

**MEMORANDUM AND REGULATIONS OF
GUJARAT TECHNOLOGICAL UNIVERSITY ALUMNI ASSOCIATION (Regd.)
REGN. NO. ____
(Registered under the Society Registration Act, 1860)**

MEMORANDUM OF ASSOCIATION

1 NAME& ADDRESS

1. The official name of the association shall be **Gujarat Technological University Alumni Association**, hereinafter called the **GTUAA**.
2. The Registered Office of the Association shall be situated at the Head Office of **Gujarat Technological University (GTU)**.

Current Address of GTU Head Office is as under.

Gujarat Technological University
Nr. Vishwakarma Government Engineering College
Nr. Visat Three Roads, Visat - Gandhinagar Highway
Chandkheda, Ahmedabad – 382424 (Gujarat)

2 DEFINITIONS

- 2.1 **GTUAA Regulations 2019:** The regulations formulated for governing GTUAA under Gujarat Technological Act, 2007 and shall be called as **Gujarat Technological University Alumni Association Regulations, 2019**.
- 2.2 **GTU:** This abbreviation refers to the full name of Gujarat Technological University.
- 2.3 **GTUAA:** This abbreviation refers to the full name of Gujarat Technological University Alumni Association.
- 2.4 **General Body:** General Body consists of life members, staff members, honorary members and Patron of GTUAA.
- 2.5 **Patron:** The Vice Chancellor of GTU will be the Patron of GTUAA.
- 2.6 **Quorum:** The minimum number of members required for a meeting to be conducted or a resolution to be passed.
- 2.7 **Voting:** In case of failure to achieve unanimous decision, any issue can be put to voting.
- 2.8 **Majority:** More than half number of members present in a meeting shall be treated as majority.
- 2.9 **Executive Board (EB):** EB is the governing body for day-to-day functioning of the Association. Details of EB's formation, role and functioning are described in the GTUAA Regulations, 2019.

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- 2.10 **Communication:** A process of sharing or receiving information to/from any stake holder.
- 2.11 **Alumni:** Any person who has successfully completed degree/diploma or has done certification course from GTU shall be called as Alumni. "Alumni" shall be read and understood as "alumni/alumnae" and "alumnus" shall be read and understood as "alumnus/alumna"
- 2.12 **Member of Alumni Association:** Any person who has completed the formalities established in the regulations to be a member, or has been declared to be a member as per this regulation, shall be considered as member of GTUAA.

3 VISION- MISSION& OBJECTIVES

3.1 Vision:

- To activate and keep the alumni connected in a network for their own good and the Alumni mater, and to engage the University's global community to advance the University's excellence.

3.2 Mission:

- To provide a vibrant forum that promotes interaction and networking amongst alumni of the University
- To help the alumni achieve their professional goals.
- To facilitate the association of alumni with their Alumni Member.
- To contribute to the University's vision of being recognized among the world's leading institutions in academics, research excellence and innovation.

3.3 Objectives:


The objectives and purposes of this Association shall be to develop and encourage the interest of the Alumni in GTU and generally to do all lawful things for the welfare, benefit, and betterment of the GTU and its faculty, students, former students, graduates and staff. GTUAA shall foster and encourage Alumni to contribute in the GTU and in higher education.

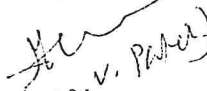
The objectives of the Association, though not exhaustive, shall be to:


1. Organize and operate exclusively for educational and such other purposes as a non-profit organization dedicated to advancing the excellence of learning systems at GTU and for enhancing the reputation of GTU, in India and abroad, as a distinguished University of higher learning..
2. Work with GTU in meeting the educational and recreational needs of the alumni; and encouraging united action in promoting the advancement of every alumni.

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3. Organize continually the programs of advanced education at GTU and its chapters in India and abroad and provide regular communication about such programs including about opportunities at the research centers of GTU.
4. Maintain records and collect statistics concerning alumni and to provide support to the alumni offices and thereby the Council of GTUAA.
5. Encourage a spirit of loyalty, friendship, services and benevolence among the Alumni.
6. Render advice and guidance on matters relating to the alumni to GTU.
7. Promote and develop chapters and foster affiliates of the Association internationally by interaction in its correct perspective among the chapters and affiliates.
8. Ensure adequate representation of GTUAA in Government and Industries by nominating Alumni representatives wherever possible and necessary.
9. Publish after consultation with the Executive Board the Alumni News in the form of GTUAA Newsletter, to be distributed to alumni for the purpose of disseminating information about the University and the alumni.
10. Provide support to raise funds for the University by gift, endowment scholarship, donation or any other means.
11. Give awards to alumni for outstanding work in promoting the welfare of the GTU, Society, state or country or for outstanding performance in activities related to culture, art & science, technology, social service or any other area which brings pride for the University.
12. To encourage and facilitate the alumni taking up activities that are geared to improve society at large and contribute to national development.
13. To mobilize, arrange, spend and utilize funds required to manage the affairs and activities of the association.
14. Any other activity(ies) which is/are in the larger benefit of society, university, educational institute(s), students or alumni.

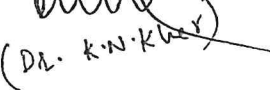

(Dr. Keshu V. Dargi)


(M. V. Patel)


(G. P. VADODARIA)


(P. V. Patel)


(N. R. Thakkar)


(Dr. K. N. Khar)


(A. P. M. M. M.)

BY-LAWS OF GUJARAT TECHNOLOGICAL UNIVERSITY ALUMNI ASSOCIATION

1. GENERAL

- 1.1 The Name of the society shall be Gujarat Technological University Alumni Association, henceforth referred to as GTUAA.
- 1.2 Jurisdiction: GTUAA would come under the jurisdiction of Ahmedabad, Gujarat.
- 1.3 The address for communication is Gujarat Technological University Nr. Vishwakarma Government Engineering College, Nr. Visat Three Roads, Visat- Gandhinagar Highway Chandkheda, Ahmedabad – 382424. (Gujarat).
- 1.4 The Business Hours of the Society shall be office timing of the GTU, and working days will be same as of GTU. However, GTUAA can organize meeting, function, and event on the day of a public holiday, if required.
- 1.5 The object of these by-laws is to carry out the mission and objectives of GTUAA, as outlined in the aforementioned Memorandum and Articles of Association, in general, and in particular, to provide an organization through which the Alumni of the GTU, faculty, staff and students of the institute/university can interact with each other for mutual benefit and for the benefit of society at large. These by laws specify the structure, rules of process, and procedures for the proper governance of the organization, in accordance with the guidelines of act under which it is registered.
- 1.6 Activities:, GTUAA through its General Body and Executive Committee will carry on activities in furtherance of the objects stated in the Memorandum, and may include conducting seminars, holding meetings, organizing events, publishing magazines and newsletters, maintaining websites and technology infrastructure, setting up of a club for alumni with various facilities and any other activity(ies) that facilitates achievement of the objects and does not contravene any of the laws of the land.

The Association may participate in setting up a Club for the Alumni to facilitate alumni interaction, which will have all standard amenities and facilities of a high-standard social club such as games, lounge, restaurant, bar, library, etc., and render all assistance for and actively promote the formation of the Club. The Club may be an independent body once it is formed and may also serve alumni of GTU in a spirit of cooperation and synergy.
- 1.7 Responsible Office Bearers: The President and/or the Secretary of GTUAA shall be the persons authorized to sue and be sued on behalf of the association.
- 1.8 Empowerment to Execute GTUAA Mission: The President and the Secretary of GTUAA along with the Executive Board are the persons empowered to take decisions and direct the course of the association within the framework of MoA and By-Laws.



2- MEMBERSHIP

2.1. There shall be four classes of members, as follows:

1. Members.
2. Executive Board Members.
3. Honorary Members.
4. Founding Members.

Every member is required to fill the membership form as per the procedure specified by GTUAA.

a) Members

1. Any person who has received a degree, diploma, or certificate after completing a course of study at a College/Institute, affiliated with GTU or at a constituent department, faculty or research center of GTU can be member of GTUAA by paying required amount of Fees as decided by Executive Body.
2. All members of the teaching/non-teaching staff of GTU or of any College/ Institute, affiliated with GTU, working in regular or temporary basis can be member of GTUAA by paying required amount of Fees as decided by Executive Body.
3. A member registered as a member for life time will remain as a member of GTUAA, even after he leaves GTU/affiliated institute of GTU.

b) Executive Members

1. Any person who has been nominated or elected by GTU to any academic position or administrative position in the University for the purpose of execution of regular affairs of GTUAA shall be member of GTUAA till the time he holds such position.

c) Honorary Members

1. Any person who has received an Honorary degree from the University.
2. Any person, who has contributed to the well-being of the GTUAA or GTU, provided the Executive Board approves his or her nomination for such membership.
3. Any person upon whom the GTUAA confers Honorary membership for significant contribution to the GTUAA or GTU.
4. The status of Honorary Member shall be granted for the lifetime of the Honorary Member unless revoked by the Association or by the resignation of the Honorary Member.
5. All alumni members shall have participatory rights in discussion, be the member of the sub-committees, can act as advisors and can be co-opted as members of various committees and shall have voting rights.

d) Founding Members:

1. The members who had voluntarily joined GTUAA to be a member, before the date of registration shall become member of the association and their name in the members roll will valid in the sequence of their membership number.

2.2 Responsibilities and Rights of Members

a) *Member Privileges and Rights:* Members are eligible to use the services of GTUAA office, receive publications and newsletters of GTUAA, exercise their vote in meetings, register on the GTUAA website, attend alumni meetings and events, receive annual reports, and participate in GTUAA activities.

b) *Responsibility:* To be in good standing, a member of any class of the GTUAA must abide by the constitution and by-laws of the GTUAA. The Executive Board reserves the right to deal with membership status issues. Decision as regards the membership given by President or Member Secretary shall be final and binding.

2.3 Fees and Assessments

1. The Executive Board may establish fees and assessments for association and for each of its Chapters, if any, which may vary for each category of membership and for location of the Chapter.
2. Membership entitles the holder thereof to receive any alumni publication which is published by GTUAA, to exercise the right of franchise in GTUAA matters, and otherwise participate in the rights and benefits incidental to the membership, and the benefits that may be established from time to time by action of the Executive Board.
3. Lifetime Membership Fee: The life membership fee of the association shall be Rs. 200/- (Rupees Two Hundred only) for alumni members.
4. Ex-officio & Honorary Membership Fee: Ex-officio members and Honorary members are not obliged to pay any membership fee.
5. Any alumni giving donation to GTUAA will be considered as paid members and will be registered on the register of the members. GTUAA can also maintain records of the donors, separately.
6. The membership and subscription fees are subject to revision from time to time with the approval of the General Body.

2.4 Cessation of Membership

1. A member of the Association shall cease to be a member if he/she resigns from his/her membership or is found to be of unsound mind or is convicted by a court for any offence on moral grounds or on the ground of indiscipline. The Executive Board may terminate the membership of any person, who is found to be working against the interests of GTUAA or of GTU.

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2.5 Seniority

1. The name of the members in the sequence in which it is registered on the roll will be considered for establishing seniority of the member.

2.6 Alumni Registry

1. A register and/or an electronic database of members shall be kept at the registered office of the association.

3. ORGANISATIONAL STRUCTURE

3.1 The General Body: The General body will consist of life members, staff members, honorary members and Patron of GTUAA.

3.2 The Executive Board: The Executive Board will consist of the members as provided in clause 4.1.

4. THE EXECUTIVE BOARD

The affairs of the Association shall be managed by the Executive Board (EB).

4.1 The Executive Board:

Executive Board shall consist of 9 (nine) office bearers.

- a) **President:** The Vice Chancellor of GTU will be the President of GTUAA.
- b) **Vice-President:** One of the Directors/Dean may be nominated by the Vice-Chancellor as the Vice-President of GTUAA for a period of 3 years.
- c) **Member- Secretary:** Registrar of GTU will be the Member-Secretary (called the Secretary).
- d) **Treasurer:** The Chief Accounts Officer of GTU will be the Treasurer of GTUAA.
- e) **Joint Secretary-I:** One of the Deans/Directors/Officers of GTU may be appointed by the Vice-Chancellor as a Member of the Board as Joint Secretary-I.
- f) **Joint Secretary-II:** One of the Deans/Directors/Officers of GTU may be appointed by the Vice-Chancellor as a Member of the Board as Joint Secretary-II.
- g) One officer of GTU to be appointed by President.
- h) Two representatives from the General Body as may be nominated/elected by the General Body in its general meeting.

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4.2. Functions of General Body

- (i) Approval of annual accounts.
- (ii) Approval of annual report.
- (iii) The General Body will ordinarily meet at least once in a year preferably by issuing prior notice of 15 days by any of the accepted mode of service (post/courier/email/electric message/ circular/ public display/ uploading on GTUAA website).

4.3. General Powers and Duties of Executive Board

- a) The affairs of the Association shall be managed by the Executive Board. The Board shall have general charge of the business of the GTUAA including the control of the Accounts.
- b) GTU shall open an account in any Nationalized Bank for the operation of GTUAA. The GTUAA may be given grants by GTU for its work.
- c) The accounts of GTUAA shall be jointly operated by Treasurer (ex-officio) and Member Secretary. However, as the work of GTUAA grows, the President may decide to allocate the responsibility to any other office-bearers/individual.
- d) The term of the Executive Board will be for a period of three years whereafter, appointment of the members of the Executive Board shall be done as prescribed in clause 4.1 and/or 4.4 (c).
- e) The President may, from time to time, constitute committees- special or ad hoc - and she/ he may delegate to such committees such duties and powers as may be necessary for proper conduct of the affairs of the GTUAA.
- f) The President and Member Secretary of the Council shall be ex-officio Members of each committee, which may be constituted for the promotion of various activities of GTUAA and for meeting the objectives of GTUAA.

4.4. Meetings of Executive Board

- a) The Executive Board will ordinarily meet at least once in a year but the Secretary may call an emergency meeting at any time. A prior notice of 7 days shall ordinarily be given to members for convening a meeting.
- b) The quorum for the Executive Committee Meeting shall be one-third of the number of members at any time. In case there is no quorum the meeting will be adjourned for half an hour. In case there is no quorum, the meeting may be adjourned to another day for the same agenda. At the reconvened meeting, the members, who are present, would be able to take decisions on the agenda items. Records of meeting activities shall be kept by the in-charge or the Coordinator(of GTUAA) who shall report to Member Secretary of GTUAA.

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- c) In case any vacancy arises in the Executive Board, the Executive Board shall fill the same by nomination or by co-option. A vacancy would be deemed to arise when an Executive Board member expresses his/her inability to discharge responsibility or when a member remains absent for three consecutive meetings without information in writing in advance or for any other reason owing to which such member becomes incapable of being a member of Executive Board, including but not limited to the eventuality mentioned in clause 2.4 (1)
- d) The Board shall have all powers with regards to management and promotion of objectives of the GTUAA.

4.5 President

The President shall preside over the Executive Board Meetings. The President shall have the voting power. The President may attend any meeting of any entity of GTUAA. If he attends any meeting, he would preside over it.

4.6 Vice President

The Vice President shall act for the President in his absence. He shall have all the powers for the management and promotion of the objectives of the GTUAA.

4.7 Member-Secretary

- a) The Member Secretary shall be Convener of the Executive Board.
- b) The Member Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications of the GTUAA.

4.8 Treasurer- (Ex-officio)

- The Treasurer (Ex-officio) shall be responsible for the maintenance of the financial records & accounts of the GTUAA.
- The Treasurer shall operate the funds of the Association jointly with the Member Secretary.

4.9 Expenses

- a) Expenses of the members of the EB to attend meetings of the Board/GTUAA shall be reimbursed out of the funds of the Association in accordance with the guidelines established by GTUAA from time to time.
- b) Any number of administrative staff can be appointed by the Member Secretary.
- c) Member Secretary will have right to pay honorarium/salary to the staff which does routine administrative work of GTUAA.
- d) Honorariums can be paid based on the level of work done.

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5 LOCAL CHAPTER

Executive Board can establish Chapters of GTUAA if found suitable at any place or at any institute. For this purpose, Executive Board shall prepare rules and regulation separately to manage such chapters.

6 AMENDMENTS OF RULES AND REGULATIONS

- a) Amendment to the rules and regulations shall be carried out by the General Body.
- b) The proposed amendment to the rules and regulations shall be circulated to all the members by proper medium of communication or by uploading on GTUAA website.

7 FINANCE AND ACCOUNTS

- a) The Association shall raise funds for pursuing the objectives of the Association through subscription from the members/registration fees for any event/function/meeting or activity within the scope of objectives/duties of Association.
- b) The rates of subscription shall be governed by the By-Laws of the Association or as may be decided by the Executive Board.
- c) GTUAA or its Chapters may have funds through money donated by the members or from any other source, with the approval of the Executive Board.
- d) The account(s) of the Association shall be maintained in any Nationalised bank in Ahmadabad or where found suitable to be operated by the Treasurer into which all subscription, donations and other income shall be credited.
- e) Financial year of the Association shall be from April 1 to March 31 of any calendar year.
- f) The funds of the Association may be invested in Government securities, Bonds and Debentures of the registered companies and financial institutions permitted under the Society Registration Act, or fixed deposits in nationalized banks, subject to the approval of the Executive Board.
- g) Withdrawal from the invested funds shall be made by with the approval of the Executive Board.

8 AUDITS OF ACCOUNTS

The accounts of the GTUAA shall be audited once a year by a Chartered Accountant. The Chartered Accountant shall be appointed by the Executive Board after the accounts have been duly audited by an Internal Auditor to be appointed by the Executive Board.

9 SUITS AND PROCEEDING BY AND AGAINST THE GTUAA

- a) The Member Secretary or any person authorized by the Executive Board may sue on behalf of the GTUAA. When the GTUAA is being sued, the Member Secretary will

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represent the GTUAA through a legal advisor or an advocate to represent the interest in the Courts of Law or any other Forum.

- b) No suit or proceeding shall be defeated by reason of any vacancy or change in the holder of the office of the Member Secretary or any office bearer authorized on its behalf.
- c) Every decree or order against the GTUAA in any suit or proceeding shall be executable against the property of the Association and not against the property of the Member Secretary or any office bearer.
- d) Nothing herein shall exempt the Member Secretary or an office bearer of the GTUAA from any criminal liability or entitle him/her to claim any compensation from the property of the GTUAA in respect of any claim/ fine/ penalty by him on conviction by a competent court, unless such offence or fine or penalty is attributed to GTUAA matters.
- e) No member of the GTUAA may be sued or prosecuted by the GTUAA except for any injury or loss, damage, detention or destruction of any property of the GTUAA.

10 INDEMNIFICATION

All members of the GTUAA and the officers of the Association, its executors and administrators, and estate and effects, shall always, from time to time, be indemnified and saved harmless out of the funds of the GTUAA, from and against:

- 1. All costs, charges and expenses whatsoever that such person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against such person for or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by such person in or about the execution of the duties of his office, and
- 2. All other costs, charges and expenses that such a person sustains or incurs in or about in relation to the affairs of the GTUAA except such costs, charges or expenses as are occasioned by such person's own willful neglect or default.

11 RECORDS OF THE ASSOCIATION

The following records shall be maintained in the office of the GTUAA:

- a. Roll/Register of Membership.
- b. Minutes of the Executive Committee meetings.
- c. Minutes of the General Body Meetings.
- d. Stock Register of Non-consumable and Consumable items.
- e. Cash Book and Ledger.
- f. Copies of all publications and reports of the Association.
- g. The records shall include details of all sums of money received and sources thereof, and all the sums of money spent.
- h. Every member of the General Body shall have the rights of inspection of records of the GTUAA during the office hours.

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- i. Some of the disposable records as decided by the Executive Committee may be disposed off/destroyed.

12 ADMINISTRATION

Contracts

Contracts in the ordinary course of the Association's operations may be entered into on behalf of the Association by the Member Secretary after express approval of the President of GTUAA.


13 CHAPTER FINANCES


A chapter of the association must have the approval of the Member Secretary to open a bank account. If approved, the chapter shall notify the Member Secretary, the location of such account and shall furnish any details in respect to the operation thereof, which the department of GTU advancement may request from time to time.

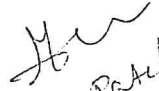
Fiscal Year: The fiscal year of the GTUAA shall be the same as the fiscal year of GTU.


14 WINDING UP OF THE SOCIETY


The winding up of the Association shall be carried out as per relevant clauses of Societies Registration Act, as may be amended from time to time. All assets of the association, in the event of its closure, will be given to GTU.

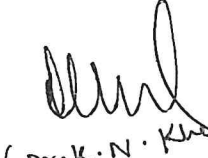

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