

Rules and Regulations



**CHANDIGARH REGION INNOVATION AND KNOWLEDGE CLUSTER
(CRIKC) SOCIETY**

Sector 14, Panjab University, Chandigarh-160014 (INDIA)

**ANNEXURE TO THE MEMORANDUM OF ASSOCIATION OF CHANDIGARH
REGION INNOVATION AND KNOWLEDGE CLUSTER (CRIKC) SOCIETY**

RULES AND REGULATIONS OF THE SOCIETY

- 1. Introduction:** It is universally recognized that in the 21st century, Knowledge hubs/clusters are the facilitators of innovation and knowledge creation which are the key drivers of development. The tricity of Chandigarh, Mohali and Panchkula has large number of institutions of Higher Education and Research all situated in reasonable proximity to one another. Recognizing this many of us have been meeting and discussing the possibility of creation of Knowledge hub/ cluster in this region. In this context, seizing the opportunity, after several rounds of meetings with the heads of Institutions of Higher Education and Research in and around Chandigarh, it was proposed on 24th November 2012 that a network forum under the name 'Chandigarh Region Innovation and Knowledge Cluster (CRIKC) be created. This was appreciated by all the participants, who then approved its Logo as well as the website (<http://crikc.puchd.ac.in>). Eventually on 11th May 2013, the National Technology Day, Heads of the 15 institutions in and around Chandigarh, signed a statement, agreeing to implement a common minimum academic program under the forum CRIKC. Details in this regard are available on the website of CRIKC. To give a more formal shape to CRIKC, members have now decided to register it as a Society under the relevant act and take forward the mission enshrined in the statement accepted on May 11th 2013. The Desirous Persons state the following.
- A. **The name of the Society** shall be the Chandigarh Region Innovation and Knowledge Cluster Society (hereinafter referred to as the Society).
 - B. **The registered office** of the Society shall be situated at the Department of SAIF/CIL, Panjab University, Chandigarh 160 014.
 - C. **The Society shall operate around the Chandigarh region.**
 - D. **The objectives of the Society are:**
 - a) Promotion of research, training activities and other activities related to higher education.
 - b) To facilitate sharing of available academic resources at the CRIKC institutions for the mutual benefit of students and faculty at these institutions.

- c) To promote participation of industry in higher education.
- d) To promote Industry-Academia Interactions.
- e) To promote collaborative Seminars/Colloquia/Meetings/Conferences etc. in various fields for students and faculty.
- f) To promote Inter-Institutional 'Fellowships' amongst the CRIKC institutions.
- g) To promote scientific temper amongst students, researchers and the society at large.
- h) To facilitate starting of new and innovative academic programs by CRIKC institutions.
- i) To interface with governments for promotion of research and higher education.
- j) To promote and sustain following themes for excellence in research and gradually strive to expand to other areas:
 - i. Biomedical, Medical, Chemical, Physical, Nano and Engineering Sciences and Technologies.
 - ii. Theoretical Studies and Simulations.
 - iii. Policy Research and Planning.

E. The Society will abide by the following conditions.

- a) The income and property of the Society shall be applied solely towards the promotion of the objects of the society as set forth in Memorandum of Association and no portion thereof shall be paid to or transferred directly or indirectly to the members of the Society.
- b) No member of the Governing body of the society shall be appointed to any salaried offices of the Society or any office of the Society paid by fees and no remuneration shall be given by the Society to any member of such Governing Body except repayment of out of pocket expenses & interest on money lent or rent for premises demised to the Association. The exception to this rule may be a treasurer, in case a professional is appointed from outside to handle accounts of the Society and is therefore not an academician, hence not a member of the Society. In such a case, the Treasurer will be paid salary and will not have any voting rights in the Society, nor will he be a Member of the Governing Body.
- c) The Society by its constitution is required to apply its profits, if any, or any other income in promoting its objects.

- d) If upon the winding up or dissolution of the Society there remains after settlement of all its debts and liabilities, any property whatsoever, it shall not be distributed among the members of the Society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the Society at or before the time of dissolution.

2. Terms of Admission of Members:

- a) The Society will consist of citizens of India formally associated with higher education, scientific research and knowledge industry at organizations such as universities, institutes, national laboratories etc., National Science and Engineering Academies, National Academy of Arts and Performing Arts and other organizations of repute preferably in Chandigarh region. The members will be admitted to this Society on written request and payment of the prescribed membership fee.
- b) The Membership of the Society will remain open throughout the year to such citizens of India who are interested in the aims and objectives of the Society and are willing to pay the prescribed fees.
- c) The Society will also have patron members, such as universities, research institutes, organizations of higher learning and knowledge driven industries. The heads of such institutions will be Ex-Officio members of the society.
- d) The Fellows of the national academies (INSA, IASc, NASI, INAE) are not founding members can become foundation members of the Society.

3. Consequences of non-payment of subscription fees.

In case subscription fee is not received despite two reminders and is delayed beyond one year, the membership of individual Members will be deemed to have ceased.

4. Fine and forfeitures to be imposed on any Member.

The Governing Body will be competent to refuse membership to any applicants who do not fall within mandate of the Society, and impose penalties for causing any loss to the Society as the members of the Society.

5. Categories of members of the association

- a) The Members of the Society will be of the following categories, who pay the prescribed fee mentioned against the category:-

Category of Members	Membership Fee
I. Founding members (individuals)	Rs. 3,000/- (One time only)
II. Foundation members	Rs. 3,000/- (One time only)
III. Life members (individuals)	Rs. 2,000/- (One time only)
IV. Members (individuals)	Rs. 500/- (Annual)
V. Institutional members	(would be accepted as patron members)

- b) The membership fee should be paid to the Society either in Cash or by Bank Draft / Cheque or Electronic transfer through Swift Code payable to the name of the society 'CHANDIGARH REGION INNOVATION AND KNOWLEDGE CLUSTER (CRIKC) SOCIETY, CHANDIGARH. A duly signed receipt against such payment will be issued by the Secretary/Joint Secretary.
- c) The Governing Body reserves the right of revising the membership fees from time to time.

6. Registration and Expulsion of members/office bearers

- a) A Member may, for whatsoever reason, withdraw from the Society by expressing his/her wish to do so in a letter addressed to the Secretary. The Society, however, shall not be liable to return any fee that might have been paid by him/her.
- b) The President, with the approval of the Governing Body, may terminate the membership of a member who is found involved in activities subversive of law or detrimental to the interest of the Society.
- c) The membership will cease on death, being unsound mind or insolvent.

7. Formation of General Body

General Body will consist of all the Members of the Society.

8. Powers & Functions of the General body.

- a) Consideration and approval of Annual Report of the Society and financial statement of receipts and expenditures and accounts duly audited by a Chartered Accountant.
- b) To renew the term of the Governing Body if the elections cannot be practically held before the expiry of the term of the Governing Body.

- c) To elect the Office Bearers and Members of the Governing Body from amongst the Members having a standing of more than one year.
- d) To consider and approve the proposals for amendment of the Rules and Regulations of the Society.
- e) To approve the Bye Laws made by the Governing Body and to approve the amendment thereto if any.
- f) To make policies or give direction to the Governing Body or any office bearer in regard to the Aims and Objectives of the Society.
- g) To approve the Annual Budget of the Society.
- h) Any other matter, by permission of the Chairman.

9. Meeting/Quorum and notice of General Body.

- a) Annual General Meeting shall be convened at least once every year. The annual term is from 1st April to 31st March of the following year. First meeting will be held not later than 31st October in each annual term. Date, place and time shall be determined by the President and Notified by Secretary, with at least 7 days notice in advance of the meeting.
- b) The General Body will consider and approve the proposals for resolutions brought up before the meeting by any one of its members, provided that a written notice of the same is given to the President/Vice-president or the Secretary/Joint Secretary by the end of February preceding the annual General Body meeting; all such proposals and resolutions shall be considered by the Governing Body in the first instance and placed on the agenda of the Annual General Body meeting with such recommendations as may be made by the Governing Body. Provided that if no meeting of General Body is held as recommended in this clause, or if the Annual General Body meeting fails to elect a new Governing Body, the President may permit the Governing Body already in office to continue to function for one year or till the new Governing Body is duly elected, whichever is earlier.
- c) Should at least one-third of the members of the Society consider an extra-ordinary General Body meeting of the Committee necessary, they shall, in a joint requisition, inform the Governing Body intimating the specific purpose for which such meeting is deemed to be necessary. The Governing Body shall call a meeting of the Society within

20 days of the receipt of such requisition. Only the specific business for which the extraordinary meeting is called shall be considered at such a meeting.

- d) The quorum for a General Body of the Society shall be $\frac{1}{4}^{\text{th}}$ of the total membership.
- e) All decisions shall be taken by a simple majority vote of the members present and, in the case of a tie, the President shall have a casting vote

10. Formation of Governing Body.

- a) Members of the Governing Body will be appointed by General Body by majority/consensus or by election if required, following nomination by any member of the General Body.
- b) At the time of preparing this founding Memorandum of Association, the Desirous Persons who comprise the General Body have constituted the first Governing Body of the Society.
- c) The first Governing Body will have the tenure of three years and will continue till elections are held.
- d) The Secretary may from time to time and in consultation with the President, invite eminent persons in the field of academics, research and technology as special invitees to attend the meetings of the Governing Body or the General Body.
- e) The Governing Body will meet ordinarily at least three times in a year on a notice of 7 days by SMS/e-mails/phone calls etc. For some urgency, the Governing Body may meet also on shorter notice.

11. The strength of the Governing Body including details of office Bearers.

- a) The Governing Body will consist of the following fifteen Office Bearers
 - i. President (1) (Ex-Officio PU Vice Chancellor)
 - ii. Vice President (1)
 - iii. Secretary (1)
 - iv. Joint Secretary (1)
 - v. Treasurer (1)
 - vi. Executive Members (15)

- b) Members of the Governing Body shall have tenure of three years, and such membership will be coterminous with the end of tenure of a Governing Body to which they were elected.
- c) If a vacancy of the office bearer occurs during the tenure, the President in consultation with the Vice-president, Secretary or Joint Secretary may nominate any member to fill the vacancy for the remaining tenure. In the case of the vacancy of the President, the Vice President will fill the vacancy for the remaining tenure.

12. Mode of Election of Governing Body.

- a) The General Body will elect the members of the Governing Body from amongst its members with a standing of one year.
- b) The election of the office bearer will be by general consensus or by vote.
- c) The appointed office bearer will secure more than 50% votes from the participants in a given General Body meeting convened to appoint the office bearers.

13. Power & Functions of Governing Body.

- a) To organize and conduct research/teaching activities in accordance with the guidelines framed after acceptance by the General Body of the Society.
- b) To raise funds for the Society through grants, subscriptions, donations, gifts, bequests, aid or projects from governments, business houses, trusts or any persons interested in promoting the activities of CRIKC.
- c) To spend funds of the Society for its bona fide activities in accordance with the Budget Estimates sanctioned by the General Body.
- d) To fill up any vacancy occurring among its elected members in the course of the year for the left over period of the term.
- e) To frame bye-laws, to meet any emergency that may arise in the bona fide discharge of its duties, provided that such action is duly reported to the next General Meeting of the Society.
- f) To consider and recommend, for adoption by the Annual General Body Meeting with its appropriated comments, the Annual Report on the year's activities, the Audited Statement of Accounts for the year, the Reports and statements of Accounts of the various sub committees and the Annual Budget Estimates for the ensuing year.
- g) To sanction expenditure where the amount exceeds Rs.100,000/- for an individual item and to allow re-appropriation of funds from one budget head to another.

14. Meeting/Quorum and notice of Governing Body.

- a) Meeting of the Governing Body shall be convened by the Secretary or Joint Secretary, with the permission of the President, as often as may be necessary. Ordinarily seven days' notice shall be given for such meetings but in emergent cases the President may call a meeting at a shorter notice, if necessary.
- b) Quorum for the meeting of the Governing Body will be 1/3rd of the office bearers. If the meeting is adjourned for want of quorum, it may meet again for the disposal of urgent matters without the requirement of the quorum, however at least three members would be present in the meeting.
- c) In case of alternate views, the Governing Body will resolve by general consensus or adopt a view that secures more than half of votes from the participating Members.

15. Power & duties of each office bearer.

- a) **The duties and powers of the President** shall be as follows
 - i. To preside over all meetings of the General Body of the Society and the Governing Body and to discharge such functions as may be assigned to him/her by the general body.
 - ii. In the case of equality of votes, the President shall have a casting vote.
 - iii. To sanction expenditure (including advance) up to Rs.100,000/-
 - iv. In an emergency, to take decisions to meet the situation in anticipation of the approval of the Governing Body, however such decision shall be placed before the next meeting of the Governing Body.
- b) **The Vice-President** shall function as President in the absence of the latter and shall exercise the powers vested in him/her.
- c) **The duties and powers of the Secretary shall be as follows:-**
 - i. Carry on correspondence on behalf of the Society and give effect to the resolutions of the Governing Body, as its Chief Executive Officer.
 - ii. Be responsible for the maintenance of other records and registers as well as the custody of all property of the Society.

- iii. Carry out other duties which may be entrusted from time to time by the Governing Body.
- iv. Function as the Drawing and Disbursing Officer of the Society.
- v. Keep an imprest of Rs. 25,000/- to meet petty or day to day expenditure from time to time.
- vi. Have power to incur expenditure up to Rs. 25,000/- on an item at a time.
- vii. Authorize a person to issue receipts for all sums on behalf of the Society.
- viii. Make payments in accordance with the rules prescribed by the Society.
- ix. Present Annual Report of the Society to General Body at its annual meetings.
- x. Represent the Society, contest or defend in any legal matters and court proceedings.
- xi. Recommend to the CRIKC President additional personnel if any required for assistance in discharging of the above activities.
- xii. Preparation of Annual Reports and minutes of the meetings of the Society.
- xiii. Issue notices for the Governing Board meetings and the Annual General Body meeting.
- xiv. Any other task assigned by the Governing Body from time to time.

d) The duties and powers of the Joint Secretary shall be as follows :-

He shall jointly discharge all the functions of the secretary.

e) The duties and powers of the Treasurer shall be as follows :-

- i. The treasurer will be responsible to manage the funds of the Society and for the collection of Membership fee and other receipts or grants etc. He will maintain the accounts of all the receipts and expenditure as per the normal practice of accounting and such registers and guard files as may be prescribed or deemed necessary.
- ii. He will furnish the financial statement of the account of receipts and expenditure of the Society to the Governing Body and the General Body and will also submit the budget proposals.
- iii. He will maintain receipt book, cash book, cheque book and account books

relating to monthly income and expenditure and the voucher files.

- iv. He will be responsible to get the financial records and vouchers, audited every year by such Auditor as may be appointed by the Governing Body for each financial year.
- v. The accounts will be operated under the joint signatures of either of two office bearers among Secretary, Joint Secretary and Treasurer. In the absence of these signatories, Vice-President may be authorized by the President or the Governing Body to sign for the Secretary, Joint Secretary or Treasurer by prior written intimation with attested signatures to the Bank.
- vi. Preparation and maintenance of website of the Society.

g) The duties and powers of the Members shall be as follows:-

- i. They will attend the meetings of the Governing Body.
- ii. They will participate in the discussions and have a right to vote in the meeting.
- iii. They may be assigned any functions and duties by the Governing Body.

16. The manner of the investment of the funds, keeping of account and for annual or periodical Audit of the account by certified chartered accountant.

- a) The funds of the Society will consist of the following receipts.
 - i. Membership Fees
 - ii. Grants and donations from Institutions, Individuals and Government Bodies Public or Private Sectors.
 - iii. Subscription of the Newsletter or any other publications of the Society.
 - iv. Income from the investments made by the Society.
 - v. Receipts from other sources.
- b) The financial year of the Society will commence from 1st April of the year ending on 31st March of the next year.
- c) The accounts of the Society will be opened jointly by the Secretary, Joint Secretary and Treasurer of the Society in any of the Nationalized Banks at Chandigarh, as may be nominated by the Governing Body.

- d) The accounts will be operated under the joint signatures of either of two office bearers among Secretary, Joint Secretary and Treasurer. In the absence of these signatories, Vice-President may be authorized by the President or the Governing Body to sign for the Secretary, Joint Secretary or Treasurer by prior written intimation with attested signatures to the Bank.
- e) The statement of accounts will be prepared and duly audited by an Auditor appointed by the Governing Body.

17. Altering & rescinding of Rules & regulations of Society (as per provision of section 12 & 12-A of society Registration Act. 1860).

These rules may be altered by the Society with the consent of the Governing Body at any time by a resolution passed by a simple majority of 50% votes of 2/3rd of the total members present at any meeting of the Society which shall have been convened for the purpose after giving due notice of such resolution to the Members of the Society.

18. The manners of Dissolution of the Society (as per provision of section 13 and 14 of Society Registration Act, 1860).

The Society may be dissolved in accordance with the provisions of section 13 and 14 of the Societies Registration Act, 1860 as amended up to date. In the event of dissolution, after settlement of all dues, any remains will be transferred to some other institute with similar objectives and shall not be paid or distributed among members of the Society.