

# **NIE FIRST GRADE COLLEGE ALUMNI ASSOCIATION**

MYSURU - 570 008

(Registered under the Societies Registration Act)

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## **MEMORANDUM OF ASSOCIATION** **AND** **RULES AND BYE-LAWS**

### **MEMORANDUM OF ASSOCIATION**

#### **1. NAME OF THE ASSOCIATION**

The name of the Association shall be "NIE FIRST GRADE COLLEGE ALUMNI ASSOCIATION", Mysuru, hereinafter called as NIEFGCAA.

In the paras that follow, NIEFGCAA and "ASSOCIATION" will be used interchangeably. Wherever the word "NIE FGC" is used, in the following paras, it will mean NIE First Grade College, Mysuru-570008.

#### **2. LOCATION**

The Registered Office of the Association shall be located in the premises of the NIE FIRST GRADE COLLEGE, #65, Vishveshwaranagar Mysuru-570 008.

#### **3. OBJECTIVES**

- i. Serving as a forum to promote and foster the relationship between the alumni, the present students, the staff and the Management of NIE FGC with the basic objective of exchange of ideas which, besides being mutually beneficial, will generally help to serve the Almamater in achieving excellence in education and contribute to improving the quality of life of the general public, as visualized by the NIE Society.
- ii. Actively and constructively participate in the well-being of the NIE FGC, by utilizing the good-will, rich experience and services of the Alumni spread all over the country and abroad.
- iii. Supplementing the efforts of The ALMA MATER and Management /Governing Council in the growth of the institution at all times.
- iv. Conducting such programmes that are necessarily from time to time to maintain continuous contact and fellowship with the Alumni.
- v. Making intensive efforts with the help of the NIE FGC Administration and Alumni to prepare a Data Bank of its Members.
- vi. Arranging regular meets and conducting programmes and serving as an effective link between the present and future Alumni.
- vii. Arranging lectures by eminent Alumni and other eminent professionals, which will benefit the students and Alumni.
- viii. Arranging meetings every year to the outgoing students and orientation lectures for the incoming students.

- ix. Arranging to felicitate meritorious out-going students by establishing prizes, medals, shields and prepare and maintain ROLL OF HONOUR.
- x. Assisting the out-going students in entrepreneur development and campus selections by reputed organizations.
- xi. Arranging to honour through special meetings, meritorious Alumni who bring name and fame to themselves and their Alma Mater.
- xii. Developing a Benevolent Fund for meeting the medical expenses of deserving/needful Alumni or person(s) connected with the NIE FGC.
- xiii. Arranging to publish Periodical eNews Letters.
- xiv. Establishing/Improving Library facilities and afford services supplementing the institutional infrastructure.
- xv. Establishing its Chapters outside Mysuru, wherever necessary, with the same objectives of NIEFGCAA.
- xvi. Forming Trust/Trusts under its banner to take up long standing/permanent service projects with the help of benevolent Alumni and others to meet the goals of the NIEFGCAA and NIE FGC's development.

#### **4. JURISDICTION AND POWERS**

- i. The jurisdiction of the NIEFGCAA shall be primarily within India and in official Abroad.
- ii. NIEFGCAA can also permit formation of NIEFGCAA chapters outside of India
- iii. The NIEFGCAA shall have powers to take over and acquire by gift, purchase or otherwise, from Alumni, public bodies and individuals, endowments, donations, libraries, immovable properties and other contributions in cash or kind together with attendant obligations and engagements, if any, acceptable to the NIEFGCAA and not inconsistent with its objectives.
- iv. The NIEFGCAA shall have powers to raise loans necessary for any specific purposes coming under its objectives, from any Scheduled Bank or a Registered Society, etc., subject to such maximum limit as may be resolved upon by its Executive Committee with prior consent of the General Body.
- v. The Funds of the Association shall be deposited in any Schedule Bank as may be decided upon by the Executive Committee.

#### **5. MANAGEMENT**

The general administration and development of the Association shall vest in an Executive Committee consisting of 15 persons who shall hold office in accordance with the Rules and Bye Laws. The Executive Committee shall be empowered to delegate powers vested in it to any office bearer or sub-committee as covered by the appropriate Rules and Regulations in this regard.

#### **6. YEAR**

The official year of the Association shall commence on 1ST APRIL and end on 31ST MARCH of the following year.

7. All communications to the Association shall be addressed to the Secretary of the Association at the Registered Office, except when and where otherwise instructed.

8. The General Body/Special General Body, with 2/3 majority of the members present, shall effect amendments to the Memorandum of Association & Rules and Bye Laws of NIEFGCAA at any time, subject to the provisions of Section 9 of the Karnataka Societies Registration Act 1960, provided, however, no amendment to the Memorandum of Association and Rules and Bye Laws shall be made which may prove to be repugnant to the provisions of section 80G of the Income-tax Act 1961 and or contrary to the overall objectives of the Society.
9. In the event the Association ceases to function or otherwise fails to carry out its stated objectives all the Assets of the Association shall be transferred to any other institution or trust having objectives similar to those of this Association and which enjoys recognition under section 80G of the Income Tax Act 1961.

**The Executive Committee (E.C.) will comprise:--**

President	1
Vice-Presidents	1 – External 1 – Internal
Hon. Secretaries	1 – External 1 – Internal
Hon. Treasurer	1
Ex. Committee Members	9 (Immediate Past President, Principal-NIE FGC (ex-officio), 5 Elected by Gen. Body, 2 co-opted by EC)
<b>TOTAL E.C. MEMBERS</b>	<b>15</b>

**RULES AND BYE LAWS**

**1. STRUCTURE**

- i. The Membership of the Association consists of Three Categories of Members.
  - A. Honorary Life Members
  - B. Patrons
  - C. Life Members

**A. Honorary Life Members**

Individuals/staff connected with the NIE FGC and who have contributed substantially to the development of the NIE FGC will be recognized as Honorary Life Members. The selection of such Honorary Life Members will be done by the Executive Committee with 75% majority of the members present in the meeting, wherein due notice of this subject is given to the members in advance.

**B. Patrons**

Any Alumnus or Permanent Faculty Member of NIE FGC who pays Rs. 5,000/- and above, becomes the patron.

### **C. Life Members**

- (a) The students passing out of the NIE FGC are entitled to become Life Members on payment of Rs. 500/-.
- (b) All those who have already taken Life Membership as per the Rules of the existing un-registered NIEFGCAA will continue to be Life Members.

## **2. TERM OF OFFICE**

The term of office of the Executive Committee shall be TWO years.

## **3. ELECTIONS**

Elections to the Executive Committee shall be held once in two years and not later than 31st May of the year in which elections are due and conducted during the duly convened General Body Meeting.

## **4. FINANCE AND ACCOUNTS**

- i. The corpus of the Association shall be in the first instance be the corpus transferred by the existing un-registered Association and all subscriptions collected from Life Members
- ii. All donations contributed by the Alumni or the General Public or Institutions and Firms shall be credited to the corpus account unless otherwise specifically desired by the donor towards utilization for any specific/general causes or programmes or events.
- iii. All assets of the Association shall rest with the Executive Committee and the Association shall be represented by the President in all Courts, Tribunals and Offices.
- iv. The Executive Committee in general and the Hon. Treasurer in particular shall be responsible for the sound Management of the finances.
- v. The Hon. Treasurer will present to the Executive Committee the monthly accounts, statement of the receipts and payments for approval by the committee.
- vi. Annual statements showing (a) Receipts and Expenditure, (b) Income and Expenditure, and (c) Assets and Liabilities, after approval by the Executive Committee and duly audited, shall be presented at the Annual General Body Meeting once in a year and not later than 2 months from the close of the financial year.
- vii. The Annual Accounts will be audited before presenting to the General Body by a Chartered Accountant. The Auditor for auditing the account will be appointed by the General Body and the fees for the auditor shall be fixed by the General Body.

## **5. GENERAL BODY AND ITS MEETINGS**

- A. Members under all categories constitute the General Body of the NIEFGCAA.
  - i) The General Body of the Association shall hold its meetings and transact business as per provisions of the Societies Registration Act and the Rules framed there under by the Government.
  - ii) It may also transact any other business not inconsistent with the said Act and Rules and in accordance with the rules and Bye-Laws framed by the Association.

- B. Annual General Body Meeting will be held every year before 31st May, during which the duly Audited Annual Accounts will be presented by the Executive Committee for approval. The General Body Meeting Notice will be service to the members 21 days in advance by the Secretary. The business will be transacted as per the circulated Agenda.
- C. Members desirous of moving propositions and resolutions shall send them to the Secretary of NIEFGCAA before 10 clear days from the date fixed for the Annual General Body Meeting, in writing to the Office of the Association.
- D. Annual General Body Meeting notice indicating the Agenda and calling for nominations for elections in respect of the year when elections are due.
- E. In case nominations are not received before the dates fixed for the same, the Presiding Officer will conduct elections after calling for nominations at the General Body Meeting.
- F. Elections will be held by the secret ballot, if so required, and the President will nominate a Returning Officer for the purpose.
- G. The presiding officer shall have full powers to decide upon the method of conducting the elections.
- H. Special General Body Meeting may be convened at any time by the Secretary on the requisition of not less than 1/3 of the total members or the Executive Committee for discussing special issues of special nature or on a written notice of requisition by at least 100 members to discuss the specific subjects. The Executive Committee, shall, within 10 days from the date of receipt of the requisition proceed duly to call a Special General Body Meeting for the consideration of the business stated, on a day not later than 40 days from the date of receipt of requisition.
- I. QUORUM: No business shall be transacted at any General Body Meeting unless there is a quorum. The quorum for the Annual General Body Meeting shall be in accordance under the Rules framed under the Societies Registration Act, in the absence of which it shall be one-tenth of the total membership or 50, whichever is less. If there be no quorum at any Annual General Body Meeting within half-an-hour of the time fixed for the meeting, the meeting shall be adjourned by another half-an-hour and reconvened to transact the same business even without a quorum.

## **6. DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS**

**i) President:** The President will preside over all the meetings of the Executive Committee and General Body. He/She will regulate the debates, the order of business and give rulings on points raised. The President is responsible for the overall growth and well-being of the Association and shall act as the guiding spirit. He/She shall exercise general control over all the activities of the Association.

**ii) Vice-Presidents:** The Vice Presidents will assist the President and the Committee in general to guide the Associations Welfare and smooth function. In the absence of the President, one of the Vice-Presidents will preside over the meetings.

**iii) Secretaries:**

**(a) Internal Secretary** shall be normally responsible for all the activities of the NIEFGCAA. He/She shall act as Liaison between the Association and the Management, arrange for Collection of Life Membership Fees, arrears, etc., arrange for proper maintenance of records of all correspondence, liaison between Association, Alumni, Governing Council/Management Committee and such other responsibilities that may be assigned by the E.C. from time to time. He/She shall issue notices for all meetings and make necessary arrangements. He/She shall carry out all the decisions of the General Body and E.C. in accordance with the rules.

**(b) External Secretary** – He/She shall keep liaison with the staff secretary and arrange for the programmes of the Association. He/She shall assist the Committee in its activities including sponsorship programmes, lecture meetings and shall work jointly with the Internal Secretary in keeping liaison with the Management, the Alumni and Governing Council/Management. He/She shall keep the minutes of the proceedings of the meetings of the General Body and E.C.

**iv) Treasurer:**

- a. He/She shall be responsible in preparing a proper budget for the activities of the NIEFGCAA.
- b. He/She shall keep proper book of accounts of the receipts and expenditure of the Association and the assets and liabilities with proper receipt books and vouchers (as per section 11 of Societies Registration Act).
- c. He/She shall prepare and submit to the E.C. monthly, half yearly and annual accounts and have the Annual Accounts audited for proper presentation and approval of the Accounts in the General Body.
- d. He/She shall keep records and maintain the custody of Assets and liabilities of the NIEFGCAA and present statements to the E.C. and the General Body.
- e. He/She shall arrange for periodical physical verification of the Assets of the Association by the Sub-committee of office bearers to be approved in the meeting of the E.C.
- f. He/She shall be responsible for collection and accounting of the membership fees from the Alumni and through the NIE FGC Administration.
- g. He/She shall arrange for obtaining grants and donations for the activities of the NIEFGCAA.
- h. He/She shall assist the Secretaries in the meetings; arrange suitable funds duly approved by the E.C.
- i. He/She shall remit all the amount collected to the bank immediately or the next day.
- j. He/She is authorized to keep an imprest amount of Rs. 500/- for day to day expenses.

**7. Executive Committee** - The Executive Committee shall approve the Annual Budget and the budget proposal for each action and keep control on the expenses.

8. The Executive Committee by majority vote shall approve the accounts presented by the Treasurer.

9. The Members of the E.C. shall approve the appointment of part time/full time staff to assist the office bearers and fix their honorarium, based on the need to hire such staff.

#### **10. BANK ACCOUNT**

- i) The Bank Account of the NIEFGCAA shall be opened only in a Nationalized bank duly approved by the E.C.
- ii) The accounts will be operated by the Hon. Treasurer and President or Secretaries.
- iii) All payments above Rs. 500/- shall be through cheque/NEFT/ other online payment mode only.
- iv) All payments shall have proper vouchers and payments above Rs. 500/- shall be got signed by the President.

#### **11. GENERAL**

- i) The Executive Committee Members who do not attend consecutively for three meetings ceases to the E.C. Member and the E.C. will have powers to fill the vacancy by co-option any Life Member. The E.C. Member on Health Grounds or any other genuine reasons may abstain from the E.C. Meetings, with the permission of the E.C.
- ii) Any vacancy of E.C. Members arising out of resignation or any other reason, the E.C. is authorized to fill up the vacancy by co-opting members from the Life Members.
- iii) Only Patrons and Life Members are eligible to contest for elections of NIEFGCAA Executive Committee and also to vote in elections.
- iv) Any member who contests in elections must have paid the membership fee in full and there should not be any arrears or dues of any nature from him to NIEFGCAA.