

BYE-LAWS

1. **Name of society:** TRICHY BISHOP HEBER COLLEGE ALUMNI ASSOCIATION
2. **Registered office of society:** BISHOP HEBER COLLEGE CAMPUS VAYALUR
ROAD PUTHUR TRICHY
3. **Date of formation of the society:** 01/04/2021
4. **Jurisdiction of the registrar of society:** District Registrar Office, Tiruchirapalli-620001
5. **Business hours of the society:** 10.00A.M to 01.00 P.M 02.300P.M to 05.00 P.M
on weekdays
6. **Objects of the society:** • Bring the old students of Bishop Heber College, Trichy under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the Association and the country. • To conduct seminars, conferences, workshops, endowment lectures and other academic activities for the benefit of students past and present. • To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of the College. • To advise and interact with State and Central Government Bodies, Universities and Associations of other academic institutions on matters relating to promotion of higher education, training and management systems and thereby promoting the welfare and status of the College. • To collect funds by subscriptions, contributions, donations and gifts from members, non-members, Governments, Universities and other institutions and philanthropists for furtherance of the above objectives. • To render financial aid to deserving poor students studying at the College. • To render financial aid to deserving alumni in cases of extreme

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compassionate circumstances. • To bring out magazines, souvenirs and newsletters highlighting the activities of the College and its Alumni • To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year • To raise funds and accept donations in cash or in kind from alumni of Bishop Heber College, donors in India or abroad subject to the relevant provisions of FEMA(Foreign Exchange management Act) for the society for the purpose of achieving of its objects.

7. Activities in furtherance of the objects: Generally to execute and perform all such lawful acts, deeds and things as are incidental or conducive or may be deemed fit by the society to be incidental or conducive to the attainment of the above objects

8. Suits: The Secretary of the Society is authorized to sue or to be sued on behalf of the Society

9. Person competent to give directions: The Secretary of the Society is empowered to give directions in regard to the business of the society.

10. Enrollment of member:

All UG, PG, Post Graduate Diploma and Ph.D graduates of the Bishop Heber College are eligible to become members of the Association on payment of a life membership fee of Rs.1,000 for primary membership in the Association

11. Removal of members:

If a member i. Is found to be of unsound mind by a court of competent jurisdiction. ii. Applies to be adjudicated himself/herself as insolvent, or if he/she is adjudicated as insolvent. iii. Is convicted by a court of Law of an offence involving moral turpitude or others and sentenced in respect thereof to imprisonment. iv.

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Absent himself/herself for three consecutive meetings of the EC or over a continuous period of six months without leave of absence whichever is longer. v. Resigns his/her office.

12. Rights, Obligations and privileges of members:

i. The members are entitled to participate in all general body meeting of the society and they shall be entitled to exercise their votes in the election of the members of the Executive Committee. ii. Every member shall abide by the Rules and Regulations of the society and violations of the bye-laws will entail the forfeiture of his membership. iii. Every member shall abide by the decisions of the majority of members and is obliged to co-operate with the committee in all its activities.

13. Transaction of Business:

A) President : He/She shall preside over all the meetings of the Society
He/She shall look after the Official works along with the Secretary. B) Vice-President: He/She Shall assist the President
Whenever President cannot be present, he/she shall preside over the meeting of the Society
He/She will look after the office works along with the Secretary. C) Secretary:
He/She shall look after all administrative works of the association
He shall be responsible for convening the meetings of the Society, inform all members for the meeting to be conducted; maintain the minutes book; etc
He shall collect the subscription from members, issue receipts, and receive donations, prepare the annual accounts and the balance sheet every year.

14. Executive committee:

Executive Committee shall be consisting of President, Vice President, Secretary, Joint Secretary, Treasurer and Seven Executive Committee Members
The Executive committee shall have power to appoint Sub-committee from time to time for any of the specified functions
All executive members will be elected by the General Body. The Members of the



Executive committee shall be eligible for re-election

The term of the office is 3 years. The President has powers to make decisions in emergency matters and must report the same to the next Executive Meeting and the General Body Meetings and get it approved. In the matter of procedure and interpretation of the provisions of the Memorandum of society and constitutions, the decision of the President shall be final. 21. FUNCTION OF THE OFFICE

BEARERS:- PRESIDENT: The President shall co-operate with the Administrative body for formation and development of the society. The President will preside over all the meetings of the society

At the time of voting if the total votes happens to be equal in numbers on either side, the President has the powers to use his casting vote and decide the matter/subjects

The President will sign on behalf of the society to conduct its correspondences.

VICE-PRESIDENT: Vice President shall preside over the meeting when President is unable to attend the meetings

SECRETARY: i. The Secretary shall look after the day to day affairs of the society. The secretary will be in charge of the office of the society and amongst others to carry out the following acts and functions; ii. To sign and issue notice for the meeting of the EC and the Annual General Body Meeting of the society. iii. To look after and conduct all correspondence related to the society other than those which may be allocated to any specific member of EC iv. To keep or cause to be kept in proper custody all the documents of the society and all papers, files and belongings of the society. v. To sign and operate bank accounts as approved by the EC. vi. To sign all the vouchers, bills and receipts on behalf of the society. vii. To receive subscription, donations and to issue receipts. viii. To arrange for the investment of the surplus funds of society as approved by EC. ix. To submit all books and papers relating to the society, receipt and expenditure, cash book bank pass book etc., x. To prepare annual accounts of receipts and expenditure, Balance Sheet of the Society and the same have to be audited by an Auditor appointed by the E C and approved in the Annual General Body Meeting of the members of the society. JOINT SECRETARY: The Joint secretary shall exercise all the powers of

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Secretary in the absence of the Secretary. TREASURER:- i. The Treasurer shall maintain the accounts of the Association. ii. He / She will be an ex-officio member of all Committees involving financial implications and shall be the Chairman of the Finance Committee. iii. Receive and hold all moneys paid to the Association for the use of the Association iv. He / She shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.

15. Preparations and filing of returns, statements etc:

25. ACCOUNTS:- The Following books of accounts shall be maintained by the secretary of the organization. 1. Cash Book 2. Receipt Book with Counterfoil 3. Voucher file 4. Ledger Book 5. Minutes Book 6. Members Register 7. Monthly Register of Receipts and Payments

16. Audit of accounts:

A registered Chartered Accountant shall be appointed as the Auditor of the Society He/She has to have access to all the books of accounts of the society The person shall point out any discrepancies or defects for correction and rectification

At the end of each financial year he/she shall audit the accounts of the year and prepare Balance Sheet.

17. Supply of copies of byelaws, receipts and expenditure account and the balance sheets:

The Register of members, Minutes book and accounts of the society shall be made available in the registered office of the society for inspection by any member during the business hours of the society.

18. Fine/Action to be taken on members who violated bye-laws or rules:

For all other things not specifically provided for in the constitution, the provisions of

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Tamil Nadu Societies Registration Act 1975 shall apply.

19. Mode of custody,application and investment of the funds of the society:

In order to carry out the objects of the society the Executive committee shall have power to raise funds through donations, from government or any other source including foreign aids, membership entrance fees, contribution and other means as EC may decide from time to time

As decided by EC account will be opened in a scheduled bank

Bank accounts shall be operated by the secretary

The Bank Accounts shall be opened in the name of the society.

20. Earmarking of funds:

The Secretary may keep with him Rs.10000/- for emergency expenditure for the society and the amount over the above shall be deposited in the bank account.

21. Day to day business of the society:

The affairs of the society shall be managed by the Executive Committee which shall have powers, subject tot statutory restrictions in such management without prejudice to and without detracting from the objects of the society. a) To make donations, contributions, grant, subscriptions awards or aids or other monies from the income and or the corpus of the Society, whether in cash or in kind in the course of carrying out the objects of the society, in consonance with the objects of the society. b) Executive committee is vested with the powers to receive money or other articles on behalf of the society for which the Secretary or President shall issue a receipt. c) To take decision on application for membership, E.C shall have powers to spend an amount not exceeding Rs.10,000/- for the needs of the society without prior sanction of G.B but must obtain the approval of the General Body in its next meeting

EC is bound to abide by the decisions of the General Body and carry them out.

22. General Body meeting:



The Annual General Body Meeting shall be convened between 1st April to 30th September every year

Notice shall be given to each member 21 days before the meeting

The notice shall specify the date and place and hour of the meeting

together(excluding the date of notice and meeting) with matters proposed for the Agenda. 17. FUNCTION OF THE GENERAL BODY:- To receive the report of the Executive committee, the accounts of the society and its Auditor's Report for the year ending 31st march, preceding the date of the meeting

Accounts shall comprise of a Balance sheet and statement receipts and charges for the said year. 18. EXTRA-ORDINARY GENERAL BODY MEETING:- The Governing body members may call for an extra-ordinary general meeting of the Association/Society whenever they may deem it necessary to do so

If 1/3 members of the society give a written requisition to call an extra-ordinary general body meeting, then the President shall convene the meeting within 30 days after receipt of such requisition Notice shall be given to each member 21 days prior to the meeting

23. Special Resolution:

For change of name of the society, The Bye-Laws of the society may be modified or altered by a majority and not less than 2/3rd of the members of the society as are present have to approve such changes in an official meeting

Copy of special resolution will be filed with the Registrar of Societies , Trichy within 3 months of the meeting.

24. Inspection of records and accounts books etc:

The Register of members, Minutes book and accounts of the society shall be made available in the registered office of the society for inspection by any member during the business hours of the society.

25. Dissolution:

Whenever necessity arises for the dissolution of the society, Section 41& 42 of the

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Societies Registration Act 1975 will be followed, No property shall be divided among the members of Executive Committee or all other members, but the property of the society shall be entrusted to the Governing Body of Bishop Heber College, Trichy, which manages BHC. 31. Annual Returns are filed within 6 months of convening of the General Body Meeting. 32. For all other things not specifically provided for in the constitution, the provisions of Tamil Nadu Societies Registration Act 1975 shall apply.




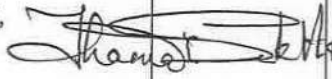
Signatures to the Memorandum hereby certify that the Byelaws is the correct copy.


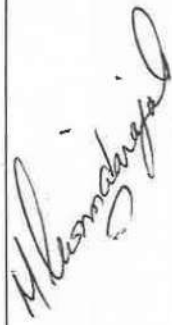

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BYE-LAWS

Signatures to the Memorandum hereby certify that the Byelaws is the correct copy.

S.No	Member's Name	Occupation	Address	Signature
1.	DR ANDREW SANTHOSH	BUSINESS	63 AROCKIYA NAGAR CRAWFORD TRICHY, THIRUCHIRAPPALLI- ARIYAMANGALM [URBAN], Tiruchirappalli-East Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620012, India	
2.	DR G GNANARAJ	BURSAR BHC	5TH CROSS, RAMALINGA NAGAR SOUTH ,PUTHUR, TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN], Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620017, India	
3.	DR A UMESH SAMUEL JEBASEELAN	VICE PRINCIPAL PROJECTS BHC	GREENS 2ND STREET CRAWFORD BHARATHI NAGAR, THIRUCHIRAPPALLI- ARIYAMANGALM [URBAN], Tiruchirappalli-East Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620012, India	
4.	DR GEORGE DHARMAPRAKA SH RAJ	ASSOCIATE PROFESSOR COMPSCI BARD	100A COLONY MAIN ROAD CRAWFORD, THIRUCHIRAPPALLI- ARIYAMANGALM [URBAN], Tiruchirappalli-East Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620012, India	
5.	N RATHNAKUMAR	BUSINESS	77 RAJA COLONY CANTONMENT TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN],	

			Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620001, India	
6.	VIOLET DHAYABARAN	ASSOCIATE PROF CHEMISTRY BHC	3, 9TH CROSS, BHARATHI NAGAR PUTHUR TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN], Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620017, India	
7.	M ROSHAN	BUSINESS	45 NSB ROAD TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN], Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620002, India	
8.	A VARAM VIJAYANANDKU MAR	SUPERINTE NDENT BHC	BISHOP HEBER COLLEGE CAMPUS VAYALUR ROAD PUTHUR TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN], Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620017, India	
9.	R THAMARAI SELVI	HOD PGDEPT COMPSCIEN CE BHC	11, JESUS PALACE, RAMAN NAGAR FIRST CROSS, RAMALINGA NAGAR SOUTH EXTN, PUTHUR ,TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN], Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620017, India	
10.	DR P JOHN	ASSISTANT	37/3-B SAI TOWERS, 3RD FLOOR,	

	ROBINSON	PROF MATHEMATI CS BHC	4TH CROSS, GEETHA NAGAR, TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN], Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620017, India	
11.	M GOVINDARAJAL U	MANAGEMENT CONSULTANT	NO 22/1B, NORTH MUTHURAJA STREET, PUTHUR, TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN], Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620017, India	
12.	R ANITA PRIYA	TRAINING AND PLACEMENT OFFICER BHC	BISHOP HEBER COLLEGE CAMPUS VAYALUR ROAD PUTHUR TRICHY, THIRUCHIRAPPALLI- K.ABISHEKAPURAM [URBAN], Thiruchirappalli-West Taluk, Thiruchirappalli District, Tamil Nadu, Pincode - 620017, India	

Signed in our presence this _____ day of _____, _____