

VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN ALUMNI ASSOCIATION
RULES AND REGULATIONS

(Activities of the Society shall be strictly in accordance with the Provisions of the Societies Registration Act., 2001.)

1. NAME

The name of the association shall be **ALUMNI ASSOCIATION OF VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN**, here in after referred to as the Association.

2. OFFICE

The Registered Office of the Society shall be situated at Ghatkesar.

3. ADDRESS

The address of the society shall be H. No: 3-154/10/1/2A, Balaji nagar, near saibaba temple, Ghatkesar(M), Medchal Dist, Telangana, India – 501301.

4. AREA OF OPERATION

The area of operation of the Society shall be whole India and all countries where VMTW Alumni are present.

5. AIMS & OBJECTS

The main objectives of the association shall be the following :

- (a) To bring the alumni of the Vignan's institute of management and technology for women (Hereinafter referred to as the Institute) into a common forum.
- (b) To maintain the relationship contacts of the alumni of the College with the alma-mater
- (c) To promote cultural and social contacts among the alumni, present students and staff of the .College so as to develop a sense of tradition and heritage in the Vignan's institute of management and technology for women family, which in turn will lead to the further growth and prosperity of this institution and her progeny.
- (d) To help the students graduating from the college in developing entrepreneurship and practical know-how and in securing proper employment.

To function as a, purely non-profit organization in the pursuit of such other objectives solely connected with the educational and cultural objectives mentioned, above, as the General Body may decide from time to time.

6. **PATRON** The President of the LAVU Educational Society shall be the Patron of the Association.

7. **HONORARY PRESIDENT** The Hon. General Secretary of the LAVU Educational Society shall be the Honorary President of the Association.

8. **MEMBERSHIP**

The Association shall have the following categories of membership:

Honorary Members: Trustees, serving, retired and former staff of the Institution shall be Honorary Members.

Life Member: Any individual who has completed a designated course of study in the institution.

9. **MEMBERSHIP FEE**

Life Member : Rs.200/- towards the alumni registration fee and 500/- as alumni contribution

The one time subscription fee may be revised after discussion in the Executive Committee

and approval of LAVU Educational Society

All Life Members shall have the right to vote or be a candidate for any elected post.

10. **MANAGEMENT OF THE ASSOCIATION**

The entire management of the association shall be vested with the Executive Committee and it shall be responsible for the discharge of the duties connected with the affairs of the association.

The Executive Committee shall consist of :

- a) President: Principal is the ex officio President.
- b) Vice President (Elected)
- c) Secretary: nominated by the president from among the faculty.
- d) Two Joint Secretaries (Elected)
- e) Treasurer : nominated by the president from among the faculty
- f) Five members (Elected)

The Executive Committee shall have the freedom to co-opt members from time to time for the efficient functioning of the Association.

11. ELECTION OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE

All Life Members of the association will be eligible for election.

The election of the Office bearers and members of the Executive Committee shall take place at the Triennial General Body Meeting.

The term of office of the elected members of the Executive Committee shall be for a period of three years. However, they may be re-elected.

The right to accept the resignation of an office bearer/member of the Executive Committee shall vest with the Executive Committee

12. DUTIES OF THE EXECUTIVE COMMITTEE

To manage the day-to-day activities of the Association.

To prescribe detailed guidelines /rules and regulations for carrying out various activities.

To ensure continuous communication among members.

To maintain the accounts of the Association and to arrange for auditing the accounts.

13. DUTIES OF THE OFFICE BEARERS OF THE ASSOCIATION

PATRON

Shall advise the executive Committee regarding the smooth and efficient functioning of VMTW ALUMINI ASSOCIATION.

Shall decide about any unresolved disputes and the decision of the patron shall be final and binding on the Executive committee and general body of the Association.

HONORARY PRESIDENT

He shall be one of the signatories for any financial transaction.

He shall preside over the Triennial General Body Meeting and election of Office Bearers.

PRESIDENT

Shall preside over all the affairs of the Association and preside over the Executive Committee Meetings. He may allocate suitable responsibilities to the members.

Shall be one of the signatories for any financial transaction.

VICE-PRESIDENT

Shall act as President in the absence of the President.

He shall preside on committee meetings in the absence of president.

SECRETARY

The Secretary shall manage all the affairs of the Association.

He shall convene meetings of the Association and give notice thereof to the members.

He shall place all necessary matters before the Executive Committee.

He shall preserve all the properties, records and documents of the association.

He shall sign the bills and receipts of the association in the absence of the Treasurer.

He shall carry out all correspondence.

He shall receive subscriptions, issue receipts on behalf of the Association.

He shall compile Receipts and Payments Account triennially and present it before the General Body.

JOINT SECRETARIES

The Joint Secretaries shall assist the Secretary in discharging his duties.

They shall carry out such other duties as may be assigned to them from time to time by the Executive Committee.

One of the Joint Secretaries nominated by the President shall assume charge as Secretary in the absence of the Secretary when requested to do so by the Executive Committee.

TREASURER

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.

He is responsible for maintaining all the financial transaction of the association.

He shall be responsible for maintaining the cash book, general ledger & other records related to financial & getting the audited statements of the Association prepared for presentation at the Annual General meeting and file the same with the IT authorities when duly passed by the General body.

COMMITTEE MEMBERS

They will participate in all meetings of Executive Committee as office bearers.

They will participate in all deliberations and assist the committee in getting a better perspective of an issue.

14. GENERAL BODY MEETINGS

The Annual General Body Meeting (AGM) of the Association shall be generally held at least once in a year. A minimum of 21 days notice should be given.

Agenda for AGM shall be drawn by the Executive committee.

Agenda for AGM inter alia shall include

- i) Adoption of Executive Committees report on various activities.
- ii) Presentation and adoption of Accounts
- iii) Appointment of Auditor.
- iv) Discussion on proposed amendments to the constitution, if required.
- v) Discussion of any other matter that may be placed on the agenda.
- vi) Quorum for the general body meeting shall be minimum of one-third of total members or 50 members whichever is less.

A special general body meeting may be convened at the instance of the President or the Executive Committee or by giving request in writing to the Secretary signed by at least 50 members who may give notice in writing to the secretary.

A minimum of 21 days of notice shall be given for AGM of 7 days for special general Body Meeting.

15. ORDINARY MEETINGS

Ordinary meetings of the Executive Committee will be held at least twice in a year or as frequently as necessary.

16. FINANCIAL MANAGEMENT

The member's fees, other contributions from the members, donations, sponsorships from external agencies proceeds from various activities etc. shall constitute the income of the Association.

The Executive Committee shall have the power to decide from time to time the membership fees to be collected from the new members.

The funds of Association shall be maintained in a separate bank account in the name of the VMTWALUMINI in ICICI bank, The bank account shall be operated jointly by the Honorary President and the President .

The Executive committee shall have the power to invest excess funds available in the bank account in bank fixed deposits for

appropriate maturities. However the funds of the Association shall not be used for investments in any other forms like bonds, shares, gold etc.

The financial year of the Association shall be from April 1 to March 31 of the succeeding year.

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 Executive Committee shall at least 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.

The auditor is required to submit the report to the President within eight weeks from the last date of the financial year.

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.

17. AGENDA

The subjects to be placed at the meetings will be mentioned in the agenda and circulated to all the members along with the notice of the meetings at least one week in advance.

18. MINUTES OF THE MEETING

The proceedings of the Managing Committee and General Body Meetings shall be recorded in a Minutes Book maintained for the purpose.

19. AMENDMENTS TO THE CONSTITUTION

All Life members are eligible to propose amendments to the constitutions of the Association. Members desirous of proposing amendments are required to submit the same in writing to the executive committee at least 21 days prior to the annual general Body Meeting.

The amendments shall be passed only, if two - thirds of the members present in the AGM support the amendments in voting and with the approval of the Patron and the Honorary President of the Association.

20. DISPUTE

All unresolved disputes shall be referred to the Patron and Hon. President and their decision shall be final and finding on all parties.

21. DISSOLUTION CLAUSE

In the event of dissolution or winding up of the association, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Executive Committee/ General Body of the association, but the same shall be transferred to the general funds of LAVU Educational Society.