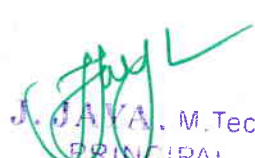


## BYLAWS

1. Name of the society: ACET ALUMNI ASSOCIATION
2. Date of joining: 25.03.2020
3. Jurisdiction of the society: THE REGISTRAR OF SOCIETY
4. Address of the office: Akshaya College of Engineering and Technology  
Kinathukadavu P.O, Coimbatore-642109
5. Office working hours: 9.00 am to 4.45 pm

### 6. AIMS OF THE SOCIETY:

- a) To create a sense of brotherhood, cooperation, mutual harmony, love and affection amongst the members and also amongst the general public.
- b) To promote general advancement of science and technology and create a forum to bring together and facilitate the exchange of information amongst its members and to have a firm link between Alma mater and its members.
- c) To encourage, regulate and elevate the technical and general knowledge of its members engaged in profession or about to engage in profession.
- d) To aid financially backward students by way of scholarships.
- e) To help poor students in studies by way of free coaching, counseling, etc.,
- f) To establish, run research centres & model training centers for the benefit of the members.
- g) To establish chapter of the Association to serve the member in a better manner and make them enjoy the benefits of the Association,
- h) To accept donations, grants, presents, gifts and other offerings in the shape of movable and / or immovable properties for the attainment of the aims & objectives of the association.
- i) To run a library for members and students.
- j) To purchase or acquire the land and /or the building in the name of the Association for the upliftment and fulfilment of the aims and objectives of the Association.
- k) To do such other things/acts/activities which are necessary and which may be incidental or conducive for the attainment of the aims of objectives of the Association.

  
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l) All the incomes, earning, movable/ or immovable properties of the association shall be solely utilized and applied towards the promotion of the aims and objectives only as set forth in the memorandum of the association and no profit here of shall be paid or transformed directly or indirectly by way of dividends, bonus, profits or in any person claiming through any one or more of the present or the past member of the association. No member of the association shall have any personal claim on any movable or immovable properties of The Association or make any profits, whatsoever, by virtue of this membership.

m) The Society will not act with profit and political motives.

7. The president will be the authorized official for all the action taken under the court of law on behalf of the society.

#### **8. ELIGIBILITY OF THE MEMBERS:**

All the students of the ACET who come out after the completion of their prescribed course shall become the life member of the association.

#### **9. ADMISSION FEES & SUBSCRIPTION:**

1 The admission fee and life membership subscription shall be as under unless otherwise revised by the governing body of the Association.

1. Each member shall pay Rs. 250/- (Two hundred and fifty only) as admission fee.

2. Any other fee or subscription, whether life term or periodical, may be charged on the recommendation of the governing body and on the approval of the general body in the interest of the association.

#### **10. TERMINATION & CESSATION OF MEMBERSHIP:**

The executive committee of the association shall have the power to expel/terminate a member or/and member, from the membership of the association on the following grounds:

1. on death
2. On written resignation
3. If found to be involved in any anti-social activities
4. If adjudged by any court of law to be a criminal offender
5. If found guilty by means of anti-propaganda of the aims and objectives of the association
6. If disregards rules and regulations or disobeys the decisions of the executive committee

The decision of the executive committee regarding the termination shall be communicated to the member concerned.



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#### **11. RESIGNATION BY THE MEMBER:**

Those who like to resign from the membership shall apply to the president of the society in writing. Till the executive committee approves the resignation, it will not be considered as resigned. For approving such resignation, there must be consent by more than half of the executive committee members.

#### **12. THE RIGHTS OF THE MEMBERS:**

Every member shall have a vote. The practice of appointing a representative on behalf of a member will never be adopted by the executive committee members and this must be carried out in the executive committee meetings.

#### **13. DUTIES OF THE MEMBERS:**

All and every member of the association shall

- a) Elect the executive committee of the association,
- b) Attend the general body meeting regularly,
- c) Give the necessary information to the association pertaining to any matter, which is necessary to be known by the association,
- d) Not to indulge in activities, which are prejudicial to the aims and the objectives and/or the rules and regulations of the Association.

#### **14. THE METHODS AND PROCEDURES FOR THE FUNCTIONING OF THE SOCIETY:**

The society will be managed by the members of the executive committee. The period of the executive committee will be for two years. The general body of the society will elect the executive committee members with its majority members support once in two years.

#### **15. THE EXECUTIVE COMMITTEE:**

There shall be 11 members in the executive committee. The period of the executive committee will be for two years. After two years, new executive committee members shall be elected by the general body. Those who like to continue the executive committee membership can stand as a candidate for election of the new executive again in the general body. None will be allowed to continue as an executive committee member without being elected by the general body. If there may arise any vacancy of the office bearers, the executive committee itself has got the power to nominate an executive committee member to such a post and such a person will continue his/her post till the date of next election.



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The composition of the executive committee shall be of eleven members

- a) President
- b) Vice-president
- c) Secretary
- d) Joint secretary
- e) Treasurer and
- f) 6 executive committee members (02 posts reserved for lady members)

**16. THE ACTIVITIES OF THE EXECUTIVE COMMITTEE:**

- 1) The executive committee meetings shall be held at least once every three months. A notice before those days' shall be sent to the executive members for information. The old executive committee members after their elected period and after the elections are completed, should hand over all the records and properties of the society to the new executive committee office bearers. All the properties concerned to the society will be in control of the executive committee. According to the resolution of the general body, the executive members should function on behalf of the society without any remuneration. For the expenses incurred on behalf of the society, they can receive them from the funds of the society.
- 2) The executive committee meeting may be called on emergency by giving 24hours short notice but the quorum for the urgent meeting shall be  $2/3^{\text{rd}}$  of the total strength of the executive committee.

**17. THE RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:**

- 1) The aims of the society detailed in the documents should be executed.
- 2) To take necessary action against the members who act against the rules and the aims of the society.
- 3) To verify and inspect all the accounts of expenses which were spent for the purpose of the society.
- 4) To prepare the annual receipts and expenditure statements and submit it to the general body.
- 5) To bring over amendments from the present by-law and if necessary, they must be furnished for the approval of the general body and only then they can be executed.
- 6) The executive committee may appoint a sub-committee as an advisory committee and the principal of ACET and a representative from the Management be the members of the sub-committee.
- 7) The Managing Trustee will be the chief patron, chairman will be patron and the principal of the college the co-patron. Apart from the above personalities, the executive committee may also appoint one or more eminent personalities from the public to the Advisory Board. Such personalities, the principal and the representative of Management need not be the members of the association. The members of the sub-committee shall have no voting right in any meeting and they can attend any meeting only on invitation, to give valuable suggestion and guidelines and their suggestion and guidelines are only of supporting nature and not binding on the executive committee or General body.

  
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## 18. THE DUTIES OF THE OFFICE BEARERS:

### 1. PRESIDENT:

- a) The president shall preside for all of the Executive Committee Meetings as well as the General body Meetings at all times.
- b) The President, on behalf of the society, only can file any suit before the court of law.
- c) If any case to be filed against the Society, should be made only on the advice of President and the entire responsibility of such cases will be lying on the President.
- d) The President shall look after the administration work of the office and the duties of the executive members.
- e) The President will have the power to take any action upon the Administrative servants, if they commit any offence or act against the rules of the Society, for this President shall get the prior consent from the Executive Committee.
- f) If there are any subjects arising for voting, and if there are equal votes on both sides, the President can give his casting vote and arrive at a decision.
- g) Whenever the president is unable to act on the function of his office, he can give his power to the Vice president to act on his behalf.
- h) The President has got the power to select the office Staff for the administration purpose.
- i) The president is the only person who has got the entire powers on the actions of the Society.
- j) The money received for the Society' should be remitted into any of the Nationalized/Scheduled Banks wherever the accounts must be opened. The opening of the Accounts with any Bank and to operate the accounts on any manner will be bound by SECRETARY & TREASURER on joint Signatures.
- k) The President shall have the power to spend Rs.2000 /- for the purposes of the society and this should be approved on the next Executive committee meeting.



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## 2. VICE-PRESIDENT:

- a) The vice president will assist the president in all respects to execute the functioning of the society and give his help.
- b) Whenever the president is unable to attend the office, he should look after his work and at the time of a meeting he should act on behalf of the president, by possessing his seat. He has the power as the president.
- c) When both the president and vice president are unable to attend the work, the executive committee should select any one of the members amongst them to act on the post, and to conduct the meeting.

## 3. SECRETARY:

- a) Generally all the actions of the society will be governed by the secretary.
- b) Under the control of the president, as per the resolutions of the executive committee, he executes all of the same processes.
- c) He should have all the correspondence on behalf of the society.
- d) He shall discuss with the president from time to time and arrange to hold the meeting and send circulars for such meetings with the information of the agenda and other information on preparation.
- e) The minutes of the general body, the special general body Meetings and the executive committee meetings shall be recorded by the secretary.
- f) Whenever the president is not available, the secretary will discuss with the vice-president and arrange for a meeting giving prior information suitably.
- g) The Secretary shall maintain all the minute books, other registers and records and protect them in his custody at the office.
- h) The Secretary shall execute the resolution passed in the general body, special general body and in the executive committee meetings.
- i) The Secretary will prepare the annual reports, financial statements, receipts etc., and submit them in the general body meeting.
- j) For the improvement of the society and the benefit of the administration, whatever actions needed, may be taken by the secretary with the consent or permission of the president. The secretary has got this right.

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k) Whenever the treasurer's post is lying vacant, the secretary will be in charge of the treasurer's post, on the consent of the executive committee members and act accordingly. Secretary with the cooperation of the president and the treasurer shall jointly operate the bank accounts.

l) The monthly transactions of the society must be verified and the receipts and expenses statements must be prepared by the secretary and produced at the executive committee meeting and obtain the approval for the same. The statements should be exhibited in the office notice boards for the information of the members.

m) The money received for the society should be remitted into any of the nationalized/scheduled banks wherever the accounts must be opened. The opening of the accounts with any bank and to operate the accounts on any manner will be bound by SECRETARY/TREASURER on joint signatures.

n) Whenever the president is not available, if any important and urgent expenses are to be made, the secretary has got the right to spend up to RS.2000/- and this should be approved by the next executive committee meeting.

#### **4. JOINT SECRETARY:**

- a) He should assist the secretary in all respects of the activities of the society.
- b) He shall look after the duties of the secretary, when he is not available.

#### **5. TREASURER:**

- a) Treasurer shall collect the admission Fees, Subscription, Other funds and Donations etc., on behalf of the Society and issue the original receipts towards the payments.
- b) The maintenance of the proper receipts and vouchers for the receipts and expenses should be carried on by the Treasurer.
- c) The proper details of receipts and expenses should be reported to the meetings held from time to time.
- d) The Treasurer shall submit the audited annual income and expenditure statements, through the Secretary to the General Body.
- e) The Treasurer shall be casting his signature jointly with the president and the Secretary for the purpose of operating the Bank account.
- f) The money received for the society should be remitted into any of the Nationalized /scheduled banks wherever the accounts must be opened. The opening of the accounts with any bank and to operate the accounts in any manner will be bound by SECRETARY & TREASURER on joint signatures.
- g) The treasurer will have a minimum cash amount of Rs.2000/- with him for the urgent expenses.

  
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h) The treasurer shall be properly maintain the dual cash book, showing the actual balance for the day, along with voucher for expense, office accounts, files and other connected records, general ledgers, monthly register etc without any discrepancies. This is the duty of the treasurer.

i) The monthly accounts shall be produced by the treasurer before the executive meeting.

#### **19. SOCIETY'S ACCOUNTS:**

Under the Tamil Nadu Societies Registration act. The following account books shall be maintained in writing daily.

##### **a) THE DAILY CASH BALANCE:**

The daily income and expenditure shall be written in accounts book and daily cash account be closed, showing the actual balance on that day. The amount exceeding those minimum cash balance, which is permitted by the executive committee, shall be remitted into the bank account.

##### **b) RECEIPT BOOKS:**

The Receipt books with its counter foils shall be maintained immediately on receipt of the payment, it should be entered in the original receipt and it's counter foil. The original receipt shall be issued to the remitter.

##### **c) VOUCHERS AND BILLS FILE:**

The daily expenditure should be born with necessary vouchers and bills, and this shall be filled into the accounts file by entering the proper serial number for the same.

##### **d) GENERAL LEDGER:**

This register shall be properly maintained. This will show the item wise heads for all accounts.

##### **e) MONTHLY REGISTER:**

The monthly income and expenditures shall be written as statements in the register.

The treasurer shall verify the accounts, returns and register of the association and a declaration as given below shall be appended to each record of the registrar.

"I declare that the particulars furnished above are true and correct to the best of my knowledge and belief".

#### **20. ACCOUNT OF THE SOCIETY AND ITS AUDITING:**

The Association shall prepare a receipt and expenditure account and a balance sheet at the end of each financial year and shall cause them to be audited by a chartered accountant if the annual income or the expenditure exceeds Rs. 10,000 or by two members of the association if the annual income or the expenditure is below Rs. 10,000.

  
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## **21. THE DISALLOWED EXPENSES AND METHODS OF SPENDING THE FUNDS**

- a) No salary or wages shall be paid to any of the members of executive committee members or to any of the other office bearers of the society for any cause.
- b) The funds of the society will not be issued as gifts or shares in any profiles.

## **22. THE PROCEDURES FOR INVESTMENTS OF THE FUNDS OF THE SOCIETY**

The funds of the society shall not be deposited with any of the individuals. The Assets of immovable kinds, Tamil Nadu government's loan certificates, central government loan certificate and the national savings certificate can be purchased from the funds, in the name of the society. In case of depositing any amount into the bank, it may be with the scheduled banks as per the bank's act of 1949. The saving bank accounts with the post office may also be opened, and invested Tamil Nadu government's scheme, Loan documents of certificates, the central government scheme of loan documents and other investments prescribed from the time to time by the government are permitted schemes for investment of the funds of the society,

## **23. THE METHODS FOR LOANS PERMITTED TO OBTAIN THROUGH MORTGAGING THE PROPERTY OF THE SOCIETY**

Whenever any of the loan received by the manner of pledging the properties of the society through a registered document, such a copy of the document should be signed by any one of the executive member of the society to the effect that this is certified. Along with this, Form no: 8 shall be filled up and a fee of Rs.100 towards registration fee should be sent to the registrar of societies within one month, of the receipt of such loans. In the case of any properties newly purchased, which is under pledging the same, Form no: 8 must be filled up and sent along with registration fee of Rs.100/- to the registration of societies. And when pledged loans are completely repaid and whenever cancelled, the copy of such documents shall be sent to the registrar of societies along with a fee of Rs.100-only within one month time.

## **24. THE REPORTS TO BE FURNISHED TO THE REGISTRAR OF SOCIETIES**

- a) Every year, a declaration of the good functioning of the society shall be submitted to the registrar.
- b) The annual accounts statements for every year, on its approval by the general body meeting, shall be forwarded within six months of the completion of the meeting.
- c) Whenever the bylaws and sub section of the bylaws are amended for correction, deletions and inclusion should be reported in duplicate within 3 months time.
- d) The aforesaid bylaws correction, deletion or inclusions, if any required, they should be passed through a special resolution and this special resolution's copy shall be furnished in duplicate within 3 months time.

  
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e) Each and every report shall be furnished separately. For every report, the fee of Rs.100/- shall be sent towards fees.

For every report, it should bear the true copy of the connected resolution for the same.

## **25. FINANCIAL YEAR OF THE SOCIETY**

The society's financial year will be from 1<sup>st</sup> day of April to the 31<sup>st</sup> day of March succeeding year.

## **26. GENERAL BODY MEETING**

The general body meeting should be convened once in every year. It should be convened on August 15 of every year.

## **27. THE POWER OF THE GENERAL BODY**

- a) To elect the executive committee members once in two years
- b) To approve the annual accounts placed by the executive committee before the general body.
- c) To approve the annual income and expenditure reports.
- d) To appoint an auditor to audit the transaction and accounts of the society.
- e) To make amendments in by-laws or in the sub section of relevant by-laws for corrections, deletions or inclusions or changes.
- f) To review the appeal petitions by the members and to decide about the cases.
- g) To come to a conclusion, if any of the No-confidence motion against the executive committee or against any member of the executive committee and decide.
- h) To increase or reduce the members subscription or admission fee.
- i) To finalize any other special resolutions brought up by any of the members.

## **28. SPECIAL GENERAL BODY MEETING**

The special general body meeting shall be held on the following lines:

- a) If the executive requires any special permission of the general body in specific matters.
- b) This meeting shall be held if 2/3 of the members wish to convene or 50% of the executive committee members wish to convene to meet. This must be made in writing by such members or the executive members. This application must be addressed to the president or the secretary. On receipt of such an application, the special general body meeting should be convened within one month's time. Otherwise, the members who had sent notice for convening special general body meeting may themselves unite together and send a notice about the date of general body meeting accordingly.

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## 29. MINUTE BOOK REGISTER

The executive meeting functions and the general body meeting functions will be recorded separately in the minute book. The secretary will take the short notes of the functioning of the meeting during that time and after the ending of the meeting he will show them to the president serially numbered, and register the same in the minute book. The president shall sign in the said minute book. The meetings and the general body meeting should be maintained separately and recorded.

## 30. ORDINARY RESOLUTIONS

It will be an ordinary resolution if it is approved by the 50% or above members of the general body meeting.

## 31. SPECIAL RESOLUTIONS

The following activities should be carried out only through the special resolution:

- a) The documentary changes in any manner.
- b) The change in sub sections of the bylaws.
- c) The diversification of the society into two units.
- d) The changing of the name of the society.

## 32. THE DISTRIBUTION OF THE COPY OF DOCUMENTS OF THE SOCIETY TO THE MEMBERS DULY CERTIFIED:

- a) The bylaws, reports of income and expenditure, property assessment report can be obtained by payment of Rs .20/- for each copy.
- b) The Members, who want to get the copies above, should submit their application to the president or the secretary. They should remit the prescribed fee at the office hours and receive the copy.
- c) The members can always inspect the original minute book records of the general body meeting and executive committee meeting minute records. The members can inspect the registers and other office accounts registers with the permission of the president in the office hour. No fee may be paid for this and the members should not take any copies.

## 33. THE METHODS OF ALTERATIONS ON THE BYLAWS

If there is any alteration in main by-laws, this should be passed as a special resolution for doing so in a general body or in a special general body meeting.



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### 34. FUNDS OF THE SOCIETY

- a) Collections through members' admission and subscriptions.
- b) Collection of donations.
- c) Subsidy of grants received from the government or from the government institute of any loans.
- d) Collection of deposits.
- e) Incomes derived from the improvements of the society.

### 35. ELECTIONS

- a) All the members are eligible to stand for the election or to vote.
- b) Those who wish to contest in the elections; they should fill up the application form and submit before 15 days to the president or the secretary.
- c) Those nominations (applications) can be withdrawn within the stipulated time for this purpose.
- d) The final candidates list will be exhibited in the notice board before 5 days at the office. The fifth day should be (i.e) the date of election and the date on which the notice is exhibited (both days must be exclusive) as above.
- e) The election officers will be nominated by the executive committee members and act accordingly.
- f) If there are contestants secret ballot voting will be conducted.

### 36. LIQUIDATION OF THE SOCIETY

If the society does not find possibility to run the administration and the executive committee peacefully, the general body shall pass a special resolution for the closure of the society or to liquidation the society and execute the same. If there are any assets to the society, these may be transferred to a similar society's accounts. The properties could not be divided amongst the members.

### 37. GENERAL:

Those things which are not told in the above bylaws will be taken accordingly to the acts of the Tamil Nadu societies registration act of 1975.

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