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NOSPLAN – ORGANISATION OF STUDENTS OF PLANNING, INDIA



CONSTITUTION

Rules and Regulations of the organisation
(Last approved and updated on 15th October, 2025)

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NOSPLAN – ORGANISATION OF STUDENTS OF PLANNING, INDIA

CONSTITUTION

1. NAME OF THE ORGANISATION

The name of the organisation shall be “NOSPlan –Organisation of Students of Planning”, hereafter referred to as “NOSPlan” or “the organisation”.

2. PURPOSE OF THE CONSTITUTION

2.1. The core purpose of the Constitution shall be to act as a set of guidelines that shall be perceived as a rulebook for all members of the organisation so as to develop a stronger and dependable institution for achieving its goals and objectives.

2.2. The constitution of NOSPlan shall lay down a centralized system of governing body within the organisation. The idea of having a constitution also throws up a plethora of opportunities to address certain aspects of the organisation that have not been addressed and have become extremely necessary to be addressed in the context of current and perceived future growth of the organisation.

3. AIMS AND OBJECTIVES OF NOSPLAN

3.1. Aim of the Organisation

Increasing urbanization will result in the need for urban planning more acute and its nature more complex in the future. NOSPlan intends to serve as an agency for all changes that are needed to better prepare students of planning for these challenges they will face as future professionals.

3.2. Objectives of the Organisation

The following shall be the objectives of the constitution:

- I. Driving improvements in the state of planning education in India.
- II. To promote planning as a discipline and a field of higher education in 10+2 students.

- III. To provide a platform for networking for all students of planning.
- IV. Creating better prospects for planning students after their academic term.

3.3. The following shall be the desirable initiatives in respect of the four objectives that NOSPLAN would like to and should undertake:

- I. Driving improvements in the state of planning education in India.
 - Curriculum revision and related discussions
 - Admission Process Reforms
 - Innovations in Teaching methodology
 - Infrastructure issues
 - Industry Tie-ups
- II. To promote planning as a discipline and a field of higher education in 10+2 students.
 - Outreach program to Senior Secondary Schools
 - Media Propagation (Online/Print Media)
 - Tie-ups with Education Counselors
- III. To provide a platform for networking for all students of planning.
 - Annual Convention of NOSPlan
 - Zonal Conventions/Seminars/Events
 - NOSPlan Website and Online forums
 - Exhibitions and interactions with Industry.
- IV. Creating better prospects for planning students after their academic term.
 - Tie-ups with foreign institutions offering PG and higher degree courses in planning and allied fields.
 - Forum for providing knowledge on job opportunities in the industry.

4. MEMBERSHIP GUIDELINES

Types of Membership:

4.1. INSTITUTIONAL MEMBERSHIP

A. Eligibility

- Any undergraduate or post graduate institute imparting education in planning in India can register if it is duly recognized by the Institute of Town Planners, India.
- At least 75% of the students enrolled in any course/ fields related to planning in the institute must be registered in NOSPlan.
- Must submit an annual membership fee of Rs. 400/- per individual member (base year to be 2019) subject to a revision of Rs. 100/- after every 3 years to NOSPlan or as dictated by the Executive Council each year, whichever is less.
- Submit an annual database of students enrolled in the course through a mode as determined by the National Council from time to time.

- Letter of Consent from the Head of Department/Director clearly affirming their participation appeal and enduring its repercussions in case of failure of any law scripted in the constitution on institutions letterhead
- After registering, the institution shall be recognized as an observer for a specified period of 2 years and shall be further upgraded, if it intends to, an institutional membership after giving a presentation on their adaptation and development of skills.–
- It is mandatory for the institution to have a third batch before they are considered eligible for the registration to an observer status.

(Omitted from the Constitution)

B. Duties

- Formulate and update Unit Council annually in a fair and democratic manner
- Appoint a Faculty Coordinator for smooth communication and guidance.
- Voluntarily and actively participate in activities hosted by the Organisation
- Voluntarily and actively provide educational resources to other institutional members of the Organisation
- Develop Collaborative initiatives with the organisation in order to promote activities and opportunities for the member students
- Execute all such duties as mentioned in the Constitution

C. Entitlements

- Institutional Membership Certificate (to be given to the concerned Head of Course/ College as applicable) and deliverables as decided by Executive Council to be reviewed annually
- Eligible to attend and participate in the National Council Meeting and Annual Convention of the organisation
- Eligible to nominate candidate/s for Executive Council Elections from their respective institutes
- Eligible to vote for Executive Council Elections through the respective Unit Coordinator of the institute
- Eligible to host National Council Meeting and Annual Convention of the organisation
- Separate and dedicated section in the website for the Institution.
- Access to member section of the website and a separate user account in it.
- Access to online resource centers as and when provided by NOSPlan.
- Access to regular newsletters as and when published by NOSPlan.
- Access to any other facility or opportunity as provided by NOSPlan for its members.
- Free membership to all faculty of the Course within the Institution.

4.2. ALUMNI MEMBERSHIP

A. Eligibility

- Must be an alumnus of a course recognized by the Institute of Town Planners of India
- Must submit an annual membership fee of NOSPlan as decided by Executive Council from time to time.
- Submit an annual database form through a mode as determined by the National Council from time to time
- Provide transaction details for the payments made to the organisation or other students under the name of NOSPlan.
- Should have been an institutional member of the NOSPlan for atleast one year and must be able to prove the same.

B. Duties

- Voluntarily and actively participate in activities hosted by the organisation
- Voluntarily and actively provide educational resources to other institutional members of the organisation
- Develop collaborative initiatives with the organisation in order to promote activities and opportunities for the member students
- Execute all such duties as mentioned in the constitution.

C. Entitlements

- Membership Certificate (to be collected by the member himself) and deliverables as decided by Executive Council to be reviewed annually
- Eligible to attend and participate in the National Council Meeting and Annual Convention of the organisation
- Eligible to be nominated for Advisory Board
- Access to Alumni section of the website and a separate user account in it.
- Access to online resource centers as and when provided by NOSPlan.
- Access to regular newsletters as and when published by NOSPlan.
- Access to any other facility as provided by NOSPlan for its Alumni members.

4.3. HONONARY MEMBERSHIP

A. Eligibility

- Any company, organisation, institution, association or government body dedicated towards the professional field of Planning, Development or Social Benefit or related fields for more than a period of 2 years shall be considered eligible for this membership
- Must provide annual financial support to the organisation for fluent functioning of

the organisation, after consultation with the Executive Council annually.

- Must appoint a representative of the institute, to function as a point of contact with the organization, duly appointed by the Head of Institute/company/association/government body, etc.

B. Duties

- Actively participate in activities hosted by the Organisation.
- Actively provide educational resources to other institutional members of the Organisation.
- Develop Collaborative initiatives with the organisation in order to promote activities and opportunities for the member students.
- Guide and advice member students for smoother functioning of the organisation.
- Execute all such duties as mentioned in the constitution.

C. Entitlements

- Honorary Membership Certificate (to be given to the concerned Head of Company/ Director/ President/ Founder as applicable) and deliverables as decided by Executive Council to be reviewed annually.
- Separate and dedicated section in the Website for the members.
- Access to online resource centers as and when provided by NOSPlan.
- Access to regular newsletters and annual magazine as and when published by NOSPlan.
- Media coverage and promotion during Annual Convention or any other events hosted by the organisation.
- Direct exposure to and outreach to all member students, as and when decided by the Executive Council.
- Advertisement in Annual NOSPlan Magazine and other publications.

5. OBSERVER SPECIFICATIONS

- 5.1.** It is mandatory for the observer institutions to participate in the Annual Convention and National Council Meetings during their tenure as observing bodies.
- 5.2.** The Observer member shall not possess any power to nominate any member for the Executive Council.
- 5.3.** The Observer member college shall not possess any power to impeach or elect any member of the Executive Council.

(Omitted from the Constitution)

6. CANCELLATION OF MEMBERSHIP

- 6.1.** A college shall cease to be a member of the organisation if
- It transgressed the goals and objectives of this constitution

If the institution ceases to be recognized by the competent accrediting body.

- 6.2.** If they fail to pay membership fee for a time period of 2 years, the institution shall reduce down to a status one step lower than what they hold, i.e,
- Member to observer
 - Observers to Unregistered Unit
- 6.3.** In case of the institute willing to withdraw membership unilaterally, an application to that effect shall be submitted by the unit coordinator of the institution, duly endorsed by the Dean/the Director/the Head of the Department/Administrative Officer, to the executive council.
- 6.4.** Readmission of the unit shall be upon the decision of the general council and duly ratified by the panel consisting of the Executive Council and Advisory Board.

7. MEMBERSHIP MANAGEMENT GUIDELINES

- 7.1.** Membership management will primarily concern with collection of membership fee from the members of the organization, and issue of corresponding receipts and certificates. The task will include request, collection and deposition of membership fees in a process approved by the Executive Council.
- 7.2.** The Executive Council shall decide on the mode of fees submission and format of membership form & receipt for membership fees and certificate, after consultation with the Unit Councils, in March National Council Meeting.
- 7.3.** The Treasurer shall put the draft format for Certificate & Receipt during the March National Council Meeting for approval, subject to the Certificate mandatorily bearing the signatures of the Treasurer and President. A majority of more than 50% of the National Council for the Certificate & Receipt format, present in the National Council Meeting, shall be needed for approval.
- 7.4.** The format for membership form and its submission process shall be prepared by the General Secretary in consultation with the Executive Council and Advisory Board Members and put forward for approval by the National Council. The draft format shall have to be mandatorily approved by the Executive Council. A majority of more than 50% of the National Council for the format for membership form and its submission process, present in the National Council Meeting, shall be

needed for approval.

7.5. The National Treasurer to send details to colleges regarding Mode of submission of Membership Fees, Amount and the Format of Membership Form with at least 15 days prior notification. 1st official mail and letter to be sent requesting membership fee on and before 2 weeks of August. Treasurer to send a letter (to be accompanied by details pertaining to mode of submission, membership form, etc.) to HODs/ DoS with a copy of the letter along with a mail to the UCs. Monthly reminders to be sent to the colleges after every 30 days till 30 days before 2nd deadline. Treasurer to send a reminder to HODs/ DoS with a copy of the letter along with a mail to the UCs.

- **1st deadline: 3 weeks before Annual Convention**
- **2nd Deadline: 1 week before Annual Convention**

7.6. Existing Institutional members not submitting their fees till the 1st deadline shall stand ineligible for Executive Council elections for that year.

7.7. The President shall issue a letter to all colleges (HODs/DoS/UCs) notifying their status with regard to institutional membership within 15 days after the 2nd deadline.

7.8. The Treasurer shall be responsible for all tasks related to preparation and distribution of all membership certificates and receipts, as given under.

- Institutional Membership certificates & Receipt shall be distributed to unit coordinators in March NCM and to HODs of colleges not attending the NCM, within 15 days after the NCM by the Treasurer.
- Alumni and Honorary Membership Certificates to be collected by the person themselves, from the NOSPlan Secretariat.

7.9. Any other guidelines in respect of membership fees, which are not in conflict with the above provisions, shall be made by the GB in the March National Council Meeting every year.

7.10. The above mentioned deadline and timelines may be subject to change as per found necessary by the Executive Council with consultation with the National Council.

8. GOVERNING BODY OF THE ORGANISATION

8.1. HEADQUARTERS

School of Planning and Architecture, Delhi shall be retained as the NOSPlan Secretariat, since it is required that the Headquarters of any registered all-India level organisation should be based in Delhi.

8.2. GENERAL BODY

The General Body consist of National Council (comprising of the Executive Council, the Unit Councils and Unit Secretaries), Advisory Board (comprising of official Advisors of NOSPlan), Alumni Members and all student members of the organisation.

8.3. UNIT COUNCIL

8.3.1. A Unit council to get registered with NOSPlan should be a student's body of an academic institution having an Institutional membership with the organization.

8.3.2. It is referred to a unit comprising of Unit Coordinator, Unit Treasurer and Associate Editor, who represent a particular institutional member.

8.3.3. Eligibility Criteria for Unit Council

- Any candidate standing up for a post of the Unit Council must be from a Member College with Institution level membership and should have attended at least 1 annual convention and should not pass out from the college during his/her term.
- It is required that the fair election to take place after open house in which all the students are allowed to participate and vote for the respective post.
- For a new member college it is recommended to have elections after an open house, in case this is not possible then faculty member may forward the name of students in Unit Council and the unit council thus formed should have election followed by open house thereafter.
- A letter signed by the faculty coordinator containing the names and contact details of all the unit council members, confirming their constitutional election shall be presented to the Executive Council annually.
- The elected Unit Council shall hold office from the date of declaration of results of the elections till the declaration of results of the forthcoming Council elections in the next NOSPlan Year.
- No member of the Unit Council can hold office if He/she has been convicted for a criminal offence or has been punished by the institution for an act which is coercive in nature and constitute a threat to life and property.

8.3.4. Functions of the Unit Council

- A. To send and facilitate an official delegation to conventions and other activities as decided by the organizing council or body.
- B. To send one or more faculty to the conventions and other activities as decided by the organizing council or body.

- C. To carry out various activities at their (units) institute level, to uphold the various or any object of NOSPlan.
- D. To act as a system of communication and transfer of resources, documents and any such information as found necessary.

8.3.5. Duties and Responsibilities

A. Unit Co-ordinator shall,

- Be the formal representative of the Unit Council in the NOSPlan.
- Act as the point of contact between the institution and the organisation
- The Unit Coordinator is to also cast vote on behalf of the institution at National Council Meeting
- Preside at all the meetings of NOSPlan in their institute and act as the Chairman of the Unit Council.
- Be the In-charge of correspondence and keeper of records of NOSPlan and the member institution.
- Be responsible for providing all documentation and assuring active participation of the college in NOSPlan activities.

B. Unit Treasurer shall,

- Keep all the accounts pertaining to NOSPlan
- Accept money and issue receipts on behalf of Unit Council.
- Carryout all financial transactions on behalf of the Council and the Institution or request Institution to do the same as the case may be.
- Be responsible for carrying out and documenting all financial formalities between the organisation and the institution

C. Associate Editor shall,

- Convene all meetings of NOSPlan with the prior concurrence of the Unit Co-ordinator and keep a record of the proceedings of such meetings.
- Be responsible for proper maintenance and up keeping of the property belonging to the NOSPlan.
- Be designated as member of the NOSPlan Publication Cell and work on bulletins, Journals and other publication of NOSPlan and shall report directly to the Editor in Chief for all matters pertaining to the same.
- Be responsible for developing an annual student activity report for the institution with subsections as recommended by the Editor in Chief. The report may then be made public on any platform as found suitable by the Executive Council
- Ensure active contribution of content by the students of the member

institution for the Annual magazine, Newsletter and other materials created by the organisation.

8.3.6. Faculty Coordinator

The faculty co-ordinators serve as a facilitator and advisor to the student members.

- To assist NOSPlan unit council in financial matters and to smoothen the process of transfer of documents, receipts and information.
- To co-ordinate at times of dispute at all levels, to solve the matter in most just way.
- To motivate and guide NOSPlan members towards innovative ideas to organize, activities of NOSPlan.

8.4. EXECUTIVE COUNCIL

8.4.1. The Executive Council shall have a horizontal structure - with separate portfolios for each member. While the respective posts shall have almost full autonomy in discharge of their own affairs, but before taking a final decision, all the Executive Council members must be made aware by the concerned member about the decision and its reason.

8.4.2. All the Executive Council members shall be answerable to the General Body about their working and for the questions raised. The President shall be the representatives of the organisation for all legal matters and obligations.

8.4.3. All previous executive council members, unless impeached, shall be considered as the ex-officio members of the organization.

8.4.4. Constituent Members of Executive Council

The Executive Council shall have the following members;

- i) President (to be elected at National Level)
- ii) Vice President (followed-up post of the Executive Council)
- iii) General Secretary (to be elected at National Level)
- iv) National Treasurer (to be elected from NOSPlan Headquarters/Secretariat)
- v) Editor - In- Chief (to be elected at National level)
- vi) Convention Officer (to be elected at Host college level)
- vii) National Web-Manager (to be elected at National Level)

8.4.5. Functions of The Executive Council

- i. To acquire by purchase, lease, gift grants or likewise from any person, company, society, government, organisations movable or immovable

properties of all descriptions deemed necessary or useful for any purpose of the society and to administer the same.

- ii. To alienate by way of sale, lease, mortgage, pledge, exchange, gift or thereof including the giving of subscription, contributions, assistance, pecuniary or otherwise to charitable institutions, bodies or persons as from time seem necessary or appropriate.
- iii. To invest, lay aside, deposit in bank or post office wise deal with money or fund of the society not immediately required for the objects of the society.
- iv. To borrow and raise fund from bank other financial institutions or private parties for purpose and objects of the society with or without security in any manner as the society may think it fit and replay the same.
- v. To use all income from members / institutes by ways of fees, boarding and lodging and from other property movable and immovable and from the works of the society or from staff of the schools or institutions or from rent of buildings wherever derived for the pursuit of the objects of the society as set forth in the memorandum provided that no portion thereof except where payment or usage allowed to employees, members, office bearers or any other person in lieu of services rendered or agreed to be rendered to the society/institutions set up the society.
- vi. To make rules and by-laws for the conduct of the affairs of the society and to add, amend, vary or repeal them from time to time.
- vii. To obtain or accept grants, donations, gifts, bequests from Govt. corporations, business houses, trusts or any persons for the purpose of the society.
- viii. To receive any gift or money or other properties, both movable and immovable or any bequests for any one or more objects of the society
- ix. To maintain a fund to which all money received by the society by the way of grants, gifts, donations, benefactions, bequests or transfers and all moneys received by the society in any other manner or from any other source shall be credited.
- x. To deposit all moneys credited to the funds in such banks or to invest in such a manner as the society may decide.
- xi. To pay out the funds belonging to the society or out of any particular part of such funds, the expenses incurred by the society from time to time including all expenses incidental to the information of the society and management and administration of any of the forgoing objects.

- xii. To maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheets in such form as may be prescribed by the society in accordance with the provision of rules and by laws and to have the accounts of the society audited annually.
- xiii. To construct or otherwise layout, repair, acquire, extend, alter, enlarge, improve and use any land or any other immovable property belonging to or held by the society.
- xiv. To constitute committees or sub-committees to carry out the object of the society.
- xv. To delegate any or all of its powers to the governing body to any of the committees or sub-committees constituted by it.
- xvi. To do all such lawful acts and things whether incidental to the powers aforesaid or not, as may be necessary to further the objects of the society.
- xvii. Any award, reward, selection, election, disqualification or any solution that impairs the functioning of the executive council taken during the meeting in the absence of the executive council member associated to that discussion shall be deemed as an infringement of executive council's rights and proclaimed null and void.
- xviii. The executive council members shall be subject to a 50% reduction from the original sanctioned level of benefits, in the event of failure to participate in any event without a valid reason or in absence of any situation demanding the invoking of force majeure conditions.
- xix. All members of the Executive council must pay the member fee and shall be entitled to all membership benefits but shall not pay for membership twice or be provided any entitlement twice.
- xx. All members of the Executive Council shall be provided with travel expenses for organisation related matters, though the mode of transit shall be limited to 3rd AC train ticket. The mode may be changed if the member provides proper proofs of unavailability tickets, well in time. The expense on transit shall be kept as minimum as possible

8.4.6. PRESIDENT

A. Duties of the President

- The President shall preside at all the meetings of the General body of

NOSPlan and act as the Chairman.

- To formulate vision for NOSPlan activities for term he/she is selected.
- To be party to the decision (in most fair & democratic way) as and when demanded by the virtue of this post
- The tenure of the position shall one year and shall only be extended if voted upon by 75% of the existing Unit Coordinators
- The president shall be solely responsible for adhering to the objectives of the organisation and work towards achieving its goals.
- The president shall strive to uphold and protect the rights and privileges of the members of the organisation without fear or favor.
- As the head of the organisation, the president holds the responsibility to have administrative and functional control over the entire operations of the organisation.
- The president shall be responsible for summoning the meetings of the council and shall preside over the annual convention and national council meeting
- The president shall be an official member of all sub-committees set up by the executive council.
- The president shall as per his/her discretion, act upon the suggestion put forward by any member of the organisation in consultation with the council.
- The president shall have access to all official documents relating to all organisational matters and shall keep himself/herself apprised of all activities pertaining to the organisation. He/she shall be responsible for the smooth functioning of the organization and work towards eliminating any potential void in any functional setup of the organisation.
- The president should see to it that proper arrangements are made for the First National Council Meet, Pre-Convention Meet and the Annual Convention.
- The president shall himself/herself or assign at least one of the executive council members to check the preparations for the event by visiting the hosting college.
- The president has the power to take disciplinary action against any member in consultation with the national council.
- At the end of the term, the president shall address the national council regarding the activities and projects taken up throughout the tenure and projects that shall be continued in the upcoming year
- The president shall be one of the signatories to the organisation's bank account.
- He/she is also required to inspect the organisation's financial transactions as recorded in the log book, bank statements, etc. before the next president takes charge.

B. Eligibility Criteria for President

- The candidates from under-graduate courses must have attended at least three annual conventions (the third being the current one, in which the nomination has been filed) and three National Council Meetings (the third being the current one, in which the nomination has been filed)
- The candidates from post-graduate courses must have attended at least four annual conventions (the fourth being the current one, in which the nomination has been filed) and three National Council Meetings (the third being the current one, in which the nomination has been filed)
- The candidates should be clear about their vision about the organisation, and should be able to explain it in the form of a cogent action-plan – direct and doable.
- The candidates should have contributed to the organisation in a fruitful manner, and should be able to expound upon their work experiences, and their usefulness.
- Must be an Institutional member of the organization.
- Must have been a member of the Unit Council once.
- Shall not hold any other position in the organisation during the tenure.
- A person can only be nominated once for the position of the president in a National Council Meeting.
- The president shall be democratically elected by a majority of the national council members through a secret ballot, duly monitored by election panel which comprises of the General Secretary and a member of the advisory board

8.4.7. VICE PRESIDENT

A. Duties of the Vice-President

- The Vice President shall, be the Vice- Chairman at all the National Council Meeting.
- Provide leadership and preside over National Council Meetings in case of informed absence of the president.
- The Vice President shall also sign letters or attend meeting as and when dictated by the executive council member via mail or signed letter.
- The Vice President shall dutifully provide advice and other help in documentation and functioning any way possible to all members of the Executive Council
- Exercise the powers of any member of the executive council resigns before the end of his/her tenure on the direction of the majority of (greater than 50%) the National Council.
- The Vice President shall assure the re-election of the early resigned member in the next 3 months of the resignation of the executive member
- Help with transitions when a council member(s) is to be replaced

- The Vice President shall assure easy transfer of documentation and resources to the upcoming council.
- The Vice President shall be one of the signatories to the organisation's bank account
- The Vice President by virtue of his/her past experience in the association, shall advice and guide the treasurer to upkeep the financial health of the organisation.
- Ensures that all finances and related documents are being maintained according to the regulations of the organisation and acts as an overseer of the organisation's budget.

B. Eligibility Criteria for Vice-President

- Must have been a National Treasurer in the organisation in the past 2 years, hence must fulfill all requirements for the position of the National Treasurer.
- A person can only be nominated twice for the position of the vice president.

8.4.8. GENERAL SECRETARY

A. Duties of the General Secretary

- The General Secretary shall be in charge of correspondence between member institutes and keeper of the records of NOSPlan.
- The General Secretary shall execute programmes and actions decided by the Executive Council and shall be accountable for executing them in timely manner.
- To be party to the decision (in most fair & democratic way) as and when demanded by the virtue of this post
- The General Secretary shall exercise an advisory role to aid and influence decision making by the executive council in matters of policies, regulations, intellectual properties, rights, tangible assets intangible assets of the association.
- The General Secretary shall be responsible for planning, sourcing, safe custody, distribution, logistic control and maintenance of all the assets, supplies, consumables, tools and implements required for the smooth functioning of the association's operations.
- The General Secretary shall be responsible for establishing and maintaining logs, minutes of meetings, visitor's book, etc. of the organisation and present the relevant materials and timely updates to the national council.
- The General Secretary shall be the reference point for interpreting of the

clauses and articles of the constitution of the organisation.

- The General Secretary shall advise the executive council on matters pertaining to the constitution of the organisation but shall not affect any change in the constitution unless with the written consent of the president, backed up by the resolution of the National council.
- The General Secretary shall advise and support the executive council in matters pertaining to formulating programs, council meetings and the general functioning of the association.

B. Eligibility Criteria for General Secretary

- The candidates from under-graduate courses must have attended at least three conventions (the third being the current one, in which the nomination has been filed) and three National Council Meetings (the third being the current one, in which the nomination has been filed)
- The candidates from post-graduate courses must have attended at least four conventions (the fourth being the current one, in which the nomination has been filed) and three National Council Meetings (the third being the current one, in which the nomination has been filed)
- Must be an Institutional member of the organisation
- Must have been a member of the Unit Council once
- Shall not hold any other position in the organisation during the tenure
- A person can only be nominated once for the position of the General Secretary
- The General Secretary shall be democratically elected by a majority of the national council members through a secret ballot, duly monitored by election panel which comprises of the previous General Secretary and a member of the advisory board.

8.4.9. NATIONAL TREASURER

A. Duties of the National Treasurer

- The treasurer shall work in tandem with the president and general secretary, providing him/her unconditional support in carrying out his/her responsibilities.
- The treasurer shall be one of the signatories in the organisation's bank account with powers to be one of the signatories on the cheque issued by the association.
- The treasurer shall cross check all the payments done by the registered institutions with reference to the documents received.

- The treasurer shall issue only account payee cheque for any outward payments including loans, reimbursement, refunds etc. and forward the same to the respective payees and obtain stamped receipts/ vouchers to that effect.
- The National Treasurer shall maintain the day book, ledger and post the entries of debit and credit in chronological order, adhering to accounting principles and maintaining the integrity of accounts.
- The treasurer shall correspond with the bank(s), monetary agencies, auditor to address any issue including and not limited to payables, receipts, statements, procurement, investment, allowances, subscription, subsidies, taxes, etc.
- The treasurer shall prepare financial statements on a monthly, quarterly, half yearly and annual basis and distribute the same to the executive council. It is the responsibility of the treasurer to get the annual audited account distributed amongst the members of the general council.
- The treasurer shall hand-over complete audited statement of account, other documents, assets-moveable and unmoveable, consumables and all the information pertaining to the processes, finances and procedures of the association to his/her successor.
- The National Treasurer shall accept money and issue receipts on behalf of NOSPlan Secretariat.
- The National Treasurer shall prepare annual financial statement for submission to the Council.
- The National Treasurer shall carryout all financial transactions on behalf of the Secretariat.

B. Eligibility Criteria for National Treasurer

- The candidate must be a student of the Headquarter Institution, and nominated by the Unit Coordinator of the institute, after consulting the Executive Council.
- The candidate from an under-graduate course must have attended at least three conventions (the third being the current one, in which the nomination has been filed) and three National Council Meetings (the third being the current one, in which the nomination has been filed)
- The candidates from post-graduate courses must have attended at least four conventions (the fourth being the current one, in which the nomination has been filed) and three National Council Meetings (the third being the current one, in which the nomination has been filed)
- Shall not hold any other position in the organisation during the tenure
- A person can only be nominated once for the position of the National Treasurer
- The National Treasurer shall be democratically elected by a majority of the student members of the Headquarters through a fair and democratic process, duly monitored by election panel which comprises of the outgoing National Treasurer and the Faculty Coordinator of the Headquarters.

8.4.10. EDITOR IN CHIEF (EIC)

A. Duties of the Editor-in-Chief

The Editor-in-Chief shall,

- Be responsible for maintaining the standard and quality, but as well for the graphics that will be used for the newsletter and the magazine
- Be constantly guiding the graphics team and editorial board
- Call in meetings in alliance with the Head of Graphics with the editorial board, at any time he/she may feel necessary.
- Ensure active participation of all member colleges and students in the editorial section of NOSPlan
- Be held accountable for delegating tasks to members of NOSPlan Publication Cell.
- Call in meetings in alliance with the Head of Graphics with the editorial team.
- Ensure all measures to check Plagiarism.

B. Eligibility Criteria for Editor-in-Chief

- The candidates from under-graduate courses must have attended at least two conventions (the second being the current one, in which the nomination has been filed).
- The candidates from post-graduate courses must have attended at least three conventions (the third being the current one, in which the nomination has been filed).
- The candidate should be a member of NOSPlan Publication Cell for atleast one year.
- Must be an Institutional member of the organisation
- Shall not hold any other position in the organisation during the tenure
- A person can only be nominated once for the position of the Editor-in-Chief.
- The Editor-in-Chief shall be democratically elected by a majority of the national council members through a secret ballot, duly monitored by election panel which comprises of the previous General Secretary and a member of the advisory board.

8.4.11. CONVENTION OFFICER

A. Duties of the Convention Officer

The Convention Officer shall,

- Be responsible for maintaining the standard and quality of the Annual Convention of NOSPlan
- The Letter for Bid shall be submitted by the Convention Officer in the March National Council Meeting along with the nomination letter for the CO.
- He/she shall be responsible for organizing the Convention as per the decided structure and shall be accountable for any deviations that are found during the Convention. He shall also be responsible for enforcing all the deadlines for submissions from participating colleges.
- In case the Host College decides to constitute a separate Committee for organizing the Convention, the Coordinator of the Committee shall be the Convention Officer and the same shall have to be conveyed by the Unit Coordinator of the Host College.
- Be constantly guiding and managing the works related to the annual convention
- Carryout all financial transactions on behalf of the Host College of annual convention
- Ensure active participation of all colleges in the Annual Convention of NOSPlan

B. Eligibility Criteria for Convention Officer

- The candidates from under-graduate courses must have attended at least two conventions (the second being the current one, in which the nomination has been filed).
- The candidates from post-graduate courses must have attended at least three conventions (the third being the current one, in which the nomination has been filed).
- Must be an Institutional member of the organisation
- Shall not hold any other position in the organisation during the tenure
- The Convention Officer shall be nominated by the Unit Coordinator and the Faculty Coordinator/ HOD of the Host College.

8.4.12. NATIONAL WEB-MANAGER

A. Duties of the National Web-Manager

The National Web-manager shall,

- Be responsible for maintaining and updating all online resources of the organisation.
- Be the presiding officer of the Social Media team responsible for monitoring and keeping the social media platforms owned and actively functioning under the name of the organisation.

(The Social Media shall be composed of member students and alumni, after voluntary nomination in response to the notification issued by the Executive Council)

- Update or develop any internet based resource upon the request of the Executive Council.

B. Eligibility Criteria for National Web-Manager

- The candidates from under-graduate courses must have attended at least two conventions (the second being the current one, in which the nomination has been filed).
- The candidates from post-graduate courses must have attended at least three conventions (the third being the current one, in which the nomination has been filed).
- Must be an Institutional member of the organisation
- Shall not hold any other position in the organisation during the tenure
- A person can only be nominated once for the position of the National Web-Manager.
- The National Web-Manager shall be democratically elected by a majority of the national council members through a secret ballot, duly monitored by election panel which comprises of the previous General Secretary and a member of the advisory board.

8.5. ADVISORY BOARD

8.5.1. At any given point, the Advisory Board shall have a maximum of 3 advisory members, one of the members will be nominated from the Institute of Town Planners, India (ITPI) till the time there is an association with the ITPI.

8.5.2. Duties of the Advisory Board Member

- Advisory Board Members shall work alongside the Executive Council providing support to the President and Vice President.
- Advisory members shall attend all meetings summoned by the Executive Council during their tenure.
- The Advisors are expected to build and maintain professional networks with organizations, firms, or government officers in urban planning however the collaboration schemes and all the collaboration rights are reserved with the Executive Council of NOSPlan.
- Advisory board member will make sure that they don't use the salutation to take up an assignment or any fiscal activity.
- The advisor shall restrict himself/ herself to an advisory role, leaving the choice to the executive council to accept or reject his/her advice.

8.5.3. Retention of Past Advisory Board Members

The Executive Council, Every year before its March NCM, may decide on

the retention of current Advisory Board members, which can range from all members to none.

8.5.4. Tenure

The Advisory Board's tenure shall align with the fiscal year, running from April to March.

8.5.5. Reappointment Restrictions for the ITPI nominee can be reclaimed or a new nominee can be recommended by the ITPI in their council tenure. While an outgoing previous Advisory Member (Non-ITPI nominee) cannot be nominated in the consecutive year, but in the following years.

8.5.6. Eligibility Criteria for Advisory Board Members
For general advisory positions:

- The nominee must be a graduate in B. Planning or B. Tech (Planning) from a NOSPlan-member institution.
- If the nominee attended both undergraduate and postgraduate studies in different institutions, at least one must be a NOSPlan member.
- The nominee must have attended at least 4 Annual NOSPlan Convention (neither necessarily consecutive, nor latest)
- Age of the advisory board member cannot exceed more than 30 years

8.5.7. Nomination and Election Process

- For general advisory positions, nominations may be submitted by the nominee or the Unit Coordinator every year two weeks before the March NCM, and elections will conclude by the end of March.
- The ITPI nominee shall be appointed directly by the Executive Committee of ITPI without the need for election but must be ratified by the Executive Council and Executive Committee of ITPI.

8.5.8. Process

- Selection for the general advisory positions will follow an open voting process, with each unit casting one vote

8.5.9. Tie

- In the case of a tie, the Executive Council will be the deciding authority

9. ELECTIONS

9.1. ELECTION PROCESS

9.1.1. Elections for the Executive Council Members (excluding the National Treasurer, Vice-President and Convention Officer) will take place during the Annual Convention every year.

9.1.2. An Open House will be conducted during the course of the Convention, with sufficient prior notice, during which candidates for each post will be required to speak on pre decided points, after which the house will be open for questions.

9.1.3. Immediately after the Open House, voting will take place and the Unit Councils, led by the Unit Coordinator of their respective colleges, attending the Open House shall be eligible to vote.

9.1.4. After this, the counting of votes will be done and results will be announced as soon as possible, within the duration of the convention.

9.2. VOTING

9.2.1. Voting System for Executive Council

A. The voting system formulated for the posts of Executive Council, that include President, General Secretary, Editor in Chief and National Web Manager is given below. The selection process for National Treasurer, Vice-President, and Convention Officer is given separately below.

- The voting shall be carried out as a single open vote system
- The Unit Coordinator shall be the person casting the vote as a representator of the member college students
- The votes shall be counted immediately by the General Secretary after the votes are casted and the results shall be declared at the same time as well.
- In case of a tie between any candidates, the existing Executive Council members present during the elections, will cast one vote each for the particular post.
- In case the tie still pertains, re-election will take for that particular post only.

B. NATIONAL TREASURER

- The National Treasurer shall be elected at the NOSPlan Secretariat and his/her functions have been given under various sections.
- The National Treasurer shall be appointed before the March National Council Meeting next year.

C. VICE-PRESIDENT

- The Vice-President shall be elected at the NOSPlan Secretariat and his functions have been given under various sections.
- The Vice-President shall be appointed before the March National Council Meeting next year.

D. CONVENTION OFFICER

- The Convention Officer shall be nominated by the Unit Coordinator and the Faculty Coordinator/ HOD of the Host College on a format as annexed.
- The term of the Convention Officer shall be from March National Council Meeting to March National Council Meeting of the consecutive year.

9.3. PROCEEDS OF THE ELECTIONS

9.3.1. Election Officer

- The President shall be the Election Officer for the upcoming Executive Council Elections. The President shall invite nominations for the posts two weeks before the Convention. The process for inviting nominations, rules for Conduct of the Open House and the Voting Process as well as Rules for Announcement of Results shall be decided by the President in consultation with the Advisory Board subject to approval by minimum 50% of the AB 3 weeks before the Convention.
- An Annual Report shall be prepared by the President and sent one week before the Convention to all the candidates who send their nominations. The report shall necessarily contain a brief report on what all activities have been undertaken in the previous year, the progress in each activity apart from a general overview of NOSPlan.

9.3.2. Open House

- The Annual Report shall be presented by the President and the General Secretary.
- The President shall explain and define the terms of conduct of Open House, Voting Process and the Rules regarding Announcement of Results.
- After the presentation, the President shall invite candidates for each post in alphabetic order who shall be required to address the following questions mandatorily within the allotted duration:

A. What is your understanding of the responsibilities of the post in relation with the provisions of the Constitution, ongoing activities of NOSPLAN and your own perception?

B. What is your personal agenda/action plan and how does it relate with the objectives of NOSPLAN?

C. What will be your contribution in getting your own agenda fulfilled based upon your understanding the constitution?

- Notwithstanding the above provisions, full discretion shall be given to the President to conduct the Open House within the allotted time-frame.
- The Voting shall be conducted by the President as per the process decided. The results shall be announced as per the rules decided beforehand.

9.4. IMPEACHMENT PROCESS

9.4.1. Any member of the GB/AB can move a motion of impeachment against any EC member listing down clearly the reasons for moving the motion and send the request to the AB.

9.4.2. The AB shall issue a show cause notice to the concerned EC member, with a copy to the entire GB and the EC member shall need to reply within 2 weeks with evidence in his defense.

9.4.3. Failure to reply within 2 weeks shall attract direct impeachment of the EC member.

9.4.4. A minimum 50% majority of the National Council and majority of the AB (i.e. a minimum of one advisor, if two are elected and a minimum of two advisors, if three are elected) shall be required to approve the impeachment process, based on the reply received.

10. NOSPLAN PUBLICATION CELL (NPC)

10.1. The Editor in Chief shall be the head of the NPC

10.2. Associate Editors from all member colleges shall be members of the Publication Cell

10.3. The Editor in Chief may internally restructure or form ad-hoc sub committees for better functioning of the NPC after consulting the Executive Council

10.4. The Publication Cell shall be composed of member students and alumni, after voluntary nomination in response to the notification issued by the executive council.

10.5. The selection process and criteria may be defined by the Editor in Chief after consultation with the Executive Council.

10.6. The NPC shall collect and document the shortlisted entries which also comprises of Content developed and submitted to the cell for Magazines, Newsletters and the winning entries of all the trophies conducted in that particular year of NOSPlan.

Note: the jurors are free to shortlist any worthy entries pertaining to a maximum limit of 30% of all the entries in a particular event.

10.7. The NPC shall be responsible for developing and publishing the Annual Magazine, timely Newsletter and other publications as agreed upon by the National Council.

10.8. The Editor in Chief shall present the Annual Agenda and targets annually on the first National Council Meet of the persons tenure.

10.9. The NPC shall maintain relationship with printing and publication vendors for the scope of printing of both NPC publications and publications hosted by other colleges. The Headquarters shall facilitate the relations and provide volunteers for the same.

10.10. NPC shall maintain professional standards in all its publications.

10.11. All publication works, books, magazines, newsletters or any printed materials shall bear the name of NPC Headquarters, institutional member colleges, honorary members and NOSPlan official name and logo.

10.12. All financial matters regarding the publication shall be handed over to the National Treasurer.

10.13. The headquarter for the NPC shall be the same as the headquarters for NOSPlan

10.14. Content List of the Publications & Intervals Of Publications

Newsletter

The newsletter will be published thrice a year, i.e. in the months of - April, August and January.

1. Interactive articles

2. News of different activities in college: Formal and Informal

3. Studio Work: brief description of the planning exercise being taken up and the place and duration of visit.

Magazine

The magazine will be published once a year, and to be distributed during the NOSPlan convention.

1. Interactive articles
2. Poems
3. Articles related to Planning
4. News of your respective college: Formal and Informal
5. Articles from respective faculty member.

11. SUB-COMMITTEES IN THE ORGANISATION

- 11.1. The executive council can form more than one sub-committee at any given time, as deemed necessary by the executive council, for organizing or streamlining of the organisation activities, management of any aspect of organisation or for any specific mission.
- 11.2. All the members of these sub-committees shall be appointed from within the organisation and with the approval of the executive council.
- 11.3. The President and General Secretary shall be the official members of all sub-committees so formed.
- 11.4. The sub-committee may comprise of non-council members as per the discretion of the executive council.
- 11.5. The sub-committee shall accomplish its assigned task within the stipulated time frame, handling the subject issues deftly and with absolute confidence.
- 11.6. The sub-committee shall hand-over a report to the executive council at the end of its tenure and cease to pursue any activity concerning the assignment, unless the executive council chooses to reinstate the sub-committee or offer an extension of time or expand the purview as deemed fit by the executive council.
- 11.7. In case if the sub-committee fails to perform any of the designated works then the president and secretary will be held due responsible for the same.

12. AGENDA AND ACTION PLAN MAKING GUIDELINES

- 12.1. Each EC shall prepare the Agenda & Action Plan for the period between March NCM to December/January NCM (to be held during the Annual Convention). EC discusses the draft Agenda during the December/January NCM and the President shall prepare and submit the draft Agenda to the Advisory Board within 30 days after the NCM.
- 12.2. The draft Final Agenda shall be prepared by the President in consultation with the Advisory Board within one month after submission of draft Agenda, subject to approval of at least 75% of the Advisory Board and circulate within 3 days to

the EC members.

- 12.3.** The GS shall prepare the draft framework for any new initiative(s), as laid down in the draft Final Agenda, in consultation with the Advisory Board subject to approval of at least 75% of the Governing Body. Post approval by the AB, the draft framework shall be submitted to the President for incorporation in the draft Final Agenda.
- 12.4.** The President shall present the draft Final Agenda and the draft Monthly Action Plan to the GB in March NCM for approval by 50% of the GB.
- 12.5.** The President shall send the Final Agenda and Monthly Action Plan to all colleges and the Advisory Board within 30 days after the March NCM. The eligibility shall be governed in terms of adherence of colleges to the Monthly Action Plan.

13. EVENTS

13.1. NATIONAL COUNCIL MEETINGS (NCM)

- 13.1.1.** The Agenda for each National Council Meeting (NCM) shall always be framed by the President in the consultation with the EC and AB. All EC and AB members can submit to the President any item to be included in the Agenda.
- 13.1.2.** A minimum of two weeks prior notice shall be given to the National Council members, notifying the schedule of the NCM, by the Executive Council.
- 13.1.3.** A minimum of one weeks prior notice shall be given to the National Council members, notifying the agendas of the NCM, by the Executive Council.
- 13.1.4.** There must be a minimum of three NCMs held each year, preferably in March, October and December.
- 13.1.5.** The date and venue for March NCM to be discussed in the Annual Convention NCM in December and finalized within 15 days after the Convention by the Executive Council.
- 13.1.6.** Quorum for meetings is fixed at 50% of the registered units under its purview being in attendance.
- 13.1.7.** Quorum for the executive council is 2/3rd of the Executive Council members with the presence of at the least the president or the vice president.

- 13.1.8.** Any decision taken in the quorum shall be considered valid, if and only if 2/3rd of the member institutions present in the quorum have consent on it.
- 13.1.9.** The minutes of the meetings shall be maintained by the secretary. He/she shall distribute the minutes of the meetings of the executive council, with the approval of the President, to the members in the National council on or before 15 days after the meeting is held.

13.2. ANNUAL CONVENTION

- 13.2.1.** The Annual Convention shall be seen as an opportunity for all members to meet, share visions and compete at the National Level. It shall also be a platform to discuss the affairs of the Organisation at the National Level.
- 13.2.2.** The Annual Convention shall be held for a period of 3-4 days, or as decided by the Executive Council.
- 13.2.3.** There shall be a particular theme for the Convention. Both types of competitions, formal and informal will be incorporated in convention. City visits shall be reserved for the final day after the prize distribution and closing ceremony is over.
- 13.2.4.** The theme of the Annual Convention will be decided by the Host College, with consultation and approval of the Executive Council and the Advisory Board Members.
- 13.2.5.** The Convention Officer from the Host College, who shall also be a member of the Executive Council, shall be fully responsible and accountable for organizing the Convention.
- 13.2.6.** The eligibility of any Member College for hosting the Annual Convention shall be subject to them satisfying the following three criteria:
- They should have attended the previous 3 Annual Conventions in continuum.
 - They should have attended all the 3 previous National Council Meetings.
- 13.2.7.** They should have completed the targets set for each National Council Meeting in the last one year.
- 13.2.8.** The Annual Convention of NOSPlan shall be held each year between 15th December to 15th January, except in case of unavoidable circumstances.

13.2.9. The Executive Council reserves the rights to invite/allow students from any other institution imparting education in the field of planning at the Annual Convention to participate, in return of a delegation fee as determined by the Convention Officer on consultation with the Executive Council.

13.2.10. Bidding Guidelines

- Bidding to happen in March NCM
- Standard rotation policy to be followed for existing institutional members for odd numbered convention – considering the 2011 Annual Convention at CEPT as the 13th Annual Convention.
- In case an institutional member loses its eligibility or declines to host for a particular year for which it is its turn as per the rotation policy, the next member in line shall get to host it.
- In case any existing institutional member declines to host it on particular year which happens to be its turn as per the rotation policy, it shall not be considered for hosting until its turn comes after the complete cycle.
- For each even numbered Convention, any new institutional member eligible to host can bid and host subject to approval by 75% of the GB. In case for any such year, no new institutional member is found suitable for hosting by the GB, the existing institutional member in line to host for the next year as per the rotation policy shall host it.
- Once any new institutional member hosts the convention for a particular year, it will get embedded into the rotation policy in the manner explained below:
- Supposing the existing rotation policy is A -> B -> C -> D -> A, and a new member, B', hosts in between B & C, the rotation policy with effect shall change to A -> B -> B' -> C -> D -> A.
- Any new institutional member shall have to present a report in the format annexed at the time of bidding. Further, any existing or new institutional member shall have to present a Letter of Intent to the EC at the time of bidding, failing which it shall be considered for bidding subject to receipt of the letter within 15 days after the NCM. Further, in such case, the next member(s) in line as per the rotation policy shall be asked if they intend to host it. Upon non-receipt of letter after 15 days of the NCM, the next college shall be asked to submit their letter of intent within next 15 days.

14. ANNUAL BUDGET GUIDELINES

- 14.1. Budget to be presented along with Annual Agenda for the year by the National Treasurer
- 14.2. Budget to be prepared by the President in consultation with the National Treasurer within 15 days of approval of the draft Final Agenda by the AB. In case of shortage of funds, prioritization of activities to be done and allocation of funds to be made accordingly by the President.
- 14.3. Budget shall include necessarily the following:
 - 14.3.1. Balance till March 1st
 - 14.3.2. Expenditure, as classified under section 11.4, 11.5 and 11.6.
- 14.4. **Planned Expenditure** for 75% of the total balance till March 1st for the period between March National Council Meeting to Jan National Council Meeting.
- 14.5. **Unplanned Expenditure** as 10% of the total balance till March 1st for the period between March National Council Meeting to National Council Meeting, held at annual convention, to be permitted up to a limit of 2% for individually for each EC member excluding the Advisors and Convention Officer.
- 14.6. **Administrative Expenditure** as 15% of the total balance to be kept aside for administrative tasks to be undertaken during the period Jan National Council Meeting – March National Council Meeting by the new EC.
- 14.7. Travel expenditure to be permitted for all EC members for 3rd AC/AC Chair Car to be put under Planned Expenditure to the maximum extent possible.

15. **FINANCE AND AUDITING TASKS**

- 15.1. The members of the Executive Council to be made signatory to the bank account of the organisation, or any other person who the Executive Council approve to become a signatory. All transactions to be made through cheques necessarily signed by at least two EC members.
- 15.2. The VP to be responsible for updating of Account Signatories after the March National Council Meeting.
- 15.3. National Treasurer to issue cheques in respect of expenditure of/approved by Executive Council.
- 15.4. **Planned Expenditure** (for the 75% of the Annual Budget)
 - 15.4.1. Request to be made by an EC member to the Treasurer with a copy to the EC members on the suitable format for any expenditure.

- 15.4.2. Any EC can put in a reasonable objection to request within 1 week and the Treasurer to take decision with a 75% majority within 1 week after objections raised.
 - 15.4.3. Treasurer to release cheque to the EC member within 2 days of approval by the EC.
- 15.5. **Unplanned Expenditure** (for the 10% of the Annual Budget)
 - 15.5.1. Request to be made by an EC member to the Treasurer with a copy to the EC Members on the suitable format for any expenditure.
 - 15.5.2. Treasurer to release cheque within 2 days of request to be accompanied by a copy of the request letter.
- 15.6. **Administrative Expenditure** (for the 15% of the Annual Budget)
 - 15.6.1. Request to be made by an EC member to the Treasurer with a copy to the EC Members on suitable format for any expenditure.
 - 15.6.2. Treasurer to release cheque within 2 days of request to be accompanied by a copy of the request letter.
- 15.7. The National Treasurer, with consultation of the Vice-President, to maintain an internal record of inflow and outflow of funds.
- 15.8. Inflow-Outflow statement for the applicable time-frame to be presented to the National Council by the National Treasurer in each National Council Meeting.
- 15.9. Treasurer to get an annual audit done for the National Account by the CA.
 - 15.9.1. A CA to be appointment, subject to approval by the Vice President and Advisory Board, for carrying out all audit tasks by the National Treasurer.
 - 15.9.2. National Treasurer to request and collect a copy of bills in respect of any expenditure (planned/unplanned) incurred by an EC member within one month of the release of Cheque.
 - 15.9.3. Outgoing National Treasurer to submit internal audit statement for the previous year (March 1st to Feb 28th) in the March NCM and transfer all documents, receipts, etc. to the new National Treasurer during the March National Council Meeting.
 - 15.9.4. New Treasurer to submit all bills to the appointed CA for annual audit within 15 days after the March National Council Meeting and forward a copy of the final Audit Statement to all National Council members as and when received latest by October National Council Meeting.
- 15.10. Treasurer to request, collect and retain an internal audit statement of all expenditure incurred by the Host College on the Annual Convention.
 - 15.10.1. CO to request receipt of all sponsorship funds to be obtained for the Annual Convention from the Treasurer, who shall release the same

within 3 days of request.

- 15.10.2.** A copy of cheque/DD issued by all the Sponsoring agencies to be sent to the Treasurer within one month of the Convention.
- 15.10.3.** In case the sponsoring agency declines to provide the fund after release of receipt by Treasurer, the receipt to be returned in original to the Treasurer by the CO within one month of the Convention.
- 15.10.4.** CO to submit internal audit statement for the Host College expenses in the March National Council Meeting.
- 15.11.** Expenditure up till Rs. 1 lakh to be exempted under unbilled expenditure for the Convention in the audit statement.
- 15.12.** National Treasurer to be the custodian of all documents related to bank account of the organisation, such as PAN Card, Passbook, Cheque-book, etc.
- 15.13.** Any financial irregularities shown by any Executive Council Members shall invite disciplinary action against such individuals and could be made non-eligible for ITPI Individual membership, in his/her future, or as deemed appropriate by the National Council with consultation of ITPI.

16. AMENDMENT OF CONSTITUTION

16.1. PROCESS I

- 16.1.1.** Any member of the National Council (including the Executive Council, Unit Council and Advisory Board) puts forth a request for amendment of any clause of the Constitution listing down the following points clearly:
 - A. What has to be amended?
 - B. Why does it need amendment?
 - C. Possible ways to amend it.
 - D. Benefits of amendment.
- 16.1.2.** The request must be made in the above format in a National Council Meeting and must be included in the minutes of the meeting.
- 16.1.3.** The GB shall need to approve it with minimum of 75% majority and send it to AB for approval:
 - A. The AB can reject the proposal with a unanimous resolution.
 - B. The AB can approve the proposal with a minimum 50% majority.
- 16.1.4.** The AB can send the proposal back with Comments in case of less than 50% majority, beyond which the GB can accept those changes and send it

back to the AB for approval or else pass it with a unanimous resolution.

16.2. PROCESS II

16.2.1. Any member requesting an amendment in the Constitution can send the proposal to the President, listing down the points given below clearly, with a copy to all EC members, in which case the President shall himself put up the proposal to the EC as per the process given above.

16.3. The Amended constitution shall be submitted by the General Secretary to the National Treasurer who shall forward it to the CA after the March NCM for update in Registrar of Society.

17. UPDATE OF GOVERNING BODY TASKS

17.1. The Vice-President shall collect necessary details as required, from all the EC members and submit it to the National Treasurer within 1 month of the formation of the new EC.

17.2. The National Treasurer shall thereupon submit the same to the CA appointed by the GB for updating of governing body in the Registrar of Society.

17.3. The National Treasurer shall collect the updated letter from the CA regarding Registrar of Society and distribute a copy to all EC members.

18. DISSOLUTION AND ADJUSTMENT OF AFFAIRS

18.1. If the Society need to be dissolved it shall be dissolved as per provision laid down under section 13 and 14 of the Societies Registration Act.1860, as applicable to Union Territory of Delhi shall apply to this Society.

18.2. All the income earned, moveable, immovable properties of the society then shall be donated to similar societies, registered under the Societies Registration Act 1860, which work for the promotion of its aim and objects.

19. APPLICATION OF THE ACT

All the provision under all the section of the Societies Registration Act 1860 as applicable to the Union Territory of Delhi shall apply to this Society.

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