

# SRM VEC ALUMNI ASSOCIATION

## SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

SRM NAGAR, KATTANKULATHUR-603203,  
CHENGALPATTU DISTRICT, TAMILNADU, INDIA

### Memorandum and By-laws of the Association

#### 1. Name of the Association

The name of the Association shall be **SRM VEC ALUMNI ASSOCIATION**. The Association shall be registered under the provision of Tamilnadu Societies Registration Act.

#### 2. Office

The Registered office of the Association shall be situated at "O/o The Principal, SRM Valliammai Engineering College, SRM Nagar, Kattankulathur-603203.

#### 3. Aims and objectives

The aims and objectives of the Association shall be:

- 3.1. Bring the old students of SRM Valliammai Engineering College under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the Association and country.
- 3.2. To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the College faculty, non teaching staff and students.
- 3.3. To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of the College.
- 3.4. To advise and interact with State and Central Government Bodies, Universities and Associations of other academic institutions on matters relating to promotion of higher education, training and management systems and thereby promote the welfare and status of the College.
- 3.5. To collect funds by subscriptions, contributions, donations and gifts from members, non-members, Governments, Universities and other institutions and philanthropists for furtherance of the above objectives.
- 3.6. To render financial aid to deserving poor students studying at the College.
- 3.7. To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- 3.8. To bring out magazines, souvenirs and newsletters highlighting the activities of the College and its Alumni
- 3.9. To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year.

- 3.10. To help the Alumni to get advice from the College on various technical problems and job opportunities that they may come across in their work and real life.
- 3.11. To carry out such other activities as may be necessary for furthering the above aims and objectives.

4. The name, address and occupation of the members subscribed to the Memorandum of Association are as follows.

S.No.	Name	Address and Occupation	Position
1	Dr. B. Chidambararajan	Principal SRM Valliammai Engineering College, SRM Nagar, Kattankulathur – 603 203, Chengalpattu District	Chief Patron
2	Dr. M. Murugan	Vice Principal SRM Valliammai Engineering College, SRM Nagar, Kattankulathur – 603 203, Chengalpattu District	Patron
3	Mr. C. Karthick	Solution Architect in Ericsson, 23, East Karikalan 1 <sup>st</sup> Street, Adambakkam, Chennai – 600 088	President
4	Mr. A. Yaswin Vignesh	Instrumentation Engineer, Snenzhen Coship Electronics Co. Ltd.No.2C, Old Tower Block, 4 <sup>th</sup> Street, Nandanam – 600 035	Joint Secretary
5	Mr. I. Shiv Shankar	Senior Software Engineer, Gigamon, No.2, Janakaraj Street, Nehru Nagar, Saligramam, Chennai – 600 093.	General Secretary
6	Ms. C. Pabitha	Assistant Professor, Department of CSE, SRM Valliammai Engineering College, SRM Nagar, Kattankulathur – 603 203, Chengalpattu District	Treasurer
7	Mr.P.Balaji	HR, Chanepond Technologies Pvt. Ltd., No. 2/1275, M.G.R. Street, Perumbakkam, Chennai – 601302.	Executive Member
8	Mr.S.Mohamed Mobeen	Business, No.11, Aringar st, Sathya Nagar, Pammal, Chennai -75	Executive Member

## **By-Laws**

### **5. Members**

The Association shall consist of the following persons as its members.

- 5.1. All UG, PG and Ph.D. graduates of the College are eligible to become members of the Association on payment of Life membership fee.
- 5.2. The subscribers to the memorandum shall be the founder members as well as life members of the Association and they will be known as founder - Life members of the Association. These founder life members nominated by the Patron shall be the members of the First Executive Committee and they shall hold office for a period of two academic years.
- 5.3. The Principal of the College shall be the Chief Patron.
- 5.4. The Vice Principal of the College shall be the Patron of the Association.

### **6. Administration**

- 6.1. The administration of the Association shall rest in an Executive Committee, consisting of (1) a President (2) a Vice-President (3) a General Secretary (4) a Joint Secretary (5) a Treasurer and (6) Nine Members. All founder Life members shall be the Ex-officio members of the Association. The Public Relations Officer of the university shall be an Ex-officio member of the Executive Committee.
- 6.2. The Members of the Executive Committee shall be elected by the Members of the Association at the Annual General Body Meeting (AGBM) and they shall hold office for a period of two years.
- 6.3. A committee once elected shall continue to hold office till a new committee assumes charge.
- 6.4. If any vacancy arises in any post on account of resignation, death etc., the Executive Committee may nominate any person to such post from among the members of the Executive Committee. Such nominated persons shall hold office till the next election of the Executive Committee.
- 6.5. If an Executive Committee Member is absent from three consecutive meetings of the Executive Committee, without prior notice, he / she shall cease to be a member of the Executive Committee.
- 6.6. The Executive Committee shall have the power to expel a member for wilful disregard to the Association rules or misconduct, on provided the member concerned gives an acceptable explanation for his / her misconduct.

### **7. Election and Tenure of Office**

- 7.1 The mode of election and procedure for election shall be laid down by the Executive Committee.
- 7.2. All terms of office of the elected members shall commence from the close of the AGBM at which elections were held and shall continue for a period of TWO YEARS or till the close of the second AGBM leaving one in-between, whichever is earlier.
- 7.3. Members cannot hold the same office for more than two terms.

- 7.4. In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to elect a member to fill the vacancy.
- 7.5. However, notwithstanding clause two (7.2) above, the first Executive Committee, shall hold office for a term of three consecutive years for building the Alumni Association on sound footing.

## **8. General Body Meetings**

- 8.1. The Annual General Body Meeting shall be held every year in the first week of August/December.
- to elect the Executive Committee
  - to approve the audited statement of accounts.
  - to deliberate the annual report of the Association, and
  - to consider any amendments to the By-laws.
- 8.2. The Executive Committee may convene General Body meetings as and when necessary.
- 8.3. 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.
- 8.4. The quorum of a General Body meeting shall be more than 50% of the members present.
- 8.5. The meeting shall be conducted in the College premises.

## **9. Executive Committee Meetings**

- 9.1. Meetings of the Executive Committee shall ordinarily be convened at least once in 3 months.
- 9.2. Special Meetings of the Executive Committee shall be convened on written request of the members of the Executive Committee.
- 9.3. Quorum for a Meeting of the Executive Committee shall be more than 50% of members of the Executive.

## **10. General Provisions regarding meetings.**

- 10.1. Seven days notice shall ordinarily be given for all meetings of the General Body / Executive Committee. The notice of the General Body meeting shall be published in two newspapers / College Alumni web site approved by the University.
- 10.2. In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee. In the absence of the President and Vice-President, a senior member of the Executive Committee shall preside over the meeting.
- 10.3. All decisions shall be on the basis of majority of votes. In case of equality of votes, The President of the meeting shall have to cast a vote.

## **11. Powers and Duties of the Executive Committee**

- 11.1. The affairs of the Association shall be managed by the Executive Committee.

- 11.2. General Secretary and the President and atleast two other members of the Executive committee shall be from amongst the members who are residents of the city of Chennai/near by places.
- 11.3. The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the Association.
- 11.4. The Executive Committee shall have the power to frame By-laws consistent with the aims and objectives of the Association. The provisional Bylaws shall be placed before the next General Body Meeting for ratification.
- 11.5. The Executive Committee shall have power to consider all communications addressed to the Association.
- 11.6. The Executive Committee shall be in charge of and protect the properties of the Association.
- 11.7. The Executive Committee shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.
- 11.8. The Executive Committee shall collect dues / fees from members.
- 11.9. The Executive Committee shall undertake such tasks as will protect the objectives of the association.

## **12. Duties of Office Bearers of the Association**

### **12.1. Patron**

All matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.

### **12.2. President**

- 12.2.1. He shall preside over all the Meetings. He / She may allocate suitable responsibilities to other executive members.
- 12.2.2. He / She may appoint working groups, sub-committees, officer, clerk and such other subordinate in consultation with General Secretary and nominate representatives of Association on vacancies, to Government / Institute and / or other bodies when invited to do so.
- 12.2.3. He / She shall act on behalf of Association.

### **12.3. Vice-President**

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.

### **12.4. General Secretary**

- 12.4.1. The General Secretary shall attend to the day to day correspondence and communications to and from Association.
- 12.4.2. Maintain official records of the Association.
- 12.4.3. Be an ex-officio member of all the Committees of Association.
- 12.4.4. Maintain general supervision over the office staff.
- 12.4.5. He / She shall be responsible for calling Meetings of the Executive

Committee in consultation with the President.

12.4.6. He / She shall be responsible for filing of annual Reports of Association with the Principal of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements.

#### **12.5. Joint Secretary**

12.5.1. The Joint Secretary shall assist the General Secretary in discharging his / her duties.

12.5.2. He/She shall carry out such other duties as may be assigned to him/her from time to time by the Executive Committee.

12.5.3. He/She shall assume charge as General Secretary in the absence of the General Secretary.

#### **12.6. Treasurer**

12.6.1. The Treasurer shall maintain the accounts of the Association.

12.6.2. He / She will be an ex-officio member of all Committees involving financial implications and shall be the Chairman of the Finance Committee.

12.6.3. Receive and hold all moneys paid to the Association for the use of the Association

12.6.4. 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.

#### **13. Finance**

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

13.2. The funds of the Association shall be operated jointly by any two of the following Executive committee members: (i) President, (ii) Treasurer and (iii) General Secretary duly authorized by the Executive Committee.

#### **14. Keeping of Accounts**

14.1. 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.

14.2. The accounts of the Association will be subject to annual audit by a certified Auditor to be appointed by the members in the Annual General Body Meeting. The first auditor shall be appointed by the Executive Committee and He / She shall hold office upto the end of the first Annual General Body Meeting.

## 15. Audit of Accounts

The Executive Committee shall atleast once a year submit the accounts together with a general statement of the same and all necessary vouchers upto 31st March for audit to persons appointed as auditors. The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

## 16. 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.

## 17. Inspection of Books

17.1. The Register of Members, the Minutes Book and the Books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the General Secretary to produce the same on request by the member, free of cost.

17.2. Each member is eligible to be supplied with a copy of By-laws, list of members and the details of receipts and payments account, free of cost at the end of every year. Additional copy of By-laws, list of Members and details and payments account shall be supplied on application and payment of a fee of Rs. 1/- per page for each item said above.

17.3. The General Secretary shall file with Patrons within one month after the date of Annual General Body Meeting –

17.3.1. An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and General Secretary.

17.3.2. A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of society and

17.3.3. A declaration to the effect that the association has been carrying on business or has been in operation during the financial year.

17.3.4. It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

*DM*  
27/10/14

PRINCIPAL  
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SRM Valliammai Engineering College  
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