



**Global Alumni Association of
Bengal Engineering and Science University,
Shibpur**

**MEMORANDUM OF ASSOCIATION
AND
REGULATIONS**

CONTENTS

- A. MEMORANDUM OF ASSOCIATION
- B. MEMBERS OF THE FIRST EXECUTIVE COMMITTEE (FOUNDER MEMBERS)
- C. REGULATIONS
- D. ATTACHMENT: ORIGINAL MEMORANDUM OF ASSOCIATION

REVISION RECORD

Rev	Date	Description	Revised By	Checked By	Approved By	Certified On

A. MEMORANDUM OF ASSOCIATION

We, the Alumni of Bengal Engineering College/Bengal Engineering College (DU)/Bengal Engineering & Science University / Indian Institute of Engineering Science & Technologies (IEST), Shibpur have formed an association representing all Alumni of the institution. (The word “Alumni” in this document will mean all male & female ex-students of this institution, without any gender bias)

1. **Name:** The name of the Association is "Global Alumni Association of Bengal Engineering and Science University, Shibpur”, hereinafter referred to as “GAABESU”.
2. **Registered Office:** The Registered Office of the Association is University Guest House, Indian Institute of Engineering, Science & Technology, Shibpur, P.O.Botanic Garden, Howrah–711103, West Bengal.
3. **Institute:** Institute referred to in the Memorandum of Associations and Regulations shall mean Bengal Engineering College/ Bengal Engineering College (Deemed University)/ Bengal Engineering and Science University, Shibpur/ Indian Institute of Engineering Science & Technology (IEST), Shibpur or any subsequent change/s in name of the above Institute and shall include its successors.
4. **Aims and Objectives:** The objectives for which the Association has been formed are:
 - 4.1 To systematically uplift the image and status of the Institute, both nationally and internationally;
 - 4.2 To project nationally and internationally the Institute and its contribution to profession of the engineering, science and technology;
 - 4.3 To develop networking between the present and future alumni on a common platform on a continuing basis;
 - 4.4 To become the voice of the alumni in all matters related to the betterment of the Institute;
 - 4.5 Deleted;
 - 4.6 To foster continuing professional / academic development in the institute by drawing support from the alumni, who have distinguished themselves in their respective fields;
 - 4.7 To maintain the honor and dignity of the fellow alumni as well as to maintain camaraderie amongst the ex-students of the Institute by promoting social and cultural collaboration amongst themselves;
 - 4.8 Omitted
 - 4.9 To maintain an up-to-date register of the alumni of the Institute with their academic records and addresses;
 - 4.10 To collaborate with the Institute for arranging and holding annual get-together of the Alumni;
 - 4.11 To maintain a benevolent fund to help members of the Institute community in distress;
 - 4.12 To help the Institute in organizing national and international seminars/congresses/ workshops/ conferences/ symposia on science & technology to advance the expertise of the engineering community;
 - 4.13 To help the Institute to organize series of lectures to be delivered by renowned scientists, technologists, economists, etc. on latest/innovative technologies, social issues, community services, etc.
 - 4.14 To help the Institute to grow, expand and excel with respect to the creation and dissemination of knowledge and development of innovative technology serving the need of our country as a whole and the world over;
 - 4.15 To help the Institute to contribute towards development of indigenous technology and provide technical leadership
 - 4.16 To help the Institute to act as a beacon for attracting the knowledge based industries to the state as well as the Country and create technical excellence that will help economic growth of the country;

- 4.17 Omitted
 - 4.18 To facilitate and promote establishment of alumni associations in different global locations having congregation of alumni. Also to approach existing alumni associations for collaborations in achieving common goals and objectives;
 - 4.19 To do all such things as may be deemed incidental or conducive to the attainment of the foregoing objectives.
 - 4.20 To raise, maintain and manage various endowment and non-endowment type funds, received from individual donors or various organizations, for awarding admission grants, student scholarships, travel grants, excellence awards, etc to students of the institute as well as to provide relief on medical emergencies to students and overall alumni community.
5. The income and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the objectives of the GAABESU and no portion thereof shall be paid to or divided amongst any of its members by way of profit.

B. MEMBERS OF THE FIRST EXECUTIVE COMMITTEE (FOUNDER MEMBERS)

No.	Name & Address	Position
1	Mr. Amitabha Ghoshal 72, Jodhpur Park, Kolkata – 700 068	President
2	Mr. Santanu Chatterjee 70 Block-P, New Alipore, Kolkata - 700 053	Working President
3	Dr. N R Banerjee Mangalik Co-operative Housing Society Limited Pancha Sayar, Kolkata – 700 094	Vice President
4	Dr. Santanu Kumar Karmakar Quarter No. B – 173, Bengal Engineering & Science University, Shibpur, Howrah 711 103	Honorary Secretary
5	Dr. Nirmalya Bandopadhyay B2/13 East Enclave Housing, New Town, Rajarhat, Kolkata 700 156	Honorary Joint Secretary
6	Mr. Amitabha Datta P-238, Block-A, Lake Town Kolkata – 700 089	Honorary Assistant Secretary
7	Mr Dipak Majumdar Apartment 3B, 376/1 Block 'G', New Alipore, Kolkata 700 053	Treasurer

C. REGULATIONS

INDEX

1.0	GENERAL	7
2.0	ELECTRONIC COMMUNICATIONS, IDENTIFICATIONS AND AUTHENTICATION	7
3.0	CODE OF ETHICS FOR EXECUTIVE COMMITTEE MEMBERS AND OFFICE BEARERS ..	7
4.0	MEMBERSHIP	8
5.0	EXECUTIVE COMMITTEE.....	9
6.0	SAFE CUSTODY OF FUNDS	13
7.0	BOOKS OF ACCOUNTS: INSPECTION AND AUDIT	13
8.0	ACCOUNTING YEAR	13
9.0	GENERAL MEETINGS.....	14
10.0	DUTIES OF OFFICE BEARERS	15
11.0	ALTERATION OF MEMORANDUM, REGULATIONS AND BYE-LAWS.....	16
12.0	SUITS AND LEGAL PROCEEDINGS	16
13.0.	DISSOLUTION.....	16
14.0	INDEMNITY	17

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:
 - 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.

3.0 CODE OF ETHICS FOR EXECUTIVE COMMITTEE MEMBERS AND OFFICE BEARERS

- 3.1 The main aim of helping causes of the Institute and it's students as well as whole Alumni community will not be compromised.
- 3.2 None will use the offices of GAABESU 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 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 MOA, as amended/updated from time-to-time.
- 3.7 All opinions restricted to GAABESU issues are welcome within GAABESU 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/EC electronics group addresses will solely be used for matters related to GAABESU.

- 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 decision making.

4.0 MEMBERSHIP

4.1 Category of Members

Membership shall be of the following categories:

- 4.1.1 Alumni Member
- 4.1.2 Faculty Member
- 4.1.3 Affiliate Member

All the membership shall be **Life time** basis, by paying a one-time fee.

4.2 Eligibility for Membership

4.2.1 Alumni Member: Any person, who has studied in the Institute and has obtained a Degree/Diploma from the Institute and agrees in writing to be bound by the Memorandum of Association, and Regulations of GAABESU, and pays prescribed life membership fees, as applicable, shall be eligible to become a member of GAABESU.

4.2.2 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. Such membership will cease if the person is no longer a faculty of the institute. However, such a member can convert his membership to Affiliate Member without any further payment.

4.2.3 Affiliate Member Any well-wisher of the Institute/GAABESU, who is not eligible to become a 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,

Membership of any category shall be subject to the acceptance of the Executive Committee.

4.3 Membership Fee

Membership fee for all categories shall be decided by the Executive Committee of GAABESU and shall be payable in advance.

4.4 Cessation of Membership

4.4.1 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.

4.4.2 By removal: (a) On the report of gross misconduct or such acts considered to be detrimental to the objectives of GAABESU, 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.

4.5 Re-admission of Members

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.

4.6 Register of Members

GAABESU 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, on request.

4.7 Rights and Obligations of Members

Members whose name appears on the updated register of valid members shall have the right to:

- 4.7.1 nominate, elect or be elected to the Executive Committee of GAABESU; propose or submit a proposal for election for the tenure of office of the elected body, subject to his eligibility as mentioned elsewhere;
- 4.7.2 submit a suggestion/resolution to the Executive Committee or Sub-Committee for discussion on any matter;
- 4.7.3 attend and participate in all general meetings and social, cultural and scientific meetings of GAABESU;
- 4.7.4 to have one vote each.
- 4.7.5 to inspect the accounts of GAABESU at any time after prior appointment with the Secretary of GAABESU;
- 4.7.6 to receive all publications of GAABESU either free or at such rate, as the Executive Committee may decide from time to time;

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.

Members of all categories whose names appear on the register of members have the obligation to abide by the Memorandum of Association and the Regulations.

5.0 EXECUTIVE COMMITTEE

- 5.1 Composition- The general management of GAABESU 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.

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.

5.2 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.

5.3 Election of Members and Office Bearers of the Executive Committee

5.3.1 Constitution of Election Commission

The Executive Committee shall constitute, at least three months ahead of AGM, a three-member election commission comprising of chairman and two members from amongst members of GAABESU (who are not seeking office) for conducting election to form the Executive Committee. Registered office of GAABESU shall be the address for communication to the election commission.

5.3.2 Eligibility for Election in the Executive Committee

Alumni members of GAABESU shall be eligible to be elected as a member of the Executive Committee.

At least ten (10) members of the Executive Committee shall be from places located within easily commutable distance from the registered office of GAABESU.

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.

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 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 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.

5.4 Election of Office Bearers

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 Pro-tem 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.

5.5 Inception of the New Executive Committee

Immediately after the annual general meeting in which election results are announced, newly elected Secretary shall convene a joint meeting of the outgoing and newly elected Executive Committee for handing over the charge.

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 GAABESU 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.

5.6 Termination of Membership

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:

- 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

An office-bearer cannot resign his office without handing over charge to the Honorary Secretary or to a member deputized by the Executive Committee.

5.7 Filling up of vacancies

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:

- 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 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.

5.8 Meetings

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 GAABESU. 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.

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.

5.8.2 Quorum: Physical presence of a minimum of four (4) members shall form the quorum at the Executive Committee 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.

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.

5.10. Powers and Duties of the Executive Committee: The Executive Committee shall 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 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 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;
- n) to appoint or remove salaried officers or employees of GAABESU, if any;
- o) to arrange social gatherings, technical meetings and annual re-union of the Alumni.

5.11 Bank Operation: The bank accounts of GAABESU shall be operated jointly by any two of the following:

The President, Working President, Secretary and Treasurer

6.0 SAFE CUSTODY OF FUNDS

- 6.1 The Executive Committee of GAABESU shall be responsible for the safe custody of the funds and assets of GAABESU.
- 6.2 The funds of GAABESU 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.

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 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 at such time and place as the Executive Committee directs on a written request made by any member. GAABESU shall maintain accounts which will be audited annually by a qualified auditor or auditors.

8.0 ACCOUNTING YEAR

The accounting year of the Society shall be from 1st of April of the year to 31st of March of the following year.

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 shall hold an Annual General Meeting (AGM) every year and not more than 15 (fifteen) months shall elapse between two successive AGMs.
- 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.
- 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.
- 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.
- 9.6 Quorum:** Fifty (50) or five (5) per cent of the valid members on the register maintained by GAABESU, 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.
- 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.
- 9.8 Motions and Amendments:** Notice of motions 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.
- 9.9 The business to be transacted at the Annual General Meeting shall be:
- 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;
 - b) to receive, consider and adopt the annual report of the Executive Committee of the past year;
 - c) to receive, consider and adopt the audited accounts of the past year;
 - d) to appoint an auditor for the ensuing year and fix his/her remuneration, if any;
 - e) to consider the resolutions brought forward by the Executive Committee and individual members, if any;
 - f) to transact such other business which in terms of the memorandum, regulations and bye-laws might be transacted at the Annual General Meeting.

9.10 Special General Meeting:

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.

9.11 Requisition General Meeting:

- 9.11.1 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;
- 9.11.2 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 date fixed for the meeting stating the place, date and time of the meeting and the Agenda of the business to be transacted;
- 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.

10.0 DUTIES OF OFFICE BEARERS

10.1 President: Shall

- a) 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

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.

10.3 Vice President: Shall assist the President and the Working President in all affairs of GAABESU. In the absence of the President/Working President, he shall have the powers and perform the duties of the President.

10.4 Secretary: Shall

- a) convene all meetings of GAABESU;
- 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, 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

10.5 Joint Secretary: Shall

- a) maintain an up-to-date Register of Members of GAABESU;
- b) shall assist the Secretary in all respects for smooth running of GAABESU;
- c) in the absence of the Honorary Secretary, he shall discharge the duties of the Secretary.

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

11.0 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:

- 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;
- 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;
- 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 Meeting with the opinion of the Executive Committee regarding the same;
- 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.
- 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.

12.0 SUITS AND LEGAL PROCEEDINGS

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.

13.0 DISSOLUTION

- 13.1 The procedure to be followed for dissolving GAABESU shall be the same as that laid down in Article 11.0 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;
- 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.

14.0 INDEMNITY

- 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.
- 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.