

GEETANJALI INSTITUTE OF TECHNICAL STUDIES

ALUMNI ASSOCIATION

Memorandum and Bylaws of the Association

1. Name of the Association

The name of the Association shall be GEETANJALI INSTITUTE OF TECHNICAL STUDIESALUMNI ASSOCIATION. The Association shall be registered under the provision of Rajasthan Societies Registration Act.

2. Office

The Registered office of the Association shall be situated at the Administrative Block/office, GEETANJALI INSTITUTE OF TECHNICAL STUDIES, Airport Road, Dabok, Udaipur (Raj.) -313022.

3. Aims and Objectives

The aims and objectives of the Association shall be:

- 3.1. Bring the old students of GEETANJALI INSTITUTE OF TECHNICAL STUDIES, UDAIPUR under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the Association and country.
- 3.2. To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the Institute faculty, non-teaching staff and students.
- 3.3. To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of the Institute.
- 3.4. To advise and interact with State and Central Government Bodies, Universities and Associations of other academic institutions on matters relating to promotion of higher education, training and management systems and thereby promote the welfare and status of the Institute.
- 3.5. To bring out magazines, souvenirs and newsletters highlighting the activities of the Institute and its Alumni.
- 3.6. To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year.
- 3.7. To help the Alumni to get advice from the Institute on various technical problems and job opportunities that they may come across in their work and real life.
- 3.8. To carry out such other activities as may be necessary for furthering the above aims and objectives.
- 3.9. To carryout feedback from the alumni periodically regarding curricular, infrastructure, market needs and other issues for making students employable.

4. Details of members - The name, address and occupation of the members subscribed to the Memorandum of Association are as follows:

S.No.	Name &Address	Occupation	Signature
1.	Dr. Mayank Patel S/o Shri Anil Patel, C-152, Pratap Nagar Udaipur-313001	Education	
2.	Ms. CharuKavdia S/o, Shri LaitKavadia, 912, Road no. 3, Near Porwal Store, Subhash Nagar, Udaipur-313001	Education	
3.	Mr. Chintal Kumar Patel S/o Shri Mohan Lal Patel 210/b/5 Zinc Colony, Debari, Udaipur-313024	Education	
4.	Mr. RonakShrimal S/o Shri LalitShrimal H.n.6, BhandariyokiGhati, Clock Tower, Udaipur-313001	Education	
5.	Ms. Surbhi Misra 2 Virdavan Dham-1, Bhupalpura, Udaipur	Education	
6.	Rukshar Sheikh 17, Rata Khet, Sajjan Nagar B Block, Udaipur	Education	
7.	Abhishek Sharma 1-C-5, Segwa Road, Housing Board, Senthi, Chittorgarh.	Education	
8.	Mr. Narendra Patel S/o Shri Heeralal Patel ManakhedaHiranMagri Sector-5 Udaipur-313002	Education	
9.	Mr. Mukesh Kumar Lohar S/o Shri Suraja Mal Lohar Bhehana, Bhiyana, Dungarpur-314804	Education	
10.	Mr. Ashish Bohra S/o Shri Ashok Bohra 10-A, Near Hanuman Store, Eklingpura Chourya, ManwaKheda, Udaipur -313002	Education	
11.	Ms. Nikita Jain D/o Shri Mahaveer Prasad	Government Servant	

By-Laws

5. Members

- 5.1. The Association shall consist of the following persons as its members. All UG, PG and Ph.D. graduates of the Institute are eligible to become members of the Association on payment of an annual membership fee of Rs.200/- or life membership fee of Rs.1500/-.
- 5.2. The subscribers to the memorandum shall be the founder members as well as life members of the Association and they will be known as Founder - Life members of the Association. These Founder Life Members nominated by the Patron shall be the members of the First Executive Committee and they shall hold office for a period of two academic years.
- 5.3. The Principal/Director of the Institute shall be the Patron.
- 5.4. Any student / scholar who pays the annual subscription of Rs. 200/- during his study in the Institute can be considered as student member of the Association and he / she will automatically become member of the Association after passing out from the Institute, taking the subscription of Rs. 200/- paid during his / her studentship as the annual membership for the first year.
- 5.5. All the teacher of the college will automatically become member of the office as doing the payment of onetime fee of Rs1000/-

6. Administration

- 6.1. The administration of the Association shall rest in an Executive Committee, consisting of (1) a President (2) a Vice-President (3) a General Secretary (4) a Joint Secretary one from each program (5) a Treasurer and (6) 5 Invitee Members from Alumni.
- 6.2. **Eligibility for various posts:**
 - President: An Alumnus who passed at least 10 years before holding office
 - Vice President: Faculty Member
 - General Secretary: An Alumni who passed at least 8 years before holding the office and posted/stationed in Udaipur
 - Joint Secretary: An Alumni who passed at least 5 years before holding the office.
 - Treasurer: A faculty member
 - Invitee Member: An Alumnus who passed at least 2 years before holding the office.
- 6.3. The Members of the Executive Committee shall be elected by the Members of the Association including Life members and founder life members at the Annual General Body Meeting (AGBM) and they shall hold office for a period of two years.
- 6.4. A committee once elected shall continue to hold office till a new committee assumes charge.
- 6.5. If any vacancy arises in any post on account of resignation, death etc., the Executive Committee may nominate any person to such post from among the members of the

association. Such nominated persons shall hold office till the next election of the Executive Committee.

- 6.6. If an Executive Committee Member is absent from three consecutive meetings of the Executive Committee, without prior notice, he / she shall cease to be a member of the Executive Committee.
- 6.7. If any member fails to pay the annual subscription fees within that year (on or before the end of the academic year, ie. 30th June) after the same has fallen due shall cease to be member of the Association and the General Secretary shall remove the name of such defaulter from the register of members.
- 6.8. The Executive Committee shall have the power to expel a member for willful disregard to the Association rules or misconduct, provided the member concerned gives an acceptable explanation for his / her misconduct.

7. Election and Tenure of Office

- 7.1. The mode of election shall be by secret ballot.
- 7.2. The procedure for election shall be laid down by the Executive Committee.
- 7.3. All terms of office of the elected members shall commence from the close of the AGBM at which elections were held and shall continue for a period of TWO YEARS or till the close of the second AGBM leaving one in-between, whichever is earlier.
- 7.4. Members cannot hold the same office for more than two terms.
- 7.5. However, notwithstanding clause third (7.3) above, the first Executive Committee, shall hold office for a term of three consecutive years for building the Alumni Association on sound footing.

8. General Body Meetings

- 8.1. The Annual General Body Meeting shall be held every year in the first week of July.
 - to elect the Executive Committee
 - to approve the audited statement of accounts.
 - to deliberate the annual report of the Association, and
 - to consider any amendments to the By-laws.
- 8.2. The Executive Committee may convene General Body meetings as and when necessary.
- 8.3. Extraordinary meetings of the General Body shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.
- 8.4. The quorum of a General Body meeting shall be one-third of total members or 50 members whichever is less.

8.5. The meeting shall be conducted in the Institute premises.

9. Executive Committee Meetings

9. 1. Meetings of Executive Committee shall ordinarily be convened at least once in 6 months.
9. 2. Special Meetings of the Executive Committee shall be convened on written request of not less than 7 members of the Executive Committee.
9. 3. Quorum for a Meeting of the Executive Committee shall be one - third of members of the Executive.

10. General Provisions regarding meetings.

10. 1. Seven days notice shall ordinarily be given for all meetings of the General Body / Executive Committee. The notice of the General Body meeting shall be published in two newspapers / Institute Alumni website approved by the Institute.
10. 2. In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee. In the absence of the President and Vice-President, a senior member of the Executive Committee shall preside over the meeting.
10. 3. All decisions shall be on the basis of majority of votes. In case of equality of votes, the President of the meeting shall have to cast a vote.

11. Powers and Duties of the Executive Committee

- 11.1. The affairs of the Association shall be managed by the Executive Committee.
- 11.2. General Secretary and the President and at least two other members of the Executive committee shall be from amongst the members who are residents of the district of UDAIPUR.
- 11.3. The Executive Committee shall have the power to frame budget and incur expenditure necessary to carry out the aims of the Association.
- 11.4. The Executive Committee shall have the power to frame By-laws consistent with the aims and objectives of the Association. The provisional Bylaws shall be placed before the next General Body Meeting for ratification.
- 11.5. The Executive Committee shall have power to consider all communications addressed to the Association.
- 11.6. The Executive Committee shall be in charge of and protect the properties of the Association.

- 11.7. The Executive Committee shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.
- 11.8. The Executive Committee shall collect dues / fees from members.
- 11.9. The Executive Committee shall undertake such tasks as will protect the objectives of the association.

12. Duties of Office Bearers of the Association

12.1. Patron - All matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.

12.2. President

- 12.2.1. The President shall preside over all the Meetings. He / She may allocate suitable responsibilities to other executive members.
- 12.2.2. He / She may appoint working groups, sub-committees, officer, clerk and such other subordinate in consultation with General Secretary and nominate representatives of Association on vacancies, to Government / Institute and / or other bodies when invited to do so.
- 12.2.3. He / She shall act on behalf of Association.

12.3. Vice – President

- 12.3.1. In addition to his / her duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of the President.

12.4. General Secretary

- 12.4.1. The General Secretary shall attend to the day to day correspondence and communications to and from Association.
- 12.4.2. Maintain official records of the Association.
- 12.4.3. Be an ex-officio member of all the Committees of Association.
- 12.4.4. Maintain general supervision over the office staff.
- 12.4.5. He / She shall be responsible for calling Meetings of the Executive Committee in consultation with the President.
- 12.4.6. He / She shall be responsible for filing of Annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements.

12.5. Joint Secretary

- 12.5.1. The Joint Secretary shall assist the General Secretary in discharging his / her duties.

12. 5. 2. He / She shall carry out such other duties as may be assigned to him / her from time to time by the Executive Committee.
12. 5. 3. He / She shall assume charge as General Secretary in the absence of the General Secretary.

12. 6. Treasurer

12. 6. 1. The Treasurer shall maintain the accounts of the Association.
12. 6. 2. He / she will be an ex-officio member of all Committees involving financial implications and shall be the Chairman of the Finance Committee.
12. 6. 3. Receive and hold all moneys paid to the Association for the use of the Association.
12. 6. 4. He / she shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.

13. Finance

13. 1. Money received as membership fees, donations, subscriptions etc. shall constitute the income of the Association.
13. 2. The funds of the Association shall be deposited in nationalized bank(s) in the name of Association and shall be operated jointly by any two of the following Executive committee members: (i) President, (ii) Treasurer and (iii) General Secretary duly authorized by the Executive Committee.

14. Keeping of Accounts

14. 1. The Treasurer shall keep an account of the general funds of the Association. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.
14. 2. The accounts of the Association will be subject to Annual Audit by a certified Auditor to be appointed by the members in the Annual General Body Meeting. The first auditor shall be appointed by the Executive Committee and he / she shall hold office up to the end of the first Annual General Body Meeting.

15. Audit of Accounts

The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit to Member of Association appointed as Auditors. The auditors shall have access to all the Books and Accounts of the Association and shall examine every Balance Sheet and Annual Return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

16. Inspection of Books

16. 1. The Register of Members, the Minutes Book and the Books of Accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the General Secretary to produce the same on request by the member, free of cost.
16. 2. Each member is eligible to be supplied with a copy of By-laws, list of members and the details of receipts and payments account, free of cost at the end of every year. Additional copy of By-laws, list of Members and details and payments account shall be supplied on application and payment of a fee of Rs. 50/- for each item said above.
16. 3. The General Secretary shall file with Registrar within one month after the date of Annual General Body Meeting –
 16. 3. 1. An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and General Secretary.
 16. 3. 2. A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of society and
 16. 3. 3. A declaration to the effect that the association has been carrying on business or has been in operation during the financial year.
 16. 3. 4. It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

17. Amendments

Any of the provisions of the By-laws may be amended by two-third majority of the members present and voting at the General Body meeting of the Association.