

**TAMILNADU INFORMATION TECHNOLOGY TRADERS ASSOCIATION  
(TN-ITTA)**

**MEMORANDUM OF ASSOCIATION**

**1. NAME**

The name of the association shall be “TAMILNADU INFORMATION TECHNOLOGY TRADERS ASSOCIATION”. In short it shall be called as “TN-ITTA”.

**2. MOTTO**

BUSINESS – HEALTH – PENSION

Only for Tier 3 partners of IT, ICT, ELECTRONICS, SURVEILLANCE, POWER AND PROTECTION EQUIPMENT.

The Motto of TN-ITTA is Business – Developing the Business to the Members, Health – Insurance to the Members & Pension – Members Retiring from the Business and these all will be under CORE COMMITTEE on automated basis.

**3. ADDRESS OF REGISTERED OFFICE**

The current registered office shall be at 19, Kalaimaghal School Road, ERODE - 638001. The registered office can be shifted to any part of Tamil Nadu as and when required by TN-ITTA. The area of operations for the TN-ITTA shall be whole of India. The TN-ITTA – can establish office(s) anywhere in Tamil Nadu.

**4. JURISDICTION**

The jurisdiction of TN-ITTA shall extend over Tamil Nadu only.

**5. DEFINITIONS**

For the purpose of this document, the following abbreviations are used unless the context otherwise requires.

“Society” whenever and wherever mentioned herein after will mean “TAMILNADU INFORMATION TECHNOLOGY TRADERS ASSOCIATION”, in short “TN-ITTA”.

“Member” whenever and wherever mentioned here in after will mean an INDIVIDUAL subscribed and duly joined with TN-ITTA.

EC Member or “Executive Council Member” whenever and wherever mentioned will mean the member who is elected in the “GENERAL BODY” of the “DISTRICT CHAPTER” and duly approved by TN-ITTA. EC member represent the DISTRICT CHAPTER in TN-ITTA.

**6. THE AIMS AND OBJECTIVES**

a) To promote and protect the business in the field of Information Technology, ICT, Electronics, Surveillance, Power and protection equipment by forming a State Level Welfare Association with the existing district level Chapter of Individuals with group or without group in Tamil Nadu who are aligning with the objects of this Society, without prejudice to their individual identity and internal autonomy.

- b) To protect the members and their business interests and ensure stability.
- c) To protect Tier 3 partners, whom doing IT, ICT, ELECTRONICS, SURVEILLANCE, POWER AND PROTECTION EQUIPMENT.
- d) To provide a common platform for meeting of the members for the purpose of discussion of business development, common problems, encouragements of thrift advancement of social welfare ideas and mutual assistance.
- e) To provide welfare to the members.
- f) To promote the inclusion and addition of new members within India preferably Tamil Nadu & Puducherry.
- g) To organize conferences, seminars, workshops, meetings and discussions for development of technical and business knowledge to its members.
- h) To coordinate with other associations, professional agencies, companies and organizations –to share experiences, information's, publications, resources, technical and business knowledge towards professional development of members.
- i) To get special price quotes from supplier companies as a group and distribute the same to members.
- j) To provide for aid and assistance and other relief measurers for the members and their dependents.
- k) To provide pensions for all the members, who are all retired from the business due to age, health issues end etc. The amount will be fixed after discussing in appropriate meeting of the TN-ITTA.
- l) To provide Health Insurances for all the members – the premium amount may be shared as 10:90. 10% of the premium amount will be shared by TN-ITTA and the balance will be borne by the Members.
- m) To join or co-operate with other associations across India, who have similar objectives.
- n) To collect funds, acquire properties, borrow and advance monies for the purpose of the TN-ITTA and employ them in such a manner as it considers desirable consistent with the objects and aims of the TN-ITTA.
- o) To receive subscriptions and fees from the affiliated members and to receive donations and contributions from members and benefactors of TN-ITTA.
- p) To purchase, take, lease or hire or otherwise acquire and sell or let out any movable or immovable properties, rights, easements or privileges necessary or desirable for the purpose of carrying out the objects of TN-ITTA.
- q) To invest the funds of TN-ITTA in such a manner as is decided upon by TN-ITTA from time to time, in deposits, mutual funds and other immovable properties and as described in the Societies Act.

- r) To frame and adopt such rules and regulations as may be found necessary by the Society and to give its decision on all matters which may be referred to it by the members.
- s) To represent the members, to collect data, take decision on any matter to protect or welfare of its members and to represent members to lead delegations and to deal with the subjects that affects the products and trade and find ways and means of solving the problems and difficulties relating to subjects, like taxation, import, export, procurement, distribution, industrial relation, procedural delays, etc.
- t) To represent members to liaise, influence, advocate with Governments of both states and central, legal, companies and all the matters which are necessary for achieving goals of TN-ITTA.
- u) To arbitrate for the speedy disposal of disputes and differences arising between members or with outsiders.
- v) No individual member has the right to sue TN-ITTA. Any dispute shall be addressed to the office bearers. If any member approaches the law of court then automatically his membership gets terminated.
- w) To conduct exhibitions, conferences, seminars, training sessions and other business promotional activities. To coordinate as necessary and as seen fit with other societies or associations or organizations having similar and allied objectives.
- x) To express opinion upon all matters, which are fit to the objective of TN-ITTA.
- y) To undertake such works as maybe decided upon by TN-ITTA time to time.
- z) To do all such things as are incidental or conducive to the attainment of the above or any of them.

## **7. COMPOSITION AND MEMBERSHIP**

### **I) MEMBERSHIP**

- a) Any member a citizen of INDIA and residing, doing business in Tamil Nadu / Puducherry and who is into IT trading business with any of the following record like MSME, GST shall be eligible for membership.
- b) An individual or business house or trader or businessman or company will be admitted to TN-ITTA.
- c) Only Tier 3 business peoples can be enrolled as members and they have all rights to become Office Bearers
- d) New member will be admitted as a member upon approval of  $\frac{3}{4}$  consent of EC members AND with due approval from district chapter. The one-time membership entrance registration charges for each member shall be Rs.1, 000/-(Rupees One Thousand only).

e) Annual subscription charges for each member shall be Rs.1,500/- (Rupees One Thousand Five Hundred only)

f) The membership registration charges and annual subscription charges are subject to change as decided by  $\frac{3}{4}$  consent of the GB Meeting after discussions.

## II) TERMINATION OF MEMBERSHIP

a) Any member can terminate His/hers membership by submitting a written request to the Secretary of TN-ITTA by giving one month notice.

b) Any member who so desires to terminate His / hers membership can do so only, after making all pending dues and returning all materials and properties belonging to TN-ITTA.

c) As all the members are directly member of TN-ITTA, Any member who does not renew their membership by paying the annual subscription to TN-ITTA within due date shall automatically cease to be a member and their membership shall stand CANCELLED.

d) Any member who acts against the objects of TN-ITTA and its primary goals mentioned in this memorandum and against the interests of its majority of members will be terminated from membership.

e) The termination of any membership shall be done with the consent of  $\frac{3}{4}$  majorities of EC members in GB/EC meeting except clause (c) above.

## III) RIGHTS OF THE MEMBERS

Every District Chapter shall have their right to vote through their nominated Executive Council Member. (Only one vote per member District Chapter).

a) Every member will have the right to view accounts of TN-ITTA and clarify their doubts through its EC members.

b) Have the right to participate in all the events and activities organized by TN-ITTA.

c) Have the right to nominate in all kinds of elections, provided the nominee should meet the eligibility criteria.

d) Have equal rights to express their views, suggestions and grievances if any, to the office bearers of TN-ITTA and in GB/EC meetings. However it should not lead to controversial / against the interest association / against MOTTO of TN-ITTA.

## IV) DUTIES OF THE MEMBER

a) A member shall abide with the aims and rules of TN-ITTA.

b) A member shall pay subscriptions and other fees applicable before the 30<sup>th</sup> June of every year.

c) The Governing Body members, office bearers, other committee members appointed by TN-ITTA should never get any funds except for expenditures as approved by TN-ITTA.

## **8. THE GOVERNING BODY**

The Governing body of TN-ITTA consists of the following posts.

1) The Office Bearers or Governing Board:

- a) The President
- b) The Vice-President -1
- c) The Vice-President -2
- d) The Secretary
- e) The Treasurer
- f) The Joint-Secretary
- g) PRO – Public Relations Officer

The highest rank of TN-ITTA office bearer is The President followed by The Vice President -1, The Vice President -2, The Secretary, The Treasurer, The Joint-Secretary and the lowest rank is PRO – Public Relations Officer.

- 2) The Executive Council Members
- 3) Advisors

## **9. ELECTION**

### **II) ELECTION PROCESS AND ELIGIBILITY FOR OFFICE BEARERS**

a) The current Secretary of TN-ITTA shall serve as the Election Officer.

b) All the current office bearers of the TN-ITTA including the Secretary shall serve as regional Election Observer. An election observer cannot be an observer for his own region. This clause will be implemented once the all REGIONS of The Districts are enrolled as Member in TN-ITTA.

c) 7 REGIONS – 7 POSTS will be divided geographically by District wise.

d) Elections will be conducted every year well before ending of the tenure of Governing Body of the current team.

e) Only TIER 3 partner members are eligible to become office bearers. However, FOUNDERS OF TN-ITTA are eligible to become Office Bearers.

f) The elections will be conducted for the all Posts except President. The Vice-President-1 will become President for the following year. (If any circumstances arises that the Vice-President 1 is not interested or what so ever, then the nomination can be called for the same District of the same region. AND as this Post is HIGHEST RANK, the nominated candidate should be able to handle the all activities, etc.,

g) However there will not be ANY ELECTIONS for the next 5 Years from the Registration of TN-ITTA. AND the Office Bearers will be selected among the founders, as the TN-ITTA should be strengthened and aim of the TN-ITTA should be stream lined as such there is no deviation of activities. The 5 Years can be withdrawn, while maximum districts people, who are doing the same business are enrolled as members or extended due to lack of representations from all the regions.

h) No Member will be allowed to nominate for the posts of SECRETARY, VICE PRESIDENT -1 of TN-ITTA **DIRECTLY**. For these posts the nominated member must served any one office bearer post of TN-ITTA other than this earlier.

i) All other Posts are should be elected in Round Robin method in region wise of the District Chapter.

j) The candidates for all the posts – i.e. (e) of the above are will be verified for the Seniority of the same. The candidate's enrolled dates as member of the TN-ITTA will be verified for seniority. The MASTER DATABASE of the same kept ready for verifying.

k) TN-ITTA office bearer shall be elected in GENERAL BODY Meeting of district chapters in the presence of members.

l) The nominated candidate should be in the ICT products trade and or in Service and must have valid GST, MSME or sales or service tax registration in members' name or in their immediate blood relations name limited to siblings, spouses or parents with valid proofs and with No Objection Letter.

m) The nominated candidate must have served as TN-ITTA office bearer or Executive Council Member of TN-ITTA for at least one full year with 75% attendance.

n) The nominated candidate must be nominated from the same members as nominated as an EC member previously.

o) Current term EC member attendance will not be considered for eligibility criteria.

p) Candidate's nomination shall be sent to The Election officer in the prescribed format duly signed by the candidate, District Chapter President along with other District Chapter's consent letter within the region.

q) The last date of receipt of nomination shall be fixed by the TN-ITTA Election Officer and can be extended with prior notice by the TN-ITTA Election Officer. Any nomination received after the midnight of the due date stands invalid. All communication regarding the election can be done electronically however a hard copy of the nomination papers needs to be submitted on or before the GB/EC meeting to the Election officer.

- r) After scrutiny, The Election Officer shall list the findings of eligibility of candidates.
- s) After TN-ITTA EC member's approval, the posts of the forth coming office bearer will be declared by the Election officer.
- t) Current office bearers are not eligible to contest in the election. (read clause b of this head)
- u) Any member who has any pending dues shall not have any right to nominate from the district chapter for any office bearer post.

### **III. ELECTION PROCESS & ELIGIBILITY FOR EXECUTIVE COUNCIL MEMBER**

- a) Each and every chapter must nominate TWO Executive Council (EC) members to TN-ITTA.
- b) EC member shall be elected in GENERAL BODY Meeting of the District Chapters in the presence of District President/Officer appointed for this purpose.
- c) The nominated candidate should be in the ICT products trade and or in Service and must have valid GST, MSME or sales or service tax registration in members name or in their immediate Blood relations name limited to siblings, spouses or parents. With Valid proof and No Objection Letter.
- d) The candidates nominated, must be a member of the respective district chapter.
- e) The candidates nominated must be TIER 3 partner members.
- f) The candidates for the above are will be verified for the Seniority of the same. The candidate's enrolled dates as member of the TN-ITTA will be verified for the same. The MASTER DATABASE of the same kept ready for verifying.
- g) The candidate who is currently serving as an EC Member consecutively for two years cannot be nominated for a third time.
- h) The serving EC member, who is having less than 75% of the EC attendance till the date of nomination, cannot be nominated for the next term.
- i) All nominated candidates will be admitted to EC after the approval of the EC.
- j) Calling back of an EC member by a District Chapter should be done with 75% majority of the total General Body members of the Chapter.
- k) If an EC member is not able to continue for any reason can tender his/her resignation to the local Chapter and in turn the Chapter can nominate another member following the procedure and process.

## **10. TERM OF GOVERNING BODY AND ADVISORS**

The term for all posts of Governing body is ONE year beginning 1<sup>st</sup>, April ending 31<sup>st</sup>, March the next year.

## **11. DUTIES AND FUNCTIONS OF GOVERNING BOARD:**

The Governing Board of TN-ITTA consists of the all seven office bearers.

The Governing Board shall execute all resolutions passed by the Executive Committee. It is their responsibility of the governing board to do such acts in consonance with the Byelaw of TN-ITTA and the resolutions of the Executive Committee.

The Governing Board shall be responsible for the smooth running of TN-ITTA and shall every year present a report of activities including the audited accounts, renewal of the Society registration to the General Body.

### **a) THE PRESIDENT**

- The President shall be the head of TN-ITTA. He / She shall chair all meetings, conferences, seminars or any other functions that may be organized by TN-ITTA.
  - The President shall look after the administration works of the office staffs and the duties of the Governing Body members.
  - The President and Secretary can file any suit before the court of law on behalf of TN-ITTA
  - The President with prior consent of the EC is empowered to take appropriate action on its members who act against the rules of TN-ITTA.
  - The president and Secretary can sign any documents for land purchase or sale. For liquidating fixed deposit and purchase and sale of property, prior approval of 3/4<sup>th</sup> of TN-ITTA EC and Core Committee's Unanimous approval is required.
  - The President has power to call for any information, document and data pertaining to TN- ITTA.
  - Review the work and progress of any activity of TN-ITTA.
- i) Issue such directions or instructions to any of the officers and bodies of TN-ITTA as he deems appropriate in the interest of TN-ITTA.
- j) Appoint Committees or commissions to enquire into and report on the affairs of TN-ITTA and pass such orders thereon, as he considers proper.
- k) Direct to convene the meeting of TN-ITTA for any purpose at any time on proper notice.



- l) No office bearers have any voting power in any General Body or Executive Committee voting. But in case, if a voting ends with equal votes on both sides, the President may cast his/ her vote to arrive a decision.
- m) The President has got the power to appoint the office staffs for the Administration purpose.
- n) The President has power to spend maximum of Rs.20, 000/- (Rupees Twenty Thousand only) for the purpose of TN-ITTA, without the approval of the EC and must submit the accounts, bills or vouchers in the next GB/EC meeting and get such expenses approved.
- o) The President is the only person, who is solely responsible for the actions of TN-ITTA.
- p) The President may in writing delegate such of his powers as he may consider necessary to the Vice-President -1 of TN-ITTA.
- q) In the absence of the Secretary, the President can act as a Secretary of TN-ITTA.
- r) The President is empowered to form committees and subcommittees for any purpose.

## **II) VICE PRESIDENTS**

- a) The Vice-Presidents will assist the President in all respects to execute the functioning of TN-ITTA.
- b) The Vice President -1, whenever the President is unable to attend a meeting should act on behalf of the President, by presiding the meeting. He has the power as President in such meetings.
- c) The Vice-Presidents may do any other act that he / she may be authorized to do so by the General Body.
- d) The Vice-Presidents shall exercise the powers which may specifically be delegated to him by the President. The Vice-Presidents may, in writing, delegate such of his powers as he consider necessary to the Secretary or other office bearers of TN-ITTA.

## **III) THE SECRETARY**

- a) All the administrative functions of TN-ITTA will be managed by the Secretary.
- b) Under the President, as per the resolutions of the EC, the Secretary should execute the resolutions.
- c) The Secretary shall be the person in charge of communication between the Governing BODY and the General Body members of TN-ITTA.
- d) The Secretary shall be responsible for convening the meetings by sending circulars for such meetings, with the information of the agendas and other information on preparation, with the prior permission of the President.

- e) The Secretary with the assistance of the Joint Secretary, shall record the minutes of the meetings.
- f) The Secretary shall prescribe the duties of all staffs.
- g) The Secretary shall exercise supervision and disciplinary control over the work and conduct of all staffs and overall activities of TN-ITTA.
- h) The Secretary shall execute all contracts, deeds and other instruments on behalf of TN-ITTA, if so authorized by the Governing Body.
- i) The Secretary has the full powers to transfer the staffs from one unit to the other unit of TN-ITTA on administrative grounds.
- j) The Secretary may in writing, delegate such of his powers as may be considered necessary to any other office bearer or Governing Body member of TN-ITTA.
- k) The Secretary shall keep or cause to be kept all records of TN-ITTA at its office or any other place, if so determined by the Governing Body.
- l) The Secretary shall prepare the annual reports, GB/EC meeting minutes and submit them time to time.
- m) For the improvements of TN-ITTA and the benefits of the Administrations, whatever actions needed, may be taken by the Secretary with the consent and permission of the President within the scope of the bye-law.
- n) Whenever the Treasurer's post is lying vacant, the Secretary will be in charge of the Treasurer's post, with the consent of the Governing Body members and act accordingly.
- o) The Secretary must keep the books and records of TN-ITTA including registration, minutes book, EC attendance, GB attendance etc., properly and up to date.
- p) The Secretary shall oversee and report to the Governing Body of the ROC filing of TN-ITTA to act upon suitably.
- q) The Secretary shall release GB/EC meeting resolution within 2 weeks from the date of the GB/EC meeting.

#### **IV) TREASURER**

- a) The Treasurer shall be the person in charge of funds and accounts of TN-ITTA.
- b) The Treasurer shall collect the subscriptions, entrance fees, other funds and donations, etc., on behalf of TN-ITTA and issue the original receipts.
- c) The maintenance of the proper receipts and expenses should be carried on by the Treasurer.

- d) The Treasurer must circulate the account details every month to the Executive Committee and get it approved by EC members. The President and Secretary must ensure the circulation of accounts is done in proper.
- e) The Treasurer shall submit the annual income and expenditure statement for the full year during the first meeting of next term.
- f) The fund received / accumulated / earned for TN-ITTA should be remitted in to any of the nationalized bank.
- g) The Treasurer will operate all the bank accounts with joint signature of the treasurer and the President or the Secretary.
- h) The Treasurer may have a minimum cash amount of Rs. 5000/- (Rupees Five Thousand only) with him for the urgent expenses on the advice of the Governing Board. Beyond the said amount, all amounts must be remitted to the bank account.
- i) It is the duty of the Treasurer to properly maintain the cashbook, bank book and journals showing actual balance for the day, along with receipts and vouchers for expenses without any discrepancies on daily basis.
- j) Under the Societies Registration Act, the following account books shall be maintained by writing daily:

1. The Daily Cash Balance Register: The daily income and expenditure shall be written in the Chita book and daily cash account should be closed, showing the actual cash Balance for that day.

2. Receipt Books: The receipt book with its counter foils shall be maintained immediately on receipt of the payment. It should be entered in the original receipt and its counter foil. The original receipt shall be issued to the all payments received.

3. Vouchers and bills file: The daily expenditures should be born with necessary vouchers and bills and this shall be kept into the accounts file by entering the proper serial number for the same.

4. General Ledger: General register shall be properly maintained. This must show the item wise heads for all accounts.

5. The monthly income and expenditure report. : The above all accounts ledgers must be created and maintained by the Treasurer and shall hand over to the successor.

- k) All the books and registers shall be verified by the Secretary and signed.
- l) All the General Body members have a power to raise a question on accounts at the General Body meeting or by a mail to General Body mail group or a personal mail to Treasurer. The Treasurer must give proper answer to the questions raised, as quickly as possible.

- m) The Treasurer shall make use of provided laptop & Tally accounting software for all accounting purposes and shall project the same in bigger screen during all meetings.

#### **V) JOINT SECRETARY**

The Joint Secretary should assist the Secretary in all respects of activities of TN-ITTA and shall discharge their duties as instructed by The President and The Secretary as and when required.

#### **VI) P R O - Public Relation Officer**

It is Public Relation Officer's duty to give news of TN-ITTA, its meetings and its activities and members benefits in time to time to news agencies such as all media's. And PRO should ensure the news given should not disturb any Govt. Authorities, caste and religious.

#### **VII) EXECUTIVE COMMITTEE MEMBERS**

- a) Each and every District chapter, except the district chapter which is in the probation period, must send two Executive Committee Members to represent their District.
- b) Each of the two Executive Committee Members has equal powers.
- c) It is the duty of the EC member to attend each and every GB/EC meeting of TN-ITTA, called upon by the Secretary.
- d) Each District chapter will have a vote in GB/EC meetings. Any one of the two EC members of the District chapter can cast the vote on behalf of the District Chapter.
- e) It is the responsibility of the Executive Members to communicate between their District Chapter members and TN-ITTA. All communication shall happen between the members and TN-ITTA only through EC member only.
- f) It is the duty of sharing the upcoming GB/EC meeting agenda with District Chapter members as circulated by TN-ITTA secretary and gets it resolved in writing in their District Chapter members and submitted during the TN-ITTA GB/EC meeting.
- g) When a need for voting arises, the EC member shall consult with his chapter before casting the vote on the subject matter.
- h) The EC member should forward all the mails received from TN-ITTA to his district chapter and shall forward any clarification required by his members to TN-ITTA.
- i) It is the responsibility of the EC Member to explain the minutes of the TN-ITTA GB/EC meetings to the members of their District chapter.
- j) Any one of the two EC members shall act as a single point contact person for all the schemes, activities, data collection of TN-ITTA.

- k) The EC members shall co-operate and comply with TN-ITTA proceeding to ensure smooth operation of TN-ITTA.

## **VII. ADVISORS**

The Previous year Office bearers will be the advisors for the following One Year.

## **12. MEETINGS OF THE ANNUAL GENERAL BODY**

I) TN-ITTA shall conduct the very first meeting of TN-ITTA as Annual General Body meeting with 21days prior notice along with agenda. TN-ITTA Founders, Past Presidents and Office Bearers, Immediate Past office bearers, EC members, District chapter Presidents and all members can attend the meeting.

II) The annual General Body meeting should be held with the following regular agenda:

1. Approval to the audited accounts of TN-ITTA, tabled by the Treasurer.
2. Annual report explaining all the activities and projects of TN-ITTA.
3. Installation of the New Governing Body

## **13. GB/EC MEETING**

- a) The Executive Committee shall meet as often as necessary and ordinarily at least once in each quarter of the year. The number of the GB/EC meetings may vary based on the discretion of office bearers.
- b) The notice of the Executive Committee meeting shall be given at least 21 days in advance of the date fixed for the meeting with date, place and agenda of the meeting by the Secretary of TN-ITTA through the closed EC mail group. The EC member should circulate or inform about the GB/EC meeting date, place and agenda to their District Chapters.
- c) If any Executive Committee member requests to add any topic(s) to the agenda, it must be reviewed by the Secretary and added. The same should be submitted in advance to the Secretary.
- d) The Secretary of TN-ITTA has the full power to call an emergency Executive Committee meeting with prior circulation of notice with agenda of such EC meeting at least two days in advance.
- e) Non-receipt or late receipt of notice by any EC shall not invalidate the proceedings of the GB/EC meeting.

- f) The EC meeting shall be presided over by the President. In his absence of The President, the Vice President-1 / 2 shall preside over the meeting. In the absence of both, the Secretary shall preside over the meeting.
- g) The quorum of the EC meet is 75% of full EC strength. If within half-an-hour of the time appointed for a meeting a quorum is not constituted, the meeting shall stand adjourned for half-an-hour at the same time and place. If the quorum is still not constituted after half an hour, the members present shall constitute a quorum. The meeting shall continue and the decisions taken (except election and policy decisions) shall be considered as approved.
- h) Each member shall have only one vote. The matter to be determined by the Executive Committee shall be decided by the majority vote. The office bearers have no voting rights. In the event of the being equality of votes, the President shall have to casting vote.
- i) The voting may be called upon on secret or open basis. The open basis voting may be done by voice voting by one EC per district chapter, or raising hands by one EC per district chapter. The secret voting may be done by ballot paper by ticking the options listed in it, by one of the EC member per district chapter.
- j) In case of emergency, the Secretary is empowered to call urgent voting through closed group of Executive Committee members electronically, i.e., EC mail group, SMS, online website poll, etc. for any matter with closing time fixed. The resolution taken from the electronic voting that are procured within the fixed time, shall be as effectual and binding as if such resolution had been passed at an GB/EC meeting. The resolution taken shall be minuted electronically through email and also should be added to the minutes of the next GB/EC meeting with full details.
- k) A resolution shall be considered as passed on the majority of the votes and shall be applicable to Electronic voting too.
- l) In case of policy, withdrawal or transfer of amount more than a lakhs, policy changes, election procedures changes and change of rules in this bye-law and any amendments to the articles of society must be considered as passed only with 75%majority of the vote. The quorum of the meeting must be 75% of total EC members counted as one for each District Chapter. Electronic voting shall not applicable to this clause.
- m) Any sponsorship waving off should be done only with 75% majority of Executive Committee and the governing body of that period is responsible for the same and explanation from the governing body will be sought. The waved off company will not be allowed to participate in any TN-ITTA event, scheme in future.
- n) The Secretary or Joint-Secretary should record the minutes of the GB/EC meeting. The Secretary should circulate the minutes of the Executive Committee to the EC mail group.
- o) Rs. 25,000/- (Rupees Twenty Five thousands only) will be given to the Host District chapter to conduct the EC/GB Meeting. This amount can be increased / decreased with the prior approval from EC/GB meeting.

### **13. FUNDS OF TN-ITTA**

- a) For any one of the purpose of TN-ITTA as prescribed in the aims of the Society, the funds should be spent. If any one of the members of TN-ITTA expired or become handicapped any financial assistance may be granted to the family dependents. This family assistance grant may be disbursed according to the financial position of TN-ITTA and as per the decision of the GB/EC Meeting.
- b) No salary or monetary rewards shall be paid to any of the Governing Body member.
- c) Reasonable travelling allowance will be paid to Governing Body, Core Committee and other nominated committee members appointed by TN-ITTA to discharge their duties excluding TN-ITTA Annual GB & EC meetings.
- d) The EC has the power to give an approval for any kind of activity / project of the Society, under the bye-law of TN-ITTA.
- e) The Corpus of funds of TN-ITTA shall be from the contributions from memberships, subscription fees, proceeds from conducting events, CONVENTIONS, projects, etc.
- f) The Yearly Convention, which is held by the convention committee, must deposit 15% of the total collection amount for conducting the Convention. The amount should be kept separately deposited in a nationalized bank.
- g) Capital Expenditures, contributions, advances to seminars and any other expenditure will be met from the corpus of funds with prior approval or subsequent ratification by the Executive Committee.
- h) The corpus funds of TN-ITTA shall be kept as fixed deposits in a nationalized bank.
- i) The Relief Fund – this account can be opened in a nationalized bank and must be maintained separately, with the donations, contributions received from the members or other external sources. A fund from the relief fund may be withdrawn to help the deceased member. On request of the District chapter, The President may call the Treasurer to send maximum of Rs.50, 000/- (Rupees Fifty Thousand only) immediately, to the concerned members dependent, from the relief fund account. The relief fund amount should not be used to any administrative purposes. The amount can be increased with proper approval of GB/EC Meetings and the Office Bearers of TN-ITTA must ensure the availability of adequate amount of the same.

### **14. CONVENTION COMMITTEE**

- a) The newly elected office bearer's team should form a committee called CONVENTION Committee.
- b) The newly elected President will act as a CONVENTION Chairman.

- c) The CONVENTION committee under the leadership of its Chairman will carry on all the works related to conducting of the CONVENTION and the first TN-ITTA General Body meeting. The draft budget for the income and expenditure of the CONVENTION should be duly prepared and should be approved by the existing EC. The detailed CONVENTION account should be submitted in the GB/EC group within one month of the date of the CONVENTION.

## **15. AMENDMENTS AND ALTERATION TO BYE-LAW**

Any article of the constitution or any part thereof may be amended by the Total Executive Committee with 75% majority considering one EC member per District chapter and not all EC members presented alone in the EC meeting. Proposals for amendments by individual members should reach the Secretary 30 days prior to the EC meeting. If any alteration is required in the main bye law or in the sub sections of the bye-law, a special resolution should be passed in the EC with adequate quorum, with 75% majority. The same need to be approved by the Core Committee and then this resolution must be recorded in the Minutes of Meeting, and an annexure for the same can be added with the bye-law. Alterations, over writings and elimination of pages are strictly not allowed. Doing so will disqualify the people, from their status in TN-ITTA.

However, the amendments and alteration to bye-law should not change the fundamentals, basics and motto of the TN-ITTA. If it happens in GB/EC meeting, the Core Committee will take necessary steps to stop the same or suspend or will take appropriate actions to do so.

Not allowed to create any committee, except service, business, summit, to represent Government Agencies. However they can raise their voice, whenever the society acts against the bye law or aim or common members.

No to Past Presidents committee, council – to protect and aim of the society it is not allowing to create Past Presidents committee and council. They cannot create their own or whatever else are against bye law of the society. Strong action can be taken against the particular past president, if found guilty and acted against the bye law.

## **16. SPORTS & GOVERNING BOARD BASIC ELIGIBILITY**

Any members of TN-ITTA who is in ICT products trade and services and with GST, MSME, Sales tax and or Service tax registration in members' name or in their immediate blood relations name limited to siblings, spouses or parents and located within India, shall be eligible to participate in sports and elections based prescribed eligibility and other terms and conditions.

## **17. WEBSITE**

TN-ITTA website should be handled by a professional and it should be based on an open tender. For the time being it will be handled by one of our Member; however it is advisable to continue with the same.



## 18. THE CORE COMMITTEE

- a) The Core Committee comprises from the Founder Members only and each One from the District chapter of founder members. **They shall not restrict the day to day activities of the Governing Body.** The Core Committee will obstruct where the aim and welfare of this Society and Basic fundamentals of this society are disturbed or trying to alter or such things. However the Core Committee's decision should be UNANIMOUS ONLY and NOT MAJORITY of the same.
- b) If any one of the Core Committee Member becomes in the Governing Body of the society and it must be replaced from the same District Chapter from the Founder Members of the same. The Core Committee members cannot be increased its strength. To protect the aim, motto of the Society this should not be violated by increasing the strength of the committee. This should be strictly followed without any compromise.
- c) It is Core Committee's duty to ENSURE there are no deviations of the MOTTO of the TN-ITTA by the Office Bearers or Members. In such a case the CORE COMMITTEE has all rights to stop, suspend and etc to ensure the Motto is not deviated.
- d) BUSINESS: The Core Committee will look after the Business in such a way, increasing the business of the members – in an automated basis.
- e) HEALTH: The HEALTH Insurance for the members must be done WITH IN THE STIPULATED TIME to ensure no member is affected. It is duty of Core Committee to get quotes from various appropriate agencies. However circulating of the benefits, collecting premium amounts are should be done by Office Bearers of TN-ITTA on requesting of Core Committee with proper information and adequate time given.
- f) PENSION: The pension amounts to the members are fixed in time to time as per the amount available for the same. The same must be informed to Office Bearers and get it approved in appropriate GB/EC meetings. However all the amounts should be disbursed thru Treasurer of TN-ITTA to the eligible members.

The Founders and Core Committee Members details are listed in annexure.

## 19 DISTRICT CHAPTERS

Every Districts member will comprise as Chapter of the District. There will be Only One Chapter and TN-ITTA will monitor all the activities and smooth functioning of the chapter. That is from selecting Secretary, EC Member for TN-ITTA and nominating for TN-ITTA post.

- a) For nominating of TN-ITTA post, the Member should have served as Secretary of the District Chapter and also EC member of TN-ITTA earlier.
- b) The seniority should be considered for all posts – The secretary of the District Chapter has to inform the nominations well before to TN-ITTA. TN-ITTA will inform the seniority details of the nominated members for all posts.
- c) District Chapter must follow the TN-ITTA decisions, directions and etc.

- d) However, the District Chapter can decide on their meetings, vendor service meetings and organize sports and etc with prior approval of TN-ITTA.
- e) There will NO Funding from TN-ITTA for the activities of District Chapter. However TN-ITTA allows the District Chapter can do their activities for the benefit of the chapter members.
- f) For the nomination of the TN-ITTA, Seniority of the member will be verified. And TN-ITTA decisions are the final. However, if any changes are required it should be informed to TN-ITTA with proper documents and with adequate timings must be given to TN-ITTA.

## **20. DISSOLUTION**

The Society, TN-ITTA, shall not be dissolved except by a motion passed by 75% majority of members present at a GB/EC meeting of TN-ITTA. And the Core Committee's unanimous decision is must for the same. Upon dissolution of the Society, all its assets will be distributed among the members or by any other way to the members deem fit after clearing up all its debts and liabilities.

## **21. AUDITORS**

An Auditor has to be fixed and his fee should also be fixed for a period of 5years.

## **22. STATUTORY COMPLIANCE**

The President of TN-ITTA with the assistance of the Secretary will register / renew the TN-ITTA Society, in all necessary and requisite government agencies including Registrar of Societies, Tax departments like GST, Income tax etc. and comply with and filing of returns that need to be filed annually, periodically as prescribed by the law.

## ANNEXURE-1.

### FOUNDER MEMBERS of the Society:

1) Mr. BALAJI .J.	M/s. AJAY INFORMATICS, Erode.	9843024612
2) Mr. THANGAVEL .R.	M/s. SILICON SOFT, Erode.	9360455505
3) Mr. JOHN BASHA .M.	M/s. COMPUTER PLANET, Erode.	9842771237
4) Mr. JOHN JAMES .J.	M/s. SOFTLINE SOLUTION, Tiruvannamalai.	9585534844
5) Mr. SIVAKUMAR .N.	M/s. SCOPE COMPUTERS, Tiruvannamalai.	9585331055
6) Mr. SATHIYAMOORTHY.E	M/s. APPLE COMPUTERS, Tiruvannamalai.	8220627305
7) Mr. ESWARAVELU .E.	M/s. DEGITAL WAVES, Kanchipuram.	9171763453
8) Mr. SATHYADHARAN .N.	M/s. A B N INFOTECH, Kanchipuram.	9843224143
9) Mr. VIJAYAKUMAR .K.	M/s. MERCURY SYSTEMS, Cuddalore.	9443049908
10) Mr. SARAVANAN .C.	M/s. J B IT SOLUTIONS, Hosur.	9789663380
11) Mr. RADHAKRISHNAN .M.	M/s. SUN SYSTEMS, Hosur.	7010255022

### CORE COMMITTEE of the Society:

1) Mr. THANGAVEL .R.	M/s. SILICON SOFT, Erode.	9360455505
2) Mr. RADHAKRISHNAN .M.	M/s. SUN SYSTEMS, Hosur.	7010255022
3) Mr. JOHN JAMES .J.	M/s. SOFTLINE SOLUTION, Tiruvannamalai.	9585534844
4) Mr. ESWARAVELU .E.	M/s. DEGITAL WAVES, Kanchipuram.	9171763453
5) Mr. VIJAYAKUMAR .K.	M/s. MERCURY SYSTEMS, Cuddalore.	9443049908

### OFFICE BEARERS 2023-2025 of the Society:

PRO	Mr. ESWARAVELU .E.	M/s. DEGETAL WAVES, Kanchipuram.
JOINT SECRETARY	Mr. VIJAYAKUMAR .K.	M/s. MERCURY SYSTEMS, Cuddalore.
TREASURER	Mr. SATHIYAMOORTHY.E	M/s. APPLE COMPUTERS, Tiruvannamalai.
SECRETARY	Mr. SATHYADHARAN .N.	M/s. A B N INFOTECH, Kanchipuram.
VICE PRESIDENT -2	Mr. SIVAKUMAR .N.	M/s. SCOPE COMPUTERS, Tiruvannamalai.
VICE PRESIDENT -1	Mr. SARAVANAN .C.	M/s. J B IT SOLUTIONS, Hosur.
PRESIDENT	Mr. BALAJI .J.	M/s. AJAY INFORMATICS, Erode.