

**NOSPLAN – ORGANIZATION OF STUDENTS OF PLANNING**

**DRAFT CONSTITUTION**



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## 1. Introduction

### 1.1. The Logo



The story - The present NOSPlan logo, was designed during the time of the 7th Annual NOSPlan Convention 'Congruence', hosted by School of Planning and Architecture, Delhi, in 2004-05.

The key purpose was to establish and formalise the NOSPlan brand. Until that time, various NOSPlan conventions used to have branding and individual logos, but there was no consistency in the identity of the organisation as such. This was also a time, when efforts were on to establish the organisation as a registered organisation - although that didn't bear results immediately.

In terms of the actual design, when we started out with the concepts, our first idea was to have something that was fairly easy to reproduce - much like the logo of SPA Delhi, with the concentric triangles. So we started with basic geometric shapes - a single large square, inset with 4 smaller squares overlapped diagonally going top to bottom, left to right. Then we used these squares to populate the main letters of the acronym - N,O,S,P - and 'Plan' being one word - got fitted into the bottom-most square. The other was to use just a 2-tone colour palette - hence the blue and grey - although arguably there is also white.



Another idea was to introduce the blocks and voids approach to the graphic, leading to the white bands through the 4 squares (pretty similar to the urban form diagrams planners do).

It is true that the stamp of it, i.e. the seal of the organisation, was pretty impressive looking.

To make the logo a bit contemporary, we softened two of the corners to rounded ones - the top-right and bottom-left. And finally used the top and right edges to include the full name of the organisation - because plain lines along all edges was too bland. The Hindi phrase 'प्रगत्येव प्रतिष्ठाः' (Pragatyev Pratishtha) was suggested by Fani Bhushan, and besides its meaning - Prestige/Dignity is Development - also introduced some Hindi text in the logo, which helped us break away from English-only.

The logo was selected from a host of other options - the process did go on for quite a while before finalising this.

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## **2. Membership Guidelines**

### **2.1. Types of Membership**

It is to be noted that the memberships involving the payment of a certain sum of money are subject to renewal on an annual basis.

#### **2.1.1. Individual Membership**

##### Eligibility Criteria

- a. Must be a student of a recognized planning course in India.
- b. Must submit an annual membership fee of Rs.300/-
- c. Submit an annual database form (Annexure 1) through a mode as determined by the General Body (GB) from time to time – often a tabular spreadsheet with columns seeking information regarding an individual's annals in the fields related to planning.

##### Entitlements

- a. Student Membership Certificate (Annexure 2)
- b. Entitled to:
  - i. Vote in Unit Council Elections (applicable only if the institute of the individual is a member as well)
  - ii. Participate/raise questions in the National Council Meetings and Annual Conventions.
  - iii. Submit articles for the Newsletter, Annual Magazine, Website or any other publication.
  - iv. Participate in any event/activity conducted by/ related to NOSPlan
- c. Entitled for t-shirt/ memento/ any other item as decided by the General Body.
- d. Access to website and other online content and resources as and when made available by the organisation from time to time.
- e. Access to any other facility as provided by NOSPlan for its members, for instance – internship pursuits.

#### **2.1.2. Institutional Membership**

##### Eligibility Criteria

- a. The concerned educational establishment (institution or department) must have a recognized Planning course, and must be situated in India.
- b. For the aforementioned establishment to become a member of NOSPlan, at the least 3/4th of its Planning students must fulfil the criteria of Individual Membership, not necessarily as a corollary, nor as a conducting, but as a concurrent process.

##### Entitlements

- a. Institutional Membership Certificate, (Annexure 2) that shall be given to the concerned Head of the Department/ Course/ College, as per respective applicability.
- b. A distinct and dedicated area for the institution in the website of the organization.
- c. Faculty members shall be involved in the consultative roles for the betterment of the Organisation.
- d. Entitled to representation at the Annual Convention, and other such activities conducted by the Organisation.

#### **2.1.3. Alumni Membership**

##### Eligibility Criteria

- a. Must be an alumnus of a recognized Planning course in India.



- b. Submit an annual database form (Annexure 3) through a mode as determined by the General Body (GB) from time to time – often a tabular spreadsheet with columns seeking information regarding an individual’s annals in the fields related to planning.

### Entitlements

- a. Membership Certificate, on request (Annexure 2)
- b. Entitled to:
  - i. Participate/raise questions in the National Council Meetings with prior approval from the Host College and the Executive Council.
  - ii. Participate in the Annual Conventions on the payment of a nominal fee (for food, accommodation, etc.), with prior approval from the Host College and the Executive Council.
  - iii. Submit articles for the Newsletter, Annual Magazine, Website or any other publication.
- c. Access to website and other online content and resources as and when made available by the organisation from time to time.
- d. Access to any other facility as provided by NOSPlan for its members.

### **2.2. Membership Management Guidelines**

Membership Management will primarily concern with collection of membership fee from individuals as well as institutions, and issue of corresponding receipts and letters.

The task will include Request of Membership Fees by the National Treasurer, and Deposition of Membership Fees by the Member Colleges in a process approved by the General Body.

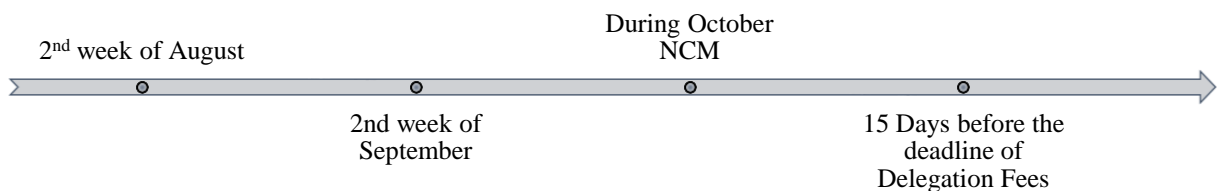
#### **2.2.1. Request**

##### **2.2.1.1. During March NCM**

- a. The Executive Council decides on the modes of fees submission and format for the receipt of Membership Fees (for individual, institutional, and alumni).
- b. The Treasurer shall put the draft format for the Receipt letter (institutional, individual and alumni) during the March NCM for approval. A simple majority (50%) of the GB for the Receipt letter format shall be needed for approval in the NCM.

##### **2.2.1.2. Before October NCM**

- a. 1st official mail and letter to be sent requesting membership fee in by 2nd weeks of August. Treasurer to send letter (to be accompanied by details pertaining to mode of submission, membership form, etc.) to HODs/ concerned person with a copy of the letter along with a mail to the UCs.
- b. Deadlines



#### **2.2.2. Deposition**

- a. Treasurer shall send the details to Member Colleges regarding the modes of submission of Membership Fees, Amount and the Format of Membership Form.
- b. Need to add in about the penalty charges

In case an existing member college does not submit the annual membership fee, then the decision about its participation in the convention shall be taken by the Executive Council, the Advisory Board and the Host College. If they are allowed to attend the Annual Convention, they shall be:



- a. Considered ineligible for contesting in the Executive Council Elections
- b. Considered ineligible for voting in the Executive Council Elections
- c. Not marked in any of the Convention events, and thus be ineligible for the Annual NOSPlan Trophy
- d. Considered ineligible for the Membership Souvenirs, annually distributed by the Executive Council
- e. The decision for providing/ withholding the Convention Souvenirs shall remain with the Host College

After the Annual Convention:

- a. In the March NCM, they shall be considered ineligible for voting in the bidding for the Host College of the upcoming Annual Convention.
- b. They shall be considered ineligible for voting in the decisions related to the Advisory Board Elections.
- c. Their students shall be considered ineligible for contesting in the Advisory Board Elections. It may be noted that in case a nominee had been an undergraduate student from one Member College, and a postgraduate student from another, at least one of the colleges needs to be a member, w.r.t. to membership fee, at the time of nomination. If both the colleges in question are defaulters, the nominee shall be considered ineligible.
- d. The defaulters shall not be entitled to any kinds of awards/ rewards for the pre-Convention events, or any other events conducted by NOSPlan from time to time.



### **3. The General Body – Functions, Responsibilities, Elections and Abdications**

#### **3.1. The Headquarters**

Department of Physical Planning, School of Planning and Architecture, 4- Block B, I. P. Estate, New Delhi – 110002 shall be retained as the NOSPlan Headquarters, in view of the fact that it is required for the Headquarters of any registered all-India level organization should be based in Delhi.

Source

#### **3.2. The General Council**

##### **3.2.1. The Executive Council**

The Executive Council shall have a horizontal structure - with separate portfolios for each member. While the respective posts shall have almost full autonomy in discharge of their own affairs, but before taking a final decision, all the Executive Council members must be made aware by the concerned member about the decision and its reason.

All the Executive Council members shall be answerable to the General Body about their working and for the questions raised. The President and the General Secretary shall be the representatives of the organisation for all legal matters and obligations.

##### ***3.2.1.1. Constituent Members and their duties***

The Executive Council shall have the following members, elected at a national level:

- a. President
- b. General Secretary
- c. National Treasurer (from School of Planning and Architecture, Delhi)
- d. Chief Editor
- e. National Web Manager
- f. Convention Officer (from the Institute hosting the Annual NOSPlan Convention for that respective year)

##### ***3.2.1.2. Executive Council Elections***

Any candidate standing up for a post of the Executive Council must be from a Member College with Institution level membership, with the membership and delegation fee for that year paid before the last deadline.

There has to be only one nomination per post from an individual college. For scenarios such as more than one nominations for a single post, the Unit Council needs to resolve the matter in the college itself. No Member College can send in more than two nominations, which shall be mailed at [president@nosplan.org](mailto:president@nosplan.org), and to any one of the Advisory Board Members.

##### ***3.2.1.2.1. Eligibility Criteria for President***

- a. The candidates from under-graduate courses must have attended at least three conventions (the third being the current one, in which the nomination has been filed).
- b. The candidates from post-graduate courses must have attended at least four conventions (the fourth being the current one, in which the nomination has been filed).
- c. The candidates should be clear about their vision about the organisation, and should be able to explain it in the form of a cogent action-plan – direct and doable.
- d. The candidates should have contributed to the organisation in a fruitful manner, and should be able to expound upon their work experiences, and their usefulness.





**3.2.1.2.2. Eligibility Criteria for General Secretary**

- a. The candidates from under-graduate courses must have attended at least three conventions (the third being the current one, in which the nomination has been filed).
- b. The candidates from post-graduate courses must have attended at least four conventions (the fourth being the current one, in which the nomination has been filed).

**3.2.1.2.3. Eligibility Criteria for National Treasurer**

- a. The candidate must be from School of Planning and Architecture, Delhi, and nominated by the Unit Coordinator of the institute, after consulting the outgoing National Treasurer.
- b. The candidate from an under-graduate course must have attended at least three conventions (the third being the current one, in which the nomination has been filed).
- c. The candidate from a post-graduate course must have attended at least four conventions (the fourth being the current one, in which the nomination has been filed).

**3.2.1.2.4. Eligibility Criteria for Editor-in-Chief**

- a. The candidates from under-graduate courses must have attended at least two conventions (the second being the current one, in which the nomination has been filed).
- b. The candidates from post-graduate courses must have attended at least three conventions (the third being the current one, in which the nomination has been filed).

**3.2.1.2.5. Eligibility Criteria for National Web Manager**

- a. The candidates from under-graduate courses must have attended at least two conventions (the second being the current one, in which the nomination has been filed).
- b. The candidates from post-graduate courses must have attended at least three conventions (the third being the current one, in which the nomination has been filed).

	<b><u>President</u></b>	<b><u>General Secretary</u></b>		<b><u>Editor-in-Chief</u></b>		<b><u>Web manager</u></b>
3 marks per convention attended - <b>9</b> maximum			3 marks per convention attended - <b>9</b> maximum		3 marks per convention attended - <b>9</b> maximum	
Situation based questions - <b>21</b>			3 marks per academic experience - <b>9</b> maximum		3 marks per academic experience - <b>9</b> maximum	
Closed Voting - UC-EC-AB - Weighted Average out of <b>60</b>			Closed Voting - UC-EC-AB - Weighted Average out of <b>40</b>		Closed Voting - UC-EC-AB - Weighted Average out of <b>40</b>	
Letter Writing - <b>10</b> maximum			Technical Expertise through various competitive events - <b>32</b> maximum		Technical Expertise through various competitive events - <b>42</b> maximum	
<b>100</b>			Relative marking on the basis of contribution towards magazine/ newsletter/ blog through OWN written material - <b>10</b> maximum		<b>100</b>	
			<b>100</b>			



### **3.2.2. The Advisory Board**

#### **3.2.2.1. Advisory Board Elections**

- a. At a convention (in December XYZ), the Advisory Board can have a maximum of 3 members.
- b. The new Executive Council for (XYZ – XYZ+1), before its March NCM (in the first week of March), can decide amongst itself, the number of Advisory Board members to be retained from the past Advisory Board – and that number can vary from all to none at all. The tenure of the Advisory Board, and the National Treasurer shall be contemporaneous, from April to March.
- c. Before the middle of the month of March, a general voting (Consisting of Executive Council's, Retained Advisory Board's, and Unit Councils' Members, and Executive Council Elections' Runners-Up) asking for the number of new Advisory Board Members required that year (if some seats are left after the retention of previous Advisory Board Members) shall be conducted; thus determining the total number of members in the Advisory Board for that year.
- d. After the number of New Advisory Boards to be elected is decided upon, call for nominations shall be announced, the criteria being:
  - i. The person should be a B. Planning/ B. Tech in Planning pass out from any of the member colleges for that year (i.e., if the membership fee for the year XYZ, that is to be paid around August XYZ, has not been paid by a college, the membership of that college for that year is concluded, and a pass out from that college cannot be nominated for the Advisory Board elections of March XYZ+1. The membership can be renewed by paying the membership fee around August XYZ+1), but the nominee remains disallowed for the year of concern.
  - ii. If a nominee is an undergraduate student from one member college, and a postgraduate student from another, at least one of the colleges needs to be a member, w.r.t. to membership fee, at the time of nomination.
  - iii. The person should have attended at least 4 Annual NOSPlan Conventions (neither necessarily consecutive, nor latest) with the convention-less years (like 2012) being an added bonus.
  - iv. Those who are enrolled in the final year of the B. Planning / B. Tech in Planning Degree Program at the time of nomination, are also eligible for Advisory Board elections.
- e. An outgoing previous Advisory Member cannot be nominated in the consecutive year, but in the following years.
- f. The nomination can be sent by the nominee himself/ herself, or through the Unit Coordinator of his/ her respective college, at [president@nosplan.org](mailto:president@nosplan.org), by around 20th March, for elections to be concluded by the end of March (voted upon by those mentioned in point c.), and the new Advisory Board may start its tenure from April.

### **3.2.3. The Unit Council**

- a. Unit Coordinator
- b. Unit Treasurer
- c. Associate Editor
- d. Volunteers (if any)

### **3.3. The Editorial Board**



## Annexure 1

Sr. No.		1				2				
Student Details		Name	Email	Phone No.	Date of Birth	Name	Email	Phone No.	Date of Birth	
Level										
Specialization/ Degree										
Institute										
Session										
Thesis	Level									
	Topic									
	Guide									
Publications	Year/ Month									
	Conference									
	Venue									
	Title									
	Paper Status									
Internship Details	Year									
	Firm/ Location									
	Type	Govt.								
		Pvt.								
		NGO								
		Research								
	Projects									
	Duration									
Responsibilities										
Awards & Achievements	Year									
	Event/ Venue									
	Location									
	Description									
	Award									
Fellowships	Year									
	Description									
	Award									
Conferences and Workshops	Name									
	Key Speaker									
	Venue									
Employment Status	Employed	Company								
	Not Employed	Studying								
		In search								



Annexure 2

 **NOSPlan - Organisation of Students of Planning**  
**Certificate of Membership**

*ORGANISATION OF STUDENTS OF PLANNING*

*This is to certify \_\_\_\_\_ of \_\_\_\_\_ is certified member of National Organisation of Students of Planning (NOSPlan) for the year 2015-2016*

Date: \_\_\_\_\_

  
President, NOSPlan

