

**MIST Alumni Association**  
Bandlaguda, Vyasapury, Kesavagiri(Post), Hydera500005

1. The Name : **The Name of the Society shall be ‘MIST Alumni Association’**  
(herein after referred to as the **Association**)

**2. The Registered Address and contact details**

(a) The Registered Address of the Association shall be as follows:

“c/o The Principal,  
Mahaveer Institute of Science and Technology,  
Bandlaguda,  
Vyasapuri,  
Kesavagiri(Post)  
Hyderabad—500005.

(b) The Official Email ID of the association shall be as follows: principal@mist.ac.in

(c) The Official Website of the Association shall be [www.mist.ac.in](http://www.mist.ac.in)

**3. Registration**

The Association shall be duly registered under the Telangana Societies Registration Act, 2001

**4. The Objective**

The objective of these Bye Laws is to regulate the functioning of the Association in fulfilling its objectives as enunciated in the Memorandum of Association (**MoA**), on the principles of good corporate governance and in accordance with the provisions of Telangana Societies Registration Act, 2001 as also the terms and conditions of the Certificate of Registration.

**5. Activities**

Subject to the provisions of the Telangana Societies Registration Act, 2001 and the terms and conditions of the Certificate of Registration, the Association, through its Managing Committee, shall carry on its activities in furtherance to the objectives outlined in the MoA.

**6. Management Committee ( MC )**

The day-to-day affairs of the Association shall be carried on and managed in accordance with the MoA and these Bye Laws, by a Management Committee (herein after referred to as **MC**) comprising 6 (six) Office Bearers and 4 (four) Committee Members , all on honorary basis, as under:

- Hon. President, 1
- Hon. Vice President, 1
- Hon. General Secretary, 1
- Hon. Treasurer 1
- Hon. Committee Members 4

## **7. Responsibility of Management Committee**

The MC, shall be collectively responsible and accountable for the decisions taken and directions given to the Association within the framework of the MoA and Bye-Laws. For the decisions, if any, taken in violation of MoA or the Bye Laws, the members of the MC shall be responsible and accountable not only collectively but also severally.

## **8. Membership**

Any ex student of Mahaveer Institute of Science and Technology, Bandlaguda, Vyasapury, Kesavagiri(Post), Hydera500005, shall be eligible for the membership of the Association.

## **9. Categories of Members**

There shall be two categories of Members viz. Life Member and Ordinary Member.

## **10. Admission / Enrollment of Members**

Admission / enrollment of an ex student of the School, vide 8 above, either as an Ordinary Member or as a Life Member of the Association, shall be considered by the MC on the basis of the particulars furnished by the applicant in his/her application, in the prescribed form, which is required to be submitted to the Hon. General Secretary and on payment of the stipulated Entry Fees and the Annual subscription (in the case of ordinary member) or the stipulated Life Membership fees (in the case of life membership).

## **11. Alumni Register:**

A Register and/or an electronic database of Members, incorporating all the relevant particulars, with reference to the membership applications received, shall be maintained at the Registered Office by the Hon. General Secretary.

## **12. Change of Address of Member**

If a member changes his/her postal address and/or e-mail ID, he/she shall notify his/her new address / email ID to the Hon. General Secretary, in writing. The address/email ID, in the Alumni Register, shall be accordingly changed. However, if he/she fails to notify his/her new address/email ID, the address /email ID in the Alumni Register shall be deemed to be his/her current address, for communication purposes.

## **13. Communication with Members:**

All communications from the Association to the Members shall be through email except where the Member makes a specific request in writing, for alternate means of communication. Communications to the Members shall be sent by the Hon. General Secretary or in his absence or at his request, by the Hon. Assistant Secretary.

## **14. Communication by the Members:**

Members may communicate with the Association either through post/courier or through email. All communications to the Association shall be addressed to the Hon. General Secretary by designation and not by name.

## **15. Rights and obligations of Members**

Members are eligible to,

(i) receive the Association's publications and e-newsletters

(iii) register on the Association's website

(iv) attend and partake in the events and activities that may be conducted by the Association

(v) receive, at the AGBM, Annual Reports and Statements of Accounts

(vi) contest for election to any of the posts in the MC.

Members can avail of the services and initiatives offered from time to time by the Association

Members shall conduct themselves with decency, decorum and dignity and shall abide by the provisions of the MoA and Bye Laws of the Association while representing the Association and participating in the various meetings or events of the Association.

No Member shall say or do any thing which will jeopardise the interests of the Association or bring bad repute to it.

## **16. The General Body**

The General Body of the Association shall be the **supreme authority** in all matters pertaining to the Association with the exception of day-to-day functioning.

It shall consist of the Members ( ordinary members and life members) registered in the Alumni Register.

## **17. Duties and powers of Management Committee**

The powers and duties of the MC shall be:

i. To raise funds for conducting the various activities of the Association on such terms and conditions as may be determined from time to time by the MC

ii. To actively work towards increasing the membership and participation.

iii. To provide funds for the various activities of the Association as decided by the MC within the budgetary provisions made

## **18. Duties and Powers of the Office Bearers**

### **Hon. President:**

The Hon. President shall be responsible for the overall functioning of the Association and its MC. He / she shall chair the meetings of the MC and the AGB or the Special General Body of the Association. He/she shall carry out all other tasks and discharge all responsibilities specifically mentioned in these Bye Laws.

## **Hon. Vice President**

The Hon. Vice President shall render assistance to the Hon. President in the discharge of the latter's duties and responsibilities and shall substitute for the President during the latter's temporary absence.

## **Hon. General Secretary**

The Hon. General Secretary shall be the Chief functionary of the Association.

He/she shall,

- (i) convene the meetings of the MC, AGB, Special General Body
- (ii) maintain the minutes of the meetings
- (iii) maintain the Alumni Register duly updated at any given point of time
- (iv) look after the correspondence from/to the Association and
- (v) discharge other responsibilities and duties specifically cast on him/her in these Bye laws.

## **Hon. Treasurer**

The Hon. Treasurer shall be responsible for the financial aspects of the Association. In particular, he/she shall be responsible for the following:

- (i) the proper up keep of accounts relating to receipts and payments as also income and expenditure
- (ii) custody of cash and negotiable instruments received, including cheque leaves received from the bank/s, cheque/s received from Members and others towards payment to the Association
- (iii) maintaining a mirror account of the bank account and reconciling the balances with the bank/s at regular monthly intervals
- (iv) issue of proper receipts for monies received
- (v) receiving and maintaining vouchers/bills/receipts for expenditure incurred
- (vi) preparation of summarised quarterly statements of accounts for consideration of MC
- (vii) preparation of Annual Statements of Accounts [statements of (a) receipts and payments (b) income and expenditure and (c) balance sheet]
- (viii) preparation of Annual budget and other ad-hoc budgets as and when required.
- (ix) render assistance to the internal and external auditors in their audit work.

## Hon Committee Members

They shall attend the meetings of the MC and render all assistance to the Office bearers in the discharge of their respective duties and responsibilities.

### 19. Management Committee Meetings

- a. The MC shall meet as often as necessary but at least once in a Quarter.
- b. Any Office bearer or Committee Member , if he/she so desires, may request the Hon. General Secretary, in writing, for convening a meeting of the MC to discuss a particular subject / topic / issue, relating to the affairs of the Association which he/she may consider important and/or urgent.
- c. The Hon. General Secretary shall convene the meeting within 14 (fourteen) days by sending Notice of meeting so as to reach the Office Bearers and Committee Members at least 7 days in advance, excluding the date of the proposed meeting. The Notice shall be sent by post/courier or by email to the address/email ID of each of them as per Association's records. The Notice shall stipulate the venue, date and time of the proposed meeting and indicate the agenda for discussion.
- d. The Hon. President or, in his/her absence, the Hon Vice President shall chair the MC Meetings. In the absence of both of them, the Hon General Secretary shall chair the MC Meeting.
- e. The **quorum** for the MC Meeting shall be 5 (five).
- f. If the quorum of 5 mentioned above does not include at least any one of the three office Bearers viz. the Hon. President, Hon. Vice President and Hon. General Secretary, the convened meeting of the MC shall not be held
- g. The Chairperson of the Meeting shall be responsible for duly recording the minutes of the meeting which shall be certified and signed by him/her.
- h. Decisions on each Agenda item shall be taken on the basis of a **simple majority** of the attendees. In case of a tie, the Chairperson of the Meeting shall exercise his/her casting vote.
- i. The. Hon. General Secretary shall have powers to **invite** a General Member or Members not exceeding 3 (three) to the MC Meeting in order to derive the benefit of the knowledge and experience of the invited members during discussions on the agenda for the Meeting. The invited members shall not have any voting rights and shall not count for quorum.

### 20. Continuous absence from MC Meetings

The MC shall have the power to ask any Office Bearer/Committee Member who has not attended 3 (three) consecutive meetings of the MC, to explain his/her reasons there for and if the reasons given are considered not satisfactory, to seek his /her resignation, as an extreme action, subject, however, to adherence to principles of natural justice. If the delinquent Office Bearer or the Committee Member refuses to resign, the MC may recommend his/her removal, to a Special General Body Meeting to be convened for discussing the specific matter.

## **21. Sub committees**

In order to utilise the expertise and time of the Office Bearers and the Committee Members and with a view to distributing the various tasks and functions of the MC, Sub Committees may be set up as may be required from time to time over and above the 3 Sub Committees which shall be necessarily formed as given in the structure of the Association (vide **Bye Law No. 16**). The Sub Committees shall have powers only to work out details and recommend proposals to the MC.

## **22. Delegation of Powers**

During the temporary leave/absence of Hon. President , Hon. General Secretary or Hon. Treasurer their powers shall automatically stand delegated to Hon Vice President, Hon. Asst. Secretary and Hon. Asst. Treasurer, respectively. A delegate Office Bearer shall not have authority to further delegate his/her delegated powers.

## **23. Term of Office of the Office Bearers and Members of MC**

The Office Bearers and Members of the MC shall be elected for a period of two years. They shall be eligible for re election. However, they can serve as Office Bearers for not more than two consecutive terms.

## **24. Resignation of Office Bearers and Committee Members**

Any Office Bearer or Committee Member may resign at any time by giving his /her reasons therefor. The President shall address his/her resignation letter to the General Secretary. All other Office Bearers and Committee Members shall address their respective resignation Letters to the President.

The decision on the resignations of President, General Secretary and the Treasurer shall be taken by the MC. In the case of resignations of others, the President (in his absence the Vice president) shall take the decision.

## **25. Filling up of Vacancy**

In the event of a vacancy on account of resignation or otherwise, arising midway during any financial year in respect of the Hon. President, Hon. General Secretary or Hon. Treasurer, their vacancies shall be automatically filled by elevating Hon. Vice President, Hon. Asst Secretary and Hon. Asst. Treasurer respectively.

The consequential vacancy, on account of resignation or otherwise, of Hon. Vice President or Hon. Asst. Secretary or Hon. Asst. Treasurer shall be filled by one of the Hon. Committee Members, with the approval of the MC.

Vacancy, on account of resignation or otherwise, of any Committee Member shall not be filled up.

## **26. The Annual General Body Meeting (AGBM)**

The first AGBM of the Association shall be held within 15 (fifteen) months from the date of registration. The next AGBM shall be held within 6 (six) months after the expiry of the year in which the first AGBM was held. Thereafter, the AGBMs shall be held within 6 (six) months after the expiry of each year.

## 27. Notice of Annual General Body Meeting

The Hon. General Secretary shall, with the previous approval of the MC, issue the notice of the Annual General Body Meeting. At least **21 days' advance notice** shall be given for holding the Annual General Body Meeting. The date of the proposed meeting shall be excluded while calculating the 21 days.

The notice shall indicate the Venue, the date and the time of the proposed meeting, as also the agenda for discussion/business to be transacted, as follows:

- i. Welcome address by the President
- ii. Hon. General Secretary's Annual Report on the activities of the Association followed by discussion and approval
- iii. Treasurer's Statements of accounts for the previous year followed by discussion and approval
- iv. Introduction of official resolutions, if any, for discussions and decision
- v. Introduction of non official (General Member's) resolution for discussion and decision.
- vi. Budget for the ensuing financial year followed by discussion and approval
- vii. Any other matter with the permission of the Chair
- viii. Election of Office Bearers and MC Members, if required and announcement of election results by the Returning Officer.
- ix. Vote of thanks by Assistant Secretary.
- x. Brief address by the incoming President.

The Notice shall also contain a Note reading – “ if any member wishes to move any resolution, the same, duly typed and signed by the member and seconded by at least one other member with his/her signature, should be submitted to the General Secretary latest by 4 pm on (the date)”

**NB:** this date shall be minimum 10 (ten) days before the date of the proposed AGB Meeting (excluding the date of the AGB Meeting).

A copy each of the Hon. General Secretary's Annual report and the Audited Statements of Accounts of the preceding financial year shall be supplied to each Member attending the Meeting immediately after the Member writes his/her name and signs in the attendance register maintained for the purpose. With the availability of computer technology, the Hon. General Secretary's Notice of AGB Meeting may be sent by email to the members' email IDs registered with the Association. Similarly, members may send the copy of their resolutions, if any, to the Associations' email ID from their respective IDs, registered with the Association.

## 28. Quorum for the Annual General Body Meeting

AGBM shall be held with the physical presence of the required quorum.

No proxy shall be permitted.

Quorum for an AGBM shall be 25 (twenty five) Members , including Office Bearers and MC Members, to be physically present.

## **29. Amendment to MoA and Bye Laws**

(A) Due notice shall be given for convening a Special General Body Meeting to consider an amendment or amendments to the MoA or the Bye Laws.

**(B) The MoA shall be amended only if**

(i) the number of votes cast in favour of the proposed amendment is not less than three times the number of votes , if any, cast against the proposed amendment **and**

(ii) confirmed by a similar majority of votes at a second Special General Body Meeting convened by the MC after an interval of 30 (thirty) days after the former Meeting.

(C) Every amendment to the MoA, shall be filed with the registrar within 30 (thirty) day from the date of its passing.

**(D) A Bye law shall be amended only if** the number of votes cast in favour of the proposed amendment is not less than three times the number of votes, if any, cast against the proposed amendment

(E) Every amendment to the bye Laws, shall be filed with the registrar within 30 (thirty) days from the date of its passing.

## **30. Bank Account Management**

The Hon. Treasurer shall arrange to open a suitable account with a **commercial bank** whose branch is conveniently situated, whose timings are suitable and which provides internet banking facility.

The account shall be in the name of the Association and operated **Jointly** by any 2 (two) Officials as under:

Either the Hon. Treasurer, **jointly with** either the Hon. General Secretary or Hon. President or Hon.. Vice President

## **31. Budget**

The Sub Committee for finance shall prepare the budget and place it before the MC for its consideration and approval . The Budget, approved by the MC shall be presented to the Annual General Body meeting for its consideration and approval.

## **32. FUNDS**

Money received from members towards registration fees, annual or life membership fees, donations and subscriptions received from Members and others, interest received on savings bank account and dividend or interest received on investments, shall be the sources of income of the Association and the aggregate of these shall constitute the Association's Fund. The excess of



income over expenditure shall be held as General Reserves and utilised as per Bye Law 33 by the Finance Sub Committee with the approval of MC.

### **33. Surplus funds not to be distributed amongst the members**

Surplus funds i.e. excess of income over expenditure, available at the end of any financial year, shall not be distributed as dividend or in any other manner amongst the members but shall be used as Reserve and utilised for future activities of the Association.

### **34. Funds Management**

The Hon. Treasurer shall be responsible for the effective management of the Association's funds, through lucrative savings and investments and applying financial prudence, for optimum gain/profit for the Association. Bonafide loss, if any, on investments shall be explained with reasons and steps contemplated for avoiding such loss in future.

### **35. Expenditure control and sanctioning powers**

Within the approved budgetary provisions, proposed expenditure, if otherwise in order, may be sanctioned as under:

Up to Rs. 1,000 (one thousand only) by the Hon. Treasurer (or in his/her absence by the Hon. Asst Treasurer)

Above Rs.1,000/- and up to Rs.5,000/-(five thousand only) jointly by the Hon. Treasurer and the Hon. General Secretary.

Above Rs.5,000/- and up to Rs.10,000/- (ten thousand only) by the Finance Sub Committee.

Above Rs.10,000/- and up to Rs.20,000/-(twenty thousand only) by the MC

Above Rs.20,000/- by the General Body.

The MC shall have the powers to review the above sanctioning powers and make changes as may be considered appropriate and fit.

If a proposed expenditure, in excess of the sanctioning power, but within the sanctioning power of the next higher authority, is required to be sanctioned due to emergency or urgency, such sanction shall be got ratified by the next higher sanctioning authority at the very next meeting of the MC/General Body.

In case of exceptional circumstances (like complying with court directions or statutory requirements,) or urgency or emergency, the MC may sanction the expenditure exceeding Rs.20,000/- subject to ratification by the General Body at its next meeting.

### **36. Expenditure on account of Tax and other statutory payments**

Expenditure on account of Taxes and other statutory payments may be sanctioned by the MC. This expenditure shall get priority over other payments/expenditure.

### **37. Internal Audit**

a. The name of a General Member of the Association (other than an Office Bearer or Committee Member of the Managing Committee), preferably with

Finance/Accounts/Commerce background shall be recommended by the MC to the Annual General Body for appointment as the Internal Auditor for the ensuing financial year of the Association. The AGB may either approve the recommended name or consider and appoint another General Member with the qualification stated above, to be the Internal Auditor.

b. The Internal Auditor, so appointed by the General Body shall have the powers to peruse the various books of accounts of the Association, vouchers /bills/receipts evidencing expenditure, sanctions obtained for the expenditure, bank statements movable assets and such other particulars or documents as he/she may deem fit and necessary for the purpose of Audit.

c. The Internal Auditor shall audit the accounts and submit his/her Report thereof, to the Hon. President , as follows – (i) for the Half Year ending 30th September, by 31<sup>st</sup> October (of same calendar year) (ii) for the Quarter ending 31st December, by 15<sup>th</sup> January (of next calendar year) and (iii) for the year ending 31st March, by 1st May (of same calendar year).

d. The appointment of internal Auditor shall be on honorary basis.

### **38. External Audit**

As required under the Telangana Societies Registration Act, 2001, the books of accounts of the Association shall be got duly Audited by external Auditor. The External Auditor shall have the powers to peruse the Association's books of accounts and the Annual Statements of Accounts viz. the Statement of Receipts & Payments and the Statement of Income & Expenditure for the year ended 31st March– as also the Balance Sheet as on that date.

The Sub Committee on Finance shall render all the required assistance to the External Auditor to enable him/her to complete his/her assignment within a reasonable time of say 7 (seven) days and ensure that the Auditor's certificate is duly obtained.

### **39. Resignation and Termination of Membership:**

Any member shall be free to resign from the primary membership of the Association at any time assigning his/her reasons there for, provided, he/she has no monetary dues towards the Association and that no case or investigation relating to the affairs of the Association is pending against him/her in the Association or in any court of law.

The resignation letter from the Member shall be addressed to the President. The resignation shall not take effect until it has been duly accepted on behalf of the Association by the MC.

The MC of the Association shall consider as 'terminated' the membership of a member on account of his/her criminal conviction or in the event of his/her unfortunate death or mental disability.

### **40. Expulsion of member**

The Hon. President shall have the power to expel a member who willfully disregards the Association's MoA or Bye Laws or indulges in misconduct provided that the principles of

natural justice are adhered to and the member concerned is given adequate opportunity to defend himself /herself and explain his/her position.

#### **41. Appeal against Expulsion**

A Member , who has been expelled in accordance with the Bye Law 42 above, may appeal to the MC in writing with justification and new grounds, if any, for reconsideration of his/her expulsion.

The MC shall consider and dispose off the Appeal on merits, within a period of two months from the date of receipt of the appeal.

#### **42. INSPECTION OF BOOKS**

The books of accounts of the Association shall be open to inspection by any bonafide member of the Association at the Registered Office of the Association, during the Office hours.

#### **43. Subsidiary Rules**

The MC shall have power to frame additional / subsidiary rules /regulations for the smooth conduct of the various activities of the Association as enunciated in the MoA and in accordance with the MoA and the Bye Laws.

#### **44. Display of Association's documents**

A copy each of the Association's Statements of Accounts , duly Audited and Approved by the Annual General Body, as also MoA and the Bye Laws shall be uploaded on the Association's Website, when created. Till such time , these documents shall be made available to any member, for perusal , at the Registered Office during the Office hours.

#### **45. Authorised officials for appearing before the Registrar of Societies**

The Hon. President and the Hon. General Secretary shall be the officials authorised to appear before the authorities under the Telangana Societies Registration Act, 2001 or any other statutory or administrative Authority and represent the Association.

#### **46. Office and Staff**

For administrative convenience the Association shall have an Office at the Registered Address.

Appointment of support staff may be considered if the volume of work involved justifies the requirement of staff. Till such time, the Office Bearers and Committee Members shall themselves, carry on the office work.

The MC shall have the power to appoint employees as deemed necessary, in future for the maintenance and management of the office. The MC shall also have the power to decide on the salaries and benefits for the staff, if employed at the office in future.

As the employer, the Association shall also have the power to remove any staff subject to rules and regulations that shall be framed to govern their employment.

#### **47. Filing of Annual Report & other Documents with Registrar of Societies:**

The Hon. General Secretary shall file the required number of copy/copies of the under noted documents, with the Telangana Societies Registration at the office of Jurisdiction, before completion of 14 (fourteen) days from the date of Annual General Body Meeting:

(i) the Annual Report ,

(ii) the Audited Statements of Accounts viz. (a) Statement of Receipts and Payments (b) Statement of Income and Expenditure for the Financial year ended — and (c) Balance Sheet as on that date

(iii) a list showing the names, addresses and occupations of the persons who shall be office bearers and members of the MC, for the next financial year.

(iv) any other document/s that may be required to be filed,

#### **48. Amalgamation and Dissolution**

Amalgamation and / or dissolution of the Association, as and when the need arises, shall be in accordance with the relevant provisions of the Telangana Societies Registration Act, 2001.

#### **49. Preservation or Records**

The records of the Association, pertaining to primary membership shall be preserved permanently. Other records pertaining to a particular Financial year, shall be preserved for a period of 5 (five) years from the date of the Annual General Body meeting.

Even after the working of the Association is computerised at a later date, it is prudent to maintain records in physical form also till such time the computerised system gets stabilized.

#### **50. Legal Jurisdiction**

Any dispute with or litigation against the association shall be subject to Hyderabad jurisdiction.

#### **51. Saving**

In case a Bye law relating to any of the aspects of the functioning of the Association is not found in these bye laws or is ambiguous, the provisions of the Telangana Societies Registration Act, 2001 shall prevail.