

DOCUMENT - II
RULES AND REGULATIONS

1. **NAME OF THE SOCIETY** : AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY, MAKAVARAPALEM ALUMNI ASSOCIATION,
In short (AIETM Alumni Association)

2. **ADDRESS OF THE SOCIETY** : #2-8-91/3 Chakalivedhi 5 Road Junction
Narsipatnam, Visakhapatnam-531116

3. **AREA OF OPERATION** : Anywhere in India.

4. **MEMBERSHIP:**


- (1) It is mandatory to Alumni of Avanthi Institute of Engineering & Technology, irrespective of caste, color or creed and religion and to those who have completed the age of 18 years and attained majority. Those who have pursued a course of minimum one year duration in AIET, Makavarapalem are only eligible as members.
- (2) Every member shall pay an amount of Rs.200/- as membership fee at the time of admission. However Governing Body/ Executive Committee shall have power to fix membership fee at any time. After getting membership, the member shall abide by the rules and regulations of the Association.
- (3) Any member of the Society may resign his/ her membership by notifying to the Secretary in writing with valid reasons.
- (4) The Executive Committee may at its discretion take such action expulsion of a member in case the conduct or the activities of such member are found to be detrimental to the interests of the Society.

5. **PATRONS:**

Gentlemen of status and rank may be invited by the Managing Committee to become Patrons and Vice Patrons and by paying donation as approved by the Executive Committee.

6. **FORFEITURE OF MEMBERSHIP:**

- a. Those who resign in writing and whose resignations are accepted by the Executive Committee.
- b. Those who fail to attend three consecutive Executive committee meetings.


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- c. Those who are expelled by the Executive Committee.

Those persons, whose membership is forfeited, can resign as members subject to the approval of the managing Committee on payment of such fee due or as determined and within the time laid down by Executive committee.

7. FUNCTIONS OF THE SOCIETY:

1. To provide an ideal platform for the welfare of Alumni as well as networking at students at Avanathi Institute of Engineering& Technology, Tamaram with alumni and social/ professional networking for mutual benefits in accordance and professional areas and there by contribute towards the development of Avanathi Institute of Engineering& Technology at large.
2. To groom every individual student of Avanathi Institute of Engineering& Technology where they experience enriched calibration and enables the innovation into strategic imagination.
3. To promote and foster mutually beneficial interaction between the Alumni and the present students of the Avanathi Institute of Engineering& Technology and between Alumni themselves.
4. To encourage, promote and facilitate education, research and other activities of the Avanathi Institute of Engineering& Technology.
5. To establish a single, secure database of all the alumni Avanathi Institute of Engineering& Technology and members of the association to help people connect with each other.
6. To encourage the Alumni to take up an active interest and participate in the work and progress of Institute so as to contribute towards enhancement of the social utility of their Alma Mater.
7. To establish, maintain, control and manage Chapters of the Association in India and Abroad as a means to increase participation of Alumni.
8. To help the Alumni with their technical programmes through involvement (voluntary or otherwise) of other alumni and faculty of the institute.
9. To organize and establish scholarship funds to help the needy and deserving students.
10. To institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the institute.


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11. To work for providing placement services to the students and alumni of Geetanjali Institute of Science & Technology.

12. To recognize outstanding social and community service by the Alumni and the students.

8. GENERAL BODY MEETING:

The General Body meeting shall be conducted compulsorily every year in the month of June. But in special circumstances it may be conducted at any time if necessary. The quorum for the General Body meeting shall be $\frac{1}{3}^{\text{rd}}$ of the members presents at the meeting. The General Body can modify the rules of the Society subject to the statutory provisions made in the Andhra Pradesh Societies Registration Act 35 of 2001.

9. GENERAL BODY AND ITS FUNCTIONS:

- a. To elect the members of Executive Committee/ Governing Body.
- b. To pass the budget for the ensuing year and approve the income and expenditure statement of the previous year.
- c. To receive and approve the annual report of Society.
- d. To appoint an Auditor.
- e. To transact any other matter for the benefit of the Society.
- f. The quorum of the Executive Body meeting shall be $\frac{2}{3}^{\text{rd}}$ of the members.

10. MANAGING COMMITTEE AND ITS FUNCTIONS:

- a. The Executive Committee shall consist of 7 members i.e. President, Vice-President, Secretary, Joint Secretary, Treasurer and Two Executive Committee Members. All these will be elected by the General Body for every three years.
- B. The Executive Committee should meet at least once in three months or on the day notified by the Secretary and compulsorily in the month of December to review the transactions of the society.
- c. If a vacancy arises in the Executive Body, it can be filled in by Co-option by the Executive Committee.
- d. This body has the right to expel any member who violates the rules and regulations of the society and its ideals, without assigning any reason therefore.


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- e. An annual budget will be presented by the Executive Committee to the General Body at the Annual General Body meeting.
- f. The Executive Committee shall have power to frame byelaws not inconsistent with the rules for the regulation of affairs of all sections of the Association subject to the approval of the General Body at its next meeting, in accordance to the provisions of A.P. Societies Registration Act 35 of 2001.
- g. The quorum of the Executive Body meeting shall be 2/3rd of the members present.
- h. To conduct and encourage programs in attainment of the Aims and Objects of the Society.
- i. To publish, print, produce, copy, edit, distribute, sell or purchase books, periodicals, magazines, journals, compendium, digests or any such matter which deserves to be disseminated for the benefit of public in general and students in particular, in every media, including print, broadcast and electronic, or any other format found suitable.

11. THE GOVERNING BODY FUNCTIONS:

- 1. To oversee the affairs of the projects/ project, programs implemented by the Society.
- 2. To accept donations, gifts, etc., from any source and seeks to any rightful means to arise funds for the Society.
- 3. To start, take over, maintain, develop and administer and control any development projects, programs and institutions.
- 4. To acquire or purchase assets and immovable properties for the Society.
- 5. To mortgage or sell properties of the Society for the benefit of the Society.
- 6. To undertake any type of project or program for the welfare of the Society employee.
- 7. To consider amendments to Rules & Regulations, with the approval of the General Body members.

12. ELECTION AND NOMINATIONS:

- 1. The first Executive Committee shall comprise of the signatories to the Memorandum of the Society.
- 2. The Nominations for the Election to the Executive Committee may be sent at least Six weeks before the date of the General Body Meeting at which the election to be carried out.
- 3. The President of the Society shall formulate the method and procedure of Election at Every Meeting at which the Election is exercise.


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4. The Chairman of the General body shall be Election Officer.
5. Every Member whose name appears in the register of members of the Society shall have One Vote at the General Body Meeting of the Society at which Election to the Executive Committee is Exercised. The Chairman of such General Body shall have a casting Vote in case of a tie.
6. Officers shall be elected by simple majority at the General Body meeting.

13. DUTIES OF THE OFFICE BEARERS IN THE EXECUTIVE COMMITTEE:

1. PRESIDENT:

- a. The President shall preside over the executive Committee and the General Body and special meetings of the Association.
- b. The President shall have the Casting Vote in case of a tie on any issue put to vote either by show of hands or by secret ballot.
- c. The President shall oversee the functioning of the Office Bearers and Sub-Committee, if any, of the association in General.
- d. The President has authorized to borrow loans, from banks and financial institutions, execute required loan documents and to sign on behalf of the Association.
- e. The President has authorized to acquire, purchase, utilize, sell and mortgage the movable and immovable properties of the Association on behalf of the Association.
- f. Thus, the President is total head of the Association.

2. VICE PRESIDENT:

Vice President shall function as President in the absence of the President and also perform such functions as the President may delegate to him from time to time.

3. SECRETARY:

- a. The Secretary is the Chief Executive of the Society. The Secretary shall be the person vested with the authority to sue or to be sued in Court of law in respect of any dispute or disputes concerning the Association provided always that the Secretary is authorized to delegate this authority to any member or members nominated by her as may deem fit in the best interests of the Association.
- b. The Secretary shall maintain a Register of Member.


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- c. The Secretary shall prepare and submit to the Executive Committee the Annual reports and get them ratified by the General Body at its annual General Body meeting.
- d. The Secretary shall be the corresponding Officer of the Association.
- e. The Secretary shall maintain or cause to maintain the following books for the Association
Cash Books Minutes Book Receipts and Vouchers.
- f. The Secretary should attend to all correspondence relating to the Society and its sister organization. All appointments under the Society should be made by the Secretary and he may delegate such power to any Office Bearers for specific period. All the assets and liabilities should be in the name of the institution represented by the name of Secretary and Correspondent. The Secretary is empowered to receive donations from the public and grants or remuneration from Government and account for the Society's accounts and spend the amount in the way in which he thinks best.
- g. The Secretary shall act as Correspondent for the Society as well as the educational institutions being run by the Society.

4. **JOINT SECRETARY:**

- a. The joint Secretary shall assist in all its functions and perform such duties as the Secretary which may delegate to him from time to time as per the occasion demands.
- b. The Joint Secretary shall also perform such duties that the President or the Executive Committee may assign to him from time to time.

5. **TREASURER:**

- a. The Treasurer shall be responsible to maintain the Records pertaining to all the Financial aspects.
- b. The Treasurer shall be authorized to keep an imprest cash to meet the exigencies of the Association. The Treasurer shall be authorized to keep an impress cash to meet the exigencies of the Association. The Treasurer shall deposit all moneys received in the bank or banks duly approved by the executive committee by way of a resolution recorded in the minutes book.

6. **EXECUTIVE COMMITTEE MEMBERS:**

The Executive Committee Members has to do the duties entrusted to them by the President/ Secretary from time to time as per the occasion demands, for the functioning if the Society with its activities.


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14. FUNDS:

To carry out the objects of the Society, funds will be raised by donations, gift and other offerings as may be determined by the Executive Committee.

The Society shall be authorized to make an application for exemptional deductions to Income Tax Department under Section 11, 12.A and Section 80 G of Income Tax Act, 1961.

The funds of the Society shall be spent for the attainment of the objects of the Society and no portion there of shall be paid or transferred directly or indirectly to any of its members through by any means. Funds of the Society should be deposited in a schedule bank in the name of the society and bank account operated by President and vice president, N V Ashok Kumar and B Lovajointly.

15. ACCOUNTS & AUDIT:

All the Financial Transactions shall be accounted and maintained in proper Records of vouchers, Cash Books, Ledgers etc., the accounts of the Society shall be audited by the qualified Chartered Accountant and the financial years of the Society shall be April 1st to March 31st.

16. AMENDMENTS:

No amendments or alteration shall be made in the purpose of the Society unless it is voted by 3/5th of the members present convened for the purpose and confirmed by 3/5th of the members present in General Body Meetings. Such amendments are to be carried out only with the prior permission of the concerned Commissioner of Income Tax after the Society is registered U/S 12A of Income Tax Act, 1961 and in accordance with Sections 8 of A.P. Societies Registration Act, 35 of 2001.

17. WINDING UP:

If the General Body feels that it is necessary to wind up the Association after thoroughly examining all aspects, it can adopt a resolution to dissolve the Association. The assets etc., of the Association shall be transferred to another association having similar aims and objects. The assets of the Association shall, under the no circumstances, be shared or appropriated to or by among the members 3/5th majority. In the event of winding up of the Society, if any property or balance of assets remains after set off of all its liabilities, such left over asset/assets shall be transferred to any other Society having similar aims and objects and which is also registered U/S 12 A and U/S 80G of income Tax Act, 1961 and in accordance with Section 24 of A.P. Societies Registration Act, 35 of 2001.

18. FILING OF ANNUAL LIST:

Every year the Society shall, within fifteen days from the date on which the General Body meeting was held, furnish a list to Registrar of Societies which shall contain the names and addresses of the members of the Managing Committee and Officer entrusted with the management of affairs of the Society.


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19. DISPUTES:

In the event of any disputes, arising the committee or the members of the Society in respect of any matter relating to the affairs of the Society, any member of the Society may proceed with the dispute under the provisions as mentioned in the A.P. Societies Registration Act, Section 23.

20. LIQUIDATION:

All the legal affairs of the Society movable properties shall be settled in accordance Section 26 of the A.P. Societies Registration Act, 35 of 2001 in the competent Civil Courts.

21. LIABILITY:

The Managing Committee shall be liable to discharge the debts etc., if any.

22. The Committee shall have the power to modify or amend or cancel any of these Rules and Regulations subject to the provisions of Societies Registration Act 35 of 2001.


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