

MEMORANDUM OF ASSOCIATION
OF THE
MALAVIYA ALUMNI ASSOCIATION
(MADAN MOHAN MALAVIYA ENGINEERING COLLEGE, GORAKHPUR)

1.Name : Malaviya Alumni Association (MAA)

2.Address : Madan Mohan Malaviya Engineering College Campus, Gorakhpur.

3.Working Area : All Uttar Pradesh

4.Objects :

- a. Establish a platform which promotes Interaction and networking amongst alumni of the College.
- b. Associate different chapters of MAA with their Alma Mater
- c. Help alumni achieve their professional goals and be in professional network
- d. Help in Training & Placement of the Students
- e. Seek Technical Collaboration in Projects
- f. Make the facilities available at the college to the alumni
- g. Contribute to the College's vision of being recognized as the leading institution in academics and research excellence, as well as, producing good human beings for the service of engineering and humanity.

5. Name & Address of Managing Committee along with post / occupation.

S.No.	Name/ Father's Name	Address	Post/Occupation
1.	Dr. B.B.Singh/ Shri Anmol Singh	Mechanical Engg. Dept. M.M.M.engg.College,Gkp	President/Professor
2.	Shri Sudhir Agrawal/ Shri D.P.Agrawal	Computer Engg. Dept. M.M.M.engg.College,Gkp	Secretary/Lecturer
3.	Shri Amit Shankar Shri B.N.Srivastava	M.M.M.engg.College,Gkp	Treasurer/Exec. Engg
4.	Dr. R.P.Mani/ Late V. Mani	Applied Sc. Dept. M.M.M.engg.College,Gkp	Ex. Member/Professor
5.	Dr. B.S.Rai/ Shri Sumeshwar Rai	Electronics Engg. Dept. M.M.M.engg.College,Gkp	Ex. Member/Asst.Prof.
6.	Shri Sanjay Singh/ Late Jitendra Singh	C.M.S. Deptt M.M.M.Engg.College,Gkp.	Ex. Member/Lecturer
7.	Shri U.C.Jaiswal/ Late L.P.Jaiswal	CSE Deptt.. M.M.M.Engg. College,Gkp.	Ex. Member/Asst. Prof.

We the here mentioned persons according to the memorandum of association and annexed article of association are desirous to get the organization registered under section 21 of Chit Fund of Societies Registration Act.



ARTICLES OF ASSOCIATION
OF THE
MALAVIYA ALUMNI ASSOCIATION
(MADAN MOHAN MALAVIYA ENGINEERING COLLEGE, GORAKHPUR)

1. **Name :** Malaviya Alumni Association (MAA)
2. **Address :** Madan Mohan Malaviya Engineering College Campus, Gorakhpur.
3. **Working Area :** All Uttar Pradesh
4. **Membership and Classifications:**

MAA shall have the following categories of members:

1. All the pass-outs of the college who have received degree(s) awarded by the college and have paid the membership fee Rs. 1000/- of MAA, hereafter referred to as the alumni.
2. All the faculty members who have served the College for at least one year, and have paid the life membership fee Rs. 1000/- of MAA.
3. All the past Principals of the college.
4. All retired faculty members of the college who have paid the life membership fee of MAA.
5. Eminent personalities who have contributed immensely or have shown a keen interest for the development of the College.
6. Members of Chapters of MAA by paying Life membership fee of Rs. 1000/-.

Chief Patron :

The Principal of the College shall be the ex-officio Chief Patron of MAA.

Patron :

The ex-President of MAA, ex-Principal of M.M.M.Engg. College, Gkp shall be the Patron of MAA. Any Alumnus by paying Rs. 5000/- can become Patron of MAA.

5. Termination of Membership :

1. In case of death of alumnus.
2. In case of member become mad or bankrupt
3. In case of working against MAA.
4. In case of resignation or non confidence motion against alumnus.
5. In case of absence in five continuous Three Annual General Meeting.
6. In case of penalized by Hon. Court.

6. Meetings :

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All valid members shall be called as General members of General Body shall comprise General Meeting. It will of two types :

- (i) General meetings
- (ii) Executive meetings

(i) General Meetings

The General Body Members of MAA shall comprise the *General Body* of MAA.

The opinion of the *General body* of MAA shall be supreme in taking any decision regarding amendments to the Constitution and By-Laws, if any.

Annual meeting of the General Body shall be held every year in the name of Alumni Meet or Alumni Convention.

1. The Annual General Body Meeting (AGBM) of the MAA shall be held every year on the date specified by the Executive Committee between December and March. Unless otherwise decided by the Executive Committee of Directors, the AGBM of the MAA shall be held in the College. The date and time of the Annual General Body Meeting of the MAA shall be notified by the President.
2. For the purpose of taking the opinion of the General Body on specific issues, the President may also convene special meetings of the General Body. Special meetings of the General Body may also be requisitioned by a member of the General Body provided that such a request has the support of at least 50 other members and the request has been made at least 60 days in advance of the proposed date of the special General Body meeting. The business of special meeting shall be confined to the specific matter(s) for which it has been called and no other matters shall become admissible for the discussion.
3. In addition to voting by members present in the General Body Meeting, *any matter, that requires a voting* by the General Body of alumni, may also be done by secure electronic media and/or postal voting. BOD members shall not be involved in the counting/tallying of the votes; an election officer appointed by the Executive Committee from among the employees of the College will ensure the secrecy and correctness of the vote and tally. The tally of the electronic votes and postal votes will be taken in advance but will be publicly revealed by the election officer just after taking the vote of the members present in the GBM.
4. Passing of a motion shall require a minimum of 100 votes to be polled. All motions shall be deemed to be passed if supported by a simple majority.

(ii) Executive Committee Meetings

The Executive Committee

The Association shall function through its Executive committee which shall comprise of the following members:

1. President
2. Vice President

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3. Secretary
4. Treasurer
5. Executive Members from each discipline in the college
6. Six members representing a broad-based cross-section of alumni

Elected Members

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Six members representing a broad-based cross-section of alumni

Ex-Officio and Nominated Members

- Past-President
- Past-Secretary
- Nominee of the Patron
- A Distinguished alumnus/alumna
- Executive Members from each discipline in the college

The Chief Patron shall be the chief executive of MAA and shall convene and preside over the meetings of the General Body.

For the purpose of implementing the decisions taken during its tenure, MAA shall be empowered to create the required administrative infrastructure for the registered office of the MAA in the College.

For the purpose of executing its responsibilities more efficiently, MAA shall be empowered to constitute various committees, including standing committees.

Chapters of MAA shall be opened / operating under the intimation to MAA at the college.

- a. The venue for holding special General Body meetings shall be decided by the **Executive Committee**. The mode of convening special general body meeting would be so as to allow members present in the meeting to express their views clearly.
- b. For the consideration and voting by the General Body in the forthcoming Annual General Body Meeting (AGBM) or a special General Body Meeting, any member of the General Body may propose a motion either by post or electronic mail. All such motions shall require seconding by at least 10 other members. For being considered in the forthcoming General Body meeting they shall be required to be proposed 60 days in advance.
- c. The **Executive Committee** of Directors shall be empowered to propose motions at any time of the year for the consideration and voting by the General Body. However, all motions proposed by the Executive Committee shall require a notice of at least 60 days before they are put up for voting by the General Body.

for
Chief

Dr. S. S. Singh

Secretary

Dr. M. S. Singh

Dr. S. S. Singh

8. Duties & Responsibilities of Executive Committee :

Chief Patron

Principal of the college shall be the Chief Patron of MAA.

President

The President, who shall be elected by the electoral college, shall be the Chief Executive of the MAA. He/She shall be a regular member of the MAA and an employee of the college's academic staff. The President shall convene and preside over the meetings of the **Executive Committee** as well as the General Body and shall maintain their minutes. He/she shall make announcements regarding General Body Meetings, Elections and proposed amendments to the Constitution and/or By-Laws.

Vice President

The Vice President shall be elected by the Electoral College. He/she shall be a regular member of the MAA and an employee of the college's academic staff. He/she shall (i) discharge the duties of the President during his/her absence and (ii) other tasks as assigned by the **Executive Committee**.

Secretary

The Secretary, who shall be elected by the Electoral College, shall be a regular member of the MAA and an employee of the College. He/She shall act as liaison between the MAA and the College on one hand and the MAA and the MMMEC Student body on the other. He/she shall also represent the MAA in various bodies of the College. On behalf of the **Executive Committee** and the Executive committee, he/she shall oversee (1) the functioning of the registered office of the MAA, (2) the execution of the decisions and policies made by the **Executive Committee** and its Standing Committee(s) and, (3) the functioning of all the chapters of MAA and registration of new chapter, if any.

Treasurer

The Treasurer shall be elected by the Electoral College. He/She shall be an employee of the College, and a regular member of the MAA. The Treasurer shall oversee all the financial matters of the MAA, such as (i) the collection of Membership Dues and (ii) grants and donations received by the MAA (iii) the expenditure of the MAA. He/she shall be responsible for making all records available for the scrutiny to the auditor and shall be responsible for presenting the Statement of Accounts in the Annual General Body meeting (AGBM).

Members

Members While two of the four elected members of the Executive Committee shall represent alumni at large, the other two would represent post-graduate/MSc (2 Years) alumni of the College. In each of these categories, one member shall be resident of India and the other abroad. Members shall be responsible for carrying out duties assigned by the Executive Committee.

The image shows five handwritten signatures in black ink, arranged horizontally. From left to right, they appear to be: a signature that is partially obscured and crossed out; a signature that looks like 'Surya'; a signature that looks like 'Surya'; a signature that looks like 'Surya'; and a signature that looks like 'Surya'.

B. Ex-Officio and Nominated Members :

Ex-Officio Members

- a. Immediate Past-President and the Past-Secretary, who have completed their term,
- b. the President or his nominee of IITK Foundation or an equivalent body and
- c. Patron's nominee shall be the ex-officio members of the **Executive Committee**.

Distinguished Alumnus/Alumni

The out-going **Executive Committee** of Directors shall nominate a distinguished alumnus/alumna as a member to the **Executive Committee** for a term of two years.

- The **Executive Committee** shall meet as and when required but at least once every year.
- In order to fulfill the identified goals of the MAA enunciated in its mission, the **Executive Committee** shall (i) evolve the broad policy framework and (ii) develop suitable strategies for achieving the same. Further, for decentralizing the activities of the MAA, the **Executive Committee** shall actively support and promote the creation of its Local Chapters.
- The **Executive Committee** shall discharge its responsibilities through its (a) standing committees, (b) special committees created for given specific purpose(s), (c) the administrative infrastructure created by it and (d) Local Chapters of the MAA.
- The **Executive Committee** shall be empowered to co-opt members from outside in any of its committees.
- The **Executive Committee** of the MAA shall be a Standing Committee of the Executive Committee and shall be responsible for overseeing and directing the execution of all activities of the MAA.
- The Executive Committee shall comprise the following members of the **Executive Committee**
 - o President
 - o Vice-presidents(2)
 - o Secretary
 - o Treasurer
 - o Immediate Past-President
 - o Immediate Past Secretary

In case the ex-officio members are unavailable or unwilling to serve, or are serving a second term, any former President/Secretary can be co-opted into the Executive Committee by the **Executive Committee** of Directors.

- The Executive Committee shall meet as and when required but at least once every two months. The President shall convene and chair the meetings.
- The mode of convening meetings would be so as to allow members present in the meeting to express their views clearly .

Handwritten signatures and initials:
A large handwritten signature, possibly "S. Singh", is written across the bottom of the page. To its right, there are several other handwritten marks, including what appears to be "Ad. Committee" and "Asst. Secy".

- On behalf of the **Executive Committee**, the Executive Committee shall have the power to incur expenditure necessary to achieve the declared goals of the MAA.
- The method of functioning of **Executive Committee** and its committees, including standing committees, shall be democratic. The quorum requirement for convening a meeting of the **Executive Committee** or its committees shall be the presence of at least half of its members. The Secretary shall maintain the minutes of the Executive Committee.
- Any three members of the **Executive Committee** or Executive Committee can respectively requisition a meeting of the **Executive Committee** or Executive Committee by sending the request to the President or the Secretary.

In the event of a member of the **Executive Committee** or its standing committees resigning or not being available for the rest of the term, the Executive Committee shall appoint another member for the rest of its term. The member so appointed shall hold office with full duties and privileges.

9. Amendment of By-Laws :

1. Amendments can be made in accordance with section 2.7 of the by-laws.
2. Proposals for amendments to by-laws may be made by any member of the MAA in accordance with section 2.4 of the by-laws.
3. The **Executive Committee** of Directors shall be empowered to bring proposals for amendments in accordance with section 2.5 of the by-laws.

The **Executive Committee** of Directors is also empowered to provisionally amend any of the by-laws, effective immediately upon approval by at least 2/3rd of the votes cast by the members, with the necessary quorum. However the provisional amendment should be brought to the General Body for approval/ratification within 6 months and before the end of the term of the **Executive Committee** of Directors. All provisional amendments of by-laws shall be notified to members of the general body immediately upon the decision of the **Executive Committee** of Directors.

10. Elections and Procedures for Amending the Constitution

- Elections for the members of the MAA shall be held as per the procedure laid down in the by-laws of this Constitution. The Electoral College shall comprise all regular members of the Alumni MAA. The entire Electoral College is eligible to vote for each of the elected office-bearers, and on all issues brought up for vote to the general body.
- The **Executive Committee** as well as members of the General Body may propose amendments to the Constitution. All proposals for the amendment shall be put forward to the General Body for a special vote with advance notice of at least 60 days and shall be deemed to be passed if supported by at least a 2/3rd majority of the votes cast, with the necessary quorum.

(i) Elections :

1. All the elected posts of the new **Executive Committee** of Directors shall be filled by the elections in the Annual general Body Meetings every alternate

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- year. Elections shall be conducted by an Election Officer, appointed 90 days in advance, by the outgoing **Executive Committee**.
2. On behalf of the **Executive Committee**, the Election Officer shall be responsible for receipt, scrutiny, acceptance and display of nominations, the acceptance of withdrawals and the actual conducting of the elections.
 3. All members of the MAA shall have the right to vote, propose, second a candidate for the elected positions of the executive committee. All the alumni fulfilling the eligibility criterion for a given post, shall have the right to be a candidate for the same.
 4. Nominations shall be invited, on prescribed formats by the Election Officer, at least two months in advance of the AGBM of alternate years, by the General Circular to all members and Chapters.
 5. Every nomination shall be required to be duly proposed and seconded by members of the MAA and shall contain a proper consent of the nominee. No member shall be eligible to be reelected to the same post of the MAA for more than two consecutive terms.
 6. After the closing date of the nominations, all valid nominations for all the posts shall be brought to the knowledge of the General Body by the Election Officer.
 7. In addition to voting by members present in the Annual General Body Meeting, voting may also be done by secure e-mail/postal voting. The tally of the e-mail and postal votes shall be taken in advance but will be publicly revealed by the Election Officer just after taking the vote of the members present in the AGBM.
 8. Results of the voting shall be announced by the Election Officer.

The new **Executive Committee** shall take over the charge of the MAA within one month of its election.

11. Accounts :

Accounts of the MAA shall be opened and maintained in any Nationalised Bank or Post Office. Any two of the President, Secretary and Treasurer will be authorized to make transactions.

12. Audit of Account of MAA:

Yearly account of MAA will be audited by recognized auditor with the consent of General Body.

13. Legal Proceedings :

Any Suit or the proceeding for or against the organization shall be defended and contested by member of Executive Committee to whom from time to time the Committee shall authorize.

14. Maintainence of records

MAA will maintain the following Registers

1. Membership Register, Proceeding Register, Cash Book etc.

(Handwritten signatures and initials)