

BYELAWS

RULES AND REGULATIONS

(Alumni Government Degree College,(MADHIRA)

1. Introduction:

1. The name of the Association shall be “Alumni Association, Government Degree college madhira”.
2. The date of formation of the Association will be 01.07.2021.
3. The Registrar of the district within whose jurisdiction the society is situated is madhira, khammam District.
4. The Business hours of the Association shall ordinarily correspond with the working hours of the Government Degree College, MADHIRA.

Office timing 10.00 am – 4.30 pm

2. The objectives of the Association:

- 1 To bring the former students of the Government Degree College, madhira under one forum for the dissemination and exchange of experience, knowledge and talent amongst its members the students of the College, for the furtherance of fellowship, advancement of scientific knowledge in the general interest of the student community.
2. To conduct seminars, conference, meeting of professionals from all disciplines for the purpose of exchange and promotion of knowledge, among students, faculty, members of the Association, the Society and the country at large.
3. To represent and participate in such seminars, conferences, workshops or meetings conducted by various Associations, Establishments and to seek recognition (representation) in various fora of State, Quasi Governmental Organisations, Private and other Autonomous Bodies, in so far as it would contribute to the furtherance of the objectives of the Association.
4. To advise State, Central Government and State-owned Quasi Government Organisations on technical matters including managerial aspects.
5. To advise and interact with State, Central Government Bodies, Universities, Professional Associations and NGOs on matters relating to education in all sectors.

6. To create and establish endowments to grant scholarships and prizes to the students of the Government Degree College, Madhira, with a view to promote and encourage talent. To sponsor guidance sessions for students attending interviews, to help students by partly funding for lecturers, projects, to be presented overseas as recommended and funded also by the College. To help financially poor physically challenged students of the College for higher education.

7. To conduct / sponsor Career Guidance Programme for students to succeed in interviews through training in core competence employability skills and soft skills training.

8. To create new avenues for interaction of students, faculty with industry to encourage the development of employability skills through Industrial visits and to identify Industry-specific projects and prototype development.

9. To assist the students by partly funding presentation of papers or projects overseas as recommended and also funded by the College.

10. To assist disabled students with necessary gadgets, aids, counseling and special sessions.

11. To raise or collect funds by subscriptions, contributions, donations, endowments, loans or by legal means for the furtherance of the above objectives of the Association, the institutions and the activities managed by the Association.

12. For all such acts, deeds and things as may be incidental or necessary or conducive to the furtherance of the above objectives.

To apply the funds in whole or any part or parts thereof the funds for public charitable purposes including

a. Relief for the poor,

b. Advancement of education,

c. Medical relief and benefits whereof are not restricted to any class or community or gender

13. The names, occupation of the members of the Executive Committee are furnished herewith.

3. Activities:

1. The Association shall have powers to enroll members, form committees, sub committees and call for periodical meetings to achieve the objectives mentioned above.

2. To organize sports, games, rallies and other social activities for its members and their families.

3. To engage itself in such other activities in conformity with the rules and regulations given here under.

4. Rules and Regulations:

1. All past students and faculty of the Government Degree College, Madhira are eligible to become Life Members of the Association.
2. There shall be two categories of Members:
 - a) Life Members: Those who passed out within two years or more than two years have to pay Rs. 1,000/- and Rs. 2,000/- respectively. The membership fee mentioned will be the minimum and the members can also contribute more based on individual choice.
 - b) Associate Members: Past and present faculty and Non-teaching members of the Government Degree College, Madhira, who are not former students of the College are eligible to become Associate Donor Members of the Association on payment of the prescribed Subscription of Rs. 1,000/- if they are associated with the College within two years and Rs. 2,000/- if they are associated for more than two years.
3. The official year of the Association shall be from 1st April of one year to 31st March of succeeding year.
4. All the members shall notify their change of address to the Secretary of the Association within one month of such change.
5. Any member who directly or indirectly acts in such a manner as 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 the concerned member will be given an opportunity to represent his case.
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. Management of the Association

1. The affairs of the association shall be managed by an Executive Committee consisting of a President, General Secretary, one Treasurer and Three other members.
2. The President, General Secretary, and the Treasurer shall be designated as Office Bearers.
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.
4. All the outgoing Executive Committee members are eligible for re-election.

5. The Executive Committee duly elected by General Body shall elect the office bearers amongst themselves.

6. Election:

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 March, an Election committee shall be constituted with one Convener and Two members by the Executive Committee.

2. In case the Convener of the Election Committee is not able to function, the other members of the election committee shall choose another Convener among the two of them and intimate the Secretary.

3. If one of the Election Committee members is unable to function, the election committee shall continue to function with the Convener and the other member.

4. The Election Committee shall form a schedule for nomination: last date of receiving, withdrawal and date of election, if necessary. They shall then call for nominations from the eligible members for election of ten executive members. Each nomination should be proposed and seconded by two different members of the Association with the willingness of the candidate, in writing and duly signed by the nominee with date. 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.

5. The election committee shall scrutinize the nominations received and inform all the candidates about their eligibility. After the withdrawal period is over and if election is warranted, election will be conducted by the election committee through secret ballots on the day of Annual General Meeting. The Election would be conducted prior to the Annual General Meeting, which must be convened before 25th of February . The electorate will be all the eligible members who are present. Voting will take place on the day of the AGM at the specified time as informed along with the notice for the AGM. No postal ballots will be allowed. The election committee after the counting of ballots will inform the results to the Secretary who will place the same before the special Executive Committee meeting convened prior to the AGM, for its approval for placing in the AGM for ratification.

6. The ratified Executive Committee can co-opt other members of the Alumni Association, who are eminent in their fields and/or who will be useful for specific purposes. They will have not voting rights and also will not be part of the quorum for Executive Committee. Their term will be the same as of the Executive Committee. Their numbers should not exceed 2/3 of elected members.

7. Power of Executive Committee

1. The Executive Committee shall normally meet once in a month.

2. The Secretary may, whenever he/she finds if necessary call for an Emergency meeting with the consent of the President or on the requisition of two members of the Executive Committee in writing.
3. Notices of all the meetings giving the place, date and time shall be sent by the Secretary to the registered addresses of the members with an agenda for the meeting at least one week before the date of the meeting.
4. The quorum shall be 1/2 of the elected members of the Committee.
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; the General Secretary will preside.
6. If the Secretary is also not present, then the Executive Committee can choose one of the members amongst themselves to chair that committee meeting alone.
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.
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.
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.
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 the 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 it reconsideration.

8. General Body Meeting

1. The Executive Committee shall convene a General Body Meeting of all the members once every year herein after referred to as Annual General Body Meeting, on or before 30th March every year.
2. Notice of the General Body Meeting of the Association shall be given to the members at least ten days before the day of appointed for such meeting.
3. 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 circulation among members; or

d) by publication through press; or

e) by Internet sources

4. The notice shall also be affixed to the Notice Board of the Association

5. 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.

6. 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 as to the remuneration as may be approved by the Association.

7. The Executive Committee shall maintain 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. The Executive committee shall prepare and lay before the Association at the Annual General Body Meeting every year an audited statement of accounts and receipts and expenses of the year ended 31st March 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.

9. In addition, the Executive Committee may convene other General Body Meetings, if necessary, hereinafter referred to as Extraordinary General Body Meetings.

10. Extra-ordinary 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 objectives by new and improved means; or

c) to amend its by-laws

11. The special resolution shall deem to have been passed if not less than three fourths of the members present and entitled to vote in the meeting and approve the resolution

12. An amendment of the memorandum of the by-laws shall take effect from the date of the passing of such special resolution.

13. An accidental delay in receipt of the notice by one or more members shall not render the meeting void.

14. The General Body Meeting shall be presided over by the President of the Executive Committee or in the absence by General Secretary.

15. If the elected Secretary is also not present then the members present can elect one amongst themselves to chair and preside over the meeting.

16. The quorum for the General Body Meeting shall be 1/3rd of members twenty).

17. If the minimum quorum of 1/3rd members are 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 a minimum quorum will not be insisted.

9. Powers and duties of the President

1. He shall be the head of the Association
2. He shall preside over the meetings of the committee as well as General Body
3. He shall be the Chairman of the all committees

10. Powers and duties of the General Secretary

1. The Secretary shall ensure the 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 subcommittees
 - d) of all resolutions and proceedings of General Body Meeting of the Association and the Executive committee and sub-committee.
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.
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.

4. The Secretary shall be the 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.
5. The General Secretary shall prepare and place before the Executive Committee an Annual Report for its approval.
6. The General 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. Such a budget shall continue in force unless otherwise modified by the Executive Committee.
7. The General Secretary shall have the power to appoint the members of the staff and accept resignations from the members of the staff and to direct their relief, subject to any regulations made in this behalf by the Executive Committee.
8. The General Secretary shall maintain and submit to the Registrar of Societies all such records annual or other statements which are specified in the Telangana Registration of Societies Act and the Rules.
9. Each member is eligible to be supplied with a copy of by-laws on payment of Rupee.1/- per copy of each document.
10. The Register of members, the books containing minutes and the books of accounts of Society shall be made available for inspection by the Association members free of charge

11. Powers and duties of the Treasurer

1. The Treasurer jointly with the General Secretary or one of the Office Bearers as decided by the Executive Committee shall have power to draw funds from such bank or institution and disburse it payable by the Executive Committee or the Association according to the resolutions or the rules or regulations and by-laws passed under these rules.
2. 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.
3. The Treasurer shall prepare the annual accounts 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 each financial year.

12. General:

1. Principal of Government Degree College, Madhira acts as Chairman of alumni.
2. Principal appointed Associated Professor/ Lecturer acting as a Vice-Chairman of alumni.
3. The Association may sue or be sued in the name of the General Secretary.
4. All documents by and in favor 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 General Secretary.
5. 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.

13. Proper Books of Accounts to be maintained by the Association:

a. Cash Book:

Cash Book showing daily receipt and expenditure, and the balance at the end of each day.

b. Receipt Book:

The receipt of subscription and donation, the name of the member address, date and amount received to be signed by the General Secretary or Treasurer. They should keep counter foils of the receipt books.

c. Voucher File:

The Association shall maintain vouchers containing all vouchers for contingent and other expenditure incurred by the Association, numbered serially and filed chronologically.

d. Monthly Income and Expenditure Registers:

Ledger showing consolidated and separate accounts of all items of receipts and expenditure, member-wise as well as item-wise to be maintained.

e. Letters File:

The letters should be maintained for all letters sent/Received by the Association.

f. Minute Book

The Association shall cause minutes of all proceedings of its General Meetings, and its committee to be entered in books kept for the purpose.

g. Members Register:

The Association shall maintain a register of its members including the name, address, occupation and the date of enrolment filled in prescribed format.

The association obliged to maintain accounts and bills as per the auditing rules and submit Income Tax returns as per Income Tax audit provisions.

14. 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 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 hotel, traveling 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.

15. Certificate:

Certified that this is a correct copy of the Rules and Regulations of the Association.