

# **MOHAMED SATHAK ENGINEERING COLLEGE ALUMNI ASSOCIATION**

MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI – 623 806

## **By-laws of the Association**

### **Name of the Association**

The name of the Association shall be MSECAL (Mohamed Sathak Engineering College Alumni Association). The Association shall be registered under the provision of Tamilnadu Societies Registration Act.

### **Office**

The Registered office of the Association shall be situated at MOHAMED SATHAK ENGINEERING COLLEGE, KILAKARAI – 623 806.

### **Aims and objectives**

- To provide a vibrant forum for the old students of the College to meet and discuss the matters of common interest.
- To exchange the experience, dissemination of knowledge and talents amongst its members.
- To promote goodwill and mutual assistance among the members.
- Make possible the association of alumni to discuss with their Alma Mater.
- Facilitate the alumni to achieve their professional goals.
- To help the authorities to improve the academic and technical activities of the college.
- To guide the present students in academic and employment matters.
- Contribute to the Institute's vision 'Pursuing excellence, Empowering people, Partnering in community and social development' through academics, research excellence and innovation
- To help the members in employment and service matters without interfering in the policies of their employers.
- To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the faculty, non teaching staff and students.
- To promote other matters beneficial to prospects of the association.
- To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies.
- To render financial aid to deserving poor students studying at the college.
- To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- To conduct Alumni Day celebrations every year.

### **Membership and Subscription**

- a. All former students who have graduated from this college shall be eligible for membership of the association. All teaching faculties of the college shall be ex-officio members of the association.
- b. The subscription for the life membership shall be Rs. 500/- to be paid in a single installment.

### **Office Bearers**

- a. The administration of the association shall vest in a General Body consisting of a President, a Vice President, a Secretary, a Joint Secretary, a Treasurer and 2 other Executive Committee members to be nominated as per the following conditions.
  - i. The Chairman of the college shall be the Chief Patron of the Association and the Director of the college shall be the Patron of the Association.
  - ii. Principal of the college shall be the President of the association. The Vice President, The Secretary, Joint Secretary, Treasurer and the Executive Committee member shall be nominated by the President and they shall be an alumnus of the college.
  - iii. The nominated executive committee shall have a period of THREE years but they shall continue until the successor committee is nominated. The President of the association shall have all rights to extend the period of committee or nominate new members for the committee.

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

#### **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.
- c. He / She shall act on behalf of Association.

#### **Vice President:**

- a. In addition to his / her duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of the President or when the President so authorizes.

#### **Secretary:**

- a. The secretary shall attend to the day to day correspondence and communications to and from Association.
- b. Maintain official records of the Association.
- c. Be an ex-officio member of all the Committees of Association.
- d. He / She shall be responsible for calling Meetings of the Executive Committee in consultation with the President
- e. He / She shall be responsible for filing of annual Reports of Association, Audited Financial Statements, and such other statutory requirements with the Registrar of Societies for renewal after every Annual Special General Meetings.

**Joint Secretary:**

- a. 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.

**Treasurer**

- a. The Treasurer shall maintain the accounts of the Association.
- b. He / She will be an ex-officio member of all Committees involving financial implications and shall be the Chairman of the Finance Committee.
- c. Receive and hold all moneys paid to the Association for the use of the Association
- d. He / She shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.

**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.

**General Body Meetings**

- a. The Annual General Body Meeting shall be held every year in the first week of July.
  - i. To approve the audited statement of accounts.
  - ii. To deliberate the annual report of the Association, and
  - iii. To consider any amendments to the By-laws.
- b. The Executive Committee may convene General Body meetings as and when necessary
- c. Extraordinary meetings of the General Body shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.
- d. The quorum of a General Body meeting shall be one-third of total members.
- e. The meeting shall be conducted in the College premises.

**Operation of Funds:**

- a. Money received as membership fees, donations, subscriptions etc. shall constitute the income of the Association.

- b. The account of the Association shall be opened and operated in any Nationalized/ Scheduled Bank, under the Joint account of Principal of the College who is the President of the association, the Secretary and the Treasurer.
- c. The Treasurer shall keep an account of the general funds of the Association. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.
- d. The accounts of the Association will be subject to annual audit by a certified Auditor and the audited statement to be approved by the committee in the Annual General Body Meeting.

**10. Amendments**

Any of the provisions of the By-laws may be amended by two-third majority of the members present and voting at the General Body meeting of the Association.

**11. Miscellaneous**

- a. In all meetings, the majority decision will be recorded as the decision of the meeting.
- b. A year for the Association will be 1st April to 31st March.

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