



Vimal Jyothi
Engineering College
Alumni Association

Memorandum and By-laws of the Association

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 VimalJyothi 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 Cessation of Membership:

Any member who, acting against the aims, objectives and interests of the association or who consecutively absent in 3 meetings, without assigning any written reason, shall ceased to be a member, subject to the decision of the simple majority of executive committee members. Those who ceased to be a member in this ground are not eligible for their membership fee of Rs. 100/-.

VI Office Bearers:

A. The administration of the association shall vest in an Executive Committee consisting of a President, a Vice President, a Secretary, a Joint Secretary, treasurer and 13 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. The Principal, Administrator, Bursar and Placement Officer are Ex- officio members of the Association

D. President shall be Senior faculty or Alumni working in the college.

The Vice President shall be an alumnus working outside 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. The treasurer shall be an alumni working in the college.

Maximum number of executive members are 17. Out of 17 members, ten members shall be elected from alumni/senior faculty working in the college and seven members shall be alumnus working outside the college.

E. The elected/ nominated executive committee shall have a period of two year but they shall continue in office until the successor committee is elected/ nominated.

F. Election of the office bearers, if necessary, shall be done by secret ballot with the patron as the Returning officer.

G. In the absence of the president, the Vice president shall assume the powers of the president.

H. If any other post in the Executive committee falls vacant, the committee shall co-opt suitable members for the posts on their consent.

VII 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. Vice President:

The Vice 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.

VIII 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.

IX Treasurer:

Treasurer is responsible for the all the financial accounts of the association.

X Executive members:

Executive members should attend the general body meeting and executive committee meetings.

XI Quorum:

The quorum required for executive committee will be 2/3rd its strength. The quorum for general body it will be minimum 20 members. To exclude one member from the association, there also minimum 20 members shall present in the generalbody.

XII 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.

XIII Annual General Body meeting and election:

The tenure of the executive committee is one year. An Annual General Body meeting shall be convened in any convenient date in the month of November every year. Election notice will be circulated among the members one month prior to the annual general body meeting date. General body members will elect the new executive committee. Or a panel of new executive committee may be presented in the Annual General Body and pass it accordingly. If any person to be nominated to the executive committee, his /her name may be nominated by an executive committee member and shall be supported by another executive committee member. The general body shall appoint a member as the returning officer for the election. Election can be conducted either through secret ballot or by raising hands.

XIV Filing of Annual Return:

The newly elected executive committee shall file the annual return within 14 days after the annual general body meeting.

XV Special Meetings:

A. On the written request of not less than 20 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.

XVI 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.

XVII Auditor:

Every year, before the annual general body meeting auditor shall check the income and expenditure account and point out the defects if any in the accounts.

XVIII Seal:

The association shall have an official seal and put the seal on every receipts payments, and registers etc. This seal shall kept under the custody of the secretary.

XIX Amendment of the bylaw:

When it becomes necessary to make any amendment in the bylaw, it shall present in the annual general body and have to get 3/ 5 of the members present in the annual general body and the amendment shall file before the registrar.

XX Dissolution of the association:

Under any circumstances the association need to be desolated its assets shall not be distributed among the members. It shall be handed over to any other society/trust having the similar aims and objectives, with the approval of 3 /5majority of a general body.

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