

**FACULTY ASSOCIATION**

INDIAN INSTITUTE OF SCIENCE  
BANGALORE-560 012

MEMORANDUM  
RULES AND REGULATIONS



(Registered under Karnataka Societies Registration Act, 1960  
with registration Sl. No. 120/79-80)

30th October 1979

## MEMORANDUM OF THE ASSOCIATION

1. **Name :** The name of the Association shall be "Faculty Association, Indian Institute of Science, Bangalore-560 012"
2. **Office :** The Office of the Association shall be situated in the Indian Institute of Science, Bangalore-560 012.
3. **Aims and Objectives :**

The aims and objectives of the Association shall be :

  - (a) to promote academic excellence and professional brotherhood among members of the Association ;
  - (b) to promote effective faculty participation in the formulation and implementation of policies of the Indian Institute of Science in the context of national aspirations as appropriate to the premier national institute of teaching and scientific research ;
  - (c) to participate in the development of appropriate teaching methods and improve teaching standards so as to contribute to rapid national development ;
  - (d) to promote the development of science in all its aspects and to work for the most effective use of scientific research and the scientific method for the uplift and welfare of society as a whole ;
  - (e) to preserve, protect and promote the interests, rights, privileges, recognition, advancement, as well as the professional and social status of members ;



- (f) to co-operate, federate or affiliate itself with fraternal national and international associations with similar aims and objectives

and

- (g) to promote any other activity as would contribute to the effective realization of the aims and objectives of the Association.

## RULES AND REGULATIONS OF THE ASSOCIATION

### 1. Definitions :

In these articles, unless the context otherwise requires :

- (a) The "Institute" means Indian Institute of Science, Bangalore-560 012.
- (b) Academic Staff means :
- (i) Professors/Associate Professors/Principal Scientific Officers/Librarian
  - (ii) Assistant Professors/Senior Scientific Officers
  - (iii) Lecturers/Scientific Officers/System Programmers/Asst. Librarians-I
  - (iv) Scientific/Research/Technical Assistants/Asst. Librarians-II/Programmers, and other members of staff doing academic work and appointed to permanent positions at the Institute.
- (c) "Association" means the Faculty Association of the academic staff of the Institute.
- (d) "General Body" means the General Body consisting of all the members of the Association.
- (e) A "member" of the Association shall mean any Academic Staff who has signed the Memorandum of the Association on or before 14th February 1979, and who agrees to abide by the Rules and Regulations of the Association or anybody employed in the Institute who is accepted to the definition given in Clause II(a)
- (f) The "year" of the Association shall mean the calendar year. The working hours will be 5.15 p.m. to 7.15 p.m. (Monday through Friday).
- (g) In these Articles "He", "His" shall also mean "She" "Her" respectively.



## II. Membership :

(a) There shall be the following classes of members of the Association.

- 1) Member
- 2) Associate Member.

### Member :

Every adult person who is an academic staff defined in I(b) and who signs the Memorandum and agree to abide by the Rules and Regulations of the Association and pays the admission fees as well as annual subscription, is a member of the Association.

### Associate Member :

The Executive Committee of the Association may enroll any person or persons, not specifically belonging to I(b), but still doing academic work at the institute as Associate Members, subject to the approval by the General Body. A person wanting to become an Associate Member, shall sign the Memorandum of the Association and agree to abide by the Rules and Regulations of the Association and shall pay the admission fees as well as annual subscription.

Hereafter, a member will mean both categories of membership.

### (b) Subscription :

There shall be an admission fee of Rs. 10/- and annual subscription of Rs. 20/- which can be paid in one or two instalments.

### (c) Membership Register :

The Association shall open and maintain a Register of all its members which shall be open for inspection by any member of the Association at the Registered Office on any day during the working hours of the Association.

### (d) Cessation of Membership :

The membership of the Association shall cease in the event of :

- (1) the member ceasing to be an employee of the Institute subject to approval by the Executive Committee.
- (2) resignation from the Association
- (3) default in payment of annual subscription for one year, and
- (4) Termination of Membership :

Membership of a person shall stand terminated in the event of his action being prejudicial to the interests of this Association. This shall be done according to the following procedure. If the charges against him in this regard are proved beyond doubt, he shall be issued a notice by the Secretary, calling for explanation of his conduct and in absence of a reply convincing the Executive Committee about his faultless conduct and/or a solemn undertaking never to indulge in such activity coming forth within a reasonable time not exceeding 30 days after the issue of the notice, the General Body on recommendation by the Executive Committee can terminate his membership by the vote of a majority of two-thirds of those present in the General Body meeting. The quorum for such a General Body meeting shall be 50% of the total members of the Association.

- (e) A member of the Association once removed according to Clause II(d)(4) can be readmitted to the Association after a lapse of one year from the date of termination only after the approval



of the General Body by a majority of two-thirds of votes of those present in the General Body meeting.

**(f) Rights and Duties of Members :**

(1) Every member who has been on rolls of the Association for the preceding three months\* shall have right to:

a) the benefits provided by the Association :

b) vote candidates for the Executive Committee :

c) inspect account books, register of the members and such other records.

(2) Every member shall conduct himself in such a manner as to bring credit to the Association and the Institute

(3) While every member has the right to put forth genuine problems arising in his day-to-day work in the Institute, the same shall be scrutinized by the Executive Committee on merits and then if found appropriate, taken up with the Authorities. The Association shall make all efforts to secure redressal. No member including the members of the Executive Committee shall represent the Association in his personal capacity on issues which the Association has already taken up for solution.

**III. Management of Association :**

(a) The business affairs of the Association, financial and otherwise shall be conducted by an Executive Committee consisting of members as detailed in the following sub-clauses.

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\* Required by the Karnataka Societies Registration Act. 1960 Section (2b).

(b) The Executive Committee shall consist of a President, a Vice-President, a Secretary, a Joint Secretary, a Treasurer and Eleven other member. From each of the following four categories :

(1) Professors/Associate Professors/Principal Scientific Officers/Librarian.

(2) Assistant Professors/Senior Scientific Officers ;

(3) Lecturers/Scientific Officers/System Programmers/Asst. Librarians-I ;

(4) Technical/Research/Scientific Assistants/Asst. Librarians-II/Programmers;

there shall be four members on the Executive Committee. The President, Vice-President, Secretary, Joint Secretary and Treasurer shall be elected from among and by the members of the Executive Committee every year after election detailed in Clause III(e) is over.

(c) The categorywise representation on the Executive Committee given in Clause III(b) shall be reviewed by the Executive Committee every two years. Any proposal based on this review concerning the categorywise representation on the Executive Committee shall be subject to approval by the General Body.

(d) Every elected member present at the Executive Committee shall have one vote and all matters except for which special provision is made in the Rules and Regulations of the Association shall be decided by a simple majority.

(e) The Executive Committee shall appoint Returning Officer(s) for conducting the elections to the Executive Committee. The Returning Officer(s) shall call



nominations for election, shall give adequate notice for the same, shall declare in advance a date for withdrawal and shall within a reasonable time declare the results of election. All the candidates seeking elections under each category will be arranged in decreasing order of the valid votes polled by them and the results declared accordingly. In the case of a tie, the Returning Officer(s) shall decide the result of the election by drawing lots.

- (f) The term of office for every elected member on the Executive Committee shall be two years beginning from the date on which the member is elected. The election which shall be by secret ballot shall be held on a date to be fixed by the Executive Committee but shall not be later than 31st March of that year. At the end of every year, half of the members of the Executive Committee from each category, as listed in (b); shall retire and the vacancies so created shall be filled by election through secret ballot by the General Body. No member of the Executive Committee shall hold office on the Committee for more than four years consecutively. At the end of the first year of operation of the Association, in absence of voluntary retirements of half of the members of the Executive Committee, lots will be drawn for deciding the retirement. For subsequent years, however, the half of the committee members who have not retired during the preceding year shall retire. The members who are to retire at the end of their terms shall remain on the Executive Committee till the new elected members replace them.

(g) Eligibility :

- (1) Members who take any assignment of representing the authorities of the Institute on matters connected with the Association, are not eligible to continue in the Executive Committee during the period of such assignment. The opinion of the

General Body shall be final in interpreting this clause.

- (2) If at least four members of the Executive Committee are of the opinion that a certain member on the Committee is not eligible to remain a member of the Executive Committee under Clause III(g)(1) then the Executive Committee shall call the General Body Meeting within fifteen days of the requisition of notice especially to decide the eligibility. The General Body shall decide the eligibility or otherwise by a simple majority of those present in the meeting.

(h) Co-opting :

The Executive Committee may co-opt/invite additional members from among the members of the Association to help the Committee in executing its duties. However, the co-opted members shall not have voting right in the meetings of the Executive Committee.

- (i) Vacancies in and removal from the Executive Committee :

- (1) If the number of vacancies in the Executive Committee is four and more at any time before the lapse of the stipulated period of one year, then the vacancies shall be filled by election through secret ballot by the General Body.

- (2) Any member of the Executive Committee can be removed from the Committee by the General Body meeting by a majority of two-thirds of the members present at the meeting ; the reason for the removal can be misuse of office or working against the interests of the Association or continued absence from the Executive Committee meetings for three times consecutively without valid reasons. However, the member of the



Executive Committee to be so removed shall be given adequate opportunity to explain his conduct.

(j) The Executive Committee shall function towards fulfilling the Aims and Objectives of the Association as detailed in the Memorandum, and in execution of its duties and exercising its powers, it shall follow the Rules and Regulations of the Association.

#### IV. Powers/Duties of the Members of the Executive Committee :

##### (a) President/Vice President :

- (1) The President shall preside over all General Body and Executive Committee meetings and shall sign minutes of all these meetings.
- (2) The President shall have the power to call for Special General Body Meeting or Executive Committee meeting whenever necessary or shall call a special meeting of the Executive Committee on receipt of a written requisition signed by more than 50% of the elected members of the Executive Committee within 15 days of the receipt of such a notice.
- (3) The Vice-Presidents shall assist the President in his duties and shall perform the same in his absence.
- (4) In the absence of both the President and the Vice-President, the Executive Committee shall elect one person from amongst its elected members as President for the period of absence.

##### (b) Secretary/Joint Secretary:

- (1) The Secretary shall make a note of the discussion at all meetings of the General body and the Executive Committee and record

minutes, conduct all correspondence on behalf of the Association/Executive Committee. The Secretary shall put forward the minutes of the previous meetings of the Executive Committee and General Body for confirmation by these bodies. The Secretary shall be responsible for calling all meetings of the Executive Committee and General Body.

(2) The Secretary shall be responsible for submitting all returns and notices as required.

(3) The Joint-Secretary shall assist the Secretary in his duties and perform the same in his absence.

##### (c) Treasurer :

(1) The Treasurer shall be responsible for the funds of the Association and the relevant records. He shall operate the funds under the directions of the Executive Committee.

(2) The Treasurer shall receive contributions, donations and subscription from the members and issue receipts provided for the purpose by the Association.

(3) The Treasurer shall make payments after getting vouchers in respect of them attested by the Secretary or President/ Vice-President in the absence of the Secretary.

(4) The Treasurer shall prepare the annual Balance Sheet and the statement of Income and Expenditure for the consideration of the General Body and thereafter for submission to the Registrar of Societies.

(5) In the absence of the Treasurer, a member authorised by the Executive Committee shall look after the functions of the Treasurer for the period of his absence.



(6) The Secretary, assisted by the Treasurer and three other office bearers of the Committee shall be responsible for preparation and filing with the concerned Registrar of such records, annual or other statements as specified in the Society's Act and Sections/Rules.

(7) Normally, the Treasurer shall not keep with him the imprest cash of more than Rupees Five Hundred at a time unless permitted by the Executive Committee. He shall remit all the amounts received on any account whatsoever, to the bank to the credit of the Association.

**(d) Annual Audit :**

(1) The Association shall make due provision for the annual audit of its accounts by the auditors appointed by the General Body.

(2) Copies of the rules, the receipt and expenditure account and the Balance Sheet will be kept readily available in the registered office of the Faculty Association.

**(e) General Funds :**

(1) The General Funds of the Association shall consist of the subscriptions and donations and contributions from members and others.

(2) All funds shall be deposited in a Bank or Banks approved by the Executive Committee in the name of the Association and the account shall be operated jointly by the Treasurer and the Secretary. In the absence of the Secretary, the joint Secretary shall operate the account.

(3) The day to day business of the Association, the expenditure to be incurred thereof shall be as stipulated in clauses (IVa), (IVb), (IVc) and (IVd).

(4) The Executive Committee shall have full power in operating/utilizing the funds of the Association while managing the Affairs/Business of the Association so as to be consistent with clause (IIIj).

(f) The Executive Committee shall meet at least once in three months on a day and at a place as may be fixed by the Secretary in consultation with the President.

(g) One half of the elected members of the Executive Committee shall constitute the quorum. No quorum will be necessary for any adjourned meeting.

(h) A notice of atleast seven days shall be given for the meeting of the Executive Committee. The President can, however, call emergency meetings.

(i) In all matters connected with the association requiring any official/legal negotiations/discussions, a team of members nominated by the Executive Committee of whom at least four shall be elected members of the Executive Committee, shall represent the Association.

**V General Body Meetings :**

(a) The Annual General Body meeting of the Association shall be held in the beginning of the year on a date as may be determined by the Executive Committee by giving a notice of atleast fifteen days to transact the following :

(1) to adopt the report of the work done by the Association during the preceeding year and annual audited statement of accounts ;



(2) to transact such other business as may be brought before it is provided by the Rules and Regulations of the Association or as considered necessary by the Executive Committee.

(b) (1) The President or the Executive Committee may call special general body meeting of the Association whenever necessary by giving written notice.

(2) The President/Executive Committee shall call a General Body meeting of the Association on a requisition signed at least by one tenth of the total strength of the members of the Association within fifteen days of receipt of such requisition.

(3) In case the President or the Executive Committee shall fail to convene such requisitioned meeting, the requisitionists shall themselves call a meeting after a due notice of fifteen days and the proceedings of such meetings shall be forwarded to the Executive Committee for its consideration with a list of members who attended the requisitioned meeting along with their signatures; the Executive Committee will have to abide by the above proceedings/resolutions if the relevant Rules and Regulations of the Association are satisfied.

(c) Every member present at the General Body shall have one vote and all matters except for which special provision is made in the Rules and Regulation of the Association shall be decided by a simple majority.

(d) One-fifth of the total members of the Association shall constitute the quorum for any General Body meeting, except for which a special provision

is made in the Rules and Regulations of the Association and for the purpose of amendment one-half of the total members shall constitute the quorum.

## VI Dissolution of the Association :

(a) The Association shall not be dissolved except by a vote of a majority of three-fourths of the members present and voting at a General Body meeting convened for such purposes provided the total number of votes cast at such a meeting is not less than two-thirds of the total number of members then on the rolls of the Association.

(b) The funds and assets of the Association, after meeting all liabilities shall be disposed off according to the decisions of the dissolution meeting as per the Karnataka Societies Registration Act, 1960.

## VII. Amendments to Rules and Regulations of the Association :

The name and the Rules and Regulations of the Association may be amended by a resolution passed at a special General Body meeting convened for the purpose of which written or printed notice shall have been delivered or sent by post to every member of the Association twenty-one days previous to the date of the special meeting and the resolution proposing the amendment is passed by the votes cast in favour of the resolution by member who being entitled to do so, vote in person, and such votes are not less than three times the number of votes, if any, cast against the resolution by members so entitled and voting.