

Memorandum of Association

Alumni Association, Delhi College of Engineering

List of Abbreviations

AGM	:	Annual General Body Meeting / Annual General Meeting
DCE-DTU AA	:	DCE – DTU Alumni Association
DCE	:	Delhi College of Engineering
DP	:	Delhi Polytechnic
DTU	:	Delhi Technological University
EGM	:	Extra Ordinary / Emergency General Body Meeting
EM	:	Elected Member
EOM		Ex Officio Member
GB		General Body
GC		Governing Council
LM		Life Members
MoA		Memorandum of Association
NM		Nominated Member
NRIs / PIOs / OCIs		Non-Resident Indians / Persons of Indian Origin / Overseas Citizens of India
OB		Office Bearer
PVC		Pro Vice Chancellor
RR		Rules & Regulations
VC		Vice Chancellor
SM		Student Member

Memorandum of Association
And
Rules and Regulations
of
DCE – DTU Alumni Association

(An Association registered under the Societies Registration Act Number XXI of 1860 as applicable to the National Capital Territory of Delhi)

1.0 Name of the Association:

The name of the Association shall be “DCE - DTU Alumni Association” (referred hereinafter as the ‘Association’).

2.0 Registered Office:

The registered office of the Association shall remain in the National Capital Territory of Delhi, and at present, is situated at the following address:

DCE – DTU Alumni Association,
c/o Delhi Technological University,
Training & Placement Block,
Shahbad Daultpur,
Main Bawana Road,
Delhi-110042.
India.

3.0 Aims and Objects:

The basic aims and objects for which the Association is formed are as under:

- (a) To promote and foster mutually beneficial interaction between the Alumni of DP (Delhi Polytechnic), DCE (Delhi College of Engineering) and DTU (Delhi Technological University) and also with the present students of Delhi Technological University (DTU).
- (b) To open chapters within India and abroad as a means to increase participation of Alumni.

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- (c) To encourage the Alumni to take an active and abiding interest in the progress of the University and the Association so as to contribute towards enhancement of the social utility of their Alma Mater and enhance bon- homie amongst the alumni.
- (d) To organize and establish scholarship funds to help the needy and deserving students.
- (e) To institute and confer awards for distinguished alumni in various segments, honor the Faculty and meritorious students.
- (f) To arrange and organize activities of social, cultural, educational and charitable nature for the benefit of alumni.
- (g) To increase public awareness of the role of technology in value addition in the economic and social development of the nation.
- (h) To acquire, purchase, secure by exchange or license, or otherwise own or take on lease or hire in the Union Territory of Delhi or elsewhere in India temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the objects of the Association.
- (i) To invest and deal with the funds and moneys of the Association.
- (j) To do all such other lawful acts, deeds or things as are conducive or incidental to the attainment of the above objectives and or beneficial to the interests of the Association.
- (k) To establish and maintain data bank of members and website of the Association.
- (l) To frame Bye-Laws and Rules and Regulations for the conduct of the business of the Alumni Association and its officers and employees.
- (m) All the income, earning, moveable, immovable properties of the Association shall be solely utilized and applied towards the promotion of its aim and objects only set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past member of the Association or to any person claiming through any or more of the present or past member. No member of the Association shall have any personal claim on any moveable or immovable properties of the Association or make any profit, whatsoever by virtue of his membership.

4.0 Membership:

4.1 Admission and qualification for membership:

- (i) Every subscriber to the Memorandum of the Association, every member of the Governing Council and every person who believes in the aims and objects of this Association and whom the Governing Council may admit as member shall be member of the Association.

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(ii) The Governing Council of the Association may refuse any person the membership provided the Governing Council records the reasons for such refusal.

(iii) Membership number shall be allotted at the time of enrolment.

- For members enrolled as per the Directory 2002, these numbers will be taken as it is, with prefix / suffix added, if required.
- For members enrolled thereafter, the date of enrolment shall define the sequence.

4.2 Type of Membership:

4.2.1 Life Members (LM):

i) All full time / part time diploma holders or graduates or post graduates or doctorates from DP, DCE, and DTU can become the Life Members of the Association. To get life membership, a person will need to pay the necessary fees and get enrolled.

ii) All existing / enrolled Life Members as on 11th August 2018 shall continue to be the members of the Association. This list of all such enrolled members was prepared and declared by the Returning Officers for the elections held on 11th August 2018. Subsequently, LMs will be as & when inducted to the Association on approval of GC

iii) Life Members will be allowed to be attached to any Chapter of his choice based on earlier stay / current stay / posting. Presently the Chapters are located in India at Hardwar, Mumbai and Bengaluru. In case no chapter is opted, a member will be taken as attached to Delhi.

4.2.2 Student Members (SM):

i) All students of DTU doing any Under Graduate or Post Graduate or Doctoral program on either Full Time or Part Time basis can become a Student Member of the Association. All such Student Members need to pay the necessary fees and be enrolled.

ii) The fees shall be fifty percent of the life membership fee, rounded off to the next higher hundred rupee.

iii) On successful completion of the above referred course, these members can enhance the status to Life Members by paying the differential membership fees (that is the fees applicable at the time of application for Life Membership minus the fees that he had paid earlier at the time of obtaining Student Membership)

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within one year from the date of the declaration of the results. Else, they need to be enrolled as a fresh Life Member.

iv) The mode of collection of the membership fees would be decided from time to time in mutual discussions between the Association and the University.

4.3 Subscription of the membership:

- i) The present rate of subscription for all the Life Members shall be Rs 2100/- (Rupees two thousand one hundred only) and for Student Member it shall be Rs 1100/- (Rs. One thousand and one hundred only) payable at the time of enrolment as a member.
- ii) The membership fee for enrolment as Life Members and Student Members may be revised by Governing Council from time to time

4.4 Right and privileges of Members:

- i) Only Life Members shall have the right to vote, propose, second, nominate or be nominated as a candidate for election to any office of the Association.
- ii) All members can participate in all social functions and other functions / activities / schemes / programs conducted by the Association at Delhi or Chapters.
- iii) All members shall be entitled to receive all announcements etc. (through web site), connected with the Association.

4.5 Cessation of the membership:

- i) A member including the Governing Council member shall cease to be a member of the Association by resignation, death or disqualification (on the recommendations of the GC).
- ii) A member shall be deemed to have become disqualified, if in the view of the other members expressed by a resolution of the simple majority of the present members (having voting rights) of the GC, he is of unsound mind, or has worked against the aims and objects of the Association or has

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committed an act, which makes it undesirable to have him as member or his membership cease to be in the interest of the Association. He / she may be issued a show cause notice for such an act and/or misconduct, which will be required to be replied to by him/her within seven days of the issue of the notice. If in the interest of the Association, it is found desirable that he / she shall be disqualified from the GC and/or GB membership, it shall be done so by the President on the recommendation of the Governing Council.

4.6 Re-admission of Member:

A disqualified member can appeal for readmission to the Alumni Association and GC can readmit him/her, if it is satisfied that the member has absolved himself of the charges on which he was disqualified. GC will also decide whether to readmit such a member with old enrolment number and date, or to readmit him/her as a fresh enrolment.

5.0 General Body (GB):

5.1 General Body Defined:

- i) General Body shall consist of all class of members of the Association.
- ii) All such members can attend the Annual General Body Meetings.

Only Life Members (including those who are attached to respective Chapters) are entitled to vote in the Annual General Body Meetings.

5.2 Power and duties / functions of the General Body:

5.2.1 Annual General Body Meeting (AGM):

- i) The meeting of the General Body shall be held at least once in a year (preferably in June/ July).

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- ii) The Annual General Body Meeting (AGM) shall have a quorum of attendance of a minimum of 1/3rd of members. If the mentioned quorum is not present, the meeting shall stand adjourned for half an hour (30 minutes).
- iii) No quorum shall be required in the adjourned GB meeting. The adjourned meeting shall be held after half an hour (30 minutes) at the same place, for which no separate notice shall be given. At adjourned meeting, the members present shall form the quorum.
- iv) The decisions or resolutions at such meetings shall be accepted by a simple majority vote. This could be by vote of hand or by secret ballot, as decided by the person chairing the meeting. In case of a tie, the person chairing the meeting shall have the casting vote. In case the meeting is being chaired by a person other than the President or the Vice President, he shall not have the casting vote.
- iv) The notice period of the general meeting of the General Body for AGM shall be 14 days. The notice of AGM shall include date, time and venue of AGM, and shall be issued through press (newspaper) and/or email and/or electronic media and/or as per latest technology. For example, the notice can be served on 08th of the month for the meeting to be held on 22nd day of the same month.

The following business may be transacted in these meetings:

- (a) President's address.
- (b) General Secretary's report of the previous year activities.
- (c) Presentation of the audited accounts of the previous financial year by the Treasurer. (Soft / hard copies of these audited accounts shall be circulated to the members at the time of notice). No soft / hard copies shall be circulated during the meetings.
- (d) Appoint a qualified auditor for conducting annual audit of the Association and fix their fees.
- (e) Appointment of legal advisors, if any.
- (f) To prepare annual programs and policies.
- (g) To discuss and to decide all such matters and issues which are directly or indirectly related to the affairs of the Association.
- (h) To pass annual budget of the Association.
- (i) To consider any other business brought forward by the Governing Council.
- (j) Any other business with the permission of the chair.

5.2.2 Extra Ordinary / Emergency General Body Meeting (EGM):

- i) An extra ordinary / emergent meeting may also be summoned on the written request of 3/4th members or 50 members (whichever is less).
- ii) The EGM meeting must be called by the Governing Council within fifteen (15) days of such receipt.
- iii) The notice period of the meeting for EGM shall be minimum 7 days.
- iv) The date, time and venue of the meeting shall be included in the notice period. For example, the notice can be served on 08th of the month for the meeting to be held on 15th day of the same month.
- vi) Sufficient number of members should be present to constitute a quorum. If the actual attendance is less than 50 numbers at the appointed hour, then that EGM will stand cancelled.
- vi) Any EGM may be called, without any notice, on the advice of the Governing Council or the President himself.

6.0 Governing Council (GC):

6.1 Governing Council (GC) Defined:

6.1.1 The management of the affairs of the Association shall vest in the Governing Council. It shall comprise of not less than nine (9) members and not more than fifteen (15) members (including office bearers). All these members shall be elected by the Life Members of the Association. For further details, the clause on Election Process, may be referred to. It may also have other non-elected members i.e. ex officio members and co-opted members. These members will not have any voting right.

6.1.2 The Governing Council, headed by the President, shall manage the affairs of the Association by majority vote in the GC. In the case of tie of votes, the President shall have the casting vote.

6.1.3 All moveable and immovable property belonging to the Association shall be vested with the Governing Council.

6.1.4 Governing Council may terminate the balance period of the term of any of its elected / nominated members, in case he fails to attend three consecutive meetings of the GC / Committees, without grant of leave of absence.

6.2 Powers of the Governing Council (GC):

Without prejudice to the generality of the powers of the Governing Council to do such things as it may consider necessary or shall be expedient for the purpose of carrying out the objects of the Association, the Governing Council shall exercise the following powers.

- a) The GC can open various bank accounts in the name of the Association with such bank(s) or other institution(s) as it may think fit from time to time. For more details, the clause 10.2 on Operation of Bank Accounts may be referred.
- b) The GC can defray the expenses of the Association activities and make contribution from the funds of the Association to any other trust or society or Association having objects similar to those of the Association.
- c) The GC can invest / deposit such funds of the Association as may not be immediately required in such manner as may be determined by the Governing Council from time to time subject to any statutory restrictions and realize or vary such investments.
- d) The GC can borrow moneys for the purpose of the Association and if necessary, create lien on the Association assets for the purpose.
- e) The GC can receive any grant, donation, fees, support and assistance in any form for the furtherance of Aims of Objectives of the Association.
- f) The GC can appoint and, at the discretion, remove or suspend employees of all categories of the Association and, from time to time determine their powers and duties and fix their remuneration and terms of employment.
- g) The GC can delegate any of its powers to such committees and as it may constitute consisting of such members and or to any member of the Governing Council or office bearer of the Association. (Refer Committees).
- h) GC shall be responsible for all the finances and funds of the Association and shall give effect to the plans and programs of the Association and shall have the authority to carry them out.

6.3 Composition of GC:

a) Elected Office Bearers (OBs):

The Association shall have the following members elected by the General Body:

- i) President-1
 - ii) Vice President-1
 - iii) General Secretary-1
 - iv) Joint Secretary-1
 - v) Treasurer-1
 - vi) Members-10
- b)** The immediate Past President, the President or Secretary of Chapters of the AA, Dean of DTU in-charge of Alumni affairs and President of Students Association of DTU shall be ex-officio members of GC without voting rights.
- c)** Sitting VC DTU shall be the Chief Patron of the Association.
- d)** The five Founding Members of the Association (Sh. R K Bhandari, Sh. Karnal Singh, Sh. Pramod Adlakha, Sh. N K Sethi and Dr. A K Saluja) will be permanent invitees to the Governing Council. However, they will not have any voting rights
- e)** The Governing Council may also have a maximum of 5 (five) other non-elected / coopted members who are Association members of repute and can contribute to the growth of the Association. They will be nominated by the GC by consensus or majority. They will not have voting rights, and their term will end with term end of the GC.
- f)** Only the elected 15 GC members will have the voting rights in the GC.

6.4 Election (of GC elected members) and its mode:

All 15 (fifteen) Governing Council members shall be elected by the General Body as per the details given in Election Process for a period of three years. The elected GC will in turn elect Office Bearers from the 15 elected members. (Refer clause 6.1.1).

6.4.1 Election Process:

Eligibility:

- a) Only the Life Members can take part in the election process. They can propose, second, nominate themselves for the post of Governing Council Members, and vote in the election. One member can propose or second only one candidate.
- b) All the voters must have completed one year of the Association membership as on 31st March, in the year of elections. For example, elections for the term 2020 onwards, the voters must have been enrolled on or before 31st March 2019, if elections are held after 1st April 2020. Similarly, the proposer and the seconder must have completed one year of the Association membership as on 31st March of the election year.
- c) The term of the Governing Council shall be three years from year 2020 onwards. The candidates who wish to contest the elections must have completed six years of the Association membership as on 31st March, in the year of elections.

6.4.2 Candidature:

- a) The Office Bearers can hold the position for a maximum of two continuous terms for any designation of the office bearers with effect from the term 2020 – 23.

6.4.3 Casting of votes through e-voting:

- a) For electing the 15 (Fifteen) members of the Governing Council, eligible members of the General Body shall cast their votes through secret ballot using e-voting or any other IT based voting system.
- b) E-voting shall be organized and scheduled by the Governing Council in such a way that the results of elections are declared before completion of their term.
- c) E-voting details (process, instructions and timelines) shall be given adequate publicity through electronic media well ahead of the election process.
- d) The window for members to cast their votes electronically shall be for minimum 20 (twenty) days and maximum 30 (thirty) days.
- e) Governing Council may hire an independent professional agency to conduct the elections with e-voting.

6.4.4 The Returning Officers:

- a) The Governing Council will appoint any person of repute as 'The Returning Officer' for the smooth conduct of the elections. It shall be preferred to appoint any alumnus having over twenty years of enrolled membership. The Returning Officer, in turn, can appoint two additional members to assist him. These two members shall be designated as Election Officers.
- b) Returning Officer and Election Officers cannot contest in elections.

6.4.5 Results:

The candidates with the highest number of polled valid votes shall be declared winners in the order of highest votes secured. In case of a tie for the last seat, senior contestant in terms of year of completing his/her Diploma/ B.Tech degree shall be declared the winner. In case tied contestants are from same Diploma/ B.Tech batch, then senior contestant in terms of age shall be declared the winner.

6.4.6 Less number of candidates:

In case there are lesser number of valid contestants for GC, the vacant GC positions may be first offered to the candidate(s) who have earlier filed their valid nominations for the elections. Further, in case there are a lesser number of valid contestants for the GC members, then the newly constituted GC can unanimously nominate the shortfall.

6.4.7 Future Vacancies:

- a) In case of any future vacancy of Office Bearers due to resignation, death, cessation of membership or vacancy otherwise, the vacancy may be filled by the elected members of the Governing Council by nomination from amongst the elected members only, for the balance term. This term of the nominated OB member would not be counted towards the clause of restriction of the two previous terms and / or two next terms.
- b) In case of any future vacancy of elected members due to resignation, death, cessation of membership or vacancy otherwise, the vacancy may be filled by the elected members of the

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Governing Council by nomination for the balance term. The same shall be nominated by the GC only from any one of the members who was eligible to contest, for the balance period. This term of the nominated member would not be counted towards the clause of restriction of the two previous terms and / or two next terms.

6.4.8 The Returning Officers:

- c) The Governing Council will appoint any person of repute as 'The Returning Officer' for the smooth conduct of the elections. It shall be preferred to appoint any alumnus having over twenty years of enrolled membership. The Returning Officer, in turn, can appoint two additional members to assist him. These two members shall be designated as Election Officers.
- d) Returning Officer and Election Officers cannot contest in elections.

6.5 Powers of the office bearers:

The Office Bearers as specified shall have following duties, functions and powers:

President:

- a) He shall be the Head of the Association. He is the administrative in charge of the Association.
- b) He shall preside over all the meetings of the General Body and Governing Council.
- c) In case of equality of votes in any meeting he shall have a casting vote.
- d) He shall supervise work of other office bearers and elected / nominated members of the Association, and all members of the Governing Council.
- e) He shall supervise work of all committees.
- f) All the affairs of the Association shall be managed for and on behalf of the President.

Vice President:

- a) He shall exercise such powers as may be delegated to him from time to time by the GC.
- b) Only in the absence of the President, the Vice President shall preside over the meetings of GC and the GB.

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General Secretary:

- a) He shall represent the Association.
- b) He shall keep and maintain all records including the register of members, 'minutes of meetings' books of the GB and the GC.
- c) He shall undertake all types of correspondences on behalf of the Association.
- d) He shall give notice and convene all the meetings of GB and GC and shall also inform every member regarding the time, date, venue etc. of the meeting.
- e) He shall perform all other functions as may be assigned to him.
- f) He shall carry out all the decisions of the GB and the GC.
- g) He shall carry out and fulfil all requirements (including statutory), particularly of the Registrar of the Societies within the time limit.
- h) He shall work under the control of the GC and GB.
- i) He shall seek the advice of the President in case a clarification of any kind is required.

Joint Secretary:

- a) He shall exercise such powers as may be delegated to him from time to time by the GC.
- b) Only in the absence of the General Secretary, the Joint Secretary shall perform the functions of the GS.

Treasurer:

- a) He shall receive subscriptions, aids, donations, financial assistance, grant, gifts, funds, etc., from the members and general public.
- b) He shall be responsible for keeping and maintaining true and correct accounts of the Association.
- c) He shall collect all dues and claims on behalf of the Association.
- d) He shall report all the transactions in the meetings of the GC and the GB.
- e) He shall carry out and fulfil all requirements (including statutory) within the time limit.
- f) He will interact with the bank, the auditor and the statutory authorities, and file statutory returns.
- g) The cheque books and all documents related to finance and accounts shall be kept with the Treasurer in his lock and keys.

6.6 Meeting of the Governing Council:

6.6.1 Quorum and notice of the meeting:

The Governing Council shall meet as and when a meeting is convened by the General Secretary with consent of the President or is requisitioned by at least three members of the Governing Council, provided that it shall meet at least once in three calendar months.

6.6.2 Decisions taken in the Governing Council meeting:

The Governing Council shall take decisions by a vote of the majority. Every member shall have one vote and in case of a tie, the chairman (President or the Vice President) of the meeting shall also have a casting vote. In case of a tie, and if any person (other than the President or the Vice President) is chairing / presiding over the meeting, he shall not have the additional casting vote.

6.6.3 Resolution by circulation:

The resolution by the majority of the members of the Governing Council shall be effective and binding. No resolution can be asked to be modified at a later date by such members who were not present in the previous meeting. The Minutes of Meeting (duly approved by the President) shall be issued by the General Secretary within seven days of the conduct of the meeting. The action on those agreed resolutions can be carried out even before the minutes are circulated.

6.6.4 Quorum for GC meeting:

A minimum of 50% members of the Governing Council, personally present, shall form the quorum for the meeting of the Governing Council. Example, eight out of 15 GC members must be present.

6.6.5 Notice for GC meeting:

At least seven (7) days' notice and the agenda shall be given for a meeting of the Governing Council. A meeting may be called by the President without any notice in case of exigencies.

7.0 Chapters (Presently at Hardwar, Mumbai and Bengaluru):

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- a) Chapters are the extension of the Association at various locations.
- b) A minimum of 20 (twenty) members shall be required to be attached with each future chapter.
- c) All chapters shall be self sustainable. An initial amount of Rs 5,000/- (Rupees five thousand only) may be funded as Seed Money by the GC.
- d) GC can nominate any elected member from GC to various Chapters.

8.0 Committees, if any, formation, composition, duties and functions:

- a) Need based and time bound based committees can be formed by the GC. These committees shall be created for the specific purpose and specific tenure.
- b) The various committees, if formed, shall have at least three members.
- c) These committees shall be headed by any one of the elected OBs/ GC Members.
- d) Additional non-members may be co-opted in such committees
- e) These committees shall have such power and privilege as mentioned in their creation.

9.0 Financial Year:

The account of the Association shall be prepared every year, from 01st April to 31st March of the following year. The financial year shall stand modified automatically to align with changes announced by the Central Government of India, if any, in future.

10.0 Bank accounts, source of income and utilization of funds:

All money shall be collected in the name of the Association.

10.1 Audit of Accounts:

The annual accounts of the Association (including all Chapters) shall be audited by any Chartered Accountants appointed as auditor of the Association.

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10.2 Operation of the Bank Account:

The President, the General Secretary and the Treasurer are authorized signatories for the approved bank(s) accounts. Any two of them can sign the withdrawal/ payment cheques.

11.0 Annual List of Governing Council to be filed:

The list of Governing Council along with the names, addresses and occupations of all the office bearers and the elected / nominated members shall be filed once in every year, on or before the fourteenth day succeeding the day on which, the annual general body meeting is held, at the office of the Registrar of Societies, Delhi, as required under section 4 of the Societies Registration Act, 1860.

12.0 Suits by and against the Association / legal proceedings:

The Association may sue or be sued in the name of the President or General Secretary as required under 6 of the Societies Registration Act, 1860.

13.0 Amendments in MoA:

Any amendment in the memorandum of Association and rules and regulations will be carried out in accordance with procedure laid down under section 12 and 12-A of the Society Registration Act,1860.

14.00 Income not to revert:

The income of the Association from its property of donations, whatsoever derived shall be applied solely towards the promotion of the objects of the Association as set out in the Memorandum of Association and no portion there of shall be paid or transferred directly or indirectly to the persons who at any time are or have been members of the Association or to any of them or any person claiming through any of them.

15.0 Dissolution and Adjustment of Affairs:

If the Association needs to be dissolved, it shall be dissolved as per provision laid down under section 13 and 14 of the Societies Registration Act, 1860 as applicable to Union Territory of Delhi.

16.0 Exclusion of personal responsibility:

No member of the Governing Council shall be personally liable for any loss arising from the administration or application of the funds and properties of the Association unless such loss or damage is caused through willful default or breach of trust or culpable negligence on his part.

17.0 Application of the Act:

All the provision under all the sections of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi shall apply to this Association.

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