

UVCE Graduates Association

By-Law

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1. Short Title & Applications:

- a) The name of the Association shall be “UVCE Graduates Association”.
- b) The Registered Office of the UVCE Graduates Association shall be situated at 100/4, Bull Temple Road, Bangalore- 560019, Karnataka
- c) The provisions of these Byelaws applies to all the members of the UVCE Graduates Association.

2. Definition:

In these Bye-Laws, unless the context requires otherwise:

- 1) 'ACT' means the Karnataka Societies Registration Act, 1960
- 2) 'ASSOCIATION' means the UVCE Graduates Association constituted by the members for the purpose of carrying out the objectives of the Association as provided in the Memorandum of Article of UVCE Graduates Association
- 3) 'THE COMMITTEE' means the Executive Committee comprising of President, Vice President, Secretary, Joint Secretary, Treasurer and 6 members.
- 4) President and 10 other committee members will be elected. President will appoint the Vice President, Secretary, Joint Secretary and Treasurer as Office Bearers among these 10 elected members.
- 5) 'Member' means Graduates of UVCE (anyone who has completed his/her UG or PG or PhD from University Visvesvaraya College of Engineering) and have joined the Association.
- 6) "REGISTRAR" means the Registrar of Societies, appointed under the Act, Bangalore Urban District, Bangalore.

3. Membership of the Association:

Graduates of University Visvesvaraya College of Engineering (either UG or PG or PhD) shall be eligible for the primary membership of the Association

3.1 Categories:

- **Hon. Members** – Person of eminence in public life and in their respective fields will be provided honorary membership after obtaining their consent. The Executive Committee will be responsible for taking the nod from General Body for selecting Honorary members. Honorary members will not have voting rights.
- **Life Members** – All the alumni who are interested to become Life members of the Association need to pay Registration fees of Rs. 500/- and an Admission fee of Rs.100/-. They will have the voting rights and also the right to contest to become part of the Executive committee.

3.2 Eligibility for Life Members:

- Should be a graduate from UVCE (Furnish the documents like Degree Certificate or equivalent)
- Provide 2 recent Passport size photographs.
- If Degree Certificate or any proof is not available, the individual will have to be vouched by 2 existing members of the Association.

On obtaining the membership, each member will be granted:

- ID Card with unique identification no
- Profile & other data as provided to be available in the office
- Online list of the members to be available

All applications for the above categories of membership will be scrutinized and approved by the Executive Committee.

4. Advisory Committee:

Advisory will consist of 5 members and will have atleast 2 Honorary Members as part of it. They will be responsible for guiding the Executive Committee and plan a vision for the Association. They will be the major force in deciding the future road-map for the association activities.

4.1 Term & Selection:

- The term for the advisory members will be maximum of 5 years.
- A plan to reshuffle committee members within the group such that at all times, the committee does not fall short on at least one experienced member whilst adhering to the norms of retirement.
- Selection criteria is based on numerous factors that weigh their individual skill sets to acknowledge and yield the most benefit with their involvement as part of the organization.
- The Executive Committee will propose the names to the General Body of the Association and get an approval by two-thirds majority. The suggestion of adding will also be taken by the existing Advisory Committee members.
- Any vacancies occurring in between the year will be filled up by the co-option policy by the Advisory committee after updating the same to the Executive Committee (for a temporary period)

4.2 Roles & Responsibilities

- Any change to the by-law needs to be recommended by the Advisory Committee, before placing it in front of the Executive Committee and then to the AGM.
- Advisory Committee members can be invited as Special Invitees for any of the meetings.
- The Executive Committee can request the Advisory Committee on any matter for their advice and recommendations.

5. Executive Committee:

The management of the Association shall vest in the hands of the Executive Committee, which shall be elected in a democratic and transparent manner by the Life members of the Association.

It will consist of a President and 8 other members who will be elected by the members of the Association. The Executive Committee shall elect from amongst its elected members – Vice President, 2 Secretaries and a Treasurer as office bearers.

The Executive Committee can co-opt 4 members in the later stages to function in the Executive committee. However, the co-opted members will not have the voting rights within the Executive Committee.

Any vacancies occurring in between the year will be filled up by the co-option policy by the Executive committee.

5.1 Terms of Office:

- The term of the Executive Committee will be for 2 years.
- Any individual can become the office bearer (President, Vice-President, Secretary, Treasurer) only for two consecutive terms. There has to be a gap of at least one tenure before acting as the office bearer again.
- If an individual was part of the executive committee which was removed by the General Body, such person cannot be part of the executive committee again.

5.2 Roles & Responsibilities:

- The Executive Committee shall meet atleast 6 times during the year. The quorum required for the meeting shall be 5 (not considering the Advisory Committee members)

- The President shall preside during the Executive Committee meetings & the General Meetings. In his absence, the Vice-President will preside. In special circumstances, in the absence of both, the members present will elect one amongst themselves to preside over the meeting.
- The Secretaries shall convene all the meetings of the Association with proper prior notice, keep a record of the proceedings thereof signed by the Chairman of the meeting, conduct all correspondence relating to the association and maintain the records of the members (with all necessary details) in both hard and soft-copies
- The Executive Committee can create sub-committees for specific purposes and need to update about the same to the members.
- The Executive Committee has the power to undertake all the activities of the Association and make sure that there is smooth functioning. It has to carry out the policies and programmes as laid down by the General Meeting.
- The Executive Committee will always keep the Advisory Committee in the loop about all the decisions made.
- The Executive Committee has the onus of driving the membership.
- The responsibility of maintaining proper accounts and getting them audited lies with the Treasurer and the Executive Committee.

5.3 Roles, Responsibilities & Powers of Office Bearers

1. President: President shall guide and supervise all the activities of the Association and shall be the head of the Association. He/She shall preside over all the meetings and conduct and control the proceedings.

He/She shall operate the Savings Bank Accounts of the Association in conjunction with the General Secretary and Treasurer with any two of the mentioned as signatories.

2. Vice President: He/She will discharge the duties of the President in the latter's absence and such other duties as are delegated to him by the President from time to time.

3. Secretary: The Secretary shall be the principal executive of the Association and shall be in charge of the office. He/She shall have the power to spend funds from Associations account by taking approval from the Executive Committee. Other responsibilities include:

- To look after all the correspondence relating to or in any way concerning the Association.
- To sign and issue notice of the meeting of the Executive Committee of the Association and the Annual General Body Meeting of the Association.
- To maintain the record about the Number of Executive Committee meeting and the decision taken; Record of attendance of the members who attended those meetings.
- To keep or cause to be kept in proper order and custody all documents all papers and all files belonging to the association.
- To execute resolution passed by the Executive Committee, the Annual General Body Meeting and Special General Meeting
- To place the Annual Report and Audited Report before the Annual General Body meeting.
- To monitor the online activities and updates about the Association in the website (including Email, Social Media etc)
- To maintain the Members List and profiles in both online and offline at-all time
- He/She shall hold Rs.2000/- (In words, Two Thousand only) as cash imprest to defray incidental expenditure.

4. Joint Secretary: The Joint Secretary will assist and share the responsibilities with the Gen. Secretary. He will also discharge the duties of the Secretary in the latter's absence.

5. Treasurer: The Treasurer shall be the over-all in charge of the financial accounts of the Association. The Treasurer shall have powers to receive subscription, donation in cash and kind and record all the receipt of the same in the books maintained for the purpose.

All the accounts related information will be maintained by the Treasurer in both hard and soft copies and got it audited every year. He/ She shall present the Audited Finance Report and the Upcoming Budget during the Annual General Body Meeting.

He/She shall review the cash book whenever transaction take place and be responsible for maintenance of the cash book and other subsidiary registers and records (ledgers) and records pertaining to the cash transactions of the Association.

He/She shall hold Rs.2000/- (In words, Two Thousand only) as cash imprest to defray incidental expenditure.

6. Quorum:

- The quorum for general meetings and special general meetings shall be 10% of the total members **with an additional provision that for adjourned meetings (both AGM/SGM) 25 will be the minimum quorum.**
- Members with voting rights are only Life Members. They can vote during the General Meetings and Special General Meetings.

7. General Body Meeting:

- AGM should be held on 3rd Sunday of June every year.
- An advance notice of 21 days need to be informed to all the members via:
 - Email
 - Website
 - Social Media
 - One English & One Kannada leading daily Newspaper Notification
- The Agenda of the General Body Meeting, Secretary Report, Audited Accounts, Budget for the upcoming year need to be announced along with the same notification
- Any member has the right to request to add any point or resolution. It should be sent to the Executive Committee by May 15th. The Executive Committee will scrutinize the point and should include the point in the Agenda for consideration in the AGM, unless it does not qualify to be put in the AGM and such disqualifications will be informed during the AGM.
- The basic structure of the Agenda of General Meetings will be:
 - Secretary Report
 - Audited Account
 - Next Year Budget
 - Selection of members for Advisory Committee (if any)
 - Election (if necessary, every alternate year)

7.1 Annual Report to Members

The Annual Report will be furnished in the soft-copy format via emails and WhatsApp and in the website. On the day, option to download the soft copy for all attendees will be provided. This is for "Go Green" & eco-friendly motto.

8. Special General Meeting:

- Special General Meeting can be convened
 - By the President on the advice of the Executive Committee OR
 - On the requisition of not less than 10% of the total members of the Association who shall state in writing the purpose for which the meeting is to be called for. The Executive Committee is bound to call for the meeting not later than 30 days from the date of receipt of the requisition with the prior notice of 21 days as well OR
 - If the Executive Committee fails to call the Special General Meeting as requested by more than 10% of the members, the members themselves can hold an Extraordinary General Meeting by requesting the Registrar of Societies to appoint an Observer.

8.1 Amendments to Bye laws

None of the bye-laws herein contained shall be amended except as per the procedure prescribed under the Co-operative Societies Act and Rules and approval of the General Body is obtained. The amendment shall not have the effect until approved by the Registering Authority. A notice of General Body Meeting shall contain the amendment of Bye-laws proposed to be placed before General Body. Period of notice shall be as period required for calling, Annual/Special General Meeting as case may be.

No Amendments to the BYE laws shall be made which may prove to be repugnant to the provisions of the Sections 2(15), 11, 12 & 13 & 80G of the Income Tax Act, 1961, as amended from time to time. Further Amendment shall be carried out without the prior approval of the commissioner of Income Tax.

8.2 Quorum for Amendments of Bye laws

The Bye-laws will be amended at Special General Meeting. The Executive Committee will present the proposed amendments in the General Body and then at least two-thirds majority of the members present at the meeting shall approve the proposed amendments.

However, for any Elections related or Finance related amendments will need three-fourth majority approval.

Also, the amendments should not include certain basic structures of the Co-Operative Societies Act and Income Tax Act.

9. Elections

The members who want to contest in the elections need to be Life Members only.

The candidate contesting the election for President post should have completed his/her Under Graduation atleast 15 years earlier.

The general Calendar of Events (for Election) need to be announced separately by the Returning Officer who will be appointed by the Executive Committee. This will be published by the Returning Officer by second week of May.

After the final scrutiny of the nomination, once the final list of the contestants are announced, the Executive Committee shall provide the voters list mandatorily on the website. On the Election Day, the list of the voters need to be displayed for everyone to see. The voters need to produce their Association ID card to cast their vote.

The Returning Officer will be responsible to make sure that the elections are conducted in a fair manner. Even the counting and the results announcement will be his/her responsibility.

10. Seizure of Membership

Any member involved in anti-association activities is liable to be removed from the membership of the Association with the approval of the General Body

11. Funds

The funds of the Association will consist mainly of:

- Membership Subscription
- Admission Fee
- Donations
- Sponsorships

The funds shall be properly invested in the "Scheduled Banks" or "RBI-regulated Banks". The account shall be operated jointly by the President, the General Secretary and the Treasurer. Either of the two will be sufficient to operate the account.

The maintenance of the association and other related expenses should be covered by the admission fee and the donations received.

The life membership fee received should be deposited as Fixed Deposit and should be renewed from time to time. It should not be utilized for any other purpose.

The Treasurer will maintain all the records and will be responsible for disbursing the Receipts for the respective individuals. He/she will also be responsible to share the accounts details once in the Executive committee meetings along with the Bills & Receipts.

All the accounts will be got audited by the Executive Committee every year and the audited account will be presented to the General Body.

11.1 Investment of Funds

The funds of the Society shall be invested in the modes specified under the provisions of Section 13(1)(d) r.w.s. 11(5) of the Income Tax Act 1961, as amended from time to time.

11.2 Accounts and Records

The Accounts and records shall be maintained in forms prescribed or approved by the Registrar regularly. The accounts shall be duly audited by a qualified Chartered Accountant as per the provision of Co-operative Societies Act & Rules. Every year, the accounts shall be closed by 31st March.

11.3 Dividend

The funds & Income of the Society shall be solely utilized for achievement of the objects of the society and no payment shall be made to the members by way of profit, interest/dividends, etc.

11.4 Endowment Funds

It can be individual or group, and the Endowment Fund can be created in memory of or honoring someone. The duration and the minimum amount of the Funds will be revised once in 3 years. The donors can suggest the initiative, criteria and rules from their end. However, the Executive Committee will have the right to make the final decision.

12. Benefits of the Society

The Benefits of the Society shall be open to all irrespective of Caste, creed or religion, but dedicated towards the University of Visvesvaraya College of Engineering – alumni, students and faculty.

13. Online Presence & other basic requirements:

- The Association website will be updated on a regular basis. Apart from the volunteers, a separate team can be appointed for the same.
- Membership Registration will be open offline and online. Interested individuals can pay via online and become members by fulfilling required conditions.

14. SubCommittees:

14.1 VisionUVCE SubCommittee

- VisionUVCE, being under the umbrella of UVCEGA will focus the entire effort to build strong organization. It will be the Official Communication Channel for UVCEGA and be responsible for the student and alumni Interaction Initiatives.
- This SubCommittee is allowed to retain the VisionUVCE Logo and plan its yearly activities within the scope defined.
- This SubCommittee will have 7 members in total. To begin with, the Trustees of VisionUVCE will become the members of the VisionUVCE SubCommittee by default. Along with this, 4 new people will be nominated by the UVCEGA Executive Committee. In the future, the SubCommittee will be authorized to decide on the term, scope and the removal/addition of new members internally with the Executive Committee approval.
- The Executive Committee should co-opt one member from the VisionUVCE SubCommittee to function in the Executive committee.
- A minimum of 10 percentage or above of the yearly Budget will be allocated towards VU SubCommittee activities.

14.2 Other SubCommittees

- The Executive Committee has the rights to form subcommittees based on the requirement. Atleast one Executive Committee member will be part of the SubCommittee.
- Any report or decision by any SubCommittee has to be submitted to and approved by the Executive Committee.

15. Global Chapters:

- Going forward, the Chapters of Association can be formed across the globe with the basic framework in place. This has to be approved by the General Body
- All the Global Chapters will still come under the purview of the Executive Committee of the parent Association only.

16. Mergers & Others:

16.1 Mergers:

Merging with any Association or Trust which have similar objectives will always be an open option. It will be subject to the decision by the Executive Committee and approval of the General Body. The specific details of the merge can be considered on a case-by-case basis.

16.2 Other Cases:

a) For any matter which is not specifically provided for here in above, provisions under the Karnataka Societies Registration Act, 1960 and the Rules framed there under shall apply.

b) On matters for which no express provision is made here in before and also under the Karnataka Societies Regulation Act, 1960 the procedure to be adopted and decision to be taken shall be proposed by the Executive Committee and ratified by the General Body Meeting or Special General Body Meeting as the case may be.

17. Dissolution of the Society

In the event of dissolution or winding up of the Society the assets remaining as on the date of dissolution shall under no circumstances be distributed among members or to the members of the Managing Committee but the same shall be transferred to another Trust/Society whose objects are similar to those of this Society and which enjoys recognition U/s 80G the Income Tax Act 1961, as amended from time to time.