

BY LAWS – Draft for Approval
ALUMNI ASSOCIATION OF GOVERNMENT
COLLEGE OF ENGINEERING, SALEM-11
(AAGCE SALEM)

RULES AND REGULATIONS

1.0 Introduction:

- 1.1 The name of the Association shall be Alumni Association of GOVERNMENT COLLEGE OF ENGINEERING, SALEM (AAGCESALEM) – Hereinafter called the society
- 1.2 The Registered Office of the Association shall be located at Alumni Center of the Government College of Engineering, Salem-636011
- 1.3 The Date of formation of the Association will be decided and AAGCESALEM will be registered under societies of Registration Act, 1960(Act XXI of 1860). The Special Executive Committee of the Association duly constituted and convened by the PRINCIPAL of GCE, Salem – PATRON of the Association has resolved that this Association to be Registered under Tamil Nadu Societies Registration Act, 1960
- 1.4 The Registrar of the District within whose jurisdiction the Society is situated is SALEM.
- 1.5 The Business hours of the Association shall ordinarily correspond to the working hours of Government College of Engineering, Salem-636011

2.0 The Objectives of the Association:

- 2.1 To bring the old students of the under one forum for the dissemination and exchange of their experience, knowledge and talents amongst its members and the students of the college and for the furtherance of fellowship, advancement of scientific knowledge in the general interest of the community and the country.
- 2.2 To conduct seminars, conferences, meeting of engineers of all faculties for the purpose of exchange and promotion of knowledge.
- 2.3 To represent and participate in such seminars, conferences, workshops or meetings conducted by various technical Associations, Establishments and to seek recognition (representation) in various forums of State and Central governments To create and establish endowments for granting scholarships and prizes arranging expert lectures on topical interest, funding innovations, entrepreneurship training ,sponsoring, career guidance sessions for students attending interviews, helping students by partly funding for lectures and projects to be presented as recommended and funded also by the college, helping financially poor students for purchases of devices to overcome disability for the students of GCE Salem with a view to promote and encourage talent and skill.
- 2.4 Quasi-Governmental organizations, private and other Autonomous Bodies, in so far as it would contribute to the furtherance of the objectives of the Association.
- 2.5 To help State and Central Governments and State-owned Quasi Government Organizations on technical matters including managerial aspects.
- 2.6 To help and interact with State and Central Government Bodies, Universities, Professional Associations and Associations of Engineering Industry on matters relating to technical education.
 - 2.6.1 To conduct/Sponsor Career Guidance Program for students to succeed in Interviews through employability skills and soft skills training. To conduct coaching classes for the students/Alumni for various Competitive Examinations on non-profit basis as service organizations.
 - 2.6.2. To create new avenues for interaction of students, faculties and Industry to encourage the development of Employability skills through Industrial Visits and Identify Industry Specific Projects and prototype developments and assist the students for pursuing them.
 - 2.6.3 To raise or collect funds by subscriptions, contribution, donations, endowments, loans or by other legal means for furtherance of the above objectives of the Associations and for the Institutions managed by the

Association.

- 2.6.4** To do all such acts, deeds and things as may be incidental or necessary or conducive to the furtherance of the above objectives.
- 2.6.5** The names, occupations of the members of the executive Committee are furnished.

3.0 Activities:

- 3.1** The Association shall have powers to enroll members, form committees, sub-committees and call for periodical meetings to achieve the objectives mentioned above.
- 3.2** To organize sports, games, rallies and other social activities for its members and their families.
- 3.3** To engage itself in such other activities in conformity with the rules and regulations given hereunder.

4.0 Rules and Regulations:

- 4.1** All Old students who studied UG OR PG either in Regular or Part-time of the Government college of Engineering, Salem -11 are eligible to become members of the Association.
- 4.2** There shall be Two categories of Members
- a) Life members: Those who pay a one-time subscription of Rs.1000/-
 - b) Associate members: Past and present faculty members of the Government college of Engineering, Salem who are not old students of the college are eligible to become Associate members by paying one time subscription of Rs.100/-
Associate members shall enjoy all privileges of the Association except that of voting at the annual general body meeting.
- 4.3** The official year of the association shall be from 1stApril of any year to 31stMarch of the succeeding year.
- 4.4** All the members shall notify their change of address to the secretary of the association within one month of such change.
- 4.5** Any members who directly or indirectly acts in such a manner has to bring disrepute or in contravention to the aims and objects of the Association, may be removed from membership of the association by a 2/3rd majority of the members present in the executive committee meeting wherein concerned member will be given an opportunity to represent his case.
- 4.6** Any member of the executive committee who absents himself for three consecutive meetings of the executive committee without leave of absence may be removed from the executive committee.

5.0 Management of the Association:

- 5.1** The affairs of the association shall be managed by an executive committee consisting of a President, one Vice- President, one Secretary, one Joint Secretary, one Treasurer and other six executive committee members. The head of the institution (Principal) shall be the PATRON.
- 5.2** The President, one Vice-president, one Secretary, one Joint Secretary and the Treasurer shall be designated as Office Bearers.
- 5.3** The members of the Executive Committee shall assume office after the ratification of the election at the Annual General Body Meeting in the election year and they shall hold office for a period of two years.
- 5.4** All the outgoing Executive Committee members are eligible for re-election.
- 5.5** The Executive Committee duly elected by General Body shall elect the Office Bearers amongst themselves

6.0 Election

- 6.1** During the second year of the two-year term of the Executive Committee in the Executive Committee meeting to be held in the month of August, an Election Committee shall be constituted with one Convener and three members by the Executive Committee.
- 6.2** The Election Committee shall form a schedule of Election through Ballot for nomination, last date of receiving, withdrawal and date of election, if necessary. Then, they shall call for nomination from the eligible members for election to 11 Executive Members. Each nomination should be proposed and seconded by two Members of the Association with the willingness of the candidate, in writing and duly signed by him. The nominations shall reach the Secretary as per schedule given by the Election Committee. The Secretary shall pass on the nominations received to the Election Committee.
- 6.3** The Election Committee shall scrutinize the nominations received and inform all the candidates. After withdrawal period is over, the election will be conducted if necessary. The Election Committee shall conduct the Election through the Secret Ballots on the day of ANNUAL GENERAL BODY MEETING before the Scheduled ANNUAL GENERAL BODY MEETING, the electorate will be to all the eligible members who are present in person in the AGM.

Voting will take place on the day of the AGM at the specified time as informed along with the notice to the AGM. No postal ballots will be allowed. Ballot papers received from members present in person will be scrutinized by the Election Committee and after counting, the results will be reported by the Election Committee to the Secretary, who in turn will place the results to AGM for ratification.

7.0 Power of Executive Committee:

- 7.1** The Executive committee shall normally meet once in Three months.
- 7.2** The Secretary may, whenever he finds it necessary call for an emergency meeting with the consent of the President or on the requisition of five members of the executive committee in writing.
- 7.3** Notices of the all the meetings giving the place, date and time shall be sent by the Secretary to the registered address of the members with an agenda for the meeting one week before the date of the meeting.
- 7.4** The quorum shall be 1/3rd of the members of the committee.
- 7.5** The meeting of the Executive Committee will be presided over by the President and in the event of the President being not present or not being able to participate in the meeting, Vice-President will preside.
- 7.6** If the Vice-President is also not present, then the Executive Committee can choose one of the members amongst themselves to chair for that committee meeting alone.
- 7.7** All questions arising at any meeting of the Executive Committee shall be decided by a majority of the members present and in case of equal votes, the presiding member shall have a second or casting vote.
- 7.8** No rule shall be passed, annulled or modified except by a resolution supported by 3/5th of the members in a general meeting convened.
- 7.9** No act or resolution of the Executive Committee shall be deemed to be invalid by reasons of such act or resolution having been done or passed during any vacancy in the Executive Committee.
- 7.10** No resolution passed by the Executive Committee at a meeting shall be brought up for reconsideration unless after the expiry of three months from the date of resolution, and unless fresh information likely to affect the decision not available at the time of passing the original resolution, is placed before the Executive Committee for its reconsideration.

8.0 General Body Meeting:

- 8.1** The Executive Committee shall convene a general body meeting of all the members once in every year, hereinafter referred to as Annual general Body Meeting, on Second Sunday of August month of every Calendar Year.
- 8.1.1** Notice of the general body meeting of the Association shall be given to the members at least twenty one days before the day appointed for such meeting.
- 8.1.2** The Notice shall be sent to the members by one or more of the following modes:
- a) by local delivery; or
 - b) by post; or
 - c) by publication through press; or
 - d) By e-mail or by circulation among members by WhatsApp or any other Internet communications; or
 - e) As a notice in the official website of the alumni association.
- 8.1.3** The notice shall also be affixed to the Notice Board of the Association.
- 8.1.4** The notice shall specify the day, hour and place and the object of the Meeting and in case any amendment of a by-law or objects of Association as contained in the memorandum, is intended to be proposed, shall contain a copy of every such amendment.
- 8.2** The association at its Annual General Body Meeting shall appoint each year any Chartered Accountant or Accountants to be the auditors of the Association on such terms to the remuneration as may be approved by the Association.
- 8.3** The Executive Committee shall maintain or cause to be maintained proper accounts of the transactions and assets of the association and the accounts shall be given in such form as may be directed by the Executive Committee in consultation with the association's auditors.
- 8.4** The Executive Committee shall prepare and place before the association at the annual general body meeting every year an audited statements of accounts, receipts and expenses of the year ending 30th November of that year in a form as may be directed by the Executive Committee in consultation with the auditor together with the report of the association's auditor thereon.
- 8.5** In addition, the Executive Committee may convene other General Body Meetings, if necessary, hereinafter referred to as Extra-ordinary General Body Meetings.
- 8.6** If 25 or more members send a requisition to the President or to the Secretary in writing requesting them to convene an Extra-ordinary General Body Meeting to consider important matter as they think necessary, it should be considered by the Executive Committee and such Extra-ordinary General Body Meetings shall then be convened within Seven Days from the date of receipt of the requisition in writing and in accordance with the by-laws viz., 8.1.1, 8.1.2, 8.1.3, and 8.1.4.
- 8.7** Extraordinary General Body by special resolution may amend the provisions of its memorandum relating to the objects of the association in so far as may be required to enable it.
- a) To carry on the administration of the association more economically and efficiently, or
 - b) To attain its aims and objects by new or improved means; or
 - c) Amend its by-laws
- 8.8** The special resolution shall deem to have been passed if not less than fourths of the members present and entitled to vote in the meeting, approve the resolution.
- 8.9** An amendment of the memorandum of the by-laws shall take effect from the date of the passing of such special resolution.
- 8.10** An accidental delay in receipt of the notice by one or more members shall not render the meeting void.
- 8.11** The general body meeting shall be presided over by the President of the Executive Committee or in his absence by the Vice-President.
- 8.12** If the Vice-President is also not present then the members present can elect one amongst themselves to

chair and preside over the meeting.

8.13 The quorum for the General Body Meeting shall be 20 (twenty).

8.14 If the minimum quorum of 20 members is not present at the general body meeting the general meeting will be held after one hour at the same venue. In such a postponed General Body Meeting minimum quorum will not be insisted.

9.0 Powers and Duties of the President:

9.1 All meetings, General Body Meeting, Executive Committee Meeting or any other meeting will be presided by the President. All the documents on behalf of the Society shall be signed by the President along with any one member of the Executive Committee except the documents specially mentioned in the Memorandum of Association.

9.2 Powers and Duties of the Secretary:

9.2.1 The Secretary shall cause minutes to be duly entered in books provided for the purpose:

- a) Of all appointments of officers and employees.
- b) Of the names of the members present at each meeting of the Executive Committee and of any sub-committees.
- c) Of all orders made by the Executive Committee and sub-committees.
- d) Of all resolutions and proceedings of General Body Meeting of the association and the Executive Committee and sub-committee.

9.2.2 Every such minute of any meeting of the general body or executive committee or of any sub-committees will be approved and ratified by the chairman of the next succeeding meeting of the corresponding body and shall be receivable as prima facie evidence of the matters stated in such minutes.

9.2.3 The secretary shall carry on all correspondence relating to the association and of the executive committee according to the resolutions and by-laws passed under these rules.

9.2.4 The secretary shall be custodian of the title deeds, records and other documents relating to the transactions of the association and shall be in charge of all movable and immovable properties belonging to the association.

9.2.5 The secretary shall prepare and place before the executive committee annual report for its approval.

9.2.6 The secretary shall prepare a budget of the probable receipts and expenditures for the next year and place the same preferably in the first executive committee meeting. Each budget shall continue in force unless otherwise modified by the executive committee

9.2.7 The secretary shall have power to accept resignations from numbers of the staff and to direct their Relief, subject to any regulations made in this behalf by the executive committee

9.2.8 The secretary shall maintain and submit to the register of societies all such records annual or other statements which are specified in the Tamil Nadu registration of societies act and the rules.

9.2.9 Each member is eligible to be supplied with a copy of by-laws and the receipt and expenditure account for the year free of cost. Additional copy of by-laws and the list of members shall be supplied on application and payment of a nominal fee of rupees one hundred only.

9.2.10 The register of members, the books containing minutes and the books of account of society shall be made available for inspection by the association members free of charge during office hours.

10.0 Powers and duties of the Treasurer

- 10.1** The treasurer shall be responsible for keeping of proper accounts and for the discharge of such duties as may from time to time be entrusted to him by the executive committee.
- 10.2** The treasurer shall receive all money on behalf of the executive committee and deposit the same in any Nationalized Bank approved by the executive committee in the name of association who may open separate accounts in the name of different committees of the association.
- 10.3** The treasurer jointly with the head of the institution shall draw money from such bank, operate bank accounts and disburse money payable as decided by the executive committee of the association according to the resolutions or the rules or the regulation and by-laws passed under these rules
- 10.4** The treasurer shall maintain records of the receipts and disbursements during each month and circulate an abstract of the same to the executive committee quarterly with a consolidated statement of accounts.
- 10.5** The treasurer shall prepare the annual account of the association, have them audited by the auditor duly appointed by the general body in its election and submit annually for approval of general body such audited accounts and the balance sheet for financial year signed by any two Executive Committee members such as President & Treasurer.

11.0 General

- 11.1** The association may sue or to be sued in the name of secretary.
- 11.2** All documents by and in favour of the association and all entries in the government and other public registers in respect of lands and buildings paying revenue to government and other authorities shall be respectively executed and caused to be made in the name of the association by the secretary
- 11.3** The executive committee shall have powers to frame by-laws consistent with the spirit of the constitution of the association on all matters and stated objectives on which the constitution is silent or in order to supplement the same keeping in view the stated objectives. This or these shall be placed before the next general body meeting for ratification.

12.0 Members not to receive profits:

The funds and the properties of the association however derived shall be applied solely towards the promotion of the objectives of the association and no proportion thereof shall be paid or transferred or distributed directly or indirectly whether by the share of profits to the members of the association but nothing herein contained shall be understood to prevent the payment in good faith or reasonable and proper remuneration to or reimbursement of the hotel, travelling and other expenses incurred while on business of the association by any officer or servant of the association or to any member of the executive committee of the association.

13.0 Saving clause:

The association will have perpetual succession for all things not specifically provided in these rules and regulation, the provisions of the Tamil Nadu societies registration, the provisions of the Tamil Nadu societies registration act 1975 (Tamil Nadu act no 27 of 1975) will apply.

14.0 Certificate:

Certified that this is a correct copy of rules and regulations of the association.