

GOKHALE CENTENARY COLLEGE ALUMNI ASSOCIATION [GCCAA]

GOKHALE CENTENARY COLLEGE, ANKOLA, UTTAR KANNADA

BYELAWS

1. NAME OF THE ASSOCIATION :

The name of the Association shall be GOKHALE CENTENARY COLLEGE ALUMNI ASSOCIATION [GCCAA]. The Association shall be registered under the provision of Societies Registration Act 1960.

2. OFFICE:

The Registered Office of the Association shall be situated at the Gokhale Centenary College Campus, Ankola and at present it is at the following address:

Administrative Office, Gokhale Centenary College, Vandige, Ankola - 581357.

3. AIMS AND OBJECTIVES:

The aims and objectives of the Association shall be:

- a) To bring the old students of Gokhale Centenary College, Ankola, 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) To render financial aid to deserving poor students studying at the College.
- g) To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- h) To bring out magazines, souvenirs and newsletters highlighting the activities of the College and its Alumni.
- i) To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year.



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- j) 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.
- k) To help the students passing out of the College in securing employment consistent with their qualifications.
- l) To give an opportunity to the old students of the institution to take part in the responsible tasks of building up and maintaining the traditions of the institution.
- m) To implement and support NAAC and UGC activities.
- n) To carry out such other activities as may be necessary for furthering the above aims and objectives.

4. **PATRONS:**

The Chairman and Members of the Society, Members of the Governing Body, and the Principal of the College shall be Patrons of the Association. The General Body may invite other outstanding personalities to be Patrons of the Association.

5. **COORDINATOR:**

The Patron of the Association shall appoint a senior person as coordinator of the association from amongst the members, preferably the principal of the College.

6. **MEMBERSHIP:**

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

6.1 Founder-Life Members - 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 in the alumni first meeting shall be the members of the First Executive Committee and they shall hold office for a period of two years. A Founder Life Member has to pay a one-time consolidated membership fee of Rs.1250/-.

6.2 Life-Members - All the former students of the College, who pay a consolidated membership fee of Rs.1250/- in one single installment shall be considered as Life Members.

6.3 Members - All students passed out of the College are eligible to become members of the Association on payment of one time membership fee of Rs.200 during course period. However, they will not have any voting rights unless they become Life Members.

6.4 Associate Members - All the present and former members of the teaching staff of the College shall be eligible to become Associate Life Members or Associate Members of the Association on payment of the fees of Rs. 1250/-

6.5 NRI Members-Non-Resident Indian members are the Indian Nationals studying or working at abroad who have studied in this college shall be eligible to be NRI members by paying Rs.1250/- in one installment.



7. RIGHTS AND OBLIGATION OF MEMBERS:

- 7.1 To receive Association's Publication and e-news letters
- 7.2 To exercise their vote in the Annual General Body Meeting (AGBM) and Special General Body Meeting (SGBM)
- 7.3 To register on the Association's website
- 7.4 To attend and partake in the events and activities that may be conducted by the Association
- 7.5 To receive, at the AGBM, Annual Reports and Statements of Accounts
- 7.6 To contest election to any of the posts in the EC.
- 7.7 Members can avail of the services and initiatives offered from time to time by the Association
- 7.8 Members shall conduct themselves with decency, decorum and dignity and shall abide by the provisions of the MoA and Bye Laws of the Association while representing the Association and participating in the various meetings or events of the Association.
- 7.9 No Member shall say or do anything which will jeopardize the interests of the Association or bring bad repute to it.

8. ADMINISTRATION :

- 8.1 The administration of the Association shall rest in an Executive Committee, consisting of (1) President (2) Vice-President (3) Secretary (4) Joint Secretary-I (5) Joint Secretary-II (6) Treasurer (7) Assistant Treasurer and (8) Ten Executive Members. All founder Life Members shall be the ex-officio Members of the Association. The Principal of the College shall be ex-officio Members of the Executive Committee, i.e. [Coordinator of the Association].
- 8.2 The Members of the Executive Committee shall be elected by the Members of the Association including Life Members, Founder-Life Members during Annual General Body Meeting (AGBM) and they shall hold office for a period of two years. The elected executive committee members shall elect President, Vice president, Secretary, Joint Secretaries (2 post), Treasurer and Assistant Treasurer.
- 8.3 A committee once elected shall continue to hold office till a new committee assumes charge.
- 8.4 In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to select a member to fill the vacancy.
- 8.5 However, the first Executive Committee, shall hold office for a term of Two Years for building the Alumni Association on sound footing and conduct election within this period of two years.

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- 8.6** If an Executive Committee Member remains absent for three consecutive meetings of the Executive Committee, without prior notice, he / she shall cease to be a member of the Executive Committee and Executive Committee has authority to select new members as shown in section 8.4.
- 8.7** If any member fails to pay the annual subscription fees within that year (on or before the end of the year, i.e. 31st March) after the same has fallen due shall cease to be member of the Association and the Secretary shall remove the name of such defaulter from the register of members.
- 8.8** The Executive Committee shall have the power to expel a member for willful disregard to the Association rules or misconduct
- 8.9** Appeal against expulsion: A member who has been expelled in accordance to the Bye Law, may appeal to EC in writing with justification and new grounds if any, for reconsideration of his/her expulsion. EC will decide about this matter within two months.

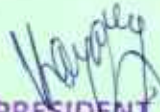
9. ELECTION AND TENURE OF OFFICE :

9.1 The procedure for election shall be laid down by the Executive Committee.

9.2 The EC shall appoint, 45 days before the date of the proposed AGB Meeting, a Presiding Officer for the purpose of conducting the elections and declaring the results thereof in accordance with the Bye Laws.

The Presiding Officer so appointed shall be one of the Members of the Association who has no outstanding dues towards the Association and that no disciplinary /legal case connected with the affairs of the Association is pending against him/her.

- The Presiding Officer shall not be a member of the EC.
- The Presiding Officer can also cast his/her vote.
- The Presiding Officer, on being appointed, shall notify the elections through a Notice, duly signed by him/her.
- The notice shall be displayed prominently on the Association's Notice Board at the Association's Registered Office, at least 45 days before the date of the proposed AGB Meeting (excluding the date of the proposed meeting).
- A scanned copy of the Notice shall be sent through email, by the Hon. Secretary to every Member as per the Alumni Register.
- Once the Association's Website is duly created and uploaded on the internet, the scanned copy of the Notice shall be uploaded on the website. In such a case also the Hon. Secretary shall be required to send the same by email to the members.


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The Notice shall incorporate the undernoted information/points:

- I. Names (nomenclature) and number of posts/positions to be elected
 - II. Last date for filing nomination with him (at least 30 days before the date of the proposed date of the AGB meeting)
 - III. Date of scrutiny of nominations received and announcement of valid nominations (at least 2 days and maximum of 3 days after the date indicated at 'II' above)
 - IV. Last date for withdrawal of valid nominations (at least 2 days and maximum of 3 days after the date indicated at 'III' above)
 - V. Date of announcement of final list of candidates (1 day after the date indicated at 'IV' above)
 - VI. Venue, Date, and timing of voting, if required. For the sake of convenience, the process of voting, if required, shall commence at least one hour before the commencement of the AGB Meeting and shall be co-terminus with the commencement of the AGB Meeting)
 - VII. Venue, date and time of announcement of results.
 - VIII. Circumstances under which a nomination and/or a vote shall be considered and declared as invalid.
 - IX. The election shall be held through secret ballot by a reliable physical voting process.
 - X. The candidates contesting for the various posts/positions in the EC may, if they so desire, duly appoint and depute one Member each as his/her representative during the process of voting and counting of ballot papers.
- 9.3 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.
- 9.4 Members cannot hold the same office consecutively for more than two terms.

10. GENERAL BODY MEETING:

- 10.1 The Annual General Body Meeting shall be held every year in the first week of July.
- i. to elect the Executive Committee
 - ii. to approve the audited statement of accounts.
 - iii. to deliberate the annual report of the Association, and
 - iv. to consider any amendments to the Byelaws.
- 10.2 The Executive Committee may convene General Body meetings as and when necessary.




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10.3 Special General Body meetings (SGBM) shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.

10.4 The quorum of a General Body meeting shall be one-third of total members or 50 members whichever is less.

10.5 The meeting shall be conducted in the College premises.

10.6 All the Patron, Coordinator and PRO are invited for GB meeting but they do not have voting power.

11. EXECUTIVE COMMITTEE MEETINGS:

11.1 Meetings of the Executive Committee shall ordinarily be convened at least once in 3 months.

11.2 Special Meetings of the Executive Committee shall be convened on written request of not less than 7 members of the Executive Committee.

11.3 Quorum for a Meeting of the Executive Committee shall be one third of members of the Executive or minimum Six member.

12. GENERAL PROVISIONS REGARDING MEETINGS :

12.1 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 website approved by the College.

12.2 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.

12.3 All decisions shall be on the basis of majority of votes. In case of equal votes, the President of the meeting shall have to cast a vote.

13. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

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

13.2 The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the Association.

13.3 The Executive Committee shall have the power to frame Byelaws consistent with the aims and objectives of the Association. The provisional Byelaws shall be placed before the next General Body Meeting for ratification.

13.4 The Executive Committee shall have power to consider all communications addressed to the Association.

13.5 The Executive Committee shall be in charge of and protect the properties of the Association.



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- 13.6** The Executive Committee shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.
- 13.7** The Executive Committee shall collect dues / fees from members.
- 13.8** The Executive Committee shall undertake such tasks as will protect the objectives of the Association.
- 13.9** The committee has to create separate website and maintain it through internal and external sources.

14. DUTIES OF OFFICE BEARERS OF THE ASSOCIATION:

14.1 PATRONS

- i. All matters of dispute shall be referred to the patrons and their decision shall be final and binding on all parties.

14.2 PRESIDENT

- i. He / She shall preside over all the Meetings. He / She may allocate suitable responsibilities to other executive members.
- ii. He / She may appoint working groups, sub-committees, officer, clerk and such other subordinates in consultation with Secretary and nominate representatives of Association on vacancies, to Government / Institute and / or other bodies when invited to do so.
- iii. He / She shall act on behalf of Association.
- iv. He is responsible for any legal complication. He is authorized to handle cases in the interest of association.

14.3 VICE-PRESIDENT

- i. 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.

14.4 SECRETARY

- i. The Secretary shall attend to the day-to-day correspondence and communications to and from Association.
- ii. Maintain official records of the Association.
- iii. Be an ex-officio member of all the Committees of Association.
- iv. Maintain general supervision over the office staff.
- v. He/She shall be responsible for calling Meetings of the Executive Committee in consultation with the President.
- vi. He/She shall be responsible for filing of annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements.



14.5 JOINT SECRETARY

- i. The Joint Secretary shall assist the Secretary in discharging his / her duties.
- ii. He / She shall carry out such other duties as may be assigned to him / her from time to time by the Executive Committee.
- iii. He / She shall assume charge as Secretary in the absence of the Secretary.

14.6 TREASURER

- i. The Treasurer shall maintain the accounts of the Association.
- ii. He / She will be an ex-officio member of all Committees involving financial implications and shall be the Chairman of the Finance Committee.
- iii. Receive and hold all money paid to the Association for the use of the Association.
- iv. 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.

14.7 ASSISTANT TREASURER

- i. Under the unavoidable circumstances when Treasurer is unable to discharge his duties, assistant treasurer will take responsibilities of Treasurer

14.8 COORDINATOR:

- i. Primary responsibilities of Coordinator are to coordinate between college Management, administration and the Association in organizing the activities and normal functioning of the Alumni Association.
- ii. Other Responsibilities are assist to planning and development of projects, and oversee the actual events.
- iii. Arrange the meetings by taking the permission of President of the Alumni Association.

15. FINANCE

15.1 Membership fees, other contributions from the members, donations, sponsorships from external agencies, proceeds from various activities etc. shall constitute the income of the Association.

15.2 Money received as membership fees should be deposited as fixed deposit, its annual interest shall be used for the student support and progress. Other than Membership fees shall be used as reserve and used for the future activities of the association.

15.3 The funds of the Association shall be deposited in nationalized bank(s) in the name of Association and shall be operated jointly by any two of the following Executive committee members: (i) President, (ii) Treasurer and (iii) Secretary, duly authorized by the Executive Committee.



[Signature]
PRESIDENT

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16. FINANCIAL ACCOUNTABILITY

- 16.1** Bank Account Management: The Treasurer shall arrange to open a suitable account with commercial bank whose branch is conveniently situated whose things are suitable and which provides internet banking facility. The account shall be in the name of the association and operated jointly by any Two officials as under, Secretary and Treasurer. In case of mishap as an alternate arrangement Joint secretary and Assistant Treasurer shall operate the accounts.
- 16.2** 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.
- 16.3** 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. No member of the Executive Committee shall be appointed as an Auditor. The first auditor shall be appointed by the Executive Committee and He / She shall hold office up to the end of the first Annual General Body Meeting.
- 16.4** In case of any misappropriation if detected a subcommittee for finance shall be formed by executive committee with members and chartered accountant to look in to it and shall submit report.

**17. AUDIT OF ACCOUNTS**

- 17.1** The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all relevant vouchers up to 31st March (end of the financial year) for audit to persons appointed as auditors.
- 17.2** 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.

18. INSPECTION OF BOOKS

- 18.1** 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 Secretary to produce the same on request by the member, free of cost. Once the website is created all the above documents will be made available in the website.

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- 18.2** Each member is eligible to be supplied with a copy of Byelaws, list of members and the details of receipts and payments account, free of cost at the end of every year. Additional copy of Byelaws, list of Members and details and payments account shall be supplied on application and payment of a fee of Rs. 50/- for each item listed above.
- 18.3** The Secretary shall file following document with Registrar within one month after the date of Annual General Body Meeting -
- An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and Secretary.
 - A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of Association and
 - A declaration to the effect that the association has been carrying on activities or has been in operation during the financial year.
- 18.4** 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.



19. AMENDMENTS:


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

20. RESIGNATION AND TERMINATION OF MEMBERSHIP:

Any member shall be free to resign from primary membership of the association at any time arising his/her reason there for, provided, he/she has no monetary dues towards the association and that no case or investigation relating to the affairs of the association in pending against him/her in the association or in any court of law.

The resignation letter from the member shall be addressed to the president. The resignation shall not take effect until it has been duly accepted on behalf of the association by the EC.

The EC of the association shall consider as 'terminated' the membership of a member on account of his/her criminal conviction or in the event of his/her unfortunate death or mental disability.


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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 or persons connected with the Association in any capacity but the same shall be transferred or made over to the parent College, i.e. Gokhale Centenary College, Ankola. It shall be in accordance with the relevant provision of Karnataka Societies Registration Act. 1960.



ಸಂ. ಜಿಎಂಸಿ/ಎಸ್‌ಐ(ಆರ್)೨೩೫/೨೦೨೧-೨೨
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ನಿರವಧಿಗಾಗಿ ತಿಳಿಸಲಾಗಿದೆ.

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PRESIDENT
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