



**Vimal Jyothi**  
**Engineering College**  
**Alumni Association**

## **Bylaws**

Proposal to the General Body

### **Constitution**

**I A. Name:** The name of the Association shall be “ALUMNI ASSOCIATION- VIMAL JYOTHI ENGINEERING COLLEGE”.

**B. Short Name:** AA- VJEC.

**C. Office:** The Association shall have its office in the Vimal Jyothi Engineering College, Chemperi, Kannur- 670 632.

### **II Definitions:**

- A. Association: Alumni Association Vimal Jyothi Engineering College.
- B. College: Vimal Jyothi Engineering College, Chemperi, Kannur- 670 632
- C. Member: A person whose name appears in the membership register of the association
- D. Membership register: A register containing the names of the members who have remitted the membership fee.

### **III Aims & Objectives:**

- A. To provide a forum for the old students of the College to meet and discuss the matters of common interest.
- B. To promote the interests of the College and its past and present students.
- C. To promote goodwill and mutual assistance among the members.
- D. To contribute to the cause of technical education by sharing the experience of those in the field.
- E. To help the authorities to improve the academic and cultural activities of the college.
- F. To co-operate with the students in literary, cultural and sports activities of the college.
- G. To help the members in employment and service matters without interfering in the policies of their employers.
- H. To arrange and conduct programmes of general and technical nature.
- I. To co- operate with other such bodies for the same ends.
- J. To promote other matters beneficial to prospects of the association.

#### **IV Membership and Subscription:**

- A. All former students who have graduated from this college shall be eligible for membership of the association. All the final year students of the college shall be associate members of the association. All the members of the teaching faculties of the college shall be ex- officio members of the association. The former members of the teaching staff of the college who have served the college for a period of five years shall be honorary members of the association. Only members whose names are included in the membership register shall have the voting power.
- B. The application for membership shall be made in the prescribed form and shall be addressed to the secretary. The executive committee of the association shall admit a member based on the application. An applicant if admitted as a member shall so notified by the secretary.
- C. Subscription: The subscription for the life membership shall be Rs. 100/- to be paid in a single installment. No fee is to be paid by the associate members of the Association.

#### **V Office Bearers:**

- A. The administration of the association shall vest in an Executive Committee consisting of a President, a Working President, a Secretary, a Joint Secretary and 5 other members to be elected/ nominated as per the following conditions.
- B. The Chairman of the college shall be the Ex- officio Patron of the Association.
- C. All the office bearers, except working President shall be Alumni of the college. The president shall be an alumnus working outside the college, the working President shall be the Principal of the college and the Secretary shall be an alumnus working in the college itself. The Joint Secretary shall be an alumnus working outside the college.
- D. The elected/ nominated executive committee shall have a period of one year but they shall continue in office until the successor committee is elected/ nominated.
- E. Election of the office bearers, if necessary, shall be done by secret ballot with the patron as the returning officer.
- F. In the absence of the president, the working president shall assume the powers of the president.
- G. If any other post in the Executive committee falls vacant, the committee shall co- opt suitable members for the posts on their consent.

#### **VI Powers and Responsibilities of the Executive Committee and Office bearers:**

##### **A. Executive Committee :**

- a. The Executive Committee is responsible for the overall management of the association and will be the custodian of all the assets of the association.
- b. The Executive Committee shall meet at least twice in a year.
- c. The Executive Committee shall have the power to peruse all the accounts of the association and shall have the power to decide on all the policy matters of association.
- d. The Executive Committee shall receive the Subscription and donation/ Contributions against serially machine- numbered receipts with counterfoils to be signed by the Secretary or an Executive Committee member authorize by the Secretary.
- e. The annual accounts and budgets shall be prepared by the Executive Committee shall present them for consideration of the association.
- f. The Executive Committee shall consider and sanction necessary funds for the meeting, expenses of the association and it shall raise funds through donation/ contributions, if necessary.

**B. Patron:**

The patron shall advice and helps the Executive Committee on matters concerning the working of the association.

**C. President:**

- a. The president shall preside over the meetings of the General body and Executive Committee.
- b. The president shall have the power to peruse the accounts of the association whenever necessary.

**D. Working President:**

The working president shall perform the duties of the President in his absence or when the President so authorizes.

**E. Secretary:**

- a. The Secretary shall be responsible for the safe custody of the records of the association.
- b. The Secretary shall receive the applications for membership and place them before the Executive Committee for appropriate action.
- c. The Secretary shall keep the accounts and vouchers regarding receipts and expenditure, shall maintain all registers of the association, shall keep the minutes and proceedings of the Executive Committee and General body, shall convene the meetings of the Executive Committee and General body, and shall perform all other functions as the Executive Committee may assign to him/ her. The Secretary can keep imprest cash not exceeding Rs. 250/- for meeting contingent expenditure. The Secretary shall incur necessary expenditure subject to the sanction of the Executive Committee/ General body, shall represent the association in any legal action of the association and shall carry on all correspondence on behalf of the association.

**VII Joint Secretary:**

The Joint Secretary shall assist the Secretary in the performance of duties and shall perform the duties of the Secretary in his/ her absence or when so authorized by the Executive Committee/ Secretary.

**VIII General Body:**

The General Body is the supreme authority on all matters of the Association and shall meet at least once in an year. It shall elect the Executive Committee as detailed above. It shall, if needed, verify the accounts and appoint a Chartered Accountant to audit the accounts. It shall receive the annual report and pass it and shall amend the constitution, if necessary, by a two- third majority of the members present. The decisions of the General Body shall be final and binding in all matters connected with the Association.

**IX Quorum and Notice:**

Quorum for the General Body meeting shall be 30 members and for Executive Committee meeting shall be 7 members. The notice for these meetings should be sent to the members individually not less than 10 days prior to the meeting.

## **X Special Meetings:**

- A. On the written request of not less than 30 members. Secretary shall convene any special meeting of the General Body. Special Executive Committee meetings may be convened on the request of not less than 50 % of its members.
- B. The president shall have power to direct the Secretary to convene any extra ordinary meeting of the Executive Committee. If the Secretary is unable/ fails to do so, even two weeks after the proposed date, the president may convene the meeting him/ herself or may direct the Joint Secretary to do so.

## **XI Operation of Funds:**

The account of the Association shall be opened and operated in any Nationalized/ Scheduled Bank within a distance of 5 Km from the college, under the Joint account of President/ Working President and the Secretary.

## **XII Miscellaneous:**

- A. In all meetings, the majority decision will be recorded, as the decision of the meeting.
- B. An year for the Association will be 1<sup>st</sup> April to 31<sup>st</sup> March.
- C. The elections to the Executive Committee and annual General Body shall be held in the first Saturday of the October. The new Executive Committee shall take charge in the Second week of the October.

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