

## **ARTICLES OF ASSOCIATION (CONSTITUTION BYLAWS AND REGULATIONS)**

1. Name : CAET Alumni Association
2. Head Quarter : The head quarter of the Association shall be at Junagadh, Taluka - Jungadh, Dist. - Junagadh at following address -
- CAET Alumni Association,  
C/o: College of Agril. Engg. & Tech,  
Gujarat Agricultural University,  
Junagadh.
- The Association may have its centers any where in India, if required, and the head quarter and its centers can be transferred or closed after approval of the executive committee.
3. Objectives :
- 1) To promote the best interest of the alumni and to enable them to keep in touch with the institute and to have socio-professional links with each other.
  - 2) To engage with the activities of functioning blood-banks and will see to it that the poor people get blood at concessional price.
  - 3) To provide a forum for the alumni so as to engage in such academic and social activities as shall contribute towards promoting liaison between the alumni and the college.
  - 4) To organize the welfare activities for the benefit of the alumni and to disseminate technical expertise for information & entrepreneurial development among the alumni.
  - 5) To organize training camps, coaching camps, technical seminars etc.
  - 6) To provide social services.
  - 7) To take up the activities of environment conservation and to organize competition connected with the environment education.
  - 8) To provide the support for the growth and development of the profession, college and students.
  - 9) To provide financial assistance to poor students.
  - 10) To help in developing the activity run by the home-scale industry and cottage industry and take up all the works related to the development of the activities being run by social welfare board.
  - 11) To run training institution for the technical and professional management.
  - 12) To take in hands the works of useful education/training to society, agriculture, animal husbandry and rural development for rebuilding the society.
  - 13) To work for the welfare of the youth.
  - 14) To help all the people facing natural or man-made calamities.
  - 15) To begin and run the libraries, sport clubs as well as training classes for the bright future of the student.
  - 16) To work for the villages and environment.
4. Membership : Every person receiving a degree like B. Tech., M. Tech., Ph. D. and Post Doctoral or any other P. G. Diploma / Diploma (if approved in future) from CAET under GAU, shall be a member of the Association

on payment of life membership fees.

Membership shall also, on payment of membership fees, be open to the teachers/technical staff of the college. Any other person connected with the institute taking active interest in Alumni Association may, in recommendation of the executive committee be declared member of the Association. The executive committee shall decide such individually.

- Membership fees: Rs. 200/- (Rupees Two Hundred only) for Indian Resident,  
\$ 50/- (fifty US dollars only) for Non Resident Indian  
(The membership fees will be non refundable)
5. Termination of : 1) The membership will be terminated for those members who will membership remain absent in 3 consecutive meetings.  
2) The membership will be cancelled for those members who will violate the rules and regulations of the Association or if he will misguide or motivate others to do such a mischief.  
3) If member becomes bankrupt, mad or mentally unsteady or he / she resigns.
6. General Body Meeting (GBM) : 1) It will be comprised of all registered members.  
2) It will be held once in a year.  
3) The notice for the meeting will be issued to all the members before 15 days in advance or as per the decided by the executive council.  
4) The quorum of the meeting will be 1/3 presence. However, due to limitation of the time, it will be called again after one hour irrespective of quorum.
7. Functions and : 1) The complete accounts of the Association will be read and duties of GBM approved.  
2) The budget will be sanctioned.  
3) The GBM will suggest/plan the future course of actions and assigned to the executive council.  
4) The GBM will select/elect the executive committee every three years.
8. Patron : The Principal & Dean, College of Agril. Engg. & Tech., GAU, Junagadh will be the patron of the Association, by his designation.
9. Executive : 1) The EC will be comprised of minimum 7 and maximum of 22 Committee (EC) members.  
2) The GBM will select/elect the executive committee every three years  
3) During the tenure of the EC, if any post gets vacant, it will be filled up by the EC from the registered members on the basis of the majority.  
4) The EC will be consist of  
(A)The President - 1 post,  
(B) Vice President - 4 post,  
(C) Hon. Secretary - 1 post,  
(D)Joint Secretary - 2 post (one for publication & one for liaison)  
(E)Treasurer - 1 post  
(F)Co-opt Members - 6 (among them at least 2 will be from local) which are to be selected by the EC.  
5) The previous EC will be continued until election will not be

- held to elect the new one.
- 6) The executive committee shall publish at least one Association bulletin in a year. This bulletin should be circulated to all the members of the Association.
10. Responsibilities and Rights of EC :
- 1) EC members will meet once in a six months.
  - 2) The notice will be issued to all EC members before one week.
  - 3) The quorum of the meeting will be 1/3 presence. However, due to limitation of the time, it will be called again after one hour, irrespective of quorum.
  - 4) The finance will be managed as per the directives of the Association.
  - 5) It will prepare and implement the work plan as per the objectives of the Association.
  - 6) The EC can raise, hire, rent, sell, and transfer the property.
11. Property of the :
- 1) The property of the Association will be in the form of movable Association and immovable.
  - 2) The Association shall be owner of any property received legally.
  - 3) The members have no any ownership right on the property.
12. Sources of Income :
- 1) The Association can receive the conditional and nonconditional donations, gifts, prizes, funds etc. in accordance with the objectives of the Association
  - 2) The assistance, loan, grant and subsidies received form government, semi government or nongovernment organization as per the present government rules.
  - 3) By receiving loans or fixed deposit.
  - 4) The income generated from real estate and activities of the Association.
  - 5) Income in form of interest from deposits in nationalized bank.
  - 6) Through membership fees.
  - 7) Through cultural programmes, exhibitions, technical seminars, functions and public fairs.
  - 8) The means for development of the Association activities, land, buildings and any others types of property can be obtained through personal/institutional donations or on the basis of conditions which the EC found suitable.
  - 9) The Association can generate the income by publishing souvenir, bulletin and periodicals.
13. Functions of EC : (A) President  
Members
- 1) The president will be the supreme authority of the Association.
  - 2) The president will preside all the meetings and supervise all the activities of the Association.
  - 3) The president will cast his/her vote in the case of tie.
  - 4) All activities will be carried out after approval of the president.
  - 5) He/She solves the problems in case of disputes.
  - 6) He/She will appoint the employees.
  - 7) He/She will supervise all the activities and guide the steering committee.
  - 8) He/She proceeds to acquire government or personal lands following the government rules.

(B) Honorary Secretary

- 1) He/ She will call the meeting as per the directions from the president.
- 2) He/She will prepare the minutes of the meeting.
- 3) He/She will do day to day routine activity of the Association.
- 4) He/She will keep and maintain the records.
- 5) He/She will do correspondence on behalf of Association.
- 6) He/She will issue the receipt for the income and obtain the vouchers for the expenditure.
- 7) He/She will represent the Association in government, semi government and nongovernment organization.
- 8) On the behalf of Association, he/she will complain, issue the notice and appoint lawyer against any person or institute as per the instruction of the EC.
- 9) In the meetings, he will present the account of the last year and will present the budget for the next financial year for the approval of EC.
- 10) He/She will take insurance for accidental risk to the property of Association.

(C) Treasurer

- 1) He/She will take all the financial responsibilities, maintain the account, keep the records and do all the required activities to get the account be audited by the account auditor of the Association.
- 2) He/She will do financial management as the Association decides.
- 3) He/She will do financial transactions and present the account to Association.
- 4) He/She will invest the balance.

14. Notice : The notice will be issued to all the members. The place, time, agenda and other information will be mentioned in the notice. The EC can also issue the oral/verbal notice for the meeting.
15. Minute Book :
  - 1) The minute book of the EC and GBM will be maintained separately.
  - 2) The secretary has to record the minutes of the general and executive council meeting, having signs of members present in the meeting.
  - 3) The minutes will be in English as well as in Gujarati.
16. Resolution :
  - 1) The resolution will be passed on the basis of majority in the GBM.
  - 2) The special resolution can be adopted by circular to all the members which will be recorded in the minute book.
17. Meeting of EC :
  - 1) It will be held twice in a year and this meeting will be said as EC Meeting.
  - 2) On the need base, the president will call the meeting within 8 days by getting written permission of the minimum  $\frac{1}{2}$  EC

members.

- 3) All the members are to be informed by sending written notice on their respective addresses. The president will have to inform all before 15 days for this meeting except in case of emergency meeting.
- 4) The quorum of meeting will be 2/3 of total members of EC.

18. Quorum : The quorum of the meeting will be 2/3 presence. However, due to limitation of the time, it will be called again after one hour irrespective of quorum.
19. Financial Year : The financial year for this Association will be from 1st April to 31st March and all the account records related to Association will be either in Gujarati or English language.
20. Bank Account :
  - 1) The bank account can be opened in any of the authorized banks.
  - 2) The bank account shall be opened with the name of "CAET Alumni Association", which shall be jointly operated by any two of three members of the group comprising of president, hon. Secretary and treasurer of the Association.
21. Committee and Sub-committee : For the smooth administrations and fulfillment of objectives, EC may form different committees and their sub-committees with their time and area of working. The President can appoint any one as a chairman of such committees.
22. Responsibilities : Every member will be responsible for his/her work as well as for of the Members movable and immovable property of the Association allotted to him her. However, for any uncontrolled or accidental hazards, if occurs to any person or Association, the association will not be responsible even though they have worked consciously for the Association.
23. Dissolution : If the dissolution of the Association becomes inevitable, then all the fixed and working capital shall have to be appropriately arranged on the basis of 2/3 majority in GBM.
24. The Association can collaborate or merge with other Associations having same objectives according to the Society Reg. Act-1860.
25. If any work has been done by members of the Association as per the objectives, they will not be responsible for any of these.
26. Any member can get back his/her money, if he/she has invested in the Association.
27. The amendments in the rules and regulations of the Association can be done with majority of the 2/3 members of the working EC, if found necessary.