISTAR)

1.2 Associate Members

Present and Past teaching staff of ISTAR who are not ISTARites.

1.3 Honorary Members

Those persons (ISTARites or non-ISTARites) who in the opinion of the General Council have rendered outstanding service to the Association or the Science & Technology profession and those persons who by reason of either their position or eminence may be able to render assistance in promoting the objects of the Association.

1.4 Patrons

1. Chairman of Charutar Vidya Mandal
2. Hon. Secretaries of Charutar Vidya Mandal

1.5 Donors

Individual or Company who donate `50,000/- or more for furthering the objects of the Association.

PART – II

2.0 MEMBERSHIP

The Director, present and past members of the staff and the students of the Institute are members of ISTARAA.

MEMBERSHIP FEES

- (a) The Fellow Membership fees of `500/- will have to be paid once only by those becoming member in two years after passing; and `1,000/- shall be payable by those becoming members after two years of passing. Fees for NRI members U.S. \$ 100=00
- (b) Associate Members `5,000/-
- (c) Donors `50,000/- or more

The ISTARAA may have following other classes of special membership.

All membership fees are for life membership.

FINANCIAL YEAR

The financial year shall be from 1st April to 31st March of the respective year.

2.1 Election of Members

Any person desirous of being admitted as Member shall make an application in the prescribed form to the Hon. Secretary. The application will be placed before the General Council and, if approved, he shall be duly admitted as member in the appropriate category.

PART – III

3.0 THE GENERAL COUNCIL

3.1 The constitution of General Council:

3.1.1 The General Council shall comprise of the following officers:

- (a) A President
- (b) A Chairman
- (c) An Honorary Secretary
- (d) An Honorary Jt. Secretary
- (e) An Honorary Treasurer

and the following elected members as under:

- (a) Ten members from Fellows
- (b) Two members nominated by the Council from Associate Members

- 3.1.2 (a) President:**
The Chairman, Board of Management, ISTAR, by virtue of the position, shall be the President.
- (b) Chairman:**
The Director of ISTAR shall be the Chairman.
- (c) Honorary Secretary, Honorary Jt. Secretary and Honorary Treasurer:**
Honorary Secretary, Honorary Jt. Secretary and Honorary Treasurer shall be nominated by President from among elected members of the General Council.

3.1.3 Members of the General Council

The members of the General Council shall be elected by Members of the Association eligible to vote.

3.2 Election of Councilors

- 3.2.1** Ten Members of the General Council shall be elected by Fellows of the Association present in Annual General Meeting.
- 3.2.2** Nomination of Office Bearers shall be made duly proposed and seconded by Fellows and Associate Members in the Annual General Meeting.
- 3.2.3** Voting for the election of Officer Bearers of the Association shall be on a show of hands or by ballot upon demand by the Chairman of the Annual General Meeting.
- 3.2.4** Election for the General Council shall be held once in three year.

3.3 Duties of Office Bearers

3.3.1 The President

The President shall represent the Association and guide the affairs of the Association in accordance with the Constitution and Byelaws.

3.3.2 Chairman

The Director of Institute of Science & Technology For Advanced Studies & Research (ISTAR) shall be the Chairman and will guide and provide all necessary infrastructure to the Hon. Secretary, Hon. Jt. Secretary and Hon. Treasurer to conduct the affairs of the association. The Chairman shall deputize in absence of the President.

3.3.3 Honorary Secretary

- (a) It shall be the duty of the Honorary Secretary under the direction of the General Council to conduct the ordinary business of the Association in accordance with the Constitution and Byelaws.
- (b) He shall be required to keep an accurate record of the proceedings of the Association and the General Council.
- (c) He shall conduct the correspondence of the Association.
- (d) He shall give notice of all meetings of the General Council and General Meetings of the Association.
- (e) He shall keep the members register of the Association.

3.3.4 Honorary Joint Secretary

The Hon. Joint Secretary shall deputize in absence of the Hon. Secretary.

3.3.5 Honorary Treasurer

The Honorary Treasurer shall direct the collection of the subscriptions and the preparation of the accounts of Income and expenditure of the funds and present all the accounts to the General Council for inspection and approval.

3.4 Management

3.4.1 The General Council shall have the management and direction of the affairs of the Association and shall do all such acts as appear to it necessary or desirable for the purpose of carrying into effect the objects of the Association subject to the provisions of the Constitution and these Byelaws.

3.4.2 The General Council shall investigate any alleged or apparent irregularity or unconstitutional act of any Committee or Office Bearer coming within its knowledge and if it thinks fit shall call upon that Committee or Office Bearer for an explanation thereof. If the explanation be deemed insufficient the General Council shall inquire further into the matter and if satisfied that a breach has been committed it shall notify the offending Committee or Office Bearer to that effect and require compliance with the

Constitution and these Byelaws. Should any Committee or Office Bearer disregard such instructions the General Council may forthwith dissolve such Committee or remove from office such Office Bearer and appoint another Committee or Office Bearer to carry out the duties for the unexpired term of office.

3.5 Quorum of the Council Meeting

At every meeting of the Council, five (5) members of the General Council shall constitute a quorum. If within half an hour quorum is not complete, members present shall constitute a quorum.

PART – IV

4.0 MEETINGS

4.1 Annual General Meetings

4.1.1 A General Meeting to be called the Annual General Meeting shall be held once in each calendar year.

4.1.2 Notice in writing of such General Meeting shall be given to members not less than 15 days before the day the meeting is due to take place and such notice shall include details of any resolution to be put to members.

4.1.3 The business of the Annual General Meeting shall include:

- (a) Adoption of the minutes for the previous meeting;
- (b) Report of the Hon. Secretary for the year;
- (c) Presentation of the audited accounts for the year;
- (d) Election of Office Bearers for the ensuing year;
- (e) Declaration or election of other Councilors for the ensuing year;
- (f) Appointment of Auditors for the ensuing year;
- (g) Such other matters:
 - (i) as the General Council shall determine;
 - (ii) of which due notice has been given to the General Council; and
 - (iii) as may be brought forward by the General Council or any member with the consent of the meeting.

4.2 Extraordinary General Meetings

4.2.1 The General Council may convene an Extraordinary General Meeting whenever it thinks fit. The General Council shall also upon a requisition in writing signed by 30 or more of the Fellow members convene and Extraordinary General Meeting and shall take steps to this end within 21 days of the Honorary Secretary

receiving the requisition. The requisition shall clearly set out the object of the proposed meeting. If the General Council fails to take the necessary action within the prescribed time, the 20% of the members including requisitionists may themselves convene a meeting and for this purpose shall have access to such records of the Association as will enable them to convene the meeting.

4.2.2 Business of all Extraordinary General Meeting shall be strictly confined to the matters set out in the notice of the meetings.

4.3 Notice of General Meetings

4.3.1 The General Council shall not less than 15 days or more than 25 days before a General Meeting other than the Annual General Meeting send to members a notice which shall include:

- (a) The Agenda for the meeting
- (b) The Place, date and time of the meeting

4.4 Transaction of Business at a General Meeting

4.4.1 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided fifteen Fellows personally present shall be a quorum.

4.4.2 If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present at the meeting it will be held within 45 minutes from the time appointed for holding the meeting the members present shall be a quorum.

4.4.3 The President, or Chairman those Fellows present may choose some other member of the General Council as Chairman, or if no such member be present or if none of the members of the General Council present agree to take the chair they shall choose some Fellows from among them who shall preside.

4.5 Meetings of General Council

4.5.1 The General Council shall meet as often as the business of the Association may require but not less than two (2) times in each calendar year.

4.5.2 The quorum for meetings of the General Council shall be five (5) councilors present in person including either the President or Chairman.

4.5.3 Meetings shall be chaired by the President or in his absence Chairman.

4.5.4 Matters arising at meetings of the General Council shall be decided by a simple majority, the Chairman having a second or casting vote in the case of an equality of votes.

5.0 ACCOUNTS AND AUDIT

5.1 Funds collected either in the form of membership or donations etc. will be deposited as an endowment fund of ISTAR and will be maintained by the accounts office of Charutar Vidya Mandal.

5.2 Financial Year

The financial year will be from 1st April to 31st March.