

MAZHARUL ULOOM COLLEGE ALUMNI ASSOCIATION (MUCAA)

BYE-LAW

1.0: Name of the Society:

"Mazharul Uloom College Alumni Association", hereinafter referred to as "MUCAA"

2.0: Registered Office of the Society:

The Registered Office of MUCAA is located at the Mazharul Uloom College, Ambur - 635 802, hereinafter called "the institution".

3.0: Date of formation of the Society:

The Society was formed on 01/04/2022

4.0: Jurisdiction of the registrar of Society:

The Society is situated within the jurisdiction of the Register of Society & Register of Societies & Registrar of Assurances

5.0: Business hours of the Society:

The business hours of the Society shall be between 10 am to 2 pm on all days except Saturdays, Sundays and Holidays.

6.0: Objectives of the Society:

The objectives of the society are those mentioned in the Memorandum of Association and in particular the following:-

6.1: To provide a forum for the Alumni of "the institution".

6.2: To engage in such academic and social activities as shall contribute towards promoting liaison between Alumni and "the institution".

6.3: To further the cause of Arts, Science and Technology.

6.4: To keep alive love, spirit, affection and gratitude for the *alma mater*.

6.5. To abide by the Tamil Nadu Societies Registration Act 1975, Rules 1978.

6.6. To be purely non-political.

7.0: Activities in furtherance of the objects:

Association Development

8.0: Suits

The Society shall sue or to be sued in the name of the General Secretary of the Society.

9.0: Person competent to give directions:

The President / General Secretary of the Society unless otherwise provided hereunder is empowered to give directions in regarding to the business of the Society.

10.0: Enrollment of member:

18 years above can be admitted as member of the society.

11.0: Patron:

The General Secretary of The Ambur Muslim Educational Society, herein referred to as "GS AMES", Secretary and Correspondent of "the institution" hereinafter referred to as "SC MUC", Executive Committee here in after referred as "EC" and Principal of "the institution" shall be "Ex-Officio Patron" of the "MUCAA".

12.0: Membership of "MUCAA":

The Mazharul Uloom College Alumni Association ("MUCAA") shall have the following categories of membership:

- a) Life Members
- b) Associate Members
- c) Honorary Members
- d) Ordinary Members

Eligibility:

12.1: Life Members:

Those have studied any Degree or Diploma in "the institution" are eligible to become Life Members "MUCAA". All the existing Donor Members are Life Members.

12.2: Associate Members:

Faculty of "the institution" who has served at least ONE YEAR is eligible to be an Associate Member as long as he or she continues to serve in "the institution". He or she shall not have Voting Rights and he or she shall not be eligible for consideration for Distinguished Alumni Award/s.

12.3: Honorary Members:

All the past General Secretaries of Ambur Muslim Educational Society and the past Secretaries of "the institution" shall be Honorary Members. They will not have Voting Rights and shall not be eligible for consideration for Distinguished Alumni Award/s.

12.4: Ordinary Members:

All the outgoing Under Graduate, Post Graduate, M.Phil and Ph.D students of "the institution" shall be Ordinary Members. He / she shall not have Voting Rights and he / she shall not be eligible for consideration for Distinguished Alumni Award/s. The Period of their Membership shall be limited to One Year immediately after completion of his / her course. He / She shall be eligible to join "MUCAA" as Life Member for which He / She shall make a fresh application in accordance with the Rule 7.1 of "MUCAA".

12.5: Membership Fee:

The Membership Fee of MUCAA shall be Rs.1,000/- (Rupees One thousand only) for Life Members, Rs.350/- (Rupees Three hundred and fifty only) for Associate Members and Rs.200/- (Rupees Two hundred) for Ordinary Members or as decided by the Executive Committee of "MUCAA" from time to time.

12.6: Subscription:

12.6.1: Each Life Member shall pay an annual subscription of Rs. 500/- (Rupees Five Hundred) which shall be paid in beginning of the financial year that is 1st April not later than 31st July.

12.6.2: If any Life Member fails to pay the above said subscription, he/she shall cease to be a member of MUCAA and his/her name shall be removed from the register.

13.0: Rights, Obligations and privileges of members:

Life Members, Associate Members and Honorary Members shall be entitled to:

13.1: Receive a copy of all publications of "MUCAA"

13.2: Participate in the activities of "MUCAA" or its Chapters and or its Centers.

13.3: Participate in the General Body Meetings of "MUCAA". However Voting Rights shall be limited to only Life Members of "MUCAA".

13.4: Propose and Second, Life Members for the post of Office bearers and for Members of the Executive Committee of "MUCAA".

13.5: Every member is entitled to enjoy to avail the facilities provided by the society.

13.7: Every member is entitled to contest for the membership in Executive Committee.

13.8: Every member shall abide by the rules and regulation laid down in the byelaws and also strive hard to promote the objects of the society.

13.9: Every member shall maintain the spirit de corps and have cordial relation with the members either personally or in profession.

13.10: If any member causes loss or damages to the properties of the society in a manner otherwise in discharge of the duties liable to pay the loss or damages caused by such member.

14.0: Admission of Members:

Life Membership of "MUCAA" is open to any person qualified to be a member of the "MUCAA" under Rule 5.0.

14.1: The Application for Membership shall be made through the "MUCAA" Application Form only, duly filled in with all the particulars called for and Proposed by a Life Member / Honorary Member and Seconded by a Life Member / Honorary Member. Incomplete Application for Membership shall not be considered.

14.2: The Executive Committee shall consider the application so made and decide on admitting Member/s.

14.3: The Executive Committee shall have the right to reject any application without giving reason/s.

14.4: "MUCAA" shall maintain a Register Book of all its Members showing the Date of Admission, Name and Address, mobile number and e-mail id. Such Register Book shall also maintain change in one class of Membership to another class of Membership.

14.5: Any Life Member / Honorary Member of "MUCAA" shall be entitled to inspect the Register of Membership of "MUCAA" after giving a written notice to the Secretary of "MUCAA" intimating his intention at least 15 (fifteen) days prior to the date of inspection.

14.6: The member of MUCAA can be removed for the following reasons.

14.6.1: If any Life Member is found working against the interest of "MUCAA" the matter shall be placed before the "EC". The "EC" shall place him/her under suspension with immediate effect.

14.6.2: The "EC" shall place his/her case before a three members committee comprising of "SC MUC", "GS MUCAA" and a member nominated by the "EC" who can be a member of the "EC" or from the General Body.

14.6.3: In the event of the above three member committee finds the Life Member placed under suspension is found guilty of working against the interest of the "MUCAA" or its Office bearers shall be removed from the

Life Membership of "MUCAA". The decision of the above committee shall be final.

14.6.3.1: By Cancellation of his/her membership due to non-payment of subscription

14.6.3.2: By withdrawal /resignation

14.6.3.3: By conviction by a Court of Law

14.6.3.4: Declared as insolvent.

14.6.3.5: If any Life membership fails to pay the abovesaid subscription before July 31st shall automatically cease to be member of the association

15.0: The Executive Committee and office Bearers of "MUCAA":

15.1: The "GS AMES", "SC MUC" and the Principal of Mazharul Uloom College, Ambur shall be the "Patron" of "MUCAA" are the Ex-Officio members.

15.2: All the Business of "MUCAA" shall be managed by the Executive Committee subject to the rules and such resolutions shall be passed from time to time at the General Body Meeting of "MUCAA" and shall constitute as follows:

15.2.1: One President, *Unanimously Elected* amongst one of the two Vice-Presidents duly Elected by the Executive Committee at its First Meeting after election and the same shall be informed to all the Members of the General Body by e-mail.

15.2.2: Two Vice-Presidents.

15.2.3: One General Secretary

15.2.4: One Assistant Secretary

15.2.5: One Treasurer

15.2.6: Ten Members of the Executive Committee out of whom two shall be *ladies*.

15.2.7: The "Ex-Officio Patron", President, Vice-Presidents, General Secretary, Assistant Secretary and the Treasurer shall be the *ex-officio* members of the Executive Committee.

15.3: In case of vacancy arising for the post of President either due to resignation / or death, the one of the Vice-President shall be automatically elevated as President for the remaining part of term of Office.

15.4: In case of vacancy arising for the post Vice-President either due to resignation / or death / or his / her elevation as President such vacancy shall be unanimously filled in from amongst the members of the Executive Committee for the remaining part of term of Office if such time exceeds more than 6 (six) months. Otherwise such vacancy shall be filled in the next election.

15.5: In case of vacancy arising for the post General Secretary either due to resignation / or death, the Assistant Secretary shall be automatically elevated as General Secretary for the remaining part of term of office.

15.6: In case of vacancy arising for the post Assistant Secretary either due to resignation / or death such vacancy shall be unanimously filled in from amongst the members of the Executive Committee for the remaining part of term of office if such time exceeds more than 6 (six) months. Otherwise such vacancy shall be filled in the next election.

15.7: In case of vacancy arising for the post of Treasurer either due to resignation / or death such vacancy shall be unanimously filled in from amongst the members of the Executive Committee for the remaining part of term of office.

15.8: In the case of vacancy arising for the post of Member of Executive Committee either due to resignation / or death / or his / her elevation to higher post, the Executive Committee shall unanimously co-opt a Member from the Life Member of the General Body for the remaining part of term of the Executive Committee if such time exceeds more than 6 (six) months. Otherwise such vacancy shall be filled in the next election.

15.9: The Executive Committee, *if it feels necessary*, may co-opt immediate past president of the "MUCAA" and in such case he shall be the *ex-officio* member of the Executive Committee. He / She shall have all the rights and privileges.

For MAZHARUL ULOOM COLLEGE ALUMNI ASSOCIATION


GENERAL SECRETARY

However such term of Office shall be limited to the term of the Executive Committee.

15.10: (a) If any Executive member is continuously absent for three consecutive meetings without giving any reason, the "EC" shall call for an explanation from such member.

15.10: (b) Such explanation shall be placed before the "EC" in its next meeting for consideration.

15.10: (c) In the event of the "EC" not satisfied with such explanation it may deem fit to drop the member from the "EC" for the remaining period of the "EC", *provided such decision of the "EC" is unanimous.*

16.0: Election of Office-Bearers and the Executive Committee:

16.1: Election shall be held for all the posts *except for the Post of President, who shall be elected by the Executive Committee at its First Meeting from amongst the Vice-Presidents Elected by the General Body.*

16.2: The term of Office for all the Ex-Officio Posts (excluding that of "Ex-Officio Patron") and the Executive Committee Members shall be Limited to TWO YEARS from beginning of Annual General Meeting ("AGM") at which the elections were held till the beginning of second "AGM" leaving one year in-between whichever is earlier except for the Post of president which shall be till the closing of second "AGM".

For the "Ex-Officio Patron" it shall be till the time he is holding his / her position in "the institution" irrespective of the term of the Executive Committee. The immediate person taking over as "Patron" in "the institution" shall become "Ex-Officio Patron" member of the Executive Committee.

16.3: No Member shall hold the post of same office for more than two consecutive terms. *For the "Ex-Officio Patron" it shall be till the time he is holding his / her position in "the institution".*

16.4: The mode of Election shall be by Secret Ballot only.

16.5: The Procedure for Election shall be laid down by the Executive Committee which shall be ratified by the General Body.

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16.6: The Executive Committee shall appoint the Electoral Officer / Returning Officer. The Period of such appointment shall be limited to the completion of election process of that particular election.

17.0: Duties of Executive Committee:

All the business of the "MUCAA" shall be managed by an Executive Committee subject to these rules and such resolution as may be passed from time to time at the General Body Meeting of "MUCAA".

17.1: The Executive Committee shall Co-ordinate all the activities of "MUCAA".

17.2: The Executive Committee shall consider all communication addressed to "MUCAA".

17.3: The Executive Committee shall appoint suitable staff and fix their remunerations.

17.4: The Executive Committee shall be in-charge and protect all the properties and interest of "MUCAA".

17.5: The Executive Committee shall constitute a sub-committee for screening persons desirous of joining the society. Such constituted committee shall consist of three members. One of whom shall be convener. Members of such Screening Committee need not necessarily be from the "EC" but can also be from the General Body. .

17.6: The Executive Committee is authorised to admit members and to remove any Life Member, Associate Member or Ordinary Member there of subject to these rules.

17.7: The Executive Committee shall arrange through the General Secretary to hold the General Body Meeting of the members of the "MUCAA" once a year and shall at that meeting submit a report on the working of "MUCAA" for the past year and shall submit the annual account of the "MUCAA" for the year under report, duly certified by a Chartered Accountant.

17.8: The Executive Committee shall have power to frame from time to time such bylaws as may be deemed necessary for efficiently conducting the business of

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"A.I.C.A." provided such bylaws are not opposed to the Rules of "A.I.C.A." and all the members of the "A.I.C.A." shall be bound by such bylaws

17.8. The General Secretary shall give at least 7 days notice in writing of the meeting of the Executive Committee to the members thereof and such notice shall specify the day, the hour, and place at which the meeting is to be held and shall contain the list of the subjects that will be placed for consideration before such meeting

17.9. Special Meeting of the Executive Committee shall be convened by the General Secretary on the written requisition of not less than 10 members of the "A.I.C.A." after giving usual notice of not less than five days

17.10. If at any time, there arises necessity to call for an urgent Special Meeting of the Executive Committee, the General Secretary can call for the same by giving such notice as is possible under the circumstances

17.11. If any of the Members of the Executive Committee desire to place any matter for consideration before the Committee, he / she / shall give notice of the same in writing to the General Secretary who may place it before the Executive Committee by giving the requisite notice or include it in the next meeting

17.12. 7 (Seven) members of the Executive Committee can form a quorum.

17.13. If a meeting of the Executive Committee has to be adjourned, *no quorum shall be necessary for such adjourned meeting.*

17.14. In the absence of the President or any of the Vice-Presidents, any senior member of the executive committee present may be elected to preside over the meeting.

17.15. All the business placed before any meeting of the Executive Committee shall be decided by a majority of the votes of the members present thereat.

17.16. When there is an equality of votes, the President shall have a casting vote and the decision of the President shall be regarded as the collective decision of the Committee.

17.17. A copy of all the proceedings of the Executive Committee shall be sent by the General Secretary to all the members.

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18.0: Duties & Power of the Office Bearers of "MUCAA":

18.1: Patron:

18.1.1: The Patron shall protect, foster, countenance and support "MUCAA" and its activities.

18.2: President:

18.2.1: He shall preside over all the Meetings. He may allocate responsibilities to other Members of the Executive Committee as he deems fit.

18.2.2: The President may appoint working groups or other such groups as he deems fit if a situation arises. The President may nominate representatives from "MUCAA" on vacancies in Government or Institutions and or other bodies when invited to do so.

18.2.3: The President shall act on behalf of the Executive Committee.

18.3: Vice-Presidents:

18.3.1: The Vice-President shall preside over the Executive Committee Meeting in the absence of the president.

18.4: General Secretary:

18.4.1: The General Secretary shall attend to the day to day correspondence and communications.

18.4.2: The General Secretary shall be responsible for calling Meetings of the Executive Committee in consultation with the President.

18.4.3: He shall maintain all official records of "MUCAA" including minutes of the Executive Committee Meeting, Annual General Meeting and Special General Meetings.

18.4.4: He shall be responsible for filing of Annual Report of "MUCAA" with the Registrar of Societies after every Annual General Body Meeting and Special General Meeting.

18.4.5: He shall be responsible for filing of Financial Statement with the Income Tax Department in accordance with the rules of the department.

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18.4.6: He shall be responsible for adhering to other such Statutory regulations.

18.4.7: He shall maintain general supervision over the office staff.

18.4.8: The General Secretary shall periodically keep the President informed about the activities undertaken by him for "MUCAA".

18.5: Assistant Secretary:

18.5.1: The Assistant Secretary shall assist the General Secretary in discharging his duties.

18.5.2: He shall report to the General Secretary and shall carry out all such duties as may be assigned to him.

18.5.3: He shall discharge the duties of General Secretary if asked to do so by the President in the absence of General Secretary is for a limited time or by the Executive Committee if in it's view, the absence of the General Secretary is prolonged for health or travel reasons.

18.6: Treasurer:

18.6.1: The Treasurer shall be responsible for maintaining the Accounts of "MUCAA".

18.6.2: He shall be responsible for getting the Accounts Audited by a Chartered Accountant and present the Audited Statement of Accounts in the Annual General meeting of "MUCAA" and on Approval of it file the same before the Income Tax Department in accordance with the statutory requirement.

18.6.3: He shall be the Convener of all "MUCAA" Financial Committees.

18.7: Staff:

18.7.1: If the staff is required for carrying out the day to day business of the society, such staff may be appointed by a resolution passed by a majority of the members of the Executive Committee. The committee is also empowered to frame service conditions, salary or honorarium of such staff.

Chartered Accountant afterwards the audited account should be filed before the Registrar within six months.

20.3: The Society has to give a declaration that according to Section 16 (3) (b) (iii) the previous year's functions of the Society were effectively done.

20.4: At the end of the previous financial years, the members of the Society, their names, profession and address list in Form No.VI should be forwarded to the Registrar.

20.5: During the previous financial year if there is any change in the Executive committee that change under Sub-Section 17(ii) should be filed to the Registrar within 3 months in Form No.VII along with a Special Resolution.

20.6: It is the duty of the General Secretary to keep ready for inspection by Registrar or any enquiry officer appointed by him, the record books and files of the Society according to section 35.

20.7: According to Section 34(1), after the inspection of the books and files, Registrar, if he requires by order Section 34-A (2) it is the duty of the Society or Committee Member or members of the Society to give information or explanation to the Registrar.

20.8: According to Section 36(7), it is the duty of the member or members of the Society to submit the necessary books, records, accounts and other documents required by the Registrar or enquiry officer.

20.9: According to Section 13 (2), the clear name of the Society shall be placed in the entrance, in TAMIL.

20.10: According to Rule 15, the situation of the Registered office of the Society or any change in the situation shall be initiated in Form No.V to the Registrar within 3 months.

20.11: According to Section 30 Sub-Section 32(1), it shall be the duty of every registered Society's, General Secretary to file mortgage or details of any other liabilities of the society if Form No. VIII and Section 32 Sub-Section (2), in form No.IX to the Registrar within one month.

21.0: Meetings:

21.1: General Meeting:

21.1.1: The General Body of the "MUCAA" meet once every year either in the month of August or September as decided by the Executive Committee in its regular meeting.

21.1.2: Notice for such meeting shall be 21 days.

21.1.3: The Agenda for the Annual General Meeting shall be approved by the Executive Committee.

21.1.4: The Quorum for the Annual General Meeting shall be 25 (Twenty five).

21.2: Special General Meeting:

21.2.1: The Executive Committee itself or at the instance of the President Executive Committee may convene a meeting of Special General Meeting to discuss urgent matter.

21.2.2: A minimum of 40 members of the General Body may give in writing to the General Secretary to convene a Special Meet, clearly mentioning the purpose for which the requisition is made.

21.2.3: The General Secretary in consultation with the president shall place such requisition for consideration before the urgently convened Executive Committee or the regular Executive Committee as he deems fit.

21.2.4: If the Executive Committee approves such Special General Meeting shall be convened by giving 7 days notice.

21.2.4: The Quorum for such meeting shall be 25 (Twenty Five).

21.2.5: Proper attendance register shall be maintained and it shall be kept securely.

21.3: Executive Meeting:

21.3.1: The Executive Committee shall meet at least once in 2 (two) months.

21.3.2: The General Secretary shall fix the date of the meeting in consultation with the President.

21.3.3: The Quorum for the Executive Committee shall be 7 (seven).

22.0: Auditors:

22.1: The General Body at its Annual General Meeting shall appoint a Certified Auditor to audit the "MUCAA" Accounts.

23.0: Chapters:

23.1: The Executive Committee may form Local Chapters / International Chapters of "MUCAA" in other centers in the country and abroad.

23.2: Such Chapters shall strictly abide by the By Laws / Rules of "MUCAA" and follow the guidelines set out by the Executive Committee from time to time.

24.0: Statutory Provision:

24.1: Investment Clause:

24.1.1: The Funds of "MUCAA" shall be invested in the modes specified under the provisions of Section 13(1)(d) read with section 11(5) of the Income Tax Act 1961 as amended from time to time.

24.2: Accounts Clause:

24.2.1: Books of Accounts of "MUCAA" shall be maintained properly and kept securely. Accounts shall be closed by 31st March every year and presented for auditing.

24.3: Amendment Clause:

24.3.1: No amendments to the Rules and Regulations shall be made which may prove repugnant to the provisions of section 2(15),11,12,13 and 80(G) of the Income Tax Act 1961 as amended from time to time. Further no amendment shall be carried out without prior approval of Commissioner of Income Tax.

24.3.2: The Funds and Income of "MUCAA" shall be solely utilized for the fulfillment of objectives of "MUCAA" and no portion of it shall be utilized for payment to its Trustees or Members by way of Profit, interest, dividend or incentives etc.

24.3.3: The benefit of "MUCAA" shall be open to all irrespective of caste, creed, religion or sex.

25.0: Disputes:

25.1: All unresolved disputes shall be referred to Patrons and their decision shall be final and binding on all parties.

26.0: Dissolution Clause:

26.1: In the event of dissolution or winding up of the "MUCAA", the assets remaining as on the date of dissolution / winding up shall be transferred to "the institution" (*Mazharul Uloom College, Ambur*) and under no circumstances be distributed / shared among the Members of Executive Committee or their heirs. The association shall stand dissolved as per procedures laid in Section (41) & (42) of the Tamil Nadu Societies Registration Act, 27 of 1975.

For MAZHARUL ULOOM COLLEGE ALUMNI ASSOCIATION

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GENERAL SECRETARY.