

**India Scrum Enthusiasts Community (ISEC)**

**Rules and Regulations (By-laws)**  
**Draft**

**April 2010**

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## **Rules and Regulations (By-laws)**

### **I. Name**

The name of the Society shall be **India Scrums Enthusiasts Community**

### **II. Membership**

- The Association shall consist of membership, without stock, and shall be operated on a non-profit basis. All income of the Association shall be devoted to afore stated purpose.
- Membership of the Association shall be open to all citizens of India who are interested , working or doing business in area of Scrum and Agile
- The Association shall levy an annual membership fee, the amount of which will be decided by the GC on an annual basis

### **III. Governing Council**

- The Governing Council (GC, hereforth) shall serve without pay and consist of 7 members.
- The Governing Council members should be working in the field of Scrum for at least 2 (two) years and should be a full time, active member of the Association
- Council members shall serve a maximum of 4 terms of 1 year each.
- Vacancies shall be filled by the Governing Council, with the recommendation of the Chair.
- GC members with 5 (five) absences shall dismissed from the Council.

### **IV. Officers**

- The officers of the governing council shall consist of a Chair, Vice Chair, Secretary, and Treasurer nominated by the GC.
- Elected officers will serve a term of one year.
- Responsibility of Officers :



- The Chair shall preside at all GC meetings, appoint committee members, and perform other duties as associated with the office.
- The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence.
- The Secretary shall be responsible for the minutes of the GC, keep all approved minutes in a minute book, and send out copies of minutes to all.
- The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

## V. Duties of Officers of GC

- Management of Business. The GC shall have general supervision and control of the business and affairs of the Association, and shall make all necessary rules and regulations not inconsistent with law or the by-laws of this Association, or the Certificate of Incorporation, for the management of the Association. It shall be their duty to require proper records to be kept of all business transactions.
- Bonds. A blanket crime policy shall protect the Association in the event of misappropriation of funds, embezzlement or fraud. The Association shall pay the cost of said bond.
- Meetings. The GC shall meet once each month at such time as they may agree upon. The Chairman or two Officers may convene a meeting of the Officers at any time. Notice of such meeting shall be communicated to each GC member not less than 24 hours before the meeting is to take place, provided that meetings of the GC may be held at any time, without formal notice, if all GC members are present, or those absent have waived notice or have signified their consent to the meeting being held in their absence.
- Annual Audits. At least once in each fiscal year the GC shall have an audit made of the books of the Treasurer and the report of this auditor or auditing committee shall be submitted to the members of the Association at their annual meeting.
- Chair. The Chair shall preside over all meetings of the Association and of the GC, sign as Chair with the Treasurer all notes, deeds, contracts, conveyances, agreements, and other instruments requiring such signatures, call special meetings of the Association and of the GC, and perform all acts and duties usually required of an executive and presiding officer.
- Vice Chair. The Vice Chair shall be vested with all the powers of the Chair in his absence and is charged primarily with helping in performing the duties of the Chair with the consent and permission of the Chair and GC members as deemed fit by the Chair
- Treasurer. The treasurer shall be vested with all the powers of the Chair in his absence or disability, shall generally be in charge of all GC work, and shall perform other duties as shall be prescribed by the GC. The Treasurer shall be the custodian of the permanent funds and securities of the Association; shall keep or cause to be kept a full and complete record of all receipts and disbursements; shall pay out money upon the



approval of the GC and with the joint signature of the Chair; shall deposit all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the GC; shall sign as Treasurer with the Chair, all notes, deeds, contracts, conveyances, agreements, and other instruments requiring such signature; shall present a report of receipts and disbursements at each meeting of the GC; and shall present a yearly financial summary at each annual meeting.

- Secretary. The Secretary shall keep a complete record of all meetings of the Association and of the GC; serve all notices required by law and by these By-laws; shall keep a complete record of all business of the Association and make a full report of all matters and business pertaining to his office to the members at the annual meeting; shall make all reports required by law and perform such other duties as may be required of him by the Association or by the GC.

## VI. Financial Matters

- The fiscal year of the GC shall be 1st April to 31st March (next calendar year)
- Contracts. Except as otherwise provided in these By-laws, the GC may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association and such authority may be general or confined to specific business. No debts shall be contracted against the Association except by order of the GC or persons specifically authorized by the GC.
- Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money and all notes, bonds or other evidence of indebtedness issued in the name of the Association shall be jointly signed in the name of the Association by one of the four Executive Committee offices of the Association.
- Deposits. All funds of the Association shall be deposited from time to time to the credit of the Corporation in such bank or banks as the GC may select.
- Accounting System and Reports. The GC shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system including reports.
- Non-Liability for Debts. No member shall be liable or responsible for any debts or liabilities of the Association. The private property of the members shall be exempt from execution or liability for any debt of the Association.

## VII. Committees

- The Governing Council may appoint standing and ad hoc committees as needed.

## VIII. Meetings

- General Body meetings of the Association should happen at least once every quarter
- Governing Council meetings shall be held at least once every calendar month





- Special meetings may be held at any time when called for by the Chair or a majority of Council members.
- Agendas for these meetings shall be provided at least 7 days in advance.

## **IX. Voting**

- Quorum
  - A 2/3<sup>rd</sup> majority of GC members constitutes a quorum.
  - In absence of a quorum, The meeting shall be postponed once for 30 (thirty) minutes and then continue to transact normal business
- Passage of a motion requires a simple majority (ie, one more than half the members present). [Or whatever your GC's decision-making process is]

## **X. Conflict of Interest**

- Any member of the GC who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the GC, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the GC to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

## **XI. Amendments**

- These by-laws may be amended by a two-third vote of GC members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each GC member at least one week prior to said meeting.