



# INDIAN ASSOCIATION OF PHYSICS TEACHERS

## MEMORANDUM of ASSOCIATION

(Amended, Proposed to be Effective from January 01, 2022)

1. **NAME:** The name of the society will be Indian Association of Physics Teachers, hereinafter referred to as IAPT.
2. **ADDRESS:** Registered Office, Indian Association of Physics Teachers (IAPT), Flat No. 206, Second Floor, Adarsh Complex, OPR-4, Awas Vikas-1 Keshavpuram, Kalyanpur, Kanpur-208017
3. **AREA of WORK:** The area of work of IAPT will be the whole of India.
4. **OBJECTIVES:** The objectives of IAPT will be to upgrade the level of teaching and learning of Physics and related areas at all levels, both inside and outside the educational system and to pool and mobilize the talents and resources of teachers for it in the national perspective.
5. **ACTIVITIES:** The activities of IAPT will include -
  - (a) Preparing high quality teaching materials in Physics and related areas, such as books, monographs, audio-visual aids, etc.
  - (b) Evaluation and development of laboratory and demonstration apparatus and planning of comprehensive laboratory programmes
  - (c) Holding conferences, seminars, workshops, orientation programmes etc. for teachers
  - (d) Enhancing public knowledge and interest in Physics and related areas through radio and TV talks, public lectures and exhibitions, museums, etc.
  - (e) Publishing periodicals devoted to Physics teaching on a broad base- for teachers, students and the general public
  - (f) Identifying and giving recognition / awards to varied talents among teachers and students at different levels
  - (g) Maintaining a pool of information regarding the special talents and interests of its members and providing expert services of IAPT to outside agencies for purposes such as vetting of books and related materials, reviews, translation, evaluation, conduct of special programmes, etc.
  - (h) Coordinating with other national and international bodies having similar objectives and
  - (i) Undertaking such other tasks as may be in conformity with the objectives of IAPT.

# CONSTITUTION

## 1. NAME -

The name of the society will be Indian Association of Physics Teachers, hereinafter referred to as IAPT.

In Hindi it will be called Bhartiya Bhoutiki Shikshak Parishad. The Association's emblem is as shown here.



EMBLEM

## 2. OFFICES -

- (i) The Registered Office will be at the address - Registered Office IAPT, Flat No. 206, Second Floor, Adarsh Complex, OPR-4, Awasth Vikas-1, Keshavpuram, Kalyanpur, Kanpur-208017
- (ii) The Association may open other offices. The opening and working of such other offices will be as per the bye-laws made for the purpose.

## 3. AREA OF WORK -

The area of work will extend to the whole of India.

The Association may extend its activities outside the country with the collaboration of societies and organizations, in those countries, with similar aims and objectives.

## 4. MEMBERSHIP -

- (A) The Association will enroll members under the following categories -
- (a) Ordinary Member (Annual)
  - (b) Life Member (Indian / Foreign)
  - (c) Institutional Member \* (Annual)
  - (d) Student Member (Two-year term)

\* *An Institutional Member will be represented by one person only.*

### (B) ELIGIBILITY-

- (i) A person who is / has been a teacher / educator / researcher in physics or an associated subject at any level (school, college, university etc.) is eligible to become an ordinary / life member.
- (ii) An institution / organization engaged in / interested in research / application / advancement of Physics / Physics Education is eligible for an institutional membership.
- (iii) A person enrolled as post-graduate student of Physics in any college / university in India is eligible to apply for a student membership. In case of students enrolled for integrated 5 years courses in Physics, only those in the last two years of the course are eligible.

Note - The admission to membership in any of the categories, its continuation or Cessation will be subject to the bye-laws framed for the purpose.

(C) **TENURE -**

The tenure for each category is mentioned in 4 (A).

(D) **FEES –**

The membership fees (category-wise) shall be as proposed by the Executive Council and approved by the General Body, from time to time. For a student member the fee for the two-year term will be that for an ordinary member (one year).

**5. ORGANIZATIONAL STRUCTURE -**

IAPT will have the following organizational structure -

- (a) General Body (GB)
- (b) Executive Council (EC)
- (c) Regional Councils (RCs)

**6. THE GENERAL BODY (GB) -**

- (a) It will consist of all members of IAPT as on the date of the General Body meeting.
- (b) It will lay down decisions on all matters of policy and general working of IAPT and provide guidelines for the same.

**7. THE EXECUTIVE COUNCIL (EC) -**

(a) The Executive Council (EC) shall consist of the following -

(i) Elected Members

- 1. President – 1
- 2. Vice-Presidents (VP) – 6 (at least one from each zone)
- 3. General Secretary (GS) – 1

4. Members – 22 (one from each Region)

(ii) Co-opted members – 3 (to be co-opted by elected members)

(iii) Ex-officio members shall consist of the following –

- 1. Immediate Past President – 1
- 2. Immediate Past General Secretary – 1
- 3. Secretary (Registered Office)– 1
- 4. Treasurer – 1
- 5. Chief Coordinator (Examination) – 1
- 6. Chief Editor (Bulletin) – 1
- 7. Representatives from other organizations, with similar aims and objectives, on reciprocal basis

(b) The posts of Secretary (Registered Office), Treasurer, Chief Coordinator (Examination), Chief Editor (Bulletin) will be filled by nomination by the elected members of EC from amongst the life-members of the Association (not from amongst themselves).

(c) Any vacancy in the EC for whatever reason shall be filled in by EC.

- (d) (i) The term of the elected members of the EC will be three years from January 1, after the elections. The term of the ex-officio members will be restricted to their period of holding the office. The term of the co-opted members will be decided by the elected members of EC.
- (ii) An elected member of the EC will not be elected for more than two consecutive terms.

## **8. FUNCTIONS OF THE OFFICE BEARERS -**

### **(a) President-**

- (i) President will preside over the meetings of the General Body and the EC.
- (ii) President will provide general guidance and leadership in all affairs of IAPT.
- (iii) President will assign specific responsibilities to the Vice-Presidents and carry out work through them.
- (iv) President will represent IAPT and be its principal spokesman at various national level fora and build up resource enhancement collaborations.

### **(b) Vice-Presidents (VPs)-**

- (i) The President may, with the approval of EC, nominate one of the six Vice- Presidents as a Senior Vice-President (Sr VP). The Senior Vice President will help the President in the discharge of his duties (especially (i) and (iv) above) and substitute for the President in the event of his long-term absence (e.g. illness, absence from the country). The Sr VP will act as the President, in the event of resignation / demise of the President, for the remaining part of the term.
- (ii) The President may assign one or more of the following specific responsibilities to a Vice-President. A few among these are - coordination of the work of Regional Councils, organization of academic programmes, finance, projects, publicity, publications etc.

### **(c) (I) General Secretary (GS) -**

- (i) GS will be the Chief Executive of IAPT and will be answerable to the EC for all administrative and financial matters.
- (ii) GS will carry out all correspondence on behalf of IAPT.
- (iii) GS will maintain all records of the IAPT, such as membership record, reports of various committees etc.
- (iv) GS will issue notices for the meetings of the EC and the General Body and maintain the minutes of these and such other meetings.
- (v) GS will prepare the budget in collaboration with the treasurer and VP (Finance), authorize non-budget expenditure (payments up to a limit set by the EC) and obtain post-facto sanction from EC.
- (vi) GS will allocate the work amongst the various offices maintained by IAPT.
- (vii) GS will represent IAPT in all legal matters.

### **(II) Joint General Secretary (Jt GS)-**

- (i) The General Secretary may with the approval of the EC nominate one of the elected members of the EC as a Joint General Secretary. (JtGS).
- (ii) The Jt GS will assist the GS in the discharge of duties and carry out the assigned work as directed by the GS.
- (iii) The Jt GS will work as GS during the long-term absence (e. g. illness, absence from the country) of GS.

(d) **Treasurer-**

Treasurer will normally be a resident of the town in which the Registered Office of IAPT is located.

- (i) Treasurer will maintain proper accounts of all the funds of IAPT and ensure proper audit of the accounts.
- (ii) Treasurer will prepare the budget in consultation with the GS and VP (Finance).
- (iii) Treasurer will make disbursement of funds as sanctioned in the budget. Any non-budget disbursement of funds will be made only on the basis of specific authorization from the GS.

(e) **Secretary (Registered Office)-**

The Secretary will be in-charge of the Registered Office where all the records of IAPT are maintained and will be assisted by suitable support staff.

(f) **EC Member-**

The region from which a member is elected will be the region as the main area of work for the propagation of the message and the activities of IAPT. The member will be an ex-officio member of the Regional Council (RC) and will act as a link between the RC and the EC. The President / GS may assign specific duties to the member as and when necessary.

## 9. CREATION OF REGIONS, ZONES AND REGIONAL COUNCILS –

(a) **Regions -**

- (i) For intensive propagation and participative execution of IAPT work, the country is divided into the following regions
  1. Delhi, Haryana
  2. Punjab, Jammu and Kashmir, Ladakh
  3. Himachal Pradesh, Chandigarh
  4. Uttar Pradesh
  5. Uttarakhand
  6. Rajasthan
  7. Gujarat, Daman and Diu
  8. Maharashtra
  9. Madhya Pradesh
  10. Chhattisgarh
  11. Andhra Pradesh
  12. Karnataka
  13. Tamil Nadu, Pondicherry
  14. Kerala, Lakshadweep
  15. West Bengal, Andaman and Nicobar Islands, Sikkim
  16. Orissa
  17. Assam, Arunachal Pradesh

18. Meghalaya, Mizoram Tripura, Manipur, Nagaland
19. Bihar
20. Jharkhand
21. Goa
22. Telangana

(ii) If and when need arises, there could be creation and / or reorganization of the regions.

(b) **Zones -**

All the regions are grouped in five zones as under -

- i) **North Zone** - Delhi, Haryana, Punjab, Jammu and Kashmir, Ladakh, Himachal Pradesh, Chandigarh. (Regions 1, 2 and 3)
- ii) **West Zone** - Rajasthan, Gujarat, Daman and Diu, Maharashtra, Goa (Regions 6, 7, 8 and 21)
- iii) **South Zone** - Andhra Pradesh, Karnataka, Tamil Nadu, Pondicherry, Kerala, Lakshadweep, Telangana (Regions 11, 12, 13, 14 and 22)
- iv) **East Zone** - West Bengal, Andaman and Nicobar Islands, Sikkim, Orissa, Assam, Arunachal Pradesh, Meghalaya, Mizoram, Tripura, Manipur, Nagaland, Jharkhand. (Regions 15, 16, 17, 18 and 20)
- v) **Central Zone** - Uttar Pradesh, Uttarakhand, Madhya Pradesh, Chhattisgarh, Bihar (Regions 4, 5, 9, 10 and 19)

(c) **Regional Council (RC) -**

Separate Regional Councils will be established for each of the above 22 regions. The objectives of establishing these councils are

- (a) To spread the message of IAPT wider and deeper in the country by undertaking the activities in the different regions, considering the situation in the regions,
- (b) To strengthen the organization through creation of a pool of dedicated workers by involving them in the working of IAPT.

(i) The general structure of a Regional Council will be as follows --

Elected Members -

1. President - 1
2. Vice-President - 1
3. Secretary - 1
4. Treasurer - 1
5. Members - 5

Co-opted members - upto 3

Ex-officio members -

1. The EC members from the Region

2. Outgoing President

3. Outgoing Secretary

Note - Here the Treasurer is an elected office bearer. There will be no restriction about the residence of the Treasurer. If Sub Regional Councils (SRCs) exist within the region, the 5 members will contain the representatives of the SRCs.

- (ii) The members of the RC will be elected from amongst the IAPT members in that region.  
The term of office of all the members of the RC will be three years from the date of assumption of charge and must be co-terminous with that of the EC. A member may continue for a maximum of two consecutive terms. The functions of office bearers in the RC will be similar to those of the corresponding office bearers in the EC.
- (iii) The programmes and activities of a RC is as outlined in para 71 of the bye-laws.
- (iv) In the matter of finances, utilization of funds, accounts and reports, the RC will be governed by para 71, 72, 73, 74 of the bye-laws made for the purpose and directions issued by EC from time to time.

(d) **Sub-Regional Councils (SRC) -**

- (i) The EC may on the basis of due consideration of the recommendation from the concerned RC of the region, allow the formation of a sub-region (part of a region) and to constitute a Sub-Regional Council for that sub-region, provided the number of life members from that sub-region is at least 100.
- (ii) In the matter of structure, term of office bearers, functions of the office bearers, programmes etc. SRCs will be governed by the corresponding rules, regulations framed for a RC. The disbursement of funds to a SRC will be done by the corresponding RC.

**10. FINANCES -**

- (a) Apart from membership fees vide para 4, IAPT may have one or more of the following sources of finance -
  - (i) Periodic grants from various funding agencies
  - (ii) Donations for furtherance of IAPT objectives
  - (iii) Endowment funds for specific purposes, like prizes and awards, scholarships, running programmes etc.
  - (iv) Assignment funds from various agencies for specific purpose like writing of books, preparation of teaching aids, running of orientation courses, establishing science centers etc.
  - (v) Subscription for and / or advertisement in IAPT journals
  - (vi) Registration fees for participation in various programmes of IAPT (e.g. Examinations, Conventions etc.)
  - (vii) Sale of IAPT publications / kits etc.
- (b) **Non-Profit condition** - IAPT shall not make any profit on its products or on its services. **None of IAPT members or its office bearers will be paid remuneration for IAPT work.** This restriction, however, will not apply to reimbursement of expenses incurred in IAPT work or payment of honoraria for work against specific assignment on contracts / projects from other agencies.
- (c) **Fund Keeping-** The funds of IAPT shall be kept in scheduled bank or banks as decided by the EC. The accounts shall be operated by not less than two persons authorized by the EC.

- (d) **Audit-** The accounts of IAPT will be finalized at the Registered Office by the Treasurer who will get these audited annually by Chartered Accountant appointed by the EC. The audited accounts along with the audit notes will be placed before the EC. These will be published in the Bulletin after approval by the EC. Final approval of accounts will be obtained from the General Body (GB) at its next meeting.

**11. RECORDS OF IAPT -**

Among other papers / records the IAPT will maintain –

- (a) Membership register
- (b) Register of minutes of the meetings of the GB and EC
- (c) Stock-Register of the properties
- (d) Cash-book and other account books
- (e) Subscription register for periodicals published
- (f) Any other documents required under the Societies Act

**12. LEGAL PROCEEDINGS -**

All legal proceedings by or against IAPT in connection with IAPT work will be conducted by or against the General Secretary by designation and not by or against the General Secretary by name. The District Court at Kanpur alone shall have jurisdiction to settle and decide on all matters and disputes related to IAPT (except those connected with Examinations) as the Registered Office of IAPT is in Kanpur. The jurisdiction for legal matters connected with the Examinations will, however, be with the district court (or its equivalent) of the place where the office of the Chief Coordinator of Examinations is located.

**13. AMENDMENT OF THE CONSTITUTION -**

Amendment of the Constitution and Bye-laws will be made only by the GB. For this, the proposed changes will be circulated with the agenda; two-thirds of the members present and voting at the GB must approve the changes.

**14. DISSOLUTION -**

In the event of dissolution of IAPT, the process shall be under sections 13 and 14 of the Societies Registration Act. In particular, the funds and assets shall under no circumstances be disbursed among IAPT members, but shall be transferred to any institution/ society whose objectives are close to those of IAPT.



## **BYE-LAWS, RULES AND REGULATIONS**

### **(A) MEMBERSHIP -**

1. A person / organization satisfying the eligibility criteria laid down under para (4) of the Constitution can become a member of IAPT in an appropriate membership category.
2. A person / organization desirous of becoming a member will apply for the membership, in the prescribed proforma, along with the prescribed fee (through cheque / bank draft / electronic transfer) to the Registered Office. The application and the fee could also be collected by an authorized member, who will issue an official receipt.  

The authorized member will forward the application and the fee along with the second copy of the receipt issued by him to the treasurer within a week of the date of receipt.
3. The Treasurer at Registered Office will scrutinize the application and confirm the receipt of the fee. An application complete in all respects only will be accepted. Incomplete application will be returned to the applicant for doing the needful.
  - (i) The applicant will be informed of the acceptance of the application, membership number and the date of the commencement of the membership. In case of life membership, the certificate of membership will also be issued. A copy of the constitution may also be supplied.
  - (ii) An application for membership may be rejected when it is for a wrong category of membership or when the amount of fee is incorrect. No application should be held in abeyance.
4. The Treasurer will communicate annually through the Bulletin, a list of newly registered members in a particular year.
5. A member, in general, is entitled to receive a copy of the Bulletin of IAPT (or its e-version) free of charge. A life member, in addition will get (i) a certificate of membership (ii) a copy of the Constitution and Bye-laws, (iii) books and periodicals under the ELCB scheme at concessional rates.
6. A member is entitled to participate and has the right to vote at a General Body meeting on all issues concerning the working of IAPT.
7. The tenure of membership of a member will be as mentioned in para (4) of the constitution for the different categories of membership and will be counted from the date of commencement of the membership.
8. If it is found that the activities of a member are detrimental to the interests of IAPT or if a member is convicted for activities detrimental to the national interest, the EC, on the basis of a resolution brought before it, may terminate the membership with immediate effect.
9. The membership of a member gets terminated either (i) at the end of the tenure, or (ii) on resignation by the member, or (iii) on the demise of the member, or (iv) by a decision of the EC terminating the membership.
10. Termination of membership
  - (a) In the event of termination of the membership, no refund of the membership fee or a part thereof or any other monetary contribution by the member can be claimed by the member or successor, if any.
  - (b) Such a member is debarred from applying for membership again.

### **(B) ELECTIONS -**

11. The elections to the various bodies of IAPT, such as the EC, EC of the Region, EC of SubRegion should be held by following the same procedure at proper time so that the new members of the body

may assume charge on the expiry of the term of outgoing members of that body and that there is little gap between expiry of the term and the assumption of charge.

12. (a) A member whose name is on the register of membership on the 1st October of the year of election is entitled to vote at an election. However only a life member is entitled to contest an election.  
(b) An Election will be conducted on "One member One vote" basis.
13. The EC may prepare a panel of prospective candidates for the various elective posts. This may be done at its regular meeting held earlier or a special meeting called for the purpose. These prospective candidates should be requested to file nomination papers when called for through the notification issued by the Returning Officer. This exercise of preparing a panel is necessary so that candidates known for their experience, sincerity, active participation and leadership get elected to the EC.
14. An election will be announced, supervised, conducted and the results thereof declared by the Returning Officer (RO) nominated for the purpose.
15. The Returning Officer (RO) will be nominated from amongst the life members of IAPT by the President in consultation with the General Secretary about six months prior to the date of expiry of the term of the EC. The Returning Officer should not be a member of EC. The President will also nominate a three-member Grievance Redressal Committee.
16. The Returning Officer will prepare a programme for the elections in consultation with the General Secretary taking into consideration the calendar of events of IAPT e.g. the convention etc. The programme will be published in the August / September issue of the Bulletin for the information of the members. Along with the announcement, RO will issue a statement of posts for which elections are called and invite nominations for the same. A proforma of the nomination form may also be attached therewith.
17. (a) The nomination form should contain name, address and membership number of the candidate. In addition the form should contain names, addresses, membership numbers of the proposer and seconder along with the consent of the candidate and any other information, declaration etc. as required.  
(b) A member can propose / second the candidature of one person for each of the posts.
18. The Returning Officer will scrutinize all the nomination papers received in due time and publish the list of validly nominated candidates in the October issue of the Bulletin and invite withdrawals, if any. The names proposed by EC may be indicated as such (e.g. by an asterisk).
19. The Returning Officer will publish a ballot paper in the November issue of the Bulletin. The ballot paper will contain the names of all validly nominated candidates against each post for which the election is to be held. A detailed procedure for voting and sending the ballot papers to the Returning Officer will also be notified. The EC may be empowered to adopt / suggest any new reliable method for casting votes. A list of candidates who are elected unopposed will also be published.
20. The Returning Officer will, after a count of the ballot papers received by the due date, prepare the list of elected candidates and hand it over to the President. The list should be published in January issue of the Bulletin.
21. The General Secretary will communicate the result of the election to the elected members and convene a joint meeting of the incumbent and newly elected office bearers for the purpose of transfer of charge.
22. All disputes in the matter of elections will be referred to the Returning Officer who will place them before the Grievance Redressal Committee. The decision of the Committee will be final and binding on all concerned.
23. A candidate for election may publish a brief biodata in the Bulletin. This publication in the Bulletin will be charged at the usual advertisement rates.

### **(C) GENERAL BODY –**

24. All members on the register of members on the date of the meeting constitute the General Body (GB) of the IAPT and are entitled to attend the meeting of the GB and vote at the meeting.
25. The GB will meet at least once in a calendar year in an ordinary meeting. Such a meeting will be held, preferably at the venue of the annual convention of IAPT, during the period of the convention.
26. A notice calling a meeting of the GB will be issued by the General Secretary at least 45 days in advance of the date of the meeting. The notice will be published in the appropriate issue of the Bulletin. A non-receipt or a delayed receipt of the issue of the Bulletin due to postal vagaries will not vitiate the issuance of the notice.
27. The General Secretary will decide the agenda of the meeting in consultation with the President and circulate it with the notice through the Bulletin.
28. The agenda will include such matters as the presentation and approval of the report of the GS on the working of IAPT, statements of account and the budget, resolutions passed by the EC and to be placed for approval of the GB and any matter concerning policy or working of the Association.
29. A member desirous of raising certain matters of importance should communicate the resolution to the GS, so as to reach the GS at least 15 days in advance.
30. The quorum required for a GB meeting will be one tenth of the membership or one hundred (100) whichever is smaller.
31. A GB meeting will be adjourned if the number of members present at the stipulated time is less than that required for fulfillment of quorum. This will be judged on the basis of signatures on the attendance register.
32. A meeting adjourned for want of quorum will be reconvened after half an hour at the same venue. A quorum will not be required for such a reconvened meeting.
33. The President will preside over a GB Meeting and conduct the meeting in accordance with the agenda. In unforeseen circumstances if the President or the Senior VP is not in a position to conduct the meeting, any of the VPs present may be requested by the GS to preside over the meeting.
34. All the decisions at the meeting will be recorded in the form of resolutions. The resolutions will be passed by a consensus. In situations where a vote is demanded the voting will be by raising of hands only. No vote of dissent will be recorded.
35. The chairperson has the privilege to allow a member to raise matters for which a prior notice has not been given. This is to ensure that any matter of concern to a member is given due attention.
36. A special meeting of the GB may be called on the basis of a decision to that effect by the EC or a requisition by at least 50 members, to consider specific matters such as amendments to the constitution, dissolution of the organization or a specific crisis situation.
37. A special meeting of the GB will require a notice of 45 days (as for a regular meeting).
38. The quorum requirement for the special GB meeting will be the same as that for the ordinary meeting. The meeting will however be closed without transacting the business in the absence of the quorum. No adjournment is permitted in such a case.

**(D) THE EXECUTIVE COUNCIL -**

39. The EC will meet at least two times during a year. The gap between two successive meetings will not in any case be more than eight calendar months.
40. A notice convening a meeting of the EC will be issued by the General Secretary to all the EC members individually. A notice of at least 20 days will be required for calling an ordinary meeting. An extraordinary / emergency meeting may be called with a notice of 10 days. A prior intimation about dates and venue may be given so as to enable the members to obtain train reservations for the journey.
41. The General Secretary will prepare the agenda for the meeting in consultation with the President and circulate it to the members of EC along with the notice convening the meeting.

42. The President will preside over the meeting. In absence of the President and the Senior VP, the GS will request one of the VPs present to chair the meeting.
43. The required quorum for a meeting will be one half of the total number of members of EC (excluding invitees). The meeting will be adjourned if the requirement of quorum is not fulfilled at the scheduled time and venue of the meeting. The adjourned meeting will be reconvened after half an hour and no quorum will be essential for the reconvened meeting. This provision for reconvening will not apply for emergency meetings.
44. All the decisions of the meeting will be recorded in the form of resolutions. The resolutions will be passed by a consensus among the members present. If a consensus cannot be arrived at, the matter may be deferred for consideration at a later meeting.
45. All matters to be placed before the GB will be discussed in the EC meeting before these are presented to the GB.
46. Any vacancy in EC during its tenure will be filled by EC in accordance with the procedure similar to the one outlined in para 7(c) of the Constitution.
47. The EC may appoint sub-committees comprising of IAPT members for specific tasks. These committees will submit their reports to the General Secretary who will place these before the EC for its consideration and acceptance or otherwise.
48. If an EC member remains absent for two consecutive meetings of EC without obtaining proper leave of absence, the EC may consider termination of membership of EC of such a member. Proper leave of absence may be granted by the President if he is satisfied with the explanation for the absence given by the member.
49. A VP who is given an assignment will report to the EC on various aspects of that assignment. (i) VP will prepare the work-schedule and the budget commitments required. (ii) VP may constitute a small committee from amongst members of EC to help.
50. The member of EC from a Region will report to the EC on the working of the RC and SRCs in the respective region.

## **(E) ADMINISTRATION -**

### **Offices of IAPT-**

51. The Registered Office at Kanpur is the statutory office of IAPT and the address of the Registered Office is the address of the Association, for all purposes legal and official and in all correspondence to and from other agencies and organizations.
52. For convenience of working, IAPT may have office establishments at addresses other than that of the registered office. The responsibilities of such an office shall be clearly defined so that there is no overlap among the functions of the different offices.
53. The offices will function under directions and control of the General Secretary and provide assistance to all the officers and functionaries of IAPT in the discharge of their functions.
54. The day-to-day working of such an office will be supervised by the Resident Secretary of that office nominated by the EC.
55. The Resident Secretary of an office establishment will look after the general maintenance of the establishment and supervise the work of the staff in the establishment and help the functionaries of IAPT in the discharge of their duties. The Resident Secretary will send to the General Secretary periodic reports on the working of the establishment. The Resident Secretary will maintain a bank account to meet the day-to-day expenses of the establishment.
56. The Registered Office is the repository of all the statutory records of the organization. Among these are
  - (a) The Certificate of Registration along with the Memorandum of Association and the copy of the Constitution and Bye-laws.
  - (b) The Register of Members of the Association, up dated to the end of the previous month.

- (c) The register containing the records of the proceedings of the meetings of the GB and the EC.
  - (d) Books of accounts such as the cash-book, ledger, stock-books for all moveable and immoveable properties of the Association, Endowment deeds etc.
  - (e) All licenses, permits etc. e.g. Income Tax Exemption Certificate, Postal Concession Permit, Certificate of Registration for Periodicals etc. which are renewed from time to time.
  - (f) Any other document required under the Societies Registration Act.
57. The Registered Office maintains other records such as copies of the publications of IAPT, reports of various committees appointed by IAPT, reports of important committees at national level received / obtained by the office and all such papers which are relevant to the working of IAPT.

**58. Records -**

- (a) The Registered Office will maintain a record of all correspondence to and from outside agencies and organizations.
- (b) An office bearer will transfer such records to the Registered Office while relinquishing the office.
- (c) The new office bearer will obtain a copy of required records from the Registered Office.

**General -**

59. The President may constitute a core committee consisting of the GS, the Treasurer and a few other members (e.g. Chief Coordinator- Examinations) to advise him on matters connected with the working of IAPT. The committee may meet as often as necessary.
60. The President may constitute an academic committee consisting of distinguished persons from academic and other areas to advise him on general aspects of education development and other areas relevant to the objectives of IAPT and with a view to establish liaison for the benefit of IAPT. The committee has no role in the day-to-day working of IAPT.
61. The Association may enter into collaboration or contracts with other organizations, agencies, firms etc. with a view to further the objective of the Association and to enable the Association to carry out its ongoing programmes (e.g. fabrication of equipment, production of educational hardware and software etc.)
- (a) Memorandum of Understanding (MoU), agreements or contracts and the terms of such collaboration will be placed before the EC for approval / ratification.
  - (b) Such documents will be signed by the President and the General Secretary, on behalf of the Association.
  - (c) When the collaborations / contracts are at the regional level, the President and the Secretary of the concerned RC be made a party to the agreements.
62. For smooth working of the Association, the EC will formulate an event calendar for the various activities planned for the year. This will be a joint effort of the VP assigned to the specific department and other functionaries such as the GS, Treasurer etc. The financial commitments of an activity or a part thereof will be clearly spelt out and adjusted against the budget provision for the respective activities / department.
63. The different functionaries of the Association will be entitled to maintain a personal imprest account (not an IAPT account) for the purpose of their day-to-day work-related expenses. The expenses will be reimbursed periodically on the submission of the expense vouchers to the Treasurer. The imprest limit will be decided by the EC.

**(F) FINANCE and ACCOUNTS -**

64. For prudent management of monetary resources, certain financial discipline is to be observed by all the offices and functionaries of the Association. The flow chain in this direction will consist of the budget, the finance committee and the limited financial powers of the GS.

(a) The VP (Finance) (see 8 b(ii) of Constitution), GS, Treasurer, Chief Coordinator(Examinations) and two other members will form the Finance Committee, under the chairmanship of the President.

(b) The Finance Committee will set the norms for financial commitments for various types of activities.

(c) Budget - All offices and functionaries of IAPT will submit their annual budget in full details in a prescribed format, to the Registered Office latest by the end of February every year.

In addition to the annual receivable funds an RC may receive funds for special projects and programmes (separately for each) proposed to be held during the year. The request for the funds should be in proper format mentioning the sources likely to be mobilized.

(d) The Treasurer will prepare a consolidated budget with full details and get it approved by the finance committee. The budget will then be placed before EC for final approval.

The Finance Committee may modify the submitted proposals according to availability of funds and priorities.

(i) For any major expense (above the limit set for the GS) not included in the budget a prior sanction of Finance Committee is essential. In that case the sanction letter in original must be attached with the request for disbursement.

(ii) The GS may sanction a non-budget expenditure up to a limit set by EC.

**65. Receipt and Disbursement of funds -**

(i) All donations and endowment funds will be received at the Registered Office. Grants may be received, for specific projects, at other offices as well. The Registered Office, however, will be kept informed of such receipts.

(ii) The membership fee, subscriptions for journals may be collected by authorized offices / persons also. They will issue an official receipt and remit the same to the Registered Office along with the second copy of the receipt, for quick processing.

(iii) The registration fees for National Standard Examinations (NSEs) and National Graduate Physics Examination (NGPE) and similar other activities will be received by the Chief Coordinator (Examinations).

(iv) The registration fees for convention, seminars and other similar activities will be received by the Conveners of these programmes.

(v) All other funds, fees, charges will be received by the Registered Office.

(vi) Income Tax Exemption Certificate, if required, will be issued by the Registered Office.

(vii) All the offices and persons authorized to collect money will be issued receipt books, by the Registered Office, on demand. All used receipt books should be returned at the end of the financial year along with the accounts.

(viii) The RCs will affix their stamps on each receipt before issuing the receipt.

66. The Treasurer will make disbursement of funds to the extent of the provisions of the budget. The disbursement for non-budget expenses will be made only on the basis of authorization by the GS.

67. **Accounts** - All offices will maintain a bank account in the name of the IAPT to be operated by any two of the three signatories approved by GS. The permission to open a bank account will be accorded by

GS on a specific request.

All functionaries will maintain a personal imprest for the purpose of their day-to-day work related to IAPT. The expenses will be reimbursed on the submission of expense account with vouchers. This can be done as and when need arises. For this a certain amount will be given to them as an advance.

- (i) The offices will submit their accounts to the registered office quarterly i.e. (1) April to June, (2) July to September, (3) October to December and (4) January to March. The accounts must be submitted within one month after the last month of the quarter.
- (ii) The accounts should be submitted along with all supporting vouchers, under the heads in which sanction has been obtained. A covering letter in a prescribed format must be attached with each account.
- (iii) All excess money (more than needed for anticipated / budgeted expenses) will be transferred to the Registered Office, with the accounts. Mutual transfer of funds among other offices is not permitted without the permission of the Treasurer.
- (iv) All other persons getting advances from the Registered Office, for specific events will submit their accounts within a month after the event along with the balance amount.
- (v) All accounts should be supported by vouchers and signed by the person concerned.
- (vi) The consolidated accounts of the IAPT will be prepared at the Registered Office. The Treasurer will be responsible for casting the accounts, getting these audited and filing the income-tax return in time.
- (vii) The Treasurer will present the audited accounts to the EC and GB for approval. The publication of the audited accounts in the Bulletin will be deemed sufficient for the purpose of circulation to GB.

68. The investments of the various statutory and surplus funds will be made by the Treasurer in consultation with the Finance Committee. These investments will be made at Kanpur. If for specific advantages (such as higher rate of interest) the investments are made at other places, the fixed deposit receipts should be with the Treasurer.

#### **(G) REGIONAL COUNCILS -**

69. (i) It is obligatory for members in a region to form the RC for that region.
  - (ii) The RCs which already exist will continue to function. The regions for which the RCs have not been formed will initially form an ad hoc RC. The VP (organization) and the EC member from that region will take initiative in the matter. The ad hoc body will take steps to form a regular RC within a year.
70. All members of IAPT in a region will form the GB for that region. For electing the RC for the region the rules for election specified earlier should be followed with appropriate changes (e.g. President means RC president, etc.).

#### **Programmes and Activities -**

71. The RC shall undertake any of the activities (such as mentioned below) independently or jointly with other RCs, which serve the objectives of IAPT.

- (i) Organizing programme as part of the national work of IAPT such as membership drive, enrollment for the voluntary examinations (NSEs / NGPE), library subscription for the bulletin, advertisements, donations etc. and other programmes generated by IAPT at the

national level.

(ii) Organizing regional seminars, conferences, competitions, workshops, lectures, exhibitions, orientation and enrichment programmes for teachers and students alike, etc.

(iii) A continuous, conscious effort made to spread awareness about IAPT and its activities through interactions with local NGOs, media, academic / government agencies and industries in the surrounding area.

### **Finances –**

72.

- (i) The Registered Office will give a one-time seed money of Rs. 10,000/- to each newly formed Regional Council which may be reviewed / revised by EC from time to time.
- (ii) Thereafter the Registered Office will give annually -
  - (a) Rs 25/- per every NEW life member made during the previous year in the respective region.
  - (b) Rs 10/- per candidate enrolled for NSE Physics (NSEP) / NGPE during the previous year in the respective region.
  - (c) 10% of the membership subscription for Library subscription, sustaining membership and institutional membership generated by the RC during the previous year.
  - (d) 10% of the advertisement income generated by RC during the previous year.
  - (e) 90% of the income (i.e. interest) from the endowment fund generated to support the specific activity in that region.

Note – The amounts mentioned above are subject to revision by EC.

- (iii) RC may obtain grants, donations etc. for supporting specific activities undertaken by it. All proposals for funding to national agencies should be routed through the GS.
- (iv) If a special programme is assigned to RC by EC then it will provide the additional partial fund for that assignment.
- (v) By the approval of President / GS partial funds may be given to RC to organize a regional convention or an academic programme. The balance amount should be returned to the Registered Office with the report of the proceedings and organization of the convention or an academic programme. A proper audited statement of accounts of the expenditure incurred must be submitted along with balance amount to the Registered Office.

### **Utilisation of Funds –**

73.

- (i) The funds transferred to the RC under para 72 (i) and (ii) (a-d) above shall be used for the activities of RC such as propagation work etc. on actual basis.
- (ii) The funds transferred / received under para 72(ii, e) and 72 (iii, iv, v) above shall be utilized for the specific activities for which the funds are ear marked in accordance with guidelines.

### **Accounts and Reports –**

74.



- (i) After the formation of RC, the Regional President, the Regional Secretary and the Treasurer should jointly request the GS for the approval of the RC before opening the bank account. The GS will send the approval along with the authorization letter to open the bank account. All the funds transferred to / generated by the RC shall be deposited in an account opened in nationalized / co-operative bank. The Regional Secretary, Regional Treasurer and one member (selected by RC) will be the signatories of the account. Any two of three signatories will operate the bank account.
- (ii) The Registered Office will provide to every RC the receipt book (every paper in duplicate) and the accounting formats to standardize the account process in all RCs.
- (iii) The Treasurer will maintain an account of all receipts and expenditure of RC. The Treasurer will also maintain a register of all movable / immovable equipment / property held by the RC.
- (iv) The President, the Secretary and the Treasurer of an RC will jointly submit within one month after the end of the financial year, an audited statement of income and expenditure, accompanied by a certificate from a chartered accountant, to the GS with a copy to the Registered Office.
- (v) The report of every activity should be sent to Registered Office within 15 days for the publication in the Bulletin. The Secretary (RC) will also submit to the GS an annual report of the activities undertaken by RC. GS will place this report before the EC.
- (vi) The member of the EC from the region will help the regional secretary / secretaries of all the SRCs formed in the region to complete the formalities of 72(iv) and (v) above. Only after these requirements are completed, Registered Office will release the annual funds for the next year to the RC.
- (vii) In case of closing of an RC, the bank account will be closed and the amount will be transferred to the Registered Office.

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