

**NETAJI SUBHASH INSTITUTE OF TECHNOLOGY
SECTOR-3, DWARKA, NEW DELHI – 110078**

CONSTITUTION OF THE “NSIT STAFF CLUB”

AS AMENDED & APPROVED ON 02.09.09

1. The name of the Club is Netaji Subhas Institute of Technology Staff Club, New Delhi. In this constitution, it shall subsequently be referred to as ‘Staff Club’.
2. **OBJECT:** The object of this Club is to provide facilities for social, cultural, recreational and intellectual activities among its members and to promote a healthy/corporate life.
3. **MEMBERSHIP:**
 - (a) Member: All members of the Teaching/non-teaching Staff may become members of the Staff Club. The membership of the club may continue till one continues to be on the staff of this College.
 - (b) Honorary Members: The General Body, may confer honorary membership of the club to any individual associated with the College. Such membership will continue for three years and may be renewed.
4. **SUBSCRIPTION :-**
 - (i) The subscription shall be Rs. 300/- (Rs. Three Hundred only) per annum for members other than Honorary members, payable in equal/monthly installments of Rs. 25/- each.
 - (ii) The subscription may be revised by the General Body as and when considered necessary.
5. **SPECIAL FUND:**
 - (i) To meet the objectives of the Club, special voluntary funds may also be raised from its members as and when it is felt necessary by the Executive Committee.

(ii) The Executive Committee may accept donations in cash/kind from any legitimate source for the welfare of staff Club.

6. GENERAL BODY:

The ordinary members mentioned in clause (3a) shall constitute the General Body.

7. GENERAL BODY MEETINGS:

(i) Ordinarily there shall be at least two meetings of the General Body in a year.

(ii) An extra ordinary meeting of the general Body may be convened any time ,the Executive feels necessary or shall be convened at any time, when a requisition for such a meeting is made in writing by at least 40% of the total members.

(iii) The quorum for the General Body meeting shall be one fourth of the total number of members. No quorum will be necessary for a meeting earlier adjourned for want of quorum.

(iv) A written notice of at least seven days shall be given to convene a meeting of the general Body. However, an extra-ordinary meeting may be convened by giving a day's notice.

8. POWERS AND FUNCTION OF GENERAL BODY:

The General Body shall be supreme in all matters pertaining to the Club and its functions are as under:

(i) To elect the office-bearers of the Executive Committee and approve/pass budget proposals.

(ii) To give guidelines to the Executive Committee for fulfilment of the objectives of the Club.

(iii) To amend the Constitution of the Club, as detailed under clause 14.

(iv) To appoint an Internal Auditor for auditing the accounts of the Club.

9. EXECUTIVE COMMITTEE:

(i) Executive Committee shall consist of the following in order of sequence and the term would be for two years.

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Joint Secretary
- (e) Treasurer
- (f) Three Executive Members
- (g) Ex-President
- (h) Ex-Secretary

(ii) For the election of the office bearers of the Executive Committee a meeting of the General Body shall be held.

(iii) The Executive Committee may co-opt members from amongst the members of the General Body, if any position of Executive member is vacant

(iv) Any vacancy caused in the Executive Committee during the year will be filled up by promotion in order of sequence.

10. POWERS OF THE EXECUTIVE COMMITTEE:

(i) The business of the Club shall be administered by the Executive Committee, subject to overall control of the General Body.

(ii) The Executive Committee shall have power to frame rules, not inconsistent with the provisions of the constitution- in order to carry on the business of the Club.

(iii) In case of temporary absence of any of the office bearers, the Executive Committee will appoint one of the members to carry on the duties of the absentee for that meeting.

(iv) The Executive Committee may, from time to time, delegate any of its powers to an individual or a Sub-Committee nominated by it for a specific

purpose and/or for a specific period as it considers fit. It may also recall or revoke any such delegated power.

(v) The Executive Committee will ordinarily meet once in a month.

(vi) Six members of the Executive Committee will form the quorum at the meeting.

11. OFFICE BEARERS:

(a) The president shall

- (i) Preside over the meeting of the General Body and Executive Committee.
- (ii) Accord sanction of petty expenditure upto a limit fixed by the Executive Committee.
- (iii) Convene General Body or Executive Committee meeting if a situation arises.

(b) Vice President: All the duties of the President in the absence of the President.

(c) The Secretary shall

- (i) Be responsible for the co-ordination of the activities of the Club.
- (ii) Prepare reports of the activities done by the club in all spheres.
- (iii) Convene and arrange meetings of the Executive Committee and the General Body.
- (iv) Verify the bills.

(d) Joint Secretary Shall: - Perform the duties of the Secretary in the absence of the Secretary.

(e) Treasurer shall

- (i) Maintain properly the accounts of the club.
- (ii) Operate the bank accounts in the name of the Staff Club which shall be operated under the signatures of:
 - (a) Treasurer and
 - (b) President or the Secretary.

12. AUDIT:

- (i) Annual Accounts of the club will be internally audited by a person appointed by the General Body for this purpose and externally audited as per rules of the Registering Authority.
- (ii) The reports of the Auditor shall be presented to the General Body by the Executive Committee.

13. OFFICIAL YEAR:

The official year of the Club shall be from 1st January to 31st December.

14. AMENDMENT:

Any amendment to the constitution of the Staff Club shall be considered in a special meeting of the General Body called specifically for this purpose. Any such amendment can be adopted provided it is carried through in a meeting by two third majority of the members present or atleast 40% of the number of members enrolled which ever is greater.

15. PATRON:

The Director, NSIT shall be Ex-officio Patron of the Club.

16. ESTABLISHMENT:

The building, furniture and similar facilities for the staff Club shall be provided by the Netaji Subhas Institute of Technology, New Delhi.