

MEMORANDUM OF ASSOCIATION OF  
Name of the Society: “SNGC ALUMNI ASSOCIATION”

**1.NAME OF THE SOCIETY: “SNGC ALUMNI ASSOCIATION”**

**2.OFFICE ADDRESS: Its registered office will be situated at SREE NARAYANA GURU COLLEGE OF COMMERCE P.L LOKHANDE MARG CHEMBUR-89**

**3. OBJECT OF SOCIETY**

1. Name :- The name of the Association will be **SNGC ALUMNI ASSOCIATION**
2. Its registered office will be situated at SREE NARAYANA GURU College OF COMMERCE P.L LOKHANDE MARG CHEMBUR-89
3. **The aims and objectives for which the society established are :**
  - a) To establish, to maintain, to strengthen the contact between the College and its ex-students.
  - b) To foster and promote feeling of brotherhood and friendship among the ex-students of the College
  - c) To suggest, to secure and to promote the interests of the College, in all possible ways.
  - d) To initiate and/or to co-operate in any such enterprise pertaining to the promotion of the best interest of the College.
  - e) To establish scholarship programmes for needy and deserving students of the College.
  - f) To conduct academic meets such as conferences, convocations, workshops, seminars for the members on various subjects.
  - g) To arrange programmes in assistance with other social and charitable institutions sharing common objectives for the benefit of members.
  - h) To take all such steps as may be necessary for the fulfillment of the AIMS and the OBJECTIVES laid down herein above.
  - i) To assist, needy members and the dependents of deceased members through a benevolent fund which may be contributed by the members
  - j) Any other objective which will be decided by the majority at Annual General Meeting for the benefit of the ex-students, the students and the College.

4. The following are the members, their addresses and designation, age, occupation and nationality who are the member of the Governing Body of above Association. And they are entrusted the work and management of the Association as per Rules and Regulations of the Association.

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Age</b>	<b>Nationality</b>	<b>Occupation</b>
1	Venkatesh konar	President		Indian	Service
2	Nawaz Ahmed Mazharali Mulla	Vice-President		Indian	Business
3	Reshma K	General Secretary		Indian	Service
4	Jaffar Munir A. Shaikh	Joint Secretary		Indian	Service
5	Mohammed Jabir	Treasurer		Indian	Service
6	Rahul Gupta	Member		Indian	Business
7	Roslin Swami Dasan	Member		Indian	Service
8	Sohel Bakshi	Member		Indian	Business
9	Akhilesh Vijyan	Member		Indian	service

5. We the following signatories jointly and severally declare that we wish to form a Association and register the same under the Societies Registration Act,1860, and for that object we met today i.e. on 09-03-2019 and formed the above Association for registration

<b>Sr, No.</b>	<b>Name</b>	<b>Designation</b>	<b>Occupation</b>	<b>Signature</b>
1.	Venkatesh konar	President		
2.	Nawaz Ahmed Mazharali Mulla	Vice-President		
3.	Reshma K	General Secretary		
4.	Jaffar Munir A. Shaikh	Joint Secretary		
5.	Mohammed Jabir	Treasurer		
6.	Rahul Gupta	Member		
7.	Roslin Swami Dasan	Member		
8.	Sohel Bakshi	Member		
9.	Akhilesh Vijyan	Member		

Place:- Mumbai:

Date:09/03/2019

**Rules And Regulations Of  
“SNGC ALUMNI ASSOCIATION”**

**1. DEFINITIONS :**

a. Association	The Association means <b>SNGC ALUMNI ASSOCIATION</b>
b. The College	The College means Sree Narayana Guru College of Commerce
c. Executive Committee	The Committee of the elected members of the Association which will act as a Governing Body of the Association.
d. President	President means The President of SNGC ALUMNI ASSOCIATION
e. Vice President	Vice President means The Vice President of SNGC ALUMNI ASSOCIATION
f. Secretary	Secretary means The Secretary of SNGC ALUMNI ASSOCIATION
g. Joint Secretary	Joint Secretary means Joint Secretary of SNGC ALUMNI ASSOCIATION
h. Treasurer	Treasurer means Treasurer of SNGC ALUMNI ASSOCIATION
i. Assistant Treasurer	Assistant Treasurer means Treasurer of SNGC ALUMNI ASSOCIATION
j. Executive Member	Member of the Executive Committee of SNGC ALUMNI ASSOCIATION
k. Alumni	Any person who has ever studied any Programme for one full year in Sree Narayana Guru College of Commerce Chembur, Mumbai-89

**2. JURISDICTION**

The Jurisdiction of the Association will be Mumbai only.

**3. ACCOUNTING YEAR**

Accounting year will be 1<sup>st</sup> April to 31<sup>st</sup> March every year.

**4. MEMBERSHIP & ITS ENROLMENT**

The membership of the alumni association shall be open to all the ex-students of the College . For the purpose of this clause, any person who has ever studied any programme for one full year can become a member of the Alumni Association. Any such qualified student who wants to become a member has to make an application in prescribed form to the Executive committee through the Secretary. After acceptance of Membership application by the Executive committee, membership subscription will be accepted. The decision of the Executive committee will be the final. The membership subscription may be changed from time to time by the Executive committee with the approval from the General body.

## CATEGORIES OF MEMBERS

There will be only one type of Membership viz. i. Life-Member

Every person fulfilling the prescribed criteria, intending to become Life Member of the Association will have to pay an Life Membership Fees of Rs. 100/-.

Special subscriptions shall be raised from amongst the members for special occasions or purposes.

Special subscription may be raised by the Executive Committee for special occasion, function, or purposes, and also for ensuring a sound financial footing of the association.

The Membership subscription once paid will not be refundable under any circumstances.

## 5. RULES REGARDING EXPULSION FROM MEMBERSHIP

The Executive Committee shall pass a resolution in its Meeting for expulsion by a simple majority:

- a) If his / her behavior proves to be harmful in the interest of the Association.
- b) If his / her behavior appears against the rules of the Association.
- c) If he/she is found to be of unsound mind, bankrupt or convicted by any court of law in India or accused of any misdeeds and imprisoned.

## 6. POWERS & DUTIES OF GENERAL BODY MEETING

The General Body of the Association shall be the supreme authority of the Association. Under the General Body of the Association there shall be an Executive Committee consisting of a President, a Vice-President, a General Secretary, a Joint Secretary, Treasurer, Assistant Treasurer and other elected members not exceeding Nine. The Tenure of the Executive Committee including the elected office bearers shall be of three years.

Only members ordinarily residing in Thane/Mumbai/ Navi -Mumbai City shall be eligible to hold the above said offices.

The Principal of the College shall be an ex-officio member of the Executive Committee and shall have the right to nominate one member amongst members from the teaching staff to represent the College on the Committee, in order to ensure full cooperation and coordination between the Association and the College. Such a nominated member will have the right to vote. All such members of the staff, who are also ex-students of the College and members of the association can however, offer themselves for election to the committee as old students.

The executive committee shall have the power to co-opt any number of persons as the members of the Association. The co-opted members shall not have any voting rights in the meeting of the association.

The General Body may meet, in conference or otherwise as and when necessary, but shall meet at least once a year. Fifteen days notice will be issued by the secretary either by post or through display in institution website or through any electronic means.

The General Body shall be the supreme Body. All members can participate in the General Body Meeting. It shall be held at least once in a year, to take final approvals, to pass the budget and audit reports, to take approvals for new programs in the interest of the Association, if need, to form sub-committees, to help Governing Body in the Working of the Association, to amend the constitution, and manage all the affairs of the association.

## 7. NOTICE & QUORUM OF GENERAL BODY MEETING

The General Body may meet, in conference or otherwise as and when necessary, but shall meet at least once a year, within six months from the closing of the previous Financial Year. Fifteen days notice will be issued by the secretary either by post or by use of any Electronic Means.

**i. The Agenda of the meeting shall include**

- (a) The Annual report.
- (b) Future Plan of Action and the Budget
- (c) Treasurer's report, including audited statement of account
- (d) Appointment of Auditors and fixing up their remuneration
- (e) Election of New Executive Committee as and when it is due.
- (f) Any other matter with the permission of the chair

The President may convene a special meeting of the General Body whenever he deems it advisable. He shall convene a meeting upon a requisition in writing signed by not less than 50 members of the Association, within 15 days of the receipt of such requisition. The meeting of the Executive Committee will be held as and when decided upon by the President and the Secretary by mutual consultation. The Executive Committee shall meet at least three times in a year.

ii. Quorum

20 members present in person shall form a quorum for any meeting of the General Body or 2/3<sup>rd</sup> of total member whichever is less.

8. EXTRA-ORDINARY MEETING OF GENERAL BODY, POWER & DUTIES

An Extraordinary meeting of the General Body can be called as and when required, agenda will be only, for which the meeting was called for. 07 days notice is necessary. Quorum will be 20 members of the total members of the General Body. If there is no Quorum the meeting will be Adjourned and the meeting will be held at appropriate date and time, but not before 30 days from the adjourned meeting. Notice will be sent by E-mail and posted on the Website.

9. COMPOSITION OF EXECUTIVE COMMITTEE

a) President	:One
b) Vice President	:One
c) General Secretary	:One
d) Jt. Secretary	:One
e) Treasurer	:One
f) Assistant Treasurer	:One
g) Members	:One to Nine

The Executive Committee of the Committee of the Society shall consist not less than 7 Members and not more than 15 Members.

10. RULES REGARDING TENURE PROCEDURE OF ELECTION OF EXECUTIVE COMMITTEE

Election of the President, Vice-President, Secretary, Joint Secretary and of the members of the Executive Committee will be held at the General meeting. Voting will be by show of hands or by secret ballot if so desired by the majority of members present at the meeting. Each member present at the meeting will have one vote for each post, the President having an additional casting vote which he will use only in case of a tie of votes. No proxy will be allowed. There will be no postal ballot.

**Elections will be held every three years.**



## 11. POWERS & DUTIES OF OFFICE BEARERS

- a. **President :-** He will preside over the general meetings as well as the meetings of the Executive Committee. He will also conduct, supervise and regulate the business of the Association.
- b. **Vice-President :-** In the absence of the President or at his request Vice-President will carry out the duties of the president.
- c. **General Secretary:** - He will be responsible for maintaining all records of the Association, minutes of the proceedings of its meetings, shall carry on correspondence on behalf of the Association and shall prepare and present the Annual report of the Association. Copies of aforesaid records/papers/documents/correspondence shall be deposited with the principal.
- d. **Joint Secretary:**Joint Secretary shall assist the General Secretary in performance of His /Her Duty.In the absence of Secretary Joint Secretary shall perform the duties of the General Secretary.
- e. **Treasurer :-** The treasurer shall keep account of the income and expenditure of the Association and will keep the President and the Secretary fully informed of the same. He shall also prepare an annual budget.
- f. **Assistant Treasurer:-**Assistant Treasurer shall assist the Treasurer in performance of His /Her Duty.In the absence of Treasurer Assistant Treasurer shall perform the duties of the Treasurer.

## 12. EXECUTIVE COMMITTEE MEETING & REQUISITION MEETING OF EXECUTIVE COMMITTEE

At least one meeting of the Executive Committee will be held within Four months. The notice of the meeting will be served 7 days in advance. Notice must reflect the date, time, place and agenda of the meeting called for. Quorum required is 2/3<sup>rd</sup> members of the total members of the Executive Committee. If Quorum is not established then the meeting will be adjourned for half an hour. The quorum for adjourned meetings will be at least 5 members.

## 13. NOTICE & QUORUM OF EXECUTIVE COMMITTEE MEETING

The quorum for the Executive Committee will be at least Two third of the total members of the Executive Committee and that .No quorum will be necessary for an adjourned meeting which may even be held the same day after a gap of half an hour from the scheduled time.

## 14. RULES REGARDING ELECTION OF EXECUTIVE COMMITTEE

Election of the President, Vice-President, Secretary, Joint Secretary and of the members of the Executive Committee will be held at the General meeting. Voting will be by show of hands or by secret ballot if so desired by the majority of members present at the meeting. Each member present at the meeting will have one vote for each post, the President having an additional casting vote which he will use only in case of a tie of votes. No proxy will be allowed. There will be no postal ballot. Elections will be held every three years.

## 15. FILLING OF VACANCIES IN EXECUTIVE COMMITTEE

Any vacancies in the Executive Committee caused during the course of the tenure of the Executive may be filled till the next general meeting by the president after consulting the Executive Committee.

## 16. POWERS & DUTIES OF EXECUTIVE COMMITTEE

- i. To purchase, hold lease own or other moveable and immovable property and equipments for the objects of the Association.
- ii. To accept donations in money or kind, in trust or otherwise for the objects above named or any of them;
- iii. To borrow money from members and others on such terms and conditions as may be laid down by the members in the general meeting.

The income and property of the association derived shall be applied solely towards the promotion of the objects of the association as set forth in this memorandum, and no portion thereof shall be paid or set transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profits to the members of the association, provided that nothing herein shall prevent the payment of salary or remuneration in good faith, to any officers or servants of the association or other persons in return for any services actually rendered to the association.

## 17. SOURCES OF INCOME, FUNDS AND UTILIZATION

Membership fees, subscriptions, donations, all types of cash and kinds received by the Association, Help and Grants from individuals or Institutions of Indian and Foreign Countries. The funds will be utilized on the objectives of the Association. Any donation received in cash shall be deposited in the association's bank account. The amounts collected from the Entrance fee will be capitalized at all times. The executive committee will prepare an annual budget and work within the budget. Any surplus generated at the end of a financial year will be capitalized. Any deficit for any financial year if any shall be set-off against the surplus available or carried forward for set-off against future available surplus.

## 18. PROVISION OF EXPENDITURE ON OBJECTS OF TRUST

The Executive Committee will prepare a Plan of Action and required Budget (Income and Expenditure) every year and get the approval from the General Body in Annual General Meeting.

## 19. RULES REGARDING LOANS OR DEPOSITS

If need arises the Executive Committee is authorized to raise funds through Temporary Loans and accepting refundable Deposits from members. The Executive Committee will prepare Rules relating to acceptance of loans and deposits and get it approved from appropriate authorities.

## 20. PROVISIONS RELATING TO PURCHASE/ACQUISITION/SALE/DISPOSAL OF IMMOVABLE PROPERTY

The society shall purchase/acquire/sell/dispose off any property during its existence as per the approval from the Governing body/appropriate authorities.

## 21. BANK ACCOUNT

The Association shall open an account with a Nationalized/scheduled Co-Operative bank in the name of SNGC Alumni Association as approved by the Executive Committee. All funds/ donations, will be deposited into the said account which will be opened and Operated under the signature of **President or Secretary and Treasurer or Assistant Treasurer**

No withdrawal from the association's account will be allowed without consent from the Executive Committee.

## 22. LIST OF MEMBERS

List of members as required under Section 15 of the Societies Registration Act, 1860 shall be maintained in the Schedule 6 Prescribed under Rule 15 of the Societies Registration (Maharashtra) Rules, 1871.

## 23. AMENDMENT IN RULES & REGULATIONS

Amendment of the Rules and Regulations may be made at a duly convened Annual General or Special meeting. The proposed amendment shall be circulated to all the members along-with the notice of the meeting at least fifteen days before the meeting. The resolution containing the amendment shall be deemed to have been duly passed if 3/4<sup>th</sup> majority of the members present personally vote in its favor.

## 24. AMENDMENT OF OBJECTS/CHANGE IN THE NAME OF ASSOCIATION

As and when the objects and/or name of the Association is to be changed or the Association is to be amalgamated wholly with another Association, the Procedure laid down in the Section 12 and 12-A of the Societies Registration Act, 1860 shall be followed.

**25 DISSOLUTION OF THE ASSOCIATION AND ADJUSTMENT OF ITS AFFAIRS.**

The dissolution of the Association shall be brought about if not less than three fifth of the members so determined by their votes delivered in person or by a Proxy at the General Meeting convened for the purpose. In the event of dissolution, after satisfaction of all its debts and liabilities any property whatsoever is left, the same shall not be paid to or distributed among the members of the Society/Association, but shall be given or transferred to some other institution having objects similar to the objects of the Society to be determined by the members of the Association at or before the time of dissolution.

All the accounts shall be audited every financial year ending 31<sup>st</sup> March.

PLACE: MUMBAI

DATED:

(PRESIDENT)      (SECRETARY)      (TREASURER)