

**MAHAVEER COLLEGE ALUMNI ASSOCIATION
CONSTITUTION (BYE-LAWS)
in Accordance with Rajasthan Societies Act, 1958**

1. NAME OF THE SOCIETY:-

The name of the Association shall be " **MAHAVEER COLLEGE ALUMNI ASSOCIATION, JAIPUR**". In brevity, it will be known as the "**MAHAVEER COLLEGE ALUMNI ASSOCIATION**" or **MCAA**.

2. REGISTERED OFFICE & AREA OF OPERATION:-

The registered office of the Society will be the premises of Shri Mahaveer College, Mahaveer Marg, Gate No. 2, C- Scheme, Jaipur or at a place as may be decided by the Executive Committee of the Association and its area of operation shall remain Jaipur.

3. OBJECTIVES OF THE SOCIETY:-


The Society has the following objectives:


1. To create and maintain close affiliation between Alumni and the College;
2. To foster collaboration amongst Alumni and present students for generating career opportunities in India and Abroad;
3. To organize socio-cultural events for Alumni and their family members to build strong community relationships;
4. To form a community service endeavour and make Alumni goodwill ambassadors of the College;
5. To recognize distinguished Alumni who have excelled and contributed in their respective fields;
6. To preserve the ideologies of moral integrity and sincerity by keeping alive the sense of brotherhood;
7. To empower Alumni and College students to be compassionate and responsive towards our culture and heritage;
8. To undertake various activities in lieu of the realization of all the objectives.
No benefit is vested in the fulfillment of the said objectives.

4. MEMBERSHIP:-

Persons having the following qualifications will be able to become members of the association: -

1. He/ she must live in the area of operation of association.
2. He/ she must be a major.
3. He/ she must not be unsound mind / insolvent.
4. Have faith in the objectives of the association.
5. He/ she must keep the interest of Association as paramount.


PRESIDENT
Mahaveer College Alumni Association
C-Scheme, Jaipur
PRESIDENT


SECRETARY
Mahaveer College Alumni Association
C-Scheme, Jaipur
SECRETARY


TREASURER
Mahaveer College Alumni Association
C-Scheme, Jaipur
TREASURER



Signature valid

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Designation: REGISTRAR
Date: 2023.09.01 17:51:22 IST
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Location: Jaipur

5. CLASSIFICATION OF MEMBERS:- Members of the association are classified as follows:

- 1. PATRON:** Shri Mahaveer Digamber Jain Shiksha Parishad, Jaipur shall be the patron body of the Association.
- 2. LIFETIME MEMBERS:** Any former student can apply to become a lifetime member by paying Rs.2000/- (Two Thousand only) one time and shall become a member of the association for his/ her life. Lifetime members need not pay any annual subscription.
- 3. HONORARY MEMBERS:** On the recommendation of the Executive Committee of the Association and approval of the Patron Governing Body, Alumni who have attained a very high distinction at the State/ National/ International level may be conferred honorary membership without liability to pay fees.
- 4. EX-OFFICIO MEMBERS:** President, Secretary and Treasurer of Shri Mahaveer Digamber Jain Shiksha Parishad will be ex-officio members.

6. ADMISSION FEE & DONATION:-

Those who qualify for membership of the Association as per sub rule no. 4, will have to pay the donation/ fees as follows :

Lifetime Members	Amount _Rs 2000/-	One time
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7. EXPULSION OF MEMBERSHIP: -

Expulsion of the members of the association can be done in the following ways:

1. On death of the member.
2. By tendering resignation.
3. By acting contrary to the objectives of the Association.
4. Found guilty by the Executive committee.
5. If he is awarded punishment involving moral turpitude by a competent criminal court.

The appeal of the above type of expulsion will be considered for the decision of the General Body on applying in writing within 15 days and the decision of the majority of the General Body will be final.


8. GENERAL BODY:-


All type of members mentioned in the bye-law no. 5 of the Association will form the General Body.


9. POWERS AND DUTIES OF THE GENERAL BODY:-

Following shall be the power and duties of the General Body:

1. Electing an executive committee.
2. Passing the Annual Budget.
3. To verify and approve the work done by the executive committee.
4. The amendment in the legislation of the Association can be made by the General Body by not less than two - third of the members present and voting. Amendment if any shall be filed in the registrar's office and will be applicable on obtaining a certified copy, from the same.


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10. GENERAL BODY MEETINGS:-

1. One meeting of the General Body will be mandatory in a year, but emergency meeting can be called by the President/ Secretary, if required looking into the urgency of the matter.
2. One-third of the total membership will form the quorum of the General Body meeting.
3. Intimation of the meeting will be given seven days before and urgent meeting information will be given three days in advance.
4. In the absence of the requisite quorum in any meeting, the meeting shall be adjourned, and can be reconvened after 7 days at the scheduled time and place, there will be no need for quorum in such a meeting, but the agenda to be discussed will be the same as were before.
5. One third or 15 members of the association whichever is less can give requisition to the President/ Secretary to call meeting, it will be mandatory for President/ Secretary to call such meeting within one month. However, if meeting has not been called by them, then any one third members can call meeting by giving notice and all decisions taken in such a meeting shall be valid and binding.

11. CONSTITUTION OF EXECUTIVE COMMITTEE:-

In order to conduct the work of the association smoothly an Executive committee will be constituted, whose office bearers and members will be as follows:

1. President (One)
2. Vice President (One)
3. Secretary (One)
4. Treasurer (One)

Members (Seven)

- 1- Elected Members (Four)
- 2- Ex-officio Members (Three)

In this way there will be four office bearers, seven members and in total there will be 11 members.


12. ELECTION OF EXECUTIVE COMMITTEE:-

1. The Executive committee of the Association will be elected by the General Body for three years.
2. Election shall be held through direct or indirect method of voting.
3. The election officer shall be appointed by the Managing Committee.


13. POWERS AND DUTIES OF EXECUTIVE COMMITTEE:

The Executive committee of the Association shall have the following powers and rights:

1. To add and expel members.
2. To prepare annual budget.
3. To take care of the property of the Association.
4. To execute decisions taken by the Governing Body.
5. To form sub committees for work arrangements.
6. To do such other work that is in the interest of the association.
7. To frame rules and guidelines for Association.
8. To carry out the objectives of the Association.
9. To arrange and raise funds for the association through the collection of fees and sponsorships, donations etc.


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10. All decisions in the Executive Committee will be taken by a simple majority of the members present and voting, except in case of disciplinary action against a member will be decided by the two third of the members present and voting;
11. The agenda of the meeting shall be prepared by the Secretary, with the approval of the President.
12. The Executive Committee shall have financial powers to carry out its activities, subject to the provision in the Annual Budget placed before the General Body. The Executive Committee shall have the powers to (i) open a bank Account; (ii) receive and spend money and (iii) maintain proper accounts;

14. MEETINGS OF THE EXECUTIVE COMMITTEE:-

1. At least five meetings of the Executive Committee in a year shall be mandatory but if necessary the meeting can be called by President/ Secretary at any time.
2. The quorum of the meeting shall be more than half of the total strength of the executive committee.
3. The notice of the meeting will be given seven days in advance; emergency meeting can be called at a shorter notice.
4. Annual General Meeting of the association shall be held every year on 3rd Sunday of November.
5. In the absence of quorum, meeting can be adjourned, which can be called after seven days at the scheduled time and place, there will be no need for quorum in such a meeting, but the agenda to be discussed will be the same as were before.
6. One third members of the association, can give requisition to the President/ Secretary to call meeting, it will be mandatory for President/ Secretary to call such meeting within one month. However, if meeting has not been called then, the one third members can call meeting by giving notice and all decisions taken in such a meeting shall be valid and binding.

15. RIGHTS AND DUTIES OF OFFICE BEARERS OF EXECUTIVE COMMITTEE:

The rights and duties of the office Bearers of the Executive committee of the association will be as follows:

1. President

1. He shall be the custodian of all property and interest of the Association
2. He shall have all the powers to manage and promote the 'Aims and Objectives' of the Association, in accordance with this Constitution and the rules to be framed hereunder.
3. He/she shall decide the date, time, and venue of the meeting(s) in consultation with the Secretary,
4. He/she shall preside over the meetings of Executive Committee, the General Body, and the special / requisitioned meetings of the Association.
5. He will be the signatory authority along with the Secretary / Treasurer and (Any two of them) will be the authority for issuing cheques, verifying the Annual Statement, Annual report and the Annual budget of the Association.
6. While presiding over the meetings he/she will have a "Casting Vote" only.

2. Vice President

1. In the absence of the President, the Vice President shall exercise all the powers and functions of the President.
2. He/she shall perform such other duties and functions as may be entrusted to him by the Executive Committee.


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3. Secretary

1. He shall carry out the decisions of the Executive Committee and the General Body of the Association.
2. He/she shall convene the meetings of the Executive Committee, General Body and special/requisitioned meetings, as per the date, time and venue in consultation with the President and shall record the minutes of the meetings.
3. He/she shall maintain the Register of names, addresses, and occupations of the Association and Executive Committee members.
4. He/she shall make all correspondences, and coordinate the preparation and distribution of publications of the Association.
5. He/she shall maintain all the records, and documents minutes of the meetings of the General Body, Executive Committee and Annual Reports, etc.
6. He will be the signatory authority along with the President / Treasurer and (Any two of them) will be the authority for issuing cheques, verifying the Annual Statement, Annual report and the Annual budget of the Association.
7. He/she shall prepare the Annual Report of the Association, every year, for presenting in the meetings of Executive Committee and the General Body.

4. Treasurer

1. The Treasurer shall be responsible for the maintenance of the financial records and accounts of the Association.
2. The Treasurer shall operate the funds of the Association jointly with the Secretary/President.
3. He will be the signatory authority along with the President / Secretary and (Any two of them) will be the authority for issuing cheques, verifying the Annual Statement, Annual report and the Annual budget of the Association.
4. He/she shall prepare and present the Annual Budget and Annual Statement of Accounts in the meetings of the Executive Committee / General Body.

16. FUNDS OF THE ASSOCIATION :

The funds of the society shall be accumulated in the following manner:

1. Donations/ Charity
2. Admission Fees
3. Grant.
4. Aid/Assistance.
5. Gifts or Voluntary Contributions

1. The amount so collected shall be kept safe in a scheduled bank.
2. Life Time Membership fee paid by Members shall be the corpus fund that will not be utilized and kept as a Fixed Deposit and expenses will be met out from interest earned on such fixed deposit or other funds raised by Association.
3. Transaction in the bank will be possible by joint signature of any two office bearers of the Executive Committee i.e. President/ Secretary/ Treasurer.

17. SPECIAL RIGHTS AGAINST FUNDS :

In the interest of the Association and according to the requirement of work and time, the following officials will be able to sanction the amount of the association in one lump sum.

1. President - Rs. 1,00,000 /-
2. Secretary - Rs. 50,000 /-
3. Treasurer - Rs. 20,000 /-

It will be necessary to approve the said amount from the Executive Committee. Auditor will be appointed by the General Body.


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18. AUDIT OF THE ASSOCIATION

The accounts of the Association shall be audited at least once in a year by an Auditor. The auditor having examined the accounts shall submit a separate and independent report to the Secretary for placing in the Executive Committee / General Body meetings. Copy of audit report of the association will have to be filed to the registrar.

19. CHANGES IN THE CONSTITUTION OF THE ASSOCIATION :

Changes and amendments can be made in the constitution of the Association as per the requirement by 2/3 majority of the total members of the General Body , which shall be according to Section 12 of the Rajasthan Society Registration Act, 1958.

20. DISSOLUTION OF THE ASSOCIATION :

If the dissolution of association is necessary, then all movable and immovable property of the organization will be transferred to the association with the same purpose, but all the proceedings will be in accordance with Section 13 and 14 of the Rajasthan Societies Registration Act, 1958. Registrar of societies will have full right to cancel the registration.

21. INSPECTION OF ACCOUNTS AND RECORDS OF THE ASSOCIATION:

Registrar of societies will have full right to inspect and check records of the association and the suggestions made by them will be fulfilled.

It is certified that the above is a true and correct copy of the Constitution (byelaws) of the Association.


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