



# **GLOBAL**

## **INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**(Approved by AICTE & Affiliated to Anna University)**

**257/1, Bangalore – Chennai High Way, Melvisharam, Ranipet – 632 509**

### **AIMS OF THE SOCIETY:**

- To provide a vibrant forum that promotes interaction and networking among alumni of the institute.
- To facilitate the association of alumni with their Alma Mater.
- To contribute to the institute's vision of being recognized among the world's leading institutions in academics, research, outreach, and innovation;
- To promote best practices in different areas of science, technology, humanities and social sciences for the benefit of society, especially weaker sections;
- To assist deserving students from the sections of the society financially and otherwise;
- Strengthening the ties between former students of the institution;
- Bring the former students of the institute, under one forum for the exchange of experience, dissemination of knowledge and talents amongst its members and students and also for the furtherance of fellowship, and advancement of scientific knowledge in general of the members of the Association and the institution.
- To create and establish Alumni endowments for granting scholarships, prizes and medals to the students who record high proficiency in their studies and honour former students.
- Membership is optional and not compulsory.
- The Alumni will act as per the provisions of the Tamil Nadu Society Registration Act 1975 and Rules 1978.
- The President will be the authorized official for all the actions taken under the court of Law on behalf of the association.

### **ELIGIBILITY OF THE MEMBERS**

- Both male and female students who studied in this Institute can become members of the association.
- All present members of the staff are honorary members of the association and they are entitled to participate in all the activities of the association.
- Entrance Fee of a Member  
The member shall remit Rs.300/- as his/her member fee to become a member of the Association for the term of 5 years (Five years)

## **THE PROCEDURES TO DISMISS A MEMBER**

- Those who act against the objectives and the rules and regulations of the Association can be dismissed by the executive committee.
- Those who enter into a criminal offence and get convicted by a court of law will be dismissed from the membership
- Those who are affected by the aforesaid reasons and dismissed can make their appeals to the general body of the Association and the decision of the general body will be treated final.

## **RESIGNATION BY THE MEMBERS**

Those who like to resign from the membership shall apply to the President of the Association in writing. Till the executive committee approves the resignation, it will not be considered valid. For approving the resignation, there must be consent by more than half of the executive committee members and subsequently rectified by the general body.

## **THE RIGHTS OF THE MEMBERS**

Every member shall have a vote. A member can be present in the general body meeting either directly or through an appointed representative by the member. But this practice of appointing the representative on behalf of a member will be never adopted by the executive committee members and this must be carried out at the executive committee meetings.

## **THE DUTIES OF THE MEMBERS**

The members shall abide by the aims, objectives and rules of the association. Those who fail to adopt the above principles are liable for suitable actions and punishments by the association. Further, neither the general body member nor the executive committee member should get any remuneration from the Association.

## **THE METHODS AND PROCEDURES FOR THE FUNCTIONING OF THE ASSOCIATION**

The association will be functioning under the guidance of the executive committee. The period of the executive committee will be for 3 years. The general body of the association will elect the executive committee members once in 3 years with its majority members' support. The president and the Secretary cannot hold office for more than two terms consecutively. The president, the Secretary and the vice president of the previous committee will automatically become executive members of the new committee in addition to the seven executive committee members.

## **THE EXECUTIVE COMMITTEE**

There shall be 16 members in the executive committee. The members are the Chief Patron, the Patron, the President, the Vice-President, the Secretary, the Joint Secretary, the Treasurer, and eight committee members. The period of the executive committee will be 3 years. After 3 years new executive committee members shall be elected by the general body. Those who wish to continue the executive committee membership can stand as a candidate for the election of the new executive again in the general body. None will be allowed to continue as an executive committee member without getting elected by the general body. If there are any vacancies of the office bearers, the executive committee itself has the power to nominate an executive committee member to such a post and such a person will continue in the position till the date of the next election.

## **THE ACTIVITIES OF THE EXECUTIVE COMMITTEE**

The executive committee meetings shall meet at least once in six months. A notice shall be sent to the executive members for information. All the properties concerned with the Association will be in the charge of the executive committee. According to the resolutions of the general body, the executive members should act on behalf of the Association without any remuneration. The expenses for carrying out the activities shall be met from the association funds.

#### **THE RESPONSIBILITY OF THE EXECUTIVE COMMITTEE**

- To manage, direct and supervise the work of the Association and to carry out the objectives set out in the memorandum.
- To raise and administer the funds of the Association.
- To prepare the annual receipts and expenditures statement and submit them to the general body.
- To bring amendments to the present by-law if necessary or in the sub-sections of the By-laws, they may be furnished for the approval of the general body and on approval they can be executed.

#### **THE DUTIES OF THE OFFICE BEARERS**

##### **PRESIDENT**

The president shall have the general and direct control of the affairs of the association by the provision thereof. The president shall preside over the meetings of the executive committee and general body.

##### **VICE PRESIDENT**

In the absence of the president, the vice president shall preside over the meetings of the executive committee and general body. In the absence of both the office bearers, any other member of the executive committee may be proposed to preside over.

##### **SECRETARY**

- The secretary shall be the executive officer of the association.
- He shall, in consultation with the president and the principal of the college, arrange for the meeting of the association.
- He should carry out all the correspondence on behalf of the society.
- He shall prepare circulars for meetings, with the information on the agenda and other information on preparation.
- The minutes of the general body meetings and the executive committee meetings shall be recorded by the secretary.
- Whenever the President is not available, the Secretary will discuss with the Vice President and can arrange for a meeting giving prior information suitably.
- The Secretary shall maintain all the Minute Books, other registers and records and protect them in his custody at the office.
- The Secretary shall execute the resolutions passed in the General body or in the executive committee meetings.
- The Secretary will prepare the annual reports, financial statements, receipts etc., and submit them in the general body meeting.

- For the improvement of the society and the benefits of the administrations, whatever actions are needed, may be taken by the Secretary with the consent of the President and the executive committee.

#### **JOINT SECRETARY**

- He should assist the Secretary in all respects in the activities of the association.
- He shall look after the duties of the Secretary in the latter's absence.

#### **TREASURER**

- The treasurer shall collect the membership fees, subscription, other funds, donations etc. on behalf of the Association and issue the signed original receipts towards the payments.
- The maintenance of the proper receipts and vouchers for the receipts and expenses should be carried out by the Treasurer.
- The proper details of the receipts and expenses should be reported at the meetings held from time to time.
- The Treasurer shall submit the audited annual income and expenditure statement, through the Secretary to the general body.
- The Treasurer will have a minimum cash amount of Rs. 3000/- with him for the urgent expenses. Any excess money shall be deposited into the association account.

#### **ASSOCIATION ACCOUNTS**

The funds of the Association will be deposited in any nationalized bank / scheduled Bank, and be operated jointly by the President and the Patron on behalf of "GIT Alumni Association Network" (Global Institute of Engineering and Technology). An auditor duly appointed by the general body shall audit the accounts of the association annually.

The Secretary and the Treasurer shall maintain the following properties.

- Minute Book Register
- Receipt Books
- Vouchers and Bills File.

#### **THE METHODS TO SPEND THE FUNDS**

To carry out the objectives of the association as prescribed in the aims of the association, the funds shall be spent.

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

No salary shall be paid to any of the members of the executive committee or any of the office bearers of the association for any cause.

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

- Every year declaration of the good functioning of the association shall be submitted to the Registrar.

- The annual accounts statement for every year, on its approval by the general body meeting shall be forwarded within six months of the completion of the meeting.
- The members' register shall be maintained in Form no: 6 at the end of the year, and the remaining members shall be furnished in Form no: 6 within six months of the completion of the general body meeting. The above 3 reports shall be submitted to the Registrar within six months after the completion of the general body meeting.
- Whenever the change of address or transfer of the address is proposed, it should be informed within 3 months of such actions in the prescribed Form no: 5.
- Whenever the bylaws and sub-sections of the By-laws are amended for any corrections, deletions and inclusions, it should be reported in writing in duplicate within 3 months.
- The aforesaid bylaws' correction, deletions or inclusions, if any, should be passed through a special resolution and such resolution copy shall be furnished in duplicate within 3 months.
- Every report shall be furnished separately. For every report, the fee of Rs. 100/- shall be sent towards filing fees. For every report, a true copy of the connected resolutions should be maintained.

### **FINANCIAL YEAR OF THE ASSOCIATION**

The financial year of the association will be from the 1 day of APRIL to the 31 day MARCH of the succeeding year.

### **GENERAL BODY MEETING**

The general body meeting should be convened once every year. It should be convened within 6 months from the financial year ending (i.e.) within the September month. Before convening the general body meeting, notice should be sent 21 days previously. The said 21 days should be exclusive of the day of the general body meeting proposed. One copy of the general body meeting must be sent to the registrar of the Association. The general body meeting notice may be sent by the following methods anyone:

- Postal Delivery.
- By publishing in the newspapers
- E-mail.

Notice shall be exhibited in the office notice board also. The quorum for the General Body meeting will be the presence of 1/3 of the members.

### **THE POWERS OF THE GENERAL BODY**

- To elect the executive committee members once in 3 years
- To approve the annual accounts placed by the executive committee before the general body.
- To approve the annual income and expenditure reports.
- To appoint an Auditor to audit the transactions and accounts of the Association.
- To make amendments to the by-law or its sub-sections of relevant by-laws, for corrections, deletions additions or changes.
- To reveal the appeal petitions by the members and to decide on the cases.
- To decide upon the No-Confidence motions, if any, against the Executive Committee or any member of the Executive Committee.
- To increase or reduce the members' subscription or entrance fee.
- To finalize any other special resolutions brought forward by any of the members.

### **MINUTE BOOK REGISTER**

The executive meeting functions and the general body meetings will be recorded separately in the minute book. The secretary will prepare the Minutes of the Meeting (MoM) serially

numbered and will present them to the President. The President shall sign the said minute book. The minute books for the executive committee meetings and the general body meeting should be maintained and recorded.

## **ORDINARY RESOLUTIONS**

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

## **SPECIAL RESOLUTIONS**

The following activities should be carried out only through special resolutions

- The documentary changes in any manner.
- The changes of sub-sections of the by-law.
- The changing of the name of the society.
- To decide on the subject of "Ablation of society" 2/4 members who were present in the special General Body meeting should support the resolution and approve it.

## **THE DISTRIBUTION OF THE COPY OF DOCUMENTS OF THE ASSOCIATION TO THE MEMBERS DULY CERTIFIED**

- The by-laws, sub-sections of the by-laws, reports of income and expenditures and the property assessment report can be obtained by payment of Rs.10/- for each copy.
- The members who want to get the above copies should submit their applications to the President or the Secretary remit the prescribed fee during office hours and receive the copy.
- The members can always inspect the original minute book records of the general body meeting, executive meeting, the members' register and other office accounts register with the permission of the President during office hours. No fee may be paid for this, but the members are not allowed to take any copies.

## **THE METHODS OF ALTERATIONS ON THE BYLAWS OR IN THE SUB-SECTIONS OF THE BYLAWS**

If any alterations in the Main by-laws or the sub-sections of the by-laws are required, it should be passed as a special resolution in a general body or a special general body meeting.

## **FUNDS OF THE SOCIETY**

- Collections THROUGH MEMBERS' SUBSCRIPTIONS.
- Collections of DONATIONS.
- Incomes derived from the fundraising program.

## **ELECTIONS**

- All the members are eligible to participate in the Election or to vote.
- The election of office bearers will be conducted at the annual general body meeting.

## **LIQUIDATION OF THE SOCIETY**

If the association does not find the possibility to run the administration and the executive committee peacefully, the general body shall pass a special resolution for the closure of the association or to liquidate the society and execute the same. If there are any assets to the

association, these may be transferred to a similar association's accounts. The properties could not be divided amongst the members.

## **GENERAL**

The association will strictly follow the acts of the Tamil Nadu Societies Registration Act of 1975.

## **CORRESPONDENCE**

All correspondence in connection with the Association should be addressed to the Secretary of the Association, c/o The Principal, "Global Institute of Engineering And Technology". Individual members are not responsible for the assets and liabilities of the Association.

- The word Association or Society wherever it occurs means "Alumni Association of Global Institute of Engineering and Technology"
- Amendments and supplementary to the above rules may be made subject to discussions in the general body meetings and approval by the majority of members present.
- All meetings will be generally held within the college premises with the permission of the Principal and the President of the Association.

## **MEMORANDUM OF ASSOCIATION**

01 The Name of the Association shall be "**GIT Alumni Association Network**" (**Global Institute of Engineering and Technology**)

### **02. OBJECTIVES**

- To provide a vibrant forum that promotes interaction and networking among alumni of the institute.
- To facilitate the association of alumni with their Alma Mater
- To contribute to the Institute's vision of being recognized among the world's leading Institutions in academics, research, outreach and innovations
- To promote best practices in different areas of science, technology, humanities and social sciences for the benefit of society, especially weaker sections
- To assist deserving students from the Institute and Society financially and otherwise
- Strengthening the ties between former students of the Institution
- Bring the old students of the Institute, under one forum for the exchange of experience, dissemination of knowledge and talents amongst its members and students and also for the furtherance of fellowship, and advancement of scientific knowledge in general of the members of the Association and Country.
- 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.
- Membership is optional and not compulsory.

- The Alumni will act as per the provisions of Tamilnadu Society Registration Act, 1975 and rules 1978.
- The President will be the authorized official for all the actions taken under the court of Law on behalf of the association.

### **COMMITTEE MEMBERS**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION IN THE SOCIETY</b>
1.	Mrs. Hema Prasad	Chief Patron
2.	Dr. Suhas Vedula	Patron
3.	Dr. V. Natarajan	Patron
4.	Mrs.J.S.Soniga	President
5.	Mrs.S.Madhumathi	Vice President
6.	Mr.P.Rajesh	Secretary
7.	Mr.S. Vigneshkumar	Joint Secretary
8.	Ms.M.Ishwarya	Treasurer
9.	Mr.L. Yokesh	Executive Member
10.	Mr. S. Kamalesh	Executive Member
11.	Mr.T.Mohankumar	Executive Member
12.	Mr.S.Kishore Kumar	Executive Member
13.	Mr.S.Srisugesh	Executive Member
14.	Ms.V.Swetha	Executive Member
15.	Mr.K.Balakumaran	Executive Member
16.	Mr.S.Pradeepkumar	Executive Member