

Rules and Regulations

1. Patron :-

The Principal/In-charge Principal of the institute shall be the ex-officio PATRON of the Association.

2. Members of Association :-

The Association shall have three categories of members.

- (1) Regular Members.
- (2) Associate Members.
- (3) Honorary Members.

Eligibility of Regular Members :-

Any person who has studied in this college to receive degree(s) from the institute and/or are serving this institute can become regular member by paying life membership fees as determined.

Eligibility of Associate Members :-

The Association, on the recommendation of managing committee may make any faculty member, who has served this institute for at least one year to become an associate member of the association.

Eligibility of Honorary Members :-

Eminent personalities honored by the institute can be made honorary members of the Association, in addition, the Association can also confer honorary membership to persons or recommended by the managing Committee of the Association and who have not received any degree from the institute, but have contributed immensely or have shown keen interest in the development of the institute or the Association.

3. Membership Fees :-

For all Members the fee is Rs.100/-.

4. Termination of Membership :-

The membership of a member shall stand terminated in following cases.

- a. Resignation of the member.
- b. Involved in grievous criminal offence.
- c. Indulging in activity contrary to the interest of the Association.

- d. Commission of breach of Rule framed by the Association.
- e. Death of a member.

The decision of Managing Committee shall be final and shall not be challenged and abide by all.

5. Right and duties of the Members :-

- (a) The Regular Member associate Members and Honorary Members shall be entitled to attend the General meetings of the Association, and shall be entitled to take part in discussion of the points taken up on agenda. However, Regular Members shall only be entitled to vote, if needed be. The Associate Member and honorary Members shall not be entitled to vote in any case.
- (b) Regular Members shall be entitled to contest election and shall be entitled to hold any post of the Association. Associate and honorary Members will not be entitled to contest the election and hold any post.
- (c) The member shall take part in all the activities of the Association according, to their ability.
- (d) It shall be the duty of all the members to see that the aim and objectives of the Association are full filled in cent percent.
- (e) The member shall not be entitled for refund of fees in case he/her resigns, or that, his/her membership is terminated for any of the reasons herein above mentioned.
- (f) The accounts and other books shall be maintained in the office of the Association. All the members shall be entitled to have inspection of the same with written permission of the President or Secretary. The decision of the President shall be final in all case i.e. to say whether permission is to be granted or not to be granted.

6. Managing Committee :-

- (a) The Managing Committee shall comprise a of minimum of 06 and maximum of 09 members, out of which one shall be the President, Vice-Presidents, Secretary and Treasures.

- (b) The members of Managing Committee shall be elected by General Body after every two years at general convention of the Association. The members of Managing Committee shall appoint one President, Vice-Presidents, Secretary and Treasurer out of them, and they shall hold the post for two years.
- (c) If any member resigns or dies or vacancy is created for any of reasons, then remaining member of the Managing Committee shall appoint any person from the list of regular members by majority, and person appointed as such shall hold the post as member of Managing Committee for rest of the term. The person so appointed shall also be entitled to any post during the term, if any vacancy arises.

7. Ex-Officio and Nominated Members :-

- (a) Principal/In-charge Principal of the Institute.
- (b) Two Distinguished Alumnus would he invited as members.
- (c) Immediate Past-President and the Past-Secretary, who have successfully completed their individual terms.
- (d) Nominee of the Foundation whenever it is constituted.

8. Authority and Responsibility of President :-

- (a) The President shall manage and inspect all the meetings, general meetings etc.
- (b) Shall be a chairman in the meeting of Managing committee.
- (c) Shall instruct the secretary to call for meeting of Managing committee.
- (d) The President shall manage routine activities of the institution and will carry out inspection and shall render necessary advice and suggestions.
- (e) The president shall have financial Power up to Rs.20,000/-to approve as per the decision of the managing committee. Higher Financial approval to be taken with approval of Principal/In-charge Principal of the institute.
- (f) Shall do the work accordingly, if necessity arises to do any work, or achieving the objects of the institutions and in the interest of

the institutions, within the limits of constitution of the institution.

- (g) In the event of casting of equal vote in any or the meeting of trustees, then the President shall have right of casting vote.
- (h) The President is empowered to approve agenda and priority prior to circulations among, the members.

9. **Authority and Responsibility of Principal/In-charge Principal :-**

- (a) The Principal/In-charge Principal of SRKI-EXSTUDENTS' ALUMNI ASSOCIATION, SURAT will be the ex-officio chairman of the association.
- (b) The Principal/In-charge Principal will decide all policy matter in consultation with managing committee including the planning of Association activities.
- (c) The Principal/In-charge Principal will plan and approve "Annual Convection' of Alumni Association once in a year along-with "Annul Day".
- (d) The Principal/In-charge Principal shall preside as chairman at every general body meeting of the association.
- (e) The Principal/In-charge Principal is empowered to approve disapprove, any expenditure above Rs. 20,000/- in the broad interest of the association and its institute.
- (f) The Principal/In-charge Principal or his/her nominee shall be one of the signatures for all the financial transaction, banking transaction of the association.

10. **Authority and Responsibility of Vice-President :-**

- (a) Shall perform his duties in absence of President and shall use his services.
- (b) Shall assist in the work of the President.
- (c) The Vice-President who is elected from Surat shall preside over the meeting, in absence of the President and in absence of such person.

11. Authority and Responsibility of Secretary :-

- (a) The Secretary shall act as link between the association and the institute on one hand and will be a link between the association and the institutes student body on the other hand. He shall represent the association in various bodies of institute.
- (b) The Secretary shall convene the meeting upon the directions of President.
- (c) The Secretary shall submit the agenda in the meeting, shall maintain office records like transaction, activities, members data etc, member present in meeting, will circulate notice of meeting and shall also maintain the minutes of the resolution passed in the meeting. The secretary will also suggest names for honorary member and observer to the president.
- (d) The Secretary shall circulate the agenda to all concerned members, as the case may be.
- (e) The Secretary shall read over the minutes of the last meeting and shall take the approval of the Managing committee.
- (f) The Secretary shall maintain all the registers of the minutes of the meeting, list of regular members and honorary members and shall maintain all the registers as may be required.
- (g) The Secretary shall keep a strict watch, to see that the resolution of the association is being implemented.
- (h) The Secretary shall appraise all the activities carried out and expenses incurred by the association in the meeting of Managing Committee as well as in the annual general meeting
- (i) The Secretary shall elect the correspondence under the directions of President and shall maintain the record of the same.
- (j) The Secretary shall also arrange fund raising programs and exhibitions for the trust.
- (k) The Secretary shall act Public Relation Officer (PRO) for repressing to comical quarries, RTI etc.

12. Authority and Responsibility of treasures :-

- (a) The Treasures shall maintain financial account of the Association.
- (b) The Treasure shall prepare the accounts every year and shall get them audited as and when required.
- (c) The Treasure shall maintain all the detail of income and expenditure and shall also prepare the budget of the Association.
- (d) The Treasure shall not keep more than Rs. 5000/- in cash on hand at any time.
- (e) The Treasure shall maintain all books of accounts including vouchers, bills, Draft, pass-book, slip books, cheque books etc.

13. Source of Income to the Association :-

- (a) Interest accrued from life membership fees of the member, deposited as corpus fund with the institute. The association shall be entitled to use the interest accrued on the life membership fees.
- (b) Gifts and donations from individuals of institutions.
- (c) 80-G benefit is available to individual/group/company donors and is subject to donation deposited in SRKI-EXSTUDENTS' ALUMNI ASSOCIATION, SURAT bank account subject to the terms and conditions as per the guidelines available for 80-G benefits. However, the fund utilization by the institute authority will be as per the decision of the managing committee and the donors.
- (d) By arranging fund raising programs.
- (e) Income from technical exhibitions.
- (f) Any other sources.

14. Bank Account :-

Bank account shall be opened in the name of the Association. The said account shall be operated with the signature of any four persons i.e. President or Vice-President, Secretary and Treasurer and Principal/In-charge Principal or his nominee. The Bank Account shall be opened in any nationalized bank.

15. Accounting Year :-

The accounting year of the Association shall be from 1st April to 31st March.

16. Meetings :-

The meeting of the Managing Committee be called once in a year without fail. If it is not convenient to convene the meeting in the office of the Association, it shall be convened at some appropriate convenient place.

17. Notice of Meeting :-

The notice of annual general meeting or Managing Committee shall be circulated to all the members before clear 07 days.

18. Coram :-

The coram of Managing Committee shall be of Six (6s) members, and that of General Meeting shall be of one third of total strength of regular members. In absence of coram the meeting can be conversed after half and hour of the scheduled time.

19. Working of Annual General Meeting :-

Election of Managing Committee shall be made at appropriate time according to the constitution, to submit annual report of the Association and to pass audited accounts by the auditor.

20. Changes in Rule and Regulations :-

The General Body, by a majority of members present in the meeting, can resolve changes or modifications in the Rule and Regulations subject to provisions contained in Gujarat Public Trust act, 1950 and Society Registration Act, 1860.

21. Transfer of Immovable Property :-

As and when the question of sale, mortgage, gift etc. of the property of the Association arises, in that event the chairman and the President or Vice-President of Managing Committee shall undertake proceedings obtaining permission from the concerned Joint Charity Commissioner

in the regard after approval from managing committee with 2/3 majority support.

22. Expenditure :-

The Managing Committee shall have the authority to incur expenditure for the purpose necessary for the association but within the limits of income of the Association. Expenditure more than 01 Lakh to be approved by 2/3 members of Managing Committee with ensuring approval of Principal/In-charge Principal.

23. Investment of Funds of Association :-

The fund of the Association shall be invested subject to the provisions of section 35 of the Bombay Public trust Act 1950. Previous permission from the office of Joint Charity Commissioner is mandatory before investing the funds of the Association in any company, shares and securities etc. The investment decision to be taken in managing committee meeting.

No	Positions	Name
1.	President	Pratik Patel
2.	Vice-President	Yesha Nisarg Mehta
3.	Secretary	Darshan Marjadi
4.	Treasurer	Helina Patel
5.	Member	Binita Ankur Desai
6.	Member	Rupal Snehkunj