

MEMORANDUM OF ASSOCIATION

1. Name of the Association : **“Alumni Association of Sri Ramachandra Institute of Higher Education and Research”**
2. Address of the Association : Sri Ramachandra Institute of Higher Education and Research (Deemed to be University),
No.1, Ramachandra Nagar, Porur, Chennai – 116.

3. Objectives:

The Objects of the association shall be:

- 1.1 Bring the old students of Sri Ramachandra Institute of Higher Education and Research, 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 community and country. The object of these byelaws is to carry out the mission and objectives **Alumni Association of Sri Ramachandra Institute of Higher Education and Research** as outlined in the aforementioned Memorandum and Articles of Association, in general, and in particular, to provide an organization through which the Alumni of the Sri Ramachandra Institute of Higher Education and Research, Porur, Chennai, faculty, staff and students of the institute can interact with each other for mutual benefit and for the benefit of society at large. These bye laws specify the structure, rules of process, and procedures for the proper governance of the organization, in accordance with the guidelines of the Tamil Nadu Societies Act of 1975.
- 1.2 To conduct health care camps, donate medical aids, books and to do community development, environmental cleaning, eco friendly activities.
- 1.3 To support poor and needy students in the nearby villages for their education, social upliftment, for their healthy life style.
- 1.4 To conduct seminars, conferences, workshops and meetings of medical professionals and faculties for the purpose of promotion of medical knowledge and skill

- 1.5 To represent and participate in such seminars, conferences, workshops or meetings conducted by various Medical & Paramedical Associations, Establishments and to seek recognition (representation) in various forums of State and Central Governments, Quasi Governmental Organizations, private and other Autonomous Bodies, with a view to contribute to the furtherance of the objectives of the Association.
- 1.6 To advise and interact with State and Central Government Bodies, Universities, Professional Associations and Associations of Pharmaceutical and Medical Equipment Manufacturing Industries and Marketing Agencies on matters relating to promotion of medical education and training, hospital management and health care delivery systems.
- 1.7 To create and establish endowments for granting scholarships and prizes to the students of Sri Ramachandra Institute of Higher Education and Research, Porur, Chennai with a view to promote and encourage talents of all students of constituent colleges.
- 1.8 To do all such acts, deeds and things as may be incidental, conducive to or necessary for the furtherance of the above objectives.

List of Executive Committee Members

“Alumni Association of Sri Ramachandra Institute of Higher Education and Research”

Sl. No	Name	Designation	Occupation	Address
1.	Dr. Mohan Choudhary.B	President	Doctor	Plot No 3 AND 4, Nehru Street, Annai Indira Nagar, Near New Railway Station, Kancheepuram
2.	Dr.S.Mythili	Vice President	”	No.1, Canara Bank Colony, Gandhi Nagar, Saligramam, Chennai
3.	Dr.V.Pavithra	Vice President	”	No.895, 69TH Street ,11TH Sector, K K Nagar ,Chennai
4.	Dr. Koushik Muthu Raja.M	Secretary	”	No.20, Deivanayagam Street, Shevapet, Salem
5.	Dr.Aruna.S	Joint Secretary	”	25-A Sri Sai Flats, 2nd Floor, First Main Road,Venkateswara Nagar, Velacherry, Chennai
6.	Dr.V. Deepa Parvathi	Treasurer	”	Door No.2 Flat No.3 "Sukha Sadhanam", Papanasam Sivam Salai, Lalitha Nagar,Santhome, Mylapore, Chennai
7.	Mrs.K.N.Priya	Joint Treasurer	”	No. 77, Ishwaryam Nagar, MEHTA Nagar 8TH West Street, Andalkuppam, Kundrathur, Chennai
8.	Dr. Sudagar Singh.R.B	Committee Member	”	No.4,Canal Bank Road, Kasthuriba Nagar, Adyar,Chennai
9.	Dr.Vaishnavi.R	Committee Member	”	S1, B Block, Manasarovar Villa, 2/11, Vanniyar Mettu Street, Iyyappanthangal, CHENNAI
10.	Dr.Arun Kumar.K	Committee Member	”	Flat No 4026, 1ST Floor Tower 4B, Prestige Bella Vista Apartments, Iyyapanthangal,CHENNAI
11.	Dr.Karthigeyan.J	Committee Member	”	No:49/3, Taylor, S Estate , 2nd Street, Kodambakkam, Chennai

12.	Dr.N.Vanitha Rani	Committee Member	”	NO.131, Hanut Apts, 1st Floor ,1-D, Vellala Street, Adambakkam, Chennai
13.	Mrs.Radhika.C.M	Committee Member	”	6/76, North Silver Street, ST.Thomas Mount, Chennai
14.	Mr.D.Jagadeswaran	Committee Member		No.1617, Plot No:313, A 1st Street, P.G.Avenue , Kattupakkam, Chennai
15.	Mr.R.C. Perumal	Committee Member		Atrium, F 101, 5th Cross Street,Telephone Nagar, Perungudi, Chennai
16.	Mrs.Kalaivani.P	Committee Member		No 49, Anna Street, Kakkannji nagar, Pattabiram, Chennai
17.	Dr.Emilda Judith Ezhil Rajan	Committee Member		No.34, agni Fairy Land, Noombal
18.	Ms.Mohana Sundari.P	Committee Member		No. 35 Shanthi nagar, Korattur, Chennai
19.	Ms.Sivakamakshi.M	Committee Member		Plot 28, Door No:6, Lakshmi Illam, Veera Anjaneyar Koil Street, Sri Chakra
20.	Mr.Abhinand.P.A	Committee Member		16/184, Big Street, Triplicane, Chennai
21.	Mrs.Jayachelvi Babu	Committee Member		No.4, Stephenson Road, vysarpadi, Chennai

**Alumni Association of Sri Ramachandra Institute of Higher Education and
Research**

PORUR, CHENNAI – 600116

RULES AND REGULATIONS

2.0 Name and Address of the Association:

2.1 The name of the Association shall be “ **Alumni Association of Sri Ramachandra Institute of Higher Education and Research” Chennai**

2.2 The Registered Office of the Association shall be located at Sri Ramachandra Institute of Higher Education and Research (Deemed to be University), No.1, Ramachandra Nagar, Porur, Chennai – 116, at present and it may function at any address as may be decided by the Executive Committee of the Association.

2.3 The business hours of the Association shall ordinarily correspond to the working hours of Sri Ramachandra Institute of Higher Education and Research,(Deemed to be University) Porur, Chennai – 600 116.

2.4 Date of Formation : 27.07.2018

2.5 Jurisdiction : Chennai South, Chennai-15

2.6 Working Hours : Morning 9.00 A.M to 6.00 P.M

3.0 The objectives of the Association:

3.1 Bring the old students of Sri Ramachandra Institute of Higher Education and Research, 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 community and country. The object of these byelaws is to carry out the mission and objectives of **Alumni Association of Sri Ramachandra Institute of Higher Education and Research** as outlined in the aforementioned Memorandum and Articles of Association, in general, and in particular, to provide an organization through which the Alumni of the Sri Ramachandra Medical College & Research Institute, Porur, Chennai, faculty, staff and students of the institute can interact with each other for mutual benefit and for the benefit of society at large. These bye laws specify the structure, rules of process, and procedures for the proper

governance of the organization, in accordance with the guidelines of the Tamil Nadu Societies Act of 1975.

- 3.2 To conduct health care camps, donate medical aids, books and to do community development, environmental cleaning, eco friendly activities.
- 3.3 To support poor and needy students in the nearby villages for their education, social upliftment, for their healthy life style.
- 3.4 To conduct seminars, conferences, workshops and meetings of medical professionals and faculties for the purpose of promotion of medical knowledge and skill.
- 3.5 To represent and participate in such seminars, conferences, workshops or meetings conducted by various Medical & Paramedical Associations, Establishments and to seek recognition (representation) in various forums of State and Central Governments, Quasi Governmental Organizations, private and other Autonomous Bodies, with a view to contribute to the furtherance of the objectives of the Association.
- 3.6 To advise and interact with State and Central Government Bodies, Universities, Professional Associations and Associations of Pharmaceutical and Medical Equipment Manufacturing Industries and Marketing Agencies on matters relating to promotion of medical education and training, hospital management and health care delivery systems.
- 3.7 To create and establish endowments for granting scholarships and prizes to the students of Sri Ramachandra Institute of Higher Education and Research, Porur, Chennai with a view to promote and encourage talents of all students of constituent colleges.
- 3.8 To do all such acts, deeds and things as may be incidental, conducive to or necessary for the furtherance of the above objectives.

3.0 Powers and functions of the Association:

- 3.1 The Association shall have powers to enroll members, form committees, sub-committees and call for periodical meetings to achieve the objectives mentioned above.
- 3.2 Further, the Association may, organize sports, games and other social activities for the benefit of its members and their families.

3.3 The Association may also engage itself in such other activities, in conformity with the rules and regulations given hereunder.

4.0 Membership

4.1 The Association shall have the following categories of members:

4.1.1 **Life Member**: The following shall be a Life Member:

An alumnus/alumna, who has received a degree / diploma awarded by the Sri Ramachandra Institute of Higher Education and Research and paid the subscription as prescribed by the of Association for Life Membership, and

4.1.2 **Honorary Member**: The following shall be an honorary member and they do not have any voting rights.

Ph.D Members

4.1.3 **Donor Alumni Members**: Donors to the Association will be recognized as Silver, Gold or Platinum Donor members depending on the magnitude of donations and they do not have any voting rights.

Silver - Rs 3 lakhs and above

Gold - Rs 5 lakhs and above

Platinum - Rs 7.5 lakhs and above

NOTE:

Silver donor alumni members will be given the preference to attend all the alumni associated programmes/meet without any registration fee.

Gold donor alumni members will be given the preference to attend all the alumni associated programmes/ meet without any registration fees for him/her and for the spouse.

Platinum donor alumni members will be given the preference to attend all the alumni associated programmes/ meet without any registration fees for him/her and for family of four

4.2 The membership fee of Life Member for each chapter is as follows:

ALUMNI CHAPTERS	MEMBERSHIP FEE
FACULTY OF MEDICINE	Rs. 3000
FACULTY OF DENTAL SCIENCE	Rs 3000
FACULTY OF NURSING	Rs. 2000
FACULTY OF PHARMACY	Rs. 2000
FACULTY OF PHYSIOTHERAPY	Rs. 2000
FACULTY OF BIOMEDICAL SCIENCES, TECHNOLOGY & RESEARCH	Rs. 2000
FACULTY OF ALLIED HEALTH SCIENCES	Rs. 2000

FACULTY OF MANAGEMENT	Rs. 2000
FACULTY OF PUBLIC HEALTH	Rs. 2000

4.2.1. Honorary Membership Fee: Honorary members are not obliged to pay any membership fee.

4.2.2 The membership and subscription fees are subject to revision from time to time with the approval of the General Body.

4.3 Alumni Registry: A registry and/or an electronic database of members shall be kept at the registered office of the association.

4.4. Change of Address Notification: If a member changes his/her postal and/or e-mail address, he/she shall notify his/her new address to the Alumni Association Office, and the entry in the registry shall be accordingly changed; but if he/she fails to notify his/her new address, the address in the roll of members or Registry shall be deemed to be his/her address.

4.5 Alumni-Sri Ramachandra Association Communication: All communication to the members will be through e-mail or by post, except where the member makes a request in writing for alternative means of communication.

4.6 Term of Ex-officio Membership: Where a member of the Association becomes a member by virtue of the office or appointment he/she holds, his/her membership of the Association shall be terminated when he/she ceases to hold that office or appointment

4.7 Termination of Membership: The General body of Alumni Association of Sri Ramachandra Institute of Higher Education and Research may cease any individual's status as a member under any of the following circumstances:

4.7.1 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.

4.7.2 Expulsion due to Misconduct per Rules: The General body shall have power to expel a member for willful 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 conduct.

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

4.7.4 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.

5.0 .Member Obligations and Rights

5.1 Member Privileges and Rights: Members are eligible to use the services of Sri Ramachandra Association office, receive publications and newsletters of Sri Ramachandra Association, exercise their vote in GBMs, register on the website, attend alumni meetings and events, receive annual reports, and participate in activities.

5.2 Membership Benefits: Members can avail of services and initiatives offered from time to time by the Institute and Alumni Association of Sri Ramachandra Institute of Higher Education and Research to alumni which may include use of facilities at the Institute.

5.3 Member Obligations: Members are expected to conduct themselves in line with the MOA and Bye laws of the association while representing Sri Ramachandra Association and participating in the association activities.

6.0 Organisational Structure

6.1 The ORGANISATIONAL UNITS (OU):

The Major Organizational Units of the Association are:

6.1.1 The GENERAL BODY,

6.1.2 The **EXECUTIVE COMMITTEE** with office members and Office Bearers (President etc)

6.2 **ORGANISATIONAL UNITS:** The Alumni Office, located on the Sri Ramachandra Institute of Higher Education & Research, campus at Chennai, will support the above ORGANISATIONAL UNITS.

7.0 THE GENERAL BODY; ITS ROLE AND FUNCTIONING:

7.1 The **GENERAL BODY** consists of all Life Members registered in the membership registry.

7.2 **Member Voting Rights:** Each Alumnus Member will have **ONE VOTE** in the **GENERAL BODY**.

7.3 Supreme Authority: The **GENERAL BODY** shall be the Supreme Authority in all matters pertaining to Sri Ramachandra Association.

7.4 The Annual General Body Meeting (AGM) of the Association shall be held within 30th of September every year, at the Institute premises or at such notified place and at such time and date as the Executive Committee may determine to transact the following business:

7.4.1 Notice for AGM: At least 21 days notice shall be given for holding the Annual General Meeting. The Secretary's report and the audited statement of accounts of the preceding financial year shall be circulated and/or posted on the Association's website at least seven days prior to the date of Annual General Body Meeting.

The notice shall be sent to the members by one or more of the following modes:-

- by local delivery or
- by post or
- by circulation among members or
- by publication through press.

The notice shall also be affixed on the Notice Board of the Association. The notice shall specify the day, hour and place and the object of the Meeting and in case any amendment to bye-law or objects of the Association contained in the Memorandum is intended to be proposed, a copy of every such amendment shall be enclosed with the notice

7.4.2 Approval of Annual Report and Accounts: To approve the annual report and the audited statement of accounts of the Association for the previous financial year ending, 31st March.

7.4.3 Election of the Executive Committee: To elect the members of the Executive Committee of the association and office bearers as required.

7.4.4 Appointment of Auditor: To appoint auditor or auditors to hold office from the conclusion of one Annual General Body Meeting to the conclusion of next Annual General Body Meeting.

7.4.5 Resolution of General Matters: To discuss, and resolve matters of general interest to the members which may be placed before the meeting or any other matter for which seven days notice has been received from any member, subject to the permission of the chair.

7.5. EC Initiated EGM: An **Extraordinary General Meeting** of the members of the association may called by the executive committee on its own.

7.5.1 Members Requested EGM: Such Extraordinary General Meeting shall also be called at the request made to the Executive Committee in writing by at least 25 registered members of the Association.

7.5.2 The announcement of the EGM shall be done within one month from the date of receipt of their requisition in writing, and the actual meeting conducted not later than 30 days from the date of the announcement. For holding an Extraordinary General Body Meeting, 30 days clear notice shall be given to the members specifying the business to be transacted.

7.6 Mode, Medium, and Voting at AGM/EGM:

7.6.1 AGMs and EGMs could be a combination of physical and virtual online meetings.

7.6.2 Members can cast their votes on the motions / agenda items, via internet in the POLL which will be kept open for a minimum of 3 days prior to the EGM or AGM.

7.6.3 The POLL will be set up in such a way to authorize the Chairman of the Meeting to act as the Proxy for each of the members participating in the POLL.

8.0 Quorum and Votes:

8.1 Quorum for an AGM: Should be a 100 of the members of Association.

8.2 Quorum for an EGM: Should require a minimum of 50 member's for requisitioned meeting. If there is no quorum, the EGM will stand dissolve.

8.3 Quorum for Changing Byelaws, in the AGM or EGM, should be $\frac{3}{4}$ of the members present.

8.4 Member Voting Rights in the AGM/EGM: Every Alumnus Member shall have one vote and in case of equality of votes, the President of the EC shall be the Chairman of the meeting, and shall have a Casting Vote. A member shall NOT vote by proxy.

8.5 Meeting Mode, Medium, and Voting Process: Since EGM's, AGM's may be physical / virtual meetings; a member should be allowed to record his/her acceptance of the proceedings through polling that is kept open for a week prior to the EGM or AGM.

9.0 Office Bearers (Elected Members) :

President: President shall be Life Member of the Association and preferably also be an employee with undergraduate and post graduate degree from the faculty of Medical College of the Institute.

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 preferably also be an employee with undergraduate degree from the faculty of Dental College of the Institute.
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- **Vice President-2:** Shall be a Life Member of the Association and preferably also be an employee with undergraduate degree from the faculty of Medical College of the Institute

- **Secretary:** Shall be a Life Member of the Association and preferably also be an employee with undergraduate and post graduate degree from the faculty of Medical College of the Institute

- **Joint Secretary:** Shall be a Life Member of the Association and preferably also be an employee with undergraduate/postgraduate degree from the faculty of Biomedical Sciences, Technology and Research or faculty of Allied Health Sciences or faculty of Pharmacy or faculty of physiotherapy or faculty of Management or faculty of Nursing or faculty of Public Health.

- **Treasurer:** Shall be a Life Member of the Association and preferably also be an employee with undergraduate/ postgraduate degree from the faculty of Biomedical Sciences, Technology and Research or faculty of Allied Health Sciences or faculty of Pharmacy or faculty of physiotherapy or faculty of Management or faculty of Nursing or faculty of Public Health.

- **Joint Treasurer:** Shall be a Life Member of the Association and preferably also be an employee with undergraduate/ postgraduate degree from the faculty of Biomedical Sciences, Technology and Research or faculty of Allied Health Sciences or faculty of Pharmacy or faculty of physiotherapy or faculty of Management or faculty of Nursing or faculty of Public Health.

- **Members :**
 - **Member-1:** Shall be a Life Member of the Association with undergraduate degree and preferably an employee in Faculty of Medical College
 - **Member-2:** Shall be a Life Member of the Association with undergraduate degree and preferably an employee in Faculty of Medical College

- **Member-3:** Shall be a Life Member of the Association with undergraduate degree from the Faculty of Medical College and a resident of India or any other country.
- **Member-4:** Shall be a Life Member of the Association with undergraduate degree and preferably an employee in Faculty of Dental College
- **Member-5:** Shall be a Life Member of the Association with undergraduate degree from the Faculty of Dental College and a resident of India or any other country.
- **Member-6:** Shall be a Life Member of the Association with undergraduate/post graduate degree and preferably an employee in Faculty of Pharmacy College
- **Member-7:** Shall be a Life Member of the Association with undergraduate/post graduate degree from the Faculty of Pharmacy College and a resident of India or any other country.
- **Member-8:** Shall be a Life Member of the Association with undergraduate/post graduate degree from the Faculty of Nursing College and a resident of India or any other country.
- **Member-9:** Shall be a Life Member of the Association with undergraduate/post graduate degree and preferably an employee in Faculty of Physiotherapy College
- **Member-10:** Shall be a Life Member of the Association with undergraduate/post graduate degree from the Faculty of Physiotherapy College and a resident of India or any other country.
- **Member-11:** Shall be a Life Member of the Association with undergraduate/post graduate degree and preferably an employee in Faculty of Allied Health Sciences.
- **Member-12:** Shall be a Life Member of the Association with undergraduate/post graduate degree and preferably an employee in Faculty of Allied Health Sciences(Audiology and Speech Language Pathology)

- **Member:-13:** Shall be a Life Member of the Association with undergraduate/post graduate degree and preferably an employee in Faculty of Allied Health Sciences(Clinical Nutrition).
- **Member:-14:** Shall be a Life Member of the Association with undergraduate/post graduate degree and preferably an employee in Faculty of Allied Health Sciences(Clinical Psychology)

9.1.1 The Executive Committee shall be elected by the Members of the Association at the Annual General Body Meeting and they shall hold office for a period of three years.

9.1.2 All the outgoing office bearers are eligible for re-election
The Executive Committee consisting of only the office bearers shall normally meet once in six months.

9.1.3 The Secretary may, whenever he finds it necessary, call for an emergency meeting with the consent of the President or on the requisition of at least 5 Members of the Executive Committee, in writing.

9.1.4 Notices of all the meetings giving the place, date and time shall be sent by the Secretary to the registered addresses of the Committee Members with an agenda for the meeting one week before the date of the meeting.

9.1.5 The quorum for the Committee Meeting shall be nine Members of the Committee.

9.1.6 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 Vice-President will preside.

9.1.7 If the Vice-President is also not present, then the Executive Committee may choose one of the Members present in the meeting to chair that meeting of the Committee.

9.1.8 All questions arising at any meeting of the Executive Committee shall be decided by a simple majority of the Members present and in case of equal votes, the presiding member shall have a second or casting vote.

9.1.9 Any Member of the Executive Committee who absents himself for three consecutive meetings of the Executive Committee without leave of absence shall be removed from the Roll of Executive Committee.

9.1.10 No act or resolution of the Executive Committee shall be deemed to be invalid for the reason that such act or resolution having been done or passed during any vacancy in the Executive Committee.

9.2 **Powers of Executive Committee**

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:-

- To look after and manage the affairs including office of the Association,
- To manage and expand the funds of the Association in such manner as considered most beneficial for the purpose of realizing the objectives of the Association,
- To invest funds in scheduled banks and financial institutions,
- To collect funds, including accepting donations and subscription with or without any conditions.
- To approve annual budget, before presenting before A.G.M.
- 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,
- To recommend appointment of Auditors and their terms and conditions of their appointment for the approval in AGBM,
- To appoint staff for managing the affairs on such terms and conditions as may be considered necessary,
- To delegate powers to Office Bearers and other Members Executive Committee
- To accept resignation of a member of the Association,
- To accept resignation of any of the Office Bearer or other member
- To create, support and promote Local Chapters of the Alumni Association in India and abroad,
- To acquire in the name of the Association by gift, purchase, exchange, lease on hire or otherwise any kind of land and building,
- To build, construct and maintain buildings of the Association, after the approval of the general body.
- 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,

- To participate and/or enter into contracts on behalf of the Association and to vary and rescind such contracts,
- To delegate any of the powers of the Executive committee or committee
- 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,
- To nominate its representative(s), preferably member(s) for other governing bodies and committees in the institute
- To function purely on charitable basis and to run the Association on 'no profit no loss' basis, and
- To take any other action in the interest of the fulfillment of the objectives of the Association.

9.3 Duties of Office Bearers:

9.3.1 President:

9.3.1.1 President shall be the Chief Executive of the Association. He / She 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/her 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.

9.3.1.1 Subject to the provisions of the Constitution and By-Laws of the Association, he/she shall make announcements regarding meetings of General Body, elections and proposed amendments to the Constitution and By- Laws.

9.3.1.2 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/her absence Vice President or any other person, who is presiding the meeting in his place, shall have the casting vote.

9.3.1.3 Subject to any subsisting interpretation given by the Executive Communittee ,the President or in his /her absence Vice President or any other person, who is presiding the meeting of General Body or Board, shall

have authority for conducting the meeting and deciding the questions arising at such meeting.

9.4.1 Vice Presidents:

9.4.2.1 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.

9.4.3 Secretary

9.4.3.1 The Secretary shall look after the affairs of the Association under the supervision of the President.

9.4.3.2 Secretary shall be head of the Registered Office and Head Office of the Association. He/She shall maintain and keep or cause to be maintained and kept all records of the Association, 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.

9.4.3.3 He/She 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/She shall also represent the Association in various bodies and meetings of the Institute.

9.4.3.4 He/She shall do everything necessary to give effect to the resolutions passed and decisions taken by the General Body and Board. He/She shall keep the President and the Board apprised of the progress made in this respect from time to time.

9.4.3.5 Jointly with Treasurer, sign all cheques.

9.4.3.6 He/She shall also file all returns under the Societies registration Act, 1860 and rules made there-under and any other law mandating filing of returns.

9.4.4 Joint Secretary

Preferably in the absence of Secretary the Joint Secretary will exercise all powers of the Secretary after the decision of the executive committee members.

9.4.5 Treasurer

9.4.5.1 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:

9.4.5.2 All financial transaction,

9.4.5.3 Receipts and Expenditure of the Association,

9.4.5.4 Jointly with Secretary, sign all cheques,

9.4.5.5 Collection of grants and donations received by the Association,

9.4.5.6 Compilation of Statements of Accounts,

9.4.5.7 Audit of accounts and making all records available for the scrutiny, to the auditor,

9.4.5.8 Presenting Annual Accounts and Audit Report before the Board and in the Annual General Body (AGBM),

9.4.5.9 Ensure that all accounts books are maintained properly and are up to date,

9.4.5.10 Make investment by way fixed deposits and security in banks in consultation with Secretary,

9.4.5.11 Filing in consultation with Secretary, returns under the Income Tax Act, Foreign Exchange regulation Act and any other prevailing law,

9.4.5.12 Ensure that all the due payments are made to the Association and issue all necessary receipts, and

9.4.5.13 Keep the Board informed of the financial condition of the Association.

9.4.6 Joint Treasurer:

Preferably in the absence of Treasurer the Joint Treasurer will exercise all powers of the Treasurer after the decision of the executive committee members.

10. Election of Office Bearers

10.1 **Election:** The General Body shall elect, at its annual meeting, the office bearers, for positions described in Clause.9.1.4

10.2 **EC Position and Election Characteristics:** The following position and election characteristics will be preserved when conducting elections to the EC:

10.2.1. Each alumnus has ONE VOTE for each position in the EC via one Common Voting mechanism across via the Internet at the Central MAA Website, allowing all alumni from all over the world to vote.

10.2.2 Electronic polling will be kept open for a minimum of one week prior to AGM which will coincide the last date of the polling.

10.3 Eligibility Criteria for contesting EC elections: The following alumni are eligible to contest for any of the positions of the office bearers in the executive committee. In any election an alumnus can contest for only one post.

10.3.1 Elected Members: As described in Clause 9.1.4 who have completed three years of membership of the Association.

10.4 A Presiding Officer will be appointed by the Executive Committee for the purpose of the conduct of the elections. The list of the eligible nominees for the various posts shall be clearly communicated and / or posted on the Association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.

10.5 **Secret Ballot:** The election will be held through secret ballot by a reliable physical and/or electronic, internet based voting.

10.6 **Term of Office Bearers:** The office bearers and members of the Executive Committee will be elected for a period of three years.

10.7 **Reappointment of EC members and Office Bearers:** Members are eligible for reappointment, but can serve as Executive Committee members for a maximum of two terms, consecutively, after which they need to have a break, of at least one term, before being eligible to stand for elections again.

10.8 **Interim Transition Period and Caretaker EC:** In the event there is an interim period between the expiry of term of the existing EC, and the installation of the new EC, for whatever reason, the old Executive committee shall be entitled to remain in office as a Caretaker EC, until the next elected EC is ready to take charge of the management of the association including all assets and liabilities as on the date of the take over from the outgoing committee. The period of such Caretaker operation shall not exceed 30 days.

10.9 **Limited Role of the Caretaker EC in the Interim Period:** During this interim period the outgoing Executive Committee shall not take decisions on financial or policy matters of the association.

10.10 Extraordinary Termination of EC's Term of Office by General Body:

Notwithstanding any other clause in the Association bye laws an Executive Committee shall be deemed to have ceased to be in office upon a resolution passed by at least $\frac{3}{4}$ of Majority of members present at a General Body Meeting attending and voting by a minimum of 100 members (including members present and members online) against such a committee. A Caretaker EC will be appointed by the General Body to continue operation in the interim period, until a new Elected EC takes over.

10.11 Stepping Down & Resigning From the EC

10.11.1 Office Bearer stepping down from Office Bearer position but is still EC Member: An Office bearer may step down any time for personal reasons and still remain an EC member. Another member in the EC can replace the office bearer who wishes to step down as approved by the EC.

10.11.2 Filling of Vacant Office Bearer Positions (as a result of Stepping down): In case the President steps down, the Exec. Vice President will serve as Interim President until the new President is elected. In case the Secretary steps down, the Joint Secretary will function as the interim Secretary, until a new Secretary is elected. The election to fill vacant Office Bearer positions will be conducted simply by the elected EC members amongst themselves within 30 days of vacation of office. In case other office bearers step down, their position will be filled by other elected members in the EC. The office bearer stepping down will assume the portfolio of such member replacing him/her as office bearer.

10.11.3 Resigning from the Executive Committee: In case of an office bearer resigning or ceasing to be a member of the Executive Committee for any reasons, the post will be filled from among the elected Executive Committee members. This person will officiate till the next Annual General Body meeting, when a new person will be elected.

10.11.4 Filling Vacancy resulting from EC Member Resignation: Any vacancy created by the resignation of an elected committee member may be filled up temporarily by Nominating a member from GCC, who will discharge the duties in the interim period, till the post is filled by election from amongst elected GCC members.

11.0 Management of Funds:

11.1 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.

11.2 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.

11.3 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.

11.4 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.

11.5 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.

11.6 **Members not to receive profits:** The fund and the properties of the Association, however derived, shall be applied solely towards the promotion of the objectives of the Association and no portion thereof shall be paid or transferred or distributed directly or indirectly whether by share or profit to the Members of the Association. However, nothing herein contained shall prevent any payment made in

good faith towards reasonable remuneration to, or reimbursement of travelling and other expenses incurred by, any Member of the Executive Committee or Office or Employee of the Association for the purpose and business of the Association.

11.7. Dissolution and winding up

11.7.1 If, on the winding up or dissolution of the Association, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Association or any of them but shall be dealt with in such manner as the Government of India may determine.

12.0 Audit of Accounts –

12.1 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-Laws.

13.0 Bank Account –

13.1 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.

14.0 Meeting of Board:

14.1 The Board shall meet as often as required, but at least once in every two months by giving a notice of at least ten 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.

14.2 The notice and agenda for holding meeting of the Board shall be issued by the Secretary after obtaining the consent of the President or in the absence of the Secretary, by the President.

14.3 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, in which quorum shall be three members personally present, among whom President or Vice President and Secretary must be present.

14.4 Note:

- 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.
- 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.

15.0 New rules and alteration of rules:

15.1 No new rules shall be made nor any of the rules herein contained shall be amended, altered or rescinded except with the consent of three-fourth of the members present and voting at a General Body Meeting of the Association specially called to discuss such changes as included in the agenda.

16.0 Saving Clause:

16.1 In respect of the matters not specially provided for in these bye-laws, the provisions of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act No.27 of 1975) will apply.