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Global Alumni Association of Bengal Engineering and Science University, Shibpur



Alteration in the Memorandum / Regulation
 Recorded on 02/9/18

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The West Bengal Societies Registration Act, 1961

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To
 The Registrar of Firms, Societies and Non-Trading Corporations, West Bengal

I submitted herewith, pursuant to rule 9, the altered Memorandum/Regulations along with a brief statement of alterations as given below:

Name of the Society: **GLOBAL ALUMNI ASSOCIATION OF BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR**

Registration No. of the Society: **S/IL/29880 Dt. 10.06.2005**

Description of Alteration in Memorandum/Regulations:

Date:

Date of alteration: **11/07/2015**

Pratik Dutta
 02/04/16

Pratik Dutta
 Hon'ble Secretary
GAABESU
 Signature of the President / Secretary
GLOBAL ALUMNI ASSOCIATION
 Bengal Engineering & Science
 University, Shibpur
 P.O. (Seal of the Society)
 West Bengal

2008 version

2014 version

Cl. No	Previous position	Cl. No	Altered position
		C	REGULATIONS
	GENERAL In the context of these Regulations, the Global Alumni Association of Bengal Engineering and Science University, Sibpur, hereinafter referred to as the "Society" and generally, unless repugnant to the context, the singular shall include the plural and the masculine the feminine and vice-versa and writing shall include print, lithograph or other substitutes for writing.	1.0	GENERAL In the context of these regulations, the Global Alumni Association of Bengal Engineering and Science University, Shibpur, hereinafter referred to as "GAABESU" and generally, unless repugnant to the context, the singular shall include the plural and the masculine shall include the feminine and vice-versa and writing shall include print, lithograph or other substitutes for writing, including electronic communications.
		2.0	ELECTRONIC COMMUNICATIONS, IDENTIFICATIONS AND AUTHENTICATION
		2.1	Electronic communication is accepted and can be used to carry on the business of the Association. This includes sending of Notices for General Meetings and Executive Committee Meetings, Proxy voting at the Annual General Meeting or Special General Meetings, request for a Special General Meeting or an amendment to the Constitution and Regulations, submission of Nomination forms and supporting documents for election to the Executive Committee, and other such operations. However, in Requisition General Meeting, physical presence is necessary.
		2.2	Unless prohibited by law, for the business of the Association a secure Electronic Identification shall be considered as equivalent to a written signature, for documents and communications which require such signatures for the purpose of authentication.
		2.3	The form of the secure Electronic Identification shall be specified by the Executive Committee from time to time.
		2.4	The secure Electronic Identification currently consists of the correct combination of the following elements, as recorded in the GAABESU Membership List: <ul style="list-style-type: none"> • The full name of the Member; • The GAABESU Membership Number; • The Year of Graduation and discipline; • The official registered email address of the Member, which must correspond to the email address of the message sender.

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 Registrar of Firms, Societies & Non-Trading Corporations
 West Bengal



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	3.0	CODE OF ETHICS FOR EXECUTIVE COMMITTEE MEMBERS AND OFFICE BEARERS
	3.1	The main aim of helping causes of the Institute and its students as well as whole Alumni community will not be compromised.
	3.2	None will use the offices of GAABESU ^{Assn} for any personal benefit.
	3.3	The long-standing relationship of Alumni will always be maintained.
	3.4	No member or office bearer will indulge in personal attacks or abuses or ever use foul language while deliberating on GAABESU ^{Assn} issues either verbally or over electronic media.
	3.5	Integrity of the association will be supreme and be maintained at all cost.
	3.6	All activities will be carried out with transparency and within the framework of GAABESU ^{Assn} MDA, as amended/updated from time-to-time.
	3.7	All opinions restricted to GAABESU ^{Assn} issues are welcome within GAABESU ^{Assn} EC meetings or in electronic groups. However, once some decision is taken, it will be abided by all, as in a democratic system.
	3.8	GAABESU ^{Assn} /EC electronics group addresses will solely be used for matters related to GAABESU ^{Assn} .
	3.9	Declare and avoid any conflict of interest: EC members, those who are also employees of the Institute, will follow this stipulation strictly. In case of any such conflict, the concerned member shall excuse himself from any related GAABESU ^{Assn} decision making.
ii	MEMBERSHIP	4.0 MEMBERSHIP
		Membership shall be of the following categories:
	4.1	Category of Members 4.1.1 Alumni Member 4.1.2 Faculty Member 4.1.3 Affiliate Member All the membership shall be Life time basis.
1	Eligibility for Membership Any person, and who is an ex-student of Bengal Engineering College /Bengal Engineering College Deemed University/ Bengal Engineering & Science University, Sibpur and who agrees in writing to be bound by the Memorandum of Association, Regulations and Bye-Laws (if and when framed and approved by the members and by the Registrar of Firms, Societies and Non-Trading Organisations, West Bengal) of the Society, shall be eligible for	4.2 Eligibility for Membership
2	Class of Members and Annual Subscription	4.2.1 Alumni Member: Any person, who has studied in the Institute and has obtained a Degree from the Institute and agrees in writing to be bound by the Memorandum of

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<p>Society shall have the following classes of Memberships: with present subscription level as under:</p> <p>a) Annual Membership (India) Rs. 150</p> <p>b) Annual Membership (Overseas) US\$ 30</p> <p>c) Life Membership (India) Rs. 2500</p> <p>d) Life Membership (Overseas) US\$ 300</p> <p>Any person, eligible to be a member, by paying the respective membership fee, as prescribed in the bye-laws, payable in advance, may be admitted as members of the respective classes of membership of the Society.</p> <p>The annual subscription fees can be changed by Society as deemed necessary</p>		<p>Association, and Regulations of GAABESU, and pays prescribed life membership fees, as applicable, shall be eligible to become a member of GAABESU.</p>
	4.2.2	<p>Faculty Member: Any faculty member of the Institute who is not an alumni of the Institute shall be eligible to become faculty member of GAABESU if he agrees in writing to be bound by the Memorandum of Association, Regulations and Bye-laws of GAABESU, and pays prescribed life membership fees, as applicable.</p>
	4.2.3	<p>Affiliate Member: Any well-wisher of the Institute/GAABESU, who is not eligible to become an alumni member or faculty member, can become an affiliate member of GAABESU if he agrees in writing to be bound by the Memorandum of Association, Regulations of GAABESU, and pays prescribed life membership fees, as applicable,</p>
		<p>Membership of any category shall be subject to the acceptance of the Executive Committee.</p>
	4.3	<p>Membership Fee</p>
<p>3 Cessation of Membership</p> <p>(a) By resignation: A Member may at any time, resign his/her membership by giving notice in writing to the Honorary Secretary together with outstanding dues, if any. The notice of resignation shall be placed before the next Executive Committee Meeting.</p>	4.4 4.4.1	<p>Cessation of Membership</p> <p>By resignation: A member may at any time, resign his membership by giving notice in writing to the Secretary. The notice of resignation shall be placed before the Executive Committee meeting. The Executive Committee may ask for clarification from the member who has submitted resignation notice. Resignation shall be effective from the date communicating the acceptance of resignation by the Executive Committee.</p>
<p>(b) By non-payment of subscription: The subscription shall be considered due in advance on the first of April each year. If any member fails to clear the dues by 31st October of the year, a notice requesting him to clear the outstanding dues by the 31st January will be sent. Failing to comply with payment within one year the</p>		

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	Member shall be considered to have terminated his/her membership.		
	By removal: On the report of gross misconduct or such acts as will be detrimental to the avowed objects of the Society, the Executive Committee, after being fully satisfied about the charges made against the member, shall place his/her name before a Special or Ordinary General Meeting. The name of the member shall be removed from the register if a two third majority of members present in the meeting vote for such removal.	4.4.2	By removal: (a) On the report of gross misconduct or such acts considered to be detrimental to the objectives of GAABESU ^{Ascn} , the Executive Committee, after being fully satisfied about the charges made against the member, shall place his name before a Special or Annual General Meeting. The name of the member shall be removed from the register if two-third of the members present in the meeting vote in favour of such removal. (b) On his becoming insane. (c) On his conviction of any criminal offense.
4	Re-admission of Members	4.5	Re-admission of Members
	Members who have resigned under rule 3(a) shall be readmitted on application. Those who have ceased to be members under rule 3(b) shall be eligible for re-admission on payment of arrear dues as decided by the Executive Committee.		Members who have resigned shall be readmitted on application. Those who have ceased to be members shall be eligible for re-admission if approved by the Executive Committee.
5	Register of Members	4.6	Register of Members
	The Society shall maintain a Register of Members containing their names, addresses and their occupations, the date of admission and the date of cessation. The Register will be kept open for inspection of the members of the Society on requisition.		GAABESU ^{Ascn} shall maintain a register of members of all categories containing their names, addresses and their occupations, the date of admission and the date of cessation of membership, if applicable. The register will be kept open, for the inspection of the members of the GAABESU ^{Ascn} , on request.
6	Rights and Obligations of Members	4.7	Rights and Obligations of Members
	All members whose names appear on the updated register of valid members shall have the right to:		Members whose name appears on the updated register of valid members shall have the right to:
A	nominate, elect or be elected in any election of the Society;	4.7.1	nominate, elect or be elected to the Executive Committee of GAABESU ^{Ascn} ; propose or submit a proposal for election for the tenure of office of the elected body, subject to his eligibility as mentioned elsewhere;
b	propose or second a proposal		
	submit a suggestion / resolution to the Executive Committee or Sub-Committee for discussion on any matter	4.7.2	submit a suggestion/resolution to the Executive Committee or Sub-Committee for discussion on any matter;
C	attend and participate in all General Meetings and Social, Cultural and Scientific Meetings of the Society;	4.7.3	attend and participate in all general meetings and social, cultural and scientific meetings of GAABESU ^{Ascn} ;
D	to have one vote each in any election	4.7.4	to have one vote each.
E	to inspect the accounts of the Society at any time after prior appointment with the Secretary of the Society	4.7.5	to inspect the accounts of GAABESU ^{Ascn} at any time after prior appointment with the Secretary of GAABESU ^{Ascn} ;
F	to receive all publications of the Society either free or at such rate, as the Executive Committee may fix from time to time	4.7.6	to receive all publications of GAABESU ^{Ascn} either free or at such rate, as the Executive Committee may decide from time to time;
	All members whose names appear on the register of members have the obligation to:		Faculty and affiliate members shall enjoy all the rights except casting votes and nominating someone for election. They can be Invitees in EC meetings and can become members of any Sub-Committees.
	a) pay the subscription and arrears as for the Regulations and Bye-laws;		Members of all categories whose names appear on the register of members have the obligation to abide by the Memorandum of
	b) abide by the Memorandum of Association and the Regulations and		

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By-laws.	5.0	Association and the Regulations.
EXECUTIVE COMMITTEE	5.0	EXECUTIVE COMMITTEE
<p>The Executive Committee shall assume office after the declaration of the election results during the Annual General Meeting held after a particular Annual General Election. The members, including the Office Bearers, of the Executive Committee shall each have a term of a minimum of two calendar years. Before the next Annual General Meeting is due, after the expiry of the term of office of any Member or Office Bearer, the Executive Committee hold the Annual General Election as specified hereinafter.</p>	5.1	<p>Composition- The general management of GAABESU ^{Asm} shall be vested in the Executive Committee which shall consist of twenty-seven (27) members out of which six (6) will be office bearers, namely President, Working President, Vice-president, Secretary, Joint Secretary and Treasurer. In addition, the immediate past President and Secretary will be ex-officio members of the new EC, if they are not already elected in the new EC. Ex-officio members will not take part in any voting in EC.</p> <p>For the purpose of good and effective governance, the post of the Working President, Secretary and Treasurer will be held by members, who are located within easily commutable distance from the registered office of GAABESU ^{Asm}.</p>
<p>2 Composition and Election: The general management of the Society shall be vested in the Executive Committee which shall consist of twenty seven members out of which seven will be office bearers, namely one President, one Working President, one Vice-president, one Honorary Secretary, one Honorary Joint Secretary, one Honorary Assistant Secretary and one Treasurer will be office bearers. The Annual General Election will be held every year by 30th June.</p> <p>For the purpose of good and effective governance, the post of the Working President, Honorary Secretary and Honorary Treasurer will be held by members, who are located within easily commutable reach from the Registered office of the Society.</p>	5.2	<p>The Executive Committee shall assume office after the declaration of the election results and charge handover after the Annual General Meeting and shall continue to hold office for two years from the date of election or until the next committee takes over after next AGM.</p>
	5.3	Election of Members and Office Bearers of the Executive Committee
	5.3.1	<p>Constitution of Election Commission - The Executive Committee shall constitute, at least three months ahead of AGM, a three-member election commission comprising chairman and two members from amongst members of GAABESU ^{Asm} (who are not seeking office) for conducting election to form the Executive Committee. Registered office of GAABESU ^{Asm} shall be the address for communication to the election commission.</p>
	5.3.2	<p>Eligibility for Election in the Executive Committee</p> <p>Alumni members of GAABESU ^{Asm} shall be eligible to be elected as a member of the Executive Committee.</p> <p>At least ten (10) members of the Executive Committee shall be from places located within easily commutable distance from the registered office of GAABESU ^{Asm}.</p> <p>No member of the Executive Committee can hold office for more than three (3) consecutive terms and more than a total of 5 (five) terms.</p>

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Election of the members of the Executive Committee

The Executive Committee shall decide the date of the Annual General Election, if such an election is required in a particular calendar year for filling up any vacancy in the Executive Committee, latest by 15th May every year so that a minimum period of six weeks would be available for inviting nominations and conducting the elections. Immediately after the Executive Committee decides the date of the Annual General Election, the Honorary Secretary shall invite nominations for the various posts by informing the members by the messenger with proof of delivery/ or by post under certificate of posting or by e-mail, giving the members at least 15 clear days to submit their nominations either in writing sent by the aforesaid means or by e-mail. In the aforesaid notice the date of election decided by the Executive Committee shall also be notified by the Honorary Secretary. After the last date for submitting the nomination is over the Honorary Secretary shall immediately circulate the ballot papers containing the names, addresses, the membership numbers, etc., of the candidates for each post to all the members either by messenger against proof of delivery or by post under certificate of posting or by e-mail, giving the members at least 15 clear days for casting their votes. On the date of election at 5:00 p.m. the Honorary Secretary shall arrange for the counting of votes and the results of the Annual General Elections have to be similarly communicated by the Honorary Secretary to all the members within 24 hours thereafter.

All members may nominate other members (not themselves) for any of the posts, provided that each nomination shall be proposed and seconded by at least two members and that no member may propose or second more than one member for the same post. Such nominations shall contain the full name of the candidate, his / her residence or office address as applicable, membership number, year of graduation, and the subject in which he / she graduated and shall also contain the declaration by the nominated candidate that he / she is willing to contest the election as a candidate and serve the

The office bearer chairing the Annual General Meeting shall declare the

5.3.3

Announcement of Election, Submission of Nomination and Conduction of Election -

The election commission will declare the detail schedule, dates and timings of the election stages so as to complete the entire election process before the date of the Annual General Meeting of the year in which the election is due. Date, venue and time of the annual general meeting shall be decided by the Executive Committee.

The chairman of the election commission shall issue notice inviting nominations from the eligible members for the election as a member of the Executive Committee. Notice may be circulated through the GAABESU Website/e-mail/post or otherwise. At least fifteen (15) days of time from the date of issuance of the notice shall be given for submission of nomination. In any case last date of submission of nomination shall be as per declared date.

Nomination shall be submitted using the prescribed form in hard-copy or electronically providing same information, duly supported by a proposer, mentioning name, address, membership number, e-mail address, telephone number of the nominee & proposer. In case of electronic nomination through e-mail, a separate mail of acceptance from the candidate shall also be submitted.

No member can propose more than two members for the Executive Committee.

Election Commission shall, immediately after the last date of submission of nomination, publish a list of valid nominations after scrutiny of all the nominations received by the commission. Display in the GAABESU office and GAABESU website shall be considered as publishing list of valid nominations.

Seven (7) days of time from the last date of submission of nomination shall be given for withdrawal of the nomination. Counting of seven (7) days shall exclude Sundays, national holidays and other declared holidays in the office of the GAABESU.

After the last date of withdrawal of the nomination, if there are more nominations than the prescribed strength of the Executive Committee, the election commission shall publish the list of the candidates for the election along with the procedure and time frame. In accordance with the guidelines laid down by the EC, election commission shall take such steps as may be appropriate for conducting free and

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suits of the Annual General Election at the Annual General Meeting, after which the newly elected office bearers shall take office.

fair election through open ballot, with proper electronic security, as required. These guidelines for conducting election shall be done at least one month before the election and be published by ^{AGM} GAABESU. The result of the election shall be declared by the election commission after the election process is completed and the names will be formally announced at the annual general meeting.

Election of Office Bearers

5.4

Election of Office Bearers

The seven office bearers shall be elected by the members of the Executive Committee; from amongst themselves. The elections for the post of office bearers, which fall vacant on the expiry of their terms, shall be held within one month after the Annual General Election. The election shall be conducted by the Honorary Secretary, if his term has not come to an end, failing which by the Honorary Joint Secretary, if his term has not come to an end, failing which by the Honorary Assistant Secretary, if his term has not come to an end. In that order of priority, in the event the terms of all the three office bearers mentioned immediately hereinbefore come to an end simultaneously, then either the President or failing him the Working President or failing him the Vice President, in that order of preference, whose term has not come to an end, shall conduct the elections of the office bearers. In case, the terms of all the aforesaid office bearers come to an end, the members of the Executive Committee shall elect one member among themselves for conducting the election of office bearers by a majority vote.

Immediately after the election of the new Executive Committee, the President of the outgoing EC or in case of his unavailability, the senior-most member (as per year of graduation from the Institute and who will not be a contestant for any of the positions of office-bearer) of the newly elected Executive Committee shall act as the Protem President. He will conduct the election for the office-bearers, from amongst the members of the Executive Committee. Office-bearers will take charge immediately after the AGM.

The office bearer conducting the elections of office bearers shall invite nominations from the members of the Executive Committee giving them a notice of at least seven clear days. Within seven days thereafter, the said office bearer shall circulate the ballot papers mentioning the date of election. On the date of election at 5:00 p.m., the office bearer conducting the elections shall arrange for counting of votes and the results of the elections of the office bearers must be communicated within twenty-four hours thereafter. The mode and manner of service of notice and / or casting of votes and / or counting of votes and / or declaration of election results shall be similar and identical to that of the Annual General Election for electing members of the Executive Committee. Any member of the Executive Committee may nominate any other member (not himself) for any of the posts of office bearers which has fallen vacant, provided that each nomination shall be proposed and seconded by at least two members of the Executive Committee

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that no member may propose or second more than one member for the same post.

	5.5	<p>Inception of the New Executive Committee</p> <p>Immediately after the annual general meeting in which election results are announced, Secretary shall convene a joint meeting of the outgoing and newly elected Executive Committee for handing over the charge.</p> <p>In case there is a shortfall from the minimum number of members from the overseas and also from easily commutable distance from the registered office of CAABESU or in total strength of Executive Committee, the Executive Committee may co-opt eligible member/s in the vacant positions as per procedure of filling vacancies specified elsewhere.</p>
<p>Termination of Membership:</p> <p>A member of the Executive Committee shall cease to be a member if he:</p> <p>a) resigns by a letter addressed to the Honorary Secretary;</p> <p>b) abstains himself/herself from three consecutive meetings of the Executive Committee without any communication or without any reasonable ground;</p> <p>c) is convicted of any offense in connection with the formation, promotion or management or conduct of affairs of a society or a body corporate or of any offense involving moral turpitude.</p> <p>An office-bearer cannot resign his/her office effectively without making over charge to the Secretary or to a member deputed by the Executive Committee.</p>	5.6	<p>Termination of Membership</p> <p>A member of the Executive Committee shall, subject to consideration and decision of the Executive Committee, cease to be a member of the Executive Committee if the person:</p> <ul style="list-style-type: none"> resigns by a letter addressed to the Secretary and his resignation is accepted by the Executive Committee; abstains from participation, either in person or through electronic communication, in three consecutive meetings of the Executive Committee without any communication/correspondence or without any reasonable ground; is convicted of any criminal offence <p>An office-bearer cannot resign his office without handing over charge to the Secretary or to a member deputed by the Executive Committee.</p>
<p>Filling up of vacancies:</p>	5.7	<p>Filling up of vacancies</p>
<p>Any vacancy in the Executive Committee caused by protracted illness or disability/death of any member or Office Bearer or a vacancy caused by termination of membership of a member or Office Bearer of the Executive Committee shall be filled up in the following manner:</p> <p>(i) The vacancy of an Office Bearer shall be filled up by the members of the Executive Committee by electing one of the members of the Executive Committee by majority vote and</p> <p>(ii) A vacancy of a member of the Executive Committee shall be filled up by election by the members of the Society,</p>		<p>Any vacancy in the Executive Committee caused by shortfall in elected members or by protracted illness or disability/death of any member or office-bearer or a vacancy caused by termination of membership of a member or office-bearer of the Executive Committee shall be filled up in the following manner:</p> <ul style="list-style-type: none"> The vacancy of an office-bearer shall be filled up by the members of the Executive Committee by electing one of the eligible members of the Executive Committee by majority vote and A vacancy of a member of the Executive Committee shall be filled

Positive Date 02/09/16



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Positive Date

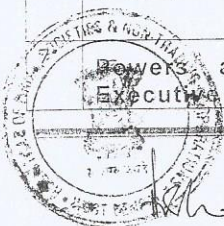
a similar manner as that in Annual general Elections, provided that such a vacancy must be filled up within 60 days of the occurrence of the vacancy.

The member of the Executive Committee so elected by the members shall hold office till election of next Executive Committee.

up by co-option through a majority decision in the Executive Committee. The member of the Executive Committee so elected by the members shall hold office till election of the next Executive Committee.

4	Meeting:	5.8	Meetings
	A meeting of the Executive Committee shall be held at least four times during each year at such time and place as the President or the Secretary may determine. Any five members of the Executive Committee may requisition the meeting of the Executive Committee and the Honorary Secretary shall summon the same within seven days, failing which the President or the requisition 1st may do so provided no business other than that specified in the notice shall be transacted at such meeting. Outstation members will be eligible to participate in the meeting through electronic communication.		Meetings of the Executive Committee shall be held at least six (6) times during each year at such time as the President or the Working President or the Secretary may determine. Meetings shall normally be held at the office of the CA/BSU ^{ASB} . Any five (5) members of the Executive Committee may call for a requisition meeting of the Executive Committee and the Secretary shall convene the same within fifteen (15) days, failing which the President/Working President may do so provided no business other than that specified in the notice shall be transacted at such meeting. Outstation members will be eligible to participate in the meeting through electronic communication.
5a	Notice: Seven clear days notice of the meeting specifying the place, time and the general nature of work and business to be transacted shall be given to every member of the Executive Committee. Emergency meeting may be called on twenty-four hours' notice.	5.8.1	Notice: Notice of the meeting specifying the place, time and the general nature of work and business to be transacted shall be given at least seven (7) days in advance to every member of the Executive Committee. Emergency meeting may be called on twenty-four hours' notice.
5B	Quorum: Physical presence of a minimum of five members shall form the quorum of the Executive Committee Meetings.	5.8.2	Quorum: Physical presence of a minimum of four (4) members shall form the quorum at the Executive Committee meeting.
5C	Want of quorum: if within half an hour from the time appointed for the meeting a quorum is not obtained, the meeting, if convened upon requisition, shall be dissolved; but in any other case shall stand adjourned to the same day next week at the same time and place. Presence of a minimum of three members will be necessary at an adjourned meeting.	5.8.3	Lack of Quorum: if within half an hour from the time appointed for the meeting a quorum is not obtained, the meeting, if convened upon requisition, shall be dissolved; but in any other case shall stand adjourned and can be reconvened after half an hour. Presence of a minimum of three members will be necessary at an adjourned meeting.
6	Procedure of the Meeting: The President or in his/her absence the Vice President shall preside over all meetings of the Executive Committee and in their absence the members present shall elect a Chairperson of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President or the Chairperson shall have a second or casting vote in addition to his/her own vote in the case of a tie.	5.9	Administration of the Meeting: The President or in his absence the Working President or Vice President shall preside over all meetings of the Executive Committee and in their absence the members present shall elect a Chairperson for the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President or the Chairperson shall have a second or casting vote in addition to his/her own vote in the case of a tie.
	Powers and Duties of the Executive Committee:	5.10	Powers and Duties of the Executive Committee: The Executive Committee shall

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Executive Committee shall have powers of supervision and conduct over all the affairs of the Society and in particular shall discharge the following duties:

- a) initiate framing, modification and repeal of memorandum, Regulations & Bye-laws;
- b) update and maintain a register of members;
- c) summon the Annual General Meeting of the Society
- d) prepare and present to the Annual General Meeting every year an Annual Report for the year under review, Audited Accounts and Budget Estimates for the ensuing year;
- e) appoint committees and sub-committees for specific purposes with such powers and duties as may be considered necessary in the interest of the Society;
- f) to raise funds, collect subscriptions, donations and receive endowments and to utilize them properly for the benefit of the Society and for the furtherance of its objects;
- g) to receive grants for the purpose of the Global Alumni Association of Bengal Engineering And Science University from the Central/State Governments/any other Society/Body Corporate;
- h) accept donation, gift, subscription, moveable or immovable property for the objects of the Society;
- i) sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Society as deemed necessary or expedient for the purpose of the Society;
- j) approve all expenses and authorize payments from the Society funds for achieving the objectives and for development of the University;
- k) keep proper accounts of the Society and to open accounts in the name of the Society in one or more of the banks;
- l) make representations before any properly constituted body or Institution on any matter in the interests of the Society;
- m) appoint or remove salaried officers or servants of Society, if any;
- n) arrange for holding social gatherings, technical meetings and Annual Re-Union of the Ex-Students.

have the powers of supervision and conduct over all the affairs of GAABESU and in particular shall discharge the following duties:

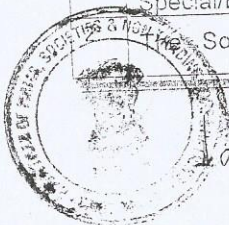
- a) to initiate framing, modification and repeal of memorandum, regulations & bye-laws, by appointing a proper sub-committee for detailed deliberations;
- b) to update and maintain a register of members;
- c) to convene the annual general meeting of GAABESU;
- d) to prepare and present every year an annual report for the year under review and audited accounts at the annual general meeting;
- e) to appoint committees and sub-committees for specific purposes with such powers and duties as may be considered necessary in the interest of the association.
- f) to designate certain alumni as Permanent Invitees (PI) for the purpose of attending EC meetings. Pis will be invited to attend and participate fully in EC meetings, but cannot vote on any matter under discussion. A PI designation can be revoked by the EC at any time and their tenure will terminate with the tenure of the EC that made the designation.
- g) to raise funds, collect membership fees, donations and receive endowments and to utilize them properly for the benefit of GAABESU and for the furtherance of its objectives;
- h) to receive grants from the Central/State Governments/any other Society/Body Corporate to pursue the objectives of GAABESU;
- i) to accept donation, gift, subscription, moveable or immovable property to pursue the objectives of GAABESU;
- j) to sell, lease, mortgage or otherwise dispose off and deal with all or any part of the property of GAABESU as deemed necessary or expedient for the purpose of GAABESU. All such transactions valued for more than Rs.50000/- shall have to be approved by Executive Committee. For transactions beyond the above amount, decision shall have to be approved by Executive Committee and ratified at a General Body Meeting.
- k) to approve all expenses and authorize payments from the GAABESU funds for achieving the objectives and for development of

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			the institute; All such transactions, excepting for already approved projects, valued for more than Rs.100,000/- shall have to be approved by EC. l) to keep track of the GAABESU ^{Assn} accounts properly and to open accounts in the name of the association in one or more bank/s; m) to make representations before any properly constituted body or institution on any matter in the interests of the GAABESU ^{Assn} ; n) to appoint or remove GAABESU ^{Assn} salaried officers or employees of GAABESU ^{Assn} , if any; o) to arrange social gatherings, technical meetings and annual reunion of the Alumni.
8	Bank Operation: The bank accounts of the Society shall be operated jointly by a) any one of the President or Honorary Secretary or Honorary Assistant Secretary and b) Working President or the Treasurer or the Honorary Joint Secretary.	5.11	Bank Operation: The bank accounts of GAABESU ^{Assn} shall be operated jointly by any two of the following: The President, Working President, Secretary and Treasurer
IV	SAFE CUSTODY OF FUNDS	6.0	SAFE CUSTODY OF FUNDS
1	The Executive Committee of the Society shall be responsible for the safe custody of the funds and assets of the Society.	6.1	The Executive Committee of GAABESU ^{Assn} shall be responsible for the safe custody of the funds and assets of GAABESU ^{Assn} .
2	The funds of the Society shall be kept in some nationalized banks and be invested in any securities as specified u/s 20 of the Indian Trust Act, 1882.	6.2	The funds of GAABESU ^{Assn} shall be kept in some recognized banks and be invested in any securities as specified by the u/s 20 of the Indian Trust Act, 1882.
V	BOOKS OF ACCOUNTS: INSPECTION AND AUDIT The books of accounts and other statutory books shall be kept at the registered office of the Society and shall be kept open for inspection of the members of the Executive Committee during usual office hours and (the same shall be kept open for inspection of the members of the Society at such time and place as the Executive Committee directs on a written request made by any member. The Society shall maintain accounts which will be audited annually by a qualified auditor or auditors.	7.0	BOOKS OF ACCOUNTS: INSPECTION AND AUDIT The books of accounts and other statutory books shall be kept at the registered office of GAABESU ^{Assn} and shall be kept open for inspection of the members of the Executive Committee during usual office hours and the same shall be kept open for inspection of the members of GAABESU ^{Assn} at such time and place as the Executive Committee directs on a written request made by any member. GAABESU ^{Assn} shall maintain accounts which will be audited annually by a qualified auditor or auditors.
VI	ACCOUNTING YEAR The Accounting year of the Society shall be from the 1st of April to the 31st of March of the following year.	8.0	ACCOUNTING YEAR The accounting year of the Society shall be from 1 st of April of the year to 31 st of March of the following year.
VII	GENERAL MEETINGS There shall be three kinds of general meetings: (a) Annual (b) Special/Extraordinary (c) Requisition. Society shall hold an Annual	9.0	GENERAL MEETINGS 9.1 There shall be three kinds of general meetings: (a) Annual (b) Special/Extraordinary and (c) Requisition. 9.2 GAABESU ^{Assn} shall hold an Annual General Meeting (AGM) every year and not more

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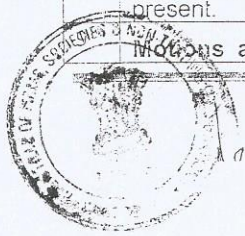


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	General Meeting (AGM) every year and not more than 15 months shall elapse between two successive Annual General Meetings.		than 15 (fifteen) months shall elapse between two successive AGMs.
	Time and Venue: The AGM shall ordinarily be held latest by the 31st July each year. The Executive Committee shall decide the date, time and place of the Annual General Meeting and fix the Agenda.	9.3	Time and Venue: The AGM shall ordinarily be held within the period of June-September each year. The Executive Committee shall decide the date, time and place of the AGM and fix the agenda.
4	Notice: Notice of the Annual General Meeting shall be sent to each member at his/her registered address at least seven clear days before the date of the Annual General Meeting by a messenger against receipt, or fifteen clear days under Certificate of posting, or fifteen clear days by e-mail, the date of posting or dispatch being sufficient evidence of notice.	9.4	Notice: Notice of the General Meeting shall be sent to each member at his registered address/e-mail address sufficiently in advance so as to reach the member at least twenty-one days prior to the date of the General Meeting.
5	All the members shall be entitled to attend and vote at a General Meeting. In case a member is unable to attend the General Meeting he shall be entitled to appoint another person as his/her proxy to attend and vote on behalf of the member, but a proxy shall not have any right to speak at the meeting. The member appointing a proxy shall communicate this to the Honorary Secretary in the prescribed format as may be decided by the Executive Committee and such proxy appointment must reach the Honorary Secretary at least forty-eight hours before the General Meeting. Therefore, it is not mandatory that the members should be personally present in the meeting.	9.5	All the members shall be entitled to attend and vote at a General Meeting. In case a member is unable to attend the General Meeting, he shall be entitled to appoint another person as his proxy to attend and vote on behalf of the member, but a proxy shall not have any right to speak at the meeting on behalf of the member. The member appointing a proxy shall communicate this to the Secretary in the prescribed format as may be decided by the Executive Committee and such proxy appointment must reach the Secretary at least forty-eight hours before the General Meeting. It is not mandatory that the members should be personally present at the meeting.
6	Quorum: Ten per cent of the live members on the register maintained by the Society present personally shall be the quorum for transaction of any business. If within half-an-hour from the time appointed for the meeting a quorum is not obtained, the meeting shall be adjourned to the same day next week, at the same time and place, and thirty members shall form the quorum for this adjourned meeting. If within half-an-hour from the time appointed for the adjourned meeting requisite quorum is not obtained, the meeting shall be adjourned to the next day, at the same time and place, no quorum being necessary at this adjourned meeting. The members present at the adjourned meeting shall form the quorum.	9.6	Quorum: Fifty (50) or five (5) per cent of the valid members on the register maintained by GAMESO ^{AISH} , whichever is less, present personally or by proxy shall be the quorum for transaction of any business. If within half-an-hour from the time appointed for the meeting a quorum is not obtained, the meeting shall be adjourned and can be reconvened after half-an-hour, at the same place. The members present at the adjourned meeting shall form the quorum.
8	Chairperson: The President or, in his/her absence, the Vice President shall be the Chairperson. In their absence the Chairperson shall be elected from amongst the members present.	9.7	Chairperson: The President or, in his absence, Working President or the Vice President shall be the Chairperson. In their absence, the Chairperson shall be elected from amongst the members present.
	Motions and Amendments: Notice of	9.8	Motions and Amendments: Notice of

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<p>otions and Amendments except those under Article IX to be brought before the Annual General Meeting shall reach the Honorary Secretary at least three clear days before the date of the said Meeting.</p> <p>The business to be transacted at the Annual General Meeting shall be:</p> <p>a) to receive, consider and confirm the proceedings of the previous Annual General Meeting and of Special and Requisition General Meetings during the year, if any;</p> <p>b) to receive, consider and adopt the Annual Report of the Executive Committee of the past year;</p> <p>c) to receive, consider and adopt the Audited Accounts of the past year;</p> <p>d) to pass the budget estimates for the ensuing year;</p> <p>e) to appoint an Auditor for the ensuing year and fix his/her remuneration, if any;</p> <p>f) to consider Resolutions brought forward by the Executive Committee and individual members, if any;</p> <p>g) to transact such other business which in terms of the Memorandum, Regulations and bye-laws might be transacted at the Annual General Meeting.</p>	<p>9.9</p>	<p>otions and amendments, except those under Article 11.0, to be brought before the Annual General Meeting shall reach the Honorary Secretary at least three working days before the date of the said meeting.</p> <p>The business to be transacted at the Annual General Meeting shall be:</p> <p>a) to receive, consider and confirm the proceedings of the previous Annual General Meeting and of Special and Requisition General Meetings during the year, if any;</p> <p>b) to receive, consider and adopt the annual report of the Executive Committee of the past year;</p> <p>c) to receive, consider and adopt the audited accounts of the past year;</p> <p>d) to appoint an auditor for the ensuing year and fix his/her remuneration, if any;</p> <p>e) to consider the resolutions brought forward by the Executive Committee and individual members, if any;</p> <p>f) to transact such other business which in terms of the memorandum, regulations and bye-laws might be transacted at the Annual General Meeting.</p>
<p>10 Special General Meeting:</p>	<p>9.10</p>	<p>Special General Meeting:</p>
<p>The Executive Committee, whenever they think fit, may call a Special General Meeting. The Notice shall be the same as for the Annual General Meeting. The Quorum shall be thirty members except for any Agenda under Article IX. However, for any Agenda under Article IX, the quorum shall be forty members present in person.</p>		<p>The Executive Committee, whenever they think fit, may call a Special General Meeting. The notice shall be the same as for the Annual General Meeting. The quorum shall be thirty members except for any agenda under Article 11.0. However, for any agenda under Article 11.0, the quorum shall be forty members present in person.</p>
<p>11 Requisition General Meeting:</p>	<p>9.11</p>	<p>Requisition General Meeting:</p>
<p>(i) The Executive Committee shall on a requisition made in writing to the Honorary Secretary by at least twenty members, call a Requisition General Meeting. The requisitionists shall write their full names and addresses legibly and must state the object of the meeting proposed to be called. The Honorary Secretary, in consultation with the Executive Committee, shall call the meeting within one month of the receipt of the requisition. If the Honorary Secretary fails to call the Requisition General Meeting within his/her period, the requisitionists may themselves convene the meeting; but such meeting shall not be held more than eight weeks after the date of the requisition;</p>	<p>9.11.1</p>	<p>The Executive Committee shall, on a requisition made in writing to the Secretary by at least twenty (20) members, call a Requisition General Meeting (RGM). The members seeking RGM shall write their full names and addresses legibly and must state the object of the meeting proposed to be called. The Secretary, in consultation with the Executive Committee, shall call the meeting within one month of the receipt of the requisition. If the Secretary fails to call the Requisition General Meeting within this period, the members seeking RGM may themselves convene the meeting; but such meeting shall not be held more than eight weeks after the date of the requisition;</p>
<p>(ii) Notice: Notice of the Requisition General Meeting shall be sent to the members under Certificate of Posting or</p>	<p>9.11.2</p>	<p>Notice: Notice of the Requisition General Meeting shall be sent to the members, under Certificate of Posting or by e-mail, at least seven (7) calendar days before the</p>

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	by e-mail, at least seven clear days before the date fixed for the meeting stating the place, date and time of meeting and the Agenda of the business to be transacted;		date fixed for the meeting stating the place, date and time of the meeting and the Agenda of the business to be transacted;
	(iii) Quorum of the Requisition General Meeting shall be five percent of the live members. If within half-an-hour of the time appointed for the meeting a quorum is not obtained, the meeting shall be dissolved.	9.11.3	Quorum of the Requisition General Meeting shall be five percent of the valid members (including proxy). If within half-an-hour of the time appointed for the meeting a quorum is not obtained, the meeting shall be dissolved.
VIII	DUTIES OF OFFICE BEARERS	10	DUTIES OF OFFICE BEARERS
3	President: He shall a) preside over all meetings of the Society; b) take all disciplinary actions such as removal, dismissal, etc., in consultation with the Executive Committee; c) interpret the memorandum, regulations and bye-laws and shall decide doubtful points.	10.1	President: Shall a) ^{Asm} preside over all meetings of GAABESU b) take all disciplinary actions such as removal, dismissal, etc., in consultation with the Executive Committee; c) interpret the memorandum, regulations and bye-laws and shall decide doubtful points. d) be an ex-officio member of all committees and sub-committees
2	Working President: He shall generally help the President in the discharge of the President's functions, execute any or all the functions of the President during his absence and coordinate the work of the scientific/engineering section including publications.	10.2	Working President: Shall generally help the President in the discharge of his duties, execute any or all the duties of the President during his absence and coordinate the work of the all sections including publications. He shall be an ex-officio member of all committees and sub-committees.
3	Vice President: He shall assist the President and the Working President in all affairs of the Society, in the absence of the President he shall have the powers and perform the duties of the President.	10.3	Vice President: Shall assist the President and the Working President in all affairs of GAABESU ^{Asm} . In the absence of the President/Working President, he shall have the powers and perform the duties of the President.
4	Honorary Secretary: He shall a) convene all meetings of the Society; b) maintain minute books of all meetings; c) issue general circulars and notices; d) receive all applications for membership which shall be placed in next meeting of the Executive Committee; e) sign on behalf of the Society all receipts for all sums received as subscription etc.; f) sign and give pay order on all bills for payment; g) transact all other business subject to the direction of the Executive Committee; h) shall be an ex-officio member of all committees and sub-committees; shall be responsible for preparation of the Electoral Roll and conduct of elections as stipulated hereinbefore.	10.4	Secretary: Shall a) convene all meetings of GAABESU ^{Asm} ; b) maintain all meeting minutes; c) issue general circulars and notices; d) receive all applications for membership which shall be placed in next meeting of the Executive Committee; e) sign, on behalf of GAABESU ^{Asm} , all receipts for all sums received as subscription etc.; f) sign and give pay order on all bills for payment; g) transact all other businesses subject to the direction of the Executive Committee; h) be an ex-officio member of all committees and sub-committees; i) be responsible for preparation of the Electoral Roll
5	Honorary Joint Secretary: He shall a) maintain an up-to-date Register of members of the Society; shall assist the Secretary in all	10.5	Joint Secretary: Shall a) maintain an up-to-date Register of Members of GAABESU ^{Asm} ; b) shall assist the Secretary in all respects for smooth running of GAABESU ^{Asm} .

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	respects for smooth running of the Society. c) in the absence of the Honorary Secretary he shall discharge the functions of the Secretary.		c) in the absence of the Honorary Secretary, he shall discharge the duties of the Secretary.
6	Honorary Assistant Secretary: He shall assist the Secretary in all respects for smooth running of the Society.		
7	6. Honorary Treasurer: He shall a) collect and receive all subscriptions, donations and deposit money and grant receipt for money thereof; b) maintain and keep cash book and such other accounts as are necessary; c) operate bank accounts jointly with the Honorary Secretary; prepare, with the help of the Honorary Secretary, an Annual Statement of Accounts and Balance Sheet, and have it duly audited by the Auditor before 30th May each year, for presentation before the Executive Committee and the Annual General Meeting.	10.6	Treasurer: Shall a) collect and receive all subscriptions, donations and deposit money and grant receipt for money thereof; b) maintain and keep cash book and such other accounts as are necessary; c) maintain bank accounts as described earlier; d) prepare, with the help of the Secretary, an Annual Statement of Accounts and Balance Sheet, and have it duly audited by the Auditor before AGM each year, for presentation before the Executive Committee and the Annual General Meeting.
IX	ALTERATION OF MEMORANDUM, REGULATIONS AND BYE-LAWS The Executive Committee shall have the powers to make such Memorandum, Regulations and Bye-Laws as may be considered necessary in the interest of the Society. The following procedure shall be adopted:	11	ALTERATION OF MEMORANDUM, REGULATIONS AND BYE-LAWS The Executive Committee shall have the powers to make such Memorandum, Regulations and Bye-Laws as may be considered necessary in the interest of GAABESU The following procedures shall be adopted:
a)	Any addition, alteration or amendment of the Memorandum, Regulations and Bye-Laws shall come in the form of a resolution duly proposed and seconded by a member who has cleared his/her subscription for the previous year within 31st March;	11.1	Any addition, alteration or amendment of the memorandum, regulations shall come in the form of a resolution duly proposed and seconded by a member;
		11.2	EC will appoint a sub-committee with a specific mandate to review all the proposals received for amendment of MOA & Regulations;
b)	Official resolutions shall be placed in the Executive Committee Meeting preceding the Annual General Meeting for discussion, and if passed by the Executive Committee, shall be placed for the Annual General Meeting;	11.3	Based on the recommendations of the sub-committee, official resolutions shall be placed in the Executive Committee meeting preceding the Annual General Meeting for discussion, and if passed by the Executive Committee, shall be placed for the Annual General Meeting;
c)	Notice of resolution brought by individual members for amending the Memorandum, Regulations or Bye-laws must reach the Secretary by 31st May each year. Such resolution shall ordinarily be placed as an item of the Agenda of the Executive Committee Meeting preceding the Annual General Meeting and then placed as an item of the Agenda in the Annual General	11.4	Notice of resolution brought by individual members for amending the memorandum, regulations or bye-laws shall be submitted to the Secretary by 30th of April each year. Such resolution shall ordinarily be placed as an item of the agenda of the Executive Committee meeting preceding the Annual General Meeting and then placed as an item of the agenda in the Annual General

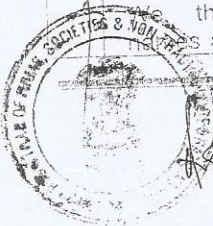
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	ing with the opinion of the Executive Committee regarding the same;		meeting with the opinion of the Executive Committee regarding the same;
	To be effective, an addition, alteration or amendment under this clause, must be passed by three-fourth of the members present and voting in favor of it.	11.5	To be effective, an addition, alteration or amendment under this clause, must be passed by three-fourth of the members present and voting in favor of it.
a)	Such addition, alteration or amendment will be effective from the date specified by the same Annual General Meeting in which such changes are accepted	11.6	Such addition, alteration or amendment will be effective from the date specified by the same Annual General Meeting in which such changes are accepted.
X	SUITS AND LEGAL PROCEEDINGS	12	SUITS AND LEGAL PROCEEDINGS
	All suits and legal proceedings by or against the Society shall be in the name of the Honorary Secretary or such person as shall be appointed by the Executive Committee for the purpose.		All suits and legal proceedings by or against GAABESU shall be in the name of the Secretary or such person as shall be appointed by the Executive Committee for the purpose.
XI	DISSOLUTION	13	DISSOLUTION
a)	The procedure to be followed for dissolving the Society shall be the same as that laid down in Article IX except that the decision regarding dissolution shall be valid only if three-fourth of the members on the roll of the Society vote in favor of the Resolution either in person or by an affirmative proxy;	13.1	The procedure to be followed for dissolving GAABESU shall be the same as that laid down in Article IX except that the decision regarding dissolution shall be valid only if three-fourth of the members on the directory of GAABESU vote in favor of the resolution either in person or by an affirmative proxy;
b)	If upon dissolution of the Society, there remains after clearance of all its debts and liabilities any fund or property whatsoever, the same shall not be transferred to the names of or distributed in cash or kind among the members of the Society, but instead the same shall be transferred to the University i.e., Bengal Engineering, and Science University, Sibpur or to any Other Society or Association or Party as may be determined by the members at the meeting where the resolution of dissolution is passed, provided that such a resolution shall not take effect unless confirmed by another meeting of the members held after twenty-one days of the prior resolution for dissolution and disposal of the properties of the Society.	13.2	If upon dissolution of GAABESU, there remains after clearance of all its debts and liabilities any fund or property whatsoever, the same shall not be transferred to the names of or distributed in cash or kind among the members of GAABESU but instead the same shall be transferred to the institute or to any other society or association or party having similar objects as may be determined by the members at the meeting where the resolution of dissolution is passed, provided that such a resolution shall not take effect unless confirmed by another meeting of the members held after twenty-one days of the prior resolution for dissolution and disposal of the properties of the society.
XII	INDEMNITY	14	INDEMNITY
a)	No member of the Executive Committee or of the Society shall be held responsible for any damage or loss to the Society incurred as a result of any action taken in good faith in the proper discharge of his / her duties except for willful negligence or fraud.	14.1	No member of the Executive Committee or of GAABESU shall be held responsible for any damage or loss to GAABESU incurred as a result of any action taken in good faith in the proper discharge of his/her duties except for willful negligence or fraud.
b)	Legal heirs, executors or administrators of the properties of any member of the Executive Committee or of the Society shall at all times be indemnified and saved harmless out of the properties and funds of the Society.	14.2	Legal heirs, executors or administrators of the properties of any member of the Executive Committee or of GAABESU shall at all times be indemnified and saved harmless out of the properties and funds of GAABESU.

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the several persons whose names and addresses are subscribed,

 Complied by
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