

**INSTITUTION OF
AGRICULTURAL TECHNOLOGISTS (Regd.)**

No.15, Queen's Road, Bengaluru – 560 052



**MEMORANDUM, RULES & REGULATIONS
AND
BYE-LAWS OF THE INSTITUTION**

(Amendments made upto 29-09-2018 are incorporated)


INSTITUTION OF AGRICULTURAL TECHNOLOGISTS (Regd.)

No.15, Queen's Road, Bengaluru – 560 052



MEMORANDUM, RULES & REGULATIONS AND BYE-LAWS OF THE INSTITUTION

(Amendments made upto 29-09-2018 are incorporated)

- 
- I Print
II Print July, 2003
III Print November, 2010
IV Print February, 2019

Printed at

Raghu Print Systems

Alumni Association

Hebbal, Bengaluru - 560 024

**INSTITUTION OF
AGRICULTURAL TECHNOLOGISTS (Regd.)**

No.15, Queen's Road, Bengaluru – 560 052

**(Registration No.S. 218/68-69 Dated 18-12-1968
issued by the Registrar of Societies in Karnataka,
Bengaluru)**

**Memorandum, Rules & Regulations
And
Bye-Laws of the Institution**

(With amendments as adopted in the (1) 1st Special General Body meeting held on 30-10-1991 and the 2nd Special General Body meeting held on 12-2-1992; and (2) 1st Special General Body meeting held on 2-5-1997 and the 2nd Special General Body meeting held on 30-8-1997 and approved by the Registrar of Societies, Bengaluru Urban District Vide AMR 61A/97-98 dated.21-2-1998 ; (3) 1st Special General Body meeting held on 30-1-2003 and approved by the Registrar of societies, Bengaluru vide AMR 356A/2002-03 dated 28-4-2003; (4) Special General Body meeting held on 8-10-2004 and registered with the Registrar of Societies, Bengaluru vide their letter No.AMR 32/04-05, dtd.nil received on 13-9-2005; (5) Special General Body meeting held on 12-1-2007 and registered with the Registrar of Societies, Bengaluru vide their letter No.AMR.234/06-07, dtd. 11-4-2007 and (6) 1st Special General Body meeting held on 10-10-2009 and the 2nd Special General Body meeting held on 14-11-2009 registered with the Registrar of Societies Bengaluru vide their letter No. AMR:102:2009-10, dtd. 27-01-2010 (7) Special General Body

Meeting held on 28-10-2017 registered with the Registrar of Societies, Bengaluru vide letter No. AMR 19/18-19 dtd. 21-06-2018 (8) Special General Body Meeting held on 29-09-2018 registered with the Registrar of Societies, Bengaluru vide letter No. AMR 55/17-18, dtd. 23-11-2018

Memorandum of the Institution

1. The name of the Institution shall be the INSTITUTION OF AGRICULTURAL TECHNOLOGISTS
2. The Registered Office of the Institution shall be situated in Bengaluru, at the following address :
No.15, Queen's Road, Bengaluru – 560 052.
3. The objectives for which the Institution is established are as follows:
 - a) To bring together all technical persons interested in agricultural development in the State and the Country.
 - b) To provide a forum for discussion, exchange, and dissemination of scientific and technological matters pertaining to agricultural development.
 - c) To stimulate scientific and technological research on various aspects of agricultural development.
 - d) To promote the profession of agricultural technology.
 - e) To promote awareness on the need for conservation of ecology, protection of environment, and prevention of soil, water and atmospheric pollution in the context of agricultural development.

f) To coordinate with State and Central Governments, State Agricultural Universities and other related institutions in formulating and implementing policies and programmes relating to agriculture and allied fields.

g) To undertake all such activities as may be necessary for the promotion of the above objects including consultancy services on technical matters covering agriculture and allied sectors in the interest of the Institution, in association with similar institutions.

The ultimate object is to serve Agriculturists in Karnataka State and the country and to achieve sustained agricultural production.

The Institution being a professional body of agricultural and allied sciences with no political or sectarian bias, whatsoever, will strive to achieve statutory status .

h) To provide a platform for social activities like health, sports, cultural and entertainment for the benefit of members.

4. To achieve these objectives, the Institution shall have powers to accept or give donation or subscription, to acquire movable and /or immovable property, to deal with such property in whatever manner considered expedient, to enter into agreements with any private or public authority and to obtain from them any rights, privileges and concessions towards the objectives of the Institution, to affiliate to get affiliated to any organization to subscribe to be a member of and co-operate with any

Association whether incorporated or not, whose objectives altogether or in part are similar to those of this Institution and to do all such other things as may be conducive to the development of the objectives of the Institution.

5. All the incomes, earnings, movable or immovable properties of the Institution shall solely be utilized and applied towards the promotion of its objectives only as set forth in the Memorandum of the Institution and no portion there of shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever, to the present or past members of the Institution or to any person claiming through any one or more of the present or the past members. No member of the Institution shall have any personal claim on any movable or immovable properties of the Institution or make any profit whatsoever, by virtue of membership.
6. The Governing Body of the Institution shall be its Managing Committee.

RULES AND REGULATIONS OF THE INSTITUTION

1. MEMBERSHIP

Membership of the Institution shall be open to persons who have attained the age of 21 years and who possess a degree awarded from a recognized State / Central Agriculture / Horticulture / Veterinary Universities on application in the prescribed format.

There shall be the following classes of members

a) LIFE MEMBERS

Life Members shall be those who have requisite qualifications, admitted on payment of Rs.1,000/- (Rupees One thousand only) in lumpsum.

b) HONORARY MEMBERS

A person of eminence and standing in the Society, particularly in the field of agriculture and rural development, is invited by the Managing Committee to be a Honorary Member of the Institution. The Honorary Member shall enjoy all the rights and privileges of a life member except voting rights.

2. RIGHTS AND PRIVILEGES OF MEMBERS

Rights and privileges of members of all kinds will be governed by the Bye-laws made under this constitution.

3. ADMISSION OF MEMBERS

Any person desirous of becoming a member of the Institution shall make an application in writing in the

prescribed form which shall be signed by the applicant and supported by a Member of the Institution and the application shall contain an acceptance of an agreement to abide by the Rules and Regulations of the Institution. The Managing Committee shall be the Competent authority to admit a person to membership and its decision shall be final.

4. Life membership fee of Rs.1,000/- (Rupees one thousand only) with an admission fee of Rs.50/- shall be paid along with the application. In case of non-admission, the membership fee shall be refunded to the applicant without any interest.
5. A member may resign from the membership of the Institution giving 30 days notice provided member has cleared the dues if any to the Institution. The Managing Committee shall communicate the acceptance of the resignation and the date thereof. In such cases the membership fee is non-refundable.
 - a) A member who has resigned may seek re-admission after a lapse of atleast one year of acceptance of the resignation, by applying in writing in the prescribed form along with the life membership fee and the admission fee. For all purposes he shall be treated as a new applicant. The decision of the Managing Committee on re-admission or otherwise shall be final.
 - b) A member can be expelled or removed or suspended for a specific period for any of his actions prejudicial to the interest of the Institution, in accordance with the relevant provisions in the Bye-laws.

6. GOVERNING BODY

(a) The Governing Body of the Institution shall be the Managing Committee. The administration and management of the Institution shall vest with the Managing Committee consisting of 15 elected members, six co-opted members and 15 ex-officio members. The elected members shall choose, from among themselves, the following office bearers:

- | | | |
|--------------------|------|---|
| i) President | | 1 |
| ii) Vice-President | | 2 |
| iii) Secretary | | 1 |
| iv) Treasurer | | 1 |
| v) Joint Secretary | | 1 |

Out of the two Vice Presidents, one who gets highest number of votes in the election will be the Vice President-1 and the other will be Vice President-2, if both gets equal number of votes, senior in age will be Vice President-1 and the other will be Vice President-2.

b) The Managing Committee in its first meeting shall co-opt two members for three year term and four members from four different Regional Chapters (one from each chapter), either the President of the chapter or nominee, who in its opinion will be useful to the Managing Committee in the discharge of its functions, on a rotation for one year term.

(c) Ex-officio members:15 as indicated below :

1. University of Agricultural Sciences, Vice Chancellor or nominee
Bengaluru
2. University of Agricultural Sciences, Vice Chancellor or nominee
Dharwad
3. University of Agricultural Sciences, Vice Chancellor or nominee
Raichur
4. University of Horticultural Sciences, Vice Chancellor or nominee
Bagalkot
5. University of Agricultural & Horticultural Sciences, Shivamogga Vice Chancellor or nominee
6. Karnataka Veterinary, Animal and Fisheries Sciences University, Bidar Vice Chancellor or nominee
7. Department of Agriculture Commissioner / Director of
Agriculture or nominee
8. Department of Horticulture Director of Horticulture, or
nominee.
9. Department of Animal Husbandry and Veterinary Services Director of Animal Husbandry
and Veterinary Services or
nominee
10. Department of Fisheries Director of Fisheries, or
nominee
11. Department of Forests Chief Conservator of Forest
(Development) or his nominee
not below the rank of a
Conservator of Forests at the
Head Quarters.
12. Department of Sericulture Commissioner and Director of
Sericulture or nominee
13. Watershed Development Department Commissioner / Director
of Watershed Department, or
nominee
14. Department of Agricultural Marketing Commissioner for Agricultural
Marketing or nominee
15. NABARD Chief General Manager /Nominee

- (d) 1 The Managing Committee may consider to include any University, Department or Institution which fulfills the criteria for inclusion from time to time as Ex-officio members.
- 2 All the elected members and the co-opted members shall be of atleast 30 years of age and shall have completed three years as members of the Institution on the day of filing nomination for election or for the purpose of co-option.
- 3 The Ex-officio member or his nominee shall invariably be an Agricultural technologist.
- 4 The elected and the co-opted members only shall have the voting rights in the Managing Committee.
7. The term of the elected members of the Managing Committee shall be of three years. No elected or co-opted member shall serve on the Managing Committee for more than two consecutive terms. Election shall be by secret ballot and also through postal ballot on prior request and conducted in the manner as provided in the bye-law. The Managing Committee can be removed by passing a motion of no-confidence in accordance with the relevant provision in the bye-law.
8. All casual vacancies occurring in the Managing Committee shall be filled by the Managing Committee. If an elected member absents continuously for three meetings, such member shall be replaced by the member who had obtained the next highest votes in the election held.

9. The venue and date of the meeting of Managing Committee shall be fixed by them and they shall meet at least once in every month.
10. A minimum of Eight members of the Managing Committee shall be the quorum for the meetings. In case there is no quorum within 30 minutes of the time fixed for the meeting, the meeting shall stand adjourned for the next week at the same time and at the same place and at such adjourned meetings no quorum shall be required, but the number of members present shall not be less than 5. In the adjourned meeting, the original agenda shall only be deliberated. In case the number of members present is less than 5 in the adjourned meeting, the meeting shall stand cancelled.
11. The Managing Committee shall be the Governing body of the Institution and in addition to the powers and authorities vested by the Rules and Regulations and / or by the Bye-laws, it may exercise all such powers and all such acts and things as may be exercised or done by the Institution and which are not prohibited by the Act, and Articles and / or the Bye-laws. Without prejudice to these general powers, the Managing Committee shall have powers to constitute sub-committees or special committees like Governing Council etc. of the members of the Managing Committee and / or the members of Institution and to delegate, subject to such conditions as it thinks fit, and of its powers to sub committees/ special committees like Governing Council. The Managing Committee and or the sub-committees shall have the powers to invite any expert from outside IAT, as a special invitee on special occasions.

12. The President shall preside over all the meetings of the Managing Committee. In the absence of the President, one of the Vice-Presidents by mutual consent may preside. However, if the President and both the Vice-Presidents are absent, the members present may choose a Chairperson from among themselves to preside over the meeting.
13. An Extraordinary General Body Meeting of the Institution may be called by the President with a minimum of 7 days notice for a specific agenda requiring immediate action.
14. The Secretary shall call an Extra-ordinary General Body meeting of the Institution on the requisition from at least 90 members of the Institution or not less than 50% of the Managing Committee members, with prior approval of the Managing Committee within one month of the receipt of such requisition.

15. GENERAL BODY

The General Body of the Institution shall be composed of all the life members in its Register. A General Body meeting shall be held within 18 months of the registration of the Institution and thereafter the Annual General Body meeting shall be held every year, within 9 months of the close of the official financial year, in the premises of the Institution of Agricultural Technologists. In the Annual General Body meeting, a report on the activities of the Institution for the past official year and the audited accounts, as well as the budget proposals

for the succeeding year shall be presented by the Managing Committee. The report shall also contain details of the immovable properties held, their utilization, income generated and such other relevant facts. Within the provisions of the Karnataka Societies Registration Act 1960, the members of the IAT collectively as the General Body will have the responsibility and privilege of managing the affairs of the Institution as per the Memorandum, Rules & Regulations and Bye-Laws they adopt from time to time.

16. Twenty-one days notice shall be given for a General Body Meeting.
17. The quorum for the General Body meeting shall be one-tenth of the total membership. If there is no quorum, the General Body meeting shall be adjourned for 30 minutes and no quorum is required for the adjourned meeting. In the adjourned meeting the original agenda only shall be deliberated.

18. BYE-LAWS

The Managing Committee shall have powers to frame Bye-laws to cover all or any of the following matters as and when necessary for proper functioning of the Institution and such Bye-laws shall get ratified at the very next Annual General Body Meeting.

- a) Activities in furtherance of the objectives.
- b) Duties and responsibilities of the Office Bearers/ sub committees/ special committees like Governing council.

- c) Removal of members and the procedure
- d) Removal of the Managing Committee and the procedure
- e) Rights and privileges of members
- f) Custody, application, investment including extent and condition of funds and properties.
- g) Recruitment of staff, terms & conditions
- h) Election procedure
- i) Formation of regional chapters.
- j) To institute annual awards and to honour distinguished IATians for their outstanding contribution for development of Agriculture and growth of IAT.

19. OFFICIAL YEAR

Official year of the Institution will be the financial year of the Government of Karnataka, from 1st April to 31st March of the succeeding year.

20. WORKING HOURS

The working hours of the Institution at Bengaluru and the public holidays shall be the same as that of Government of Karnataka located in Bengaluru.

21. FUNDS

(a) The funds of the Institution shall be deposited in the Nationalised Banks and other recognized financial Institutions approved by Reserve Bank of India. The

accounts with the Banks and other financial Institutions shall be operated upon by means of cheques/DDs/NEFT/RTGS jointly signed by the Treasurer and Secretary or President.

(b) Investment

The funds of the Institution shall be invested in the modes specified under the provisions of Sec.13(1)(d) r.w.s. 11(5) of the Income Tax Act, 1961, as amended from time to time.

(c) Accounts

The Institution shall maintain its accounts regularly. The accounts shall be duly audited by a qualified Chartered Accountant for financial year.

(d) Amendment

No amendments to the Institution/Byelaws/Rules and Regulations shall be made which may prove to be repugnant to the provisions of sections 2(15), 11,12 & 13 & 80 G of the Income Tax Act, 1961, as amended from time to time. FURTHER NO AMENDMENT SHALL BE CARRIED OUT WITHOUT THE PRIOR APPROVAL OF THE COMMISSIONER OF INCOME TAX.

(e) Dissolution

In the event of dissolution or winding up of the Institution the assets remaining as on the date of dissolution shall be transferred to another Institution/society whose objects are similar to those of this Institution and which enjoys

recognition U/s 80 G of the Income Tax Act, 1961, or 12 A (a) as amended from time to time.

(f) Irrevocability

The Institution formed shall be irrevocable.

(g) Beneficiary

The benefits/services of the Institution shall be open to all members.

(h) Utilisation

The funds of the Institution shall be solely utilized for achievement of the objectives of the Institution.

(i) General

The activities of the Institution are not of religious nature and is open to all members.

22. The Managing Committee may sanction an amount not exceeding Rs.10,000/- (Rupees ten thousand only) as imprest to the Secretary to meet expenses.

23. The Official year of the Institution shall be from 1st April to 31st March of the succeeding year. Regular yearly audited accounts and balance sheet shall be submitted to the Registrar of Societies in conformity with section 13 of KSR Act 1960.

24. REGIONAL CHAPTERS

a) The Managing Committee shall have powers to set up Regional Chapters of the Institution in any part of Karnataka / India and the Rules and Regulations and Bye-laws of the Institution shall apply *mutatis mutandis*

to the Regional Chapters set up by the Managing Committee. Supplementary rules shall be framed in this regard.

- b) The chapter shall be called as "IAT Regional Chapter" comprising a single district by name of the district, or group of districts or part of a district – located geographically adjacent to each other or one another.
- c) The members of the IAT regional chapter shall elect the Managing Committee amongst themselves consisting of the following.

1. President	1
2. Vice president	1
3. Secretary	1
4. Joint secretary	1
5. Treasurer	1
6. Members	4
7. Co-opted members	2

(Maximum of 9 + 2 co-opted members)

25. PROPERTIES

- a) The properties, movable and immovable, belonging to the Institution and its Regional Chapters shall be deemed to vest for the time being with the Managing Committee. It shall take all necessary steps for proper upkeep and maintenance of these properties in good condition. The Managing Committee may lease or rent the buildings to the best advantage of the Institution.

The Managing Committee under no circumstances shall sell, mortgage or alienate the immovable properties in any manner whatsoever without the approval of the General Body.

b) The Managing Committee at IAT Bengaluru and Managing Committees of Regional Chapters shall have powers to dispose off the unserviceable movable articles as and when the circumstances demand, to the best advantage of the Institution. The Managing Committee in its annual report presented to the General Body shall inter-alia indicate the list of immovable assets owned by the Institution, the manner in which they are utilized, the income derived and such other relevant facts.

26. ALTERATION OF ARTICLES

These articles of constitution shall not be amended, altered, varied, modified, remade, rescinded, cancelled or added to without a resolution of the Special General Body by majority of not less than two thirds of the members present and entitled to vote. Any amendments to the Memorandum of the Institution and Rules and Regulations of the Institution shall be made in conformity with section 9 and 10 of the KSR Act 1960.

27. DISSOLUTION

The Institution may be dissolved by a Special General Body Meeting of the Institution convened on the recommendation of the Managing Committee or on requisition by not less than two-thirds of the members and a meeting to dissolve the Institution must be

composed of not less than one-fifth of the members of the Institution present and resolution upon the dissolution shall not be effective, unless passed by a majority consisting of three fourths of the votes of the members present and entitled to vote.

BYE-LAWS OF THE INSTITUTION

1 Activities in furtherance of the objectives

- a) To prepare the projects / proposals and get the approval of the Managing Committee. The Projects shall include conduct of seminar, lecture programmes, educational activities, consultancy services, news-letter, endowment programmes, study tours, undertake studies, etc., and wherever necessary co-sponsor seminars, workshops, training programmes, consultancy, after getting approval of the Managing Committee.
- b) Co-ordinating endowment projects and publication of technical literature
- c) To start a museum and maintain the same which will be of interest and educative to farmers, students, extension functionaries and visitors.
- d) To establish a Library, Cafeteria and other recreational facilities which would be of use to the Technologists and students and to maintain a data base, to be of use to technologists.
- e) Nominate members for participation in National and International seminars, conferences and workshops.

2. Duties and responsibilities of the Office Bearers

PRESIDENT

- a) The President shall preside over all the Managing Committee meetings and General Body meetings.

- b) In the absence of Secretary, the President will sign the cheques along with the Treasurer.
- c) All the programmes shall be implemented through the President. The President shall supervise all the activities of the Institution and guide in proper implementation of the programmes in consonance with the Rules and Regulations.
- d) The President shall cast the vote, if there is a tie.
- e) The President shall be responsible for the formulation of the policies and the implementation of the same after the approval of the Managing Committee.

VICE-PRESIDENT

- a) In the absence of the President, one of the Vice-Presidents shall preside over the meetings.
- b) They shall coordinate and facilitate the effective functioning of sub-committees and Regional Chapters as decided by the Managing Committee.

SECRETARY

- a) The Secretary shall be the Chief Executive of the Institution
- b) Shall be in charge of all assets and records of the Institution
- c) Shall convene the meetings of the Managing Committee, General Body and Special General Body as per the rules and with the approval of the President and record the minutes of the meetings.

- d) The Secretary shall be in charge of the Office and shall sign all the correspondence of the Institution.
- e) The Secretary shall sign all cheques and operate the bank accounts along with the Treasurer.
- f) The Secretary shall be the custodian of the movable and immovable properties of the Institution.
- g) The Secretary shall be the administrative head of the office and supervise the day to day work and also maintain discipline.
- h) The Secretary will be the officer to be sued or sue on behalf of the Institution
- i) The Secretary shall Recruit staff after following the procedures
- j) Be in custody of imprest for routine expenditure.
- k) Shall Implement the decisions of Managing Committee and General Body
- l) The Secretary shall permit any member to inspect any register including meeting proceedings after getting written request and arrange for inspection during office hours.
- m) In case anybody wants an extra copy of the Bye-laws, Balance sheet etc., Secretary will arrange to supply the same at a cost of Rs.50/-

TREASURER

- a) The Treasurer shall be the custodian of all the funds, investment and operation of funds of the Institution.

- b) The Treasurer will operate the bank accounts along with the Secretary/President.
- c) The Treasurer shall be responsible to present the monthly Statements of Accounts to the Managing Committee for its consideration. Preparation of Annual Budget and Audit of Accounts through the approved Chartered Accountants and presenting the same to the Annual General Body Meeting with prior approval of the Managing Committee.
- d) The Treasurer shall be responsible to provide the information required to the concerned, like Income Tax Department, Bruhut Bengaluru Mahanagara Palike (BBMP).
- e) Shall receive and deposit all funds received as per the procedure.
- f) Shall be responsible to scrutinize all the bills and dues before making payments.
- g) Shall be responsible for maintenance of financial records as required by rules.
- h) As Treasurer, shall act as required under section 11 of KSR Act 1960.

JOINT SECRETARY

- a) Shall coordinate and facilitate submitting reports/ information to newsletter (KrishiTantrajna) for timely publication.

- b) Shall assist the Secretary in drawing the proceedings of the meetings.
- c) He shall carry out the duties assigned by the Secretary and in the absence of the Secretary, carry out all such actions as are normally discharged by the Secretary.

3 Removal of members and the procedure

- a) Members will lose their membership of the IAT, if a member ;
 - i. Imprisoned for offences committed.
 - ii. Mentally deranged
 - iii. Declared insolvent
 - iv. Has resigned
 - v. Acts against the interests of the IAT
 - vi. Has expired.
- b) The General Body shall have the right to disqualify or otherwise any member on the recommendation of Managing Committee, which will only recommend after due process by giving an opportunity to the member to defend .

4 Removal of the Managing Committee and the procedure

A no-confidence motion against the Managing Committee can be brought before an Extra-ordinary General Body meeting called for this specific purpose when such a motion is supported by atleast 10 per cent of total members of the Institution. The Managing Committee can be removed if the no confidence motion is passed by a simple majority in the Extra-ordinary General Body meeting. The extra ordinary

meeting shall be convened as provided in clauses 13 & 14 of the rules and regulations.

5 Rights and Privileges of Members :

- a) The life members shall have the fundamental rights of discussing the subjects and of voting in the Annual General Body meeting and Special General Body meetings. The members who are on the rolls of IAT on the last day of the preceding official year shall only will be eligible to vote.
- b) All members, shall have equal rights and privileges of attending and participating in all General Body and special General Body meetings, lectures, seminars, symposium, workshops, conferences etc., organized by IAT. When the IAT co-sponsors, any of the above programmes the Managing Committee shall send two names of members to represent the IAT as delegates.
- c) All members shall have rights to use the library, reading room, Cafeteria, recreational facilities, and such other facilities created from time to time. They shall get a copy of the newsletter, Directory of members and other publications as and when published.

6. Custody, Application, Investment including extent and condition of Funds and Properties

- a) The Secretary shall be the custodian of all movable and immovable properties of the Institution.

- b) All the funds collected should be properly accounted. The funds can be invested in any Nationalised Banks after getting approval of the Managing Committee. The fixed deposits register shall be maintained and reinvested after they mature.
- c) A property register shall be maintained wherein, the period of procurement, cost involved, mode of procurement and annual depreciation should be recorded. The abstract to be submitted to the Managing Committee for approval and place before the Annual General Body Meeting.
- d) Expenditure upto Rs.1,00,000/- (Rupees one lakh) per item of expenditure may be incurred with the approval of the Managing Committee. Expenditure exceeding Rs.1,00,000/- per item, should be got approved by the General Body. In emergent cases expenditure can be incurred after approval of the Managing Committee and should be got ratified by the General Body.

7. Recruitment of staff, terms and conditions.

- a) The following staff may be recruited after following the procedure. Selection should be made on the recommendations of a selection committee, consisting of three members, constituted by the Managing Committee amongst the members of IAT :

i) Manager	1
ii) Accountant	1
iii) Office Assistant cum Computer operator	1
iv) Librarian	1

- v) Attendants 2
 - vi) Watchman 1
 - vii) Any other staff as and when required
- b) All recruitments shall be made on adhoc/ contract basis.

8. Election Procedure

1. a) "Election" means election of Managing Committee members of IAT in accordance with the Rules and Regulations and also election of the office bearers.
 - b) "Returning Officer" means a person appointed by the Managing Committee of the Institution for conducting elections.
 - c) "Election Associates" mean persons appointed by the Returning Officer to assist him in conducting the elections at the Head quarters and at the Regional Chapters.
 - d) "Member" means and includes a member on the rolls of IAT as on 31st March of the preceding official year.
 - e) The election shall be by secret ballot.
 - f) In the elections, the members shall vote and elect 15 persons among the contesting candidates. In case, a member casts more or less than 15 votes, then the said ballot paper shall be declared invalid.
2. The Returning Officer shall publish the calendar of events for election which includes calling for nomination papers in the **prescribed format 'A'** for all the Managing Committee members, fixing dates

and time for filing nominations, scrutiny and withdrawal of nomination, publishing the final list of contesting candidates, conduct of elections and declaration of results.

3. a) The last date for filing the nominations shall be the 10th day upto 4 P.M. from the date of publication of Calendar of Events.
- b) Two days after the last date, scrutiny of nominations and publication of list of eligible candidates will be done in the presence of the candidates.
- c) The last day for withdrawal of nominations shall be two days after publication of the list of eligible contesting candidates.
- d) The final list in alphabetical order shall be published on the next day fixed for withdrawal of nominations.
- e) If a voter wishes to cast his vote through Postal ballot, shall obtain the ballot paper from the Returning Officer through a request letter along with Self attested photo ID proof and after casting the vote shall submit the postal ballot along with self attested photo ID proof in sealed cover so as to reach the Returning Officer before 5.00 P.M. of the preceding day of election.
- f) Individual casted ballot paper may be sent through Indian Postal Service or Courier Service. Any vote casted ballot paper received in bulk or more than one will be rejected.
- g) The results shall be published by the Returning Officer within two days after the date of election.

h) The decision of the Returning Officer in respect of results shall be final.

i) The following forms will be prescribed

Form A - Nomination Form

Form B - Withdrawal form and

Form C - Ballot paper

Format can be as per election procedures to be adopted by the Returning Officer

j) Each member can propose and second not more than two nominations.

k) Each contesting member should have completed 3 years of membership of IAT and aged not less than 30 years on the day of nomination.

l) Each contesting candidate for the Managing Committee of IAT shall pay Rupees one Thousand as nomination fees in cash/Demand Draft in favour of IAT which is not refundable.

m) Every nomination paper shall be signed by the candidate and his proposer and seconder who are the members of the IAT.

n) The election shall be held at IAT Bengaluru.

o) The results of the election shall be declared and published by the Returning Officer under his/her signature.

- p) All the election materials including marked voters list, calendar of events, nomination forms, withdrawal forms, used and unused ballot papers and identity slips shall be kept in a sealed cover by the Returning Officer who in turn will handover the same to the Secretary for safe custody until the statutory period is covered.

9. Formation of Regional Chapters

- a) The Managing Committee shall have powers to set up Regional Chapters of the Institution in any part of Karnataka or India.
- b) Regional Chapter can be formed only if there are atleast 50 life members in a particular region/District.
- c) The members will meet and elect the Chairperson and send the resolution to IAT.
- d) The Rules and Regulations and bye-laws of IAT shall apply mutatis mutandis to the Regional Chapter.
- e) The membership fee shall be collected by the Regional Chapter and shall be remitted to the IAT.
- f) Regional Chapters can formulate projects and collect funds for their implementation or seek funds from IAT with prior approval of the Managing Committee Bengaluru. Any balance amount saved, shall be used for strengthening the Regional Chapter concerned.
- g) The Regional Chapter shall submit its annual report of activities and the audited statement of accounts of

the preceding official year to the Institution by 31st of May of every year.

- h) Neither the Institution nor the Chapter shall be liable for any of the debts or the liability of each other.
- i) The Institution shall reserve to itself the right to dissolve any chapter at its discretion in case of mismanagements, omissions and commissions.

