1st floor, Main building, Bearys Knowledge Campus Lands-End, Innoli, Near Mangalore University, Mangalore – 574199, D. K Karnataka, India

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RULES AND REGULATIONS

1. NAME OF THE ASSOCIATION: -

The name of the Association shall be "Alumni Association of Bearys Institute Of Technology (AABIT)"

2. ADDRESS OF THE ASSOCIATION:-

The registered office of the Association shall be situated at A104(3), 1st floor, Main building, Bearys Knowledge Campus Lands-End, Innoli, Near Mangalore University, Mangalore – 574199, D. K Karnataka, India

3. THE AREA OF OPERATION OF THE ASSOCIATION: -

The area of operation of the Association shall be within the District of Dakshina Kannada and in future the Association will have the right to extend their area of operation.

4. THE DATE OF COMMENCEMENT: -

The Association shall be deemed to have commenced its operation with effect from 27-10-2022 itself.

5. ELIGIBILITY OF THE MEMBERS

- 1. All students who studied in Bearys Institute of Technology Institute shall become a member of the association
- 2. All members of the staff are honorary members of the association and they are entitled to participate in all the activities of the association.
- 3. ENTRANCE FEE OF A MEMBER: The membership fees, the yearly subscriptions and other qualifications to be a member shall be as decided by the GENERAL BODY from time to time.

6. THE PROCEDURES TO DISMISS A MEMBER

1. Those who act against the aims and the rules and regulations of the association can be dismissed by the executive committee

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Secretary

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- 2. Those who are entering into a criminal offense and convicted by the court of law will be dismissed from the membership
- 3.
- 4. Those who are affected for the aforesaid reasons and dismissed can make their appeals to the GENERAL BODY of the Association and the decision of the GENERAL BODY will be the final

7. RESIGNATION BY THE MEMBER

Those who like to resign from the membership shall apply to the President of the Association in writing. Till the executive committee approves the resignation, it will not be considered as resigned. For approving the resignation, there must be conscious consent by more than half of the executive committee members and subsequently rectified by the GENERAL BODY.

8. THE RIGHTS OF THE MEMBER

Every member shall have a vote. A member can be present in the GENERAL BODY meeting either directly or online or through an appointed representative by a member. But this practice of appointing the representative on behalf of a member will be never adopted by the executive committee members and this must be carried out by the executive committee meetings

9. THE DUTIES OF THE MEMBER

The members shall abide with the aims and rules of the Association. Those who fail to adopt the above principles are liable for suitable actions and punishments by the association. Further, either the GENERAL BODY member or the executive committee member should be never getting any remuneration from the association

10. THE METHODS AND PROCEDURES FOR THE FUNCTIONING OF THE ASSOCIATION

The association will be functioning under the guidance of the executive committee. The period of the executive committee will be for three years. The GENERAL BODY of the association will elect the executive committee members with its majority members support once in three years. The president and secretary cannot hold office for more than two terms consecutively. The

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President, secretary and vice president of the previous committee will automatically become executive members of the new committee in addition to the executive committee members

11. TYPES OF MEETINGS

- a. GENERAL BODY MEETING,
- b. SPECIAL GENERAL BODY MEETING AND
- c. EXECUTIVE COMMITTEE MEETING

12. THE EXECUTIVE COMMITTEE

There shall be a minimum 7 members in the executive committee. The members are the president, the vice president, the secretary, the joint secretary I, the treasurer, and other committee members. The period of the executive committee will be three years. After three years a new executive committee member shall be elected by the GENERAL BODY. Those who like to continue the executive committee membership can stand as a candidate for election of the new executive again in the GENERAL BODY. None will be allowed to continue as an executive committee member without getting elected by the GENERAL BODY. If there may be a rising any vacancy of the office bearers, the executive committee itself has got the power to nominate an executive committee member to such a post and such a person will continue their post till the date of next election

13. THE ACTIVITIES OF THE EXECUTIVE COMMITTEE

The executive committee members shall meet at least once in Six months. A notice shall be sent to the executive members for information 3 to 7 days prior to the date of meeting.

All the properties concerned to the association will be in charge of the executive committee. According to resolutions of the GENERAL BODY, the executive member should act on behalf of the Association without any remuneration. The expenses for carrying out the activities shall be made from the Association funds.

14. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

- a. The affairs of the Association shall be governed by the EXECUTIVE COMMITTEE and its framework of governance shall:
 - i. To function as Chief Executive Body and undertake administration of all the affairs of the Association,

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- ii. Enable strategic guidance of the entity,
- iii. Ensure efficient monitoring of management
- iv. It shall have all the powers of the General Body and authority and discretion to do all acts and things except such acts as by these rules are expressly directed or required to be done by the General Body.
- v. Exercise of such powers, authorities and discretion shall be subject to the control and regulation of the General Body.
- vi. The EXECUTIVE Committee shall exercise superintendence of the Association and officials in the discharge of their duties generally, and in particular, in accordance with any general or special direction of the General Body.
- vii. In addition to and without prejudice to the generality of powers conferred directly or by necessary implication under these Rules and regulations and the Memorandum of Association, the EXECUTIVE COMMITTEE shall exercise the powers and perform the duties hereafter mentioned
 - To purchase, sell and/or mortgage, exchange and/or otherwise dispose of immovable property wherever situated, in order to promote the objects of the Association.
 - 2. To regulate discipline by suspending, fining, removing or dismissing employees.
 - 3. To make rules for general management of the affairs of the Association.
- b. Manage, direct and supervise the work of the association and to carry out the objectives set out in the memorandum
- c. To raise and administer the funds of the Association
- d. To prepare the annual receipts and expenditure statement and submit them to the GENERAL BODY.
- e. To bring amendments from the present by-law if necessary or in the subsections of the By-laws, it may be furnished to the approval of the GENERAL BODY and approved and then it can be executed

15. THE DUTIES OF THE OFFICE BEARERS

a. President

The President shall have the general and direct control of the affairs of the Association in accordance with the provisions thereof. The President shall

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preside over the meetings of the executive committee and GENERAL BODY.

b. Vice President

In the absence of the President, the vice president shall proceed over the meetings of the executive committee and GENERAL BODY. In the absence of both office bearers, any other member of the executive committee may be proposed to precede

c. Secretary

- 1. The secretary shall be the executive officer of the association
- 2. Secretary shall, in consultation with the President and principal of the college, arrange for the meeting of the Association
- 3. Secretary should have all the correspondence on behalf of the society
- 4. Secretary shall prepare circulars for such meetings, with the information of the agendas and other information on preparation
- 5. The minutes of the GENERAL BODY meetings and executive committee meetings shall be recorded by the secretary
- 6. Whenever President is not available, the secretary will discuss with the vice president and can arrange for a meeting giving prior information suitably
- 7. Secretary shall maintain all the minute books and other registers and records and protect them on secretary's custody at the office
- 8. Secretary shall execute the resolutions passed in the GENERAL BODY or in the executive committee meetings
- Secretary will prepare the annual reports, financial statement receipts etc., and submit them in the GENERAL BODY meeting
- 10. For the improvements of the society and the benefits of the administrations, whatever actions needed, may be taken by the secretary with the consent or permission of the President and the executive committee

d. Joint secretary

- 1. They should assist secretary in all aspects of the activities of the Association
- 2. They shall look after the duties of the secretary, when she/he is not available

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e. Treasurer

- 1. Treasurer shall collect the membership fees, subscription, other funds and Donations etc., on behalf of the Association and issue the signed original receipts towards the payments
- 2. The maintenance of the proper receipts and vouchers for the receipt and expenses should be carried on by the treasurer.
- 3. The proper details of the receipts and expenses should be reported to the meetings held from time to time.
- 4. The treasurer shall submit the audited annual income and expenditure statements through the secretary to the GENERAL BODY.
- 5. Place before the EXECUTIVE COMMITTEE:

Annual Balance Sheet Statement of Accounts of the Association, and Annual Budget;

6. Place before the Annual General Meeting duly audited:

Annual Balance Sheet; and

Statement of Accounts of the Association;

- 7. Invest and/or disburse the funds of the Association, to withdraw any or all of the existing fixed deposits before the date of maturity in accordance with any general or special directions of the General Body
- 8. Prepare budgets to be presented at the Annual General Meeting, Special General Meetings and Executive committee Meetings
- 9. Coordinate with the Auditor to obtain insight into the utilization of funds by the Members.
- 10. The treasurer will have a minimum cash amount of Rs.5000/- with him for the urgent expenses. Any excess money shall be deposited to the Association account.

16. ASSOCIATION ACCOUNTS

The funds of the Association will be deposited in any nationalized bank/scheduled bank, Mangalore and be operated jointly by the President or Secretary and the treasurer in the name of Alumni Association Bearys Institute of technology. An auditor duly appointed by the GENERAL BODY shall audit the accounts of the Association annually. The secretary and treasurer shall maintain the following properties.

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21. FINANCIAL YEAR OF THE ASSOCIATION

The financial year of the association will be from the 1st day of April to the 31st day of March succeeding year.

22. GENERAL BODY MEETING

This GENERAL BODY meeting should be convened once in every year. It should be convened within six months time from the financial year ending that is within the September month. Before convincing the GENERAL BODY meeting, it should be sent notice 21 days previously. The said 21 days should be exclusive of the day of the GENERAL BODY meeting proposed. One copy of the GENERAL BODY meeting must be sent to the registrar of Association. The GENERAL BODY meeting notice may be sent of the following methods of anyone:

- Postal delivery.
- 2. By publishing in the newspapers.
- 3. Email.

The GENERAL BODY notice may be sent in any one of the methods described above. The notice shall be exhibited in the office noticeboard also. 3/4th of the total number of the members shall be the Quorum for Annual General Body meeting. No business shall be transacted at the Annual General Body Meeting unless the Quorum requisite is present at the commencement of the business of the meeting. If within an hour from the time appointed for the annual general body meeting. If a quorum is not present, the meeting shall stand adjourned to the same date of the following month and the same place and time. If at the adjourned meeting the quorum is not present, within an hour from the time of meeting the members present shall form quorum.

23. SPECIAL GENERAL BODY MEETING

A special general body meeting of the society may be called at any time, at the instance of the President or by the decision of the majority of the Committee and should be sent notice 21 days previously. For a Special General Body Meeting, 3/4th Members should be present and entitled to vote shall be quorum. If no quorum is present at the appointed time of meeting, the meeting shall stand adjourned for an hour. If at an adjourned meeting the quorum is not present, the members present shall form the quorum.

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- 1. Minute Book Register
- 2. Receipt Books
- 3. Vouchers and bills file

17. THE METHODS TO SPEND THE FUNDS

For the purpose of carrying out the objectives of the association as prescribed in the aims of the association, the funds shall be spent.

18.THE DIS-ALLOWED EXPENSES AND METHODS OF SPENDING THE FUNDS

No salary shall be paid to any of the members of the executive committee or to any of the office bearers of the Association for any cause

19.BALANCE SHEET

- a. Balance sheet and annual list of governing body to be filed with Registrar,
- b. AUDITING AND REPORTS SHOULD BE SUBMITTED TO THE SOCIETY REGISTRAR ANNUALLY.
- c. On or before the fourteenth day succeeding the day on which the annual general meeting of a society is held, there shall be filed with the Registrar a list of the names, addresses and occupations of the members of the governing body then entrusted with the management of the affairs of the society and a copy of the balance sheet and income and expenditure account audited by a person who under section 226 of the Companies Act, 1956 (Central Act 1 of 1956), can act as an auditor of companies registered in the State of Karnataka

20. SEAL OF THE ASSOCIATION

The Association shall have a common seal for ALUMNI ASSOCIATION OF BEARYS INSTITUTE OF TECHNOLOGY (AABIT) which shall be in the custody of the Secretary and shall be used only under the Authority of a resolution of the EXECUTIVE COMMITTEE and every deed or instrument in which the seal is affixed shall be attested for or on behalf of the Association by Secretary and the President.

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24. THE POWERS OF THE GENERAL BODY

- a. To elect the executive committee members once in three years.
- b. To approve the annual accounts placed by the executive committee before the GENERAL BODY.
- c. To approve the annual income and expenditure reports.
- d. To appoint an auditor to audit the transactions and accounts of the Association.
- e. To make amendments in bylaws or in subsections of relevant bylaws, for corrections, deletions or inclusions or changing.
- f. To reveal the appeal petitions by the members and to decide about cases.
- g. To come to a conclusion, if any of the no-confidence motion against the executive committee or against any member of the committee and decide.
- h. To increase or reduce the members subscription or entrance fee.
- i. To finalize any other special resolutions brought up by any of the members.

25. MINUTE BOOK REGISTER

The executive meetings functions and the GENERAL BODY meeting functions will be recorded separately in the minute book, the secretary will take note of the functioning of the meetings during that time and after the ending of the meeting she will show them to the President making them serially numbered, and register the same in the minute book. The president has to sign in the said minute book. The minute books for executive committee meetings and the GENERAL BODY meeting should be maintained and recorded.

26. THE ORDINARY RESOLUTIONS

It will be an ordinary resolution it is if it is approved by the 50% or above than the members of the GENERAL BODY meeting

27. SPECIAL RESOLUTIONS

The following activities should be carried out only through the special resolutions.

- 1. The documentary changes in any manner.
- 2. The subsections of the by-laws change.
- 3. The diversification of the society into two units.
- 4. The changing of the name of the society.

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5. To come for a decision on the subject of "Ablation of society" to 2/4 members who were present in the special General body meeting should support the resolution and approve and then only it can be executed.

28. THE DISTRIBUTION OF THE COPY OF DOCUMENTS OF THE ASSOCIATION TO THE MEMBERS ARE DULY CERTIFIED

- a. The bylaws, subsections of the bylaws, reports of income and expenditures, property assessment report can be obtained by payment Rs.10 for each copy.
- b. The member who wants to get the copies above should submit their applications to the President or Secretary; they should remit the prescribed fee at the office hours and receive the copy.
- c. The members can always inspect the original minute book records of the GENERAL BODY meeting, executive meeting minute records, the members register and other office accounts registers with the permission of the President at the office hours. No fee may be paid for this; the members should not take any copies.

29. THE METHODS OF ALTERATIONS ON THE BYLAWS OR IN THE SUBSECTIONS OF THE BYLAWS

If any alterations in the main bylaws or in the subsections of the bylaws, this should be passed as a special resolution for doing so in the GENERAL BODY or in a special GENERAL BODY meeting.

30. FUNDS OF THE SOCIETY

- a. Collections through members subscriptions
- b. Collections of donations
- c. Income derived from the fundraising programme.
- d. Sales, conveyance, renting of buildings, immovable properties and movable properties,
- e. Grants and grant in aids from the government, semi-government and other authorities,
- f. From common profits which shall from the nucleus of the reserve fund

President .

Secretary

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31. ELECTIONS

- a. All the members are eligible to participate in the election or to vote.
- b. The elections of the office bearers will be conducted at the annual GENERAL BODY meeting.

32. ELECTION OF OFFICE BEARERS

- a. The President, office bearers, and executive committee members shall be elected by secret ballot.
- b. The term of the President and Executive Committee shall be 3 YEARS. If the election of the Executive Committee is delayed for any reason, the sitting executive Committee shall be in charge until the election of the new Committee. However, the extended term shall not exceed six months.
- c. A person is disqualified from being an officer bearers;
 - i. If he/she not a citizen of India,
 - ii. Is declared insolvent or of unsound mind.
 - iii. Is government servant or holds public office.
 - iv. Has been charged by a court of law for having committed any criminal offense, i.e. an order framing charges has been passed by a court of law.
- d. The election shall be conducted by an election officer appointed by the Executive Committee. The Election Officer shall be an independent person, who is not a member of the society.
- e. In case if the members raise any objection to the Election Officer appointed by the Executive Committee, the Chairman of the Bearys Group, which runs the Beary Institute of Technology shall Act as Election Officer. It is further provided that, still if there is any objection regarding the Election Officer, the Election shall be conducted through the Societies Registrar, D. K. District.
- f. The office bearers of the first executive committee were elected by way of secret ballot in the first General Body meeting of the Alumni. The notice, the proceedings and the Resolutions of meeting shall be produced to the registrar during the time of registering the society.

33. LIQUIDATION OF THE SOCIETY

If the association does not find the possibility to run the Administration and the executive committee peacefully, the GENERAL BODY shall pass a special resolution for the closure of the association or liquidate the society and execute the same. If there are any assets in the Association, these may be transferred to a

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similar associations account. The properties could not be divided amongst the members. However, prior permission from the Societies Registrar, must be obtained as per law for the time being in force.

34. GENERAL

The association will strictly follow the acts of the Karnataka societies registration act,1960

35. CORRESPONDENCE

- a. All correspondence in connection with the association should be addressed to the secretary of the Association.
- b. Individual members are not responsible for the assets and liabilities of the Association.
- c. The word association or society wherever it occurs means "Alumni Association of Bearys Institute of technology".
- d. Amendments and supplementary to the above rules may be made subject to discussions in the GENERAL BODY meetings and approval by the majority of members present.
- e. All meetings will be generally held within the college premises with the permission of the Principal and president of the association.
- f. All the matters concerning the Association shall be discussed within the premises of the society only; any discussion of low profile in any public place shall be considered as the action against the society and shall invite disciplinary action.
- g. The programs and income of this society shall be available for the benefit of all without any discrimination as to the caste, creed, religion etc.
- h. If any member of the society intends to initiate any or file any suit against the society two months advance notice in writing shall be served on the society. The civil court shall have no jurisdiction to take any decision involving the matters concerning the society without any complaint and enquiry to the Advisory Board of the Society.

President

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WE CERTIFY THAT THE ABOVE ARE THE CORRECT COPY OF THE CONSTITUTION RULES AND REGULATIONS OF OUR ASSOCIATION.

Sl. No	NAME	DESIGNATION IN THE SOCIETY	SIGNATURE
1	dohamed offsal	President	All
2	SANDESH ANDRADE	Vice President	Sand
3	RIZMA BANU	Secretary	Rigua
4	MULHAMMED NILHOS	EC	When
5	MUBASSIR MUHAMMED	EC	Mutin I'
Ø	SHIFA FATHIMA	JOINT SECRETARY	196 ·
19 9 :	MOHAMMED SHAHID MOHAMMED AWAS K	EXECUTIVE COMMITTE	2 rahing
9:	MALASHREE	MEMBER	- G8"
lo. Place:	DR. NALINI REBELLO	SACCUTIVE COM	MITEL PALM

WITNESSES:

President