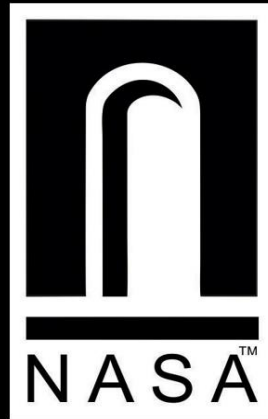


# CONSTITUTION



## National Association of Students of Architecture

AN ISO 9001:2008 CERTIFIED SOCIETY

HQ : School of Planning and Architecture  
Department of Architecture, 6 Block - B, IP Estate, New Delhi-110002  
Website : [www.nasaindia.co](http://www.nasaindia.co) Email: [hq.nasaindia@gmail.com](mailto:hq.nasaindia@gmail.com)

# NATIONAL ASSOCIATION OF STUDENTS OF ARCHITECTURE (NASA), INDIA

## CONSTITUTION

Last amended by the 58<sup>th</sup> NASA India Council  
(2015-16)

# CONTENTS

<b>Article:</b>	<b>Page:</b>
1. Name of the Association	03
2. Goals and Objectives	03
3. Registration to the Association	04
4. Observer Specifications	05
5. Admission and qualification for Membership of the Association	05
6. Cancellation of Membership of the Association	06
7. Rights and Privileges of Observers of the Association	07
8. Rights and Privileges of Members of the Association	07
9. Structure of the Administration of the Association	08
10. Governing body of NASA	13
11. Elections	29
12. Vacancies in the Council	30
13. Sub-Committee in the Council	31
14. Quorum at Meetings	31
15. Quantum and Notice of meetings	32
16. Correspondence	32
17. Annual Subscription Fee for the Association	33
18. Source of Income and Utilization of Funds	34
19. Operation of Bank Accounts	36
20. Fiscal Year	36
21. Audit Accounts	37
22. Zonal Activities	37
23. Annual NASA Design Competition	40
24. National Convention	40
25. Annual Audit Report	43
26. Amendment of the Constitution	43

# NATIONAL ASSOCIATION OF STUDENTS OF ARCHITECTURE (NASA), INDIA

## CONSTITUTION

### Article 1

#### NAME OF THE ASSOCIATION

- I. The name of the association shall be “National Association of Students of Architecture, India”, hereafter referred to as “NASA India” or “the association”.

### Article 2

#### GOALS AND OBJECTIVES

• **Goals:**

- I. NASA bridges the gap between students and professionals in the field of architecture and design and those who are affected by their outcomes.
- II. NASA voices the opinions and issues concerning the student community and helps them to stage it.

• **Objectives:**

- I. The association shall not encourage any action which does not concern students and their interests.
- II. The purpose of the association subject to the above provision shall be to perceive the undermentioned in entire independence of all outside influence:
  - a. To maintain and promote the educational, cultural, social, moral, physical, economical and intellectual welfare of its members without any discrimination whatsoever.
  - b. The association shall be an autonomous, not for profit making, non-political body and non-religious group of undergraduate students of Architecture from India.
  - c. To maintain and promote cooperation of its members with students of other faculties, regionally, nationally and internationally.

- III. To realize the above objective, the association shall:
  - a. Abide by the goals mentioned above even while they are representing other student bodies and organizations chiefly referring to the representatives of NASA.
  - b. Cooperate with the government or any other organization in schemes that are beneficial to student community in general and the profession of architecture in particular.
- IV. Conduct all such activities that are incidental or conducive to the welfare of all its members.
- V. Collaborate with various organizations to put its resources to relevant use.
- VI. Collectively volunteer to assist various government and non-government organizations in their programs like relief work, rehabilitation, research and documentation.
- VII. Spread awareness about itself and its works through print and virtual media.
- VIII. All the income, earnings, movable, immovable properties of the association shall be solely utilized and applied towards the promotion of its goals and objectives as set forth in the memorandum of Association.
- IX. No profit shall be paid or transferred directly or indirectly by the way of dividends, bonus, profits or in any other manner whatsoever to the present or the past members of the association or to any person or persons, claiming any one or more of the present or the past members.
- X. No member of the association shall have any personal claim on any moveable or immovable properties of the association or make any profit whatsoever by the virtue of its membership.

## **Article 3**

### **REGISTRATION TO THE ASSOCIATION**

- I. Any undergraduate institution of Architecture imparting education in architecture in India can register if it is duly recognized by the Council of Architecture, India.
- II. Participating institutions should carry:
  - a. Consent from the HOD/Director clearly affirming their participation appeal and enduring its repercussions in case of failure of any law scripted above.
  - b. A list of students presently associated with the institution.
  - c. Transaction details of annual subscription fee.
- III. Registering institutions shall not be associated with any other architecture student body.
- IV. The above registration shall only be approved if the representative of concerned institution attends the First Council Meeting of NASA India of the respective year.
- V. 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, to a permanent member after giving a presentation on their adaptation and development of skills.
- VI. It is mandatory for the institution to have a third batch before they are considered eligible for the registration to an observer status.

## Article 4

### **OBSERVER SPECIFICATIONS**

- I. It is mandatory for the observer institutions to participate in the Annual and Zonal Convention during their tenure as observing bodies.
- II. Participating in the Reuben's trophy is mandatory while participation in the other trophy groups is according to that particular year's requirements.
- III. Participation and qualification in the Annual NASA Design Competition is mandatory to get the delegations for Annual NASA.

## Article 5

### **ADMISSION AND QUALIFICATION FOR MEMBERSHIP OF THE ASSOCIATION**

- I. Any new application for membership shall be presented in the First Council Meet and is to be handed over to the National Secretary, NASA. The observer shall be admitted as a member only after due scrutiny in the General Council Meeting.
- II. A subscription fee of 100% along with registration fee equivalent to 25% of the subscription fee which includes NASA India and NIPC is payable to the association at the time of admission, accompanied by a copy of COA accreditation.

NOTE: subscription fee mentioned above is observer's subscription fee

- III. Up gradation to membership status shall subject to the following conditions:
  - a. All the presentations shall be presented in the General Council Meeting. Maximum 25% of the presentations registered will be given clearance by a panel consisting of the President, Secretary and Zonal President of respective zone.
  - b. The unit secretary of the aspiring institution shall have participated in all council meetings during one full term prior to the date of application.
  - c. Granting of membership shall be announced at the First Council Meet.
  - d. Observer institutions can upgrade to membership status after 2 years as an observant. Three consecutive chances will be awarded to each institution for three consecutive years to grab a membership status and if they fail to be approved by the council, they lose a chance to apply for the same in the upcoming 2 years.

## Article 6

### **CANCELLATION OF MEMBERSHIP OF THE ASSOCIATION**

- I. A unit shall cease to exist to be a member of the Association if
  - a. It transgressed Article 2 of this constitution.
  - b. If the institution ceases to be recognized by the competent accrediting body.
- II. If an associated college does not attend two consecutive Annual NASA Conventions then it is sure to be reduced down to a status one step lower, than what they hold.
- III. If they fail to pay subscription fee after a time period of 2 years, the institution shall reduce down to a status one step lower than what they hold.
  - Members to Observers
  - Observers to Unregistered Unit
- IV. In case of the unit willing to withdraw membership unilaterally, an application to that effect shall be submitted by the unit secretary of the institution, duly endorsed by the Dean/the Director/the Head of the Department/Administrative Officer, to the executive council.
- V. In the event of an institution being found to be associated with another body of students of architecture in India, the executive council shall serve a show-cause notice to expel the unit from the primary membership of the association. The unit shall respond officially to the executive council within fifteen (15) days from the date of issue of the show-cause notice. The executive council shall decide on the future course of action after hearing from the unit and choose to:
  - a. Continue the membership for the unit.
  - b. Recommend corrective measure(s) within a time frame as deemed fit by the executive council.
  - c. Refer the case to the general council.
  - d. Expel the unit from the primary membership of the association.
  - e. Combine any of the above except 6.4.a. and 6.4.d.
- VI. Readmission of the unit shall be upon the decision of the general council and duly ratified by the panel consisting of the President, Secretary and Zonal President of the specific area.

## Article 7

### **RIGHTS AND PRIVILEGES OF OBSERVERS OF THE ASSOCIATION**

- I. To be nominated/elected to represent his/her unit at Association meetings as unit secretary.
- II. To present any issue by writing a note to the Executive Council at the end of every session of a meeting. Executive Council is the final authority which can either review or reject the raised points.
- III. To be briefed through his/her unit secretary on financial, cultural or any respect of the activities of the association.
- IV. To have access, through his/her unit secretary, to all the reports or record of the association, including and not limited to financial statements, policies or processes.
- V. They get a chance to cast their vote once their status upgraded as the members of the association.

## Article 8

### **RIGHTS AND PRIVILEGES OF MEMBERS OF THE ASSOCIATION**

Every member of the Association, irrespective of his/her status, is entitled to the following:

- I. Be nominated/elected to represent his/her unit at Association meetings as unit secretary.
- II. Present any issue through his/her unit secretary to the general council.
- III. Be briefed through his/her unit secretary on financial, cultural or any respect of the activities of the association.
- IV. Have access, through his/her unit secretary, to all the reports or record of the association, including and not limited to financial statements, policies or processes.
- V. Address grievances directly to the general council of the Association and seek redress directly from the general council.
- VI. Suggest any amendment to any article in the constitution through the unit secretary.
- VII. Have an upper hand in the participation of no. of trophies.
- VIII. Get a chance to exercise their right to vote/nominate any elected representative.
- IX. Shall be subjected to a reduction in the subscription fee.



# Article 9

## **STRUCTURE OF THE ADMINISTRATION OF THE ASSOCIATION**

### **HEADQUARTERS**

- **AIM**

- I. Headquarters should proactively focus on the growth of the Association.
- II. It shall be responsible for paving new and innovative strategies essential for the upkeep of the association.
- III. It is an office for the council members to sit upon and strategize their policies in order to keep volunteer leaders mission-focused while assessing the big picture.
- IV. It shall be responsible for creating financial strength through transparent and timely reporting.
- V. All the accounting is to be maintained and supervised by the headquarters.
- VI. It shall be responsible for actively responding to all colleges associated with the association and be answerable to all their queries and discontents.
- VII. It shall be responsible for the upkeep of all the association related documents which fall under the aim, administration and finance of the association.

- **ADMINISTRATION**

For a college to be the Headquarters, it should follow the criterion below:

- I. The college should have been a member of the Association for a minimum time period of 5 years.
- II. The college shall be a government college fully managed by the government, either central or state and affiliated to the universities for course structures.
- III. The college shall be located in or around a periphery of 50kms in the metropolitan cities of India.
- IV. The college shall fall under the common genre of elite premier institutions recognized globally.
- V. The administrative work and authority of the headquarters shall not be shared and should remain within that single unit.
- VI. The college/colleges bidding for the headquarters should obtain a no objection certificate from the Principal and the HOD of their respective college.
- VII. The Headquarters cannot be changed or dissolved for at least a period of 5 years unless there are some short comings with the working of the Headquarters. However during the period of transaction the headquarters would remain the same till the period of a secondary concrete solution.

- VIII. During the transaction period the members of the headquarters do not hold any authority but the members are responsible to handover all the data to the association.
- IX. The headquarters shall appoint a treasurer designee to take up the posts of Treasurer and the Secretary for the consecutive years as per Article 10.
- X. The headquarters shall provide adequate volunteers to handle all its operations.
- XI. The headquarters will operate independently of all other NASA India activities under Unit Secretary, Unit Designee of the college.
- XII. A team of the headquarters volunteers shall be sent to all the NASA events under the guidance of The Secretary.

- **ACCOUNTS AND FUNDS**

- I. Both the accounts, NASA India and NASA India Publication Cell shall be maintained by the Headquarters in their periphery.
- II. A tentative budget shall be proposed by The Treasurer before any financial transaction to the executive council regarding any expenditure of the Headquarters.

### **ZONAL HEADQUARTERS**

- **AIM**

- I. Zonal Headquarters act as a bridge between the national and zonal activities. Zonal Headquarters should proactively focus on the growth of the Association within the respective zone.
- II. It shall be responsible for paving new and innovative strategies essential for the upkeep of the zone.
- III. It is an office for the zonal council members and general council members of that particular zone to sit upon and strategies their policies in order to keep volunteer leaders mission focused while assessing the big picture.
- IV. It shall be responsible for creating financial strength through transparent and timely reporting.
- V. It shall be responsible for actively responding to all colleges associated with the Association and be answerable to all their queries and discontents within the zone.
- VI. It shall be responsible for the upkeep of all the Association related documents which fall under the aim, administration and finance of the Association of that particular zone.
- VII. All the activities performed by the Zonal Headquarters shall be timely reported to the association Headquarters.

- **ADMINISTRATION**

For a college to be the Zonal Headquarters, it should follow the criterion below:

- I. The College should have been a member of the Association for a minimum time period of 3 years.
- II. The college shall be a deemed government, semi-government or private institute.

- III. The college location shall be left upon the decision made by the zonal president and general council of that respective zone.
- IV. The work and authority of the Zonal Headquarters shall not be shared and should remain within that single unit.
- V. The college/colleges bidding for the Zonal Headquarters should obtain a no objection certificate from the Principal and the HOD of their respective college.
- VI. The Zonal Headquarters cannot be changed or dissolved for at least a period of 3 years unless there are some short comings with the working of the Headquarters. However during the period of transaction the Headquarters would remain the same till the period of a secondary concrete solution.
- VII. During the transaction period the members of the Headquarters do not hold any authority but the members are responsible to handover all the data to the association.
- VIII. The Zonal Headquarters shall appoint a Zonal Headquarter Coordinator and Designee.
- IX. Any bonafide member from the Zonal Headquarters pursuing minimum of third year studies in architecture is eligible to be nominated to the post of Zonal Headquarter Coordinator.
- X. Zonal Headquarter Coordinator will elect his/her own designee.
- XI. The Zonal Headquarters shall provide adequate volunteers to handle all its operations at zonal events in consultation with the zonal president.
- XII. The Zonal Headquarters will operate independently of all other NASA India activities under Unit Secretary, Unit Designee of the college.

- **ACCOUNTS AND FUNDS**

- I. The Zonal Headquarter Coordinator shall propose a budget in the First Council Meet which comprises all the expenditures related to the Zonal Headquarter.

### **NASA India Publication Cell**

- I. The National Association of Students of Architecture shall maintain a documentation centre for documenting the individual trophies.

- **AIM**

- I. The NIPC shall collect and document the shortlisted entries which also comprises of the winning entries of all the trophies conducted in that particular year of NASA.  
Note: the jurors are free to shortlist any worthy entries pertaining to a maximum limit of 15% of all the entries in a particular trophy.
- II. The NIPC should collect entries in both the forms, digital as well as analog form.
- III. All the soft copies of shortlisted entries shall be compiled with watermarks and made ready to be uploaded on the website in the format best fit.
- IV. Archives of all the shortlisted entries of all the trophies shall be compiled and made available in digital as well as analog form.

- V. The NIPC shall compile all the shortlisted entries in the form of a book, either individually for each trophy or single book for all trophies or according to the group that each trophy falls in, keeping in mind the timeframe as well as the financial repercussions of the same, as may be decided by the NIPC coordinator and Vice-president, NASA India.
- VI. NIPC coordinator and Vice-President shall collect jury comments of the shortlisted entries of all the trophies and shall handover the jury reports to NASA India Headquarters within the convention.

• **ADMINISTRATION**

- I. The NIPC shall comprise of 1 Member College, Head of the cell, which can be accompanied by 2 other colleges irrespective of their status in the Association.
- II. The college shall be a deemed government, semi-government or a private institute.
- III. Headquarters of NIPC is responsible for all the activities carried out under the NIPC while the accompanying colleges only serve as helping hands to the NIPC. The colleges accompanying the NIPC Headquarters can be from different zones.
- IV. The Headquarters of NIPC should be a member of NASA for at least a period of 5 years.
- V. The college/colleges bidding for the NIPC should obtain a no objection certificate from the Principal and the HOD of their respective college.
- VI. The NIPC Headquarters cannot be changed or dissolved for at least a period of 5 years unless there are some short comings with the working of the NIPC. However during the period of transaction the NIPC Headquarters would remain the same till the period of a secondary concrete solution.
- VII. During the transaction period the members of the NIPC Headquarters do not hold any authority but the members are responsible to handover all the data to the association.
- VIII. NIPC shall appoint a coordinator and designee to take care of all publication related works or reappoint a candidate in the case of the post falling vacant.
- IX. Any bonafide member from The NIPC Headquarters pursuing minimum of fourth year studies in architecture is eligible to be nominated to the post of NIPC coordinator. The NIPC coordinator will elect his/her own NIPC designee.
- X. The NIPC shall provide adequate volunteers to handle all its operations.
- XI. NIPC will operate independently of all other NASA India activities under Unit Secretary, Unit Designee of the college.
- XII. A team of NIPC volunteers shall be sent to the Annual NASA Convention to take charge of the records of winning and shortlisted entries and coordinate with the trophy registration process.
- XIII. The NIPC coordinator shall attend the First council meet to present the agenda of the current year along with the Vice President done at NIPC for that period and the Pre-Convention Meet to present the report of the current year along with the Vice President.
- XIV. All the data collected from the convention shall be used only for publication works and the College should take care, that the data is not misused by any member of the NIPC for his/her personal use.

- XV.** Any loss or damage caused to the sheets during transportation or storage will be the responsibility of the NIPC coordinator.
- XVI.** The NIPC will be responsible only for the documentation and publication of the sheets and will have no role in:
- a.** Formation of the briefs
  - b.** Formation of the specifications for the trophies
  - c.** Appointment of the jury members
  - d.** Disqualification of any of the colleges participating in any trophies in the annual convention.
- XVII.** The NIPC coordinator should prepare an annual report for the forthcoming annual convention which should comprise of:
- a.** The brief of the year for which the documentation is done and also for the previous five years.
  - b.** Relevant explanations describing the nature of the problem supporting the documentation.
  - c.** List of the previous five years winning entries and other shortlisted entries.
  - d.** Complete record of data from NIPC that has been received in both digital and analogue Formats.
- XIX.** The NIPC Coordinator shall submit the first draft of NIPC Publications in the First Council Meet and the final copy shall be published and distributed in the Pre-Convention Meet.
- XX.** Failing the above criterion, the NIPC Headquarters will be shifted to one of the associated colleges under the guidance of the executive council.
- XXI.** The publication books/ magazines/ newsletters shall be printed as per the requirements and shall be launched at NASA events and distributed to all the associated colleges.
- XXII.** The NIPC shall maintain relationship with printing and publication vendors for the scope of printing of both NIPC publications and publications hosted by other colleges.
- XXIII.** NIPC shall maintain and follow all the branding guidelines of NASA India.
- XXIV.** NIPC shall maintain professional standards in all its publications.
- XXV.** All publication works, books, magazines, newsletters or any printed materials shall bear the name of “NIPC Headquarters and helping colleges” as “NASA India Publication Cell and will follow proper branding guidelines of NASA India.

• **ACCOUNTS AND FUNDS**

- I.** The NIPC account shall be separately maintained in NASA India Headquarters and the Treasurer and Vice President are signatories to the stated account.
- II.** NIPC coordinator shall take approval from the signatories for any financial transactions.
- III.** The NIPC funds shall be collected from the associated colleges as prescribed in the Constitution of NASA India.

- IV. The NIPC account shall be audited after the Annual convention and shall be presented at the first council meet.
- V. The NIPC coordinator shall propose a budget in the First Council Meet which comprises all the expenditures related to the NIPC.
- VI. All expenses for printing, binding, publishing, transporting the books and other miscellaneous work shall be borne by the funds collected under the “NASA India Publication Cell” Account under the guidance of the Vice President and Treasurer.
- VII. The travelling, accommodation and food charges of NIPC coordinator and designee for visits pertaining to NIPC works, shall be reimbursed through the NASA India account.
- VIII. The NIPC coordinator shall keep record of all the expenses incurred during the period from the end of one Annual NASA convention till the other Annual NASA convention under the guidance of the Vice President.
- IX. The Treasurer and Secretary shall submit before the council the audited statement of accounts at the First Council Meet preceding the Annual Convention.

## **Article 10**

### **GOVERNING BODY OF NASA General body**

- I. The general body of the association is referred to a unit comprising of unit designee, unit secretary, members of the executive council and zonal council.

### **Unit council**

- I. The managing body of the association shall be known as the “council” of the association.
- II. It is referred to a unit comprising of unit secretary and unit designee who represent a particular unit.

### **The Unit Secretary**

- **Eligibility:**

Any bonafide member, pursuing third year studies in architecture by the first council meet in a registered institution is eligible to represent his/her unit. A unit secretary can assume office only if he/she presents a letter of introduction from his/her dean/director/HOD/administrative officer, to the executive council, with a copy to the Headquarters.

- **Term:**

Each unit secretary so chosen shall represent his/her unit for only one term, which shall not exceed the duration between the ends of two consecutive national conventions.

- **Power and duties:**

- I. He/she is responsible for providing a common platform within his/her college for the upliftment of his college as a combined unit.
- II. He/she is responsible for representing the work done by his/her college in all NASA events.
- III. Compilation, display, dispatch and collection/retrieval of his / her unit's academic work/competition, entries/article etc. for association activities such as national/zone conventions, NIPC, Indian Arch etc.
- IV. He/she is responsible for documenting all the unit's work and shall assist the NIPC coordinator, newsletter editor, "Indian Arch" editor and other editors under the NASA publications.
- V. It is mandatory for the unit secretary to attend all the council meetings held during the year.
- VI. He/she will be considered for the quorum during the council meetings.
- VII. Representing each and every member of his / her unit at the association meetings and escalating all suggestions, queries, complaints, etc. of his / her unit members, including that of his / her, to the council.
- VIII. Initiating, responding to and participating in all official internal communications of the association. Communicating with any external entity, including and not limited to ministries, organizations, institutions, governing bodies, associations or individuals by the unit secretary shall be only upon being authorized in prior consent by the executive council in writing. Any external communication without the written prior consent of the executive council shall be deemed as a breach of privilege and shall attract punitive action by the general council.
- IX. Collection of payment(s) from his / her unit, including and not limited to membership fee, subscription fee, late fee etc. and remitting the same to the association.
- X. Assist the dean / director / head of the department / administrative officer of his / her unit in selecting the delegates for participation in association activities such as the national convention, etc.
- XI. The unit secretary shall be held responsible for the discipline of his / her unit members during
- XII. out-of-campus activities, including and not limited to conventions.
- XIII. The unit secretaries of member colleges only reserve the right to vote/nominate for the elected post of Executive and Zonal Council.

## **The Unit designee**

- ***Eligibility:***

Any bona fide member, pursuing second year studies by the time of first council meet in architecture in a registered institution is eligible to represent his/her unit. A unit designee can assume office only if he/she presents a letter of introduction from his/her dean/director/HOD/administrative officer, to the executive council, with a copy to the Headquarters.

- ***Choice:***

The selection or the process of election/selection of the unit designee is left to the discretion of the concerned units.

- ***Term:***

Each unit designee so chosen shall represent his/her unit for only one term, which shall not exceed the duration between the ends of two consecutive national conventions.

- ***Power and duties:***

- I. He/she has to assist the Unit Secretary in all the duties mentioned above.
- II. He/she shall not have voting/nominating rights or the privilege of directly addressing the council and shall pass his/her views to the unit secretary who can further put them in front of the Council.

## ***Zonal Council***

- I. The Zonal council comprises of the office-bearers of the association viz., the Zonal presidents of respective Zones, the zonal convenors and the zonal coordinators.
- II. The Zonal council shall fully participate in letter and spirit in all decision-making processes within the respective zones, and should report to executive council on the same.

## **The Zonal president**

- ***Eligibility:***

Any bona fide member, representing his/her unit in the council as a unit secretary is eligible to be elected as a zonal president of that zone for the next term. A zonal president can assume office only if he/she presents a letter of introduction from his/her dean/director/head of the department/administrative officer, to the Executive Council, with a copy to the Headquarters.

- ***Choice:***



The member colleges in the zone elect or nominate one of the outgoing unit secretaries as the Zonal president. In case they fail to do so, the president, in consultation with the executive council shall nominate one of the outgoing unit secretaries as the zonal president.

- **Term:**

The term of the zonal president shall be for one term only.

- **Acting zonal president:**

In the event of a zonal president not being able to attend the meetings, the president, in consultation with the executive council and all the units of the zone, shall appoint an acting zonal president from amongst the unit secretaries from the subject zone.

- **Powers and duties:**

- I. The zonal president has to attend all the meetings and coordinate all the zonal activities within the zone and with the executive council.
- II. It is the responsibility of the zonal president to convene zonal meetings at least once in his/her term as the zonal president and convey all the decisions taken in the council meetings to the absentee units within his/her zone.
- III. The zonal president shall be responsible for conducting the zonal meetings with the approval of the executive council.
- IV. The zonal president shall conduct the zonal meetings with the participation of at least one member of the executive council.
- V. The zonal president shall work towards promoting harmony and cross-cultural amity amongst the members within his/her zone.
- VI. Zonal presidents of neighboring zones are encouraged to conduct inter-zonal activities, in consultation with the executive council in such events.
- VII. The zonal president shall function as an effective moderator and work towards strengthening the organization at all levels.
- VIII. The zonal president is devoid of all decision making authority and shall restrain himself/herself to mediatory, consultative and communicative roles.
- IX. The zonal president is the central authority in a zone to float bids in the right format and backed up by the mandatory documents as determined by the executive council.
- X. The zonal president shall escalate the issues of his/her zone to the executive council, along with his/her observations, suggestions and advice.
- XI. The zonal president shall take up the responsibility of distributing, collecting and forwarding the requisite forms and data from the units in his/her zone to the executive council and vice versa.
- XII. The zonal president shall be responsible for data collection for all NASA India publications.

- XIII.** The zonal president is responsible for collection of materials for the zonal newsletters, its compilation, publishing and circulation, adhering to the quality standards stipulated by the executive council.
- XIV.** The zonal president shall ensure distribution of zonal newsletters to all the units in the zone and the executive council.
- XV.** The zonal president shall be responsible for submitting the zonal report for the annual NASA magazine – Indian Arch.
- XVI.** The zonal president shall meet the unit secretaries in his/her zone at least once between the First Council Meeting and the pre-convention meeting.
- XVII.** The zonal president shall meet the unit secretaries in his/her zone at least once between pre-convention meeting and the annual meeting.
- XVIII.** The zonal president shall meet the unit secretaries in his/her zone at least once between the annual meeting and the First Council Meeting.
- XIX.** The zonal president should inform the Executive Council about any expenditure and get a confirmation to then claim for reimbursement.

- ***Impeachment:***

- I. In the event of a zonal president not effectively performing his/her duty as a zonal president, the unit secretaries of that zone shall impeach the zonal president by a two-third (2/3<sup>rd</sup>) majority vote against him/her. The same group of unit secretaries shall immediately thereafter elect a zonal president from amongst the group.
- II. The executive council shall be informed of the Impeachment and the new elected zonal president through an official communique to that effect.
- III. In the event of no new zonal president being elected immediately after the impeachment of the zonal president, the president, in consultation with the executive council and all the units of the zone, shall appoint a zonal president from amongst the unit secretaries from the subject zone.
- IV. In the event of an impeachment of a zonal president, the redeemable benefits shall be reduced to 50% of the original sanctioned level.

## **The Zonal Coordinators**

- ***Eligibility:***

- a. Any bona fide member of the association pursuing fourth year studies in architecture is eligible for nomination to the post of zonal coordinator of the association.
- b. Considering the nature of activities assigned to the zonal coordinator, the choice of the coordinator shall be restricted to candidates from the Zonal Headquarters of the association, as deemed fit by the president, in consultation with the executive council.
- c. In the event of shifting of the Zonal Headquarters to another institution, the executive council shall nominate another suitable candidate with domicile within the vicinity of the Zonal Headquarters.

- d. By the virtue of being a nominated member of the executive council, the zonal designee may be considered for nomination for the position of the zonal coordinator.

- **Term:**

The zonal coordinator nominated shall uphold the position for a maximum of one term, which spans from the end of one national convention to the end of the next national convention.

- **Powers and Responsibilities:**

- I. Documentation of data of all the colleges of that particular zone along with the details which includes:
  - a. College registration status with COA
  - b. Intake of the college
  - c. College participation in NASA
  - d. College subscription fee details
  - e. College registration status in NASA
- II. Propose a calendar at the First Council Meeting considering the exam dates and schedules of all the colleges falling under his/her zone along with the guidance of the Zonal President.
- III. Keeping in account the performance aspect of all the colleges under his/her zone, he/she has to work on zonal reformations and reform them after a defined period of 5 years..
- IV. He/she has to prepare a list of all the shortlisted entries list of zonal convention under the guidance of zonal president.
- V. He/she has to send a copy of all the documents mentioned above to the National Headquarters within a timeframe of 2 weeks after the event has been concluded.

- **Impeachment:**

The zonal coordinator shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the secretary
- II. Two-third (2/3rd) of the unit council members in attendance vote against the secretary

## Executive council

- I. The executive council comprises of the office-bearers of the association viz., the president, the vice president, the convenor, the secretary, the treasurer and public relations.
- II. The executive council shall have the authority to decide on constitutional matters, with the right to veto. However, the members of the executive council shall work in tandem with each

other and with unanimity on any decision governing the amendment to the constitution – in part or in full.

- III. The executive council shall fully participate in letter and spirit in all decision-making processes. The executive council shall not refrain from participating in any of the meetings of the association held anywhere or anytime of the year.
- IV. In the event of a situation demanding the invoking of force majeure conditions, the executive council shall document the absence and shall review the proceedings of the subject meeting in the next general council meeting.
- V. 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 shall be deemed as an infringement of executive council's rights and proclaimed null and void.
- VI. The executive council, in conjunction with the zonal presidents, is empowered to take ad hoc decisions on administrative matters. Such decision shall come into effect immediately after the ad hoc decision but the sustainability shall be subject to its ratification at the next general council meeting.
- VII. 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 a valid reason or in absence of any situation demanding the invoking of force majeure conditions.

The executive council members and their roles are outlined hereunder:

## **The President:**

### **• Eligibility:**

- I. Any bona fide member, representing his / her unit in the council as a unit secretary is eligible to be elected as a president for the next term. A president can assume office only if he/she presents a letter of introduction from his / her dean / director / head of the department / administrative officer, to the Executive Council, with a copy to the Headquarters.
- II. The vice president, the public relations, the convenor and the zonal president of the outgoing council are also eligible to be elected as the president of the association following they are undergraduate students of architecture even during the tenure of the President.
- III. By the virtue of being a nominated member of the executive council, the secretary and the treasurer are excluded from contesting for the post of the president of the association.
- IV. The president shall be democratically elected by a majority of the general council members through a secret ballot, duly monitored by election panel which comprises of the Secretary and the advisor.
- V. The outgoing executive council shall not participate in the voting process unless the voting for the president's post results in a tie.

- **Term:**

- I. The president elected shall hold the position for a maximum of one term, which spans from the end of one national convention to the end of the next national convention.

- ***Powers and Responsibilities:***

- I. The president shall be solely responsible for adhering to the objectives of the association and work towards achieving its goals.
- II. The president shall strive to uphold and protect the rights and privileges of the members of the association without fear or favor.
- III. As the head of the association, the president holds the responsibility to have administrative and functional control over the entire operations of the association.
- IV. The president shall be responsible for summoning the meetings of the council and shall preside over the national convention.
- V. The president shall be an official member of all sub-committees setup by the council.
- VI. The president shall as per his/her discretion, act upon the suggestion put forward by any member of the association in consultation with the council.
- VII. The president shall have access to all official documents relating to all association matters and shall keep himself/herself apprised of all association activities. 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 association.
- VIII. The president should see to it that proper arrangements are made for the First Council Meet, Pre-Convention Meet and the Annual NASA Convention.
- IX. The president shall assign at least one of the executive council members to check the preparations for the event by visiting the hosting unit.
- X. The president has the power to take disciplinary action against any member in consultation with the entire council.
- XI. At the end of the term, the president shall address the general council.
- XII. The president shall be one of the signatories to the association's bank account.
- XIII. He/she is also required to inspect the association's financial transactions as recorded in the log book, bank statements, etc. before the next president takes charge.

- ***Impeachment:***

The president shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the president.
- II. Two-third (2/3<sup>rd</sup>) of the unit council members in attendance vote against the president.

## **The Secretary:**

- ***Eligibility:***

- I. Any bona fide member of the association pursuing fourth year studies in architecture is eligible for nomination to the post of secretary of the association.
- II. Considering the nature of activities assigned to the secretary, the choice of the secretary shall be restricted to candidates from the Headquarters of the association, as deemed fit by the president, in consultation with the executive council.
- III. In the event of shifting of the Headquarters to another institution, the executive council shall nominate another suitable candidate with domicile within the vicinity of the Headquarters.
- IV. By the virtue of being a nominated member of the executive council, the outgoing treasurer may be considered for nomination for the position of the secretary.

- ***Term:***

The secretary nominated shall uphold the position for a maximum of one term, which spans from the end of one national convention to the end of the next national convention.

- ***Powers and Responsibilities:***

- I. The primary responsibility of the custodian of the association is to safe guard the tangible and intangible assets of the association.
- II. The secretary shall ensure adherence and continuity of policies of the association.
- III. The 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.
- IV. The secretary by virtue of his/her past experience in the association, shall advice and guide the treasurer to upkeep the financial health of the association.
- V. The 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.
- VI. In the event of the treasurer's inability to carry out his/her responsibilities, the secretary shall assist the temporarily appointed treasurer i.e. the treasurer designee.
- VII. The secretary shall be responsible for establishing and maintaining logs, minutes of meetings, visitor's book, etc. of the association and present the relevant materials and timely updates to the general council.
- VIII. The secretary shall be the reference point for interpreting of the clauses and articles of the constitution of the association.
- IX. The secretary shall advice the executive council on matters pertaining to the constitution of the association but shall not affect any change in the constitution with the written consent of the president, backed up by the resolution of the executive council.

- X. The secretary shall advice and support the executive council in matters pertaining to formulating programs, council meetings and the general functioning of the association.
- XI. The secretary shall assist the outgoing treasurer in identifying and nominating a responsible and capable candidate for the position of the treasurer.

- ***Impeachment:***

The secretary shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the secretary.
- II. Two-third (2/3rd) of the unit council members in attendance vote against the secretary.

## **The Vice President:**

- ***Eligibility:***

- I. Any bona fide member, representing his / her unit in the council as a unit secretary is eligible to be elected as a vice president for the next term. A vice president can assume office only if he/she presents a letter of introduction from his / her dean / director / head of the department / administrative officer, to the Executive Council, with a copy to the Headquarters.
- II. The convenor, the public relations and the zonal president of the outgoing council are also eligible to be elected as the vice president of the association.
- III. By the virtue of being a nominated member of the executive council, the secretary and treasurer are excluded from contesting for the post of the vice president of the association.
- IV. The vice president shall be democratically elected by a majority of the general council members through a secret ballot, duly monitored by the outgoing election panel which comprises of the Secretary and the advisor.
- V. The outgoing executive council shall not participate in the voting process unless the voting for the vice president's post results in a tie.

- ***Term:***

The vice president elected shall hold the position for a maximum of one term, which spans from the end of one national convention to the end of the next national convention.

- ***Powers and Responsibilities:***

- I. The vice president is the paramount of the NASA India Publication Centre (NIPC) and shall keep himself/herself appraised about all NIPC activities and shall, along with the NIPC coordinator, present accurate and timely reports on the developments to the president and the executive council.

- II. He is solely responsible for all publication works carried out under the NASA Publications. Monitoring of magazines annually like INDIAN ARCH, newsletters and trophy documentation fall under his periphery of duties.
- III. The vice president shall assist the president, working in tandem with him/her, providing him/her unconditional support in carrying out his/her duties.
- IV. The vice president shall temporarily assume the position of the president during his/her absence, carrying out the responsibilities of the president.
- V. The vice president shall strive to uphold and protect the rights and privileges of the members of the association without fear or favor.
- VI. The vice president assists the president in carrying out the responsibility to have administrative and functional control over the entire operations of the association.
- VII. The vice president shall assist the president in carrying out his/her responsibility of summoning the meetings of the council and shall, whenever advised by the president, preside over the national convention.
- VIII. The vice president shall as per his/her discretion and in consultation with the president, act upon any suggestion put forward by any member of the association.
- IX. The vice president shall assist the president in all necessary correspondence regarding the registration of new units.
- X. The vice president shall have access to all official documents relating to all association matters and shall keep himself/herself apprised of all association activities. He/she shall be jointly responsible with the president for the smooth functioning of the organization and work towards eliminating any potential void in any functional setup of the association.
- XI. The vice president shall assist the president in organizing the First Council Meet, Preconvention Meet and the Annual NASA Convention.
- XII. The vice president, in consultation with the president, shall assign at least one of the executive council members to check the preparations for the event by visiting the host college.
- XIII. The vice president, in consultation with the president, has the power to take disciplinary action against any member.
- XIV. The vice president accompanies the treasurer in the association's financial transactions of the publication works which includes bank statements, log books etc.

- ***Impeachment:***

The vice president shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the president.
- II. Two-third (2/3rd) of the unit council members in attendance vote against the vice president.



## **The Treasurer:**

- ***Eligibility:***

- I. Any bona fide member pursuing third year studies in architecture is eligible to be nominated to the post of treasurer of the association, subject to him/her not holding any previous position in the executive council of the association or at zonal level, except that of treasurer designee.
- II. Considering the nature of activities assigned to the treasurer, the choice of the treasurer shall be restricted to candidates from the Headquarters of the association, as deemed fit by the president, in consultation with the executive council.
- III. In the event of shifting of the Headquarters to another institution, the executive council shall nominate another suitable candidate with domicile within the vicinity of the Headquarters.

- ***Term:***

The treasurer nominated shall hold the position for a maximum which spans from the end of one national convention to the end of the next national convention.

- ***Powers and responsibilities***

- I. The treasurer shall work in tandem with the president and vice president, providing him/her unconditional support in carrying out his/her responsibilities.
- II. The treasurer shall be one of the signatories in the association's bank account with powers to be one of the signatories on the cheque issued by the association.
- III. The treasurer shall cross check all the payments done by the registered institutions with reference to the documents received.
- IV. 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.
- V. The 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.
- VI. 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.
- VII. 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.
- VIII. The treasurer shall hand-over complete audited statement of account, other documents, assets-moveable and non-moveable, consumables and all the information pertaining to the processes, finances and procedures of the association to his/her successor.

• ***Impeachment:***

The treasurer shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the treasurer.
- II. Two-third (2/3rd) of the unit council members in attendance vote against the treasurer.

***The Public relations***

• ***Eligibility:***

- I. Any bona fide member, representing his / her unit in the council as a unit secretary is eligible to be elected as a public relation for the next term. A public relation can assume office only if he/she presents a letter of introduction from his / her dean / director / head of the department / administrative officer, to the Executive Council, with a copy to the Headquarters.
- II. The vice president and zonal president of the outgoing council are also eligible to be elected as the public relation of the association.
- III. By the virtue of being a nominated member of the executive council, the secretary and treasurer are excluded from contesting for the post of the public relations of the association.
- IV. The public relation shall be democratically elected by a majority of the general council members through a secret ballot, duly monitored by the outgoing election panel which comprises of the Secretary and the advisor.
- V. The outgoing executive council shall not participate in the voting process unless the voting for the public relations' post results in a tie.

• ***Term:***

The elected public relations shall hold the position for a maximum of one term, which spans from the end of one national convention to the end of the next national convention.

• ***Powers and responsibilities:***

- I. Any new collaboration with an external body has to be primarily reviewed by the public relations and then passed on to the executive council for further statements.
- II. He/she serves as a link between the association and the bodies presently collaborated with NASA along with examining them annually.
- III. Initiating, responding to and participating in all official internal communications of the association. Communicating with any external entity, including and not limited to ministries, organizations, institutions, governing bodies, associations or individuals by the prior consent shall be only upon being authorized in prior consent by the executive council in writing.
- IV. Must attend all the meetings organized by NASA India.

- V. Shall submit a report at the end of his tenure giving details of all the internal and external publicising work done by him to the upcoming secretary.

• **Impeachment:**

The public relations shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the public relation
- II. Two-third (2/3rd) of the unit council members in attendance vote against the public relation.

## **The Convenor:**

• **Eligibility:**

- I. Any bona fide member of the association who has previously served one full term as a unit secretary is eligible to be nominated to the post of the convenor of the association.
- II. Considering the nature of exposure gained and the involvement exhibited in hosting a national convention, the unit secretary of the unit hosting the last national convention shall be nominated as the convenor of the subsequent year, subject to the above eligibility criteria being met.

• **Term:**

The convenor nominated shall hold the position for a maximum of one term, which spans from the end of one national convention to the end of the next national convention.

• **Powers and responsibilities:**

- I. The convenor shall work in tandem with and report the progress to the rest of the executive and zonal council members, providing them unconditional support in successfully conducting conventions of the association.
- II. The convenor shall be primarily responsible for translating the policies and decisions on conventions into reality.
- III. The convenor shall design and despatch invitations pertaining to conventions to all the members.
- IV. The convenor shall appoint members of the jury for competitive events during conventions.
- V. The convenor shall maintain all the financial records pertaining to conventions and shall handover the same to the treasurer at the end of each convention. Failure to do shall be a cause for initiating impeachment process against the convenor.
- VI. The convenor shall maintain all the operational records pertaining to conventions and shall hand-over the same to the secretary at the end of each convention. Failure to do so shall be a cause for initiating impeachment process against the convenor.

- VII. The convenor shall form committees and sub-committees with the members of his unit, assigning distinct activities for each of the committees and sub-committees, so as to handle conventions successfully.
- VIII. The convenor shall disseminate information pertaining to conventions flawlessly and effectively to all the members of the executive council and the zonal presidents.

- **Impeachment:**

The convenor shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the convenor
- II. Two-third (2/3rd) of the unit council members in attendance vote against the convenor.

## **The Advisor:**

- **Eligibility:**

- I. Any bona fide member of the association with the distinction of being the immediate past president of the association is eligible to be nominated to the post of the advisor
- II. In the event of the immediate past president not willing to take up the position of the advisor or losing the bona fide membership status, the executive council shall choose an advisor one of the past presidents who has not been subjected to impeachment or has not subjected himself/ herself to any inquiry or probe but meets the criteria of being a bona fide member of the association.
- III. In the event of the above two conditions not being met, the executive council shall nominate as advisor one of the past presidents who has not been subjected to impeachment or has not subjected himself/ herself to any inquiry or probe.

- **Term:**

The advisor nominated shall hold the position for a maximum of one term, which spans from the end of one national convention to the end of the next national convention.

- **Powers and responsibilities:**

- I. The advisor shall work in tandem with the executive council, providing the president and the vice president unconditional support in carrying out their responsibilities.
- II. The advisor shall restrict himself/ herself to advisory role, leaving the choice to the executive council to accept or reject his/her advice.
- III. The advisor shall attend all the meetings summoned by the executive council during his/her tenure.

- **Impeachment:**

The advisor shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the advisor.
- II. Two-third (2/3rd) of the unit council members in attendance vote against the advisor.

## **The Treasurer designee:**

- **Eligibility:**

- I. Any bona fide member of the association pursuing second year studies in architecture is eligible to be nominated to the post of treasurer designee of the association, subject to him/her not holding any previous position in the executive council of the association or at zonal level.
- II. Considering the nature of activities assigned to the treasurer designee, the choice of the treasurer designee shall be restricted to candidates from the Headquarters of the association, as deemed fit by the president, in consultation with the executive council.
- III. In the event of shifting of the Headquarters to another institution, the executive council shall nominate another suitable candidate with domicile within the vicinity of the Headquarters.

- **Term:**

The treasurer designee nominated shall hold the position for a maximum of one term, which spans from the end of one national convention to the end of the next national convention.

- **Powers and responsibilities:**

- I. The treasurer designee shall work in tandem with the treasurer, providing him/her unconditional support in carrying out his/her responsibilities.
- II. The treasurer designee shall assist the secretary in recording the minutes of meetings and getting it approved by the president.

- **Impeachment:**

The treasurer designee shall be impeached and cease to hold any responsibility in the association immediately after the impeachment, subject to all of the following conditions being met:

- I. At least two zonal presidents and one executive council member second the motion for impeachment against the public relation.
- II. Two-third (2/3rd) of the unit council members in attendance vote against the public relation.

# Article 11

## ELECTIONS

- I. Elections to various positions shall be, in general, only through secret ballot.
- II. In situations where implementing secret ballot system is not feasible, the executive council shall choose to have voice vote.
- III. In the event of tie, the executive council, as the case may be, shall cast its vote to break the impasse after a unanimous decision.
- IV. The term of an elected or nominated member shall begin from the end of an annual convention through the end of the subsequent annual convention, with no restraint on the count of days or months.
- V. In the event of the national convention not being held in any one particular year, where the term of the NASA Council may be extended to two calendar years the council shall, however meet at the end of one year to decide on the future course of action.
- VI. Nominations to any elected post of
  - a. Executive council to be supported by at least one Zonal Council member and 2 unit secretaries of member colleges, after his/her filing of nomination for themselves.
  - b. Zonal Council to be supported by 3 Unit Secretaries of member colleges, after his/her filing of nomination for themselves.
- VII. Election of executive committee members cannot take place unless there is a quorum.
- VIII. A candidate shall be declared elected if; he secures a majority of votes among the members present and voting.
- IX. No member shall cast his / her vote in absentia or through proxy or through postal ballot. It is mandatory for a member to be physically present at the time of and at the venue of election to cast his / her vote.
- X. It is mandatory for a unit secretary to attend all the three council meets including the annual convention meet in order to contest for the elected posts of the executive council.
- XI. The executive council reserves the right to reject any nomination of candidates with tainted records or the ones previously impeached by the general council.

# Article 12

## VACANCIES IN THE COUNCIL

- I. Any position in a council may fall vacant due to:
  - a. Resignation by a member
  - b. Impeachment by the council, as a disciplinary measure
  - c. Termination of the bona fide student status of a member
  - d. Incapacitation due to accident or calamity
  - e. Death
  - f. Any other appropriate reason
- II. In case of the post of unit secretary falling vacant due to the above factors, the unit designee shall fill the vacancy for the remainder of the term. The unit designee may, however, still be entitled to continue in the same post for the subsequent term, accommodating a new unit designee.
- III. In case of the post of the convenor falling vacant due to the above factors, the president shall appoint a new convenor in consultation with the HOD / principal and the unit secretary of the member unit.
- IV. In case of the post of secretary falling vacant due to the above factors, the treasurer shall fill the vacancy for the remainder of the term. The nominee thus appointed may continue in their position during the subsequent term, subject to being endorsed by the executive council.
- V. In case of the post of treasurer falling vacant due to the above factors, the treasurer designee shall fill the vacancy for the remainder of the term and shall be assisted by the secretary. The appointed nominee will upgrade to the post of secretary in the subsequent year.
- VI. In case of the post of treasurer designee falling vacant due to the above factors, the secretary shall appoint a new member for the same.
- VII. In case of the post of vice president falling vacant due to the above factors, the executive council shall meet to elect a new vice president from among its eligible members for the remainder of the term. The nominee thus appointed may continue in their position during the subsequent term. Furthermore they shall revert back to elections in order to earn further posts.
- VIII. In case of the post of president falling vacant due to the above factors, the executive council shall meet to elect a new president from among its eligible members for the remainder of the term. Furthermore they shall revert back to elections in order to earn further posts.
- IX. In case of the post of public relations falling vacant due to the above factors, the executive council shall meet to elect a new public relations from among its eligible members for the remainder of the term. Furthermore they shall revert back to elections in order to earn further posts.

## Article 13

### **SUB-COMMITTEE IN THE COUNCIL**

- I. The executive council can form one sub-committee at any given time, as deemed necessary by the executive council, for organizing or streamlining of the association activities, management of any aspect of association or for any specific mission.
- II. All the members of these sub-committees shall be appointed from within the association and with the approval of the executive council.
- III. The president and secretary shall be the official members of all sub-committees so formed.
- IV. The sub-committee may comprise of non-council members as per the discretion of the executive council.
- V. The sub-committee shall accomplish its assigned task within the stipulated time frame, handling the subject issues deftly and with absolute confidence.
- VI. 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.
- VII. 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.

## Article 14

### **QUORUM AT MEETINGS**

- I. Quorum for meetings is fixed at 40% of the registered units under its purview being in attendance
- II. Quorum for the executive council is 50% of the council members with the presence of at the least the president or the vice president
- III. Zonal convention shall be construed as short of Quorum in the absence of the zonal president
- IV. Any decision taken in the quorum shall be considered valid, if and only if 2/3<sup>rd</sup> of the member institutions present in the quorum have consent on it.
- V. Any unit secretary failing to attend the council meeting shall abide by the decisions taken at the meeting and shall not have claim whatsoever over such decisions.



## Article 15

### QUANTUM AND NOTICE OF MEETINGS

- I. Meetings of the general council shall take place annually during the National Convention at a place and time chosen by the executive council.
- II. It is mandatory for the zonal presidents and all the unit secretaries of that zone to meet in the First Council Meeting and once again in the Zonal convention which falls between First Council Meet and Pre-Convention Meet.
- III. The executive council and zonal presidents along with the NIPC Coordinator and website Coordinators have to meet within 45 days from the commencement of their tenure.
- IV. Executive Council should fix a meeting once with the unit hosting the Annual Convention, ANDC, and The Indian Arch.
- V. The president may summon a meeting of the executive council anytime between two successive national conventions.
- VI. A general body meeting shall be held at least once during each national convention. An agenda shall be prepared and distributed before the commencement of any general council meeting.
- VII. There shall be a mandatory meeting held by the outgoing Executive Council with the newly elected Executive and Zonal Council the day after Annual Convention.
- VIII. A unit will be provided with their logistics if and only if the unit's concerned representatives attend the Annual Convention.
- IX. It's the responsibility of the Executive Council to ensure that the logistics reach the designated unit.

## Article 16

### CORRESPONDENCE

- I. A copy of all correspondence to or from any member of the executive council shall be necessarily sent to the secretary.
- II. The minutes of the meetings shall be maintained by the secretary. He/ she shall distribute the minutes of the meetings of the executive council to the members in the general council during the first session of the subsequent meet which is usually held in the First Council Meet.
- III. Any correspondence to the members of the executive council shall be only through email or through registered post addressed to Headquarters.

## Article 17

### **ANNUAL SUBSCRIPTION FEE FOR THE ASSOCIATION**

- **Member**

A sum at the rate of amount Rs 100/- per undergraduate student of a unit shall be paid to the association out of which Rs 70/- shall be deposited to the account National Association of Students of Architecture, India and rest Rs 30/- to the NASA India Publication Cell Account.

- **Observer**

A sum at the rate of amount Rs 150 per undergraduate student of a unit shall be paid to the association out of which Rs 120/- shall be deposited to the account National Association of Students of Architecture India and rest Rs 30/- to the NASA India Publication Cell Account.

- I. The first deadline for submission of the subscription fee is 31<sup>st</sup> October.
- II. A fine equivalent to 15% of the original subscription shall be levied on the institution if it fails to pay the given amount by 30<sup>th</sup> November.
- III. Further if the institution does not meet the above demands it shall be restricted from getting any delegations for the Annual NASA Convention despite its qualification in the Annual NASA Design Competition.
- IV. In the event of non-payment of the subscription fee in the deadlines stated above the concerned institutions will have to pay a fine of 50% of the original subscription. Furthermore, if they fail to pay even after a time period of 2 years, the institution shall reduce its status i.e. from a member to an observer or from an observer to a non associated body.
- V. The result of forthcoming ANDC will not be disclosed until and unless the subscription fee of the previous year is not cleared.
- VI. Any proposal to increase the subscription fee shall be tabled in the First Council Meet of an academic year and shall be effective only if duly ratified by the majority of general council.
- VII. Payment of the subscription fee shall be accepted by the association if and only if accompanied by the supporting documents, failing which their transactions will be declined and hence they will have to resend the money along with the corrected documents. Moreover the date on which they submit the requisite documents will be considered as their date of submission of the subscription fee.

# Article 18

## **SOURCE OF INCOME AND UTILIZATION OF FUNDS**

### • **Source of income:**

- I. The association draws its revenue from the registered units in the form of registration fee, annual subscription fee, late fee and penalties.
- II. The quantum of admission fee, subscription fee, late fee and penalties shall be determined by the executive council and ratified by the Zonal Council assisted by Treasurer and Treasurer Designee.
- III. All payments to the association shall be practised as specified by the Treasurer. This account shall be operated from a base branch situated near the Headquarters of the association and shall have all financial holdings of the association.
- IV. The current fee structure of the association is as follows:
  - a. The subscription fee details can be viewed in Article no. 17 of this constitution.
- V. The following fine will be imposed if an institution steps back for hosting any convention:
  - a. 50% of the budget if it backs within 45 days before the commencement of the convention.
  - b. 25% of the budget if it backs within 90 days before the commencement of the convention.
  - c. If the budget for that particular year is not yet penned down, then the previous year's budget is taken into consideration and percentages worked out.
  - d. Even if a unit backs out after the pre-convention meet, the executive council shall not consider the amount expended by the unit on the pre-convention meet and instead adhere to imposing of the due penalty in full as described above
- VI. The fine amount shall be remitted along with the sanctioned money received by the association within 15 days from the imposition of fine. A unit which fails to remit the fine shall be reduced to the observer status until all the payments are received in full VII. Fine imposed for backing out of other commitments are as follows:
- VII. 50% of the budget if it backs within 30 days before the commencement of the zonal convention
- VIII. 50% of the budget if it backs within 30 days before the commencement of the First Council Meet.
- IX. 50% of the budget if it backs within 30 days of hosting the ANDC.
- X. 50% of the budget if it backs within 30 days before the commencement of the Pre Convention Meet for backing out of publishing the Indian Arch magazine.
- XI. 25% of the budget if it backs within 60 days before the commencement of Pre Convention Meet for backing out of publishing the Indian Arch magazine.
- XII. The fine amount shall be remitted along with the sanctioned money received by the association within a week from the imposition of fine. A unit which fails to remit the fine shall be reduced to the observer status until all the payments are received in full

- **Utilization of funds:**
- **PAYMENT FOR PRIZE MONEY**
  - I. Group-A
    - a. ANDC-1 lakh
    - b. Reuben's- 3 lakhs
  - II. Group-B- 2 lakhs per trophy
  - III. Group-C- 1 lakh per trophy
- **EXPENDITURE ON NASA MEETS**
  - I. First council meet
  - II. ANDC
  - III. Website
  - IV. Pre-convention meet
- **EXPENDITURE ON LOGISTICS**
  - I. Panels
  - II. Trophies
  - III. Certificates
  - IV. Letters
- **EXPENDITURE ON LEGAL ACTIVITIES**
  - I. Society act registration
  - II. Chartered account fee
- **INVESTMENT ON NASA BRANCHES**
  - I. 6 Zonal Headquarters
  - II. NIPC Cell
  - III. National Headquarters
- **COUNCIL EXPENDITURES**
  - I. Executive council
  - II. Zonal council

## Article 19

### OPERATION OF BANK ACCOUNTS

- **Association account:**
  - I. The association shall maintain a current account in the name of “National Association of students of Architecture”. It shall be operated in a bank in the vicinity of the Headquarters of the association.
  - II. All the inward payments shall be through Internet Banking/ NEFT/RTGS / Direct Bank Transfer in favour of the association.
  - III. The presidents, the treasurer and the HOD of the unit hosting the Headquarters of the association shall be the signatories of the association bank account.
  - IV. Any withdrawal of fund or issuing of cheques shall be with any two of the above signatories.
  - V. No withdrawal of fund or issuing of cheques shall be effected without the knowledge of the president.
  - VI. The treasurer is solely responsible in maintaining the accounts and integrity of the statements.
  - VII. The treasurer shall submit a complete statement of accounts to the members of the general council as and when required.
- **NIPC account:**
  - I. A separate bank account for NASA Indian publication cell shall be maintained in a bank in the vicinity of the Headquarters of the association.
  - II. The Vice President and Treasurer shall remain the signatory of the account.
  - III. The vice president along with treasurer shall be responsible in maintaining the account.
    - IV. The vice president shall have the roles and responsibilities of the custodian of the account and shall report to the executive council and the general council on the status of the account.

## Article 20

### FISCAL YEAR

The fiscal year of the association shall be between 2 annual conventions. In the event of skipping of an annual convention, the fiscal year shall end after twelve Gregorian months from the beginning claims pertaining to one fiscal year shall not be entertained in the subsequent fiscal year.

## Article 21

### AUDIT OF ACCOUNTS

The outgoing treasurer shall be responsible for arranging the audit of accounts of the association by a registered chartered accountant. He/ she shall present a copy of the audit report to all the general council members within a month of the first council meet during his/her tenure as secretary. In the event of any undue delay or failure to do so, 50% of his/her reimbursement shall be withheld. The executive council shall initiate the audit process through another chartered accountant and the discrepancies, if any shall be ascribed to the treasurer. In such an event, the executive council shall initiate proceedings against the treasurer to recover the losses of the association.

## Article 22

### ZONAL ACTIVITIES

- I. The zonal activity such as panel discussions, seminars, workshops, conventions and any other related activity shall be hosted anytime between First Council Meeting and Pre-Convention Meeting.
- II. Each zone shall organize at least one zonal activity during one calendar year. A report of the same shall be prepared in the form of newsletter and sent to all units of the association, executive members and association Headquarters.
- III. A report based on the activities mentioned above shall be submitted to the NASA Headquarters which should include a note about each individual activity carried out so that any influential can be extracted out.
- IV. The zonal president needs to analyse the examination dates and related queries of colleges under his periphery and carve out a suitable calendar which maximum colleges can abide by this report needs to be submitted to the secretary for easy compilation and decisions on shuffling of zonal structures. The secretary of the amendment year has to update the college codes based on Zonal divisions with the aid of above mentioned reports.

### **Zonal convention**

- I. The notion behind hosting of zonal conventions is to provide exposure to the local talent and staging them on a broader platform keeping their minutia intact.
- II. The workshops and activities at the zonal level should promote cross college interaction by teaming up students from different colleges as a unit.
- III. The zonal convention have maximum of three trophies which include one mandatory Reuben's trophy and two Design based trophies. This rule is to be strictly followed

throughout all zones by the participating institutions in various zonal conventions without varying the number of obligatory trophies.

- IV.** The unit hosting the convention should have at least one current batch of fifth year undergraduate students of architecture.
- V.** All units wishing to hold the convention shall apply for a conditional bid at the annual convention of the current year.
- VI.** The unit intending to bid for the forthcoming zonal convention shall present to the council, a letter from HOD/Principal and unit secretary stating their willingness to hold the convention as per the conditions laid down in the latest version of the constitution and abide by them in totality.
- VII.** The zonal president shall propose the duration of the zonal convention according to the
  - a.** Events
  - b.** Workshops
  - c.** Number and qualification of participating students and
  - d.** Any other appropriate reasons that are proposed to be conducted in that particular meet. However, the host unit shall have the privilege of determining the duration of the zonal convention, the delegation fee taking into view the available infrastructure of the host unit. The unit secretary of the host unit shall justify to the zonal president, any variation in the duration or the delegation fee.
- VIII.** The number of delegates attending the zonal convention should be decided according to the factors given below:
  - a.** Sources available in the convention i.e. in the form of workshops/seminars/other events.
  - b.** The strength of students that the above sources can accommodate.
- IX.** The schedule of the events during the convention shall be made known to all the units well in advance. In an unlikely event of effecting any change in schedule, the same shall be intimated to all units with no loss of time.
- X.** After the convention, the individual units can use the work done by them for the trophies in any way as deemed suitable by them with due acknowledgement to NASA India.
- XI.** Rules and regulation for maintaining cordial atmosphere and the smooth running of the convention shall be outlined by the host unit well in advance and also displayed prominently at the time and place of registration.
- XII.** The HOD/Principal or a representative from the faculty of the host unit shall be the chief advisor of the convention. He/she shall give his/her full assistance and cooperation in all aspects to the convenor of the association in matters pertaining to smooth conducting of the convention.
- XIII.** Members of the host unit shall work in close coordination with the convenor. In the event of inability of smooth relationship between members of the host unit and the convenor, the unit secretary shall escalate the issue to the president who shall arrange to replace the convenor with an alternative one.

- XIV.** Members of each participating unit shall be headed by their HOD/Principal or alternatively by a member of the faculty with an introductory letter from the unit for shouldering the responsibility of the entire unit.
- XV.** Discipline shall be strictly maintained during convention by participating units. The unit secretary shall be responsible for the upkeep of discipline of his/her unit members.
- XVI.** Any misbehavior/dispute/controversy during the convention shall be referred to and dealt with by the executive council. The host unit will be advised to take the recommended punitive action against the erring unit members.
- XVII.** Standing orders/byelaws may be adopted from time to time by the executive council, which shall be adhered to by all members of the association.
- XVIII.** Any rule prescribed by the convenor and passed by the general council pertaining to the convention shall be strictly observed by all the delegates failing which necessary disciplinary actions shall be taken against the erring unit.
- XIX.** Every unit shall be accompanied by a designee.
- XX.** At least one meeting session during the zonal convention shall be reserved for a joint meeting of faculty members with the general council.
- XXI.** The agenda for this meet may be circulated in advance before the convention by various member units, while the host unit in conjunction with the executive council and zonal president shall decide the final agenda.
- XXII.** The unit hosting the zonal convention shall maintain a separate account known as 'Zone X,Y' college account where X stands for the name of the college hosting the zonal convention and Y stands for the city/town where the college is located. This account must be operated jointly by the general secretary, the college treasurer and the HOD/Principal of the host unit.
- XXIII.** This amount shall be operated by at least two signatories including the HOD/Principal of the host college.
- XXIV.** The starting sum for the convention from the association account shall be only after submitting the proof of the new account opened by the college hosting zonal convention.
- XXV.** All the cheques drawn on this account shall bear signatures of the general secretary of the college, the treasurer and the HOD/Principal of the host college.
- XXVI.** The unit hosting the convention should submit to the executive council, the audited Statement of accounts at the first council meet preceding the national convention.
- XXVII.** In the event of a unit backing out of the responsibility of hosting the zonal convention, the unit shall be restrained from being a member of the association. Alternatively, a fine shall be charged from the unit. In case of collaborating units who were to be joint hosts of the convention, each of the units that opt out shall be subjected to a fine as described in xx of this constitution.



- XXVIII.** In case of only one collaborating unit withdrawing and paying the fine, the entire fine amount shall be credited to the other host unit, thus enabling it to host the convention successfully. Otherwise, the fine amount shall be credited to the association account.
- XXIX.** Any rule prescribed by the convenor and passed by the general council pertaining to the convention shall be strictly observed by all the delegates failing which necessary disciplinary actions shall be taken against the erring unit.
- XXX.** It is mandatory for executive council members to attend one zonal convention other than their own zone.

## **Article 23**

### **ANNUAL NASA DESIGN COMPETITION**

- I.** ANDC is an open opportunity for all the registered units to compete and qualify for getting delegates for the Annual NASA Convention.
- II.** The design competition shall be hosted annually by one of the member institutions having a minimum 3 years of experience as a NASA member.
- III.** The unit intending to host the design competitions shall present to the council and Headquarters a letter from the HOD/Principal and Unit Secretary of the concerned unit in the Pre-Convention Meet, stating their willingness to host the design competition as per conditions laid by the council.
- IV.** Two Executive Council members should be present at the time of the ANDC Jury. A copy of the results should be handed over to them, immediately as soon as the results are declared. If the Executive Council members fail to turn up, then 50% reimbursement penalty will be levied on them.

## **Article 24**

### **NATIONAL CONVENTION**

- 1.** It is a platform for deserving registered units to communicate ideas by sharing theirs as well as attending to others.
- 2.** The unit hosting the convention should have at least one current batch of fifth year undergraduate students of architecture.
  - I.** All units wishing to hold the convention shall apply for a conditional bid at the pre-convention meeting of the current year.
  - II.** The unit intending to bid for the forth coming national convention shall present to the council, a letter from HOD/Principal and unit secretary stating their willingness to hold the convention as per the conditions laid down in the latest version of the constitution and abide by them in totality.

- III. The executive council shall propose the duration of the annual convention according to the:
  - a. Workshops
  - b. Events
  - c. Number and qualification of participating students and
  - d. Any other appropriate reasons that are proposed to be conducted in that particular meet. However, the host unit shall have the privilege of determining the duration of the annual convention, the delegation fee taking into account the available infrastructure of the host unit. The unit secretary of the host unit shall justify to the executive council, any variation in the duration of the delegation fee.
- IV. The number of delegates attending the annual convention should be decided according to the factors given below:
- V. Sources available in the convention i.e. form of workshops/seminars/other events.
- VI. The strength of the students that the above sources can accommodate.
- VII. Qualifying colleges of ANDC.
- VIII. The schedule of the events during the convention shall be made known to all the units well in advance. In an unlikely event of effecting any change in schedule, the same shall be intimated to all units with no loss of time.
- IX. If more than one unit bids for the hosting convention jointly, the HODs/Principals and unit secretaries of each of the collaborating units shall have to comply with the above conditions. Not more than two units shall be allowed to jointly host the convention.
- X. In order to be eligible to participate in the convention, each unit must participate in the Annual NASA Design Competition (ANDC). To be eligible for a citation in the Annual Convention, a unit must participate in at least three trophies including the Reuben's trophy.  
To be eligible for a special mention, a unit must participate in at least two trophies including Reuben's trophy. However, the unit hosting the zonal convention is eligible for a special mention even if it participates only in the Reuben's trophy and is eligible for citation if it participates in the Reuben's and one more trophy.
- XI. After the convention, the individual units can use the work done by them for the trophies in any way as deemed suitable by them with due acknowledgement to NASA-India.
- XII. Rules and regulation for maintaining cordial atmosphere and the smooth running of the convention shall be outlined by the host unit well in advance and also displayed prominently at the time and place of registration.
- XIII. The HOD/Principal or a representative from the faculty of the host unit shall be the chief advisor of the convention. He/she shall give his/her full assistance and cooperation in all aspects to the convenor of the association in matters pertaining to smooth conducting of the convention.
- XIV. Members of the host unit shall work in close coordination with the convenor. In the event of inability of smooth relationship between members of the host unit and the convenor,

the unit secretary shall escalate the issue to the president who shall arrange to replace the convenor with an alternative one.

- XV.** Members of each participating unit shall be headed by their HOD/Principal or alternatively by a member of the faculty with an introductory letter from the unit for shouldering the responsibility of the entire unit.
- XVI.** Discipline shall be strictly maintained during convention by participating units. The unit secretary shall be responsible for the upkeep of discipline of his/her unit members.
- XVII.** Any misbehavior/dispute/controversy during the convention shall be referred to and dealt with by the executive council. The host unit will be advised to take the recommended punitive action against the erring unit members.
- XVIII.** Standing orders/byelaws may be adopted from time to time by the executive council, which shall be adhered to by all members of the association.
- XIX.** Any rule prescribed by the convenor and passed by the general council pertaining to the convention shall be strictly observed by all the delegates failing which necessary disciplinary actions shall be taken against the erring unit.
- XX.** Every unit shall be accompanied by a designee.
- XXI.** At least one meeting session during the annual convention shall be reserved for a joint meeting of faculty members with the general council.
- XXII.** The agenda for this meet may be circulated in advance before the convention by various member units, while the host unit in conjunction with the executive council shall decide the final agenda.
- XXIII.** The unit hosting the national convention shall maintain a separate account known as "Annual NASA Convention 20XX". This account must be operated jointly by the convenor, the treasurer and the HOD/Principal of the host unit.
- XXIV.** All the cheques drawn on this account shall bear signature of the convenor, the treasurer and the HOD/Principal of the host unit.
- XXV.** The starting sum for the annual convention from the association account shall be issued only after submitting the proof of the new account being opened by the unit hosting the annual convention.
- XXVI.** The unit hosting the convention should submit to the executive council, the audited statement of accounts at the first council meet preceding the national convention.
- XXVII.** In the event of a unit backing out of the responsibility of hosting the national convention, the unit shall be restrained from being a member of the association. Alternatively, a fine shall be charged from the unit. In case of collaborating units who were to be joint hosts of the convention, each of the units that opts out shall be subjected to a fine as described in xx of this constitution.
- XXVIII.** In case of only one collaborating unit withdrawing and paying the fine, the entire fine amount shall be credited to the other host unit, thus enabling it to host the convention successfully. Otherwise, the fine amount shall be credited to the association account.
- XXIX.** In the event of a national convention being cancelled, the president shall summon an emergency council meeting to decide the future course of action.

## Article 25

### **ANNUAL AUDIT REPORT**

It is imperative and in sync with the objectives of the association to remain transparent with the concepts, evaluation and awards in matters concerning originality of designs, copyrights and financial transactions. The degree of transparency displayed by NASA India only goes in strengthening the trust of the members, observers and peers across the globe in NASA India, giving it the professional dimension it deserves and the glow for its members to bask in.

The Secretary and the Advisor jointly vow to audit the activities mentioned below:

- I. Presentation of a report purely based on the objectives adopted to serve the main aim of NASA India i.e. through analyzing previous years' brief of respective trophies, workshops, seminars and other events conducted in various NASA platforms. All the briefs cited above pave the way to betterment and strict abiding of NASA India's purpose and policies.
- II. Presenting a brief summary on the office bearers of the association and their management of administrative and executive departments which will help in division of power, framing of new strategies, understanding the operations to the core and any other alterations if needed.
- III. All the council members shall receive a summary report of expenditure by executive council, within a month of the end of the fiscal year. The treasurer shall prepare this report and present it at the First Council Meet. A copy of the same shall be presented to each unit.
- IV. Based on this audit report, the balance funds shall be allocated for various NASA activities after discussions during the First Council Meet.
- V. A representative of the previous host unit shall present a detailed expense statement with the audit of the same in the First Council Meet. A copy of this shall be given to each unit during the First Council meet.

## Article 26

### **AMENDMENT OF THE CONSTITUTION**

- I. The NASA Constitution will be reviewed every five years, and the changes suggested over that period will be incorporated as an amendment into the constitution after the approval of the general council.
- II. During the interim period, if a dire change is suggested by the General Council, the Executive Council will decide if it is a problem serious enough to be considered as an amendment.