

CONSTITUTION

ALUMNI ASSOCIATION, ENGINEERING COLLEGE, AJMER

Approved by Association Board of Directors on

Approved by General Body and Adopted on:

1. **Registered as Society:**

Alumni Association Engineering College, Ajmer (hereinafter referred to as the Association) is an independent society of Alumni of Engineering College, Ajmer (hereinafter referred to as Institute) registered on under the Societies Registration Act, 1860.

2. **Office:**

The Association shall maintain its registered office at NB 223, Engineering College Ajmer and function from this office and other offices that may be decided by the Board of Directors of Association.

3. **Mission:**

The Mission of the Association shall be:

- 3.1 To provide a vibrant forum that promotes interaction and networking among Alumni of the Institute.
- 3.2 To help Alumni achieve their professional and societal goals.
- 3.3 To help Alumni in their hour of need.
- 3.4 To generate a corpus funds for creating better residential / educational / recreational facilities for the Institute Community.
- 3.5 To render assistance to the students of institute through grants, scholarships, and prizes and to provide assistance in academics, placement or any other area as appropriate.
- 3.6 To exchange professional knowledge by means of technical conferences, seminars, workshops & training courses.
- 3.7 To facilitate the Association of Alumni with their Alma Mater.
- 3.8 To contribute to the Institute's vision of being recognized among the world's leading institutions in academics, research, outreach, and innovation.
- 3.9 To function on charitable basis, and to run the Association on 'no profit no loss' basis.
- 3.10 To promote best practices in different areas of science, technology, humanities and social sciences for the benefit of the society, especially weaker sections.
- 3.11 To create awareness about the Institute and its Alumni in the public.

3.12 To assist deserving students from the sections of the society financially and otherwise.

4. Patrons:

4.1. The Principal of Engineering College, Ajmer shall be the Patron of the Association.

4.2. The Association may have additional Patrons as approved by the Executive Committee, provided that a patron shall be an out-standing professional, engineer / scientist or a social worker. Such an appointment shall be made for a period of two years.

5. Membership, Termination, Member Obligations and Rights

5.1. Membership:

The Association shall have the following categories of members:

5.1.1. Life Member: The following shall be a Life Member:

5.1.1.1. An alumnus/alumna, who has received a degree awarded by the Institute and paid the subscription as described in Clause 5.1.1.3.

5.1.1.2. Any ex-student, in-service member of the faculty or staff with minimum 10 years of regular services at the Institute, who does not fulfil the above condition as in 5.1.1.1 but who, on the recommendation of the Executive Committee, is admitted by the Association and paid the subscription as described in Clause 5.1.1.3.

5.1.1.3. The membership fee and the mode of collection of this membership fees in respect of all the members defined in Clause 5.1.1.1. & 5.1.1.2. would be decided by the mutual discussion between the Institute and the Association from time to time.

5.1.2. Student Member: Students of the final year of Graduation / Post Graduation / PhD in the Institute are Student Members.

5.1.3. Honorary Member: The following shall be an honorary member:

5.1.3.1. All the past Chairmen of Board of Governors and the past Principal of the Institute.

5.1.3.2. All retired faculty and staff who have served the Institute for more than ten years in regular service.

5.1.3.3. The Association, in the General Body on the recommendation of the Executive Committee, may elect any person connected with

the Institute or the Association, who is likely to promote the interests of the Association, as an Honorary Member for two years.

5.1.4. Founder Members: Patron, Board of Directors, Alumni Coordinator and other Members nominated and who sign this Alumni Association at the time its registration will be Founder Members of Association and always remains the same till Association exists.

5.2. Termination of Membership:

The executive committee may cease any individual's status as a member under any of the following circumstances:

5.2.1. Death, Mental Disability, or Criminal Conviction: If he/she dies, resigns, becomes of unsound mind, or is convicted of a criminal offence involving moral turpitude.

5.2.2. Expulsion due to Misconduct per Rules: The Executive Committee shall have power to expel a member for wilful disregard to the Association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his/her conduct.

5.2.3. Appeal of Expulsion: Any member thus expelled can appeal to the executive committee and to the patron for reconsideration of expulsion with justification.

5.2.4. Resignation: A resignation from membership shall be tendered to the President and it shall not take effect until it has been accepted on behalf of the Association by the executive committee.

5.3. Membership Obligations and Rights:

5.3.1. Member Rights: Members are eligible to use the services of the Association's office, receive publications and newsletters of the Association, exercise their vote in General Body Meetings (only Life members), register on the Association website, attend Alumni meetings and events, receive annual reports, and participate in Association activities.

5.3.2. Membership Benefits: Members can avail of services and initiatives offered from time to time by the Institute and Association to Alumni, which may include use of facilities at the Institute or elsewhere. For availing the benefits, the member must have the Alumnus ID card issued by the Association with him/her, given at the time of registration or delivered through post. Association may raise funds to provide

financial assistance to members or their family in case of death or severe accidents.

5.3.3. Member Obligations: Members are expected to conduct themselves in line with the rules and regulations of the Association while representing Engineering College, Ajmer Alumni Association and participating in the Association activities.

6. General Body:

The Life Members as described in 5.1.1. shall comprise the General Body of the Association.

7. Power of General Body:

The General Body shall be the supreme body of the Association in taking decision on any matter relating to the Association and on all matters brought before them by the Board of Directors of Association or by any member of the Association. The General Body shall function in accordance with By-Laws of the Association.

8. Board of Directors:

The Association shall function through its Board of Directors (hereafter referred to as the Board) which shall comprise of the following Elected, Nominated and Ex-Officio members:

8.1. Elected Members:

8.1.1. President: President shall be a Life Member of the Association

8.1.2. Vice Presidents: Two Vice Presidents named as Vice President-1 and Vice President-2 as given below:

- Vice President-1: Shall be a Life Member of the Association and a resident of India, and
- Vice President-2: Shall be a Life Member of the Association and a resident of India or a country other than India.

8.1.3. Secretary: Secretary shall be a Life Member of the Association.

8.1.4. Joint Secretary: Joint Secretary shall be a Life Member of the Association.

8.1.5. Treasurer: Treasurer shall be a Life Member of the Association.

8.1.6. Members: Twelve members as follows:

Member-1: Shall be Life Member of the Association with undergraduate/ postgraduate/ Ph.D degree in the Department of Mechanical Engineering from the Institute and a resident of India.

Member-2: Shall be Life Member of the Association with undergraduate/ postgraduate/ Ph.D degree in the Department of Electronics & Communication Engineering from the Institute and a resident of India

Member-3: Shall be a Life Member of the Association who has obtained undergraduate/ postgraduate/ Ph.D degree in the Department of Computer Science Engineering from the Institute and a resident of India.

Member-4: Shall be Life Member of the Association with undergraduate/ postgraduate/ Ph.D degree in the Department of Information Technology Engineering from the Institute and a resident of India

Member-5: Shall be a Life Member of the Association who has obtained undergraduate/ postgraduate/ Ph.D degree in the Department of Electrical Engineering from the Institute and a resident of India.

Member-6: Shall be a Life Member of the Association who has obtained undergraduate/ postgraduate/ Ph.D degree in the Department of Electronics & Instrumentation Engineering from the Institute and a resident of India.

Member-7: Shall be a Life Member of the Association who has obtained undergraduate/ postgraduate/ Ph.D degree in the Department of Civil Engineering from the Institute and a resident of India.

Member-8: Shall be Life Member of the Association with undergraduate/ postgraduate/ Ph.D degree in the Department of MCA from the Institute and a resident of India.

Member-9: Shall be Life Member of the Association with undergraduate/ postgraduate/ Ph.D degree in the Department of MBA from the Institute and a resident of India

Member-10: This is reserved for an alumna of the Institute. She should be a Regular or Life Member of the Association who has obtained any degree from the Institute and is a resident of any country

Member-11: Shall be a Life Member of the Association and should be President or Vice President / Secretary of one of the Chapters of the Association in India or abroad. The Chapter should be accredited by the Association.

Member-12: Shall be a Life Member of the Association and should be President or General Secretary / Secretary of one of the Chapters of the Association in India or abroad. The Chapter should be accredited by the Association.

8.2. Nominated Members

8.2.1.Distinguished Alumnus / Alumna: Shall be a Life Member of the Association and should have been awarded the Distinguished Alumnus Award by the Institute. The incoming Board of Directors shall nominate this member and his/her term shall be co-terminus with that of the incumbent Board.

8.2.2. Patrons or his nominee.

8.2.3. Alumni Coordinator or his nominee.

8.2.4. Foundation President or his/her nominee.

8.3. Ex-Officio Members

8.3.1.Immediate past President of the Association

8.3.2.Immediate past Vice Presidents of the Association

8.3.3.Immediate past Secretary of the Association

9. Term of Board of Directors:

The term of the Board of Directors shall be two years from the date of assuming office and shall be reconstituted every alternate year.

10. Office Bearers:

President, Vice Presidents, Treasurer, Secretary and Joint Secretary shall be the office Bearers of the Association.

11. Powers of the Board:

For the purpose of implementing the decisions taken during its tenure, the Board shall be empowered to:

11.1. Create the required administrative infrastructure for the office of the Association at the Institute and/or at other locations,

11.2. Constitute various committees for the purpose of executing its responsibilities more efficiently, and

11.3. Exercise other powers as described in By-laws of the Association

12. Appointment of Board of Directors:

The General Body shall appoint all the Office Bearers and other elected members of the Board through elections, which shall be conducted as per the procedure laid down in the By-laws of the Association.

13. Standing Committees: The following Standing Committees shall be constituted :

13.1. Nomination & Elections Committee (NEC): There shall be a Nomination & Elections Committee. The NEC will have one Election officer, two

supporting faculties & two staff members appointed by the Institute in the committee to coordinate the Alumni board election process. This includes soliciting nominations, vetting candidates and implementing an electronic voting process for the entire Alumni community.

- 13.2. Executive Committee:** There shall be an Executive Committee. The Executive Committee shall consist of the officers of the Board. The Executive Committee shall conduct the routine affairs of the Board.
 - 13.3. Alumni Relations Committee:** There shall be an Alumni Relations Committee. This Committee will work in coordination with Alumni Coordinator of Institute to connect Alumni, maintain relationship between Alumni and Engineering College, Ajmer and look after endowments.
 - 13.4. Student and Young Alumni Engagement Committee:** There shall be a Student and Young Alumni Engagement Committee. This Committee will work to mentor and prepare future Alumni leaders.
 - 13.5. Community Service Committee:** There shall be a Community Service Committee. The Committee will work to promote and encourage Alumni to organize public service projects for their communities. It will also develop and coordinate global community initiatives that connect Alumni across the world.
 - 13.6. Communications Committee:** There shall be a Communications Committee. The Committee will work to communicate Engineering College, Ajmer and Alumni achievements and happenings to the Alumni fraternity and the public at large.
 - 13.7. Ad Hoc Committees:** In addition, the President may appoint ad hoc committees with the concurrence of Board for specific purpose and period, as deemed fit.
- 14. Appointments to Standing Committee:** Chairperson and members of the respective Standing Committees shall be appointed as given under relevant clauses of the bylaws.

15. Local Chapters:

- 15.1.** The relationship of the parent Association with the Local Chapters will be governed by bye-laws of the Association.
- 15.2.** The Executive committee may recognize a Local Chapter of the Association in any city provided it has 20 members enrolled. A centre with less than 20 members but more than five members will be recognized as a Sub-Chapter and it will be attached to the Local Chapter.
- 15.3.** The Local Chapters shall not be normally, under the financial control of the Parent Association at Ajmer. However, if any Local Chapter organizes an

activity using the name and patronage of the parent body, they will transfer 20% savings from the activity to corpus fund of the parent body at Engineering College, Ajmer.

- 15.4. The Local Chapters should normally hold activities pertaining to their jurisdiction only. The jurisdiction of Local Chapters will be defined by the parent body from time to time.
- 15.5. Local Chapters will take prior approval of the parent body before organizing events of regional / national / global nature involving members beyond their jurisdiction.
- 15.6. In case the annual revenue of a chapter exceeds Rupees one lakh, the accounts must be audited and certified copies of the balance sheet and audit report submitted to the parent body at Ajmer.
- 15.7. A common website of Parent Association will be shared by all local chapters.

16. Records of the Association:

16.1 The following records shall be maintained by the Association:

- i. Electronic Database of all the members along with their contact details.
- ii. Minutes of the Executive Committee Meetings.
- iii. Minutes of the General Body Meetings.
- iv. Stock Register of non-consumable and consumable items.
- v. Cash Book and Ledger.
- vi. Receipts and vouchers.
- vii. All publications, reports and souvenirs of the Association.
- viii. All documents as required by law under Societies Regulation Act 1860.
- ix. Any other relevant record.

16.2 These records shall include details of all sums of money received and the sources thereof, and all the sums of money spent and the purpose.

16.3 Every member of the General Body shall have the right of inspection of records of the Association during the office hours.

16.4 The weeding out of the archival records will be done in accordance with the rules of the Institute.

17. Amendment of Constitution and By-Laws:

The Board as well as any member of the General Body may propose amendments to the Constitution or By-Laws, which shall be decided as per procedure given in the By-laws of the Association.

18. Winding up of Association:

The winding up of the Association shall be carried out as per section 13 & 14 of the societies Regulation Act 21 of 1860.

19. Jurisdiction:

The Association shall have jurisdiction all over the world wherever Engineering College Ajmer's Alumni reside.

ECA Proof Reading

By-Laws

ALUMNI ASSOCIATION ENGINEERING COLLEGE, AJMER

Approved by Association Board of Directors on

Approved by General Body and Adopted on

1. These By- Laws shall be called By-Laws of Alumni Association, an independent society of Alumni of Engineering College Ajmer

2. Interpretation:

In the interpretation of these By-Laws, unless there is anything inconsistent with the subject to context;

1. "Alumni" mean those who are eligible to become members of the Association as provided in the Constitution,
2. "Association" means Alumni Association, an independent society of Alumni of Engineering College, Ajmer registered on vide certificate No. _____ under the Societies Registration Act, 1860,
3. "Board" means the Board of Directors as mentioned in Clause 8 of the Constitution,
4. "Constitution" means Constitution of the Alumni Association Engineering College Ajmer ,
5. "Financial Year" means the period commencing from 1st April and ending with 31st March of next year,
6. "Funds & Assets of the Association" shall mean and include all investments, cash in banks, cash in hand and properties including movable and immovable belonging to the Association,
7. "Honorary Member" means as defined in Clause 5.1.3. of the Constitution of the Association,
8. "Institute" means Engineering College, Ajmer ,
9. "Life Member" means as defined in the Clause 5.1.1. of the Constitution of the Association,
10. "Local Chapter" means an accredited Chapter of Association and defined in the Clause 15 of the Constitution of the Association,
11. "Member of the Association" includes Life Member and Honorary Member of the Association,

12. "Member of the General Body" includes Life Member,
13. "Office Bearers" includes the President, Vice Presidents, Secretary, Joint Secretary and Treasurer,
14. "Person" means and includes individuals, firms, societies, clubs, Associations, corporations and incorporated bodies.

3. Register of Members:

- i. The Secretary with the help of Joint Secretary of Association shall maintain a register of all members of the Association in the form approved by the Board. The register shall be kept open for inspection by all members of the Association and any person authorized by the board or as per provisions of the Societies Registration Act, 1860 and rules as applicable. The register shall also be hosted on the website of the Association with appropriate security checks.
- ii. Updating of Register and Enrolment of Members – The Board shall frame guidelines for updating of the register of members on a continuous basis.
- iii. Notwithstanding the provision of the sub-By-Law 3 (ii) above, there shall be no updating of Register after the announcement of the schedule of elections. However, clerical errors would be allowed to be corrected with the orders of the Election Officer appointed under By-Law 11(i)(f).

4. General Body:

- i. **Meetings of General Body:** A meeting of General Body of the Society may be ordinary or extraordinary. The Annual General Body Meeting (AGBM) of the Society shall be called the Ordinary General Body Meeting. All other General Body meetings shall be called Extraordinary General Body Meetings (EGBM).
- a) **Notice Period** – Notice of thirty days for any meeting of General Body, whether ordinary or extraordinary, shall be given to the members by postal service or courier service, email or SMS at their addresses registered with the Association, specifying the place, date, time and agenda. The accidental omission to give or non-receipt of such a notice to a member shall not invalidate the proceedings of any General Body Meeting. Notice will also be displayed on Alumni Website.
- b) **Notice** - Subject to the provisions given in these Rules, the date, time and place of the General Body Meeting shall be notified by the President or Secretary under his signature. In case of email notice,

email emanating from the President or the Secretary shall be deemed to be signed by them.

- c) Decisions** - A motion on any matter for decision in the Annual General Body Meeting (AGBM) or Extraordinary General Body Meeting (EGBM) shall be deemed to have been passed by General Body if supported by a simple majority out of the members present in the AGBM/EGBM provided the quorum is complete. Notwithstanding this provision and any other By-law, if a motion relates to amendment of Constitution or these By-Laws, it shall be decided in accordance with the provision of By-Law 20.

ii. Annual General Body Meeting (AGBM):

- a. Frequency of Meeting** - The Annual General Body Meeting (AGBM) shall be held once in every year at such time and date as the Board of Directors shall determine.

- b. Business** - The business of the Annual General Body Meeting (AGBM) shall be:

- i. To receive and to adopt the Association's audited statement of accounts of the preceding year by a Chartered Accountant or an equivalent Institute representative as appointed by the General Body,
- ii. To receive and approve annual report of the Association with or without amendment,
- iii. To approve appointment of Auditors and terms and conditions of their appointment, and
- iv. To transact any other business as proposed by the Board.

- c. Venue** - Unless otherwise decided by the Board of Directors, all AGBMs shall be held in the Institute.

d. Quorum

- i. The quorum of Annual General Body Meeting (AGBM) shall be fifty Members of the General Body, personally present, among whom at least three office bearers, including at least one out of President or Vice President and where as Secretary and Treasurer must present along with Patron or his nominee and/or Alumni Coordinator or his nominee must be present.
- ii. If the quorum is not complete, the meeting may be adjourned and reconvened at any time after a gap of half an hour, in which quorum shall be ten members personally present, among whom at least three office bearers, including at least one out of President or Vice President and

where as Secretary and Treasurer must present along with Patron or his nominee and/or Alumni Coordinator or his nominee must be present.

- iii. Even after adjournment, if the quorum is not complete, the meeting may be adjourned and reconvened next day, in which no quorum shall be needed, at least three office bearers, including at least one out of President or Vice President and where as Secretary and Treasurer must present along with Patron and/or Alumni Coordinator from Institute, provided that if business relates to any subject other than specified in (i), (ii) and (iii) of the By-Law 4(ii)(b), Any business relating to amendment in Constitution and these By-laws shall be decided in accordance with the provisions of By-law 20.

iii. **Extraordinary General Body Meeting (EGBM)**

- a) **Requisition to Convene** - Extraordinary General Body Meeting (EGBM) may be convened by the Board of its own motion or upon a requisition made in writing by not less than fifty members of the General Body. Such a requisition shall specify the purpose of the meeting and must be signed by all such members and shall be delivered at the Registered Office of the Association. Within a period of fifteen days of the receipt of such a requisition, the Board shall notify programme for EGBM specifying the agenda as per the requisition.
- b) **President may Convene** - For the purpose of taking decision of the General Body on a specific matter, the President may also convene Extraordinary meeting of the General Body.
- c) **Venue** - The venue for holding the EGBM shall be decided by the Board.
- d) **Business** - The business of Extraordinary General Body Meeting (EGBM) shall be confined to the specific matter(s) for which it has been called and no other matter shall become admissible for the discussion.
- e) **Quorum**
 - i. The quorum of Extraordinary General Body Meeting (EGBM) shall be fifty Members of the General Body, personally present, among whom at least three office bearers, including at least one out of President or Vice President and where as Secretary and Treasurer must present along with Patron or his nominee and/or Alumni Coordinator or his nominee must be present.
 - ii. If the quorum is not complete, the meeting may be adjourned and reconvened at any time after a gap of half an hour, in which quorum shall be ten members personally present, among whom at least three office bearers, including at least one out of President or Vice President and where as Secretary and Treasurer must present along with Patron or his nominee and/or Alumni Coordinator or his nominee must be present.

- iii. Even after adjournment, if the quorum is not complete, the meeting may be adjourned and reconvened next day, in which no quorum shall be needed, at least three office bearers, including at least one out of President or Vice President and where as Secretary and Treasurer must present along with Patron and/or Alumni Coordinator from Institute, provided that if business relates to any subject other than specified in (i), (ii) and (iii) of the By-Law 4(ii)(b), Any business relating to amendment in Constitution and these By-laws shall be decided in accordance with the provisions of By-law 20.

5. **Powers of Board of Directors:**

The Board shall have full powers and authority to take decisions and action, which may be expedient for meeting the objectives of the Association, and in particulars the following:-

- i. To look after and manage the affairs including office of the Association,
- ii. To manage and expend the funds of the Association in such manner as considered most beneficial for the purpose of realizing the objectives of the Association,
- iii. To invest funds in scheduled banks, financial institutions, reputed mutual funds and other financial instruments currently in vogue, Government Securities, Bonds and Debentures or reputed public companies, Schemes of Unit Trust of India. The services of a reputed investment advisor may be engaged for this purpose on suitable terms.
- iv. To raise funds, including accepting donations and subscription with or without any conditions, and frame guidelines for doing so,
- v. To prescribe and revise Life Membership fee in consultation with Institute,
- vi. To approve annual budget,
- vii. To approve annual audited statement of accounts, audit report and annual report of the previous year and present them before the Annual General Body Meeting (AGBM) for its approval,
- viii. To recommend appointment of Auditors and their terms and conditions of their appointment for the approval in AGBM,
- ix. To appoint staff for managing the affairs on such terms and conditions as may be considered necessary,
- x. To delegate powers to Office Bearers and other Members of the Board,

- xi. To accept resignation of a member of the Association,
- xii. To accept resignation of any of the Office Bearer or other member, whether elected, nominated or ex-officio, of Board,
- xiii. To create, support and promote Local Chapters of the Alumni Association in India and abroad,
- xiv. To acquire in the name of the Association by gift, purchase, exchange, lease on hire or otherwise any kind of land and building,
- xv. To build, construct and maintain buildings of the Association,
- xvi. To collaborate with any Association, society or institution having object similar to those of this Association or which may be useful in realizing the objectives of this Association,
- xvii. To participate and/or enter into contracts on behalf of the Association and to vary and rescind such contracts,
- xviii. To delegate any of the powers of the Board to any officer or sub-committee or committee,
- xix. To appoint any committee or sub-committee, consisting wholly or partly of members of the Association and may delegate any of its powers to such a committees or sub-committee and prescribe its terms of reference,
- xx. To decide on criteria to identify “hour of need” for and procedure to help Alumni in such “hour of need” to set up a committee of not less than five members to take decision in this regard,
- xxi. To interpret the Constitution and By-laws, which shall be final and binding upon members,
- xxii. To nominate its representative(s),
- xxiii. To function purely on charitable basis and to run the Association on ‘no profit no loss’ basis, and
- xxiv. To take any other action in the interest of the fulfilment of the objectives of the Association.

6. Duties of Office Bearers:

i. President:

- a. President shall be the Chief Executive of the Association. He shall be a prominent personality from Industry or academia. He shall convene and preside over the meetings of the Board as well as the General Body and shall maintain or cause to maintain their minutes. In his absence, the Vice-President shall preside at the meeting General Body and the Board and exercise all such powers. In the absence of the President and the Vice-Presidents, the General Secretary shall preside at the meetings of General Body Meeting and the Board and exercise all such powers.
- b. Subject to the provisions of the Constitution and By-Laws of the Association, he shall make announcements regarding meetings of General Body, elections and proposed amendments to the Constitution and By- Laws.
- c. In case of tie between members present in a meeting of General Body and Board on any agenda or issue, the President or in his absence Vice President or any other person, who is presiding the meeting in his place, shall have the casting vote.
- d. Subject to any subsisting interpretation given by the Board, the President or in his absence Vice President or any other person, who is presiding the meeting of General Body or Board, shall have authority to interpret the Constitution and the Bye-Laws of the Association for the purpose of conducting the meeting and deciding the questions arising at such meeting.
- ii. **Vice Presidents:** The Board or the President may assign any responsibility to Vice Presidents. In the absence of President, one of the Vice Presidents shall preside over meetings of the General Body and the Board and exercise all powers of the President. One of them, as decided by the Board, shall also discharge the duties of the President during his absence.
- iii. **Secretary and Joint Secretary:**
- a. The Secretary shall look after the affairs of the Association under the supervision of the President. In the absence of secretary, joint secretary performs all duties of secretary except signing of cheques.
- b. Secretary shall be head of the Registered Office and Head Office of the Association. He shall maintain and keep or cause to be maintained and kept all records of the Association with the help of joint secretary, including register of members, elections, minutes and agenda and all other records of the meetings of the General Body, Board and

committees and sub-committees constituted by General Body, Board or President.

- c. He shall act as liaison between the Association and the Institute on one hand and the Association and the Institute's student body on the other. He shall also represent the Association in various bodies and meetings of the Institute.
 - d. He shall do everything necessary to give effect to the resolutions passed and decisions taken by the General Body and Board. He shall keep the President and the Board apprised of the progress made in this respect from time to time.
 - e. Secretary and Treasurer will jointly sign all cheques.
 - f. He shall also file all returns under the Societies Registration Act, 1860 and rules made there-under and any other law mandating filing of returns.
- iv. **Treasurer:** The Treasurer shall advise the Board on financial matters, supervise all financial transactions and cause to maintain and supervise account records of the Association. In particular, he shall deal with or take action on the following:
- a. All financial transaction,
 - b. Receipts and Expenditure of the Association,
 - c. Jointly with Secretary, sign all cheques,
 - d. Collection of grants and donations received by the Association,
 - e. Collection of grants and donations received by the Association,
 - f. Compilation of Statements of Accounts,
 - g. Audit of accounts and making all records available for the scrutiny, to the auditor,
 - h. Presenting Annual Accounts and Audit Report before the Board and in the Annual General Body (AGBM),
 - i. Ensure that all accounts books are maintained properly and are up to date,
 - j. Make investment by way fixed deposits and security in banks in consultation with Secretary,

- k. Filing in consultation with Secretary, returns under the Income Tax Act, Foreign Exchange regulation Act and any other prevailing law,
- l. Ensure that all the due payments are made to the Association and issue all necessary receipts, and
- m. Keep the Board informed of the financial condition of the Association.

7. Management of Funds:

- i. All investments of the funds of the Association, including receipts of deposit and all deeds and documents relating to any of the properties of the Association, shall be kept for safe custody with the Secretary or with a bank as approved by the Board.
- ii. Subject to the conditions, if any, the Secretary and Treasurer shall deal with and dispose of all properties, whether movable or immovable, and the income thereof in accordance with the direction of the Board evidenced by a resolution and not otherwise.
- iii. Subject to the approval of the Board evidenced by a resolution thereof, all documents whether relating to any immovable or movable property, whether made over to the Association or belonging to the Association including Agreements, Conveyances, Mortgages, Deeds of gifts or leases shall be in the name of the Association and executed by the Secretary or any other Office Bearer authorized by the Board.
- iv. The Office Bearers shall be respectively chargeable only for such properties, money, funds, securities, or any other property as they shall respectively receive notwithstanding their signing any receipt for the sake of conformity and shall be answerable and accountable only for their own acts and defaults and not for those of any other members or any other banker, broker, auctioneer, agent or person with whom or into whose hands the money or securities of the Association may be deposited, for the insufficiency or deficiency or any funds or securities and for any other loss under the same, except when it happens through their own dishonesty or willful default respectively.
- v. None of Office Bearers and Members of the Board shall be entitled to stipend, salary and pay from the Association. However, they shall be entitled to reimburse themselves or pay and discharge out of the Funds of the Association expenses incurred and payment made by them in or about execution of the objectives of the Association or in relation thereto with the approval of the President.

8. Audit of Accounts -

Auditors shall present their report to the Board, who shall place the same with its report in the Annual General Body Meeting (AGBM) for the consideration and approval of the General Body in accordance with By-Law 4.

9. Bank Account, PAN Card, 80G -

The Association shall open account(s) in scheduled bank(s) as decided by the Board. The bank account(s) shall be operated jointly by Treasurer and Secretary. The bank(s) shall be authorized to honour all cheques, bills, drafts etc. presented before them and to act upon their direction. Association shall obtain PAN Card, 80G and other necessary legal documents as per rules of society.

10. Meeting of Board:

- i. The Board shall meet as often as required, but at least once in every three months (quarterly) by giving a notice of at least seven days through post or email to all members of the Board at their addresses available with the Association. A shorter notice shall be valid if agreed upon by President.
- ii. The notice and agenda for holding meeting of the Board shall be issued by the Secretary/Joint Secretary after obtaining the consent of the President or in the absence of the Secretary and Joint Secretary, by the President.
- iii. Any Specific Department meeting must have one elected member from respective department along with any two members out of President, Vice president, secretary or treasurer. Notice for such meetings should also be circulated seven days prior to meeting. HOD, Faculty and student representative of respective department can also be invited for such meetings.
- iv. The quorum at any meeting of the Board shall be minimum five members among whom President or Vice President and Secretary shall be present. If the quorum is not complete in any meeting, next meeting may be convened at any time after one hour, in which quorum shall be three members personally present, among whom President or Vice President and Secretary or Treasurer must be present.
- v. **Note:**
 - a. The personal presence means presence at the venue in persons, over Voice on Internet Protocol, telephonic conference call or any such reliable system approved by the Board.
 - b. Meeting by Circulation – For an urgent matter, decision can also be taken by circulating an agenda amongst the members of the Board

by the Secretary after obtaining approval of the President or President himself.

11. Election of Office Bearers and Elected Members of The Board:

i. General

- a. All the elected posts of the new Board of Directors shall be filled by elections in the General Body every alternate year.
- b. Every member of General Body shall be eligible to be elected as President, Vice President, General Secretary, joint secretary, Treasurer and elected members of the Board, subject to the conditions specified in Clause 8 of the Constitution.
- c. Every member of the General Body shall have one vote for each post. Vote by proxy is in no case permitted.
- d. A member shall not be eligible to hold the same position in the Board for more than two terms.
- e. Every member of the General Body shall have the right to cast only one vote for each post and to propose and second only one candidate for each of the elected positions of the Board of Directors.
- f. NEC & Election Officer - On behalf of the General Body, elections shall be conducted by an Election Officer ad NEC, appointed by the outgoing Board at least 45 days in advance and not earlier than 60 of the expiry of its term. The Election Officer & NEC team shall be employee of the institute, Election Officer should not below the rank of Associate Professor, and should not be member of the Association. He should be familiar with the Information and Communication Technologies (ICT).
- g. While taking action as per Clause 11(i)(f) above, the Board shall also convene Annual General Body Meeting or Extraordinary Meeting of General Body to obtain and adopt the election results and announce the names of elected members of the Board for the next term.
- h. All times given in election schedule shall be Indian Standard Time. Interpretations of all the deadlines will be as per the General Clauses Act, 1897.

ii. Conduct of Elections

- a. The Election Officer shall be responsible for receipt of nominations, acceptance of withdrawals, scrutiny of nominations, hearing of objections against nominations, actual conducting of elections and announcement of election results in the meeting of General Body.

- b. Within thirty days of his appointment, the Election Officer shall notify the schedule of elections, which shall include the dates and times of following:
- i. Receipt of nominations in form as approved by Board,
 - ii. Vetting of Nominations
 - iii. Publication of all the nominations,
 - iv. Filing objections against the nominations and scrutiny thereof,
 - v. Decision on objections,
 - vi. Publication of valid nominations,
 - vii. Withdrawal of nominations,
 - viii. Publication of final list of contesting candidates,
 - ix. Voting by way of secret ballot, postal ballot and secured web portal,
 - x. Counting of votes and
 - xi. Announcement of results.

c. Nominations:

- i. Nominations shall be invited at least forty five days in advance of the General Body Meeting, by a general circular to all members and Local Chapters and by hosting it on the Association's website.
- ii. Every nomination shall be required to be duly proposed by at least one member of the General Body and seconded by any member of the General Body other than the proposers. Each nomination shall have the consent of the nominee.
- iii. No member shall nominate more than one candidate for the same post. No member shall second more than one candidate for the same post. No member, who nominates a candidate for a post, shall second another candidate for the same post. No member, who seconds a candidate, shall nominate another candidate for the same post. In case of any violation, the first entry shall be considered valid.

d. List of Nominations, Scrutiny, Objections, Withdrawal and

Final List of Contesting Candidates:

- i. Immediately next day after the closing date and time of the nominations, the Chairperson, NEC, shall publish post-wise lists of all nominations for the information of the General Body and invite by giving two days, objections against validity of nominations.
- ii. Two days after the expiry of time for filing objections to nominations, the NEC shall scrutinize all nominations and decide all the objections and notify the names of candidates, whose nominations have been found to be valid and publish the same for the information of all the candidates and the General Body. Before taking a decision on the objections, the NEC shall give one day notice to the candidate against whom objection has been received, to explain his position. After taking the decision, the NEC shall give two days to valid candidates for withdrawal of their nominations.
- iii. The vetting of nominations by NEC shall follow the following criteria:
 - a. The candidate should not stand convicted in any court of law.
 - b. The candidate should not have been removed from Board due to continued absence from Board meetings.
 - c. The candidate must meet the qualifying criteria as mentioned in proposed structure.
- iv. Immediately thereafter, Chairperson, NEC, shall publish the final list of contesting candidates.
- v. If no valid nominations are received for a post, further action shall be taken in accordance with the provisions of sub-By Law (vi) of By-law 11.

e. Modes of Voting: Votes shall be polled in the following manner:

- i. By secret ballots by members present in the General Body Meeting,
- ii. Voting through 'web portal with appropriate security measures', and
- iii. Postal voting.

- **Illustration:** A member can vote through any one of the modes listed in (e) of sub-rule (iii) above. If a member opts to vote through post, he shall not be entitled to vote by web portal or through secret ballot. Any member, who is unable to cast his vote through web portal with appropriate

- f. **One Chance to Vote:** Member shall get only one chance to vote and he may cast only one vote for each post. He may cast vote for any number of posts
- g. Voting through web portal with appropriate security measures: Voting through web portal with appropriate security measures shall stop at the date and time immediately before the start of the voting by way of secret ballot.
- h. **Counting of Votes Polled and Declaration of Results:** The counting of votes polled shall be done by the Election Officer in the following manner:
 - i. Counting of votes polled by secret ballot shall be done immediately after the close of the in person voting in the presence of the committee members and the candidates or their authorized representatives present in the General Body Meeting.
 - ii. Thereafter, the Election Officer shall count postal ballots in the GBM by opening the sealed covers.
 - iii. Thereafter, the Election Officer shall count the votes polled through web portal with appropriate security measures.
 - iv. After counting of web based votes polled, the Election Officer shall compile the result and announce them in the GBM. The result will be finally submitted in writing to the Secretary. The Secretary shall formally announce them as resolution in the General Body Meeting and shall be adopted as such. The Election Officer shall submit a report on the elections to the Secretary within a day thereafter.

iii. **Schedule of Voting:**

Web polling shall be started not earlier than 15 days after the publication of final list of contesting candidates and end not earlier than 15 days thereafter. The web polling shall stop immediately before the start of voting through secret ballot.

iv. **Model Code of Conduct for Candidates during Elections:**

- a. After the announcement of the Election Schedule by the Election Officer, all the powers of the Board shall cease to exist. Only normal executive functions and time bound matters shall be handled by Secretary and Treasurer. In extraordinary situations, the Board can exercise its power in consultation with and after approval from Election officer.
- b. Election Officer shall give opportunity to every candidate to host his manifesto on the website of the Association and to update it not more than five times. The Election Officer shall also give not more than five opportunities to every candidate to send his appeal through emails to the

members of the General Body through the Association database of Alumni.

- v. **Redress of Election Complaints:** The Board shall set up a committee of three persons of impeccable integrity and impartiality in consultation with Election Officer immediately after the announcement of Election Officer to hear complaints and representations from the candidates and other members of the General Body and issue advice to the Election Officer or a candidate or any other person connected with elections, as deemed appropriate. They should be employees of the Institute and not below the rank Associate Professor and should not be member of the Association.
- vi. **Un-Filled Posts:** If any of the post of Office Bearer is not filled up during elections, the Election Officer shall conduct election for the same within three months as per procedure mentioned above. In respect of other elected members of the Board, the incoming Board shall be competent to nominate a member of the General Body subject to fulfilling conditions of Clause 8 of the Constitution.

12. **Suit and proceedings by and against the Association:**

The Association may sue or be sued in the name of Secretary.

- 12.1 No suits or Proceedings shall fail by reason of any vacancy or change in the holder of office of the Secretary.
- 12.2 Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the persons or the property of the President, Chairman, Secretary or any office bearer.
- 12.3 Nothing herein shall exempt the President, Chairman, Secretary or other office bearers of the Association from any criminal liability under the act or entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him on conviction by the criminal court.
- 12.4 No member of the Association may be sued or prosecuted by the Association except for any injury or loss damage, detention or destruction of any property of the Association.

13. **Standing Committees:**

- i. The President shall appoint the members of standing committees except NEC and Election officer.

- ii. The NEC and Election officer shall be appointed by the Institute.
- iii. Except for Nomination & Elections Committee (NEC) and Executive Committee, members of other standing committees can be volunteers who are not members of the existing Board.
- iv. At least one member of a Standing Committee shall be a member of the Board of Directors.
- v. The members of respective Standing Committees shall meet, at least, once every quarter. The annual report of activities of respective Standing Committees shall be placed before the AGBM every year.
- vi. The President may invite the Coordinator of any Standing Committee to the meetings of the Board to discuss the activities of the Committee with members of the Board.

14. Nomination & Election committee

The members of NEC shall be as under:

- i. **Election Officer who shall be of post Associate Professor.**
- ii. **Two Faculties not below the post of Asst. Prof. in NEC**
- iii. **Two supporting Staff for election process not below the post of LDC/Technician Level from the Institute.**
- iv. **Patron's Nominee (ECA non alumnus employee not below Asst Prof)**
- v. **Member Emeritus OR Distinguished Alumnus Awardee**

In order to be considered for Member Emeritus, a person must be a former Board member who has:

- i. **Completed at least 2 years of service with distinction on the Board, and**
- ii. **Held an important leadership role and made significant contributions to the Alumni Association.**

15. Taking Over of Charge by New Board

Notwithstanding the provision given in Sub-By Law (vi) of By-Law 11, the new Board shall take over the charge of the Association within one month of the elections.

16. Resignation by Members of Board:

A member of the Board may tender resignation to the President or Secretary which shall be placed before the Board in its meeting, who shall be competent to take decision in the matter. As soon resignation is accepted, the concerned member shall cease to hold office.

17. Board Member Position Falling Vacant:

- i. If office of any Officer Bearers other than that of President and elected Member of the Board falls vacant after it has been filled, the Board shall be competent to make appointment against the vacancy subject to the conditions specified in Clause 8 of the Constitution of the Association.
- ii. However, in case of office of President falling vacant due to any reason and the tenure left is more than a year; it shall be filled by way of an election in accordance with the procedure given in the By-Law 11. In other circumstance, the Vice President, who has got the higher votes in the election, shall be appointed as President for the remainder of the term. The office of the Vice- President so falling vacant shall be filled up out of the elected members of the Board. The resultant office of Member that has fallen vacant shall be filled by the Board.

20. Amendment in Constitution and By-Laws of Association:

- (i) Any amendment in Constitution and/or By-Laws of the Association shall be made by General Body in its Extraordinary General Body Meeting (EGBM) or in its Annual General Body Meeting (AGBM), convened in accordance with By-Law 4, if Board proposes such amendment. Notwithstanding provision of any By-Law, amendment to Constitution and/or By-Laws shall require voting by minimum of one hundred Alumni and the motion shall deem to be passed if supported by a simple majority. In addition to voting by members present in the Extraordinary General Body Meeting (EGBM) or the Annual General Body Meeting (AGBM), a voting by the General Body of Alumni shall be done through web portal with appropriate security measures.
- (ii) Notwithstanding the provisions of above By-Law (i), the Board of Directors may provisionally amend any of the By-Laws, effective immediately upon approval by at least two-third of the votes cast by the members in its meeting in which quorum shall be nine members. However, the provisional amendment should be brought to the General Body in accordance with the By-Law (i) above for approval or ratification by General Body within six months and before the end of the term of the Board. All provisional amendments of By-Laws shall be notified to members of the general body immediately upon the decision of the Board of Directors.

- (iii) Any member of the General Body may propose an amendment to the Constitution or Bylaws but the same shall first be approved by the Board of Directors before initiating amendment as per clauses 17(i) and 17(ii) above.

21. Dissolution:

- i. Not less than two-third of the members of General Body in Extraordinary General Body Meeting (EGBM) shall determine whether the Association be dissolved, forthwith or at any further time agreed upon.
- ii. If on the dissolution of the Association, there remains after the satisfaction of its debts and liabilities, any property or funds, whatsoever, the same shall not be paid or distributed among the members of the Association or any of them but shall be given to a similar Association of the Alumni of the Institute or the Institute, if there is no Association in existence.

22. Indemnity:

Every member of the Board shall be indemnified out of funds of the Association against all losses and expenses incurred in the bonafide discharge of his/her duties, except when it happens through his/her own willful neglect or dishonesty or malafide intention while discharging his/her duties or action resulting from willful disobedience of the law, bad faith or gross negligence.

- 23. No member shall have more than one vote at any of the meetings of the Association or its committee or sub-committee. However, in the meeting of the General Body, Board or any committee or sub-committee, the President or Chairman shall have a casting vote.
- 24. Any elected member who fails to attend three Board Meetings in a calendar year shall be disqualified from the Board. His/ Her absence may be condoned by the Board if he/she is able to show justifiable reasons for absence and commits to attend future meetings. After being condoned, if the member continues to absent then after two absences the member will be considered as not available for the position and will be deemed to have resigned from the Board of Directors
- 25. An Office Bearer, Elected Member, Nominated Member and Ex-officio Member of the Board shall be deemed to have vacated office if he/she is adjudicated or adjudged insolvent or is convicted by a court of law in any country for any offence involving moral turpitude or becomes of unsound mind or physically unfit or unable to act as such. The office so fallen vacant shall be filled up in accordance with By-Law16
- 26. No act of Board or of any committee or of any officer shall be deemed to be invalid by reason only of the existence of any defect in procedure or in the constitution of the Board or the committee or in the appointment or election

of an officer or on the ground that such officer was disqualified for his appointment.

27. In case of any dispute arising between the Association and the other party, the provisions of Arbitration Act shall apply.
 28. **Application of Act** – The provisions of the Societies Registration Act, 1860 and rules made there under, as amended from time to time, shall apply to this Association.
 29. These By- Laws shall come in effect soon after it is approved by the General Body and notified by the Secretary. However, the existing Board of Directors shall continue to function till its term is over.
 30. **Certificate** - Certified that this is the correct copy of the By-Laws of the Society.
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Signatures of Board (Founding Members)

S.No.	Name & Title	Signature with Date
1.	Vinod Kumar Verma Preparation of Constitution & By-Laws (Alumni Coordinator & Asst. Professor)	
2.	President	
3.	Vice President – 1	
4.	Vice-President – 2	
5.	Secretary	
6.	Joint Secretary	
7.	Treasurer	
8.	Member 1	
9.	Member 2	
10.	Member 3	
11.	Member 4	
12.	Member 5	
13.	Member 6	

14. Member 7
15. Member 8
16. Member 9
17. Member 10
18. Member 11
19. Member 12
20. Dr. Uma Shankar Modani
Patron - Principal Engg. College Ajmer

Note:

Documents Required: Documents required for registering society in Rajasthan are listed as follows:

- Application Form in Prescribed format.
- Self-attested copies of By-Laws and Main objects of the Society.
- Details of members of the executive committee such as name, address and occupation.
- Self attested copies of Address and ID Proofs of the office bearers.
- Name, father's name, occupation and address of the society members.
- Affidavits of Office Bearers with Photo attested by the Notary Public, the office bearers are President, Secretary, Vice president and Treasurer.
- Physical Presence of all office bearers & members on the date of registration.