

# **RULES, REGULATIONS AND BYE LAWS**

## **1. Name Of the Society:**

The name of the society shall be '**GIRIJANANDA CHOWDHURY INSTITUTE OF MANAGEMENT AND TECHNOLOGY(G) ALUMNI ASSOCIATION**' and shall be referred to as the Association in these articles. The name of the institute shall henceforth be abbreviated as **GIMT-G**.

## **2. Address:**

GIMT-G ALUMNI ASSOCIATION, Girijananda Chowdhury Institute of Management and Technology, Hatkhowapara, Azara, Guwahati, Assam, India. PIN — 781 017.

## **3. Jurisdiction:**

The jurisdiction of the Association shall be all over India, but any dispute/case/ suit shall be instituted and shall be subject to the jurisdiction of the courts in Guwahati only.

## **4. Membership:**

All Alumni of GIMT-G shall be eligible for Life Membership of the Association. They will enjoy voting rights.

## **5. Associate Membership:**

The following shall be eligible for Associate Life Membership of the Association.

a. All members of the teaching staff of GIMT-G who are not Alumni of the GIMT-G, working in regular or temporary basis,

b. All associate Members shall have participatory right in discussion, be members of a Subcommittee and can be co-opted as members of the various committees, but shall have no voting rights and cannot hold office in the Executive Body.

## **6. Cessation of Membership**

A. A member of the association shall cease to be such a member if he/she resigns from his/her membership or is found to be of unsound mind or is convicted by a court for any offence on moral grounds or termination of the membership by the Executive Committee for compelling reasons,

B. If a member of the Executive Committee continuously remains absent in three consecutive EC meetings without any intimation, he/she shall cease to be member from the EC.

## **7. Organization of the Association:**

### **7.1 General Body**

There shall be a General Body of the Association consisting of all members

### **7.2 Executive Body**

There shall be an Executive Committee to manage affairs of the Association

### **7.3 Local Chapters**

a) There may be Local Chapters of the Association in India and abroad

b) The relationship with the Local Chapters will be governed by the Bye-Laws of the Association

**7.4 Advisory Body** There shall be an advisory body comprising of maximum 10 members to be nominated by the President subject to approval of the Executive Committee.

## **8. General Body**

**8.1** The General Body shall consist of all members of the Association

**8.2** The General Body of the Association shall hold an Annual

General Meeting at least once a year and not more than 18(eighteen) months shall elapse

between two successive Annual General Body Meetings. Annual General Body Meetings shall preferably be held in the month of September/October.

**8.3** A prior notice of clear 21 days for convening an Annual General Body shall ordinarily be given to the members by the Secretary in consultation with the President.

**8.4** An emergent meeting of the General Body can only be convened by the President for compelling reasons at a short notice.

**8.5** 50 (fifty) members present in person shall form a quorum for any meeting of the General Body. If the meeting is adjourned for want of quorum, the adjournment meeting will be convened within 21 days to transact the same business and the members present shall form the quorum.

**8.6** The duties of the General Body shall be

a) To set guidelines for the Executive Committee so as to achieve the objectives of the Association,

b) To consider and adopt the Annual Report and Audited Accounts of the Association,

c) To approve the budget for the following year,

d) To honour the Jubilee Alumni and distinguished Alumni,

e) To elect the Office Bearers and the Members of the Executive Committee,

f) To transact any other business with the permission of the President.

## **9. Executive Committee**

**9.1** The Executive Committee shall consist of

1. President : 1

2. Working President : 1

3. Vice President : 1

4. Secretary : 1

5. Treasurer : 1

6. Joint Secretary : 2

7. Members : 11 (Including one from each chapter (if any) within the state of Assam)

### **9.1.1 Election of the Executive Committee**

a) The Principal, GIMT-G shall be the Ex-Officio President of the Association provided he/she is an alumnus of GIMT-G. Otherwise, the senior most teacher of the GIMT-G who is an alumnus will be the President. The Principal GIMT-G, without having voting right or an alumnus holding the same post but not willing to put nomination, shall be a permanent invitee as the Chief Advisor to the Committee.

b) All the other Office bearers and the members of the Executive committee shall be elected. The Working President, Secretary, Treasurer and at least one of the Joint Secretaries have to be stationed at Guwahati.

c) The immediate past Secretary shall be an Ex-Officio Member for the next term,

d) The procedure for the Election of the Office bearers of the Association shall be regulated according to the Bye-Laws of the Association,

e) No elected /nominated Office bearer shall hold Office for more than two consecutive terms.

f) Office bearers and members of the EC shall be elected at Annual General Body Meeting amongst the members present in the meeting with the consent of the member present

**9.2** The Executive Committee will ordinarily meet quarterly but the President may call an emergent meeting at any time.

**9.3** A prior notice of 7 days shall ordinarily be given to members for convening meetings.

**9.4** The quorum of the Executive Committee meeting shall be 1/ 3rd of the members. If the meeting is adjourned for want of quorum, the adjourned meeting will be convened within 15 (fifteen) days to transact the same business and the members present will form the quorum.

**9.5** In case of any vacancy in the Executive Committee, the Executive Committee shall fill this vacancy by nomination.

**9.6** The Executive Committee shall have all powers with regard to management and promotion of objectives of the Association according to the directives, if any, of the General Body.

**9.7** The Office Bearers and the Members of the Executive Committee shall normally hold the Office for two years. However, the General Body will have the option to extend the term for another year.

## **10. Powers and Duties of the Office Bearers**

**10.1 President** The President shall preside over the Executive Committee Meetings and the General Body Meetings. He/she will provide the overall leadership for the functioning and the growth of the Association. The President shall have voting powers.

### **10.2 Working President**

a) In absence of the President, the Working President will perform the duties of the President and he will assist the President in all matters of the Association.

b) The Working President shall have powers to convene Executive Committee meetings of the Association in the absence of the Secretary.

**10.3 Vice President** The Vice-President shall act as the President in the absence of both the President and the Working President. He shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

### **10.4 Secretary**

a) The Secretary shall attend all activities as approved by the Executive Committee,

b) The Secretary shall be responsible for carrying out all the correspondence, and preparation and distribution of all the publications of the Association,

c) Within 14 days after holding the Annual General Body Meeting, the Secretary shall file the following information with the Registrar of Societies.

1. List of names, addresses and occupations of the members of the Executive Committee,

2. An Annual Report of the previous year,

3. A copy of the Balance Sheet and certificate of the Auditors Report.

d) The Secretary shall convene the EC/GB meeting as per the Constitution.

### **10.5 Treasurer**

a) The Treasurer shall be responsible for the maintenance of the financial records and Accounts of the Association,

b) The Treasurer shall operate the funds of the Association jointly with the Secretary. In absence of Secretary, the Treasurer shall operate jointly with the Working President.

### **10.6 Joint Secretary**

a) The Joint Secretaries shall assist the Secretary in the management of the activities of the Association,

b) The Joint Secretaries shall act for the Secretary in the absence of the Secretary.

## **11. Amendment of Rules and Regulations**

a. For any amendment to the Rules and Regulations, a subcommittee called the Amendment Sub-Committee shall be constituted by the EC of the Association. The sub-committee shall propose the amendment(s) in the EC and the same will be enforced when ratified by the GB with 3/5th majority votes.

b. The Proposed amendment(s) to the Rules and Regulations shall be circulated to all the members as an agenda item for the General Body Meeting where the proposed amendment will be placed for ratification.

## **12. Finances and Accounts**

**12.1** The Association shall raise fund for pursuing the objective of the Association through:

a) Subscription from the members. The rate of subscription shall be governed by the Bye-laws of the Association,

b) Money donated by the members of the Association,

c) Any other source as approved by the Executive Committee,

**12.2** The Accounts of the Association shall be maintained in any scheduled Bank at Guwahati into which all subscriptions, donations and other income shall be credited.

**12.3** Financial Year of the Association shall be from April 1 to March 31

**12.4** The funds of the Association may be invested in Government Securities, Bonds and Debentures of the registered companies and financial institutions under Company's Act 1956 or fixed deposits in Nationalized Banks, subject to the approval of the Executive Committee.

**12.5** Withdrawals from the invested funds shall be made only with the approval of the Executive Committee.

**12.6** The fund raised through membership subscription shall not be spent for any purpose. However, interest accruing hereon can be utilized through approval of the Executive Committee.

### **13. Audit of Accounts**

The accounts of the Association shall be audited once a year by a Chartered Accountant to be appointed by the Executive Committee after these are duly audited by a sub-committee of 2 members appointed by the Executive Committee.

### **14. Suit and Proceeding by and against the Association**

**14.1** The Secretary or any Office Bearer authorized by the Executive Committee may sue on behalf of the Association. When the Association is being sued, the Secretary will represent the Association.

**14.2** No suit or proceeding shall fail by reason of any vacancy or change in the holder of the Office of the Secretary or any Office bearer authorized on its behalf.

**14.3** Every decree or order against the Association in any suit or proceeding shall be executed against the property of the Association and not against the property of the Secretary.

**14.4** Nothing herein shall exempt the Secretary or an Office Bearer of the Association from any Criminal liability, entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him or convicted by a criminal court unless it is attributable to Association matters

### **15. Records of the Association**

**15.1** The following Records shall be maintained in the Office of the Association:

- i. Roll of Membership,
- ii. Minutes of the EC Meetings,
- iii. Minutes of the General Body Meetings,
- iv. Stock register of non-consumable and consumable items,
- v. Cash Book and Ledger,
- vi. Copies of all publications and Reports of the Association,

**15.2** The Records shall include details of all sums of money received and the sources thereof, all the sums of money spent.

**15.3** Every member of the General Body shall have the right of inspection of the records of the Association during office hours.

**15.4** Some of the disposable records as decided by the EC may be disposed-off/ destroyed.

**16.** Winding up of the Society The winding up of the Association shall be carried out as per relevant clauses of Societies Registration Act.

## **BYE - LAWS**

**1. Name Of the Society: GIRIJANANDA CHOWDHURY INSTITUTE OF MANAGEMENT AND ECHNOLOGY(G) ALUMNI ASSOCIATION**, Girijananda Chowdhury Institute of Management and Technology, Hatkhowapara, Azara, Guwahati, Assam. INDIA, PIN — 781 017

### **2. Bye- Laws**

These bye-laws shall be read along with the Memorandum of the Rules and Regulations of the Association.

### **3.Procedure of Election**

**3.1** The Executive Committee as specified in 9.1.1 shall be elected in the Annual General

Body Meeting of the Association by Consensus. In case of failure of consensus the case shall be resolved by voting.

**3.2** A Notice of the General Body Meeting may be served on any member either personally or by sending it through ordinary post at the address available in the records of the Association or through newspaper advertisements.

**3.3** It shall be the duty of a member to keep informing the Association about his/her current address so that proceedings of the Association, activities and notices for meetings could be sent to him/her.

**4.** Financial Power of the Secretary For non-budget items, the financial power of the secretary shall be limited to the amount to be specified by the EC from time to time.

**5.** Subscription (Membership Fee) The rates of Subscription shall be as follows: a) Rs. 1000/- for Alumni living in India at the time of Application, b) Rs.500/-for Associate Life Members.

## **6. Local Chapters Opening/ Operating/ Renewal/ Closure Formalities**

**6.1** A local chapter can be founded in any city of India or abroad where there are a minimum of 20 Alumni Association Members (for India) and 5 Alumni Association Members (for abroad) subject to approval of the Executive Committee of the Association. The Chapter has to get this approval from the Executive Committee of the Association every 5 years failing which the Local Chapter shall be deemed closed.

**6.2** The local chapters may elect one Chapter President and one Chapter Secretary to manage the activities of the Chapter. An Executive Committee according to strength shall be constituted by the General Body Meeting of the Chapter. The Chapter General Body meeting should be convened at least once in a year.

**6.3** The Chapter Secretary should inform the names and addresses of the Office Bearers and a detailed list of the members of the Local Chapter to the Secretary of the Association once in a year preferably in the month January- February.

**6.4** The Local Chapters shall raise funds for their Chapter Activities and for contribution towards the Central Fund.

**6.5** The membership fee of the Chapter should be sent to the Central Fund with names and addresses of the members. 60% of the donations/ contributions collected shall be retained by the Chapter for its activities while the remaining 40% shall be deposited to the Central Fund.

**6.6** All major activities undertaken by the Chapters must have prior approval from the Central Committee and other activities of temporary nature can be arranged and managed by the Chapters with intimation to the Executive Committee.

**6.7** The local Chapters will receive a copy of the report of the AGM and other Publications of the Association.

**6.8** The audited accounts of the Local Chapters shall be submitted to the Association once a year, preferably in the month of March-April.

## **7. Ad-hoc Committee:**

**7.1** In the absence of an Executive Committee, an Ad-hoc Committee shall be constituted by the Principal, GIMT-G to discharge the duties of the Executive Committee.

**7.2** The Ad-hoc Committee shall not function for more than 6 (six) months and shall call for a General Body meeting within the period and the meeting will be presided over by the Principal, GIMT-G. The new Executive Body will be formed as per Rules and Regulations

## **8.0 Special Invitee**

The EC of the Association will have the authority to induct eminent people as special invitees as and when considered necessary. Such invitees shall not have the voting rights in the EC meetings.

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