

By- laws of the ASMA Alumni Association

(A) Eligibility for membership:

1) A person is eligible to become Life member of Alumni Association of Institute if he/ she studied in ASMA including other associated colleges / institutions

2) Former / present faculty /staff members in the colleges of ASMA including the associated colleges / institutions are also eligible to become Life Members.

3) Any one interested in the activities of Alumni Association of ASMA is eligible to become a Patron / Donor member.

(B) Functions of the General body

- a) Annual General Body shall meet once a year.
- b) To pass the budget for the ensuing year and approve the expenditure statement of previous year.
- c) To approve the reports of the activities of the Society.
- d) To elect the Executive Committee etc.
- e) To appoint Auditor.

(i) EXECUTIVE COMMITTEE (GOVERNING BODY): Shall consist of Ten (10) Members and out of them, the following office bearers shall be elected by the E.C. Viz, President, Vice-President, General Secretary, Joint Secretary and Treasurer and the remaining members shall be Executive Committee Members. Out of the remaining Executive members One (1) shall be from the teachers of the Institute to provide guidance in the activities of the Association

(C) FUNCTIONS OF THE EXECUTIVE COMMITTEE AND OFFICE BEARERS:

1).PRESIDENT:

- a) The Director of the Institute is the ex- officio President of the association.
- b) presides over all the meetings of the General Body and Executive Committee.
- c) can cast a veto in the case of decision making.
- d) can supervise all branches of the Society.

2) .VICE-PRESIDENT:

- a) shall be a past student and assist the President in discharge of his functions.
- b) In the absence of the President shall perform the duties of the President as entrusted by the President.

3). SECRETARY:

- a) shall be a past student and is the Chief Executive Officer of the Society and Custodian of all the records relating to the society and correspond on behalf of the Society.
- b) records the minutes of the Society meetings and would convene both the Executive Committee and General Body of the Society with the permission of the President.
- c) guides the Treasurer in preparing the budget and expenditure statement to place before the General Body for its approval.

4. JOINT SECRETARY:

- a) shall be a past student and has to do the work entrusted by Executive Committee.
- b) has to assist the Secretary in discharging the duties.
- c) In the absence of the Secretary, can perform the duties of the Secretary.

5. TREASURER:

- a) shall be a past student and is responsible for all the financial transactions and Funds of the Society.
- b) has to maintain accounts properly along with the vouchers.
- c) has to prepare the accounts of the Society jointly with the Secretary or President.

6. OFFICE BERARERS:

They are responsible persons of the Society and attend such of the activities of the Society which the Executive Committee entrusts to them.

7. QUORUM:

Half of the total members for General Body meetings and $\frac{1}{4}$ for the Executive Committee meetings.

8 FUNDS:

The funds shall be spent only for achieving the objectives of the Society and no portion thereof shall be paid to or transferred directly to any of the members by any means.

9. AMENDMENTS:

No amendments or alterations shall be made in the purpose of the association unless it is voted by 2/3 of its members present at a special meeting convened for the purpose and continued to be 2/3 of the members present even in the second special meeting.

10. WINDING UP

In case the Society has to be wound up, its property and funds that remain after discharging the liabilities, if any, shall be transferred or paid to the Students' scholarship activities.

(D). FUNDS AND PROPERTIES OF THE ASSOCIATION

- 1) Contribution from the public for the specific or general purpose of the Association can be generated by the Executive Committee
- 2) Contributions, grants, aids and the like recurring and non-recurring from any members, individuals, governments, state or union, international, medical, educational and other charitable foundations or institutions in India and abroad made to the Association from time to time.
- 3) Such other income, resources, receipts and whatsoever received for the furtherance and advancement of the objects and purpose of the Association.
- 4) Accretions to and income from the association properties, both movable and immovable;
- 5) The funds of the Associations shall be invested in the forms and modes specified in Sub-section (5) of Section 11 of the Income-tax Act, 1961 or any other Act or regulation applicable or concerning Societies.

(E) MAINTAINENCE OF ACCOUNTS AND AUDIT:

1. The year of the Association for the purpose of accounts shall be from 1st April every year to the 31st March of the following year.
2. Auditors shall be appointed at the Annual General Body Meeting who shall audit the accounts of the Society every year or at such intervals as so desired by the Executive Committee and shall give suggestions for the proper keeping of Accounts as required.