



Computer Society of India

Chapter
Byelaws

June 2004



Computer Society of India

Chapter Byelaws

Section 1 – Name, Purpose and Territory

1.1 Name:

The name of this group of members of the Computer Society of India (CSI) shall be Chapter of the CSI, hereinafter refer to be brief as the Chapter.

1.2 Purpose:

The purpose of the Chapter shall be to further the objectives of the CSI within its territory and in accordance with the constitution and byelaws of the CSI. For the fulfillment of its purpose the Chapter shall hold meetings for the technical presentation, presentation of papers and their discussion, and for transaction of the regular business of the Chapter and engage in such other activities as necessary suitable and proper.

1.3 Territory:

The territory of the Chapter shall be defined by the ExecCom at the time of formation. The ExecCom may modify the territory at any time, if required.

Section 2 – Membership

2.1 Eligibility:

Any member of the CSI with his mailing address in the territory of the Chapter may elect to affiliate with the Chapter and so express at the time of payment of annual deals. A member may, however, affiliate with any contiguous Chapter, with the approval of ExecCom.

2.2 Rights and Privileges:

All voting members of the CSI who are members of the Chapters shall be referred to as voting members of the Chapters and shall be entitled to all the rights and privilege's of the Chapters. The non-

voting members of the CSI who are members of the Chapters shall entitled to all the rights and privileges of the Chapters except the right to vote or hold an elective office.

2.3 Admissions and Transfers:

A change in mailing address shall cause the member's present affiliation with the Chapter to cease, if the new address falls outside the territory of the Chapter. The member is to communicate to the office of the CSI, along with the change of address, his wish to affiliate with the Chapter that he then becomes eligible. Provided however that any member may affiliate with any contiguous Chapter of his choice with the approval of ExecCom.

2.4 Dues and Fees:

There shall be no Chapter dues. The expenses of the Chapter shall be met from funds made available as stated in the byelaws of the CSI. However, the Chapter may collect the voluntary contributions from its membership to meet emergency or extra-ordinary expenses. The Chapter may also serve non members or groups wishing to receive meeting announcements and Chapters publications and collect amounts to meet the expenses. The Chapter may also charge for tutorials, seminars and professional development courses that it may arrange.

Section 3 – Groups of Members

3.1 Students Branches:

All students members of the Chapter may also be members of one of the students branches in the territory of the Chapters. The Chapter shall render

all assistance to promote the activities of the students branches.

Section 4 – Management

The main bodies of the Chapters shall be:

- a) The General Body
- b) The management committee, hereinafter referred to as the MC
- c) The officers, and
- d) The committees

4.1 General Body:

The General Body of the chapter comes to existence through the charter given by the General Body of society and the MC derives authority from the General Body of the Chapter and the officers and committees from the MC and they shall uphold these byelaws in letter and spirit.

4.1.1 Composition and Voting Rights:

The General Body of the Chapter shall consist of all the voting members of the CSI who are members of the Chapters. Each member shall have one vote.

4.1.2 Authority:

The General Body shall be the supreme authority of the Chapter. It shall guide and direct all the activities of the Chapter. In particular,

- a) it shall receive, review and accept the annual report and the audited accounts, and
- b) it shall elect members to the offices as specified in these byelaws.

4.1.3 Quorum Majority:

Fifteen percent of the total voting members as recorded in the official membership registers at end of the previous year or 20 voting members whichever is lower shall constitute a quorum.

Decisions of the General Body shall be taken by a single majority of those voting, except where explicitly stated otherwise.

4.1.4 Meetings:

- a) The General Body shall ordinarily meet once in the year, this meeting being referred to as the AGM, which shall be held not later than June 30
- b) There shall be a minimum of twenty days notice for the General Body meeting of the

Chapter. The notice shall include the agenda, venue and time.

- c) The General Body may, however, be convened at any time if the Chairman, after consultation with the various bodies of the Chapters, deems it necessary. It shall also be conveyed, at the request of the MC or Fifteen percent of the voting members, within two months of the request.
- d) The General Body at its meetings shall transact the business on the agenda communicated by the MC. It shall also transact other business, if a voting member has given notice to the secretary at least 10 days prior to the scheduled date of the meetings, with the approval of the MC.
- e) The secretary and treasurer shall compile the annual activities report and audited financial statement. The MC after its approval shall circulate them to the membership along with the agenda for the AGM and shall advise and recommend the General Body for their adoption at the AGM. These adopted documents shall be transmitted to CSI, not later than July 15, for incorporation in the CSI annual activities report and the CSI financial statement.

4.2 Managing Committee

4.2.1 Composition :

The members of the Managing Committee shall be the officers and at least four and not more than eight elected MC members. The past Presidents, Fellows, all ExecCom members and chapter Patron members attached to the Chapter shall be non-voting permanent invitees to all meetings of the MC.

4.2.2 Authority :

The MC shall administer the Chapter and make all decisions except those specially reserved for the General Body and shall advise the General Body on all matters coming up on decisions. :

4.2.3 Quorum and Majority :

The MC shall be able to conduct business if at least one third of its members are present. decisions of the MC shall be taken by a simple majority of the members present.

4.2.4 Meetings :

The MC shall ordinarily meet not later than August 31, November 30, February 28 and May 31 and shall be called by the Chairman. It may however be convened at any time by a request of any three members of the MC.

The agenda, venue and time of the meetings of the MC shall be communicated to all its members atleast seven days in advance. However, the requirement of notice may be waived by vote of a simple majority in its favour.

The MC may invite any person to a specific meeting, if in their view, his presence shall contribute in carrying out the programs of the Chapter.

The business of the MC may be handled by means other than a formally called meeting, if in the opinion of the Chairman matters requiring action can be adequately handled in that manner. A majority vote of all the members shall then be necessary for approval of actions handled in that manner. Provided however, this shall not apply to the regular meetings, as specified in these Byelaws.

4.2.5 No member of the MC shall be interested directly or indirectly in any contract relating to the operations, furnishing or supplies to the Chapter.

4.2.6 The MC shall approve a Scheduled bank to deposit the funds received by the Chapter. It shall also designate the Officer(s) authorised to operate thereon.

Investment of surplus funds available with the chapter must be made in accordance with directions given by the CSI. The Chapters shall not take any loans, overdrafts without prior authorisation of the ExecCom.

4.2.7 The tenure of all offices shall commence on April 1 and end on March 31 unless explicitly stated otherwise.

4.2.8 The interpretation of these Byelaws rests with the MC and shall be in consonance with the Constitution and Byelaws of the CSI. The decisions of the MC, Officers , and Committees , in accordance with the powers vested in them, shall be final and binding on the membership of the chapter. However in case of any dispute in the interpretations of these Byelaws, the decision of the ExecCom shall be final.

4.2.9 Every member of the MC shall continue to hold office and discharge the duties until a successor

takes his place, provided such continuation beyond the term of Office is necessary for any reason, and is duly authorised by the ExecCom.

4.3 Officers :

4.3.1 Composition :

The Officers of the Chapter shall be the Chairman, the Vice Chairman (Chairman-elect), the Hon. Secretary, the Hon. Treasurer and the Immediate Past Chairman.

The Vice Chairman (Chairman-Elect) after completion of the term will automatically take over as Chairman. The Vice-Chairman (Chairman-elect), the Hon. Secretary and the Hon. Treasurer shall be elected by the General Body.

4.3.2 Authority :

The Officers perform these functions :

- a. The Chairman shall be the principal officer of the chapter and shall preside at the meetings of the General Body and the MC and such others as felt desirable by the MC.
- b. The Vice Chairman shall assist the Chairman in carrying out organisational duties and in the absence or incapability or resignation of the Chairman assume his duty.
- c. The Secretary shall maintain the records of activities, membership and any other aspects of the Chapter as required by the law. The Secretary shall be responsible for the arrangements of all meetings of the General Body , and the MC. He shall maintain a complete history of the amendments to the Chapter Byelaws and shall communicate the relevant extracts from them to the incumbents to various positions of responsibility in the Chapter and arrange for the transfer of the necessary records.

He shall communicate to the membership summaries of the agenda and minutes of all meetings of the MC at the earliest, through a publication that is distributed to all the members.
- d. The Treasurer shall conduct the fiscal affairs of the Chapter and maintain records thereof. He shall draw funds as authorized by the MC. Chapter funds shall only be used for the normal operations of the Chapter, except where specifically authorized otherwise by the ExecCom.

In the event of absence or incapacity or resignation of both the Chairman and the Vice Chairman, the MC Shall elect from among themselves an interim Chairman for the period not longer than the unexpired term of the Chairman. The Interim Chairman shall perform all the duties of the chairman and Vice Chairman during that period.

4.4 Committees :

The following Committees shall be established and they shall be responsible to the MC. The MC may in addition appoint Ad-hoc Committees as required for specific short term purposes, indicating their composition and responsibilities.

4.4.1 Academic Committee

It shall consist of the Vice chairman as the Chairman, the Treasurer, and two other members of MC. It shall draw up a list of activities for the year and may associate a member(s) of the committee with each of them to organise the event.

4.4.2 Membership Committee :

It shall consist of the past Chairman, as the Chairman, the Secretary and two other members. It shall identify services to the membership and ways and means of providing them. It shall promote transfers of the members to the highest grade and enrollment of new members. It shall recognise excellence in professional activities in fields of interest to the CSI and administer the awards decided upon by the MC.

4.4.3 Finance Committee

It shall consist of the Treasurer as the Chairman and Officers of the Chapter as members. It shall prepare proposals seeking financial assistance and annual and periodic financial statements. It shall suggest measures to improve the fiscal health of the chapter and shall monitor the progress of income and expenditure during the year. It shall formulate the budget and recommend the allocations to reserves.

4.4.4 Nomination Committee :

- a. **Composition :** The Nominations Committee shall have 3 members elected by the General Body. The Nominations Committee shall have atleast one member who is past Officer of that chapter. The MC shall ensure that this condition is satisfied by nominating additional member to the Nominations Committee when

necessary. Members of the Nominations Committee shall elect a Chairman from among themselves.

- b. **Authority :** It shall assist the MC.
 - i) in identifying Voting Members willing and qualified to hold the several elective offices.
 - ii) In scheduling elections so as to enable the functioning of the new Committees from the very beginning of the year.
 - iii) In supervising the counting of ballots, declaration and communication of the results to the membership.

4.4.5 The term of appointment of all Committees shall commence from the date of formation and end on March 31, unless explicitly stated otherwise. All the members of a Committee shall be nominated by its Chairman in consultation with the Chapter Chairman, except where explicitly stated otherwise. The Committees shall be able to conduct business if one-half of the Committee members are present and decisions shall be taken by a simple majority of the members present

4.4.6 All Committees shall submit periodic and annual reports in advance of the MC meetings. Partial reimbursement in the performance for the Committee work may be authorized by the MC.

All Committee Chairmen shall however submit a budget to the MC not later than July 31.

4.4.7 Each Committee shall have the right to create sub-committees in consultation with the MC and invite such persons as may be of help in carrying out the work of the Committee. The Committees shall communicate and co-operate with each other in the best interests of the Chapter.

4.4.8 The MC may nominate members and specify their tenure to represent the Chapter on other organisations with which it has fraternal relationships. These members shall be given for the purposes of these Byelaws, the status of Committees.

4.5 Budget & Finance :

4.5.1 The fiscal year of the Chapter shall be the same as that of the CSI.

4.5.2 The Treasurer shall compile the budget from the requirements of the various Committees receiving assistance from the Chapter, received by him not

later than July 31. He shall present the budget to the MC for its approval at its first regular meeting and the approved budget shall be communicated to the membership not later than September 30.

4.5.3 The approved budget shall be submitted to the CSI along with a statement of all activities proposed in that year, not later than August 31.

4.5.4 The MC shall however consider request from various groups for funds for specific activities not included in the budget and vote, if feasible, the necessary funds.

4.5.5 The allowance voted to a chapter by the CSI shall be subject to a maximum of one-third of the dues collected from members of all grades, except the student grade, who have elected to affiliate with the chapter, as at the end of the previous year.

4.5.6 The chapter may, however, in very special cases, seek additional fiscal support from the CSI, for specific activities.

4.5.7 The Chapter MC shall appoint auditors as directed by the CSI. The Chapter shall submit to the CSI, audited statement of accounts, not later than May 31. The audited accounts should be approved by the Chapter AGM, not later than June 30.

4.5.8 The Chapter shall ensure the incorporation of all monetary transactions relating to the affiliated student Branches in the chapter accounts.

4.5.9 The Chapter shall adhere to the fiscal discipline in accordance with the Byelaws and directions of the CSI.

4.6 Communications :

4.6.1 All communications shall be deemed to have been delivered, it being sufficient to prove that they were properly addressed and posted.

4.6.2 The Membership Registers shall be updated and communicated to the Chapter by the CSI twice during the year. All amendments intimated upto August 31 and then for the second time all intimated upto February 28 shall be incorporated and the Registers treated as closed for all official purposes , except where explicitly stated otherwise.

4.7 Vacancies :

The existence of a vacancy in the MC due to resignation or other reasons, shall be determined by the MC which shall fill such a vacancy for a period not exceeding the unexpired term of that office.

4.8 Revocation :

- a) The minimum level of activity to be maintained by a Chapter shall be four technical meetings spread evenly over the year and covering a wide variety of interests.
- b) The Chapter shall have at least seventy five members, not including students, on rolls.
- c) The Chapter should submit the audited accounts with other documents as specified in the byelaws.
- d) The Chapter should call for nominations and conduct elections every year as specified in the Byelaws.

If the above conditions are not met, the Chapter shall be placed on probation and if this continues for a second successive year the Chapter may be revoked as stated in the Byelaws of the CSI and the properties of the Chapter shall revert to the CSI.

Section 5 – Nominations & Elections :

5.1 Nominations :

5.1.1 The Nominations committee shall invite each year members to submit the names of voting members, for considering them for the various elective offices of the MC and Nominations committee not later than September 30.

5.1.2 No member shall be eligible for election for the post of Hon. Secretary or Hon. Treasurer for more than one term of two years. Also, no member shall be eligible for election for the post of Member MC, for more than three terms of one year each in succession.

5.1.3 All nominees for elective offices shall be Voting Members of the Chapter.

5.1.4 All the nominees must be members, other than student members, of CSI and can contest for only one elective office. The nominees for the following elective offices shall have to satisfy the additional eligibility criteria as follows :

- a) All nominees contesting for the post of Vice Chairman (Chairman-elect), Hon. Secretary or Hon. Treasurer must have served as a member of the Managing Committee at least for one term.

5.2 The Nominations Committee shall communicate to MC not later than October 15, one or more names

received through all valid nominations along with their CSI membership number, bio-data, statement of intent and an undertaking from the candidate that he will attend at least 3 meetings in a year. The Nominations Committee shall recommend to MC names of members as candidates for the elective posts where valid nominations have not been received.

- 5.3** The MC shall consult each of the nominees and if he so requests, in writing, his name shall be withdrawn, not later than October 31.
- 5.4** The MC shall finalise the list of nominees, for each of the elective offices, not later than November 20.
- 5.5** The Nominations Committee shall prepare ballots, arranging the names where there is more than one candidate for any single office in alphabetical order. For such names to be counted in the election, each person indicated shall possess such qualifications as specified by the Constitution and the Byelaws. The ballot shall carry a statement that the order of the names is for convenience only and indicated no preference and shall indicate the date by which they shall reach the office for them to be counted. The ballot shall be mailed along with the statement of intent & bio-data of the nominees to all Voting Members, not later than November 20 and the date for receiving the marked ballots shall not be later than December 15. In no case shall the time given to the Voting Members to cast their votes, reckoned from the date of mailing, shall be less than 20 days.
- 5.6** Voting Members shall vote for the candidates of their choice and place the ballot in the envelope marked " Ballot " and sign on the envelope, in the place provided. Only ballots arriving at the Office of the Chapter , or received by a qualified organization delegated by the MC not later than the date specified shall be counted.
- 5.7** Ballots shall be checked, opened and counted under the supervision of the Nominations Committee not later than the fifth working day following the last date for receipt of the ballots.
- 5.8** The Nominations Committee shall communicate the election report to the MC at the earliest and the nominee for each office for which the election has been held receiving the greatest number of qualified votes shall be declared elected. In the event of a tie vote, the MC shall choose between the nominees involved.

- 5.9** The MC shall communicate the results of the election to all the nominees in the election report, not later than December 31, and announce them to the membership.

Section 6 - Conferences / Meetings

- 6.1** The Chapter may hold an Annual Convention of which it shall be the sole sponsor, in addition to the normal technical lectures, technical visits, seminars and panel discussions.
- 6.2** The Chapter may participate in Joint Conferences, meetings with contiguous Chapters, or Chapters of other national professional organisations with similar aims. The MC shall nominate a significant number of members on the various committees and shall designate a senior member as responsible for each such meeting who shall make periodic reports of the progress to the MC.
- To enable the MC to take a decision on co-sponsoring joint meetings/ conferences it shall obtain information and guarantees on procedures for organisation and operation, budget and publications, if any.
- 6.3** The chapter may sponsor Region and Division meetings as specified in the Byelaws of the CSI.
- 6.4** The Chapter may solicit the assistance of the CSI to make available computer professionals of national and international repute to address its membership.
- 6.5** The surplus funds from such conferences shall be taken into account by the CSI in providing funds to the Chapter for its activities.

Section 7 - Publications

- 7.1** The Chapter shall publish a Newsletter the editor for which shall be a member nominated by the MC for a period of two years. The Editor shall be a permanent invitee to all the meetings of the MC. The periodicity and distribution of the Newsletter shall be as decided by the MC.
- 7.2** The Chapter may issue other publications such as annual directory, conference records, books and technical publications of other professional organization with similar aims. Their periodicity and distribution shall be decided as by the MC.

Section 8 - Amendments :

- 8.1** An amendment to these Byelaws is to be proposed at a regular meeting of the ExecCom and adopted by vote of at least two-third of those present, for it

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to be placed on the ballot. It may also be proposed by a petition signed by at least one hundred Voting Members. The proposals for amendments shall reach the ExecCom not later than February 1.

8.2 A copy of such amendment, if lawful, shall be mailed with a ballot to each Voting Member of the CSI, as specified in the Byelaws of the CSI.

8.3 A vote of at least one half of all the ballots cast in favour of the amendment, provided the number of votes in favour are not less than two hundred, shall be necessary for its adoption. The membership shall be notified of the results of the voting, at the

earliest, through a publication distributed to all the members.

8.4 Amendments shall take effect thirty days after adoption.

8.5 The status of a member of the MC already in office shall not be effected by an amendment to these Byelaws. The member shall continue to serve in that capacity till the term of his office expires.

9. Law :

Anything not provided for in these Byelaws shall be in accordance with the Indian law on the subject.



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