

Frequently Asked Questions about 2009 Election for Board of Directors (BoD)

Following is the FAQ (Frequently Asked Questions) about IT-BHU Global Alumni Association (IBGAA) and the election for Board of Directors. It includes information about Board of Directors, election procedure, duties of each director and list of current directors.

This FAQ is specifically prepared for the current BoD election, which will take place during March-April 2009. It will be revised later for subsequent elections. Please note that rules for conducting first BoD election are different than from conducting subsequent elections.

A. General

Q-A1: What is the organization structure of our association?

Our association is open for all alumni, students, faculty and permanent staff of ITBHU and its predecessor colleges. For all organisational purposes there will be a Council of Representatives (CoR). Each batch/ branch (e.g. ECE 78) will send one person, already registered with the association, to the CoR. Students will also send their representatives to CoR. The CoR will then elect the BoD (Board of Directors). The working group is made up of alumni volunteers who can nominate themselves for various tasks that the association plans to undertake.

Council of Representatives (CoR) will be elected by registered members; and CoR group in turn, will in turn elect Board of Directors (BoD).

BoD has 14 members, all elected members, although for the 1st Board, they all are selected to form initial legal entity for our organization. The current interim Board will handle the duties till April 2009, when the newly elected Board will take over. Thus the current Board is just a stop-gap or temporary (transient or adhoc) arrangement. There will also be three ex-officio Directors (our Institute's Director, a representative from faculty and a representative from students).

The CoR members will elect Board of Members by voting. Any registered member (alumni) of our association can stand for the election for the post of Director of BoD. However, only the 145 member CoR Council can vote for BoD members. The candidate has to be an alumnus as students and faculty are already represented by Ex-officio Directors.

B. Board of Directors (BoD)

Q- B1: Describe Board of Directors.

The 14-member Executive Council, known as Board of Directors (BoD), consists of seven distinct groups of Directors. There will be pair of (main and deputy) directors for President, Secretary, Treasurer, External Affairs, Institute Affairs, Website and Reunion. This way all major functions and responsibilities are clearly defined. In addition, the directors will also be assigned additional responsibilities from time to time, as necessary.

Out of above, the 3 (President, Secretary and Treasurer) are defined as Executive Officers as per the law of State of new Jersey, where our association is registered. They have wide ranging legal powers to represent the association to the state government. At the same time, they are also responsible for legal problem faced by the association and are answerable to the state government. In addition, there are three ex-officio directors as described before. The ex-officio Directors do not have voting power, but act as advisor to BoD in respective subject matter. They

remain in power as long as they hold legal/authoritative positions at our institute.

Q- B2: How is the election of BoD is held?

The election for the Board of Directors (Board) will be held each year. For the first-ever election (planned for March-April 2009), all the 14 positions are available for election.

Prior to election, all the members of the interim Board of Directors are asked to specify whether they would like to continue with the post, would like to resign or would prefer to first resign and again stand for the election for the same or other positions. This information will help other election candidates to make an informed decision about whether to stand for election for a particular post. Irrespective of this, all 14 positions are available for contest.

An election candidate has to show his preference for a particular post, such as for external affairs. If there is more than one candidate for a particular post, election will be necessary. All 145 members (including students and alumni) of the current CoR council are eligible for voting. Based on outcome of voting, the candidate with maximum votes will be chosen for that particular position. If the votes are equal, then decision of Election Officer shall be final and binding. If no one stands for the election for the particular director's post, then the current director will continue with his post.

If there is no candidate available for a post vacated by a director, then election officers can extend the deadline for receiving nominations from candidates. It is expected that the next Board of Directors shall be constituted by end of April. If there is delay due to some circumstances (such as non-availability of candidates), the election team will make the suitable decision whether to extend the deadline for the formation of new Board.

The next election is planned for Jan-March 2010, where 7 positions (of all deputy directors) shall be open for contest. The BoD members elected during 2009 election will hold the position for a term of 2-years, i.e. till March 2011.

D. Additional information

Q-D1: Provide details about list of registered members.

The list of registered members includes alumni, students, faculty and permanent non-teaching staff, who have registered their names on our official website, www.itbhuglobal.org. The list is arranged branch-wise and year/batch-wise.

To access our registered members' database, you must be a registered member of our organization, as login needed to access it. Once you are logged in, open the link for "Search Alumni Data Base" and search according to your preference.

Currently, there are about 7,500 alumni registered on our database. It is estimated that there are a total of about 18,000 alumni (registered or unregistered) from all the batches.

Q-D2: Provide duties and expected work from different pair of directors.

Most of the roles can be easily associated with the title. All directors are expected to participate in general discussion among the Board members. Although there is no well-defined role for each of the directors, broadly it is described as follows:

President

- Has highest level of authority among directors, sets policy for the organization
- Plans for the running and expansion of organization activities, sets the motion for discussion among board members, maintains high-level contact with the institute and other organizations (pan-IIT, etc.)
- Solves any problem or dispute among members

Secretary

- Helps creation/review/modification of legal documents, bylaws, etc.
- Sets agenda and prepares minutes of meeting for Board meeting/teleconferences
- Looks after legal matter of the organization, maintain liaison with govt. and outside legal bodies

Treasurer

- Receives and distributes funds on behalf of organization, keep accounts and provide statements
- Plans for fund raising, keeping control and distribution of funds
- Works with govt. and auditors for account related issues

External Affairs

- Maintains information flow among the organization members and with the outside world
- Passes on information to/from BoD, CoR and general members, provides clarifications
- Maintains image of the institute through news media, website, chronicle

Institute Affairs

- Maintains close contact with institute administration, faculty, students
- Obtain any clarification/information needed from the institute
- Helps identify and execute institute related projects

Website

- Maintains and improves website of itbhuglobal
- Responsible for content (posting) management on the website
- Plans for upgrade of technology for website improvement

Reunions

- Plans and conducts for alumni reunions
- Arrange for travel, accommodation for alumni reunions
- Arranges for college tour, lectures, seminars during reunion

Q-D2: Provide details about current directors.

The current Executive Council (BoD) is only temporary till new team takes over by April 2009. The list of directors in as follows:

