

## **RULES & REGULATIONS (BY LAWS) OF SKCET ALUMNI ASSOCIATION**

### **1. Name of the Association:**

The name of the Association is “SKCET ALUMNI ASSOCIATION”, herein referred after as “Association”.

### **2. Address of the Association:**

The Registered office of the Association is at Sri Krishna College of Engineering and Technology, Kuniamuthur, Coimbatore-641008.

### **3. Jurisdiction of the Registrar:**

The Association falls under the jurisdiction of the Registrar of Societies, Coimbatore-18.

### **4. Business Hours:**

The business hour of the Association is 8.45am to 5pm.

### **5. Membership:**

All the students of the SKCET who come out after the completion of their prescribed course shall become the life members of the association.

### **6. Admission Fees and Subscription:**

The admission fee and life membership subscription shall be as under unless otherwise revised by the governing body of The Association.

1. Each member shall pay the admission fee of Rs.300/- (Including admission fee)
2. Any other fee or subscription, whether lifetime or periodical, may be charged on the recommendation of the governing body and on the approval of the general body in the interest of the association.

### **7. Termination and Cessation of Membership:**

The governing body/ the committee of the Association shall have the powers to expel/ terminate the members or/ and members, from the membership of the association on the following grounds:

- a) On Death
- b) On written Resignation
- c) If found to be involved in any anti-social activities
- d) If adjudged by court of law to be a criminal offender
- e) If found guilty by means of anti propaganda of the aims and objects of the association
- f) If he disregards rules and regulations or disobeys the decision of the governing body
- g) If he fails to pay subscription or fee, if any

The decision of the Governing Body regarding the termination shall be communicated to the member concerned.

The written resignation shall not be effective unless it is approved by 50% of the Members of the Governing Body.

## **8. General body defined**

All the members of the Association shall constitute the General Body of the Association.

## **9. Rights and Privileges of Members.**

All and every member of The Association,

- a) Shall be entitled to participate and vote in the general body meetings.
- b) Shall have only one vote to be cast in his account.
- c) Shall be entitled to participate in all the functions, seminars and other object oriented meetings, Programmes of the Association.

## **10. Duties of the Members.**

All and every member of The Association shall,

- a) Elect the Governing Body of the Association.
- b) Attend the General body meeting regularly.
- c) Give the necessary information to the Association pertaining to any matter, which is necessary to be known by the Association.
- d) Not indulge in activities, which are prejudicial to the aims and objectives and / or the rules and regulations of the Association.

## **11. Governing Body**

- a) **Strength:** The strength of the Governing Body shall not be less than 7 and not more than 14.
- b) **Term:** The term of the members of the Governing Body shall expire after 2 years from the date of appointment.
- c) The retiring members are eligible for re-appointment.
- d) The members of the association shall be appointed by a resolution of majority of the members present and entitled to vote there after
- e) **Quorum:** The quorum for the meeting shall be 50% of the strength of the body
- f) **Meetings:** Governing body meeting shall be held in once in three months regularly by a notice of seven clear days. If no quorum is not present in the meeting, the called meeting is adjourned to the same day in the next week. If no quorum present in the adjourned meeting, the members present is the quorum.

- g) The Governing Body meeting may be called at emergency by giving 24 hours short notice but the quorum for the urgent meeting shall be 2/3 rd of the total strength of the governing body.

## **12. Functions and Power of the Governing Body.**

- a) Governing Body shall be responsible for the management and administration of all affairs of the association and is also authorized to appoint any office bearer to look after any particular activity.
- b) All the decisions shall be taken by the majority votes.
- c) The Governing Body shall have the powers as are the powers of the Association, mentioned in the Memorandum of the Association and its Rules and Regulations.
- d) To be invested with the movable and immovable properties of the Association as trustees or custodians till the end of the tenure of the Governing Body and to hand over the position to the succeeding Governing Body.
- e) To elect members of the Governing Body in case of casual vacancy arising during the tenure of the Governing Body and such members shall hold the office till the forthcoming general body meeting and he can be re-appointed in the general body meeting.
- f) The Governing Body may appoint a sub- committee as an advisory committee and The Principal of SKCET and a representative from the management of SKCET will be the members of the sub-committee.
- g) The Management representative will be the cheif patron and the principal of the college will be the patron. Apart from the above two personalities, the Governing Body may also appoint one or two eminent personalities from the public to the Advisory Board. Such personalities and The Principal and the representative of the management need not be the members of the association.

## **13. Composition of the Governing Body**

The composition of the Governing Body shall be

Office Bearers

- a) President
- b) Vice President
- c) Secretary
- d) Joint Secretary
- e) Treasurer
- f) And thereafter Executive Members

#### **14. A. Powers and Duties of Members of the Governing Body**

- a) All the members must put their efforts sincerely and honestly to the attainment of aims and objectives.
- b) To abide by the rules and regulations of the association and to take action against members violating the rules.
- c) To maintain books and records and voucher for the expenses and check for the genuines.
- d) To submit annual accounts for audits and also for approval in the general body meeting.

#### **B. President**

1. President shall preside over the meeting of the Association.
2. The association may sue and/ or be sued in the name of **President** as per the section **20 of Tamilnadu Societies Regd Act 1975.**
3. President shall have the power to allow any matter, not in the agenda to be discussed in any meeting
4. President shall be the authorized person in all respects of the Governing Body.

#### **C. Vice President**

- a) The Vice President shall enjoy all the powers of the President in her/his absence.
- b) The Vice President shall assist the President in discharge of the duties.

#### **D. Secretary**

- a) The secretary shall call for the conduct of general body and governing body meeting.
- b) The secretary shall keep the register of members, minutes of meeting and other statutory records.
- c) The secretary can operate the basic account of the association jointly with the Treasurer.
- d) The secretary should obtain the annual account statements, interim financial positions and present the same before the meeting.

#### **E. Treasurer**

- a) The Treasurer should operate the bank accounts of the Association.
- b) He will issue the receipts for admission fees, contributions, association fees etc and to preserve the copies of the receipts.
- c) Treasurer should obtain the vouchers, cash receipts for all the expenses of the Association.
- d) Treasurer will issue cheques for the expenses authorized by the governing body.

## **16. Application of Funds**

1. The Association shall have power to spend out its funds such that sums only for the purposes authorized in the memorandum and these rules and regulations.
2. No part of the funds of the Association shall be divided by the way of the bonus or dividend or otherwise among members.
3. No payment shall be made to the governing body or advisory body members as honorarium or salary or remuneration for their services to the association.
4. The Association can ear mark funds specially for the purpose of making provisions for a dependent of a deceased or disabled member and governing body from time to time depending on the circumstances shall decide the limits for such assistance.
5. All the income of the association shall be utilized only for the promotion and upliftment of the aims and the objectives of the association. The term 'dependent' and 'disabled' shall have the meanings as set out in the explanation to section 25 of the Tamil Nadu societies Act, 1975.

## **17. Annual General Body Meetings**

1. At least one general body meeting of the Association shall be held in every financial year.
2. Such Annual general body meeting must be held within 6 months from the end of the financial year.
3. Notice of the general meeting shall specify the date, time and place and the agenda of the meeting and where any special resolution is required and explanatory note for calling the special resolution including the relevant extracts or documents for consideration must be given within 21 clear days before the meeting.
4. The notice may be served either
  - i. By post or courier.
  - ii. By hand delivery.
  - iii. By circulation.
  - iv. By advertisement in two leading newspaper.
  - v. By e-mail
5. Quorum 1/3 of the total strength of the member shall from the quorum for the meeting if no quorum is found after an hour, the meeting is adjourned to the next week, same day time and venue and if no quorum is present in that meeting also, the members present are the quorum.

## **18. Extraordinary general meeting**

- 1) The governing body may call for an extraordinary general body meeting of the Association for urgent matters to be decided.
- 2) The governing body may also convene an extraordinary general body meeting if requisitioned by 2/3 of the members of The Association or 50 of the members of the governing body, in writing and such meeting must be convened in a month's time otherwise the members requesting the meeting can themselves convene the meeting by giving 21 days (3 weeks) clear notice.

## **19. Special Resolution**

The following activities shall be passed in the general body meeting only as a special resolution.

- a) Changes with memorandum, rules, and regulations of The Association.
- b) Amalgamation of Association or division of The Association.
- c) Change of the name of Association
- d) Dissolution of The Association
- e) Special Resolution shall be passed by absolute majority (3/4 of the total strength).

## **20. Re-admission**

In case, any member of the Association is expelled by the governing body for any reason not being adjudged guilty in criminal case or civil case, he can be re-admitted by the absolute majority of the governing body, after obtaining necessary explanatory letter from such members.

## **21. Appeals**

All appeal shall be preferred to the general body and the decision of the general body shall be final.

## **22. Financial year**

Financial year of The Association shall be Jan 1 to Dec 31 every year.

## **23. Legal Proceeding**

The Association may sue and / or be sued only in the name of PRESIDENT of The Association in terms of sec.20 of the Tamil Nadu societies Act, 1975.

## **24. Supply of copies to members**

Every member of The Association shall be entitled to have a copy of

- i. Byelaws.
- ii. The receipts and expenditure Account
- iii. The Balance sheet

On payment of the prescribed fee and on written request to Secretary.

## **25. Investment of Funds**

The Association shall have no power to lend to members or outsiders or to invest in private ventures or businesses

## **26. Mortgage of Association's property**

The Association can borrow funds by creating charges on the immovable properties of the Association (equitable or Registered) and such charges must be registered with the Registrar of Societies and on setting the debts, the satisfaction of this charges must also be registered with the Registrar of Societies.

## **27. Powers of General Body Meeting**

- 1) To elect governing body members once in two years.
- 2) To confirm the appointment of members to the casual vacancy, by the governing Body or to re-elect some other as member.
- 3) To approve and adopt the Annual accounts and Report.
- 4) To appoint auditors.
- 5) To approve changes in the clauses of memorandum of the Association and rules and Regulations of the Association.
- 6) To hear to the appeal of members and render decision.
- 7) To discuss and resolve any non-confidence movement against any member
- 8) To fix or revise the admin fee and life time subscription fee.
- 9) To discuss and resolve any other matters brought to the forum during the proceedings of the meeting.
- 10) To discuss and resolve such matters to be resolved only in the general body meeting as per the Rules of the Association.
- 11) To discuss and resolve any matter within the scope of the Memorandum and Rules of the Association.

## **28. Dissolution:**

In case it becomes necessary to wind up or otherwise determine this Association for whatever reason, neither no member nor any other person related or unrelated shall have any manner of right over such funds of the Association or any other property.

The net funds and other assets, if any, after meeting all liabilities will be handed over to any other similar association.

## **29. Amendment:**

Any amendment to the Memorandum or by-laws of the society should be carried out only by passing a Special Resolution.

## **30. Chapters**

- 1) The Association in its general body meeting approve any chapter that be initiated by two or more people if the number of members to be served are 50 or more in that geographical area.
- 2) No local chapter shall extend its activities beyond its geographical boundaries; every member whose recorded address is within the geographical boundaries of a local chapter shall be automatically attached to that local chapter, without in anyway affecting his attachment to the headquarters.
- 3) The Chapter shall be administrated by a separate governing body formed and elected by the members attached to that Chapter.
- 4) The chapter shall have the right to frame its own rules & regulations but shall be within the scope and powers of the memorandum and rules and regulations of The Association.

- 5) The association (parent organization) in its general body meeting shall have the right to amend any of the rules of the chapter, on the recommendation of the governing body of the association, if in their opinion, the original rules of the chapter is against the interest of The Association in general.
- 6) In case a governing body could not be constituted by the members of the chapter due to any reason whatsoever, the general body of the association shall elect & constitute a governing body for the chapter on the recommendation of the governing body of The Association. Such governing body shall have term of office only till the next annual general body meeting of the chapter.
- 7) The chapter shall proper a monthly budget (if any) of its day to day administration expenses by third week of every month for the succeeding month expenses, to the association and The Association will transfer the funds to the chapter accordingly, after a review.
- 8) The chapter shall send the monthly statement of its receipts and payments before 10<sup>th</sup> of succeeding month of to The Association.
- 9) The chapter shall send a interim request for funds for any particular project (or) purpose To meet the objective of The Association.
- 10) The chapter shall have power to acquire any immovable assets for the chapter but such asset shall be registered only in the name of The Association.
- 11) Each chapter shall open a bank A/C in the name of the chapter as "SKCET Alumni Association --- chapter and shall be operated by the Secretary and treasurer of the chapter jointly.