

BHUBANANANDA ORISSA SCHOOL OF ENGINEERING

ALUMNI ASSOCIATION

BYE LAW

The Bye Laws (Rules & Regulations) of BOSE Alumni Association

Introduction

The Bhubanananda Orissa School of Engineering (BOSE), Cuttack came into existence in the name of Military Technical School in the year 1923 as the first technical institution of the state and is going to celebrate its centenary year in 2022. Hence an association of the old students of this premier institution of the state comprising of all streams / disciplines is intended to be formed to protect and promote the welfare of their Alma mater as well as to propagate the spirit of universal fraternity and fellow feeling among themselves in consonance with the principles embodied in letter and spirit of the constitution of India. A set of norms and principles in the form of rules and regulations is hereby adopted for the smooth conduct of affairs of the association.

Part-I

Short Title, Extent, Commencement and Definitions

Article-1 Short Title, Extent and Commencement

- i) The name of the association shall be "BOSE Alumni Association" here after called "Association".
- ii) Its jurisdiction shall extend to all the alumni including those presently serving, selfemployed, unemployed or retired from service all over the world and the provisions of this bye-law shall extend to all members of the association and such other entities and concerns as may be relevant from time to time.
- iii) The rules and regulation here under made and adopted shall be called the Bye Laws (Rules and Regulations) of "BOSE Alumni Association".

Article-2 Definitions

Herein

Association means the "BOSE Alumni Association".

- i) Institution means "Bhubanananda Orissa School of Engineering (BOSE),Cuttack".
- ii) Members mean the members of the BOSE Alumni Association
- iii) Governing Body means the Governing Body of the BOSE Alumni Association duly nominated / elected by the members of the association.
- iv) General Body means the General Body of BOSE Alumni Association.

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- v) Office bearer means the office bearer of the BOSE Alumni Association elected by the members of the association / duly nominated.
- vi) Faculty Advisor means any faculty of the institution acting as advisor of the BOSE Alumni Association.
- vii) Principal means the Principal of Bhubanananda Orissa School of Engineering (BOSE), Cuttack.
- viii) Secretary / Joint Secretary mean the Secretary / Joint Secretary of the Association nominated/ elected by the members of the association.
- ix) Treasurer means the treasurer of the association nominated/elected by the members of the association.
- x) Year means the calendar year.
- xi) Bye-laws mean the bye-laws of the association approved by the competent authority.

Part- II

ART.3 : GENERAL BODY :

The General Body of the Society will be the supreme body which will supervise all the activities and transactions of the Society.

- a) The General Body shall consist of the members of the Society.
- b) The General Body shall retain all provisions not specifically assigned to the Governing Body.
- c) The General Body at its meeting shall delegate all or any of its powers to the Governing Body or any other committee (s) or sub-committee (s) to act on its behalf and to take Decisions on matter referred to it.
- d) The General Body shall meet at least once in a year.
- e) Notice of the General Body Meeting with Agenda shall be sent to the members 15 days in advance of such meeting.
- f) To consider any motion, notice has to be given by the Secretary General 7 days in advance of the date of the meeting.

ART.4: RIGHTS, OBLIGATIONS AND PRIVILEGES OF GENERAL BODY

1. To formulate the policies or Bye-laws of the Association.
2. To appoint committee (s) / sub-committee (s) for specific matters.
3. To disaffiliate or to take any action against any member for violation of the constitution.
4. To elect the members of the Governing Body.

Part-II

Location of Registered Office (Head Quarters) and Area of Operation Article-5

Registered Office (Head Quarters)

The location of registered office or head-quarters of the association at present is to be located at the Utility Building, BOSE Campus, Cuttack-7.

Part-III

Aims, Objectives and Means Article-6 Aims and

Objectives

The aims and objectives of the association are

- i) To foster unity and develop fraternity among the members of the association.
- ii) To uphold and further the name and fame of the institution.
- iii) To adopt such measures as are considered necessary for the improvement of standard of technical education of the state and devise ways and means to effect improvement in the standard of teaching as well as the academic environment of the institution.
- iv) To associate and work with other organizations and bodies/associations provided that the aims and objectives of such associations / organizations / bodies are not repugnant to the aims and objectives of this association.
- v) To create, raise and maintain such establishment, fund and organs to promote the social, physical, moral and intellectual advancement of the members of the association.
- vi) To promote the general welfare of the continuing students of the institution by creating employment opportunities through arranging campus recruitment drives or facilitate their job/entrepreneurship opportunities after passing out of the institution.
- vii) To sponsor or donate essential requirements of the students/faculties of the institution or create such facilities as may be felt/ deemed necessary.
- viii) To organize seminar, press conference, meetings, open sessions, publishing journals / newsletters for strengthening the intellectual and moral fabric of the members of the association as well as the students of the institution.

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- ix) To raise funds and collect donations by means consistent with the aims and objectives of the association for promotion of its goals and ambitions as well as to defray the expenditure for proper and smooth functioning of the association.
- x) To take any other steps as may be conducive or incidental to the attainment of the objectives of the association and consistent with the decision / resolution adopted in the Governing Body of the association or furtherance of the cause of the association.
- xi) To conduct or assist in the conduct of any courses or workshops/training programmes for the benefit of the students and staffs of the institution.
- xii) Adopting measures to render pecuniary or any other aid in cases of bonafide need and distress to any member of the association or continuing students or staff of the institution or his/ her family or dependants as the case may be.
- xiii) To establish and maintain recreational clubs, gymnasiums, guest houses, facilities for career development and for preparation for competitive examinations of the existing and passed out students , dispensary, co-operative stores / canteens for the students, libraries ,information technology centre and patent incubation centres.
- xiv) To utilize and/ or disburse the funds of the association and /or to contribute to reliable and recognized funds started for giving relief to the people affected by natural calamities or disasters or to the funds started for the purpose of public welfare or the all eviction of human suffering or as donation to armed forces rehabilitation/development funds.
- xv) To do all that may be conducive or be necessary for the fulfilment of the above mentioned objectives or for the interest of the association.
- xvi) The association shall not in any way be associated or be connected with any political party/ organization / engaged in any political activity.
- xvii) All incomes, earnings, movable and immovable properties of the association shall be solely utilized and applied towards the promotion of its aims and objectives only asset forth in the bye law / memorandum of the association and no portion thereof shall be paid or transferred directly or indirectly by way of individual bonus, profiteer in any other manner whatsoever, either to the present or past members of the association or to any person claiming through any one or more of the present or past members. No member of the association shall have any personal claim or any movable or immovable properties of the association or make any profit, what so ever, by virtue of his / her membership.

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- xviii) The association may award prize to the continuing/passé out students of the association for their extra-ordinary achievements, honour the working or retired faculties in recognition of their contribution in academic / administrative field or any member of the association/ any outsider for their outstanding contribution in any field of contemporary importance.

Article-7 Means

For the achievement of the aims and objectives referred to in the Article-5, the association shall adopt constitutional means.

Part-IV

Membership, Termination of membership, Resignation, Rights, Privileges, Duties and Obligation of members.

Article-8 Membership

The membership of the association shall be open to all alumni of the Bhubanananda Orissa School of Engineering (BOSE), Cuttack.

8.1 One has to apply giving personal details through the prescribed application / format with the membership fee to the Secretary of the association who shall take approval of the Faculty adviser(Vice-president)for admission and enrolment as a member of the association.

8.2 Notwithstanding anything contained herein before ,the Governing Body of the association reserves the rights to refuse admission to any application without assigning any reason whatsoever.

Article-9 Termination of Membership

The membership of any member of the association may be terminated by the Governing Body if he / she deliberately acts in contravention of the aims and objectives of the association.

Article-10 Resignation

A member may tender resignation by giving notice in writing to the Secretary of the association.

Article-11 Rights and privileges of members

Every member of the association shall have the right to Participate in General Body meeting of the association and put forth his / her opinion or vote for any resolution and proposal in the general body meeting of the association.

- a) Vote for the election of the office bearers of the Governing Body of the association and offer his / her candidature o contest for the same.
- b) Suggest any proposal for the consideration of the association for the achievement of its aims and objectives.

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- c) To receive a copy of the statement of accounts and to inspect register and other records of the association with reasonable notice to the office bearer in whose custody the relevant records are kept.

Article-12 Duties and obligations of members

Every member shall have the duty and obligation to

- a) Abide by all the articles, decisions and resolution of the association.
- b) Take all possible steps and use every legitimate means to fulfil the objectives of the association and;
- c) Safeguard all properties and records of the association as and when entrusted to.

Part-IV

General Body, Powers & Functions, Meetings, Quorums, Notice, Conduct of Business of General Body and Vote.

Article-13 General Body

The general body of the BOSE Alumni association shall be composed of all members of the association.

Article-14 Powers and functions of the General Body

- a) To elect/nominate the office bearers of the association as well as members of the Governing Body
- b) To appoint the association's auditors and pass the association's audited accounts.
- c) To approve the association's annual report & overall policies for the working of the association.
- d) To be responsible for overall vision and thrust of the association.
- e) To approve associations annual programme and budget.

Article-15 Meetings and Periodically of Meetings

The General Body shall meet ordinarily once in a year and the gap between two meetings should not be more than 18 months. The place and the time of the general body meeting are decided by the Governing Body .However, b an extraordinary/ special session of the general body meeting may be summoned by the Governing Body or on receipt of request for such meeting from at least 50% of the members of the association. The place and time of the General body meeting is to be decided by the Governing Body..

Article-16 Notice for Meetings and Quorum

The members should receive notice for the ordinary general body meetings at least one month in advance. The notice period for the extraordinary meeting / special session will be 15 days if the Governing Body calls it and 21 days if the members demand it.

The quorum for all general body meetings of BOSE Alumni Association shall be at least 2/3rd of the members. However, in case there is no quorum; the adjourned meetings will not require any quorum.

Article-17 Conduct of Business of the General Body

- i) All meetings of the general body shall be chaired by the President and in case of his / her absence due to any reason; the meeting will be presided over by the Vice-President (Faculty Adviser).
- ii) Items of the agenda shall be taken up one by one. However, the chair person will have the discretion to allow discussion on any item of the agenda if he/she deems it important and urgent.
- iii) Also the chair person shall have the discretion to allow discussion on any item not included in the agenda.
- iv) All the resolutions shall be carried out by simple majority except those relating to an amendment to the bye law and no-confidence motion which shall be carried by two third majorities of the members present and voting.
- v) All resolutions passed at a General Body meeting of the association or in the meetings of the Governing Body will be confirmed and signed by the President/Vice-President and General Secretary of the association.
- vi) Notice of the proposal for amendment to the bye law or of no-confidence motions shall be given by not less than 50 members to the President or Secretary at least one month before the date when such proposal is to be considered by the association.
- vii) All subjects discussed at any meeting shall be decided by a majority of votes and in case of tie, the chairperson shall have the right of casting vote.

Article-18 Voting

Each member shall have one vote by person. In case of equality of votes, the Chair person shall have the right of casting vote.

Part-V

Office Bearers, Governing Body, Formation and Tenure of the Office Bearers and the Governing Body, Power and Functions of the Governing Body and Conduct of Business.

Article-19 Office Bearers

The office bearers of the Association shall consist of the (Ex-Officio) President (the Principal of the Institution), (Ex-Officio) Vice-President (the Faculty Advisor), the Secretary, Joint secretary and the Treasurer of the association to be nominated/elected by the General Body of the association.

Article-20-Governing Body and its composition

The Governing Body shall consist of office bearers and five other elected/nominated member representatives and the total strength shall not be more than 11, which shall include.

President-One

1. Vice-President-One
2. Secretary-One
3. Joint Secretary-One
4. Treasurer-One
5. Member Representatives –Six

However, the extended Governing Body meeting may also include the Batch Representatives of each batch as and when required.

Article-21 Formation and Tenure of Office Bearers and the Governing Body

The office bearers as provided under Article-18, except the President and Vice-President shall be elected/nominated for a period of one year from among the members of the association by the General Body in the annual general body meeting each year. The Vice-President (Faculty Advisor) shall be nominated by the President in consultation with the General Body of the association. Five other members of the Central Committee shall be nominated by the President on the basis of the recommendations of the General Body. Provided that the Governing Body including the office bearers may remain in tenure beyond one year term till then Governing Body is constituted which shall not exceeds a period of three months from the date of expiry of tenure of the old Governing Body.

Article-22 Powers and Functions of the Governing Body

The Governing Body shall be entrusted with the management of all affairs of the association as follows:-

- a) The Governing Body shall carry out all transactions under the guidance of the Vice-President (Faculty Advisor) with the aid and advice of the Secretary of the association.

- b) It shall carry out the decisions and resolutions of the General Body.
- c) It shall maintain all records, accounts, reports and assets of the association.
- d) It shall represent the association through its Secretary.
- e) The Governing Body enjoys the power to accept new members by its majority decisions.
- f) The Governing Body shall have the entire control and the management of the business and affairs of the Society and the administration of all its properties movable and immovable and shall have such powers of the society and do all such things to carry out, the objective of the society as by the Act, is not required to be exercised or done by the society's General Body.
- g) The Governing Body shall have power from time to time to make bye-laws for the transaction of the business and affairs of the Society and for itself.
- h) The Governing Body shall decide the policies of the society and the execution of day to day affairs of the society.
- i) It shall do all such works as may be assigned by the General Body from time to time in view of the board objectives of the association.
- j) It shall strive towards achievement of the aims and objectives of the association.

Article-23 Conduct of business of the Governing Body

- a) The Governing Body meeting shall be held twice in a year with a gap of approximately four months in between.
- b) The Secretary shall convene the Governing Body meeting in consultation with the President and Vice-President.
- c) The Secretary shall intimate the Governing Body members to attend the meeting before 15 days of the date fixed for the purpose.
- d) Emergency meeting of the Governing Body may be held within 48 hours as shall be convened by the President / Vice-President.
- e) The quorum of the Governing Body meeting shall be at least half of its members i.e. at least 6 members.
- f) The President/Vice-President shall preside over the Governing Body meetings.
- g) The Secretary shall conduct the business of the meeting and keeps records of all proceedings of the meetings.
- h) Any decision in the Governing Body meeting shall be taken on simple majority of votes.

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- i) All the Governing Body members shall have the right to vote except the Chair person. Only in case of tie, the Chair person shall cast his/her vote.
- j) The Secretary shall invite the batch representatives of the association to participate in the extended Governing Body meetings.

Part-VI

Powers, Functions, Duties and responsibilities of office Bearers. Powers and duties of the President

Article-24

The President of the association shall have the following powers and duties

The president shall preside over all the meetings of the association.

- a) He/she shall have power of control, supervision and disciplinary action over affairs of the association.
- b) He/she shall have the power of casting vote in election of the Governing Body and in other normal affairs; he/she will have the right to vote in case of tie.

Article-25 Powers and duties of Vice-President:-

The Vice-President of the association shall have the following powers and duties.

- a) He/ she shall act as the chairperson in the absence of the president.
- b) He/she shall countersign the proceedings, accounts, minute etc .of the association.
- c) He /she shall arrange to fill up casual vacancy in the Governing Body, assign duties and responsibilities and do the needful as per advice of the Governing Body.
- d) He / She shall discharge all other duties as may be assigned to him/her by the Governing Body.

Article-26 Duties and responsibilities of the Secretary:-

The secretary of the association shall have the following duties and responsibilities:-

- a) To aid and advice the President/Vice-President in the affairs of the association.
- b) To assist the Vice-President and the Treasurer in all the work of the association related to the programmes and activities that fulfil the objectives of the association.

- c) To keep records of the proceeding of meetings of the General Body and of the Governing Body.
- d) To maintain a list of members of the association and data pertaining to their Governing Body.
- e) To do all correspondence with the Government offices, members and other associations and organizations for and on behalf of the association and to have custody of records, registers, files, accounts etc. of the association.
- f) To look after regular activities at the headquarters office and to have superintendence over the office and its staff, if any.
- g) To prepare the annual report and submit it to the central committee and present the same before the general body on approval of the president and vice-president.
- h) To publish bulletins, magazines and other literature in order to achieve the objectives of the association as directed by the Governing Body.
- i) To submit records before any competent authority and fulfil all other statutory obligations.
- j) To execute various programmes and activities to promote the objectives of the association as decided by the Governing Body.
- k) He / she may incur expenditure up to Rs.10, 000/- per month with the approval of the vice-president.
- l) He/she shall perform such other duties as may be assigned by the Governing Body from time to time.
- m) To develop and maintain official website of the association.

Article-27 Roles and Responsibilities of the Joint Secretary

- a) He/ she is to assist the Secretary in the discharge of his / her duties.
- b) He/she shall perform such other functions as shall be assigned to him by the Governing Body.
- c) He/ She shall act as the secretary in the absence of the secretary or any reason.
- d) He/she shall be responsible for maintaining regular contact with Batch representatives for achieving the aims and objectives of the association.

The treasurer will be responsible

- a) To maintain and cause to maintain regular accounts, to prepare the annual statement of accounts of the association and to submit the same to the central committee and General Body.
- b) To receive or cause to receive and disburse or cause to disburse amounts and to incur expenditure as per budget estimates approved by the Governing Body.
- c) To submit the financial records before the related and required authorities to fulfil statutory obligations.
- d) To provide leadership in the raising of funds for work to achieve the objectives of the association.
- e) To monitor and oversee the operation of bank account of the association.

Part-VII

Financial year, Sources of Income, Audit of Accounts, Operation of bank accounts, Annual list of Governing Body members and Legal proceedings.

Article-29 Financial year

The financial year of BOSE Alumni Association shall be from 1st January to 31st December.

Article-30 Sources of income and utilization of funds

The association shall raise its funds in several ways including membership fees, grants, contributions and donations from the members, public representatives, service charges and distribution of publication grants, contribution and donation from government and other bodies both within the country and abroad to undertake development projects and other schemes approved by the Governing Body. All income shall be utilized for attaining aims and objectives of the association.

However, the head of the institution reserves the right to audit the income and expenditure of the association, if he/ she feels necessary.

Article-31 Budget

The annual budget of the association shall be prepared by the Governing Body and shall be presented by the Secretary before the General Body. The General Body shall pass the budget on simple majority.

Article-32 Audit of accounts

The association shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in such form (as may be statutorily prescribed by the Register of Societies/ Competent authority) and maintain as per law. The accounts of the association shall be audited annually by a firm or Chartered Accountant to be appointed by the General Body. The audited statement of accounts together with audit report will be placed before the General Body with the recommendations of the Governing Body.

Article-32 Maintenance of Records

All the business in the meetings of General Body and Governing Body shall be kept in records in the form of proceeding, minutes, resolutions etc.

Article-34 Official website of BOSE Alumni Association

The association shall develop and maintain an official website for the dissemination of information, ideas and for receiving feedback relevant to the achievement of aims and objectives of the association.

Article-35 Operation of Bank Accounts

The Association's Bank Account shall be operated jointly by the Faculty Advisor, Secretary and the Treasurer of the Association.

Article-36 Annual list of the Central Committee Members

Once in every year a list of office-bearers including members of the Governing Body and the association shall be filed with the office of the principal of the institution.

Article-37 Legal proceedings

The association may sue or be sued in the name of the Secretary of the association. Such disputes/proceedings shall be confined to the courts at Cuttack only.

Part-VIII

Miscellaneous

Article-38 Amendments

Any part or the whole of the Bye-law of the Association can be amended at any General Body meeting of the association by a 2/3rd majority of vote of the members present at such meetings; provided that the proposed amendments form part of the agenda and are circulated amongst the members at least 21 days before the meeting at which such amendments are to be considered. However, the said amendments shall be approved by the competent authority that approved the bye-law of the association.

Article-39 Method of Voting

- (a) In any meeting, every member with voting rights shall have one vote each; except the person chairing the meeting who shall have one additional casting vote.
- (b) Only election of office-bearers shall be ordinarily conducted by voice vote or by raising of hands.
- (c) Also, all other agenda brought before any meeting of the association shall be settled by open vote by raising hands and by simple majority.
- (d) The Faculty Advisors may participate in the discussion of any agenda, but shall have no voting right.

Article-40 Accounting Rules

All in coming money shall be deposited to the bank and expenditure shall be incurred by cheques /e transaction as per as practicable.

Article-41 Imp rest Cash

Ordinarily not more than Rs.10,000/-shall be kept a imp rest cash.

Article-42 Proposition

The proposals tabled by any member need not be seconded but somebody must second the proposals tabled by the office bearers before any decision.

Article-43 Notice of Business

The proposal to include any item in the agenda shall be submitted to the secretary in writing at least 15 (fifteen) days before the General Body & 3(three) days before the Governing Body meeting.

Article-44 Election Procedure

The election procedure shall be supervised by the faculty advisor according to the provisions of the byel-aw of the association.

Article-45 Safe Custody of Properties

- (i) The Governing Body shall be responsible for the safe custody of the funds, proper ties and assets of the association.
- (ii) The funds of the society shall be kept in Banks / Post Office / Mutual Funds & be invested in any securities specified under Section 20 of the Indian Trust Act.1882.

Article-46 Advisors

The teachers who had previously served at the institution, whether in service at present elsewhere or have retired from service may be nominated by the Governing Body as the Advisors who shall advise and guide the office bearers of the association on different issues of interest.