

SGSITS Alumni Association

Constitution

1. Name of the Institution

SGSITS Alumni Association

2. Address of the Institution

Shri G.S.I.T.S. Campus, 23 ParkRoad, Indore-452 003, MP.

3. Institution's Area of Operation

The area of operation will be Madhya Pradesh

4. Objectives of Institution

The Institution will have following objectives:

- a. To promote brotherhood and co-operation amongst Ex-students of SGSITS, Indore.
- b. To encourage enhancement of Academic activities of its members.
- c. To work for educational and social development of its members.

5. Membership

The Institute will have following categories of Members:

a. Patron member

The Director of SGSITS, Indore will be the Patron member. He will not have voting rights.

b. Donor member

Any person who donates Rs. 5000 or more lumpsum or in 12 equal installments in a year can be considered for awarding Donor Membership, subject to his agreeing to follow the rules of the Institution and subject to his candidature being found to be eligible by the Membership Committee. Donor Members will not have voting rights.

c. Ordinary Member

Any person who donates a lumpsum one time an amount of Rs. 500 or more, can be considered for Ordinary Membership, subject to his agreeing to follow the rules of the Institution and subject to his candidature being found to be eligible by the Membership Committee. This membership will be Life Membership. Ordinary Members will have voting rights.

d. Student Member

Any person who donates a lumpsum one time an amount of Rs. 150 or more, can be considered for Student Membership, subject to his agreeing to follow the rules of the Institution and subject to his candidature being found to be eligible by the Membership Committee. The student member will automatically become Ordinary Member after passing out from college.

e. Honorary Member

The Membership Committee can award membership to any Prominent citizen for a duration fixed by the Committee, subject to his agreeing to follow the rules of the Institution and subject to his candidature being found to be eligible by the Membership Committee. Honorary Member will not have voting rights.

6. Procedure for obtaining Membership

Any person who desires to become Member of the Institute will have to submit an application on prescribed form. This application form will be considered by Membership Committee, who will have the power to accept or reject the application.

7. Eligibility for Membership for Ordinary Members

to become a Member of the Institution, the applicant should fulfill the following criteria:

- a. Applicant should be not less than 18 years of age.
- b. Applicant should be citizen of India.
- c. Applicant should be a student or ex-student of SGSITS
- d. Applicant should be ready to follow the rules of the Association.
- e. Applicant should be of good morale character.

8. Termination of Membership

Membership will be terminated on following grounds:

- a. On the death of the Member
- b. On the Member becoming mentally unsound.
- c. On the Member violating the rules of the Association.
- d. On the Member committing any serious misdeed punishable by law.
- e. On the Member submitting his resignation and acceptance of same by the Committee.

9. Membership Register

A Membership Register will be kept in the office of the Institution which will have the following information

- a. Member's name, address and occupation, date with signature.
- b. Date of becoming Member with serial no. of Money receipt/sl no. of application form.
- c. Date of Termination of Membership

10.A. General Body

The General Body will consist of all Members as mentioned in Clause-5 above. The General Body meeting will be held as and when it is felt necessary to hold such a meeting

However, the General Body Meeting will be held at least once in each Calendar Year.

The first General Body Meeting will be called within 3 months of Registration. In this meeting the Members of the Executive Committee will be elected.

The Month, Date and Place of Meeting will be intimated to all Members at least 15 days in advance.

The Quorum of the General Body Meeting shall consist of 10 Members or 20% of the Members on roll on the date of the meeting, whichever is less. A meeting adjourned for want of quorum shall reconvene after 30 minutes, irrespective of number of members present.

The General Body will elect the Executive Committee. Voting will be by raising hands. If 20% of the members present so demand, the voting can be held by secret ballot.

B. Executive Committee Meeting.

The Executive Committee Meeting will be held once in a month and the Agenda along with date and place of meeting will be circulated at least 7 days in advance. The Quorum of Executive Committee meeting will consist of 2 members of Executive Committee. A meeting adjourned for want of quorum shall reconvene after 30 minutes, irrespective of number of members present.

C. Extra Ordinary General Body Meeting

An Extra Ordinary General Body Meeting can be called under the following circumstances:

- i. If the Executive Committee decides to discuss an important matter, it can call an Extra Ordinary General Body Meeting.
- ii. If the Honorary Secretary receives written request by at-least 20% members on roll or 50 members, whichever is less, then an Extra Ordinary General Body Meeting can be called. The Honorary Secretary shall arrange such committee within 21 days of receipt of request from the members. A minimum notice of 5 days shall be given to the members to attend Extra Ordinary General Body Meeting.

11. The Rights & Functions of General Body

The General Body will have the following Rights and Functions:

- a. To discuss and approve Annual Report presented by Honorary Secretary.
- b. To approve the Accounts and Report of Auditors.
- c. To approve the Budget for the next year.
- d. To appoint Auditors for the next year and fix their remuneration.
- e. To make changes in the constitution of the Association.

12. Executive Committee

The Executive Committee will consist of the following 11 members. Ordinary Members, as mentioned in Clause-5(c), whose names appear in Membership Register will elect based on majority noting of members present during meeting:

Sl No	Particulars	No. off
A	President	1
B	Vice President	1
C	Honorary Secretary	1
D	Joint Secretary	1
E	Treasurer	1
F	Members	5
G	Immediate Past President	1
	TOTAL	11

In addition to the above 11 members, the Executive Committee can have five Co-opted Members.

13. Term of Executive Committee

The term of Executive Committee will be 2 years. After completion of 2 years, the new Executive Committee will be elected. The elections will be held within 6 months of expiry of the term of the existing executive committee. The existing executive committee will continue to hold office till the new committee is duly elected.

14. The Rights & Functions of Executive Committee

The Executive Committee will have the following Rights and Functions.

- a. To ensure that Aims and Objectives of the Association are being fulfilled.
- b. To present annual accounts and budget at the General Body Meeting.
- c. To appoint staff, fix remuneration and pay their salaries.
- d. To undertake the jobs which have been decided in the General Body Meeting.
- e. To raise funds for the association in order to fulfill its aims and objectives.
- f. To look after the asset of the Association.
- g. To frame bye-laws for the purpose of proper management of the Association.
- h. To frame rules for formation of affiliated associations in other parts of the country.
- i. To change the donation amount for various categories of members.
- j. To introduce new categories of members without voting rights.

15. Functions of President

The President shall preside over the meetings of General Body and Executive Committee.

16. Functions of Vice President

To preside over the meetings of General Body and Executive Committee in absence of President.

17. Functions of Honorary Secretary/Joint Secretary

The Honorary Secretary shall represents the Association at various Forums. He will keep record of all the meetings and ensure that the decisions taken during General Body and Executive Committee meetings are being complied with. He will carry out any correspondence on behalf of the Association. Joint Secretary will assist Honorary Secretary.

18. Functions of Treasurer

To keep an account of the funds of the Association and ensure that all expenses are approved by Honorary Secretary and Executive Committee.

19. Bank Account

The funds of the Association will be deposited in to a Bank. The Bank account shall be operated jointly by Treasurer and either President or Honorary Secretary.

20. Information to be sent to the Registrar of Associations

The Association will file the names of Executive Committee with the Registrar within 45 days of First General Body Meeting after Registration, under rule 27. The Association will also send information under Rule 28 to the Registrar. Information will be sent in prescribed format along with fees. Information of branches will also be sent accordingly.

21. Amendment to the Constitution

The Constitution can be amended by the General Body. Such amendments will be approved by two third members present during the General Body Meeting, specially called for the purpose of amendment to the Constitution. This will be as per rules.

22. Dissolution of Association

The Association can be dissolved if the same is approved by 80% of the members present during General Body Meeting specially called for this purpose. In case the Association is dissolved then the funds of the Association will be given to SGSITS, Indore and shall be used by SGSITS for achieving the objectives of the Association. This will be as per rules.

23. Assets of the Association

All the fixed and current assets of the association will be in the name of the Association. The fixed assets of the Association will not be disposed off without the written permission of Registrar of Association. Request will be sent along with prescribed form.

24. Operation of Bank Account

The Bank Account will be operated from time to time for depositing and withdrawal of funds as mentioned in Clause 19.

25. Meeting called by Registrar

In case the General Body Meeting is not called by the Executive Committee in any year, then the Registrar will have to Right to call the meeting.

26. Disputes

All disputes will be resolved by the President by calling a meeting of Executive Committee. In case the dispute cannot be solved during Executive Committee meeting then the President may refer the matter to Patron Member for finding a solution. In case the dispute still remains unsolved then the President can call General Body Meeting for this purpose. In case the disputes cannot be resolved even in General Body Meeting then the same will be referred to the Registrar. The decision of the Registrar in such cases will be final.