

# BYE LAWS

**GST NORMS MODIFIED AS PER 2022-23 2<sup>nd</sup> EC MEETING DRAFT**  
**FIRST REVISION APPROVAL DATE: 16.07.2022, SATURDAY, HOTEL PREETI CLASSIC TOWERS, OOTY**  
**MEMORANDUM AND ARTICLES OF ASSOCIATION OF**  
**CONFEDERATION OF IT ASSOCIATIONS**

## **1. Name :**

The name of the Society shall be 'CONFEDERATION OF IT ASSOCIATIONS

## **2. Registered office:**

- a. The registered office of the Society shall be situated at Puducherry, and can be shifted to any part of India as and when required by the Society.
- b. The present registered office shall be at No. 27, Vallalar Street, Second Floor, Puducherry 605011.
- c. The area of operation of the Society shall be whole of India. The Society can establish office(s) anywhere in the state of Puducherry or outside and expand the activities of the Society.
- d. For the purpose of this document, "Society" whenever and wherever mentioned hereinafter will mean CONFEDERATION OF IT ASSOCIATIONS.

## **3. The aims and objectives:**

- a. To provide for a common place for meeting of the members of the association for the purposes of recreation, discussion of common problems, encouragements of thrift, advancement of social welfare ideas, mutual assistance, protection of business interests and welfare of the members, etc.
- b. To provide for instruction and diffusion of knowledge amongst the members, their employees, families of members and their dependants
- c. To provide for aid and assistance and other relief measures for the members, their dependants and employees;
- d. To hold periodical meetings, conferences and social gatherings.
- e. To conduct exhibitions and other business promotional activities.
- f. To arrange courses, discussions and demonstration on any subject of Interest to the Society.
- g. To offer and conduct teaching and training programs at various centres / locations.
- h. To coordinate as necessary and as seen fit with other Societies or Organisations having similar and allied objectives.
- i. To act as support forum for the collective welfare and well being of its members.
- j. To raise money and invest any sum belonging to the Society not immediately required, in such a manner as the Society may think fit.
- k. Do all such other things as are cognate to the objectives of the Society or are incidental or conducive to the attainment of the above objectives.

#### 4. Members

- a. Only IT traders associations shall be eligible to be a member of the association.

## RULES AND REGULATIONS

### DEFINITIONS:

- a. Past Presidents : All Past President of Confed ITA are Past Presidents and will ensure smooth functioning of Confed ITA.
- b. Advisors : Advisors means the immediate past office bearers of Confed-ITA.
- c. Office Bearers : The President, Vice President, Secretary, Treasurer, Jt. Secretary-1, Jt. Secretary-2 of Confed ITA are the office bearers.
- d. Executive Committee: The "Committee" shall mean the executive committee of the Society.
- e. Member: Member shall mean member associations.
- f. General Body Meeting: General Body meeting means, a meeting of the persons not limited to Confed ITA office bearers, Past presidents of Confed-ITA, Advisors of Confed-ITA, Confed ITA EC members, Member Association Presidents and Secretaries.
- g. Annual General Body Meeting: Annual General Body meeting means, a meeting of Confed ITA office bearers, Past presidents of Confed ITA, Advisors of Confed ITA, Confed-ITA EC members and allmembers of Member Associations
- h. EC Meeting : Executive members meeting means a meeting of Confed ITA office bearers, Pastpresidents of Confed-ITA, Advisors of Confed-ITA,Confed-ITA EC members.
- i. Region: For the best governance of Confed-ITA Tamil Nadu and Pondicherry area are divided into six regions with geographically nearer districts. Regions can be added or recognized as per requirement time to time as approved by EC members. While doing so, need to ensure, every region is equally represented with eligible members to contest for office bearers posts.
- j. Regional Round Robin In this round robin system, the region currently holding President post will nominate for Jt.Secretary2 for the next term, the region currently holding Vice President post will nominate for President Post for the next term, the region currently holding Secretary post will nominate for Vice President Post for the next term, the region currently holding Treasurer post will nominate for Secretary Post for the next term, the region currently holding Jt. Secretary-1 post will nominate for Treasurer Post for the next term, the region currently holding Jt. Secretary-2 post will nominate for Jt. Secretary-1 for the next term.
- j. Association Round Robin In this round robin system, within a region, the association holding current post moves to last position in the hierarchy and the association holding next hierarchy to the current post holding association moves to one step higher position in the hierarchy at the end of the term.

## **2. MEMBERSHIP**

- a. Any district level IT Traders' Association within the State of Tamil Nadu or Union of Pondicherry, duly registered, with a minimum of 20 members, with democratically elected governance body and structure and is functioning for more than a year shall be eligible for membership. Only one Association per district joined before commencement of Confed term of the can become a member. Their membership will Confed term of the year. Newly joined member will be placed at the last round robin position in their region for the purpose of nomination of office bearer postings, subject to eligibility criteria.
- b. Membership registration charges for each member association shall be Rs.10, 000.00.
- c. Annual Subscription charges for each such association shall be Rs.5,000.00.
- d. The registration and annual subscription charges may be raised or lowered as deemed fit by the executive committee.
- e. Membership will be allotted on request to Confed-ITA by the discerning association represented by their duly elected office bearer(s) with authority to do so, after the request had been duly approved by the Executive Committee of Confed-ITA.
- f. No individual IT business house, trader or businessman will be admitted to the association.
- g. In the absence of any association being in existence for an individual IT business house, trader or businessman to join at the location of their businesses, they may become member of the nearest association and thereby, by become a member of Confed-ITA.
- h. Members of Confed ITA shall have the privilege to attend and take part in all General body meetings, conferences, lectures, discussions and demonstrations organized by Confed-ITA and they shall receive copies of all proceedings and publications of Confed-ITA from the date of their membership and to attend special activities free or at such terms that the Executive Committee may fix from time to time.

## **3. TERMINATION OF MEMBERSHIP**

- a. Any member association can terminate their membership by written request to the Secretary of Confed-ITA giving one month's notice in advance.
- b. Any member association who so desires to terminate their membership can do so only after all dues pending from their end are paid in full and after any material or property belonging
- c. Any member found to be indulging in unlawful activities or in any activities that contravene the interest of the association may be summarily terminated from the membership of the association. In such cases the decision of the executive committee shall be final and binding on all concerned.
- d. Any member who does not renew the membership consecutively for two years by paying the annual subscription charges shall automatically cease to be a member and their membership shall stand cancelled.
- e. Any member found insolvent shall have their membership terminated automatically.

#### 4. OFFICE BEARERS & EXECUTIVE COMMITTEE

- a. The following shall be the office bearers of Confed-ITA
  - (i) President
  - (ii) Vice President
  - (iii) Secretary
  - (iv) Two Joint Secretaries
  - (v) Treasurer
  - (vi) Executive Committee Members
- b. The Executive Committee or herein after referred as EC shall be constituted by three people each from the member associations who in turn shall be nominated by the respective associations. The Executive Committee or herein after referred as EC shall be constituted by two people each from the member associations who in turn shall be nominated by the respective associations.

#### 5. ELECTION OF OFFICE BEARERS AND EXECUTIVE COMMITTEE (EC)

- a. The executive Committee shall be constituted by two people each from the member associations.
- b. Each member association shall conduct elections in their GB to elect two people from their members shall be nominated by them to the EC.
- c. Office bearer posts are nominated in the order of round robin basis among the regions.
- d. The outgoing office bearers shall serve as observers to the above election process. These office bearers and their associations' members cannot participate in current election.
- e. **Eligibility For EC Member:**
  - (i) A Person actively and continuously involved in Core IT Business with Sales Tax Registration for more than 5 years and also in membership in an association for more than 5 years is eligible. For newly formed association the period of being a member in an association is relaxed to 2 years.
  - (ii) Should had served as an office bearer/EC member in their member association for anyone of their full term.
  - (iii) The member's association should had been in membership with Confed for not less than 2 years.
- f. **Eligibility For Office Bearers:**
  - (i) A Person actively and continuously involved in Core IT Business with Sales Tax Registration for more than 10 years and also in membership in an association for more than 5 years in a member association.
  - (ii) Should had severed Confed-ITA as an EC member with 75% attendance in any one of the full term of Confed-ITA
  - (iii) Should had served as an office bearer in their member association for anyone of their full term not less than 1 year.

## **6. TERM OF OFFICE BEARERS AND EC:**

- a. The term for all posts of office bearers and EC members shall be one year beginning from 1 April to the following 31st, March of next year.

## **7. DUTIES AND FUNCTIONS:**

- a. The general management of the Society will vest with the executive committee through the President and the other office bearers.
- b. The office bearers shall be responsible for the smooth running of the Society and shall every year present a report of activities including the audited accounts of the Society to the Executive Committee and the General Body.
- c. The EC will normally meet once in 3 months.
- d. The EC shall be the final authority pertaining to all matters of Confed ITA. The office bearers under the leadership of the President will act consistent with the decisions of the executive committee.
- e. When the President is absent, the Vice-President will discharge the duties of the President. When both are absent, one of the members of the executive committee may be elected by the executive committee to discharge the duties of the President.
- f. The Secretary of Confed-ITA is the chief executive officer of the Society and shall issue notices, circulars etc to the members and will act as per the advice of the President. The Secretary shall maintain and circulate the minutes of the meetings and records of attendance etc.
- g. The Joint Secretaries will help the Secretary in his activities and one of them may act as Secretary when the Secretary is absent.
- h. The Treasurer will maintain the accounts of the Society and shall present the audited accounts duly audited by a Chartered Accountant appointed by the EC, in the General Body meeting.
- i. The quorum of the executive committee meeting shall be two third of total number of members.

## **8. GENERAL BODY/ ANNUAL GENERAL BODY MEETING:**

- a. The General Body /Annual General Body meeting will be held with the following regular agenda.
  - (i) Approval of the audited accounts of Confed-ITA placed by the Treasurer.
  - (ii) An Annual report on the activities of Confed-ITA.
  - (iii) Announcement of new office bearers and executive committee.
- b. Any special meeting of the GB can be held for any specific purpose as may be called by the executive committee or the President, or, by a representation from any member Association.

## **9. AMENDMENTS TO ARTICLES OF ASSOCIATION:**

- a. Any amendments to the articles of association can be temporarily made by the executive Committee and subsequently ratified in the meeting of the General Body with 2/3 rd majority. Proposals for amendments by any member Association should reach the Secretary fifteen days prior to the GB/EC meeting for discussion.
- b. Any amendments to Rules and regulations or Bye law and resolutions impacting the member associations must be passed with quorum of 3/4th of total EC members and majority of more than 75% of EC members.

## **10. MAINTAINANCE AND OPERATION OF ACCOUNTS**

- a. The bank account of Confed-ITA shall be opened at any of the nationalized banks and operated jointly by any one of the following President, or Secretary, together with the treasurer.
- b. Corpus of funds of Confed-ITA shall be from the Contributions from memberships, Annual Fees, proceeds from conducting Conferences, Summits, and Exhibitions etc.
- c. Capital expenditures, contributions/advances to seminars / conferences, and any other Expenditure of more than Rs.10000/- will be met from the corpus of funds with prior approval or subsequent ratification by the executive committee.
- d. The corpus of funds of Confed-ITA shall be kept as fixed deposits to the maximum extent possible.
- e. The Treasurer shall be responsible for maintenance of proper records and accounts for all funds of Confed ITA and he shall present a annual budget to the EC and submit periodical reports to EC on its adherence.
- f. The Treasurer will get the final accounts duly audited by the Chartered Accountant appointed by the EC for that purpose and present the same to EC for approval and then submit the same in Annual General Body meeting and obtain the approval of the members present.

## **11. DISSOLUTION**

- a. Confed-ITA may be dissolved in a General Body meeting with at least two third of its total members approving.
- b. Upon dissolution of Confed-ITA all its assets will be distributed among the member associations or by any other way the members deem fit after clearing up all its debts and liabilities.

## **12. GUIDELINES**

The Executive Committee / General body shall approve with majority and issue such Guidelines whenever necessary and such guidelines shall be binding on member associations. The Guidelines shall be informative to clear the interpretations of Rules and Regulations and clarification in nature for the smooth functioning of the association.

## **13. JURISDICTION OF CONFED-ITA** Subject to Chennai Jurisdiction.