

## NCI BYE-LAWS

(as updated post the GA meeting on 19<sup>th</sup> November 2020)

### I. Preamble

The Nordic Centre in India (NCI) was founded in 2001 by a consortium (The Consortium) of Nordic higher education and research institutions. These bye-laws replace the original bye-laws.

### II. The Aims of the Consortium

#### §1

The Consortium is a collaborative, non-profit organization for Nordic educational and research activities related to India. NCI shall be a forum for contacts and co-operations between its Nordic member institutions and Indian institutions. The NCI also promotes the interest of The Consortium in the entire South Asian region. Finally, the NCI promotes the interest of Indian research and educational institutions in the field of Nordic education and research.

### III. Activities

#### §2

The NCI facilitates and supports the following (non-exclusive) activities:

- Education, research and exchange activities between India and the Nordic countries
- Seminars, workshops and conferences
- Representing its members in India and the Nordic Region.
- Developing and conducting academic co-operation between Indian and Nordic Institutions.
- Assisting Nordic scholars and students with academic and practical matters
- Short term and long term training programmes (e.g. summer courses language training)
- Assistance to member universities in terms of student recruitment in India

#### IV. Membership

##### §3

There are two categories of membership—full membership and associate membership. Full members must be Nordic higher education institution (higher education institutions awarding doctoral degrees). Other organizations conducting research and research-based education related to India and organizations with a Nordic mandate may become Associate members.

##### §4

Full members as well as Associated members will each appoint one official representative to the General Assembly.

##### §5

Written applications for membership are to be addressed to the Board of NCI, which makes the decision. By applying for Full or Associate membership a University or other organization agrees to comply with these bye-laws. New members are required to make an initial commitment for a three-year membership period.

##### §6

All members shall pay an annual membership fee. The fees for Full and Associate members are decided upon by the General Assembly. Members are also expected to allocate resources to actively participate at the General Assembly and other businesses of NCI.

##### §7

A member not fulfilling its financial responsibilities to the NCI or acting in clear and repeated discordance of the aims of the NCI may be expelled by a 3/4 majority of the quorum of the General Assembly on the motion of the Board.

##### §8

Members wishing to terminate their membership must give one full calendar year's advance notice in writing to the Board.

## V Organization

### §9

The legal representative of the NCI is the member of The Consortium hosting the Secretariat. A member university can host the secretariat for a term of two years extendable by another term of two years. A member university cannot continue as the NCI Secretariat after four uninterrupted years. The member hosting the Secretariat appoints among its employees someone who will act as the legal representative of the NCI.

## VI. A General Assembly

### §10

The General Assembly (GA) is the highest authority of The Consortium and handles all matters of principle and of strategic importance for the NCI.

### §11

The General Assembly will meet at least once a year at a location and time decided by the Board. The meeting times shall be scheduled in a way that facilitates effective management of the NCI.

### §12

A summons will be sent out three months in advance, and the agenda and supporting documents will be sent to the members by the chairperson of the Board one week in advance. All members may request items for the agenda to the Board no later than two weeks in advance of the meeting.

### §13

Each member of The Consortium can send one delegate to take part in the General Assembly through the attendance of its ordinary representative or a substitute nominated by the member. Board members, by default, should not act as General Assembly representatives. This also applies for Deputy Board members. If a Board member has to represent their university in the General Assembly due to exigent

circumstances a written approval from the Vice-Chancellor/Director of International Relations/relevant authority at the university is needed.

§14

A chairperson and a secretary will be chosen to conduct the meetings of the General Assembly. The verified minutes will be received by the members within one month of the meeting and barring any objections within two weeks, they will be deemed complete.

§15

Each Full member will have one vote in the General Assembly. Full members may be represented by proxy. Associate members will have the right to be present and to express their views but will not have the right to vote.

§16

The General Assembly shall have a quorum if at least 50 percent of the Full members are represented. Decisions by the General Assembly require a simple majority. Amendments to bye-laws, dissolution of The Consortium and approval and termination of memberships require a 2/3 majority. Proposals for amendments to the bye-laws with support from at least three Full members must be received by the Board six weeks prior to the General Assembly.

§17

The responsibilities of the General Assembly are as follows:

- Determining the strategic guidelines for The Consortium
- Approving the annual work plan and the budget and instructing the Board accordingly
- Electing the Chairperson for a two-year term.
- Electing the Board, including deputies for a two-year term. The Board elects the Deputy Chairperson, who should not come from the same country as the Chairperson
- Electing two members to check the minutes
- Approving instruments of co-operation with Indian partner institutions
- Approving the systems of auditing in the Nordic countries and in India
- Adopting the annual report and the statement of accounts
- Approving all amendments to the bye-laws

- Deciding on the dissolution of The Consortium with proposals for the disposal of assets and liabilities
- Deciding upon which full member is to become the host institution for the Secretariat and approving an appropriate legal document for the transition of the Secretariat.
- Revising the annual membership fees
- The General Assembly may delegate specific decisions to the Board

## VI.B The Board

### §17

The Board shall ensure that the NCI operates in accordance with its aims, regulations and budget and in keeping with the relevant regulations both in the Nordic host country and in India.

### §18

#### Constituency of the Board

- The Board consists of six members.
- The board members have to be from NCI full member universities only.
- One of them is a Chairperson elected by the GA, and the five others represent each of the five Nordic countries.
- Each Board member has a deputy.
- Each Board member and her/his deputy are elected and serve the Board for a term of 2 years or until the annual GA meeting in the second year of their term.
- To maintain stability and continuity while providing for new ideas and approaches the terms are staggered so that approximately half of the Board members and their deputies are elected every year. Each Board member and deputy shall serve no more than two consecutive 2- year terms. An exception to the aforementioned rule will be applicable to a Board/Deputy Board member representing a single university member representing a country.
- A new appointed member and deputy shall preferably be from a different university or department than the elected member serving in order to facilitate rotation of the members in the Board.

§19

The Board shall meet at least twice a year, with the possibility of meeting either in person or by other suitable means of communication. Members are also expected to allocate resources so that a Board member can fulfil the obligations of being a Board member, i.e. to actively participate at Board meetings and other businesses. The minutes of the Board meetings should be approved no later than one month after a meeting and the approved minutes will be posted at the NCI web site. If a Board member is unable to attend a meeting, he/she will be replaced by the deputy. The Board may invite additional experts to attend its meetings and may appoint an Advisory Council (max 10 persons for a max period of three years) to comment on important board documents, while any decision remains with the board alone which is in no way bound by the recommendations of the Advisory Council . A member of the NCI staff may serve as Secretary in the Board meetings.

§20

The Board shall have a quorum if at least three members are present. One of them has to be Chairperson or Deputy Chairperson. Decisions will ideally be made by consensus, but in case of disagreement a decision will require a simple majority. In case of a tie vote, the Chairperson's vote will decide.

§21

The responsibilities of the Board are as follows:

- Drawing up proposals for strategic guidelines, the annual work plan and the budget
- Preparing instruments of co-operation with Indian partner institution
- Monitoring the financial situation of the NCI
- Making overall decisions about implementing the work plan and the budget
- Preparing amendments to the bye-laws for the approval of the General Assembly
- Drawing up the agenda for the meetings of the General Assembly
- Monitoring the activities of the NCI and reporting to the General Assembly
- Selecting and appointing the Director and other staff and elaborating the terms of reference respectively.
- Deciding on the acceptance and termination of members
- Elaborating responsibilities and instructions for the Director
- Approve salary and benefits for the NCI staff as proposed by the Chairperson in consonance with the annual budget as approved by the

GA

§ 22

Election of Board members:

1. Time

Elections of new Board members shall take place at the annual meeting of the General Assembly.

2. Procedures

Each serving Board member and deputy, representing the membership in a country, are responsible for collecting nominations for their successors through an open invitation to all the full members in their country. Individuals interested in serving the Board of NCI may nominate themselves or be nominated by others. After having received nominations the serving Board member prepares a list of the candidates and submit a proposition to the General Assembly six weeks prior the annual meeting.

VI. C Secretariat/India Liaison Office and Director

§23

The NCI shall have a Secretariat and one Director employed either by the Secretariat or India Liaison Office if appropriate.

§24

The Director is responsible for managing the activities of the Consortium in accordance with the delegation of authority given by the Board. The Director reports directly to the Board

§25

The Secretariat shall be located in a Nordic country and/or in India (in th latter case together with a member university). The Secretariat's main responsibility is to provide support to the GA and the Board for such items as administration, membership issues, budget, accounting, audit,

provision of an Ombudsman, etc. The Secretariat works closely with the Chairperson.

§26

The India Liaison Office is responsible for day-to-day operations and for the NCI in accordance with the delegation of authority from the Board and effective communication with the members. The Director heads the India Liaison office and oversees its operations.

#### VII. Finance and Auditing

§28

The NCI shall not incur debts.

§29

The accounts of the NCI will be audited according to the rules of the country hosting the Secretariat. Accounts directly concerned with activities in India will be audited in accordance with Indian law.

#### VIII. Status and Dissolution by Default

§30

These bye-laws are mutually binding for all members.

§31

The Consortium will continue to exist as long as it has at least eight Full members from at least three Nordic countries or if the General Assembly decides on the dissolution of the Consortium.