SRI TIRUPATHI VENKATESHWARA

**GUIDELINES AND RESPONSIBILITIES OF IRIA HOUSE MANAGEMENT COMMITTEE**

The name of the committee shall be **“IRIA House Management committee of Telangana State Chapter”**

**Scope of the committee**: The committee will take care of managing the IRIA HOUSE maintenance related activities.

**Structure of the committee**: The committee consists of 6 members and the current year President and Secretary of the TS Chapter of IRIA will be as ex officio members. One of the members will be the chairman as selected by the executive body of IRIA TS Chapter and the remaining of the 5 members will be selected by the Chairman of the committee. All the members must be the LIFE MEMBERS OF IRIA TS CHAPTER.

**Tenure of the committee**: The tenure of the committee shall be 5 years.

**Selection of Chairman and IRIA HOUSE new committee members**: In case any member resigns for any reason, the chairman can select new member in his place. If the chairman resigns for any reason, the executive body will select new chairman and until then the senior member of 5 members committee will act as Chairman of the committee.

**RESPONSIBILITIES:**

1. Establishing new IRIA office with all good infrastructure.
2. To raise the funds for the IRIA HOUSE from members of IRIA, Trade Industry and various other donors and philanthropists.
3. To take care of the office like, assessment of MCH Taxes and other office maintenance activities and payments.
4. To have a separate Bank Account as TS IRIA HOUSE FUND. Chairman and the treasurer of the IRIA TS Chapter would be the signatories.
5. Proper accounts shall be maintained with the help of TS Chapter Office Administrative Manger.
6. The committee shall put every effort to raise funds for establishing good office infrastructure and to have a good corpus fund and shall be kept in the FD. Expenses incurred for the interiors and renovation of IRIA HOUSE shall be spent from the IRIA HOUSE FUND .
7. The chairman and the members will work in coordination with the secretary of RIAI TS Chapter.
8. All the proposals and decisions taken by the committee to be approved by the ex. body of T S Chapter and shall be ratified by the GBM.
9. All the accounts related to office infrastructure and other payments shall be maintained separately and to be presented along with the TS Chapter budget and shall be approved by the GBM every year.
10. The committee shall have meetings whenever necessary and can attend the ex.body meeting on Invitation for the presentation and approval of their decisions by the ex. body of TS CHAPTER..
11. Minimum of FIVE members out of 8 members to be present in the management committee meeting to make quorum.
12. The GBM can abolish the committee in future, if the committee services are not required anymore and the Secretary of TS Chapter will take the responsibility for managing the IRIA HOUSE.

Members of the TS IRIA HOUSE Management Committee

1. Dr .K .Prabhakar Reddy Chairman

2. Dr. T L N Praveen

3. Dr. K. Venkatram Reddy

4. Dr. T. Ramesh

5. Dr. Venkat Nageshwar Goud

6. Dr. Sunitha Linga Reddy

7 .President, T S Chapter Ex. Off. Member

8. General Secretary, T S Chapter Ex. Off. Member