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INDIA NON JUDICIAL

Government of Gujarat

Certificate of Stamp Duty

Regd. No.: 821

Date: 06 / 06 / 20 24

Certificate No. : IN-GJ01263327787907W

Certificate Issued Date : 06-Jun-2024 10:55 AM

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Purchased by : AMAR RAJPUT

Description of Document : Article 12 Article of Association of Company

Description : MEMORANDUM AND BY LAWS OF THE ASSOCIATION

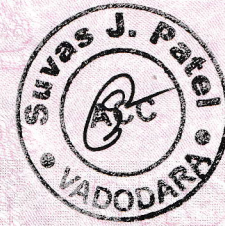
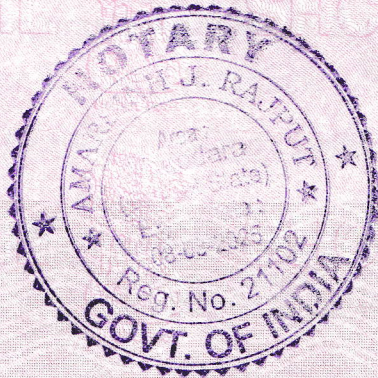
Consideration Price (Rs.) : 0
(Zero)

First Party : ITM VOCATIONAL UNIVERSITY ALUMNI ASSOCIATION

Second Party : Not Applicable

Stamp Duty Paid By : ITM VOCATIONAL UNIVERSITY ALUMNI ASSOCIATION

Stamp Duty Amount(Rs.) : 300
(Three Hundred only)



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સૂચના

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- આ ઈ-સ્ટેમ્પ પ્રમાણપત્રમાં કોઈપણ વિસંગતતા જણાય તો સ્ટોક હોલ્ડિંગની શાખા / કેન્દ્ર પર સંપર્ક કરવો.
- ઈ-સ્ટેમ્પિંગ-સંબંધિત જાણકારી માટે અમને estamp.ahmedabad@stockholding.com પર ઈ-મેઈલ કરવો અથવા અમારી શાખા / કેન્દ્ર ની મુલાકાત લેવી.





ITM Vocational University Alumni Association

Vadodara (Gujarat)

Memorandum and By-laws of the Association

1. Name of the Association:

The name of the Association shall be **ITM Vocational University Alumni Association**. The Association shall be registered under the provision of Gujarat Societies Registration Act 1860. This written declaration of Association of Persons is made on 1st day of April- 2024 at Vadodara.

2. Registered Office of the Association:




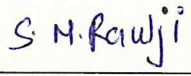
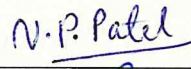
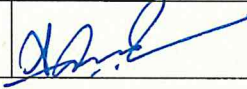
The Registered office of the Association shall be situated at the ITM Vocational University, Plot 6512, Ajwa Nimeta Road, Ravaal, Taluka, Waghodia, Vadodara, Gujarat-391760, India.

3. Aims and objectives

The aims and objectives of the Association shall be:

- 3.1 Alumni plays an important role in development of the institute / University by actively participating in Faculty Board, BoS, IQAC and other committees, supporting institutional development. It is proposed to register ITM Vocational University alumni association as a separate entity to enhance alumni engagement at the University.
- 3.2 Bringing the old students of ITM Vocational University, Vadodara under one forum for exchange of experience, dissemination of industrial and real world knowledge, sharing scientific knowledge to the members of the Association and Students of the University.
- 3.3 To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with old students of the University.
- 3.4 To collect funds by subscriptions, contributions, donations and books from members.
- 3.5 To render financial aid to deserving poor students studying at the University.
- 3.6 To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- 3.7 To bring out magazines, souvenirs and newsletters highlighting the activities of the University and its alumni.
- 3.8 To organize cultural and educational programs and also to conduct Alumni Day celebrations every year.
- 3.9 To help the alumni to get advice from the University on various technical problems and job opportunities that they may come across in their work and real life.
- 3.10 To carry out such other activities as may be necessary for furthering the above aims and objectives.

4. The name, address and occupation of the members subscribed to the Memorandum of Association are as follows.

Sr. No	Name of The Members	Occupation	Signature
1	Kikod Bhavik	Alumni - President	
2	Devin Parikh	Alumni - Vice President	
3	Kotak Harsh	Alumni - General Secretary	
4	Siddharj Raulji	Alumni - Joint Secretary	
5	Nidhiben Pravinbhai Patel	Alumni - Treasure	
	Registrar of the University	Ex-Officio Member	

5. The Association shall consist of the following persons as its members (eligibility).

5.1 Association will have minimum two members in general executive committee including ex-official members.

5.2 The tenure of the general executive committee shall be of five years. If a vacancy arises in executive committee then it shall have authority to appoint a person on the vacant post with the same type of membership criteria.

5.3 All members shall serve on General Executive committee purely on honorary basis.

5.4 The retiring members of the General Executive committee shall be eligible for re-nomination.

5.5 The incumbent General Executive Committee shall hold office until the new General Executive committee is formed and take the charges.

5.6 All UG, and PG graduates of the University are eligible to become members of the Association on payment of life time membership fee of RS.2000/-.

5.7 The subscribers to the memorandum shall be the founder members as well as life members of the Association and they will be known as Life time members of the Association. These life time members nominated by the Patron shall be the members of the Executive Committee and they shall hold office for a period of two academic years.

5.8 The Vice-Chancellor of the University shall be the Patron.

5.9 The Registrar of the University shall be the Ex-officio member of the Association and he / she will automatically become member of the Association taking the subscription of Rs. 200/- paid as annual membership for the first year.

6. Administration (The Executive Committee)

The Executive Committee will constitute as following:

Member	Nos
President	1
Vice President	1
General Secretary	1
Joint Secretary	1
Treasurer	1
Members	09
The Registrar of the University (Ex-officio member)	1
Total	15

6.1 The administration of the Association shall rest in an Executive Committee, consisting of (1) a President, (2) a Vice-President, (3) a General Secretary, (4) a Joint Secretary, (5) a Treasurer, (6) Nine Members, and 7) an Ex-officio member. Coordinators of alumni activity will act as secretary of Alumni Association.

6.2 The Members of the Association are life time members at the Annual General Body Meeting (AGBM) and they shall hold office for a period of Five years:

6.3 A committee once elected shall continue to hold office till a new committee assumes charge.

6.4 If any vacancy arises in any post on account of resignation, death etc., the Executive Committee may nominate any person to such post from among the members of the Executive Committee. Such nominated persons shall hold office till the next election of the Executive Committee.

6.5 If an Executive Committee Member is absent from three consecutive alumni meeting, then the member would be directly removed from the committee board.

6.6 The Executive Committee shall have the power to expel a member for willful disregard to the Association rules or Misconduct, on provided the member concerned gives an acceptable explanation for his / her misconduct.

7. Election and Tenure of office.

7.1 The mode of election shall be by secret ballot.

7.2 The procedure for election shall be laid down by the Executive Committee.

7.3 All terms of office of the elected members shall commence from the close of the AGBM at which elections were held and shall continue for a period of FIVE YEARS or till the close of the second AGBM leaving one in-between, whichever is earlier.

7.4 Members cannot hold the same office for more than two terms.

7.5 In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to elect a member to fill the vacancy.

7.6 However, notwithstanding clause third (7.3) above, the first Executive Committee, shall hold office for a term of three consecutive years for building the Alumni Association on sound footing.

8. General Body Meetings

8.1 The Annual General Body Meeting shall be held every year before the start of new academic year.

- A. to elect the Executive Committee
- B. to approve the audited statement of accounts.
- C. to deliberate the annual report of the Association, and
- D. to consider any amendments to the By-laws.

8.2 The Executive Committee may convene General Body meetings as and when necessary.

Extraordinary meetings of the General Body shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.

The quorum of a General Body meeting shall be one-third of total members.

The meeting shall be conducted in the University premises.

9. Executive Committee Meetings

9.1 Meetings of the Executive Committee shall ordinarily be convened at least once in academic sessions.

9.2 Special Meetings of the Executive Committee shall be convened on written request of not less than 7 members of the Executive Committee.

9.3 Quorum for a Meeting of the Executive Committee shall be one third of members of the Executive.

10. General Provisions regarding meetings.

10.1 Seven days' notice shall ordinarily be given for all meetings of the General Body / Executive Committee. The notice of the General Body meeting shall be published in the University Alumni website approved by the authority.

10.2 In the absence of the President, the Vice President shall preside over the meetings of the General Body / Executive Committee. In the absence of the President and Vice-President, a senior member of the Executive Committee shall preside over the meeting.

10.3 The decision shall be on the basis of majority of votes. In case of equality of votes, the President of the meeting shall have to cast his / her vote.

11. Powers and Duties of the Executive Committee

11.1 The affairs of the Association shall be managed by the Executive Committee.

11.2 General Secretary and the President and at least two other members of the Executive committee shall be from amongst the members who are residents of the city of Vadodara.

11.3 The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the Association.

11.4 The Executive Committee shall have the power to frame By-laws consistent with the aims and objectives of the Association. The provisional By-laws shall be placed before the next General Body Meeting for ratification.

11.5 The Executive Committee shall have power to consider all communications addressed to the Association.

11.6 The Executive Committee shall be in charge of and protect the properties of the Association.

11.7 The Executive Committee shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.

11.8 The Executive Committee shall collect dues / fees from members.

11.9 The Executive Committee shall undertake such tasks as will protect the objectives of the association.

12. Duties of Office Bearers of the Association

12.1 Patron

All matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.

12.2 **President**

12.2.1 The President shall preside over all the Meetings. He / She may allocate suitable responsibilities to other executive members.

12.2.2. He / She may appoint working groups, sub-committees of Association on vacancies when invited to do so.

12.2.3 He / She shall act on behalf of Association.

12.3 Vice-President

12.3.1 In addition to his / her duties as a Member of the Executive Committee, he / she shall preside over Committee Meetings in the absence of the President

12.4 General Secretary

12.4.1 The General Secretary shall attend to the day to day correspondence and communications to and from Association.

12.4.2 Maintain official records of the Association.

12.4.3 Maintain general supervision over the association.

12.4.4 He / She shall be responsible for calling Meetings of the Executive Committee in consultation with the President.

12.4.5 He / She shall be responsible for filing of annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Auditor, and such other statutory requirements.

12.5 Joint Secretary

12.5.1 The Joint Secretary shall assist the General Secretary in discharging his / her duties.

12.5.2 He / She shall carry out such other duties as may be assigned to him / her from time to time by the Executive Committee.

12.5.3 He / She shall assume charge as General Secretary in the absence of the General Secretary.

12.6 Treasurer

12.6.1 The Treasurer shall maintain the accounts of the Association.

12.6.2 He / She will be involving in financial implications and shall be the Chairman of the Finance Committee.

12.6.3 Receive and hold all moneys paid to the Association for the use of the Association.

12.6.4 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 auditor when duly passed by the General Body.

13. Finance

13.1 Money received as membership fees, donations, subscriptions etc. shall constitute the income of the Association.

13.2 The Funds of the association shall be deposited in nationalized banks in the name of the association and shall be operated jointly by any two of the following Executive committee members: (i) President, (ii) Treasurer and (iii) General Secretary duly authorized by the Executive Committee.

14. Bank Account

The executive Committee shall open a Bank Account in the name of "Alumni Association of ITM Vocational University, Vadodara" at any bank and shall put all the money into this account. President and treasurer will operate the Bank Accounts including signing of Cheques. In the absence of the President, the Vice President and Treasurer will operate the account including signing of Cheques.

15. Keeping of Accounts

15.1 The Treasurer shall keep an account of the general funds of the Association. He/She shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.

15.2 The accounts of the Association will be subject to annual audit by a certified Auditor to be appointed by the members in **the Annual General Body Meeting**. The first auditor shall be appointed by the Executive Committee and He / she shall hold office up to the end of the first Annual General Body Meeting.

16. Audit of Accounts

The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit to persons appointed as auditors.

The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

17. Inspection of books

17.1 The Register of Members, the Minutes Book and the Books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the General Secretary to produce the same on request by the member, free of cost.

17.2 Each member is eligible to be supplied with a copy of By-laws, list of members and the details of receipts and payments account, free of cost at the end of every year.

17.3 The General Secretary shall file with Registrar within one month after the date of Annual General Body Meeting

17.3.1 An authenticated copy of income, and expenditure accounts, balance sheet and report of the Auditors and General Secretary.

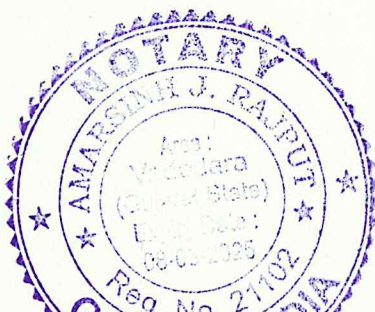
17.3.2 A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of society.

17.3.3 A declaration to the effect that the association has been in operation during the financial year.

17.3.4 It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

18. Amendments

Any of the provisions of the By-laws may be amended by two-third majority of the members present and voting at the General Body meeting of the association.



ATTESTED
A. J. Rajput
5676124
A. J. RAJPUT
NOTARY (Govt. of India)