

**RULES AND REGULATIONS  
OF THE "TERI ALUMNI ASSOCIATION"**

**1) Definition**

- (a) "The Association" means the Alumni Association of the staff / students of TERI /TERI University.
- (b) The TERI means 'The Energy and Resources Institute'.
- (c) The "General Body" means the General Body of the Association.
- (d) The "Executive Committee" means the Executive Committee of the Association.
- (e) Alumnus means an ex-student/ staff of TERI University/ TERI, who has obtained a degree/diploma from the TERI University/ has worked in TERI on regular basis.
- (f) "Trustees" means trustees of a trust set up by the General Body under these rules.
- (g) An "honorary member" means any person other than an Alumnus, who has been elected by the General Body of the Association.
- (h) The financial year of the Association shall be reckoned every year from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*  
*[Handwritten signature]*

*[Handwritten signature]*  
Prasanna Roy  
Vishal Dhal

2) **Patrons**

- (a) The Association may have Patrons as approved by the Executive Committee, provided that a patron shall be an out-standing professional or a social worker. Such appointment being for a period of one year.
- (b) The Director General of TERI shall be an ex-officio Patron of the Alumni Association.

3) **Membership**

- (a) Any student who successfully obtains any degree/diploma from the TERI University automatically becomes a Life member of the Association from the date of issue of the Result Notification granting the said degree/diploma.
- (b) Staff members who have worked in TERI on a regular basis may opt to become a member of the Association from the date of their leaving the service of TERI.
- (c) Any ex-student, members of the staff or ex-member of the staff of TERI who does not fulfill the above condition as in 3(a) or.3(b) but who, on the recommendation of the Executive Committee, is admitted by the Association on payment of the appropriate membership fees as prescribed in Clause 3(d).

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*  
P. Prasad  
V. Bha. Shal

(d) The membership fee in respect of all the members defined in Clause 3(a) and 3(b) would be decided by mutual discussions between TERI/ TERI University and the Association from time to time. The mode of collection of the membership fees would be decided from time to time in mutual discussions between TERI/TERI University and the Association.

#### 4) **Honorary Member**

The Association, in the General Body on the recommendation of the Executive Committee, may elect any person connected with TERI / TERI University or the Association, who is likely to promote the interests of the Association, as an Honorary Member for two years.

#### 5) **Membership Rights**

All members and honorary members are entitled to receive all announcements etc. (either as physical copy or through e-mail) connected with the activities of the Association, the Alumni Newsletter, Annual Magazine and also participate in all social functions and other activities of the Association. All members will also be beneficiaries of any schemes or assistance programmes administered by the Association.

#### 6) **Organization**

The following shall be the authorities of the Association.

- (a) The Chairperson
- (b) The Vice-Chairperson (if appointed)
- (c) The General Body
- (d) The Executive Committee



Prasanna Ray  
Tubha Thakur

The method of selection of the office bearers and their roles are defined in subsequent paragraphs.

**7a) The Chairperson**

The Vice-Chancellor of the TERI University will be the ex-officio Chairperson of the Association. The Chairperson will sanction all budgets and will exercise overall control on all policy matters of the Association. The routine activities and the general administration of plans & programmes will be supervised and coordinated by the President.

**b) The Vice-Chairperson**

The Executive Committee may appoint a distinguished Alumnus, who is well known in Industry and business circles, as a Vice-Chairperson. The Vice-Chairperson will have no administrative responsibility but will function/serve as a Patron and Ambassador-at-large for the Alumni Association in Professional and Business Associations and other fora where he is active. The Executive Committee, if it considers appropriate necessary may appoint up to two such Vice-Chairpersons. The Vice-Chairperson will hold office for one year but may be re-elected.

**8) The General Body**

(a) The General Body shall consist of all the members of the Association as defined in Clause 3(a) 3(b) 3(c) and 4.



Secretary  
Prasun Ray  
dubla@teru.edu

- (b) The General Body shall consider the President's report of the past year's activities, the president-elect's budget and plan of activities for the next year, approval of accounts, election of members of the Executive Committee, appointment of auditors, legal advisors and any other matters arising from time to time.
- (c) The General Body shall meet on the first Saturday of October unless the change is notified to the members well in advance. This meeting referred to as the Annual General Meeting shall statutorily consider the following:
- (i) Approval of previous year's accounts.
  - (ii) Introduction of new office bearers.
  - (iii) Election of the members of the Executive Committee.
  - (iv) Appointment of Auditors.
  - (v) Appointment of legal advisors, if any.
- (d) The Honorary Secretary shall, upon being requested in writing by the Executive Committee or by at least 15 members of the Association, call an extraordinary meeting of the General Body for which at least 2 weeks notice along with agenda shall be circulated to all the members.
- (e) The quorum for the General Body shall be  $1/4^{\text{th}}$  or 10 members whichever is higher present in person. In case the quorum is not complete, the Chairperson shall adjourn the meeting and reconvene it within one week.

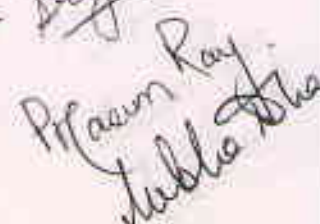











  
Prasanna Ray  
Subhojit



- (f) All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of votes the 'President' shall have the casting vote.
- (g) In case the Executive Committee is satisfied that a member/honorary member has been working against the interests of the Association/the profession it may recommend the termination of the membership of the concerned member/honorary member to the General Body which shall have the powers to do so.
- (h) The Executive Committee shall have 6 elected members, who shall be elected to office for a 3-year term. The General Body shall elect 2 members (i.e. one-third the strength) every year to the vacated categories from amongst the membership of the Association.
- (i) A member can be reelected to the Executive Committee, if he so wishes after a gap of one year.
- (j) The President or in his absence the Secretary shall be the returning officer for the elections.

**9) The Executive Committee**

- (a) The affairs of the Association shall be managed and the funds administered by the Executive Committee which shall consist of following members:-

  
The bottom of the page contains several handwritten signatures. From left to right, they appear to be: a signature with a large 'D', a signature with 'Saha' written below it, a signature with 'Saha' written below it, and a signature with 'Prasanna Ray' and 'Kishore' written below it.

- ✓
- (i) The Chairperson as defined in Clause 7(a) and The Vice-Chairperson as defined in clause 7(b).
  - (ii) Six alumni to be elected by the General Body as detailed in Clause 8(h).
  - (iii) The immediate past president, and immediate past secretary, will continue as members of the Executive Committee as defined in Clause 9a(ii) if they have not completed their 3 years term. If his/her 3 year term has been completed he/she shall relinquish office as member of the Executive Committee. They may, however, be re-elected to the Executive Committee after a gap of one year.
  - (iv) One employee of TERI University/ TERI to be nominated by the Chairperson.
  - (v) The immediate past president if he has completed 3 years as Executive Committee member shall be ex-officio member of the Executive Committee.
- (b) The Executive Committee shall have the right to co-opt members and/or appoint sub-committees from amongst the General Body from time to time for execution of specific assignments as required.
- (c) Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, removal or otherwise, may be filled by co-option by the Executive committee and the member so co-opted shall hold office for the balance term of the member being replaced. Such co-opted member shall be treated on par and have all the rights as enjoyed by the elected members under clause 8h (see also 10 b (ix)).
- (d) The Executive Committee shall have the power to appoint from amongst the members of the General Body or from amongst its own members, Editor and other staff for the printing and publication of Brochures, Newsletters, Annual Magazine of the Association.

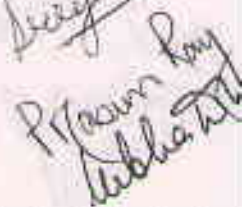




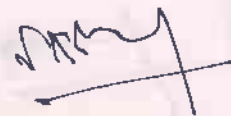









- (e) The quorum for the meeting of the Executive Committee shall be one-half or four members whichever is higher personally present provided that only Committee members under Clause 9(a) (i), (ii), (iii) and (v) shall be entitled to vote in the meeting and only their presence shall be counted for the purpose of forming the quorum.
- (f) The Executive Committee shall manage the affairs of the Association by majority vote in the Committee Meeting provided that in case of equality of votes, the Chairperson shall have the casting vote.
- (g) The Executive Committee shall meet at least once a year. The Secretary shall issue the notice and the agenda of the meeting at least a week before the date fixed for the meeting. However, in case of urgent business, the meeting may be called at shorter notice.
- (h) The Executive Committee shall be Executive Authority of the Association. It shall be responsible for all the finances and funds of the Association and shall give effect to the plans and programmes of the Association and shall have the authority to carry them out.
- (i) The property, movable, and immovable, belonging to the Association, shall be vested with the Executive Committee.
- (j) On or before the Fourteenth Day succeeding the day on which the Annual General Meeting of the General Body is held, a list shall be filed with the Registrar of Societies Delhi of the names, address and occupations of the members of the Executive Committee.



Prasun Ray  
Kishor Chhal



✓

(k) The Executive Committee may terminate the membership of any of its members, in case he fails to attend two consecutive meetings of the said Committee without the grant of leave of absence. However, the Chairperson may grant leave of absence to any member.

**10) The Office Bearers**

(a) All Office Bearers, except the Chairperson and the Vice-Chairperson who are appointed to their office as defined in clause 7(a) and 7(b) and will be ex-officio members of the Executive Committee, shall be elected as detailed in Clause 10(b) below for a period of one year. However, a person may be re-elected and hold the same office up to a maximum of 3 consecutive years.

(b) The Elected Office Bearers of the Executive Committee shall be:

**The President:** shall be elected by majority vote of the members under category 9a(ii).

**Secretary:** shall be elected by majority vote of the members under category 9a(ii). He should have been a member of the Executive Committee of any time before the election.

Before the Annual General Meeting the Executive Committee shall elect the office bearers for the next year from among its members under category 9a(ii) who are not to retire. The President will introduce the new office bearers of the Alumni Association to the General Body

*[Handwritten signatures and names]*  
Suryanarayana  
Prasanna Roy  
Dubla D. D.

The Secretary shall perform the following duties:

- To keep the minutes of all meetings of the General Body and the Executive Committee.
- To carry out the directions of the General Body and the Executive Committee.
- To conduct correspondence on behalf of the Association.
- To give notice of all meetings of the General Body and the Executive Committee.
- To exercise administrative control over the Central office of the Association.

The Secretary shall seek the advice of the President in case a clarification of any kind is required.

The Chairperson and in his absence the Vice-Chairperson or the President shall preside over the meeting of the Executive Committee and any General Body Meeting of the Association.

If a vacancy arises in the office of the President/Secretary, the Executive Committee shall elect a new President/Secretary from amongst its own members who will hold office till the next General Body Meeting.

The Secretary shall keep the books of accounts of the Association and report on these at each meeting of the Executive Committee. He will collect all dues and claims on behalf of the Association and will also assist the President in ensuring that budgetary grants are correctly utilized (See 11(b) below). In addition, he will liaise with the bankers and the Auditors of the Association. He will be provided clerical assistance etc. by the Central office of the Association.

The President or in his absence the Secretary shall be the returning officer for the Executive Committee elections.









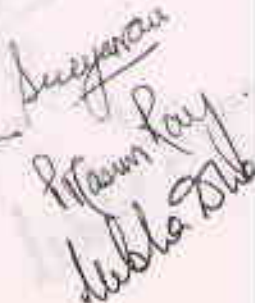
11) Finance

- (a) The Association may receive funds, donations, and financial assistance from any non-political source for the furtherance of its objective.
- (b) The Executive Committee shall determine the expenditure, which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure. In this connection, within 30 days of the Annual General Body meeting, a meeting of the Executive Committee will be held with the Chairperson of the Association in which a proforma of a major activities for the coming year will be discussed and finalized, including budgetary allocation. The Chairperson shall preside over this meeting. Once the budget has been approved, the responsibility for proper utilization of funds will be that of the President. The President may seek the advice of the Chairperson, if necessary. All investments will be ratified by the General Body at its next meeting.
- (c) All monies received on behalf of the Association shall be placed in the name of the TERI Alumni Association in an account to be maintained in a bank to be approved by the Executive Committee. Any two of the Chairperson, President, and Secretary will sign all cheques up to 50,000/- and those above Rs. 50,000/- shall require the signatures of the Chairperson. All Expenditure shall have the prior approval of the Chairperson/President.
- (d) The Association's financial year shall end on March 31. The Executive Committee shall direct the accounts at least once a year by the auditor appointed by the General Body at the Annual General Meeting.







  
Secretary  
TERI Alumni Assoc.  
Delhi 110028

12) **Amendments**

Any provision/requirement of this constitution may be amended by a two-thirds majority of those alumni members present and voting in General Body Meeting. The quorum for such a meeting will be 15 members. The proposal to amend the Constitution shall be at the instance of the Executive Committee or on the signed requisition by at least 10 alumni.

Notice of the proposed amendments shall be furnished to the Secretary at-least 40 days before the date at which it is proposed to consider the amendments. Such a notice will contain details of the Rule(s) desired to be amended, the proposed text of the changed rule and the reason for seeking the amendment. The latter is meant as a guide for any deliberation at the General Body meeting. Upon the receipt of a requisition for amendment the Secretary shall issue notice to every alumni member for such meeting at- least 20 days before the scheduled date.

*[Handwritten signature]*

*[Handwritten signature]*  
*[Handwritten signature]*

*[Handwritten signature]*  
Rajam Pany  
Dubha Dham