



தமிழ்நாடு TAMIL NADU

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26 JUL 2017

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M. VELMURUGAN
STAMP VENDOR, L.No.2/2003
2, Thirupugal Street,
PALAYANKOTTAI
TAMIL NADU

சங்கம் 9/2017

2017ம் ஆண்டு சங்கம் 9 ஆக
தமிழ்நாடு அரசு இலாகா
புள்ளி 9/2017 இல்

BYELAWS AND RULES OF ASSOCIATION FOR
"TIRUNELVELI SARADA COLLEGE SARADA SUTAS ALUMNAE ASSOCIATION"

1. Name of the Society : "TIRUNELVELI SARADA COLLEGE SARADA SUTAS ALUMNAE ASSOCIATION"
2. Address of the Society : Sri Sarada College for Women,
Ariyakulam,
Maharajanagar Post,
Tirunelveli-627011.
3. Date of Formation : 04.12.2016
4. Registrar of the District within whose jurisdiction the office of the Association is situated : District Registrar Office,
Palayamkottai
5. Business hours of the Society : 08.00AM to 6.00PM.

6. OBJECTIVES OF THE ASSOCIATION:

1. To Promote, maintain and preserve friendship among all Alumnae who had successfully completed their Graduation / Post Graduation, from Sri Sarada College for Women, Tirunelveli.
2. To arrange periodic get-together of its members with a view to promote social, cultural and sports activities among them and their families and also honour and electing outstanding alumnae during these gatherings.
3. To maintain close contact with the Alumnae Association and to assist in its efforts to provide student academicians and placements or any other area as appropriate.
4. To render assistance to the students of the college through scholarships and prizes.
5. To donate books and journals to the library of the Alumnae Association.
6. To render academic support to the Institution through visiting faculties.
7. To Co-operate and associate with other organizations with similar objectives.
8. To carry out such objectives so that the General Body may decide from time to time.
9. All these objectives shall be carried out without any prejudice towards caste or creed or religion or any other discrimination.
10. Alumnae can visit the college to mend, motivate; and infuse the spirit of Sri Sarada Devi, Sri Ramakrishna Paramahansa and Swami Vivekananda in the students.
11. Alumnae serve as a bridge between of students and society.
12. Plan to provide visits of repute, expertise and eminence people in the field of Arts, Commerce, Science and Technology, Medicine, Agriculture, Ethics, Spirituality and need based novel topics of relevance.
13. Offer employment guidance and help our students in getting assignments and opportunities in their respective areas.
14. Offer need based in-service on-campus training/workshop to the students.
15. Offer financial assistance to deserving students and it may be for books, fees, hostel fee, higher studies etc.,
16. Organise Alumnae book banks in the General and departmental library for the sake of parentless and BPL children.
17. Assist the institution to strengthen its infrastructure in all possible ways in a phased manner.
18. Offer academic and emotional counselling to needy students.

U. Katha @ Venkath

7. THE ACTIVITIES OF THE ASSOCIATION IN FURTHERANCE OF ITS OBJECTIVES:

For the furtherance of all or any of the aforesaid objectives, the Association shall have power and authority to solicit, obtain and accept donations, grants, gifts from donors, State/Central Government and also Social Welfare Department, Voluntary agencies with in the Country of India or from Abroad.

8. THE NAME OF THE PERSON OR OFFICER IF ANY AUTHORISE TO SUE OR TO BE SUED ON BEHALF OF THE ASSOCIATION:

The President is authorised to sue or to be sued on behalf of the Association.

9. THE NAME OF THE PERSON OR OFFICER WHO IS EMPOWERED TO GIVE DIRECTION IN REGARD TO BUSINESS OF THE ASSOCIATION:

The President of the Association is empowered to give direction in regard to the business of the Association.

10. ENROLMENT OF MEMBERS:

a) Life Membership :-

Those who have passed out the PUC or has obtained his / her graduate / Post graduate Degree through Sri Sarada College for Women, Tirunelveli are eligible to enroll as life member of the Association.

b) Temporary Membership:-

Those who have obtained his/her graduate/Post graduate degree through Sri Sarada College for Women, Tirunelveli shall enroll as a temporary member during the year in which she successfully complete the course. The duration of temporary membership shall be one academic year.

No person shall be denied the membership benefits on the basis of gender, age, caste, religion or any other discrimination.

11. THE ENTRANCE AND OTHER FEES OR SUBSCRIPTION IF ANY TO BE COLLECTED FOR MEMBERS:

Membership Fees:-

- a) The life membership fee shall be Rs. 1000/- and that of the annual membership shall be Rs.100/-
- b) The membership fee shall be revised from time to time by the General Body.

U. Lakshmi Venkatesh

12. CESSATION/REMOVAL OF MEMBERSHIP:

Members can be removed from the membership for valid reasons such as acting against the interest of the Association or acting in violation of any of the terms and conditions provided in the Memorandum of bylaw of the Association. Before being expelled thus, she should be issued a notice giving him a reasonable opportunity of 15 clear days to defend his case. On the above mentioned period, a decision must be drawn convening the Executive Committee. The expelled member may appeal to the Executive Committee within 15 days.

13. RIGHTS, OBLIGATIONS AND PRIVILEGES OF MEMBERS:

- a) Members who register themselves as life members / temporary members are eligible to attend the General Body meeting. But only life members are eligible to vote in the General Body meetings to hold office, and receive notification and annual reports.
- b) Members are required to conduct themselves in line with the memorandum of the Association while exercising such rights and participating in the activities of the Association.
- c) Any office bearer or Executive Committee (EC) member or an ordinary member who willfully disregard the rules of the Association or act in such a way to boost his/her own personal image using the Association as a platform or act in a manner detrimental to the interest of the association shall be expelled from the Association by the EC. Such members can appeal for reconsideration of the Expulsion and on the recommendation of the General Body they can be readmitted.

14. THE MANNER IN WHICH THE ASSOCIATION SHALL TRANSACT ITS BUSINESS:

The Management of the Society vests with the Committee consisting of 8 members including 1 President, 1 Vice President, 1 Secretary, 1 Joint Secretary, 1 Treasurer and 3 Executive Committee Member.

The member of the Executive Committee hold office for 3 years. They shall be generally elected in the General Body meeting convened in May. In case of vacancies being created casually they can be filled up by calling special General Body meeting, and till the vacancy is filled up other executive committee members shall look after the affairs.

The Committee Member can resign his post by giving one month notice to the Committee. Till the resignation is accepted the members will be considered to be in office. The resolution on such matters should be passed in the following general body meeting or any Extra-Ordinary General body meeting.

U. Latha @ Verleash

The committee shall meet at least once in 3 months to transact its business during the resolutions regarding the affairs of the society shall be passed and the accounts of the society from the last date of meeting shall be checked. The quorum of the executive committee has been fixed as 2/3.

i) The office bearers and members of EC shall be elected for a period of three years.

This period constitutes one term.

ii) A person can hold an office for only one term.

iii) After serving in a particular office for one term, a person can contest for a 'higher' post. Thus a member who has served as an EC member cannot file his nomination for the post of an EC member. A person who has served a Joint Secretary cannot contest for the post of Joint Secretary or EC member. A person who has served as Vice President can aspire to become the secretary or President, and a person who has served as Secretary can contest for the post of President, alone. In case there is no nomination for a post, the elected committee will fill in the vacancy by calling for a nomination from any person who has served in the committee in the past.

The notice of the executive committee meeting shall be sent to the Executive committee members 7 days before the date of meeting, on receipt of which the signature of the members is obtained. The notice should contain the agenda for the meeting. All the committee members shall be only Honorary members and no remuneration shall be payable to them.

But in case, the member has to go to other places for carrying out the work of the society they shall be reimbursed the actual travelling expenses up to Rs.100/- towards halting and other expenses after the approval of the Executive Committee. Generally the period of the office the executive committee shall expire on 31st May and the new membership take over the charge on 1st June.

15. DUTIES AND FUNCTIONS OF THE OFFICERS OF THE SOCIETY

A. PRESIDENT

1. The President shall chair all meetings. He/she shall have powers consistent with the bylaws, as required to conduct the business of the Association. The president shall be responsible for speaking on behalf of the Association and implement the decisions taken by the EC.

U. Lakshmi Venkatesh

VICE PRESIDENT

The Vice President shall assist the President in performing all the functions and duties of administration. In the absence or disability of the President, the Vice President shall act as the president. Any interim vacancy of the Vice President that may arise due to long absence, resignation etc., shall be filled from among the EC Members by the EC.

C. SECRETARY

The Secretary shall keep full and complete records of the Association, including the attendance, proceedings and minutes of the meeting. She shall perform all such duties as may be necessary and proper for the successful running of the affairs of the Association.

D. JOINT SECRETARY

The Joint Secretaries shall assist the secretary in performing duties and responsibilities.

E. TREASURER:

The treasurer is the custodian of all the funds and responsible for the accounts of the Association. She shall operate the bank account jointly with the Principal of the college and also maintain and update all financial records. She shall prepare annual income and expenditure statements for distribution to members during AGM. In case of an interim vacancy of the treasurer, the office secretary will assume additional responsibilities of the treasurer.

F. EXECUTIVE COMMITTEE:

All the Executive Committee Members shall do their utmost to carry out the objectives of the society in the right direction in consultation with President and Secretary.

The General Body has been empowered to expel any Executive Committee members, in case of their not turning up for 3 consecutive Executive Committee Meetings.

16. RECORDS TO BE FILED WITH THE DISTRICT REGISTRAR.

1. The Audited Income and Expenditure statement, balance sheet.
2. A declaration form that the society that it was functioning properly during the year ended.
3. Copy of the minute of the Annual General Body Meeting.
4. Member list as on the last date of Financial Year. In form No.6)

The four (4) documents said above shall be filed with the Registrar within a period of 6 months from date of Annual General Body Meeting.

U. Latha @ Verbaals

Any change in the Executive Committee shall be intimated within 3 months of such change or changes to the Registrar (In Form No.7)

And there been any admission, removal or resignation of members in the General Body the change shall be intimated within 3 months of such change/changes to the Registrar (In Form 7)

Any change of address of the registered office of the Society shall be intimated within 3 months to the District registrar (Filing in Form 5).

17. FINANCIAL YEAR

The financial year of the Society shall be from APRIL TO MARCH. Every year the Annual general Body Meeting shall be held within 6 months after the expiration of the financial year.

18. ACCOUNTS & AUDIT.

The Secretary and Treasurer of the society shall keep proper books of account and at the expiration of each financial year, prepare a Receipts and Expenditure account and a Balance Sheet and shall cause them to be audited by an auditor or by two or more members of the society (not being members of the committee) appointed by the society and possessing the qualifications prescribed in section 21 of the Tamil Nadu Societies Registration Rules 1978.

19. Copies of by-laws, the receipts and expenditure account and the balance sheet can be had by any member on application on payment of Rs.1/- for each which must be attested by the President/Secretary. Any members can see them freely after obtaining prior permission from the President or secretary.

20. Proper enquiry shall be held by the Executive Committee against the member if any loss or damage is caused by them to the society and final decision on this will be taken by the General Body.

U. Lakshmi Venkatesh

21. THE FUNDS AND MODE OF CUSTODY APPLICATION & INVESTMENT

The Entrance Fees, Subscription collected from the members, the donations obtained from others, Subsidy, or financial assistance got from the Government/Voluntary Organisations within the country or from Abroad or the sources of Income of the Society, will form the investment.

2. Cash upto Rs.2000/- can be had with the Secretary for immediate disbursements.
3. The Bank Account shall be opened in any nationalized bank in the name of the society. The President and Treasurer shall be jointly operate the bank account.
4. Purchases those are made with the funds belonging to the society should be made in the name of the society.
5. Each and every thing bought for the society should be bought in the name of the society and should be maintained properly.
6. The investments of funds of the society shall be invested in accordance with provision of Section 11(5) read with Section 13(1) (d) of the Income Tax Act and also Tamil Nadu Society Registration Act.

22. DAY TO DAY AFFAIRS OF THE SOCIETY:

Day to day affairs of the society shall be looked after by the Secretary. At present there are no employees. The executive Committee is empowered to employ staff as and when required. The Secretary in the absence of President, Treasurer in the absence of Secretary shall carryout their duties.

23. CONDUCT OF ANNUAL GENERAL BODY MEETING

1. Every year the Annual General Body Meeting should be called in the Month of September, Extra ordinary General Body Meeting can be held whenever required.
2. The notice of the Annual General Body Meeting containing the date, time and venue of the meeting should be sent to all the members before 21 days.
3. The notice may be sent to the members by one or more of the following modes:
Local delivery or (b) by post (c) by circulation among members or (d) publishing in One or more dailies.
4. The notice shall also be affixed on the notice board.
5. The quorum for the General Body meeting shall be 2/3 of the total members of the society.

U. Latha @ Venkatesh

EXTRA ORDINARY GENERAL BODY MEETING

- i) In case 1/3 of the total members demand for an extra-ordinary general body meeting within 30 days from the date of receipt of such a notice, the meeting must be held.
- ii) The notice for the Extraordinary General Body Meeting shall be given as per the section 23 (1,2,3) of the by-law.
- iii) In case of the President's failure of calling the extraordinary General Body Meeting the requisitions are empowered to call the meeting, themselves mentioned above.
- iv) The Extra Ordinary General Body Meeting can be called when there is a need for change in the rules and regulations of the society and when the proceeding of the society is found to be improper.

24.A.1. Special Resolutions shall be passed by a majority of not less than three fourth of the members present at the meetings called for the purpose.

2. For such meeting notice shall be given as per the by-law No.23 (3).

3. The copies of such special resolutions passed as per this byelaw shall be filed with the Registrar of the Society within 14 days.

B. PROCEEDINGS OF THE GENERAL BODY.

1. To accept the Audited Balance Sheet.
2. To lay down policies.
3. To implement necessary disciplinary action after proper enquiry.
4. To elect Executive Committee Members once in 3 years.
5. To resolve other convenience after examination.

C. PROCEEDINGS OF THE EXECUTIVE COMMITTEE:

The executive committee shall meet once in 3 months to administer the society. If necessary it may convene more than once.

D. The urgent meeting shall be called for the following reasons in the same manner as the General Body Meeting is held.

1. For cause of Amendments in bylaw changing the name of the society, include/extend the objectives of society and any other urgent administrative reasons if any.

U. Laka @ Verba

2. The urgent meeting shall be called if 1/3rd of the members demand for the meeting in writing within 30 days from the date of receipt of such a notice. In case of the meeting not being held so requisitions shall have power to call the meeting which is legally valid and for this meeting also notice shall be given as for general body meeting.

THE FOLLOWING REGISTERS SHALL BE MAINTAINED IN THE SOCIETY.

1. Subscription Register.
2. Income and Expenditure Register.
3. Monthly expenditure Register.
4. Ledger
5. Minutes book
6. All expenditure vouchers
7. Receipts book
8. Bank pass Book
9. Members registers.

The above said registers can be seen by the members during business hours of the society free of charge.

26. Any properties or loan bonds bought for the society or sold by the society, then such a transaction should be registered with the registrar.
27. When the society buys or sales anything that belongs to the society, such transaction should be carried out in presence of both the president and secretary for which the prior approval of the general body should be obtained.
28. The Society so formed shall be irrevocable.
29. The objects/ activities of the society shall be carried out only in India.
30. The power to effect amendment in the memorandum of Association / By-Laws of the Society would not extend to altering the basic character/objectives of the society. Further no such amendments which may prove to be repugnant to the provision of section 2 (15) 11,12,13, and 80 G of the Income Act shall be made.
31. The society will not function in the nature of conduction of a business activity and not for the purpose of the profit.

U. Katta @ Verbal

32. The investment of the funds of the society shall be made only in accordance with the provisions of section 11(50) read with section 13(1) (d) of the Income Tax Act.
33. The Accounts of the society/Institution shall be regularly maintained and every year the accounts shall be closed by 31st March and the same shall be audited by a qualified Chartered Accountant.
34. The Income and the funds of the Society will fully be utilized towards the objective and no portion of it will be utilized for payment to the members/Office bearers of the society as interest/dividend profit etc.,
35. Any Amendment of the society by-law will be carried out only with the prior approval of the Commissioner of Income Tax.
36. The benefit of the society is open to all irrespective of caste, creed, sex etc.
37. The objective/activities of the society shall be carried out only in India.

38. DISSOLUTION OR WINDING UP:

In the event of dissolution or winding up of the society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members but the same shall be transferred to another society or other charitable Institution such as trusts whose objects are similar to those of the society and which enjoys recognition under section 80G of the Income Tax Act.

In all other matter which have not been specifically mentioned herein, the provisions of section 27 of the Tamil Nadu Societies Registration Act 1975 and rules made there under shall apply.

U. Latha @ Verbatim

Secretary declare that the above mentioned are the bylaws

U. Lakshmi Venkateswari

(U. Lakshmi Venkateswari)

President

R. Uma

(R. Uma)

Vice President

J. Umair Parvathy

(Dr. J. Umair Parvathy)

Secretary

B. Revathy

(B. Revathy)

Joint Secretary

B. Parvathi Devi

(B. Parvathi Devi)

Treasurer

S. Arumuga Selvi

(S. Arumuga selvi)

Executive Committee Member

A. Aruna Devi

(A. Aruna Devi)

K. Arutha

(K. Arutha)

WITNESS:-

1) P. Muthalaksuni

2) P. Muthalaksuni

U. Lakshmi Venkateswari

வது தாள் திருத்தம் இல்லை

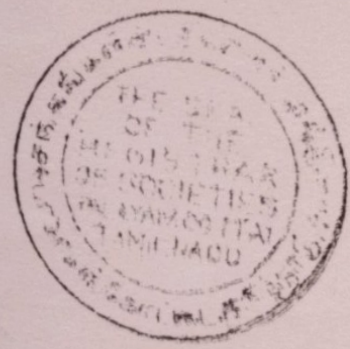
சங்கத்தின் எண் 9/2017
 சங்கத்தின் பெயர் .. TIRUNELVELI SARADA
 COLLEGE SARADA SUTAS ALUMNAE
 ASSOCIATION
 ஆவணத்தின் பெயர் BYELAW
 வரிசை எண் 02/2017
 பதிவு / கோர்வை செய்யப்பட்ட தேதி. 09.02.2017
 செ. வ. பி. பி.
 சங்கப்பதிவாளர்.
 பாளையங்கோட்டை பதிவு மாவட்டம்

9/21
 02/17

8/217

12ண்மை ரூமல் /

கடைசி தாள் திருத்தம் : தில்லி
 மொத்த திருத்தம் : இல்லை
 நகல் தயாரித்தவர் :
 ஆய்வு படித்தவர் :
 செய்தோர் / ஆய்வாளர் :



சங்கங்களின் பதிவாளர்
 பாளையங்கோட்டை.

20...17...ம் வருடத்திய ச... 9
 ...17...நாள்களை ...
 ...16...வது தாள்.

சங்கப்பதிவாளர்