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21/7/2000
राजीवराव

सहायक सचिव
पुणे विभाग पुणे

सार्वजनिक न्याय मंडळाचे कार्यालय
पुणे विभाग, पुणे

SCHEDULE 'C'

**ALUMNI ASSOCIATION OF
ARMY INSTITUTE OF TECHNOLOGY**
RULES AND REGULATIONS

(1) INTERPRETATIONS :-

A) ASSOCIATION :-

Means the Association the name of which appears in the Memorandum of Association, and is registered under the provisions of the Societies Registration Act, 1860.

B) OBJECTS :-

Those occurring in Clause No. (4) of the Memorandum of Association.

C) MEMBERS :-

Means who have been accepted as member by the Association, and whose name duly appears on the membership register of the society.

D) GOVERNING COUNCIL :-

It means the Board of Trustees/Executive Committee or Governing Council or Council in which the powers of management of the Association have been vested.

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E) A.I.T. :-

'A.I.T.' means Army Institute of Technology, Dighi Hills, Pune.

F) AITIAN :-

The 'AITIAN' means Alumni Association of Army Institute of Technology, Dighi Hills, Pune.

G) TEACHING STAFF :-

The 'Teaching Staff' means the Professors, Assistant Professors, Lectures, Readers, Principal employed in the A.I.T., Dighi Hills, Pune.

(2) JURISDICTION :- Shall be all over India.

(3) MEMBER OF THE SOCIETY IS A PERSON WHO :

- 1) Any past student of A.I.T. Dighi, Pune, who is interested in the objects of the Association and has given an application in writing for membership, shall be eligible to become a member of the Association on his/her paying the requisite subscription.
- 2) Who has accepted in writing the Rules and Regulations of this Association.
- 3) Whose name has been approved and finalized by the Governing Council, and who has the right to vote at the meeting of the Association.

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- 4) A member may resign by giving 7 days notice to the Office Bearers in writing of his/her intention to do so.
- 5) The Association reserves the right to make and enroll new members, and any membership application can be rejected by the Governing Council without giving any reason whatsoever.

(4) TYPES OF MEMBERS :

1) Founder Member :

Founder member is a past student of A.I.T. Dighi, Pune, and who is signatory to the Memorandum of Association, and Rules and Regulations and whose contribution to the permanent funds of the Association amount to Rs.1,000/- and Rs.25/- as entrance fee. Founder members will remain as life members by paying the above contribution/subscription.

2) Ordinary Member :-

Ordinary member shall be a past student of A.I.T. Dighi, Pune whose contribution to the permanent funds of the Association amounts to Rs.200/- per year, and Rs.25/- as admission fees at the time of enrollment of membership.

3) Patron Member :

Patron Member shall be a past student of A.I.T. Dighi, Pune who has contributed to the Association

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or to the satisfaction of the Governing Council caused to be contributed to the Association not less than Rs.10,000/- and Rs.25/- as admission fees at the time of enrollment of membership in cash or in kind may be admitted as a Patron Member of the Association.

4) Donor Member :

Donor Member who is a past student of A.I.T. Dighi, Pune who has donated to the Association or to the satisfaction of the Governing Council caused to be donated to the Association not less than Rs.25,000/- and Rs.25/- as admission fees at the time of enrollment of membership in cash or in kind may be admitted as a Donor Member of the Association.

5) Life Member :

Life member shall be a past student of A.I.T. Dighi, Pune whose contribution to the permanent funds of the Association amount to Rs.1,000/- and more, and Rs.25/- as admission fee at the time of enrollment, or as may be determined from time to time by the Governing Council.

6) Student Member :

A student member is one who is a final year under graduate or post graduate student of the A.I.T, Pune and who pays contribution of Rs.1,000/- for

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such membership. The student member shall have voting rights and representation of the Governing Council of AITIAN.

7) Associate Member :-

Associate member shall be such an individual, who is a member of teaching staff of the A.I.T. Pune, and who pay a lumpsum contribution of Rs.500/-. He/She will remain Association Member of AITIAN until he/she is teaching in AIT Pune. The Associate Member has no voting rights nor can hold any post of elected member.

8) Honorary Member :

The Association by the resolution of Governing Council cite Honorary Membership to an outstanding faculty or any other outstanding person, who otherwise cannot be enrolled as a member. The citation could be made by the Governing Council to such person.

Honorary member has no voting rights, nor can hold any post of elected Officer Bearer, however, he can be appointed in any other capacity by the Governing Council.

(5) CEASING OF MEMBERSHIP :

1. The Governing Council shall have power to remove a member if he is found acting prejudicially to the interest, prestige and working of the Association.

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However, sufficient opportunity shall be given to him to submit his explanation and if such explanation is not found satisfactory to the Committee.

2. Resigns his membership in writing and his resignation is so accepted by the Governing Council.
3. If a member without intimation to the President of the Association leaves India for more than 6 months or more, then his membership shall be deemed to have cancel.
4. If a member does not pay his membership fee prior to 31st March of the year his membership will be cancelled automatically.
5. If a member dies or becomes lunatic.
6. If a member is convicted of an offence involving moral turpitude.

(6) WAY OF FILLING IN VACANCY IN GOVERNING COUNCIL :

If any vacancy occurs in the Governing Council members/trustees on account of disqualification of a trustee or on account of vacancy due to death or resignation or if a trustee desires to be discharged or relieved from the trusteeship, then the continuing or surviving trustees shall appoint a new trustee in the vacancy caused by majority, from amongst the members. The person so appointed in the vacancy created shall work only for the remaining term of vacancy.

However, in case the Director/Principal/Training

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Placement Officer being the Ex-officio members do not wish to continue as the Governing Council member, their resignation have to be addressed to the President and only the General meeting is empowered to appoint such suitable person. A Special General Meeting is required to be held in such circumstances within 30 days of receipt of resignation.

(7) AUTHORITIES OF SOCIETY :

The following shall be the authorities of the Association:

- 1) The General Body
- 2) The Governing Council

(8) GENERAL BODY :

- 1) The General Body shall consist of all members.
- 2) The General Body shall normally meet once in a year or more often, if required.
- 3) The meeting of the General Body shall be presided over by the President or in his absence a member so elected in the meeting.
- 4) 3/5th of the existing members on record shall form a quorum at a meeting of the General Body.
- 5) If at a duly convened meeting of the General Body, there be no quorum at the time announced for the meeting, the meeting shall be adjourned. The adjourned meeting shall be held after half an hour for which there is no necessity of the requisite quorum. However, the same agenda will be considered at the adjourned meeting.

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- 6) All matters placed before the General Body for which no higher majority is prescribed, shall be decided by simple majority or show of hands, or by ballot, if demanded by any ten or more members present. In case of equality of votes, the President of the meeting shall have a casting vote.
- 7) The Hon Secretary on the instructions of the Governing Council and in consultation with the President shall convene the meeting of the General Body with at least 14 days clear notice. The notice of the meeting shall contain a specific agenda to be discussed at the meeting. The said notice shall be sent under the Certificate of Posting or by any other method as per the choice of the President to all members.
- 8) The General Body at its Annual General meeting shall :-
- (a) Consider and approve the Annual Report of the Association as presented by the President.
 - (b) Consider and adopt the audited statement of accounts for the previous year.
 - (c) Consider the budget estimates of the Association for the following year.
 - (d) Consider the resolutions and amendments, referred to it by the Governing Council or by the member of the Association.

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- (e) Appoint Auditors for the ensuing year.
- (f) Transact such other business as may be brought forward with permission of the President.
- (g) Elect Governing Council as per Clause No.10.

(9) GOVERNING COUNCIL :

- a) The management and control of the Association shall be at present vested in a Governing Council of 17 members.
- b) The number of Governing Council shall be minimum 7 (Seven) members which can be further extended to maximum 21 (Twenty one).
- c) The tenure of the Governing Council shall be of 3 (Three) years. After expiry of the tenure the said persons are re-eligible for contesting the election.
- d) The Governing Council shall consist of the following office bearers.
 - 1) President
 - 2) Honorary Secretary
 - 3) Executive Secretary
 - 4) Honorary Treasurer

The members of the Governing Council shall elect from among themselves the office bearers of the Governing Council. However, only the four elected members by the General Body among the past Students can hold the post of President, Hon. Secretary and Hon. Treasurer of AITIAN.

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(10) FORMATION OF GOVERNING COUNCIL :

Governing Council shall be elected and consist of the following members :-

- a) Four members elected by Patron/Donor/Life/Student members among the past students only.
- b) Director of A.I.T. would be Ex-officio member of the Governing Council.
- c) The Principal of A.I.T. would be Ex-Officio member of the Governing Council.
- d) Training and Placement Officer would be the Ex-officio Executive Secretary of the Governing Council.
- e) Two members appointed/nominated by the Governing Council out of the Patron/Donor/Life/Student members for a term of **One** year only.
- f) Six members to be elected to the Governing Council among the Student Members by the Patron/Donor/Life/Student Members for a term of **one** year only.
- g) Two members appointed/nominated by the Governing Council from the Associate Members.

ELECTION PROCEDURE

Election for four members of the Governing Council would be held every 3 years and for six members from the student members will be held every year. Nominations for four and six members as stated above of the Governing Council would be called by the Board of

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Convenee appointed by the Governing Council, one month before the Annual General Body meeting of the Association of that year, held during September. Nomination forms would be scrutinized by the Board of Conveyors.

Thereafter the elections would be held at the annual General Body meeting by show of hands. The four and six members so elected together with the Director, Principal and Training and Placement Officer (all Ex-officio members) would be choosing two members of the Body from among the Associate members.

The 15 member body so formed would co-opt two other members from Patron/Donor/Life Members/Student Members to form the 17 member Governing Council.

The office bearers viz. President, Honorary Secretary and Hon. Treasurer and any other office bearers would be elected from amongst the Governing Council. The office bearers can hold the post for maximum 2 terms only.

(11) GOVERNING COUNCIL :- (MEETING, NOTICE & QUORUM)

- a) The President shall preside at all the meetings of the Governing Council. In his absence, the members present may elect one of them to be the Chairman of the meeting.
- b) 3/5th members shall form a quorum at the meeting of the Governing Council. If at a duly convened

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- meeting of the Governing Council, there be no quorum at the time announced for the meeting, the meeting shall be adjourned. The adjourned meeting shall be held after half an hour for which there is no necessity of the quorum. However, the same agenda will be considered at the adjourned meeting.
- c) All matters placed before the Governing Council shall be decided by 3/5th majority of votes taken by show of hands. In case of equality of votes, the President of the meeting shall be entitled to a casting vote.
 - d) The Governing Council shall meet once in every 3 (three) months or more often as thought fit and proper.
 - e) Notice of Governing Council meeting shall be sent 7 (Seven) clear days in advance before the meeting by Ordinary Post or by any other method to be decided by the Governing Council.

(12) POWERS OF GOVERNING COUNCIL :

- 1) To frame regulations consistant with this constitution for :-
 - a) The conduct of its business and,
 - b) The conduct of its meeting and,
 - c) To manage the affairs of the Association.
- 2) To solicit, obtain and/or accept subscriptions, donations, grants, gifts, devices, bequest and

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trusts from any person, firm, corporation or institutions or a likewise body.


- 3) To hold movable and immovable properties of the Association and to administer its funds.
- 4) To consider and recommend for adoption by the General Body the annual budgetary provisions for the ensuing year of the society.
- 5) To prepare the draft of the annual reports and financial Statements of the Association, and recommend the same to the General Body for their sanctions, & to arrange for its circulation among the members.
- 6) To consider and sanction proposals for extra expenditure.
- 7) To construct, maintain, extend, improve, repair, alter, enlarge, modify any house buildings or such type of work necessary or convenient for the purpose of the Association.
- 8) To enter into, vary, carry or cancel contracts on behalf of the Association.
- 9) To take steps with a view to preventing a member or any other employee from doing anything or acting in any manner or performing any act of commission or omission detrimental to the interest of the Association.
- 10) To fill vacancies in the Governing Council caused by death, resignation or absence without leave of a member or members for three consecutive meetings.

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But failure to fill in such vacancy or vacancies shall not during the interval vitiate the proceedings and affairs of the Governing Council which shall be discharged by the remaining members of the Governing Council.

- 11) To consider and if thought fit, sanction proposals for the appointment of needs of institutions, and members of establishments in each institutions.
- 12) To appoint, confirm, promote or terminate the services of any employee working in the institute & its branches.
- 13) To fix the salaries and allowances to be paid or made to the employees of the Association in its various institutions.
- 14) To appoint a Committee, if required, by the name 'Advisory Board' for the said Association, if deemed necessary and to fix its tenure. To dissolve/ change the members thereof if circumstances so warrant.
- 15) To amalgamate with any other Association, institution or association having similar or in part similar objectives of the Association.
- 16) If a Governing Council member fails to attend 3 consecutive meetings of the Governing Council without any concrete reason, he shall be removed from the Governing Council.
- 17) Provided however that nothing contained herein shall prevent the Governing Council from reimburs-

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ing themselves out of the Association such funds, and all bonafide expenses incurred by them jointly or severally in or about the execution of the Association purposes.

- 18) To use funds and assets of the AITIAN in the employment of persons of learning or skill and provision and use of buildings and of instruments, materials and appliances and of any of the assets of the AITIAN for scientific, industrial and engineering research and such other purposes.
- 19) To grant fellowship, scholarship, or the monetary assistance on such terms and conditions as it may prescribe to the past and present students of Army Institute of Technology, Pune as it may select or study on a subject in which AITIAN is interested.
- 20) To assign, from time to time such functions and duties and delegate such powers, as it may deem fit, to any person or persons or members of the subcommittees, their travel expenses and other out of pocket expenses incurred by them in the performance of their functions.
- 21) To start, to affiliate to incorporate Institutions at different places.
- 22) Generally to do all such acts and things as may be necessary or desirable in the interest of the Association whether they are expressly provided in the rules or not.

(13) PROVISION FOR LOAN AND INVESTMENT :

- 1) To raise loans, if necessary, on the security of the movable or immovable properties of the Association.
- 2) To open, invest and operate all accounts of any description with any Nationalised or co-operative bank and to Invest and deal with any money of the Association not immediately required for any of its objects under section 35 of the Bombay Public Trust Act, 1950.

(14) PROVISION FOR PURCHASE AND SELL OF IMMOVABLE PROPERTY :

- 1) To acquire by gift, purchase, exchange, lease, hire or otherwise any lands, buildings, assets, rights of any property, movable and/or immovable and any estate or interest for the Association.
- 2) To purchase, take on lease or otherwise acquire or to give its property on lease or hire as may be deemed necessary or convenient.
- 3) To sell, dispose off any property or any part thereof as may be considered necessary or convenient in the best interest of the Association.

(15) DUTIES OF OFFICE BEARERS :

1) PRESIDENT :-

- a) To preside over and conduct the General Body meetings, and the meetings of the Governing Council.

- b) To convene the all meetings of the Governing Council and the General Body as provided in the rules.
- c) To decide all matters/issues by majority of votes.
- d) To take such action or to suggest such proposal which he deems fit and proper in the interest of the Association.
- e) The right to call any meeting.
- f) To do all acts in order to promote the general welfare of the Association.
- g) To keep control over the staff of the Association.
- h) The President shall have a casting vote in case of a tie.

2) HONORARY SECRETARY :

- a) To convene all meetings of the Governing Council and the General Body as provided in the rules.
- b) To write, and properly record the minutes of the meetings.

3) EXECUTIVE SECRETARY

- a) To carry on correspondence for the Governing Council and General Body in consultation with the President.
- b) To arrange and keep the records of the Association up-to-date.

- c) To keep and maintain a list of the properties of the Association.
- d) To maintain the General Registers of the members of the Association.
- e) To implement the regulations of the General Body and the Governing Council.
- f) To correspond on behalf of the Association and represent the Association.
- g) To represent the society in all legal matters by or against the society and to execute legal documents for the Association, in consultation with Governing Council.
- h) To perform and to do all the duties in the interest of the Association as assigned to him by the General Body, and the Governing Council of the Association.

4) HONORARY TREASURER :

- a) He will be responsible for all the sums of money which are from time to time received by the Association.
- b) To see and maintain accounts of the Association and its institutions.
- c) To get the accounts of the Association audited, and present the statement of accounts the Annual General Body.
- d) To present the budget to the Governing Council, for consideration and sanction.

(16) EXTRA ORDINARY/REQUISITION MEETING OF GENERAL BODY :

Such meeting shall be held at the requisition at least of the 1/4th of the total number of members on roll of AITIAN provided that the request is made in writing to the President stating the business proposed to be discussed at least 14 days before the meeting. No other business shall be discussed at the Extra-ordinary meeting than the specific purpose for which the meeting is being called.

Decisions shall be taken by a simple majority. The President shall have a casting vote in case of a tie. The quorum for the transaction of business shall be 3/5th members. In the event of quorum not being present within half an hour for the time set for the meeting, the meeting shall stand adjourned and re-assemble after half an hour. At such adjourned meeting, the rule of quorum shall not apply.

(17) VOTING RIGHTS :

Every member will have the right for one vote to be exercised at the General Body meeting. All decisions will be arrived at in the Governing Council as well as in the General Body Meeting by a majority vote. In the event of a tie, the presiding person i.e. the President shall have the power of deciding the issue by a casting vote. Members who are in arrears of their annual sub-

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scription will not be entitled to :-

- a) vote at the Annual General Body Meeting.
- b) Stand for the election of the Governing Council.
- c) Propose, second or cast votes in the election.

(18) FUNDS :

The funds of the Association shall consist of subscriptions, and donations and such other funds received from whatever source, and the same shall be deposited in any Nationalised or Co-operative bank or Public Securities approved by the Governing Council.

The income, money and properties of the Association, in whatsoever manner derived, shall be applied solely towards the maintenance, upkeep and improvement of the institution and properties of the Association and for the promotion of all or any of the objectives specified above and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the Association, PROVIDED and howsoever that nothing herein shall prevent in good faith remuneration to any member in return for any service rendered to the Association.

The society may establish general, special or capital funds for furtherance of the aims and objectives of the Association, and the money shall be deposited in Nationalised and/or Co-operative banks or Public Securities.

(19) ACCOUNTING YEAR :

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

(20) BANK ACCOUNT :

The Bank Accounts shall be in the name of the Association and shall be operated under the joint signature of any two out of President, Honorary Treasurer and Honorary Secretary and Executive Secretary. However, the signature of Executive Secretary is compulsory.

However, the Governing Council by passing a resolution can authorise any other Governing Council member to operate the account with the Executive Secretary.

(21) CHANGE AMENDMENT IN THE NAME AND OBJECT :

To alter, extend, amend or change the name, and/or the objectives of the Association, however, provisions of Sections 12 and 12A of the Societies Registration Act, 1860, shall be complied with.

(22) CHANGE IN RULES AND REGULATIONS :

Any change to be done in the Rules and Regulations will be done by calling special General Body meeting and 3/5th of the total number of members should be present for the said meeting and the said change should be accepted in the said meeting by majority. A copy of

proposed change(s) in Rules and Regulations shall be sent alongwith Notice to the members well in advance.

(23) LIST OF MEMBERS :

The list of persons who are members within the meaning of Section 15 of the Societies Registration Act, 1860, shall be maintained in the form of Schedule VI to the Societies Registration(Maharashtra)Rules, 1971, vide Rules 15 thereof.

(24) INDEMNITY :

- 1) The office bearers and the members of the Association shall be indemnified in respect of acts done by them for the Association in good faith, and no office bearer or member of the Association shall be liable for such act done by any other office bearer, or member of the Association.
- 2) No act or proceedings of the Association shall be deemed to be invalid by a reason merely of any vacancy in and/or defect or deficiency in the construction of Memorandum of Association of the Association/ Rules and Regulations thereof as the case may be.

(25) SEAL :

There shall be a common Seal of the Association which shall be affixed at the discretion of Governing Council to such deeds, contracts, agreements and offi-

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cial letters, documents or statements of whatever nature where requires the sanction of the Governing Council.

(26) PROVISION FOR EXPENSES TO BE INCURRED ON OBJECTS :

The expenditure on the various objects of the Association shall broadly be laid out in the following manner :

- a) On the Objects of the Society, as stated in the Memorandum of Association 75%.
- b) Social welfare and cultural activities 25%.

(27) DISSOLUTION :

If for any reasons it is decided to dissolve the Association, the provision of sec. 13 and 14 of the Societies Registration Act, 1860, shall be complied with.



CERTIFICATE :

Certified that this is the true and correct copy of the Rules and Regulation adopted by ALUMNI ASSOCIATION OF ARMY INSTITUTE OF TECHNOLOGY to the best of our knowledge and belief.




PRESIDENT



HON.
SECRETARY



HON.
TREASURER



EXECUTIVE
SECRETARY