अनुलग्नक (इ.)

MODIFIED

RULES AND REGULATIONS

OF

INDIAN INDUSTRIES ASSOCIATION

1. **Name:** The name of the Association is **Indian Industries Association**
2. **Full Regd. Address:** IIA Bhawan, Vibhuti Khand, Phase-II, Gomti Nagar, Lucknow
3. **Territorial Limits: The territorial limits of the Association shall be anywhere in India.**
4. **Objective:** The aims and objects for which the society is established are as follows: -

    1. To foster, to promote and to co-ordinate co-operation and movement for promotion of micro, small and medium sized enterprises, by pooling the creative genius of micro, small and medium sized enterprises at regional and national levels, and capabilities of governmental and non-governmental agencies engaged in development of micro, small and medium sized enterprises.
    2. To examine handicaps of micro, small and medium enterprises and to suggest remedial measures for their removal.
    3. To collect, to collate and to disseminate information on expertise, innovations and technology in sectors specifically relevant to micro, small and medium enterprises.
    4. To identify, to assess and to assist in attending to the social, economic, educational, technical, legal and other incidental needs of the micro, small and medium enterprises.
    5. To encourage and to facilitate grater technical, industrial, social and economic co-operation and understanding between micro, small and medium enterprises of developed and developing countries in the context of the emerging new world economic order through transfer of technology and dissemination of industrial and technical information.
    6. To prepare and to publish papers, periodicals and reports in furtherance of co-operation and understanding on technical and other needs of micro, small and medium enterprises with a view to benefiting them.
    7. To organize Seminars, Conferences, Expert Group Meetings, Technology and Product Development Programmes etc. with a view to assisting the production/ quality/import/marketing/technical capabilities of micro, small and medium enterprises and to make representations to 'regional and national' bodies and agencies.
    8. To enlist the services of experts, on suitable basis, for the benefit of members on matters relating to industry, commerce, trade and other incidental needs.
    9. To mobilize public opinion on all problems pertaining to micro, small and medium enterprises and to undertake surveys and studies for the same.
    10. To promote regional and national chapters/committees, organizations at appropriate levels to promote the objectives and programmes of the society.

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11. To work with institutions imparting technical training so that their training programmes remain in tune with the need and demand of industry to get quality work-force.

12. To promote advancement of commercial and technical education, advertising and study of different branches of micro small and medium enterprises and to set up a foundation of endowment for encouraging research work.

13. To collect, to formulate and to express views of members on connected matter at various regional and national forums with a view to securing their fullest support to the various suggestions contained therein.

14. To create a comprehensive Database by establishing a well-equipped library and computerized information center with regard to micro, small and medium level enterprises.

15. To study cases that strain labour management relationship and to suggest ways and means for securing industrial peace and uninterrupted production.

16. To form charitable trust(s) for the safe and proper custody, use and maintenance of the immovable property of the society.

17. To accept, to receive, to purchase, to take on lease or hire, or to otherwise acquire any movable or immovable property or any rights or privileges necessary or convenient for the purpose, though fit or expedient.

18. To acquire by gift, purchase, exchange, lease, hire or otherwise, any land building, equipment or other properties for the furtherance of the objectives of the society and to construct or alter any building for the purpose.

19. To invest surplus funds and to help investment of any funds from time to time in the modes of investments which are permissible in terms of Section 11(5) of the Income Tax Act., 1961 and subsequent amendments thereof.

20. To sell, to lease, to transfer, to exchange, to mortgage, to dispose off or to otherwise deal with any property belonging to the society provided that the said activities are not motivated by generation of commercial profit or gain but are only in the interest of the members and will further the objectives of the society. All funds, money or other securities thus to the objectives of the society and shall be applied or accumulated for the promotionof charitable purposes as stated in the Income Tax Act and shall not be used to declare dividends directly or indirectly.

21. To accept grants and other financial assistance from government and non-governmental sources or private voluntary organizations-national, regional or international or to enter into any agreement with them with a view to promoting the objectives of the Society, provided that in respect of contribution from foreign sources, complete records shall be kept by the Society in accordance with prevailing laws, rules and regulations.

22. To take loan/advances on such terms and conditions as may be necessary from time to time for purposes of running the Society.

23. The Society may receive contributions for advancement of the objectives of the Society. All such contributions shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in this memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any other manner whatsoever, to the present or past members of the Society or to any other person, though reimbursement of expenses incurred on activities pertaining to the Society duly authorized and evidenced by supporting vouchers would be

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permissible. Payment of a reasonable remuneration, taking into account the nature of services and the person's experience etc. would also be permissible to governing body member as the need may arise.

24. The income and property of the Society, whensoever derived, shall be applied solely towards the promotion of the objects of the Society as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly, or indirectly, by way of dividend, bonus, or otherwise by way of profit of the members of the Society, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society, or to any member of the Society, in return for any services actually rendered to the Society, or the payment of adequate compensation and proper rent for premises demised or let by any member to the Society, but no member of the Committee or Management of the Society or any office bearer of the Society shall be paid by way of fees, and that no remuneration or other benefit in money or money's worth shall be given by the Society, to any member of the Committee or management, except repayment of out of packet expenses duly authorized and supported by proper vouchers.

25. To carry on such activities of general public utility which do not involve any activity for profit by the Society. Any such activity undertaken by the Society shall be conducted on a 'no profit and no loss' basis and the incidental surplus, if any, shall be applied only for charitable purposes or to further the objects of the Society and shall not be distributed as dividend, profit, bonus or otherwise to the members.

26. To do all such other lawful acts and deeds as are incidental or conducive to the attainment of any or all of the objectives of the society.

27. To foster and to promote CO-operatives, Corporation, Consortium Bodies for financial assistance, Counseling services, Consultancies and any other institution for the requirements and benefit of micro, small and medium enterprises.

28. To do anything this may be needed for any purpose for the general benefit of the micro, small and medium enterprises.

29. All the income, earnings, moveable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set for in the memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming though any/one or more of the present and past members. No member of the society shall have any personal claim on any movable or immovable properties of the Society or shall make any profits, whatsoever, by virtue of his membership.

5. MEMBERSHIP:

The Association shall admit ordinary/honorary/Associate/Affiliated/Institutional/ Corporate members from all or any of the following categories. However, the membership of the Association shall be subject to final approval by Central Executive Committee (CEC).

(a) Any company/firm engaged in manufacturing and processing and assembling activities and other industrial activities and commodities or any such products used by the common man/industries in India or in any other country.

(b) Any company/firm/individual engaged in imparting services like consultancy and other professional services.

(c) All individuals or organizations or association engaged in promotion of industrial activities or services either in private or public sector, subject to prior approval of CEC at a regular meeting.

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(d) The CEC can also enroll as members such individuals who in opinion of CEC have contributed or are competent to contribute their services for the benefit and performance of the objective of the society. Such membership shall automatically terminate on the 30th day of June next after the date of nomination. However, the CECin its discretion may by resolution, from year to year continue such membership for the ensuring year.

(e) The CEC can also enroll life members as well as patrons of the society.

(f) **Any IIA Member whose enterprise is closed due to any reason, have served IIA as Office Bearer at Chapter Chairman and above positions for minimum 8 years, has been member of IIA for minimum 25 years and is not involved actively in any other industry association may be inducted as member of IIA with the approval of CEC. Such members however will not be entitled for any voting rights in the meetings of IIA or CEC elections. The membership may be considered by CEC on the recommendation of the President /respective Chapter Chairman. Membership fee applicable to such members will be as applicable to lowest turnover slab of membership and admission fee will be exempted.**

(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

6. ADMISSION FEE AND SUBSCRIPTION:

The Annual subscription and admission fees for membership of the Association shall be fixed by the CEC and the CEC may revise it from time to time. The term of Association will start on 1st of July and will end on 30th June every year.

7. TERMINATION OF MEMBERSHIP:

The membership may be terminated by the CEC in the following manner and on the happening of the following contingencies:

(a) Death of the member.

(b) Insanity of the member.

(c) If the member has been declared insolvent.

(d) If the member has been convicted in a criminal case by a court of law.

(e) Resignation by the member: The resignation shall be in writing and will be submitted after paying all outstanding dues including subscription as on date of resignation.

(f) The subscription of the member is due for 2 years or more, then the membership may also be terminated by CEC.

(g) If the member is found working derogatory to the interest of the Association.

"If a member is admitted without qualifying the eligibility criteria stated in clause 5 of IIA rules and regulations for any reasons, his/her membership will not be renewed in the subsequent years. During the continuity period of membership, such member will not exercise any voting right in the affairs of the association". *(Adopted in 32nd AGM,5/08/2023)*

8. CENTRAL EXECUTIVE COMMITTEE (CEC):

The CEC will be the governing body of the Association and shall comprise of: -

(a) Elected members up to 21 as per rules of the Association defined in the rules and

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regulations elsewhere.

(b) All the office bearers of the society i.e. **The President, Sr Vice President, Vice President(s) and General Secretary, Secretary(ies), Treasurer, Chairman of Sub-Committee(s) and Chairman of State/Area/District Chapters.**

(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

(c) The elected CEC member cannot hold any post of an office bearer other than that of the President as defined by the term **"Office Bearer"** elsewhere in Rules. This restriction would continue to apply even after his/her resignation for his/her remaining tenure as Elected CEC Member

(d) **The following will be permanent/special invitees to CEC Meeting: -**

I. Past Presidents of the Society.

II. Any person(s) invited by the President and/or CEC Member with a view to seek his/her opinion in the larger interests of the Society.

8 (A) STATE EXECUTIVE COMMITTEE (SEC)

State Executive Committee (SEC) will be the Governing body of the Association for looking into State level activities of IIA under the superintendence of the President and Central Executive Committee. SEC however will not deal with any National and International level matters though it may recommend the same to the President/Central Executive Committee.
SEC will comprise of All State level Office Bearers; Central Office Bearers, Elected CEC Members, Central Subject Committee Chairmen & Permanent Special Invitees of CEC of the respective State; Divisional Chairmen and Chapter Chairmen of the State.

(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

9. ELECTION OF CEC MEMBERS:

Prior to every election of CEC members, an election officer shall be nominated by the CEC **as per SOP's stated in Annexure-1** who will be responsible to conduct the election of the members of CEC through postal ballots **/ electronically** as per procedure and programme chalked out by the CEC in its regular meeting. All the eligible members will be allowed to participate in the election programme.

Electoral constituency for election of a CEC Member will be based on total number of eligible members divided by 21 and the eligible members shall be those whose chapter contribution has been received by IIA Central Office upto 31st March of respective year from the respective chapter verified by respective Chapter Chairperson. Any member who has not paid his subscription in full up to 31st **March** shall not be entitled to vote.
If more than required nominations are received from a chapter/area then election will be held in that particular chapter/area only for the final candidate under the supervision of Election Officer.
(For example, if total number of paid members lists received in IIA head office is for say 4200 members then the Electoral Constituency for one CEC Member

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will be 4200/21=200. In that case if number of paid members in a Chapter exceeds 200 then more than one CEC member can be elected from that Chapter based on the whole number multiplier principle where fractions equal to or more than 0.5 may be considered as whole number and weightage will be given from higher fraction value to lower. However, in no case fraction less than 0.5 will be considered. In case the number of paid members in a chapter is less than 200 the Chapters will be clubbed area wise by the Election officer for election of CEC member from such Chapters as per SOP's stated at Annexure-2. However, such clubbing will not be allowed with any chapter having paid membership of 200 or more.)

The ballot paper **/ electronic system** prepared after receiving nomination, their scrutiny and withdrawal shall be dispatched / **communicated electronically** to the members at least fifteen days before the date of election. Thedecision of the Election Officer regarding acceptance of nominations for the membership of CEC, the preparation of voters list and the election results shall be final. The date of scrutiny and withdrawal of nomination shall be decided by the election officer. CEC shall consist of not more than 21 elected members out of which 1/3rd members shall retire every year by rotation. Thus, every elected CEC member shall have a term of 3 years.

(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

9 (A). ELIGIBILITY FOR BECOMING A CEC MEMBER:

I) Minimum 5 years of continuous IIA membership

II) Must possess a valid MSME Entrepreneur Memorandum Part-II acknowledgement to be enclosed along with the nomination form.

III) Must have been an Office bearer at Chapter level having an exposure of CEC meetings at Central level/Divisional level /Working group head at Central level.

IV) Must have complete faith on IIA Constitution, Culture and values and is not indulged in any kind of anti IIA activities at any point of time.

V) Employee other than Director in a Pvt. Ltd Company of a member enterprise will not be eligible for the election as CEC member of IIA.

VI) Elected CEC member can be elected for maximum two terms. However elected CEC Member will not be eligible for election for the consecutive term.

VII) Elected CEC Member will lose his / her status as CEC Member for remaining tenure (subject to the approval of President) in case his / her attendance in CEC Meeting in a year is less than 50%. For such remaining tenure, CEC may nominate / elect another senior member from the respective area and the criteria of minimum attendance will apply to such nominated member also.

10. ELECTION OF PRESIDENT:

Election Officer shall call the meeting of the elected members of CEC within 15 days of CEC election to elect a President of the Association. Any member of the Association whose name appears on voting list **and is meeting the eligibility criteria stated in clause-11** shall qualify to be elected as President of the Association, but for not more than two consecutive terms.

11. ELIGIBILITY, DUTIES & FUNCTIONS OF THE OFFICE BEARERS:

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A) ELIGIBILITY:

All office bearers of the society including the President, **<u>Other Central Office Bearers except Chairman of Sub-Committee(s), Elected CEC Members and Chairman of State / Area / District</u>** must own a manufacturing unit.

(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

B) PRESIDENT

The President shall be the head of the organization. ***The President shall preside over all the meetings of General Body. Central Executive Committee and such Committee of which he would be the Chairman.*** The President so elected shall nominate the office bearers, Chairman of sub-Committees, Local/ District Chapters as deemed necessary for the proper functioning of Association.

The President shall have power to call meeting of the CEC, to give Directions to the Secretariat and to interpret the policy of the organization and be its Chief Spokesman.

The President shall exercise the power of the CEC during the intervening period of two meetings. Such action by him shall be placed before the next CEC meeting and ratified.

The President shall have power to call for record from Secretariat and to do all such acts as may be necessary and in furtherance of the objectives of the society.

The Elected CEC Members will have power to impeach the President with a resolution passed by three fourth majority vote and to elect a new President in his place for the remaining tenure in a special CEC Meeting called by 1/3 Elected CEC Members.

C) SENIOR VICE-PRESIDENT

One Senior Vice-President may be nominated by the President whose duties and functions shall be assigned to him by the President from time to time.

D) VICE-PRESIDENT

As per requirement, Vice-President(s) shall be nominated by the President, whose duties and function shall be assigned by the President from time to time.

E) GENERAL SECRETARY

The General Secretary shall perform such functions as may be assigned to him by the President from time to time.

F) SECRETARY

As per **requirement, Secretaries** shall be nominated by the President who shall perform such functions as may be assigned by the President from time to time.

G) TREASURER

The Treasurer shall issue appropriate instructions to the Secretariat for the maintenance of accounts of Association in such a manner as may be desired by the CEC from time to time. The Treasurer shall also present the Annual Statement of Accounts of the Association with Auditors Report at the Annual General Meeting of the Association. **The Treasurer would present a budget and have the same approved by CEC within three months prior to close of the year to cover the normal recurring expenses, capital expenditure and special activities for the following year.**

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Apart from above President can nominate any officer or convener of the state or district as per requirements

H) STATE CHAIRMAN

State Chairman will be nominated by the President and will perform such functions as may be assigned to him by the President from time to time.
(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

I) DIVISIONAL CHAIRMAN

Divisional Chairman Shall be **nominated by the President** for **two or more District chapters,** whose **duties** and **functions** shall be assigned by the **President** from time to time.

J) IIA OFFICE BEARERS ELIGIBILITY CRITERIA'S- COMMON CRITERIAS APPLICABLE TO ALL POSTS *(Adopted in 32nd AGM, 05/08/2023)*: -

1. **Must be owning a Manufacturing Unit and possessing a valid MSME Udyam Aadhar and GST Registration except for L7, L15 & L16 in the table below.**
2. **Should have minimum 40% attendance in IIA meetings associated with the Office Bearers in the past**
3. **Proprietor or his immediate family member nominated by the proprietor/ Partner of a Partnership Firm/ Promotor Director of a Company can only become the Office Bearer of IIA.**
4. **Should have complete faith in the IIA constitution, culture, code of conduct and values and must not have indulged in any kind of anti IIA activities at any point of time.**
5. **Preferred behavioral qualities:**
   i. **Should be an inspiring, respected and credible spokesperson**
   ii . **Ego in check Future Focus: Must be aware of IIA's Vision and Mission**
   iii. **Well informed and Studious: should possess good information and also apply himself to study the issues and opportunities facing the industry and members.**
   iv. **Self-Awareness: Should know his strength and weaknesses as well as the assets needed from others for building a workable team.**
6. **Should not be an Office Bearer in any other Industry Association or Political Party except for Product Specific Association**
7. **If any member changes line of Business and set up new industry or constitution of the member firm is changed or family division as per law of the land happens, the continuity of his/her membership will be maintained for eligibility to become office bearer of IIA subject to submission of an affidavit with a disclaimer of his/ her previous firm.**

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LEVEL	POST	MINIMUM YEARS OF CONTINUOUS MEMBERSHIP	TIME TO BE DEVOTED FOR IIA (Days in a month)	REMARKS
L -1	President	10	8 to 10	President will spend minimum 2 Hr. every alternate day on remaining 20-22 days for associations work and visit IIA Chapters at least once a year.
L -2	Senior VicePresident	8	6 to 8	
L -3	General Secretary	6	6 to 8	
L -4	National Treasurer	6	6 to 8	
L -5	NationalVice President	6	5 to 6	
L -6	National Secretary	5	5 to 6	
L -7	National Subject CommitteeChairman	N/A	5 to 6	Must be professionally qualified / experienced in the subject.
L-8	**State Chairman**	**5**	**5 to 6**	***(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)***
L -9	DivisionalChairman	5	5 to 6	
L -10	Chapter Chairman	5	6 to 8	Must have attended IIA CEC Meetings while holding the post of Chapter Vice Chairman/ Secretary.
L -11	Chapter ViceChairman	4	5 to 6	
L -12	Chapter Secretary	3	6 to 8	
L -13	Chapter Treasurer	2	4 to 5	
L -14	Chapter Executive Committee Member	2	4 to 5	Should have participated actively in at least 5 Chapter general house meetings as a member.
L -15	Sp. Invitee toChapter EC	1	4 to 5	
L -16	Chapter Subject Comm. Chairman		2 to 3	Must be professionally qualified / experienced in the subject.

NOTE:

1. AS PER IIA RULES AND REGULATIONS NOMINATION TO ALL POSTS FROM L-2 TO L-10 IS TO BE MADE BY THE PRESIDENT IIA AND FROM L-11 TO L-16 BY THE CHAPTER CHAIRMAN.

2. FOR NEW CHAPTERS OR CHAPTERS IN EXISTENCE FOR LESS THAN 6 YEARS, THE ELIGIBILITY CRITERIA OF CONTINUOUS MEMBERSHIP AND REQUIREMENT FOR HOLDING PRIOR POST(S) MAY BE RELAXED BY THE PRESIDENT IIA / CHAPTER CHAIRMAN.

3. FROM ONE MEMBER ENTERPRISE ONLY ONE OFFICE BEARER SHOULD BE NOMINATED

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4. THE TENURE OF THE OFFICE BEARER ON ONE POST SHOULD NOT BE FOR MORE THAN 2 YEARS EXCEPT IN EXCEPTIONAL CASES

(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

12. MEETINGS:

(a) Seven days clear notice shall be required for holding an ordinary meeting of the general body. In the meeting of the general body, the quorum shall be 100 members, or 1/10th of the total membership, whichever is less.

(b) Annual General Meeting of the Association shall be held every year on a notice of 14 days on such date as may be decided by the CEC. Normally, the annual general meeting shall be held in the month of July, in the event the annual meeting is not held for a period of 18 months from the holding of the last annual general meeting, the members of the association shall have the right to call for an annual general meeting. Such requisition for an annual general meeting shall be made by at least 25 members of the Association.

(c) All members appearing on the rolls of the Association and whose membership has not been terminated shall be entitled to attend the annual general meeting. However, the members, whose dues are in arrears, shall not have the right to vote on any resolution.

(d) The CEC will meet at least once in a quarter. Minimums 7 days clear notice shall be given to call such meeting. The quorum of the meeting shall be 7 members.

13 (A) STATE CHAPTER

The State Chapters may be set up by CEC in various States in India where a minimum membership may be specified keeping in view the size of the State, with the following conditions: -

(1) Each state chapter shall be allocated funds by CEC out of membership fee share of the Head Office as will be decided by CEC from time to time.

(2) The state chapter will have to perform some minimum activity every month as decided by the CEC of the Association and will send the report of the same to CEC.

OFFICERS AND EXECUTIVE COMMITTEE OF STATE CHAPTERS

STATE CHAIRMAN:

Chairman of the state chapter will nominate the members of executive committee of the chapter as per procedure to be framed by the CEC. However, the Chairman of the State shall be nominated by the President.

The Chairman of the State shall nominate one State Secretary, one or more State Vice-Chairman, one State Treasurer, and any other officer as required from time to time. They shall perform such duties and functions as assigned to them by the Chairman of the State.

ACCOUNTS OF STATE CHAPTER

(a) State Treasurer of the chapter shall be directly responsible for proper accounts for the receipts and expenses and the proper records thereof.

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(b) **All the accounts shall be audited by the Auditor appointed by the ExecutiveCommittee.**

(c) **The accounts in banks shall be operated by the State treasurer and either of the State Chairman or State Secretary.**

(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

13. (B) LOCAL/DISTRICT CHAPTER:

The Local **/ District** Chapters may be set up by CEC area wise where a minimum membership of 20 is assured, with the following conditions: -

(1) Each chapter shall contribute an amount in lump sum every year to CEC as decided by CEC from time to time.

(2) The local **/district** chapter will have to perform some minimum activity every month as decided by the CEC of the Association and will send the report of the same to CEC.

(3) The CEC will issue membership card and certificate to the District Chapter and membership card to the members.

OFFICERS AND EXECUTIVE COMMITTEE OF DISTRICT/LOCAL CHAPTERS CHAIRMAN (DISTRICT):

Chairman of the local chapter will nominate the members of executive committee of the chapter as per procedure to be framed by the CEC. However, the Chairman of the chapter shall be nominated by the President.

The Chairman of the District shall nominate one Secretary, one or more Vice-Chairman, one Treasurer and any other officer as required from time to time. They shall perform such duties and function as assigned to them by the Chairman of the District. **The Chairman of the District will recommend name of Captain of IIA Youngpreneure Cell (IYC) to the President IIA who will be nominated by the President IIA. IYC Captain will look into the operations of IYC at Chapter level under the superintendence of respective Chapter Chairman as stated in Annexure-III**

ACCOUNTS OF AREA/DISTRICT CHAPTER

(a) Treasurer of the chapter shall be directly responsible for proper accounts for the receipts and expenses and the proper records thereof.

(b) All the accounts shall be audited by the Auditor appointed by the Executive Committee.

(c) The accounts in banks shall be operated by the treasurer and either of the **Chairman** or Secretary.

(d) A list of members whose subscription in full is received by **31st March** should be sent to CEC every year in the month of **April.**

(e) **Separate bank account shall be maintained for Youngpreneure Cell in the Chapter which will be operated and maintained by at least any two of the three functionaries of the IYC jointly.**

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14. AMENDMENTS TO MEMORANDUM:

Whenever, it shall appear to the Central Executive Committee advisable to alter, extend or abridge such purpose or purposes for which the Association has been established or to amalgamate the Association either wholly or partially with any other Association, the CEC may submit a proposition to the members in a written or printed report and convene a special meeting for consideration thereof. But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to the members of the Association before the special meeting by the CEC for the consideration thereof and unless such proposition shall have been agreed and passed by the voting of 2/3 members present at special meeting convened by the CEC at an interval of one month after the former meeting.

15. ACCOUNTS:

The Treasurer of the Association would arrange for maintenance of accounts, getting the same audited and presenting them before General Body duly adopted by CEC in time. The Financial year shall be from April to March.

All bank accounts whether Saving/Current/Overdraft or otherwise, would be operated, as per resolution passed by the CEC, from time to time and with such stipulation as may be prescribed normally jointly by at least 3 office bearers. There will be a separate account maintained by the District Chapter which will be operated by at least any two of the three office bearers of the chapter jointly. However, the bank account of the district chapter can only be opened on written authority by the President of the Association. If at any stage, the President of the Association comes to the conclusion that the manner of operation of the bank account is prejudicial to the interest of the Association; the President will be entitled to get the bank account of the district chapter freeze. In such an event, the amount deposited in such bank account, shall be transferred to the central fund. True accounts shall be kept of all sums of money received and expended by the society and by local/district chapter of the society separately. The matters in respect of which such receipt and expenditure takes place,

and of the property, credits and liabilities of the society and subject to any reasonable restriction as to the time and manner of inspecting the same that may be imposed in accordance

with the regulation of the society for the time being in force, the accounts shall be open for the inspection of the members. Once at least every year, the accounts of the society and of local/district chapters separately shall be examined and the correctness of the Balance sheet and the Income and Expenditure account ascertained by one or more properly qualified auditor or auditors.

Detailed SOP's for IIA Finance & Accounts to be followed are stated at Annexure-IV.

(Adopted in 33rd AGM Meeting held on 31st August 2024 at Goa)

16. AUDIT:

The auditor(s) appointed by CEC shall audit the accounts of the Association and furnish audit report to the treasurer and President. Chairman of District Chapter shall also appoint auditors separately, and get their accounts duly audited.

17. **(a)** The Association can sue through its President, who will be responsible for looking after or carrying on all legal cases, appoint advocates etc.

(b) Arbitration

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Should any dispute arise between any member or members or a former member and the Association, which cannot be satisfactorily settled under the procedures already provided for such purpose, the matters in difference shall be settled by arbitration. Each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only members of the Association (IIA) may be appointed as umpire or as arbitrators. The Decision arrived at by the arbitrators, or in the event of their disagreement, by the umpire, shall be final and binding on all parties.

18. RECORDS:

The General Secretary and Treasurer of the Association shall be responsible for the maintenance of all registers like register of membership, minute's book and book of account.

19. DISSOLUTION OF ASSOCIATION:

Not less than two third of the members of the Association may determine that it shall be dissolved and thereupon dissolve forthwith or at time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the Property of the Association, its claims and liabilities, as may be decided by the CEC provided in the event of any dispute arising amongst the CEC or the members of the Association. The adjudgment of its affairs shall be referred to the principal court of original civil jurisdiction of Lucknow (U.P.) and the final decision shall be taken as per directions of the court. If on winding up or dissolution of the society, there shall remain, after settlement of all debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the society but shall be given away to any charitable society or constitution promoting similar charitable objects.

20. MOVEABLE AND IMMOVABLE PROPERTIES:

In furtherance to its objects and activities defined hereinabove, the power to acquire, take on lease, rent or otherwise land and building and any other property movable and immovable which is required or conducive for the purpose of the Association shall vest in the Association.

All immovable properties of the Association shall vest in the Trust promoted by the Association and shall be held by them under the declaration of the trust subject to the power and provisions declared therein or contained in and concerning the same.

All movable properties shall vest with the Association to be administered as per directions of the CEC from time to time. The Association shall also be entitled to improve, manage and

maintain all or any part of the property of the Association or such immovable properties as may be entrusted to the Association by the members. No member of the society shall have any personal claim on any movable assets or immovable assets or immovable properties by virtue of his membership. Such assets stated above, belonging to society can be let out with adequate compensation to society as stated in the Income Tax Act.

21. AMENDMENT OF RULES AND REGULATIONS:

These rules and regulations may be amended by a majority of two-third of the members of the Association present at a specially called General Body Meeting for the purpose.

22. The Association is authorized to initiate and to subject legal action on its own behalf or on behalf of its members, jointly or severally, in all courts established by law, whether on authorization by member or by an individual or by a group of individuals.

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STANDARD OPERATING PROCEDURES (SOP'S) FOR SELECTION OF ELECTION OFFICER IN INDIAN INDUSTRIES ASSOCIATION (IIA)

(Discussed and approved in 300th CEC Meeting held on 22nd March 2024 and subsequent web meeting of CEC on 2nd April 2024) and approved in 33rd AGM held on 31st August 2024

PURPOSE:

The purpose of this SOP is to outline the steps and guidelines for the selection of an Election Officer within Indian Industries Association to ensure fair, transparent and efficient conduct of the election of Central Executive Committee and the President of Indian Industries Association

OBJECTIVES:

1. To appoint a **Neutral** and **Competent** individual as Election Officer.
2. To uphold the principles of **Democracy** and **Fairness** in the election process.
3. To ensure **Compliances** with the Rules and Regulations governing the election of Central Executive Committee Members and subsequently the President of Indian Industries Association.

RESPONSIBILITIES: -

1. **Central Executive Committee (CEC):**
   Will be responsible for overseeing the selection process and approving the nomination the Election Officer as per *Clause 9 of IIA Rules and Regulations.*
2. **General Secretary IIA:**
   - To issue the appointment letter to the Election Officer after approval of his / her nomination by Central Executive Committee in its regular meeting.
   - To communicate the appointment of Election Officer to IIA members through official channels.
3. **IIA Election Officer:**
   On appointment as Election Officer of Indian Industries Association, the Election Officer will: -
   1. Announce the Election Schedule for Elected Central Executive Committee Members and of the President IIA through IIA website, IIA mobile app, WhatsApp groups, all IIA Chapters and emails so that every member of the Association is made aware of the elections.
   2. Announce the constituencies and vacancies in each constituency as per Close 9 of the Rules and Regulations of IIA.
   3. Will invite nominations for Elected Central Executive Committee Members for the vacant seats on a prescribed Nomination Form.
   4. Scrutinize the nominations received for Eligibility of the nominated members as per Clause 9-A of IIA Rules and Regulations.
   5. Organize and manage Election Logistics, including Voting Procedures through Ballot Papers / Electronic Voting Machines / Online Voting System and Counting of votes where ever needed.

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6. Announce the Election Results for the Vacant Seats of Elected Central Executive Committee Members and issue appointment letters to successful candidates.
7. Hold meeting of all 21 Elected Central Executive Committee members to elect the President of Indian Industries Association as per clause 10 of IIA Rules and Regulations and issue the appointment letter to the elected President.
8. Will ensure documentation of all steps of the election process, including nominations, evaluations, and approvals for transparency and accountability for keeping it in IIA Head Office records.

4. **IIA Head Office Secretariat:** Will provide all secretarial support to the Election Officer as and when required.

SELECTION CRITERIA FOR ELECTION OFFICER:

1. The Election Officer should have no vested interest in the outcome of the election and must remain impartial throughout the process.
2. The Election Officer must demonstrate honesty, integrity and ethical conduct in carrying out the elections.
3. The Election Officer should be able to make effective communication with the candidates, IIA members and stakeholders involved in the election process.
4. **Experience:** Preference should be given to individuals who have experience of working in IIA at Senior Positions. The Election Officer should be chosen from among the **IIA Past** Presidents / Senior Vice Presidents / General Secretaries / Head Office Treasurers or Vice Presidents / Secretaries at Head Office who have been Elected CEC Members for full term and have attended minimum 50% of the CEC Meetings while serving on all the posts held by him/her. The Election Officer should also be the member of IIA continuously for minimum12 years till the date of his/ her nomination as Election Officer.
5. The Election Officer should be having a running manufacturing enterprise.
6. Should not be holding any post as Office Bearer or Elected CEC member in IIA.

NOMINATION OF ELECTION OFFICER:

1. A Search Committee of IIA Past Presidents, IIA President, Senior Vice President, General Secretary and Head Office Treasurer will meet to search suitable candidate as per eligibility criteria and submit its recommendation to Central Executive Committee.
2. Search Committee apart from ensuring eligibility criteria will also ensure that the candidate is not involved in any kind of controversy at respective Chapter level / in IIA and is supported by the IIA Office Bearers in the respective Chapter.
3. Central Executive Committee in its regular meeting will discuss the recommendations of the Search Committee and take decision on the nomination Of Election Officer.

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SOP's for Electoral Constituency for Election of CEC Member in Indian Industries Association

(Discussed and approved in 300th CEC Meeting held on 22nd March 2024 and subsequent web meeting of CEC on 2nd April 2024)) and approved in 33rd AGM held on 31st August 2024

Provision in Clause 9 of IIA Rules & Regulations

1. Electoral Constituency for election of CEC Member will be based on number of eligible members divided by 21 and the eligible members will be those whose membership fee has been received in IIA bank account at IIA Central Office up to 31st March of respective year.
   (For example, if total number of paid members up to 31st March of respective financial year are 4200 then the Electoral Constituency for one CEC Member will be 4200/21=200)
2. In case the number of paid members in a Chapter for the financial year exceeds the size of Electoral Constituency (200 in above example) then more than one CEC Member can be elected from that Chapter based on the **whole number multiplier principle** i.e. 2nd CEC Member will be entitled after the number of paid members exceeds 400 (in above example) and so son.
3. In case the number of paid members in a chapter is less than 200 (in above example), The Chapter will be **clubbed Area Wise** by the Election Office for election of CEC Member from such Chapters.

The deficiencies observed in IIA Rules & Regulations for deciding Electoral Constituency.

Deficiency-1.

With **Whole Number Multiplier Principle** of IIA Rules & Regulations clause-9, 21 CEC Members may not be elected even if small chapters are clubbed having paid members strength less than the size of the constituency. Live example of this deficiency is explained with reference to paid members data of IIA till 19th March 2024 (12.30PM) as under: -

- Total Number of paid Members =6860
- Electoral Constituency size for one CEC Member=6860/21=326.666

In this case, IIA Chapters which exceeds size of Electoral Constituency and number of elected CEC Members Chapter can have as per "Whole Number Multiplier Principle" are shown in the table below: -

Sno.	Chapter	Paid Members as on 19.03.24	CEC Members Chapter entitled to have as per whole number multiplier principle
1	Bareilly	362	1
2	Ghaziabad	496	1

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3	Gr. Noida	492	1
4	Kanpur	1574	4
5	Lucknow	689	2
6	Meerut	572	1
7	Saharanpur	436	1
	Total	**4621**	**11**

- The remaining all small chapters not qualifying to have an Electoral Constituency are having 6860-4621=2239 paid members. Even if we club all the small Chapters then we can have 2239/326.666=6 CEC members (maximum) as per whole number multiplier principle.
- *Hence with whole number multiplier principle we will have maximum (11+6=17 Elected CEC Members instead of 21 required CEC Members.*

Deficiency-2. "As per IIA Rules & Regulations Small IIA Chapters not qualifying for Electoral Constituency will be clubbed **Area Wise** by Election Office for election of CEC Member from such Chapters." The deficiency in this rule is that **Area for clubbing the chapters is not clearly defined** which may result in ambiguous decision by the election officer.

Solutions as discussed and decided for above Deficiencies 1&2 without disturbing the intention in IIA Rules & Regulations

1. Area for clubbing Small Chapters who will not qualify for electoral constituency will be territorial jurisdiction of a Division in Indian States. If still the small chapters clubbed together in a division do not qualify for electoral constituency the small chapter of adjacent Division(s) will be clubbed. However, this clubbing will not be for part of the Division i.e. few districts of one Division are clubbed with one Division and remaining with another Division. If more than one Divisions also do not qualify for an electoral constituency, then electoral constituency will be decided for one region of the state e.g. West U.P / Central U.P / East U.P etc. If entire region also does not qualify for the constituency, then adjacent regions / adjacent state(s) can be clubbed.
2. For electing CEC Members, and to take care of Whole Number Multiplier Principle in a constituency where 1 or more vacancies are to be filled, fractions more than 0.5 may be considered as Whole Number and weightage to be given from higher fraction value to lower. But in no case, less than 0.5 fraction will be considered for Whole Number Multiplier for deciding eligibility for 21 Elected Members. "For example, if fractions in electoral constituencies are 1.108; 1.51; 1.50; 4.81; 2.109; 1.751; 1.33; and

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election officer is required to allot 3 CEC Member sheets based on fractions then these seats will go to the Chapters having fractions 4.81; 1.751 and 1.51.

Grievance Redressal

In the process of deciding Constituencies and eligibility of elected members from the constituency, if any clarification / grievance arises, the Election Officer will explain the position and try to settle the grievance. Still if the party is not satisfied, the matter will be settled by a 5-member Committee consisting of 3 Past Presidents to be nominated by President, sitting President and any one of the Senior Vice President, General Secretary and Head Office Treasurer and their decision will be final.

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INDIAN INDUSTRIES ASSOCIATION

Establishing IIA Youngpreneur Cell (IYC) at IIA Chapters Level

Establishment of IIA Youngpreneur Cell (IYC) of the Indian Industries Association (IIA) will foster entrepreneurship among young entrepreneurs at the IIA District / Area Chapter levels. Below is a detailed overview of its concept, objectives, eligibility criteria, activities, and management structure.

1. Concept

The IYC will be a dedicated wing within the IIA at District / Area Chapter levels focused on nurturing and promoting entrepreneurship among the youths. It aims to create a supportive ecosystem where young entrepreneurs can develop their business ideas, network with industry leaders, and gain the necessary skills and knowledge to succeed in their ventures.

IYC will operate under the superintendence of respective Chapter Chairman within the Chapter and will be inviting Chapter and Central Office Bearers in its activities as observers.

IYC however will not represent IIA at any Government meetings / Officers in the functioning of the Chapter unless so desired by the respective Chapter Chairman.

2. Objectives

(a) Overall Objective: - Transforming future leaders of IIA

(b) Specific Objectives are stated below: -

- **Entrepreneurial Development:** To identify and nurture young talent with entrepreneurial potential.
- **Networking:** To provide a platform for young entrepreneurs to network with established business leaders, investors, and mentors.
- **Skill Enhancement:** To organize training programs, workshops, and seminars that enhance the entrepreneurial skills of young entrepreneurs.
- **Innovation Encouragement:** To foster a culture of innovation and creativity among young entrepreneurs.
- **Support System:** To offer mentorship and guidance to young entrepreneurs in their business journeys.

3. Eligibility

- **Age Group:** The cell will be open to young entrepreneurs aged up to 40 years.

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- **Membership:** Will be regulated as per clause 5 (a) & (b) of IIA Rules and Regulations reproduced below: -

  (The Association shall admit ordinary members from all or any of the following categories. However, the membership of the Association shall be subject to final approval by Central Executive Committee (CEC).
  (a) Any company/firm engaged in manufacturing and processing and assembling activities and other industrial activities and commodities or any such products used by the common man/industries in India or in any other country.
  (b) Any company/firm/individual engaged in imparting services like consultancy and other professional services.)

- **Transfer of IYC Membership to Regular IIA Membership:** As soon as the IYC Member crosses 40 Years of Age, the membership will be transferred to regular Chapter Membership automatically.

4. Admission Fee and Subscription: Will be regulated as per clause-6 of IIA Rules & Regulations reproduced below: -

(The Annual subscription and admission fees for membership of the Association shall be fixed by the CEC and the CEC may revise it from time to time. The term of Association will start on 1st of July and will end on 30th June every year.)

5. Sharing of Membership fee: Sharing of membership fee between IYC and IIA Central Office will be regulated in line with the regulations applicable to IIA Chapters.

6. Activities

- **To organize Events, Conferences, Workshops and Seminars etc.** on self-sufficiency basis
- **Networking Events:** Monthly or quarterly networking sessions with industry leaders and fellow young entrepreneurs.
- **Mentorship Programs:** Pairing young entrepreneurs with experienced mentors from various industries.
- **Startup Showcases:** Opportunities for members to present their business ideas or startups to potential investors and industry experts.
- **Innovation Challenges:** Competitions to encourage innovation and problem-solving among members.
- **Incubation Support:** Assistance in connecting with incubation centers or accelerators.
- **Plan and Organize sports activities:** at the Chapter level or Intra Chapter levels
- **Any other activity related to promotion and development of young entrepreneurs.**

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7. Management Structure

- **IYC Captain:** Will be nominated by the President IIA in consultation with the respective Chapter Chairman who will oversees the activities of the Youngpreneur Cell at the district level. Note: IYC Captain will however be nominated after attaining minimum threshold limit of 40 IYC Membership at the Chapter. Till then President IIA may nominate Convener of IYC in consultation with respective Chapter Chairman.

- **IYC Vice Captain:** Will be nominated by IYC **Captain** who will assists the captain and takes charge in his absence and who will be responsible for the administrative tasks, including scheduling meetings, keeping records, and coordinating activities.

- **IYC Finance Controller:** Will be nominated by IYC Captain who will be responsible for Managing the finances of the Youngpreneur Cell, including budgeting for events and activities.

- **Advisory Board:** Composed of Central Office Bearers in the Chapter, Respective Chapter Chairman, Vice Chairman, Secretary & Treasurer and any other experienced Industry Expert who provide guidance and mentorship to the cell.

This structure ensures that the Youngpreneur Cell is well-organized, with clear roles and responsibilities, allowing it to effectively support young entrepreneurs in their growth and development.

8. Accounts of the IYC:

(a) There will be a separate account maintained by the IYC which will be operated by at least any two of the three functionaries of the IYC jointly. However, the bank account of the IYC can only be opened on written authority by the President of the Association. If at any stage, the President of the Association comes to the conclusion that the manner of operation of the bank account is prejudicial to the interest of the Association; the President will be entitled to get the bank account of the IYC freeze. In such an event, the amount deposited in such bank account, shall be transferred to the central fund.

(b) IYC Finance Controller shall be directly responsible for proper accounts for the receipts and expenses and the proper records thereof.

(c) All the accounts shall be audited by the Auditor appointed by the respective Chapter Chairman.

(d) The accounts in banks shall be operated by the IYC Finance Controller and either of the IYC Captain or IYC Vice Captain.

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9. Participation of the Members & Office Bearers of IYC in Chapter and Central activities / Meetings

- IYC Captain / Vice Captain / Finance Controller will attend Chapter and Central Executive Committee meetings as observers only without any voting rights.
- IYC Members will be free to attend General Body meetings of IIA at Central and Chapter levels.
- IYC Membership will be counted for respective Chapter Member strength for IIA CEC elections and IYC Members will have voting right to elect CEC Member from respective constituency.
- IYC Member may hold any post at IIA Chapter / Central level as per the eligibility criteria however IYC functionaries (Captain, Vice-Captain & Finance Controller) will not be entitled to hold any other such posts.

10. Code of Conduct for IYC Functionaries and Members

- **Integrity:** All functionaries and members must adhere to the highest standards of integrity and honesty in all dealings.
- **Respect:** Mutual respect and professionalism should be maintained in all interactions within the IYC, with IIA Office Bearers at all levels and with external stakeholders.
- **Confidentiality:** Members are expected to maintain the confidentiality of any proprietary information shared within the IYC.
- **Accountability:** Functionaries and members are accountable for their actions and decisions, ensuring transparency and responsibility in all IYC activities.
- **Conflict of Interest:** Any potential conflicts of interest should be disclosed, and members should avoid situations where personal interests could conflict with IYC responsibilities.
- **Commitment:** Members are expected to be committed to the mission, vision, and objectives of the IYC and actively participate in its activities.
- **Compliance:** All members must comply with the rules, regulations, and policies set forth by the IYC at all levels as well as IIA Rules & Regulations.

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STANDARD OPERATING PROCEDURES OF IIA FOR FINANCE & ACCOUNTS

It may please be noted that all the funds of Indian Industries Association, be it at the Chapter level or in the centre, belong to the Association and have to be utilized for fulfilling objectives of the Association. Accounts are the essential tool for recording, reporting and controlling the proper use of the funds in a transparent manner. Accordingly, Standard Operating Procedures have been detailed in this note for following by all the chapters, head office and any other place where the accounts are maintained. These SOPs will come into effect with effect from 1st July 2024.

IIA HEAD OFFICE

[A] Roles & Responsibilities

1. Treasurer:

- Issue appropriate instructions to secretariat for the Maintenance of Accounts
- Issue a standard Chart of Accounts to the Chapters for maintaining the Accounts in a standard format for ease of compiling the data.
- Present Audited Accounts to the General Body.
- Primary Signatory for making payments along with either of the President or General Secretary IIA.
- Prepare and Present Budget to CEC for following year within 3 months prior to close of the year.
- Budget Monitoring- where ever there is an adverse variance is in excess of 25%, the exception report will be submitted to the President and IIA Executive Committee.

2. President:

- Issue Authorization to Banks for signatories at all IIA Chapters for operating/opening Chapter Expenditure Accounts. This authorization is required to be given every time when chapter office bearers are changed/new chapter is launched.
- In case the operation of the chapter expenditure Bank Account is found prejudicial to the interest of the association, the President is entitled to freeze the Bank Account and get the amount of such Bank Account transferred to Central Office Bank account.

(IIA R & R Sec 7)

3. General Secretary:

- Signatory for making payments in case the President is not able to sign Payments.
- Maintenance of register & records of membership

[B] Systems & Procedures

1. **Bank Accounts**

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- IIA Head Office will maintain & operate all Head Office Bank Accounts and IIA Chapter Deposit Accounts.
- All Bank Accounts at the Head office would be operated as per the resolution passed by CEC and prescribed jointly by at least 3 Office Bearers (President, General Secretary and Treasurer).

2. **Audit**
    - Auditor(s) to be appointed by CEC for every financial year.
    - IIA Financial year shall be from April to March.
    - Auditor will furnish audit report to the Treasurer and President.
    - True Accounts shall be kept of all sums of money received and expended by the Association.
    - The accounts shall be open for the inspection of the members.
    - Accounts of the Association shall be audited by one or more properly qualified auditor(s) at least once in a year.

3. **Movable and Immovable Properties**
    - All immovable properties of the Association shall vest in the Trust promoted by the Association.
    - All movable properties shall vest with the Association to be administrated as per directions of the CEC.
    - No members of the Association shall have any personal claim on any movable or immovable assets of the Association.
    - Assets belonging to Association can be let out only with adequate compensation to Association as stated in the Income Tax Act. (IIA R & R Sec 15)

4. **H.O Internal Secretariat SOP's**
    - Bank Accounts Reconciliation
        - Head Office Accounts- Daily
        - All Chapter Deposit Accounts- Once in a week
        - All Chapter Expenditure Accounts- Once in a month
    - TDS Reconciliation
        - Head Office & All chapters- Fortnightly.
    - GST Reconciliation & Payments
        - Head Office & All chapters- Monthly by 15^{th} of every month.
    - Fund Transfers & Payments
        - Staff Salary, TDS, Rents – By 7^{th} of every Month
        - Bill Payments
            - Proposal submitted to PSGT within 7 Days of the receipt of Bills.
            - Payments within 2 days after approval of PSGT.
        - IIA Chapter Funds Transfer
            - Proposals to PSGT within 2 days of the receipt of Funds statement from respective Chapters.

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- Payments within 2 days after approval by PSGT.
- Tally Software Entries-
  - For receipt invoices generated- Daily
  - For Head Office and Chapter Payments details received in Head Office- Same Day
- Head Office Bank Balance Status to Treasurer & General Secretary- Daily
- IIA Bank Accounts (H.O. & Chapters) change of signatories and authorization- As and when required.
- IIA Balance Sheet and Income/Expenditure Statement presentation to PSGT- 10th Day of every month upto the previous month.
- Reports & Returns -
  1. GST-
     a. GSTR1- 10th of every month
     b. GSTR3B- 19th of every month
     c. GSTR 2A- 18th of every month
  2. Income Tax
     a. TDS Returns – By 20th day of following month for respective quarter.
     b. Income Tax Return – In the month of August every year

IIA CHAPTERS

[A] Roles & Responsibilities

1. Treasurer of the Chapter shall be directly responsible for proper maintenance of accounts for the receipts and expenses with proper documentary records thereof.
2. The accounts in Banks shall be operated by the Treasurer along with either Chairman or Secretary of the Chapter.

[B] System & Procedures

1. **Chapter Deposit Bank Account**
   - For Every Chapter a deposit Bank Account will be maintained at IIA Head Office. All kinds of receipts including membership fee, other receipts and GST applicable thereon will be deposited in this Bank Account by the Chapter by the next working day of the date of receipt of the amount. IIA Head Office will transfer the Chapter share from chapter deposit account to chapter expenditure account immediately on receipt of the claim details from the chapter. Chapter will be provided the online access to this deposit Bank Account to view receipts and transactions.

2. **Chapter Expenditure Account**
   - Every Chapter will have an Expenditure Bank Account in BOB/HDFC Bank to be opened & operated by Chapter Treasurer along with the Chairman or Secretary on Specific authorization letter from President IIA to the respective Bank Manager.
   - This authorization will be for one year 1st July to 30th June only. Fresh authorization will be given by the President IIA for subsequent year as soon as Chairman is nominated by the President and Secretary & Treasurer are nominated by the Chapter Chairman.

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- Respective Chapter will provide online access to view the expenditure Bank Account to IIA Head Office within 15 days of opening the Bank Account in BOB/HDFC Bank Branch near to the Chapter.
- In any case, no amount received by the Chapter is to be deposited in Chapter Expenditure Bank Account and there shall be no other Bank account operative at the Chapter level.
- Treasurer of the Head Office can ask for any details of expenditure at the Chapter level and the Chapter will have to provide proper details through its Treasurer/ Secretary or the Chairman within five working days.
- **Expenditure Policy will be the guide for Chapters to decide 'Allowed', 'Not Allowed' and 'Allowed with Prior Approval of the Centre' for utilization of funds in a streamlined manner.**
- The Chapter must share audited accounts statement with the members of the Chapters.
- A quarterly Receipts & Payments statement must be presented to the Chapter Executive Committee by the Treasurer of the Chapter for discussion within the end of the following month. In order to ensure transparency in the utilization of funds, complete details shall be provided for the non-routine expenses.
- Any funds lying with the Chapter in excess of six months of routine expenditure, should be put in the Fixed Deposit of the bank.
- Expense reimbursement by members or staff of the Association, if they spend their personal money on behalf of the Association will require signatures by the claimant with documentary support and approved by the Secretary and the Chairman of the Chapter.
- **Where ever there is 'Conflict of Interest' in respect of a product or service provided to the Chapter the benefit from the payment of which will accrue to any of the office bearer of the Chapter or any of his family members, it must be disclosed by such office bearer in written form by way of certifying on the claim voucher that the expense has not been influenced for the personal gain. It should also be shared in the Chapter EC meeting by the Treasurer of the Chapter.**
- If at any stage, the President of the Association comes to the conclusion that the manner of operation of the Chapter Expenditure Bank Account is prejudicial to the interest of the Association, President will freeze the Bank Account and the amount available in the bank account will be transferred to Central Fund of IIA.

3. Share of IIA Chapters and Head office in Receipts-

- IIA Head Office share will be in the Membership received only @ Rs. 1500/- Per member irrespective of the membership slabs. As such IIA Head Office will retain Rs. 1500/- per member + GST on the membership fee + any other tax liability in the miscellaneous receipts and transfer remaining amount from chapter deposit bank Account maintained at Head Office to the respective BOB/HDFC Expenditure Bank Account of the Chapter based on the statement of receipts submitted by the chapters to IIA Head Office.
- In case of IIA Chapters where membership strength is less than 40 and Chapter is headed by the Convener, the received amounts will be deposited in chapter deposit account/IIA Head Office account and Chapter will be reimbursed the actual expenditure incurred for chapter activities.

4. IIA Chapter Accounts Maintenance & Audit

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- True accounts shall be kept **in the prescribed manner and as per the standard 'Chart of Accounts' issued by the Head Office** of all sums of money received and expended by the local/district chapter of the Association.
- The matters in respect of which such receipt and expenditure takes place, and of the property, credits and liabilities of the Association and subject to any reasonable restriction as to the time and manner of inspecting the same that may be imposed in accordance with the regulation of the Association for the time being in force, the accounts shall be open for the inspection by the members.
- Once at least every year, the accounts of the local/district chapters separately shall be examined and the correctness of the Balance sheet and the Income and Expenditure account ascertained by one or more properly qualified auditor or auditors.
- All the accounts shall be audited by the Auditor appointed by the Executive Committee. (IIA R & R Sec 13)

5. Chapter Funds Transfer & Other SOP's

- Statement of all receipts and expenditures **as per the attached format** will be submitted by the Chapters to IIA Head Office by 15th day of every month.
- IIA Head Office will transfer the chapter share in respective chapter expenditure account within 7 Days from the receipt of the statement.
- Details of FDR's and other fixed deposits if any at chapter level will be shared by the chapter with Head Office along with interest statement by 20th day of the month for the previous quarter (3 months).
- IIA Head office will provide secretarial support to IIA Chapters having membership less than 50 for all accounts & finance activities.

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