

SLIET ALUMNI ASSOCIATION (SLIETAA)

1. Dr. Damanjit Singh, Associate Prof. (Chemistry)	..	President
2. Mr. Birmohan Singh, H.O.D. (CSE)	-	Vice President
3. Mr. Manoj Goyal, Associate Prof. (ME)	..	Vice President
4. Dr. Kulwant Singh, Associate Prof. (MF)	..	Secretary
5. Mr. Avinashi Thakur, Associate Prof. (CT)	..	Treasurer
6. Mrs. Gurjinder Kaur, Associate Prof. (CSE)	..	Joint Secretary
7. Dr. Sukhecharan Singh, AP (FI)	..	Member
8. Mr. Major Singh, Associate Prof. (CSE)	..	Member
9. Mr. Surinder Thakur, AP (ME)	..	Member
10. Mr. Winnerjit Singh Khadial, Director, PEDDA, Pb.Govt.	..	Member
11. Mr. S.P. Atri, Director, King Overseas Pvt. Ltd.	..	Member
12. Mr. Jatinder Garg, HOD(Workshop) SBHB Engg. College	..	Member

CONSTITUTION AND BYE LAWS OF SLIET ALUMNI ASSOCIATION

1. The Name of the Association shall be SLIET ALUMNI ASSOCIATION (SLIETAA)
2. The Registered Office of the Association shall be situated at the Office of the SLIET Alumni Association, SLIET, Longowal – 148 106, Dist. Sangrur, Punjab.
3. DEFINITIONS:
 - 3.1 **Bylaws:** The bylaws developed for governing SLIETAA shall be governed by the Punjab Societies Registration Act, which may be modified by simple majority of the general body of SLIETAA as deemed necessary.
 - 3.2 **SLIETAA:** The association of alumni of SLIET, Longowal (named as SLIET ALUMNI ASSOCIATION) registered under the Punjab Societies Registration Act as a society and has an office in the campus of SLIET, Longowal, also referred to as the 'ASSOCIATION'
 - 3.3 **Patron:** The Director of SLIET, Longowal will be the patron of SLIETAA. ✓
 - 3.4 **General Body:** Annual General Body consist of all alumni members, faculty and technical staff members, honorary member and Patron of the Association
 - 3.5 **Quorum:** The minimum number of members required for a meeting to be conducted or a resolution to be passed. ✓
 - 3.6 **Voting:** In case of failure to achieve unanimous decision, any issue can be put to voting.
 - 3.7 **Executive Committee (EC) :** EC is the governing body elected by the General Body for day-to-day functioning of the 'ASSOCIATION'. Details of EC's formation, role and functioning are described in Clause 9 of the Bye Laws.
 - 3.8 **Communication :** A process of sharing information or any information that is passed to any member or group of members of the general body using one or more written medium of communication (viz. letter, fax, Newspaper Advertisement and/or email) and is dispatched at least 20 days in advance to the most recent address/ Telephone/Fax Number/email IDs, available with SLIETAA office, of the desired receiver or in a local daily. Communication shall be deemed to be complete as against SLIETAA at the end of 20 days of dispatch of information/ publishing in a local daily. Any communication to the office of SLIETAA as against a member of SLIETAA shall be deemed to complete only after the receipt of the communication by the office.
4. MISSION OF SLIETAA
 - 4.1 To create a world-class organization for bringing together all the alumni of the SLIET, Longowal and providing a forum for its members;
 - 4.2 To facilitate professional networking for mutual benefit in academic, professional, and/or business areas;
 - 4.3 To facilitate and encourage alumni to contribute to the Institute's efforts for achieving excellence in academics and research through allocating / raising funds and/or sharing knowledge & expertise of its members in areas pertaining to academics, infrastructure, industry interactions and any other area that the alumni and the institute feel appropriate, and,

- 4.4 To offer expertise, effort and/or financial resources to assist not-for-profit organizations dedicated to India's development, and thereby contribute to the well-being of society.
- 4.5. To help alumni achieve their professional goals.
- 4.6 To contribute to the Institute's vision of being recognized among the world's leading institutions in academics, research excellence and innovation.

5. OBJECTIVES OF SLIETAA

Towards achieving the above MISSION, SLIETAA will focus on the following objectives:

- 5.1 To enable professional networking among alumnus, among faculties, technical staffs with alumni as well as networking of existing students with alumni for mutual benefit in academic, professional and/or business areas; including employment Network for new graduates or alumni looking for career upgrade/change, and alumni displaced from workforce;
- 5.2. To provide a platform for social interactions and special interest groups;
- 5.3 To raise funds for the institute;
- 5.4 To extend academic support to the Institute through various networks such as 'visiting faculty network', 'Curriculum development network', 'Distance learning network', 'academic endowment network' etc;
- 5.5 To render assistance to students of the institute through grants, scholarships and prizes and to provide assistance in academics, placement or any other area as appropriate;
- 5.6 To provide financial and technical collaboration support for cutting-edge applied & industrial research for the global marketplace;
- 5.7 To provide financial and technical collaboration by alumni researchers and faculty in top research institutions around the world;
- 5.8 To encourage and facilitate the alumni taking up activities that is geared to improve society at large and contribute to national development;
- 5.9 To prove group benefits like health services, health insurance, medical services etc;
- 5.10 To help the e alumni families and needy alumni;
- 5.11 To mobilize funds required to manage the affairs and activities of the association;
- 5.12 To professionalize the leveraging of the database with an exhaustive and transparent document and;

BYE LAWS OF SLIETAA:

The following are the Bye Laws of the SLIET Alumni Association (SLIETAA), which will be a registered society, governed by the Punjab Societies Act.

1. GENERAL

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- 1.1 The Name of the society shall be SLIET Alumni Association henceforth referred to as SLIETAA.
- 1.2 The address of the registered office is Science Block, SLIET, Longowal – 148 106 (to be allotted)
- 1.3 **Registration and Existence:** SLIETAA will be formally registered under the Punjab Societies Act. However, the alumni association has been in existence informally since 1997.
- 1.4 **Jurisdiction:** SLIETAA comes under the jurisdiction of the Registrar of Firms and Societies, Punjab.
- 1.5 The Business Hours of the society shall be between 9.00 am and 5.00 pm on all working days except Saturdays, Sundays and Government holidays.
- 1.6 The object of these byelaws is to carry out the mission and objectives of SLIETAA, as outlined in the aforementioned Memorandum and Articles of Association, in general, and in particular, to provide an organization through which the Alumni of the SLIET, Longowal, faculty, technical staff and students of the institute can interact with each other for mutual benefit and for the benefit of society at large. These bye laws specify the structure, rules of process, and procedures for the proper governance of the organization, in accordance with the guidelines of the Punjab Societies Act.
- 1.7 **Activities:** SLIETAA through its Executive Committee will carry on activities such as conducting seminars, holding meetings, organizing events, publishing magazines and newsletters, maintaining websites and technology infrastructure, and any other activity that facilitates achievements of the association.
- 1.8 **Responsible Office Bearers:** The President, the Secretary, executive committee of SLIETAA shall be the persons authorized to sue and be sued on behalf of the association.
- 1.9 **Empowerment to Execute SLIETAA Mission:** The President and the Secretary of SLIETAA along with the Executive Committee are the persons empowered to take decisions and direct the course of the association within the framework of the Memorandum of Association and Bye-Laws.

2. MEMBERSHIP

2.1 Member type and eligibility for membership to the association is categorized as defined below:

- ✓ a) **Patron:** The Director of the SLIET, Longowal, shall be the ex-officio Patron of SLIETAA.
- ✓ b) **Alumni Member:** Any person who has received Ph.D, Master degree, degree, diploma or certificate conferred by the SLIET, Longowal, shall be eligible to enroll as Alumni Member.
- ✓ c) **Faculty and Technical Staff Member:** The academic and technical staff, and registrar of the SLIET, Longowal, other than those falling under category i.e. 2.1 (b) above, shall be eligible to become Staff Member.
- ✓ d) **Honorary Member:** SLIETAA may decide to confer honorary membership to eminent persons.

2.2 **Enrollment:** The rules for enrollment of members to the association are as follows:

- a) **Alumni Members:** All individuals who have been conferred Ph.D, Master degree, degree, diploma or certificate by SLIET, Longowal and whose membership fees have been received by SLIET Alumni Association, will be automatically deemed to be a member of the alumni association. Alumni members are expected to register with the alumni association for future

communication and periodically update their contact information in the alumni database, online at the SLIETAA website.

b) Staff Members: The academic and technical staff including visiting academic staff and the Registrar, who are not alumni of SLIET shall be entitled to apply for registration of membership in the form prescribed by the executive committee of the association.

c) Honorary Members: Eminent persons may be admitted to be honorary members, as may be considered by the executive committee of the association, in consultation with the patron. Ex-Patrons of SLIETAA automatically become Honorary Members after they cease to be the Director of SLIET, Longowal.

2.3 Alumni Registry: A registry and/or an electronic database of members shall be kept at the registered office of the association.

2.4 Change of Address Notification: If a member changes his/her postal and/or e-mail address, he/she shall notify his/her new address to the Alumni Association Office, and the entry in the registry shall be accordingly changed; but if he/she fails to notify his/her new address, the address in the roll of members or Registry shall be deemed to be his/her address.

2.5 Alumni-SLIETAA Communication: All communication to the members will be through e-mail, except where the member makes a request in writing for alternative means of communication.

2.6 Term of Ex-officio Membership: Where a member of the association becomes a member by virtue of the office or appointment he/she holds, his/her membership of the association shall terminate when he/she ceases to hold that office or appointment, with the exception of the Director of SLIETAA as outlined in (2.2-c) above.

2.7 Termination of Membership: The executive committee of SLIETAA may cease any individual's status as a member under any of the following circumstances:

2.7.1 Death, Mental Disability, or Criminal Conviction: If he/she dies, resigns, becomes of unsound mind, or is convicted of a criminal offence involving moral turpitude.

2.7.2 Expulsion due to Misconduct as per Rules: The Executive Committee shall have power to expel a member for willful disregard to the association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his conduct.

2.7.3 Appeal of Expulsion: Any member thus expelled can appeal to the executive committee and to the patron for reconsideration of expulsion with justification.

2.7.4 Resignation: A resignation from membership shall be tendered to the President and it shall not take effect until it has been accepted on behalf of the Association by the executive committee.

3. MEMBER OBLIGATIONS AND RIGHTS

3.1 Member Privileges and Rights: Members are eligible to use the services of SLIETAA office, receive publications and newsletters of SLIETAA, exercise their vote in GBMs, register on the SLIETAA website, attend alumni meetings and events, receive annual reports, and participate in SLIETAA activities.

3.2 Membership Benefits. Members can avail of services and initiatives offered from time to time by the institute and SLIETAA to alumni, which may include use of facilities at the institute or elsewhere.

3.3 Member Obligations: Members are expected to conduct themselves in line with the MOA and Bye laws of the association while representing SLIETAA and participating in the association activities

4. SUBSCRIPTION AND FEES:

4.1 Lifetime Membership Fee: The life membership fee of the association shall be Rs. 5,000/- (Rupees Five hundred only) for alumni members as defined above

4.2 Staff/Honorary Membership Fee: Academic and Technical Staff members and honorary members are not obliged to pay any membership fee

The membership and subscription fees are subject to revision from time to time with the approval of the General Body.

1) QUORUM AND VOTES:

a) Quorum for an AGM should be a minimum of 25 members

b) Quorum for an EGM should be a minimum of 100 members, whether convened by EC or requisitioned by the members

c) Quorum for changing bye laws, to be done in the AGM or EGM, should be a minimum of 100.

d) Every member shall have one vote and in case of equality of votes, the Chairman of the meeting shall have a casting vote. A member shall not vote by proxy.

Note: Since EGMs, AGMs may be physical / virtual meetings, alumni should be allowed to record their acceptance of the proceedings through polling that is kept open for a week prior to the EGM or AGM. There is no need for 100 members to be physically/virtually present on the day of the EGM/AGM.

5. ORGANISATIONAL STRUCTURES:

5.1 The ORGANISATIONAL UNITS (OU). The Major Organizational Units of the Association are:

5.1.1 The GENERAL BODY,

5.1.2 The EXECUTIVE COMMITTEE and Office Bearers (President etc)

5.2 OUs Support: The alumni office, located in the SLIET, Longowal, will support the above OUs.

6. THE GENERAL BODY: ITS ROLE AND FUNCTIONING

6.1 The GENERAL BODY consists of all Members registered in the membership registry.

6.2 Member Voting Rights: Each Alumnus Member will have ONE VOTE in the GENERAL BODY.

6.3 Supreme Authority: The GENERAL BODY shall be the supreme authority in all matters pertaining to SLIETAA.

6.4 The Annual General Body Meeting (AGM): AGM of the Association shall be held prior to convocation day at the institute premises or at such notified place and at such time and date as the executive committee may determine to transact the following business:

6.4.1 Notice for AGM: At least 21 days notice shall be given for holding the Annual General Meeting. The Secretary's report and the audited statement or accounts of the preceding financial year shall be circulated and/or posted on the association's website at least seven days prior to the date of Annual General Body Meeting.

6.4.2 Approval of Annual Report and Accounts: To approve the annual report and the audited statement of accounts of the Association for the previous financial year ending, 31st March.

6.4.3 Election of the Executive Committee: To elect the members of the Executive Committee of the association and office bearers as required.

6.4.4 Appointment of Auditor: To appoint auditor or auditors to hold office from the conclusion of one Annual General Body Meeting to the conclusion of next Annual General Body Meeting.

6.4.5 Resolution of General Matters: To discuss and resolve matters of general interest to the members which may be placed before the meeting or any other matter for which seven days notice has been received from any member, subject to the permission of the chair.

6.5 An Extraordinary General Meeting (EGM) of the members of the association may be called by the executive committee.

6.5.1 EC Initiated EGM: An Extraordinary General Meeting of the members of the association may be called by the executive committee on its own.

6.5.2 Members Requested EGM: Such Extraordinary General Meeting shall also be called at the request made to the executive committee in writing by at least 100 registered members of the association.

6.5.3 announcement of EGM: The announcement of the EGM shall be done within one month from the date of receipt of their requisition in writing, and the actual meeting conducted not later than 30 days from the date of the announcement. For holding an Extraordinary General Body Meeting, 30 days clear notice shall be given to the members specifying the business to be transacted.

6.5.4 Mode, Medium, and Voting at AGM/EGM

- i) AGMs and EGMs could be a combination of physical and virtual online meetings.
- ii) Members can cast their votes on the motions / agenda items, via internet in the POLL which will be kept open for a minimum of 3 days prior to the EGM or AGM.
- iii) The POLL will be set up in such a way to authorize the Chairman of the Meeting to act as the Proxy for each of the members participating in the POLL.

7. QUORUM AND VOTES

7.1 Quorum for an AGM: should be a minimum of 25 members physically present.

7.2 Quorum for an EGM: should be a minimum of 100 members, physically and virtually present and voting, of which at least 25 members should be physically present at the time and place of EGM notified by the EC, whether convened by EC or requisitioned by the members.

7.3 Quorum for Changing Byelaws: Quorum for Changing Byelaws, in the AGM or EGM, should be a minimum of 100 members, the physical/virtual composition of which being the same as in Clause 7.2 above.

7.4 Revising the 'Quorum' of AGM/EGM: For revising the 'Quorum' of AGM/EGM upwards to any higher figure than specified in 7.1 or 7.2 above, at least twice the number of members proposed as the new quorum should be present and be voting, physically or virtually, in the AGM/EGM.

7.5 Member Voting Rights in the AGM/EGM: Every alumnus member shall have one vote and in case of equality of votes, the President of the EC shall be the Chairman of the meeting, and shall have a casting vote. A member shall NOT vote by proxy.

7.6 Meeting Mode, Medium, and Voting Process: Since EGMs, AGMs may be physical / virtual meetings, a member should be allowed to record his/her acceptance of the proceedings through polling that is kept open for a week prior to the EGM or AGM. There is no need for all the 100 members to be physically/virtually present on the day of the EGM/AGM.

8. The EXECUTIVE COMMITTEE (EC): Its FORMATION, its ROLE, AND FUNCTIONING

The affairs of the ASSOCIATION will be managed by an EXECUTIVE COMMITTEE (EC) per the Clauses below.

8.1 Executive Committee (EC) consists of

8.1.1 Six (6) Elected Office Bearers (EOB) and six elected members

- i) President ✓
- ii) Two Vice-Presidents ✓
- iii) Secretary ✓
- iv) Treasurer ✓
- v) Joint-Secretary ✓
- vi) Members(6) ✓

8.2 Election of EC Members Including Office Bearers

8.2.1 President

The President shall be elected in by the AGM. He/She shall be a regular member of the Association and must be a faculty of SLIET. The President shall convene and preside over the meetings of the EC as well as the General Body and shall maintain their minutes. He/she shall make announcements regarding General Body Meetings, Elections and proposed amendments to the Constitution and/or By-Laws.

8.2.2 Vice Presidents

Both the Vice Presidents shall be elected by the AGM. However, one of them shall be resident within India and the other resident abroad. They shall be regular members of the Association.. They shall

- (i) discharge the duties of the President during his/her absence and
- (ii) other tasks as assigned by the Board.

8.2.3 Secretary

The Secretary, who shall be elected by the AGM and shall be a regular member of the Association and an employee of the Institute. He/She shall act as liaison between the Association and the Institute on one hand and the Association and the SLIET Student body on the other. He/she shall also represent the Association in various bodies of the Institute. On behalf of the EC, he/she shall oversee:

- (1) the functioning of the registered office of the Association, and

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- (2) the execution of the decisions and policies made by the Board and its Standing Committee(s)

8.2.4 Treasurer

The Treasurer shall be elected by the AGM. He/She, an employee of the Institute, shall be a regular member of the Association. The Treasurer shall manage all the financial matters of the Association, such as

- (i) the collection of Membership Dues and grants and donations received by the Association,
- (ii) the expenditure of the Association
- (iii) he/she shall be responsible for making all records available for the scrutiny to the auditor and shall be responsible for presenting the Statement of Accounts in the Annual General Body meeting (AGBM).

8.2.5 Members

The six elected members of the EC shall represent alumni at large and shall be responsible for carrying out duties assigned by the EC.

8.2.6 Ex-Officio and Nominated Members

Immediate Past President and the Past-Secretary, who have completed their term.

- a. the President or his nominee of SFA
- b. Patron's nominee shall be the ex-officio members of the EC.

8.2.7 Distinguished Alumnus/Alumna

The out-going EC shall nominate a distinguished alumnus/alumna as a member to the EC for a term of two years.

8.2.8 EC Position and Election Characteristics: The following position and election characteristics will be preserved when conducting elections to the EC:

- 1) All positions are GLOBAL;
- 2) Global General Elections for EC, with one common electorate
- 3) Each alumnus has ONE VOTE for each position in the EC via one common voting mechanism across via the internet at the Central SLIETAA Website, allowing all alumni from all over the world to vote.
- 4) Electronic polling will be kept open for a minimum of one week prior to AGM which will coincide the last date of the polling.

8.2.9 Eligibility Criteria for contesting EC elections: The following alumni are eligible to contest for any of the positions in the EC, including office bearers.

1. Elected Members: As described in Clause 8.2.5.
2. Nominated Members: As described in Clause 8.2.6.



8.2.10. Contesting for election: In any election an alumnus/alumna can contest for only one post.

8.2.11 Presiding Officer: Presiding Officer will be appointed by the Executive Committee for the purpose of the conduct of the elections. The list of the eligible nominees for the various posts shall be clearly communicated and / or posted on the association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.

8.2.12 Secret Ballot: The election will be held through secret ballot by a reliable physical and/or electronic, internet based voting.

8.2.13 Faculty Alumni Nomination: The Director may nominate two alumni faculty of SLIET, Longowal. The two alumni faculty members along with the faculty in charge of Office of Alumni Affairs (OAA) will form the three faculty member committee from the institute. Their membership will be ratified during the AGM.

8.3 Term of Office for Elected EC Members and Office Bearers

8.3.1 Term of Office Bearers: The office bearers and members of the Executive Committee will be elected for a period of two years.

8.3.2 Term of EC Members: Members are eligible for reappointment, but can serve as executive committee members for a maximum of two terms, consecutively, after which they need to have a break of at least one term, before being eligible to stand for elections again.

8.3.3 Interim Transition Period and Caretaker EC: In the event of an interim period between the expiry of term of the existing EC and the installation of the new EC, for whatever reason, the old executive committee shall be entitled to remain in office as a caretaker EC, until the next elected EC is ready to take charge of the management of the association including all assets and liabilities, as on the date of the takeover from the outgoing committee. The period of such caretaker operation shall not exceed 30 days.

8.3.4 Limited Role of the Caretaker EC in the Interim Period: During this interim period the outgoing executive committee shall not take decisions on financial or policy matters of the association.

8.3.5 Extraordinary Termination of EC's Term of Office by General Body: Notwithstanding any other clause in the association bye laws, an Executive Committee shall be deemed to have ceased to be in office upon a resolution passed by at least 3/4 of a Majority of members present at a General Body Meeting attending and voting by a minimum of 100 members (including members present and members online) against such a committee. A caretaker EC will be appointed by the General Body to continue operation in the interim period, until a new elected EC takes over. Its role will be as defined in Clause 8.3.4 above.

8.5 Stepping Down & Resigning From the EXE Committee (EC)

8.5.1 Office Bearer : Office Bearer stepping down from office bearer position but is still EC member. An office bearer may step down any time for personal reasons and still remain an EC member. Another member in the exe committee (EC) can replace the office bearer who wishes to step down as approved by the exe committee(EC).

8.5.2 Filling of Vacant Office Bearer Positions (as a result of stepping down): In case the President steps down, the senior Vice President will serve as Interim President until the new President is elected. In case the Secretary steps down, the Joint Secretary will function as the interim Secretary, until a new Secretary is elected. The election to fill vacant office bearer positions will be conducted

simply by the elected EC members amongst themselves within 30 days of vacation of office. In case other office bearers step down, their position will be filled by other elected members in the EC. The office bearer stepping down will assume the portfolio of such member replacing him/her as office bearer.

8.5.3 Resigning from the Executive Committee: In case of an office bearer resigning or ceasing to be a member of the Executive Committee for any reasons, the post will be filled from among the elected Executive Committee members. This person will officiate till the next Annual General Body meeting, when a new person will be elected.

8.5.4 Filling Vacancy resulting from EC Member Resignation: Any vacancy created by the resignation of an elected committee member may be filled up temporarily by nominating a member from EOB, who will discharge the duties in the interim period, till the post is filled by election from amongst elected EOB members.

8.6 Meetings:

8.6.1 Monthly Meetings: The association should have an Executive Committee meeting once a month. Date/day and time will be decided by the President taking into consideration the convenience of all the EC members.

8.6.2 Meeting Chairperson: The President shall preside over and conduct all the meeting of the committee, as the meeting Chairperson and shall have the power of a casting vote. In the absence of the President, the Vice President shall exercise the powers of the President.

8.6.3 Ad hoc Meeting Chairperson: If both President and Vice President are absent at a committee meeting, then one executive committee member shall be elected Adhoc Chairperson (for that meeting), from among the members present at the meeting, and shall have an additional casting vote.

8.6.4 Meeting Attendees: The meeting will be attended by all office bearers, elected members, ex-officio members and nominated members.

8.6.5 Resolution of Differences on Meeting Agenda Items (General): In case of differences among the members over any agenda item, the issue will be decided through an opinion POLL amongst all the members attending the meeting including nominated members.

8.6.6 Resolution of Differences on Meeting Agenda Items (Financial): Agenda items involving financial implications will be decided through voting amongst elected members.

8.6.7 Meeting Modes and Medium: As meetings call for global participation, meetings should be virtual meetings using internet facilities like Yahoo or Google Messenger Chat or Skype or audio and video conferences as agreed to by Executive Committee members.

8.6.8 Setting and Posting of Meeting Agenda: The Secretary will set the agenda in consultation with other EC members and post the agenda for the next meeting one week ahead of time.

8.6.9 Recording of Minutes: The Secretary will be responsible for recording the minutes of the meeting.

8.6.10 EC Discussion Forum: Besides the monthly EC meetings the entire executive committee may use the EC Discussion Forum 24/7 on any topic any member believes is relevant for discussion.

8.6.11 Office Bearers Meetings: Office bearers shall call for meetings, including AGM, as and when the need arises.

8.6.12 Quorum for the Monthly Executive Committee meeting: Quorum for the Monthly Executive Committee meeting shall be a minimum of 5 elected EC members.

8.7 Attendance at EC Meetings

The Executive Committee has the power to ask any member, who is unable to attend meetings regularly and/or contribute to the functioning of the EC, to resign as an extreme action, subject to prior warnings. The Delinquent EC member will be given two opportunities to follow the rules failing which the EC will take the extreme step endorsed by a 75% or (higher) majority vote and a minimum of 12 members voting in favour of the extreme action.

9. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE OF SLIETAA

The following shall be the powers and duties of the executive committee of SLIETAA:

9.1 Fundraising and Funds Management: To raise funds for the management of IITM Alumni Association on such terms and conditions as may be determined from time to time by the executive committee.

9.2 Enhancement of Membership and Alumni Participation: To actively work towards increasing the membership in SLIETAA and participation.

9.3 Financial Assistance to Chapters for Activity Support: To provide funds from the association to state chapters to assist with activities that serve alumni in these regions as decided by the executive committee. Funds to be handed over to state chapters on receipt of invoice only to the extent budgeted by the executive committee.

9.4 Maintenance of Accounts and Financial Accountability: To ensure proper maintenance of all accounts and also to ensure that all accounts are kept up to date and the annual accounts are duly audited and presented to the general body at the AGM.

9.5 Execution of Policy and Mission of the association: To lay down the policies of the Association and generally to direct and conduct the affairs of the association prudently in the best interests of the association.

9.6 Organize and Conduct Association Programs and Events: The executive committee is empowered to manage the services to members of the association to organize special occasions like the farewell dinner, Alumni Day Celebration, New Years Day, Independence Day etc.

9.7 Formation and Oversight of Project and Function Subcommittees: To form such subcommittees as may be necessary and fix their duties and responsibilities.

9.8 Delegation of Powers: To delegate powers to a subcommittee or office bearer or a committee member.

9.9 Expenditures Incurrence and Management: To incur expenditure necessary for running the affairs of the association. Such expenditure shall be generally within the budget approved by the general body of the association. However in exceptional circumstances like complying with court directions or statutory requirements, expenditure may exceed budget provisions.

9.10 Assets Acquisition and Management: To acquire movable and immovable assets for the association.

9.11 Funds Management: To arrange for investment of funds when necessary in a timely manner in the interests of the association.

9.12 Staff Resource Management: To appoint, suspend, arrange or take any disciplinary action against or dismiss the staff of the association and to prescribe conditions of employment for all paid staff members of the association.

9.13 Audits and Financial Accountability: To arrange for an internal audit and final audit of accounts of the association and to take all actions connected therewith.

9.14 AGM Convention: To convene AGM of the general body and lay before the general body at the meeting the annual administrative report, the audited statement of accounts and the audited report.

9.15 Legal Proceedings: To institute, defend or to compromise legal proceedings in the interest of the association.

9.16 Fill up Vacant EC Positions: To fill up vacancies arising among elected members of the executive committee, by nominating/conducting elections from ERB representatives' pool.

9.17 Subsidiary Rules: To frame subsidiary rules for the conduct of the business of the association. Such rules to be placed before the general body for ratification.

9.18 Legal Dispute Settlement: To negotiate and settle all disputes in the interests of the alumni association.

9.19 Distribution of Duties: The President shall distribute the duties amongst the office bearers evenly from time to time for smooth functioning of EC.

10. OFFICE AND STAFF

10.1 Association Operations and Office Management: The day-to-day operations of SLIETAA are managed by an office which is supervised by an office manager and supported by support staff. Persons employed at the office are employees of SLIETAA.

10.2 Office Staff HR Management: The executive committee has the power to appoint and remove employees as deemed fit for the management of the office. The executive committee also has the power to decide on the salaries and benefits for the staff employed at the office of SLIETAA.

11. FUNDS MANAGEMENT

11.1 Association Income: Money received from membership fees, donations, subscriptions, and other sources shall constitute the income of the association.

11.2 Funds Management: The funds of the Association shall be invested in such banks or in such authorized securities as may be decided by the executive committee, and shall be operated jointly by the Treasurer with the President or Secretary or any other member authorized by the Executive Committee.

11.3 Budget Setting and Management: The budget has to be prepared and approved by the Executive Committee and the Treasurer must ensure that funds are operated within reasonable limits of the budget.

11.4 Bank Account Management: Bank Account shall be operated jointly or severally against any two signatures of persons authorized by the executive committee. All payments and financial transactions must be approved by the Treasurer and the executive committee as per policies laid down by the Executive Committee.

12. KEEPING OF ACCOUNTS

12.1 Treasury Account Keeping: The Treasurer with the help of staff at SLIETAA office shall keep an account of the general funds of the Association. Together they shall maintain an account of all income and expenditure of the general funds of the association in the manner prescribed.

12.2 Auditing of Accounts: The accounts of the association will be subject to annual audit by an auditor to be appointed by the members in the Annual General Meeting.

13. AUDIT OF ACCOUNTS

13.1 Enabling the Audit Process: The executive committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit, to person or persons appointed as auditor or auditors.

13.2 Providing Access to Auditors: 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.

14. INSPECTION OF BOOKS

14.1 Providing Access for Inspection of Books to Members: The books of accounts of the association shall be open to the inspection of any member of the Association at all reasonable hours of the registered office of the association or of 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 at free of cost.

14.2 Posting copies of memorandum and bye laws of the association: Audited statement of accounts shall be posted on the association's website, if available. If a member desires a printed copy, the same may be furnished to the member on application with payment of fees at cost per copy of each document.

14.3 Filing of Annual Report Documents with Registrar of Societies: The secretary shall file with registrar within one month after the date of Annual General Body Meeting –

i) an authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and secretary.

ii) a statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of the association, and

iii) a declaration to the effect that the association has been carrying on business or has been in operation during the financial year.

14.4 Display of Financial Documents at Association Office: 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.

15. NEW RULES AND ALTERATION OF RULES

- No new rules shall be made nor any of the rules herein contained shall be amended, altered or rescinded except with the consent of three-fourth of the members present at a Special Extra Meeting of the Association specially called to discuss such matters as included in the agenda.
- Notwithstanding any of the provisions in these bye laws, the number of members required to attend the AGM/EGM to change the operative parts of the bye law clauses 5 to 9 hereinabove shall be 25 members more than the number of members who attended the concerned AGM/EGM where these clauses were approved.

16. DISSOLUTION AND WINDING UP

If, on the winding up or dissolution of the Association, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Association or any of them but shall be dealt with in such manner as the Chairman or Board of Management(BOM).