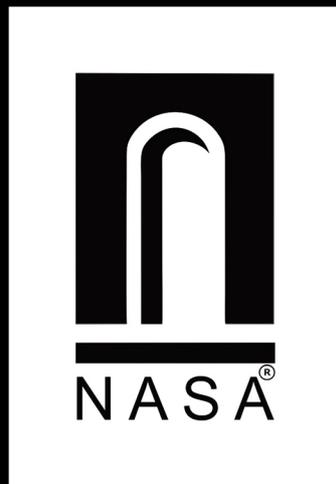


NASA INDIA CONSTITUTION



National Association of Students of Architecture

An ISO 9001:2015 certified NGO Established in 1957

**CONSTITUTION
OF THE
NATIONAL ASSOCIATION OF STUDENTS OF ARCHITECTURE,
INDIA**

Last amended by the 64th NASA India Council
(2021-22)

HQ: School of Planning and Architecture,
Department of Architecture, 6 Block B, I.P. Estate, New Delhi - 110002.

Registered on 13th September 1993 under Societies Registration Act 1860, vide no.24786 as applicable to N.C.T. of New Delhi

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Article 1

1. NAME OF THE ASSOCIATION

1.1. The name of the Association shall be "National Association of Students of Architecture, India", hereafter referred to as "NASA India" or "the Association".

Article 2

2. VISION

2.1. NASA India aims at the holistic development of architecture students of its associated colleges.

Article 3

3. OBJECTIVES

3.1. The Association shall be an autonomous, nonprofit, non-political body and an areligious group of undergraduate students of Architecture from India.

3.2. The Association shall maintain and promote the educational, cultural, social, moral, physical, economical and intellectual welfare of students without any discrimination whatsoever.

3.3. The Association shall conduct all such activities that are incidental or conducive to the welfare of all its students.

3.4. NASA India shall maintain and promote cooperation of its associated colleges with students of other colleges regionally, nationally and internationally.

3.5. NASA India shall cooperate with the government or any other organization in schemes that are beneficial to the profession of architecture in general and the student community in particular.

3.6. The Association shall collaborate with various organizations to put its network and resources into relevant use.

3.7. NASA India may collectively volunteer to assist the various government and non-government organizations in their programs like relief work, rehabilitation, research and documentation.

3.8. The Association shall not encourage any action which does not concern the students and their interests.

3.9. NASA India as a platform shall discuss, ideate and moderate the sues/reforms/changes required in the architecture fraternity in specific and the society at large.

3.10. The Association shall work in complete independence without any external influence or pressure.

3.11. NASA India may spread awareness about itself and its works through print and digital media or any other medium.

3.12. All the income, earnings, movable, immovable properties of the Association shall be solely utilized and applied towards the promotion and accomplishment of its vision and objectives as outlined in the constitution of the Association.

3.13. No profit shall be paid or transferred directly or indirectly by the way of dividends, bonus, profits or in any other manner whatsoever to the present or the past stakeholders, students or associated entities of the Association or to any person or persons, claiming any one or more of the present or the past person or entity.

3.14. No person of the Association shall have any personal claim on any moveable or immovable properties of the Association or make any profit whatsoever.

3.15. Students associated with NASA India shall be ambassadors of the Association and abide by the vision and objectives of the Association.

Article 4

4. ADMISSION TO THE ASSOCIATION

4.1. All registered institutions with NASA India shall be referred to as associated colleges of NASA India.

4.2. Any undergraduate institution of Architecture imparting education in Architecture in India can register if it is duly recognized by the Council of Architecture (COA), India.

4.3. It is mandatory for the institution to have a third batch before they are considered eligible for the registration to observer status.

4.4. Applying institutions shall not be associated with any other architectural student body which are in variance with NASA India's vision and objectives.

4.5. Admission or readmission to the Association shall be at the Observer Status level.

4.6. A Subscription Fee of 100% as per Observer Status along with a Registration Fee equivalent to 25% of the subscription fee is payable to the Association at the time of admission.

4.7. The following documents are to be submitted for admission, by the institution that wishes to take admission in the Association:

4.7.1. Consent from the HOD/Director/Principal/Dean: Clearly affirming their admission to the Association and abiding by the stipulated guidelines.

4.7.2. COA registration certificate.

4.7.3 A list of students currently pursuing B.Arch in the institution.

4.8. Any new application for observer's status shall be filled through the website via **Form A**

4.9. Observership status will be granted after scrutinization and approval by the Executive Council.

Article 5

5. RIGHTS AND PRIVILEGES OF OBSERVER COLLEGES

- 5.1. To nominate a student representative as a Unit Secretary to represent their unit in the General Council.
- 5.2. To nominate a student representative as a Unit Designee to assist the Unit Secretary in representing their unit in the General Council.
- 5.3. To present any issue in writing to the Executive Council.
- 5.4. To be briefed through their Unit Secretary on all the Association's proceedings.
- 5.5. To have access, through their Unit Secretary, to all the reports or records of the Association, including and not limited to financial statements, policies or processes.
- 5.6. To participate in all of the NASA India's initiatives.

Article 6

6. UPGRADATION TO MEMBER COLLEGE OF NASA INDIA

- 6.1. Any observer college which has been an associated college of NASA India for more than 2 years can apply for upgradation to become a Member College.
- 6.2. Applying institutions should be in good standing and have no pending dues.
- 6.3. A One-time Registration Fee equivalent to 25% of the subscription fee as per Member College fee is payable to the Association after granting Member College Status.
- 6.4. The following documents are to be submitted for upgradation:
 - 6.4.1. **Form B**
 - 6.4.2. Consent from the HOD/Director/Dean/Principal clearly affirming their participation appeal and enduring its repercussions in case of failure of any law scripted above.
 - 6.4.3. A list of students presently associated with the institution as of 1st April of the year of applications.
- 6.5. Any new application for membership shall be presented by the Unit Secretary at the First General Body Meet.
- 6.6. Granting of membership shall be announced at the First General Body Meet.
- 6.7. Bid presentation for application for Upgradation to membership status shall be subject to the following conditions:
 - 6.7.1. All the presentations shall be presented in a General Body Meeting. ~25% of the presentations registered will be given clearance by the Executive Council.
 - 6.7.2. The applying institution shall have participated in all General Body Meetings of the prior year.
- 6.8. Three consecutive chances will be awarded to each institution for three consecutive years to grab a membership status and if they fail to be approved by the Executive Council, they lose a chance to apply for the same in the upcoming two years.

Article 7

7. RIGHTS AND PRIVILEGES OF MEMBER COLLEGES

- 7.1. To nominate a student representative as a Unit Secretary to represent their unit in the General Council.
- 7.2. To nominate a student representative as a Unit Designee to assist the Unit Secretary in representing their unit in the General Council.
- 7.3. To present any issue by voice or in writing to the General Council.
- 7.4. Address grievances directly to the General Council of the Association and seek redressal directly from the General Council.
- 7.5. Shall be subjected to a lower remittance of the subscription fee than the observer colleges.
- 7.6. The Unit Secretary of a Member College reserves the right to vote or nominate in the Association's proceedings.
- 7.7. Suggest any amendment to any article in the constitution through the Unit Secretary.
- 7.8. To be briefed through their Unit Secretary on all the Association's proceedings.
- 7.9. To have access, through their Unit Secretary, to all the reports or records of the Association, including and not limited to financial statements, policies or processes.
- 7.10. To participate in all of the NASA India's initiatives.

Article 8

8. DOWNGRADATION OR REMOVAL OF ASSOCIATED COLLEGES

- 8.1. A unit shall cease to be an associated college of the Association if it transgressed Articles 3 and 4 of this constitution, and the case shall be put forth in the next GBM and the General Council shall collectively decide the course of action.
- 8.2. A unit with 2 years of subscription fee dues shall be:
 - 8.2.1. Degraded to Observer College with a waiver for the 2 years of dues if it is a Member College.
 - 8.2.2. Removed from the Association if it is an Observer College.
- 8.3. A member college failing representation at the Annual General Body Meeting for 2 consecutive years shall be degraded to the status of Observer College.
- 8.4. In case of the unit willing to withdraw from the Association, **Form Z** through the website should be submitted to the National Secretary, NASA India at the earliest.
- 8.5. Readmission or upgradation of removed units will be accepted only after a minimum period of two years or time penalty levied at the time of degradation or removal by the General Council, subject to the requirements of admission of the Association being fulfilled.

Article 9

9. GOVERNANCE STRUCTURE

9.1. The students of the associated colleges govern the Association through a hierarchy of governing bodies outlined herein:

9.1.1. General Council

9.1.1.1. The General Body of NASA India shall be referred to as the General Council of NASA India and it is the apex body of the National Association of Students of Architecture, India.

9.1.1.2. The General Council shall consist of the Unit Councils of all Associated Colleges (Members and Observers), the Executive Council and the Zonal Council.

9.1.2. Unit Council

9.1.2.1. The Unit Council is the student leadership of each unit of NASA India.

9.1.2.2. The Unit Council consists of the Unit Secretary and the Unit Designee who are the official representatives appointed by an associated college.

9.1.3. Executive Council

9.1.3.1. The general management of the Association and tending to its day-to-day functioning is vested with the Executive Council.

9.1.3.2. The Executive Council shall consist of the National President, the National Secretary, the National Vice President, the National Treasurer, the Programs Head and the Events Head, and the National Advisor of NASA India.

9.1.4. Zonal Council

9.1.4.1 The Zonal Council shall consist of the Zonal Presidents who shall individually be representing and be responsible for their respective zones.

9.1.4.2. The Zonal Council is the primary link between the units and the Association and its Executive Council, and bears the responsibility for faithfully representing the views of their zone's units and tending to NASA India Programs and events being organized in their respective zones.

9.1.5. Committees

9.1.5.1. Committees are operating bodies to assist the Executive Council in the smooth functioning of associational work and provide a robust team working towards varied facets of the Association.

9.1.5.2. The Committees are Chaired by an Executive Council Member and the Committee members consist of members of the General Body.

9.1.5.3. Committees may form Sub-Committees, appoint their Coordinators and Volunteers to tackle a specific task in a stipulated time.

Article 10

10. GENERAL BODY MEETINGS

- 10.1. The Quorum of any General Body Meeting is set at the least 1/3rd of the associated colleges, 50% Executive Council with the National President or the National Vice President present.
- 10.2. The General Body Meeting shall be chaired by the National President or the National Vice President assisted by the Executive Council.
- 10.3. The Executive Council may invite coordinators and volunteers as guests to the General Body meetings.
- 10.4. Any decision taken in a General Body Meeting shall be considered valid if more than 50 % of the Member Colleges in attendance have consent on it.
- 10.5. Any such decision passed is applicable and binding on all associated colleges and/or any other entity of the Association and shall have no claim whatsoever over such decisions.
- 10.6. An agenda shall be prepared and distributed along with the minutes of the previous meeting before the commencement of any General Body Meeting.
- 10.7. The General Council shall be called for Annual General Body Meeting, First General Body Meet or Intermediate General Body Meet upon notice issued by the National President or National Vice President through the National Secretary as described separately for each hereunder.

10.7.1. Annual General Body Meeting

- 10.7.1.1. The Annual General Body Meeting shall be held during each Annual NASA Convention.
- 10.7.1.2. The Annual General Body Meeting can be held at a place and time chosen by the Executive Council.
- 10.7.1.3. Elections to all the electable positions shall be held at the Annual General Body Meeting.
- 10.7.1.4. The National President shall address the General Council at the end of the Annual General Body Meeting.
- 10.7.1.5. In case the Annual NASA Convention is not held in a year, an independent Annual General Body Meeting shall be summoned with a notice, at least 30 days prior to the commencement of the meeting.

10.7.2. First General Body Meet

- 10.7.2.1. First General Body Meet can be held at a place and time chosen by the Executive Council with a notice, at least 14 days prior to the commencement of the meeting.
- 10.7.2.2. The National Advisor and National Secretary, in their capacities of the Immediate Past Executive Council Members, shall present the Annual Report and the Audit of NASA India's accounts of the previous year.
- 10.7.2.3. The Budget shall be proposed by the National Treasurer for the upcoming year and should be approved by the General Council.
- 10.7.2.4. All bids to host a NASA India Event shall be presented.

10.7.2.5. All Membership Bids should be presented and the upgraded units shall be announced.

10.7.2.6. The guidelines for hosting First General Body Meet are prescribed under First General Body Meet Host Guidelines.

10.7.3. Intermediate General Body Meet

10.7.3.1. Intermediate General Body Meet can be held at a place and time chosen by the Executive Council with a notice, at least 14 days prior to the commencement of the meeting.

10.7.3.2. The Executive Council and Zonal Council shall present a report of the work undertaken by them in their tenure.

10.7.3.3. All the Bids for the next year shall be opened at the Intermediate General Body Meet.

10.7.3.4. The Proceedings for the upcoming Annual NASA Convention such as Budget, Delegation, Schedule, etc. shall be decided upon.

Article 11

11. UNIT COUNCIL

11.1. The Unit Council shall consist of the Unit Secretary and the Unit Designee who shall be the official representatives appointed by the unit.

11.2. The Unit Council shall be appointed by The Director/Principal/HOD/Dean of a unit through **Form C** on the website.

11.3. The Unit Council so appointed shall represent their unit for a maximum of one term which shall be from 1st April to the 31st March of the next year.

11.4. Appointment of Unit Secretary

11.4.1. The unit shall appoint a bona fide student of their institution pursuing second-year studies in architecture as of 1st April of the year of appointment.

11.4.2. The outgoing Unit Designee shall be preferably appointed as the Unit Secretary.

11.5. Responsibilities and Powers of Unit Secretary:

11.5.1. They are responsible for providing a common platform within their college for the upliftment of their college as a combined unit.

11.5.2. It is mandatory for the unit secretary to attend at least two general body meetings held during the year.

11.5.3. Representing each and every student of their unit at the Association's meetings and escalating all suggestions, queries, complaints, etc. of their unit's students, including that of their own, to the General Council.

11.5.4. Initiating, responding to and participating in all official internal communications of the Association.

11.5.5. Communicating with any external entity, including and not limited to ministries, organizations, institutions, governing bodies, associations or individuals only upon being authorized in prior consent by the Executive Council in writing. Any external communication without the written prior consent of the Executive Council shall

be deemed as a breach of privilege and shall attract punitive action by the General Council.

11.5.6. Collection of payment(s) from their unit, including and not limited to the subscription fee, late fee etc. and remitting the same to the Association.

11.5.7. The Unit Secretary shall be held responsible for the discipline of their Unit's students at NASA India's Events and Programs.

11.5.8. The Unit Secretaries of member colleges only reserve the right to vote/nominate for the elected post of Executive and Zonal Council.

11.6. Appointment of Unit Designee

11.6.1. The Director/Principal/ HOD/Dean of the unit shall appoint any bona fide student of their institution pursuing first-year studies in architecture as of 1st April of the year of appointment.

11.7. Responsibilities and Powers of the Unit Designee:

11.7.1. They shall assist the Unit Secretary in all the duties of the unit.

11.7.2. They do not have voting/nominating rights or the privilege of directly addressing the General Council and shall pass their views through the Unit Secretary.

11.7.3. If the Unit Secretary is not disposable for a certain duration of their tenure, the Unit Designee shall serve as the Acting Unit Secretary for such duration.

11.7.4. The Acting Unit Secretary is not eligible to nominate themselves or others in the elections or vote in a General Body Meet.

11.8. Appointment of Acting Unit Designee:

11.8.1. If the Unit Designee is not disposable for a certain duration of their tenure or is serving as an Acting Unit Secretary, the Director/Principal/ HOD/Dean of the unit shall appoint any bona fide student of their institution pursuing first-year studies in architecture as of 1st April of the year of appointment to serve as the Acting Unit Designee of the unit for such duration.

11.8.2. In such a case, the information shall be communicated to the National Secretary of NASA India through **Form D**.

11.9. Change of Unit Secretary:

11.9.1. A new Unit Secretary to represent the unit can be appointed till one day prior to the Intermediate General Body Meet.

11.9.2. The Director/Principal/ HOD/Dean of the unit shall appoint a bona fide student of their institution pursuing second-year studies in architecture as of 1st April of the year of appointment to serve as the new Unit Secretary of the unit.

11.9.3. Such appointment shall be done through **Form E** which the appointed Unit Secretary shall communicate to the National Secretary of NASA India at the earliest.

11.10. Change of Unit Designee:

11.10.1. The Director/Principal/ HOD/Dean of the unit shall appoint any bona fide student of their institution pursuing first-year studies in architecture as of 1st April of the year of appointment to serve as the new Unit Designee of the unit.

11.10.2. Such appointment shall be done through **Form F** which the appointed Unit Designee shall communicate to the National Secretary of NASA India at the earliest.

Article 12

12. EXECUTIVE COUNCIL OF NASA INDIA

12.1. General

12.1.1. The Executive Council shall consist of the National President, the National Secretary, the National Vice President, the National Treasurer, the Programs Head, the Events Head and the National Advisor.

12.1.2. The National President, the National Secretary, the National Vice President, the National Treasurer shall be the office-bearers of the Association and unanimously represent the Association in legal proceedings.

12.2. Collective Duties, Rights and Responsibilities of Executive Council:

12.2.1. The Executive Council shall establish and adopt the rules and regulations to supplement the provisions of this Constitution, including but not limited to the Operating Guidelines and Policies.

12.2.2. The Executive Council in unanimity shall have the right to veto decision(s) on constitutional matters and amendments in part or full with apt justification.

12.2.3. The Executive Council shall fully participate in letter and spirit in all decision-making processes. The executive council shall not refrain from participating in any of the meetings of the Association held anywhere or anytime of the year.

12.2.4. In the event of a situation demanding the invoking of force majeure conditions, the executive council shall document the absence and shall review the proceedings of the subject meeting in the next general body meeting.

12.2.5. Any award, reward, selection, election, disqualification or any solution that impairs the functioning of the executive council, taken during the meeting in the absence of the executive council shall be deemed as an infringement of Executive Council's rights and proclaimed null and void.

12.2.6. The Executive Council is empowered to take ad hoc decisions on administrative matters. Such a decision shall come into effect immediately but the sustainability shall be subject to its ratification at the next General Body Meet.

12.2.7. The Executive Council shall appoint Patrons of the Association for a term completion coinciding with the Executive Council's, with the Head of Department of the Headquarters of the Association, as one of the Patrons in concurrence with their tenure as the HOD.

12.2.8. The Executive Council shall have access to all official documents relating to all Association matters and shall keep themselves apprised of all Association activities.

12.2.9. The Executive Council should see to it that proper arrangements are made for General Body Meetings, the Annual NASA Convention and other events organized under the banner of NASA India.

12.2.10. At least one of the Executive Council members shall check the preparations for events by visiting the hosting unit at least one fortnight before the event.

12.2.11. The Executive Council shall carry out publication works.

12.2.12. The Executive Council shall agree upon MOUs and collaborate with external entities in line with the Association's vision and objectives.

12.2.13. The Executive Council shall initiate, respond to and participate in all official internal communications of the Association as well as communicating with any external entity, including and not limited to ministries, organizations, institutions, governing bodies, Associations or individuals.

12.2.14. The Executive Council shall translate the policies and decisions into reality.

12.2.15. The Executive Council shall dispatch invitations pertaining to events to all the members and guests.

12.2.16. The Executive Council shall take decisions on matters pertaining to formulating programs, council meetings and the general functioning of the Association.

12.2.17. The Executive Council shall be responsible for planning, sourcing, safe custody, distribution, logistic control and maintenance of all the assets, supplies, consumables, tools and implements required for the smooth functioning of the Association's operations.

12.2.18. The Executive Council shall be responsible for actively responding to all colleges associated with the Association and be answerable to all their queries and discontents.

12.2.19. The Executive Council in consultation with the National Secretary and National Treasurer shall identify and nominate a responsible and capable candidate for the position of Treasurer Designee(s).

12.2.20. The Executive Council shall nominate the National Advisor for upcoming year.

12.2.21. Documentation of data of all the colleges should be collected by the Executive Council along with the details which includes:

12.2.21.1. Unit registration status with COA

12.2.21.2. Intake of the Unit

12.2.21.3. Unit participation in NASA India

12.2.21.4. Unit subscription fee details

12.2.21.5. Unit registration status in NASA India

12.2.22. The outgoing council should look to ease the transition and aid to the maximum capacity by providing additional time beyond their tenure.

12.2.23. Every year the council shall release the Theme, its Mission, and the Council Agenda.

12.3. Specific Duties, Powers and Responsibilities of the Executive Council is as follows:

12.3.1. The National President:

12.3.1.1. The National President shall be solely responsible for adhering to the objectives of the Association and work towards achieving its vision.

12.3.1.2. The National President shall strive to uphold and protect the rights and privileges of the associated colleges and its students of the Association without fear or favor.

12.3.1.3. As the Head of the Association, the National President holds the responsibility to have administrative and functional control over the entire operations of the Association.

12.3.1.4. The National President shall be responsible for summoning the General Body Meetings and the Executive Council meetings through the National Secretary.

12.3.1.5. The National President shall appoint individuals to posts as per the decision of the Executive Council.

12.3.1.6. The National President shall preside over the Annual NASA Convention.

12.3.1.7. The National President shall as per their discretion, act upon the suggestion put forward by any stakeholder of the Association in consultation with the Executive Council.

12.3.1.8. The National President shall be responsible for the smooth functioning of the organization and work towards eliminating any potential void in any functional setup of the Association.

12.3.1.9. The National President has the right to take disciplinary action within the jurisdiction of NASA India, against any associated college and its students in consultation with the Executive Council. Such actions taken shall be reviewed at the next General Body Meet.

12.3.1.10. The National President is also required to inspect the Association's financial transactions as recorded in the log book, bank statements, etc. before the next National President takes charge.

12.3.1.11. The National President shall act as the official spokesperson for the organization.

12.3.1.12. The National President or the National Secretary shall sign all agreements of affiliation, certificates, and other documents as required by law or this constitution.

12.3.2. The National Secretary:

12.3.2.1. The primary responsibility as the custodian of the Association is to safeguard the tangible and intangible assets of the Association.

12.3.2.2. The National Secretary shall ensure adherence and continuity of policies of the Association.

12.3.2.3. The National Secretary shall issue summons, invites, agendas, minutes and letters as per the direction of the National President.

12.3.2.4. In matters of policies, regulations, intellectual properties, rights, tangible assets and intangible assets of the Association, the National Secretary shall exercise an advisory role to aid decision making by the Executive Council.

12.3.2.5. The National Secretary by virtue of their past experience in the Association, shall advise and guide the National Treasurer to upkeep the financial health of the Association.

12.3.2.6. The National Secretary shall be responsible for establishing and maintaining logs, minutes of meetings, etc. of the Association and present the relevant materials and timely updates to the General Council.

12.3.2.7. The National Secretary shall be the reference point for interpreting the clauses and articles of the constitution of the Association.

12.3.2.8. The National Secretary shall serve on the Election Committee by the virtue of being an outgoing council member.

12.3.2.9. The National Secretary shall undertake all necessary correspondence regarding the registration of new units or otherwise.

12.3.2.10. The National Secretary shall be responsible for inventory keeping and approval for logistics for all the assets of the Association.

12.3.3. The National Vice President:

12.3.3.1. The National Vice President shall work in tandem and assist the National President providing them their unconditional support in carrying out their duties.

12.3.3.2. The National Vice President shall assume the responsibilities of the National President during their temporary absence.

12.3.3.3. The National Vice President shall strive to uphold and protect the rights and privileges of the members of the Association without fear or favor.

12.3.3.4. The National Vice President assists the National President in carrying out the responsibility to have administrative and functional control over the entire operations of the Association.

12.3.3.5. They shall be jointly responsible with the National President for the smooth functioning of the organization and work towards eliminating any potential void in any functional setup of the Association.

12.3.4. The National Treasurer:

12.3.4.1. The National Treasurer shall cross check all the payments done by the registered institutions with reference to the documents received.

12.3.4.2. The National Treasurer shall maintain the day book, ledger and post the entries of debit and credit in chronological order, adhering to accounting principles and maintaining the integrity of accounts.

12.3.4.3. The National Treasurer shall correspond with the bank(s), monetary agencies, auditor to address any issue including and not limited to payables, receipts, statements, procurement, investment, allowances, subscription, subsidies, taxes, etc.

12.3.4.4. The National Treasurer shall prepare financial statements on a monthly, quarterly, half yearly and annual basis and distribute the same to the Executive Council. It is the responsibility of the outgoing National Treasurer to get the annual audit report distributed amongst the members of the General Council.

12.3.4.5. The National Treasurer shall handover a complete audited statement of account, other documents, assets - moveable and unmovable, consumables and all the information pertaining to the processes, finances and procedures of the Association to their successor.

12.3.5. Programs Head:

12.3.5.1 The Programs Head shall be responsible for successfully running all the programs of the Association and for translating the policies and decisions on programs into reality.

12.3.5.2 The Programs Head shall be the point of contact and shall coordinate with external entities and oversee all programs-based collaborations.

12.3.5.3 The Programs Head shall be responsible for the design and dispatch of invitations pertaining to all the programs to all the invitees.

12.3.5.4 The Programs Head shall maintain all the operational records pertaining to programs and shall handover the program report to the National President and National Secretary.

12.3.5.5 The Programs Head shall form sub-committees, if deemed necessary, in consultation with the Executive Council so as to handle programs successfully.

12.3.5.6 The Programs Head shall disseminate information pertaining to programs effectively to the General Council.

12.3.5.7 The Programs Head shall seek out for potential sponsors and fundraisers for scholarships and other program-based activities.

12.3.6 Events Head:

12.3.6.1 The Events Head shall be responsible for successfully conducting all the events of the Association and for translating the policies and decisions on events into reality.

12.3.6.2 The Events Head shall be the point of contact and shall coordinate with external entities and oversee all event-based collaborations.

12.3.6.3 The Events Head shall be responsible for the design and dispatch of invitations pertaining to all the events to all the invitees.

12.3.6.4 The Events Head shall maintain all the operational records pertaining to all the events and shall handover the event report to the National President and National Secretary.

12.3.6.5 The Events Head shall form sub-committees, if deemed necessary, in consultation with the Executive Council so as to handle events successfully.

12.3.6.6 The Events Head shall disseminate information pertaining to events effectively to the General Council.

12.3.6.7 The Events Head shall seek out for potential sponsors and fundraisers for event-based activities.

12.3.7. The National Advisor:

12.3.7.1. The National Advisor shall work in tandem with the rest of the council, providing the National President and the Executive Council unconditional support in carrying out their responsibilities.

12.3.7.2. The National Advisor shall restrict themselves to an advisory role, leaving the choice to the rest of Executive Council members to accept or reject their advice.

12.3.7.3. The National Advisor shall attend all the meetings summoned by rest of the Executive Council during their tenure.

12.3.7.4. The National Advisor shall serve on the Election Committee by the virtue of them being an outgoing council member.

12.3.7.5. The National Advisor shall advise regarding adherence and continuity of policies of the Association.

Article 13

13. ZONES

13.1. The units of the Association shall be clubbed into zones to further improve interaction and further provide curated experiences based on the zone's needs.

13.2. Zonal activities such as panel discussions, seminars, workshops, conventions and any other related activity shall be conducted anytime between First General Body Meet and Intermediate General Body Meet.

13.3. The zones shall be structured based on their unit's examination dates, geographical proximity and equivalent number of students.

Article 14

14. ZONAL COUNCIL

14.1. They shall fully participate in letter and spirit in all decision-making processes within the respective zones, and should report to the Executive Council on the same.

14.2. They have to attend all the meetings and coordinate all the zonal activities within the zone and with the Executive Council.

14.3. They shall be responsible for conducting the zonal meetings with at least one Executive Council member in attendance.

14.4. They shall convene zonal meetings at least once in their term and convey all the discussions and decisions taken in the zonal meetings to the absentee units within their zone.

14.5. They shall work towards promoting harmony and cross-cultural amity amongst the members within their zone.

14.6. They are encouraged to conduct inter-zonal activities, in consultation with the Executive Council.

14.7. They shall function as an effective moderator and work towards strengthening the organization at all levels.

14.8. They are devoid of all decision-making authority and shall restrain themselves to mediatory, consultative and communicative roles.

14.9. They shall escalate the issues of their zone to the Executive Council, along with their observations, suggestions and advice.

14.10. They shall present their tenure's report at the Intermediate General Body Meet and provide a copy of the same for the annual magazine of the Association, Indian Arch.

14.11. They shall meet physically or virtually regularly with the unit secretaries of their zone.

14.12. Keeping in account the performance aspect of all the colleges under their zone, they have to work on zonal reformations.

14.13. They should proactively focus on the growth of the Association within the respective zone.

14.14. They shall be responsible for paving new and innovative strategies essential for the betterment of the zone.

14.15. The Zonal Council shall take up administration responsibilities and duties to assist the Executive Council.

Article 15

15. ELECTIONS, ELIGIBILITY AND TERM

15.1. Elections to the office of the National President, the National Vice President, the Programs Head, the Events Head and the Zonal Council shall be conducted by the Election Committee.

15.2. The Election Committee shall consist of the National Advisor, NASA India and National Secretary, NASA India in their capacities as out-going council members.

15.3. Elections can only take place when there is a quorum.

15.4. Elections to various positions shall be, in general, only through a secret ballot.

15.4.1. In situations where implementing a secret ballot system is not feasible, the Election Committee may choose to have any other medium of voting that is safe and discreet.

15.4.2. Ballot shall have NOTA as an option.

15.5. The Election Committee reserves the right to reject any candidature with tainted records or the ones previously impeached by the General Council.

15.6. No unit can cast their vote in absentia or through proxy or through postal ballot. It is mandatory for the unit to be physically present at the time and venue of the election to cast their vote.

15.7. Unit Secretary whose Unit is not in good standing or has subscription fee dues does not have the right to vote, nominate or stand in elections of the Association.

15.8. A candidate shall be declared elected if they secure a majority of votes among the members present and voting.

15.9. In the event of a tie, the outgoing Executive Council, as the case may be, shall cast its vote to break the impasse after a unanimous decision.

15.10. In the event of the physical Annual General Body Meet not being held in any one particular year, a virtual General Body Meet shall be conducted before 31st March.

15.11. The Term of the Executive and Zonal Council will be from election day to the next election.

15.12. Nominations to any elected post of

15.12.1. The Executive Council shall be supported by at least 1 Executive Council member, 2 Zonal Presidents and 2 Unit Secretaries of member colleges from other and different zones.

15.12.2. Zonal Council shall be supported by respective Zonal President and 2 Unit Secretaries of member colleges of their zone.

15.13. Eligibility Criteria:

15.13.1. For the posts of National President, National Vice President, Programs Head, Events Head and Zonal President

15.13.1.1. Any bonafide student representing a member college in the General Council as a unit secretary is eligible to be elected for the next term.

15.13.1.2. They can assume office only if they present a complete election form including annexures seeking approval from HOD and/or Principal Architect, in case of internship.

15.13.1.3. It is mandatory for a Unit Secretary to attend all the three previous General Body Meets including the last Annual NASA Convention in order to contest for the elected posts.

15.13.1.4. The outgoing Executive and Zonal council members are eligible to stand in the elections for the following year for a position higher than their current office.

15.13.1.4.1. The hierarchy of electable posts, for clarity, is defined as National President, National Vice President, Programs Head, Events Head, and Zonal Council.

15.13.1.4.2. They shall fulfill all other criteria for the elections as is, including and not limited to being a bona fide undergraduate student of architecture of a member college at the time of elections.

15.13.2. National Secretary

15.13.2.1. Considering the nature of activities assigned to the National Secretary, any bonafide student with four years of academic pursuit in Architecture at the Headquarters as of the date of election is eligible for nomination to the post of National Secretary of the Association as deemed fit by the outgoing National President, in consultation with the outgoing Executive Council.

15.13.2.2. By virtue of being an experienced member of the Executive Council, the outgoing National Treasurer may be considered for nomination for the position of National Secretary.

15.13.2.3. In the event of shifting of the Headquarters to another institution, the Executive Council shall nominate another suitable candidate with domicile within the vicinity of the new Headquarters.

15.13.3. National Treasurer

15.13.3.1. Considering the nature of activities assigned to the National Treasurer, any bonafide student with three years of academic pursuit in Architecture at the Headquarters as of the date of election is eligible for nomination to the post of National Treasurer of the Association as deemed fit by the outgoing National President, in consultation with the outgoing Executive Council.

15.13.3.2. They shall not have held any Unit Council, Zonal Council or Executive Council posts before.

15.13.3.3. In the event of shifting of the Headquarters to another institution, the Executive Council shall nominate another suitable candidate with domicile within the vicinity of the new Headquarters.

15.13.4. National Advisor

15.13.4.1. The immediate past National President of the Association is eligible to be nominated to the post of the National Advisor by the outgoing National President, in consultation with the outgoing Executive Council.

15.13.4.2. In the event of the immediate past National President not willing to take up the position of the National Advisor or losing the bona fide student status at the time of election, the Executive Council shall choose a National Advisor from one of the outgoing Executive Council members who has not been subjected to impeachment or has not subjected themselves to any inquiry or probe but meets the criteria of being a bona fide student of a member college at the time of election.

15.13.4.3. In the event of the above two conditions not being met, the outgoing Executive Council shall nominate as National Advisor one of the past National Presidents, who has not been subjected to impeachment or has not subjected themselves to any inquiry or probe.

Article 16

16. IMPEACHMENT OF AN EXECUTIVE COUNCIL OR ZONAL COUNCIL MEMBER

16.1. The said individual shall be impeached and cease to hold any responsibility in the Association immediately after the impeachment, subject to all of the following conditions being met:

16.1.1. At least two Zonal Councils and one Executive Council member second the motion for impeachment.

16.1.2. Two-thirds (2/3rd) of the Unit Council of member colleges in attendance voted in favor of impeachment.

Article 17

17. VACANCIES IN THE EXECUTIVE COUNCIL OR ZONAL COUNCIL

17.1. Any position in the Executive or Zonal Council may fall vacant due to:

17.1.1. Resignation

17.1.2. Impeachment, as a disciplinary measure

17.1.3. Incapacitation due to accident or calamity

17.1.4. Death

17.1.5. Any other appropriate reason

17.2. For elected positions i.e., National President, National Vice President, Programs Head, Events Head and the Zonal Presidents, the Executive Council shall, within themselves, allocate the interim charge to an Executive Council member as an additional responsibility until the next General Body Meet.

17.2.1. The Election Committee shall conduct elections to the position from the eligible candidates for the remainder of the term.

17.2.2. In a situation, where the next General Body Meet coincides with the Annual General Body Meet, the above clause shall be waived off.

17.3. For the post of National Secretary, the National Treasurer shall fill the vacancy for the remainder of the term. The nominee thus appointed may continue in their position during the subsequent term, subject to being endorsed by the outgoing Executive Council.

17.4. For the post of National Treasurer, the Treasurer-designee shall be appointed as National Treasurer for the remainder of the term. The nominee thus appointed may continue in their position during the subsequent term, subject to being endorsed by the outgoing Executive Council.

17.5. For the post of National Advisor, the Executive Council shall nominate a new National Advisor from the eligible individuals for the remainder of the term.

Article 18

18. COMMITTEES

18.1. There shall be the following committees to undertake a smooth functioning of the Association and help it deliver on its vision and objectives:

18.1.1. Headquarters, chaired by the National Secretary.

18.1.2. Digital and Print Media, chaired by the National Vice President.

18.1.3. Programs and Collaborations, chaired by the Programs Head.

18.1.4. Events, chaired by the Events Head.

18.1.5. Election, chaired by the National Advisor.

18.2. The Executive Council may constitute other committees as per requirements, the budget allocation of which should be approved by the General Council separately.

18.3. The Executive Council can form one or more sub-committees under the committees at any given time, as deemed necessary by the Executive Council, for organizing or streamlining of the Association's activities, management of any aspect of Association or for any specific mission.

18.4. All the members of these sub-committees shall be appointed from within the Association and with the approval of the Executive Council.

18.5. The committee chair shall be a member of all such sub-committees so formed.

18.6. The sub-committee shall accomplish its assigned task within the stipulated time frame, handling the subject issues deftly and with absolute confidence.

18.7. The sub-committee coordinator shall hand-over a report to the committee chair at the end of their tenure and cease to pursue any activity concerning the assignment, unless the Executive Council chooses to reinstate the sub-committee or offer an extension of time or expand the purview.

18.8. The workings of these committees shall be further delineated in the operation guidelines of the committee.

Article 19

19. HEADQUARTERS

19.1. For a college to be the Headquarters, it should follow the criteria below:

19.1.1. The college should have been a member college of the Association for a minimum time period of 5 years.

19.1.2. The college shall be a government college fully managed by the government, either central or state and affiliated to the universities for course structures.

19.1.3. The college shall be located in, or around a periphery of 50kms in the metropolitan cities of India.

19.1.4. The college shall fall under the status of Institute of National Importance

19.2. The administrative work and authority of the Headquarters shall not be shared and should remain within that single unit.

19.3. The college/colleges bidding for the Headquarters should obtain a no-objection certificate from the Principal/Dean/HOD/Director of their respective college.

19.4. The Headquarters cannot be changed or dissolved for at least a period of 5 years unless there are some shortcomings with the working of the Headquarters. However, during the period of transition, the Headquarters would remain the same till the period of a secondary concrete solution.

19.5. During the transition period, anyone from the Headquarters does not hold any authority but the members are responsible to handover all the data to the Association.

19.6. The Headquarters will operate independently of all other NASA India activities under the Unit Secretary and the Unit Designee of the college.

19.7. The HOD of the Headquarters serves as one of the Patrons of the Association.

Article 20

20. SOURCE OF INCOME

20.1. The Association shall receive funds in form of subscription fee, registration fee, late fee and any other fees or penalty from its associated colleges as prescribed in this constitution or as prescribed by the General Council.

20.2. The Association shall also receive funds as donations, sponsorships and grants from individuals or organizations which are not in variance to the Vision and Objectives of this Association.

Article 21

21. SUBSCRIPTION FEE AND LATE FEE

- 21.1. An annual subscription fee from all its associated colleges is payable to the Association for its functioning and progress towards its Vision and Objectives.
- 21.2. The subscription fee is payable through the **Form X** through the website.
- 21.3. The quantum of subscription fee is defined as below:
- 21.3.1. Member Colleges - ₹100 per undergraduate student enrolled in B.Arch. in the unit.
 - 21.3.2. Observer Colleges - ₹150 per undergraduate student enrolled in B.Arch. in the unit.
- 21.4. The deadline to remit the subscription fee is 31st October, after which an incremental late fee of 10% shall be levied per month.
- 21.5. A maximum limit over the late fee is set at 50% of the subscription fee which will be reached on 1st April.
- 21.6. From the 1st of April, the college shall be restricted to participate in any program or events of the Association or receive any benefits from the Association until the subscription fee dues are cleared.

Article 22

22. EXPENSES OF ASSOCIATION

- 22.1. Any and all expenses made in the Association shall be in line with the Vision and Objectives of the Association.
- 22.2. The expenses of the Association consist of two sub-categories: recurring expenses and discretionary expenses.
- 22.3. Recurring Expenses consist of the expenditures which are to be made from the Association without default every year, including remittance towards governmental, legal, and legal allied entities like Chartered Accountants towards maintaining the Association in good standing, design competitions' prize money and expenses, website maintenance, seed money towards the hosts, etc.
- 22.4. Discretionary expenses include expenditures that allow the Executive Council to further improve the experience provided by the Association and strive towards NASA India's Vision and Objectives like remunerations for volunteers of committees and subcommittees, printing, logistics, office stationery, utilities, transportation, food and lodging, repairing and maintenance, and any other Association expenses.
- 22.5. It is further suggested that the recurring expenses, discretionary expenses and reserve funds may be in and around 30%, 60% and 10% respectively, of the income of the Association in the last financial year.
- 22.6. Until a new budget is approved by the General Council, the Association expenses shall be maintained as per the last approved budget.

Article 23

23. OPERATION OF BANK ACCOUNTS

23.1. The Association shall open its bank account and maintain deposits in a public bank and the signatories of the bank account shall be any two out of the National President, the National Treasurer and the HOD of the unit hosting the Headquarters of the Association.

23.2. The National Treasurer is solely responsible for maintaining the bank accounts and statements.

23.3. All transactions shall only be made after due approval by the National President.

23.4. The accounts currently open in the Association's name are mentioned below:

23.4.1. "National Association of Students of Architecture" – Current Account at SBI IP Estate serves as the primary account.

23.4.2. "NASA India" – Current Account at SBI IP Estate used for online transactions.

23.4.3. "National Association of Students of Architecture, India FCA" – Foreign Contribution Account at SBI New Delhi Main Branch to receive foreign contribution under the Foreign Contribution Regulation Act.

23.4.4. "National Association of Students of Architecture, India UA" – FC Utilization Account at SBI New Delhi Main Branch to use the foreign funds received.

Article 24

24. AUDIT REPORT

24.1. The outgoing National Treasurer shall be responsible for arranging the audit of accounts of the Association by a registered Chartered Accountant.

24.2. They shall present a copy of the audit report to all the General Council members within a month of the first Council meeting during their tenure as National Secretary.

24.3. In the event of any undue delay or failure to do so, the Executive Council shall initiate the audit process through another Chartered Accountant and the discrepancies if any shall be ascribed to the outgoing National Treasurer.

24.4. In such an event, the Executive Council shall initiate proceedings against the outgoing National Treasurer to recover the losses of the Association.

Article 25

25. DESIGN COMPETITIONS

25.1. Trophies under NASA India have been one of the longest running activities.

25.2. The structure, trophies and other information is prescribed under Trophy Guidelines.

25.3. Annual NASA Design Competition Host guidelines are prescribed in ANDC Host Guidelines.

Article 26

26. EVENTS AND PROGRAMS

26.1. NASA India hosts various activities under its banner classified as Events and Programs.

26.2. Event Definition: A NASA India Event is a NASA event which is hosted by an associated unit or the Association itself for the benefit of students. It aims to serve as a platform where different colleges across the nation can interact with each other and also where students can interact with eminent professionals in the Architecture fraternity and more. Events could happen at a zonal level or on a national level.

26.2.1 The Annual NASA Convention is a platform for the fraternity to come together and communicate ideas, learn about cultures across the globe and improve oneself.

26.2.2 The guidelines regarding ANC are prescribed in ANC Guidelines and ANC Host Guidelines.

26.2.3 The Zonal NASA Convention is to provide exposure to the local talent and staging them on a broader platform while keeping their minutia intact.

26.2.4 The guidelines regarding ZNC are prescribed in ZNC Guidelines and ZNC Host Guidelines.

26.2.5 Other event guidelines are prescribed under Non-Convention Event Host Guidelines.

26.3. Program Definition: A NASA India Program is defined as a venture developed with or without an external collaboration in terms of moderation/sponsorship or both; programs are recurring in nature, and are bound to happen at a prescribed time of the year.

26.3.1 NASA India runs various programs throughout the year to benefit the student community.

26.3.2 The details and structure for these programs shall be prescribed in the Program Guidelines for each program.

Article 27

27. MISCELLANEOUS

27.1. The fiscal year of the Association shall be from 1st April to 31st March.

27.2. Any amendment to this constitution shall be proposed and approved at Intermediate General Body Meet and come into effect after ratification of the same at the next First General Body Meet.

27.3. Every 5 years the complete NASA India constitution should be reviewed at the FGBM, and the changes suggested over that period will be incorporated as an amendment into the constitution after the approval of the General Council.

Annexure

Forms

Form A – Application for Observer Status

Form B – Application for Membership Status

Form C – Appointment of Unit Secretary and Unit Designee

Form D – Application for Change of Unit Secretary

Form E – Application of an Acting Unit Designee for a short span

Form F – Application for Change of Unit Designee

Form G – Confirm bid to Host Annual NASA Convention

Form H – Confirm Bid to Host First General Body Meet

Form I – Confirm Bid to Host ANDC (Annual NASA Design Competition)

Form K – Confirm Bid to Host any Event

Form X – Annual Subscription Fees

Form Y – Update College Particulars

Form Z – Application for Removal of College from Association

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