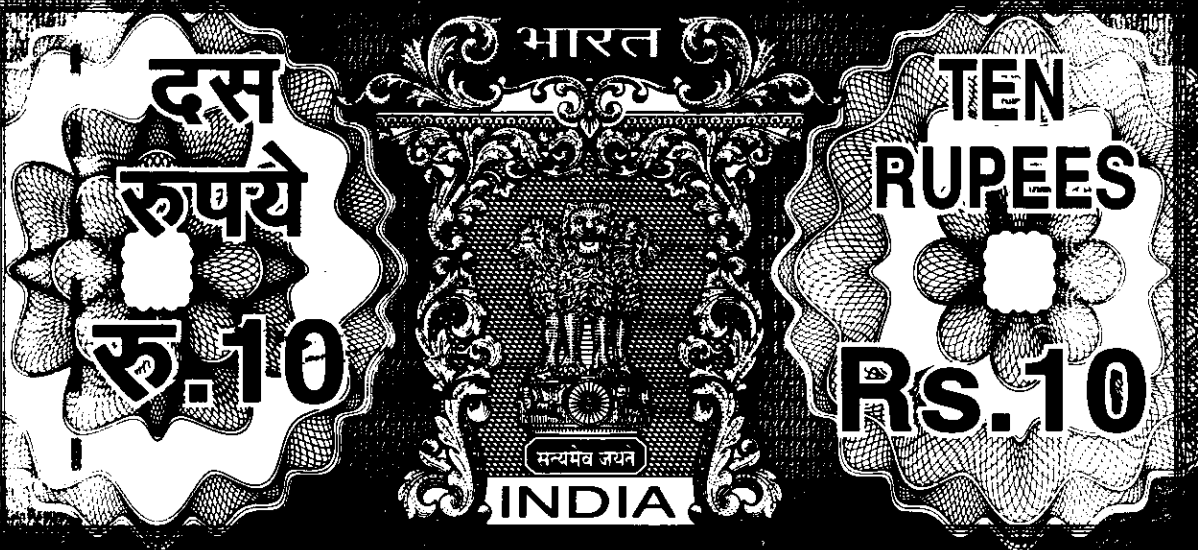


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पश्चिम बंगाल पश्चिम बंगाल WEST BENGAL

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REGULATIONS
OF
ALUMNI ASSOCIATION OF GCETTB

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Chakradhar Datta

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Association of GCETTB
Beshampore

13 APR 2022
[Signature]

THE WEST BENGAL SOCIETIES REGISTRATION ACT 1961

REGULATIONS OF ALUMNI ASSOCIATION OF GCETT B

Unless the context otherwise requires words and expressions contained in these Regulations shall bear the same meaning as in the WB Societies Regulation Act 1961 or any statutory modifications thereof

These REGULATIONS shall be called By-Laws of Alumni Association of GCETT B, an independent society of alumni of Govt. College of Engineering and Textile Technology. Berhampore

ARTICLE III. MEMBERSHIP	
Section-1	Membership: The Association shall have the following categories of members:
Section-1.1	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 AAGCETT B, and pays prescribed life membership fees, as applicable, shall be eligible to become a member of AAGCETT B.
Section-1.2	Faculty Member: Any faculty member of the Institute who is not an alumni of the Institute shall be eligible to become member of AAGCETT B if he has served the college for at least four years and agrees in writing to be bound by the Memorandum of Association, Regulations and Bye-laws of AAGCETT B, 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.
Section-1.3	Affiliate Member: Any well-wisher of the Institute/ AAGCETT B, who is not eligible to become a member or faculty member, can become an affiliate member of AAGCETT B if he has served the college or has close association with the college for more than five years and agrees in writing to be bound by the Memorandum of Association, Regulations of AAGCETT B, and pays prescribed life membership fees, as applicable, Membership of any category shall be subject to the acceptance of the Executive Committee.
Section-1.4	Honorary Member: The following shall be an honorary member: i. All the past Chairman and EC members and the OIC/Principals of the Institute; ii. All retired faculty who have served the Institute for more than ten years; and iii. An eminent person honoured by the Institute
Section-2	Every member of the Association shall have voting right in the election to the General Council of the Association.
Section-3	Membership Fee: Membership fee for all categories shall be decided by the Executive Committee of AAGCETT B and shall be payable in advance.

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<p>Section-4</p>	<p>Cessation of Membership 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. By removal: (a) On the report of gross misconduct or such acts considered to be detrimental to the objectives of AAGCETT B, the Executive Committee, after being fully satisfied about the charges made against the member, shall place his name before GC. 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.</p>
<p>Section-5</p>	<p>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.</p>
<p>Section-6</p>	<p>Register of Members AAGCETT B 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 AAGCETT B, on request. The register shall also be hosted on the website of the Association with appropriate security checks. Updating of Register and Enrolment of Members – The Board shall frame guidelines for updating of the register of members on a continuous basis.</p>
<p>ARTICLE IV. STRUCTURE</p>	
<p>Section-1</p>	<p>General Body (GB) The Regular and Life Members shall comprise the General Body of the Association. The General Body shall be the supreme body of the Association in taking a decision on any matter relating to the Association and on all matters brought before them by the General Council of association. Considering the size of the General Body, only those matters which are of extreme importance and which are related to amendments of rules and regulations of the Association should be brought to the General Body for decision.</p>
<p>Section-2</p>	<p>General Council (GC) The supreme body of Alumni Association shall be distinguished as the General council (GC). All Selected/elected representatives from all constituencies (41 in total) of Association will be the members of GC. GC will exercise the power to amend the constitution of Association, elect the Executive Committee (EC), and approve annual budget and annual report submitted by the secretary and annual general meeting (AGM) of alumni. The General Council shall function in accordance with the rules and regulations of the association.</p>

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<p>Section-3</p>	<p>Executive Committee (EC) Composition- The general management of AAGCETTB shall be vested in the Executive Committee which shall consist of seventeen (17) (minimum 7, max 21) members who will be office bearers, namely Chairman, Vice-Chairman, Secretary, Joint Secretary, Treasurer and Assistant Treasurer and members. For the purpose of good and effective governance, the post of the Vice-Chairman, Secretary and Treasurer will be held by members, who are located within easily commutable distance from the registered office of AAGCETTB.</p> <p>The executive committee shall be formed from amongst the members of the General Council comprising the elected representatives of the Alumni in the manner laid down later.</p> <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 three years from the date of election or until the next committee takes over after next AGM.</p> <p>Main Executive Committee is being started with 17 members where Minimum members may be 7 (Seven).</p>
<p>Section-4</p>	<p>Total 36+1 uniformly spread-out national constituencies and 4 constituencies (America, Europe, Australia and South-East Asia) shall be considered a constituency for the purpose of election to the General Council of the Association. Out of the mentioned 41 constituencies each constituency will normally have one member, to be designated as representative of the constituency, shall be elected/ selected to the General Council. The college at Berhampore. Will be a constituency and the OIC/Principal shall be the Ex-officio selected member.</p>
<p>Section-5</p>	<p>Representatives elected from different constituencies will constitute the General Council. The Executive Committee of the Alumni Association shall comprise the following:</p>
<p>Section-5.1</p>	<ol style="list-style-type: none"> 1. Chairman (1 Post): Shall be elected from the members of the General Council 2. Vice Chairman (1 Post): Shall be elected from the members of the General Council 3. Secretary (1 Post): Shall be elected from amongst the members of General Council 4. Joint Secretary (1 Post): The post shall be elected from the members of the General Council 5. Treasurer (1 Post): The post shall be elected from the members of the General Council 6. Assistant Treasurer (1 Post): The post shall be elected from the members of the General Council 7. Member: 1 reserved post which will be elected from the members of the General Council preferably belonging to Textile Technology Stream. If suitable candidate is not available then this post of member can be de-reserved and a suitable member from another stream can be elected.

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	<p>8. Member: 1 reserved post which will be elected from the members of the General Council preferably belonging to Computer Science and Engineering Stream. If suitable candidate is not available then this post of member can be de-reserved and a suitable member from other stream can be elected.</p>
	<p>9. Member: 1 reserved post which will be elected from the members of the General Council preferably belonging to Mechanical Engineering Stream. If suitable candidate is not available then this post of member can be de-reserved and a suitable member from another stream can be elected.</p>
	<p>10. Member: 1 reserved post which will be elected from the members of the General Council preferably belonging to Electrical Engineering Stream. If suitable elected candidate is not available then this post of member can be de-reserved and a suitable member from another stream can be elected.</p>
	<p>11. Member: The OIC/Principal, GCETT B shall be the Ex-officio members of the General Council under direct selection</p>
	<p>12. Member: 1 reserved post which will be selected as ex-officio from members of the current student association and the General Secretary of the Students' Association will hold the post</p>
	<p>13. Member: 1 reserved post which will be selected as ex-officio from members of the current student association and the Alumni Liaison Secretary of the Students' Association will hold the post.</p>
Section-6	<p>There shall be some subcommittees functioning as workgroups for furthering the activities. Each sub-committee shall comprise not more than 5 elected representatives.</p>

ARTICLE V. PROCEDURES & OPERATIONS

Section-1	<p>Responsibilities and duties of the Chairman: The duties and responsibilities of the Chairman shall be:</p> <ol style="list-style-type: none"> 1. The Chairman shall be responsible for the efficient and proper administration of the affairs of the Association. 2. The Chairman shall be responsible for the overall function of the Executive Committee 3. Preside over all meetings of the Society except those which are laid down otherwise in the Constitution or which are decided otherwise in any General Meeting of the Association 4. Act as spokesperson for the association to liaise with Government bodies and agencies and other socio-cultural organisations to promote the cause of AAGCETT B. 5. Offer suggestions, guidance and help relating to any matter pertaining to the Association. 6. Have a casting vote in case of a tie in any meeting presided by him. 7. The Chairman can authorise expenditure up to Rs.50000.00 for the purpose of the Association, but this should be approved by the next Executive Committee meeting. 8. The Chairman can call meetings, if necessary, with the consent of the majority of EC members.
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Section-2	<p>Responsibilities and duties of the Vice Chairman: The duties and responsibilities of the Vice Chairman shall be:</p> <ol style="list-style-type: none"> 1. To assist the Chairman. 2. To carry out such duties as may be assigned to him by the Executive Committee. 3. In the absence of the Chairman, shall preside over the meetings of the Society as under sub-Clause and act for the Chairman in performance of his duties.
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tion-3	<p>Responsibilities and duties of the General secretary: The duties and responsibilities of the General Secretary shall be:</p> <ol style="list-style-type: none"> 1. The General Secretary shall be the chief Executive officer of the association. 2. He shall be responsible for the safe-custody of the assets, records and seals of the association. 3. He will only implement the decisions of the Executive Committee, call meetings of the association. He shall co-ordinate the work of the various sections/sub - committees. 4. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. He/she shall be responsible for all organization correspondence and shall keep copies thereof on file. He/she shall also act as historian and shall maintain all records of the organization. 5. The General Secretary shall be responsible for giving effect to all decision of his sub-committee as and when approved by the Executive Committee and also to all direction of the association. 6. The Assistant General Secretary shall perform the functions of the General Secretary if the latter is absent and shall also perform such other functions as may be assigned to him by the Chairman. In absence of the Assistant General Secretary, the General Secretary may assign in writing the functions of the Assistant General Secretary to any other member of the Committee of the Alumni Association. 7. The General Secretary are authorized to draw segmental amount in advance not more than Rs. 10000/- and after necessary adjustment further requisite amount of Rs. 10000/- may be issued subject to the approval of the Executive Committee. In special cases, however, the Executive Committee may empower General Secretary to draw more amount in advance. 8. The different sectional secretaries shall function in their respective spheres under the guidance of the General Secretaries at any time. 9. The Secretary of each sectional committee shall call meeting of the committee. The Secretary shall record the proceedings of each meeting of the committee and pass a copy thereof to the G.S so that it may be placed before the next meeting of the Executive Committee for consideration. 10. The Secretary shall be responsible for keeping proper accounts and records relating their sections and shall be responsible for the proper expenditure within the Alumni Association sanctioned budget allotted to their respective section. 11. Acting collectively with other Sections, to coordinate the selection of and subsequent fundraising for reunion and similar activities 12. Acting as an initial point of contact for the administration on alumni related issues 13. Developing and undertaking initiatives that better facilitate communication and interaction between current students and alumni 14. Communicating to current students' information regarding alumni events, news, etc. 15. Serving as a sounding board for the Administration on various alumni initiatives that involve or are targeted toward current students to undertake important strategic
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	<p>initiatives each year (e.g., review of online recruiting utilities, studies to determine needs of job- seekers or student entrepreneurs), coordinate and support college Career Services efforts and enrich the student recruiting experience.</p> <ol style="list-style-type: none"> 16. Actively work with the TPO to enhance the career development, training and job search processes 17. Suggest strategic and operational recommendations to the administration regarding recruiting and career services 18. Increase student awareness on job related and career development services 19. Ascertain student opinions and concerns on career-related and recruiting matters 20. Study and take appropriate action on matters of career and alumni relations interest 21. Coordinate Section activities for social interaction 22. To initiate and organise various socio-cultural activities with the approval of the Executive Committee. 23. He/she will be responsible for planning and implementation of cultural/ 24. entertainment programs. 25. Plan Orientation activities through social events.
<p>Section-4</p>	<p>Responsibilities and duties of the Joint General secretary: The duties and responsibilities of the Joint General secretary shall be:</p> <ol style="list-style-type: none"> 1. To assist the General Secretary in all matters. 2. To carry out such duties as may be assigned to him by the Executive Committee. 3. In the absence of the Secretary, shall perform the duties of secretary
<p>Section-5</p>	<p>Responsibilities and duties of the Treasurer: The duties and responsibilities of the Treasurer shall be:</p> <ol style="list-style-type: none"> 1. The Treasurer shall maintain accounts and prepare the annual statement of accounts in relation to allocation of the fund. Treasurer shall keep account of the income and expenditure of the association in a manner as may be directed by the Executive Committee. 2. The statement of accounts should be placed regularly at the Executive Committee meetings.

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<p>Section-5.1</p>	<ul style="list-style-type: none"> • Fund of the association shall be drawn only under the joint signature of either the General Secretary or the Chairman and Treasurer for defraying expenses in accordance with provisions of the budget. The budget of the Alumni Association shall be framed in the first instance by the General Secretary and he shall place it before the Executive Committee for its consideration and approval. • In the absence of the Treasurer the General Secretary may exercise the function of the Treasurer. • The Treasurer may demand detailed accounts of the fund drawn by any of the sectional/sub-committee Secretaries at any time. • <ul style="list-style-type: none"> ○ To receive and have charge of all monies and make disbursement as directed by the Executive Committee. ○ To keep full and accurate records of all financial transactions of the Society. ○ To collect all funds, gifts, donations, grants, contributions and subscriptions and to deposit them fairly soon in the name of the Society with an authorised bank. ○ To collect section dues and coordinate the financial needs of the section. ○ To issue receipts for payments received and to pay bills passed for payment by the Executive Committee. ○ To submit a certified and audited report on the financial statement for the whole year. ○ To keep a petty cash in hand not exceeding Rs.1000/- for incidental expenses.
<p>Section-6</p>	<p>Responsibilities and duties of the Assistant Treasurer: The duties and responsibilities of the Assistant Treasurer shall be:</p> <ol style="list-style-type: none"> 1. To assist the Treasurer. 2. To carry out such duties as may be assigned to him by the Executive 3. Committee. 4. In the absence of the Treasurer, shall perform the duties of Treasurer
<p>ARTICLE VI. TRANSITION</p>	
<p>Section-1</p>	<p>Each office bearer and all committee chairs shall be responsible for maintaining adequate records and for preparing a binder including all pertinent materials (e.g., documentation of major projects) for their position/committee in order to aid successors. This binder shall be passed on to each new officer shortly following each election.</p>
<p>ARTICLE VII. COMMUNICATIONS, IDENTIFICATIONS AND AUTHENTICATION</p>	
<p>Section-2</p>	<p>Unless prohibited by law, for running the activities of the Association a secure Electronic/online Communications, Identifications and Authentication shall be considered as equivalent to a written signature, for documents and communications which require such signatures for the purpose of authentication.</p> <p>The form of the secure Electronic Identification shall be specified by the Executive Committee from time to time.</p>

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ARTICLE VIII. BOOKS OF ACCOUNTS: INSPECTION AND AUDIT	
Section-3	The books of accounts and other statutory books shall be kept at the registered office of AAGCETT B and shall be kept open for the of members AAGCETT B at such time and place as the Executive Committee directs on a written request made by any member. AAGCETT B shall maintain accounts which will be audited annually by a qualified auditor or auditors.
ARTICLE IX. MEETINGS	
Section-1	<p>The executive committee shall meet quarterly / as frequently as possible.</p> <p>General Body (GB) shall be the Apex body of the Association in taking decision on major matters relating to policy change and amendment on all matters brought before them by the GC /EC of association. The Regular and Life Members shall comprise the General Body of the Association.</p> <p>The Annual General Body Meeting (AGBM) shall be held once in every year at such time and date as the EC decides.</p> <p>Extraordinary General Body Meeting (EGBM)</p> <p>a) Requisition to Convene - Extraordinary General Body Meeting (EGBM) may be convened by the Board of its own motion or upon a requisition made in writing by not less than 100 members of the General Body. Such a requisition shall specify the purpose of the meeting and must be signed by all such members and shall be delivered at the Registered Office of the Association. Within a period of thirty days of the receipt of such a requisition, the Board shall notify programme for EGBM specifying the agenda as per the requisition.</p> <p>b) Chairman may Convene - For the purpose of taking decision of the General Body on a specific matter, the Chairman may also convene an extraordinary meeting of the General Body.</p>
Section-2	<p>General Council will meet at least once in a year. The time, date, and location of these meetings shall be determined by the executive committee, as needed. The General Secretary and other Secretaries of the sub-committee shall give at least two days' clear notice for the ordinary meetings of the committees. However, for emergency meetings 24 hours' notice shall be sufficient.</p> <p>Powers of the GC: For the purpose of implementing the decisions taken during its tenure, the GC shall be empowered to:</p> <ol style="list-style-type: none"> 1. create the required administrative infrastructure for the office of the Association at the Institute and/or at other locations, 2. to take decisions on such matters which are placed before it by the EC 3. exercise powers to achieve the mission of the Association.
Section-3	One- third (1/3rd) members of the General Council may demand a requisition meeting. A requisition meeting shall be convened by the Chairman. In case of such meeting, three clear days notice shall be required.
Section-4	The quorum to constitute a meeting of General Council shall be two third (2/3rd) of the total members plus one.

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Section-5	<p>Executive Committee is the working body of the Association. The joint meeting of the Executive Committee and sub-committee to prepare a budget proposal shall be convened by the General Secretary of the Alumni Association with at least 7 clear days' notice and send it to the Chairman to convene a General Council Meeting for necessary allotment. The budget shall be regarded as being adopted if it is passed by a simple majority of the members. Powers of the EC: For the purpose of implementing the decisions taken during its tenure, the EC shall be empowered to:</p> <ol style="list-style-type: none"> 1. to initiate all plans and programs of the Association in accordance with the mission 2. to take decisions on such matters which are placed before it by any member or members 3. to form subcommittees for effective functioning 4. to decide on membership and election matters 5. to decide on financial transactions, Bank accounts and procedures 6. to decide on online and electronics means of operations of activities 7. to apprise the GC on all matters and seek necessary permission if felt necessary. 8. To decide on running of the Association office and look after the necessary temporary/ casual engagement of personnel
Section-6	<p>The General Secretary shall have the power to convene emergency meetings of the Executive Committee with one hour notice. No quorum will be necessary in such meetings. However, fund release, question of election or motions of no confidence on office bearers shall form part of the agenda of emergency meetings of the Executive Committee.</p>
Section-7	<p>The Chairman shall preside over the meetings of the General Council/ Executive Committee.</p>
Section-8	<p>In absence of the Chairman the Vice Chairman shall exercise the functions of the Chairman.</p>
Section-9	<p>Unless otherwise stipulated, the General Secretary shall convene the meeting of the General Council. He shall record all the minutes of the meeting. He shall be responsible for giving effect to all the decisions of the Association.</p>
<p>ARTICLE X. ELECTIONS</p>	
Section-1	<p>The Alumni are expected to exercise their wise decision in forming the General Council of the Alumni Association by submitting nominations through selection (i.e., uncontested election) rather than election through electronic means/ online / ballot, upholding the long going tradition of this college.</p>
Section-2	<p>The General Alumni Association election shall be conducted with the help of the current EC members and an election committee shall be formed.</p>
Section-3	<p>If election becomes extremely necessary, then the general election of the representatives to the General council shall ordinarily take place within the scheduled tenure</p>
<p>Conducting Election to the General Council:</p>	

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Section-4	<p>The EC will constitute an election committee comprising</p> <ol style="list-style-type: none"> 1. Four alumni members suitably. 2. One member should be assigned to act as the Returning Officer and convenor of the above election committee for overseeing the election process. <p>The schedule of election will be finalised by the above committee under the advice of EC members. A minimum of "fourteen" days (14 days) notice will be given for the announcement of election schedule. The distribution of constituencies nationally and internationally considering the prevailing situations should be done by the EC. The reservation of seats (at least 4) to ensure fair and essential representation of all sections of Alumni (female members, members belonging to TT, CSE, EE and ME streams etc.) should also be done by the EC.</p>
Section-5	Election of the Alumni Association shall ordinarily be held before the expiry of the term of the Alumni Association and in any case not later than within three months from the end of the term.
Section-6	Under abnormal/ emergency situations if it becomes difficult to conduct peaceful, free and fair elections, the college, in harmony with the prevalent rules and regulations, shall initiate a system of Alumni representation based on nominations till the atmosphere becomes conducive for conducting the elections.
Section-7	However, this must only be resorted to as an interim measure and the structured election process shall not be kept pending by the college for more than six months.
Section-8	All elections shall be held by online methods / electronic means /secret ballots according to standard election practices and rules framed in the rules and regulations.
Section-9	Within 20 days of the completion of the election process the first meeting of the General Council shall be convened by the Returning officer exclusively for the purpose of formation of the Executive Committee of the Alumni Association. Not less than "seven days" notice shall be given for the meeting. The notification convening the first meeting shall be pasted on the notice board of the Office and should be floated on the Association website.
Section-10	The Executive Committee of the Alumni Union shall be elected from amongst the members of the General Council, if required through online methods / electronic means /secret ballots, by the elected members of the General Council.
Section-11	Election committee members shall conduct elections, count votes, and name the newly elected officers. No individual involved in conducting elections may be a potential candidate.
Section-12	The officers shall be elected to serve for a term not to exceed three years and their term of office shall begin from the first meeting of the General Council.
Section-13	All regular members shall be eligible for voting in the election to the General Council of the Alumni association.

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Section-14	<p>The schedule of election will be notified by the election committee and shall, <i>inter alia</i>, include the following:</p> <ol style="list-style-type: none"> 1. The dates of Issuing of Nomination Papers. 2. The last date of Submission of Nomination Papers. 3. The Date of scrutiny of Nomination Papers. 4. The last date of withdrawal of Nomination Papers. 5. The date of Publication of the List of valid candidates. 6. The Venue, Date and Time schedule of Polling. 7. The date and time of counting of votes and declaration of results.
Section-15	The Returning Officer shall make available the election rules, norms and conventions to the interested contestants.
Section-16	The Returning Officer shall authenticate the contestants and their representatives during polling and counting process.
Section-17	The Returning Officer shall have the power to take appropriate action, if required, in consultation with the members of the Election Committee regarding
Section-18	any dispute arising out of scrutiny, polling, counting and any other matter related to the election.
Section-19	The Returning officer will settle all disputes in connection with the election. Unsettled Election related grievances, if any, may be referred to Grievance Redressal Alumni Association Cell for its consideration.
Section-20	<p>Eligibility Criteria for Candidates</p> <ol style="list-style-type: none"> 1. Any regular member and Faculty member may contest elections. 2. The prospective candidates for election to GC must get nominations from five regular alumni members who are to be chosen in such a fashion that their years of passing are spread over a period of at least 20 years. 3. The candidate shall not have a previous criminal record, that is, he should not have been convicted of any criminal offence or misdemeanour. The candidate shall also not have been subject to any disciplinary action by the College/ University 4. authorities due to gross misconduct/involvement in ragging case from his end.
Section-21	<p>Polling and Presiding Officers and their duties:</p> <p>The Returning Officer is authorised to appoint any Presiding and Polling officers. Duties and responsibilities of these officers and the election procedure should be decided beforehand. Generally, the standard election practices should be adopted.</p>

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Section-22	<p>Code of Conduct for Candidates and Elections Administrators</p> <ol style="list-style-type: none"> 1. No outsiders should be allowed to involve in the election process. 2. No candidate shall indulge in, nor shall abet, any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of Alumni. 3. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work associated with the welfare of alumni, not to any personal matters. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates or their supporters based on unverified allegations or distortion shall be avoided. 4. All candidates shall be prohibited from indulging or abetting, all activities which are 5. considered to be "corrupt practices" and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling stations, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll, and the transport and conveyance of voters to and from polling station. 6. No candidate shall be permitted to make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. Candidates may only utilize hand-made posters for the purpose of canvassing, provided that such hand- made posters are procured within the expenditure limit set out by election committee. 7. Candidates may only utilize posters at certain places in the campus/ off-campus/ online sites/ social media, which shall be notified in advance to the election committee. Canvass or propaganda should be restricted to minimum. 8. No candidate shall be permitted to carry out processions, or public meetings, or in any way outside the college campus. 9. The election committee shall appoint impartial observers, if necessary 10. If the candidates have any specific complaint or problem regarding the conduct of the elections, they may bring the same to the notice of the Returning Officer/observer. 11. In addition to the above-mentioned code of conduct, it is also recommended that certain provisions of the Indian Penal Code, "Offences Relating to Election", may also be made applicable to alumni elections.
ARTICLE XI. FINANCES	
Section-1	The funds of the association shall be kept in a separate account with any nationalized bank under the name of " Alumni Association of GCETT B". Other separate account can also be opened in any nationalised bank for a particular purpose like Treatment Purpose Collection, Scholarship, Reunion etc.
Section-2	At least 10% of the total membership fee shall be kept in reserve fund of the union. The reserve fund may be operated only with the consent of the GC to be obtained in a special general meeting and with approval of the Chairman.
Section-3	The Secretary shall be responsible for keeping proper accounts and records relating their sections and shall be responsible for the proper expenditure within the sanctioned budget allotted to their respective section.
Section-4	Revised annual budget may be placed by the association if and when required.

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Section-5	The financial accounting year of the Association will be from 1 st April to 31 st March of every year.
Section-6	The Chairman will appoint an external competent Auditor to audit the account of the association.
Section-7	All funds of Alumni Association shall be deposited and handled through the Office of Associated Alumni Activities. All expenses shall be approved by the Treasurer and the Chairman.
Section-8	The Treasurer shall be responsible for submitting a budget request to the EC prior to each event, which requires funding.
ARTICLE XII. BANK ACCOUNT	
Section-1	An separate Joint Savings Bank Account will be created in Nationalised Bank or Post Office in the name of " Alumni Association of GCETTB". Number of account holder will be three(3). 1 st Account Holder will be the Chairman, 2 nd Account Holder will be the Secretary and third account holder will be the Treasurer. Any two of the three account holder can operate jointly.
Section-2	For the Purpose of Scholarship, Donation and other purpose, another separate account can be created in Nationalised Bank or Post Office
Section-3	Fixed Deposit and RD can also be made in the name of Association or other name of college related activity
ARTICLE XIII. ADVISOR	
Section-1	The Ex-Principal/OICs /Chairman/ Secretaries and other office bearers of EC who are not holding any present office shall be the Advisors.
Section-2	The duty of the advisor is to promote harmonious existence of the Association and to guide the officers when and where it is necessary.
Section-3	All resolutions of the Alumni Association should be officially reported to the advisors.
ARTICLE XIV. AMENDMENTS TO THE CONSTITUTION	
Section-1	This constitution can be amended by two-thirds majority vote only at a general meeting of all elected/selected members (not in G.C. meeting) or by selection through a secret ballot process/ similar e-process, provided that the proposed amendment has been submitted in writing at the previous General Council meeting and passed by a 2/3 vote or by a petition signed by 30% of the alumni.
Section-2	The final proposal for amendment should be notified openly at office notice boards at least fifteen days before the scheduled date of voting.
Section-3	All amendments to this constitution must be eventually approved by the GB.

Chairman Dr. Datta

Jayank Anand

Section-4	The GB has the authority to amend, add and delete any part of the constitution including dissolving the Association, if any in disciplinary problem or problem like those as mentioned in the above Section-3 arises.
ARTICLE XV. REMOVAL OF OFFICIALS	
Section-1	The Executive Committee shall have the powers to make such Memorandum, Regulations and Bye-Laws as may be considered necessary in the interest of Association
Section-2	Any representative of General Council, Executive Council, except the Chairman/Vice-Chairman may be removed from office on grounds of misconduct, dereliction of duties, or any other reason which makes that person unfit to serve in that office.
Section-3	If 60% or more of the electorates of a constituency make a written complaint against a member elected from that constituency to the General Council, the General Secretary shall convene a meeting of the EC to consider the complain. No reasonable opportunity shall be denied to the member (against whom the complaint has been lodged) to defend himself. After hearing the complaint and the defence if at least 2/3rd of the members of the EC present and voting prefers the member's recall, the member concerned shall cease to be a member of the General Council. The decision of the EC must be passed in the GC later.
Section-4	<p>The office bearers of the Executive committee of Alumni Association shall cease</p> <ol style="list-style-type: none"> 1. to hold office if the 60% of the committee members of the Association make a complaint against him in writing which will be investigated at the committee meeting of the Alumni Association to be convened by the General Secretary or Chairman of the Association after giving opportunity to the member concerned to defend himself at the meeting of the Alumni Association, provided that two third majority (2/3) of the committee members of the concerned Association present at the Alumni Association meeting to vote in favour of the re-call of the Alumni Association member. 2. Any addition, alteration or amendment of the memorandum, regulations shall come in the form of a resolution duly proposed and seconded by a member; 3. EC will appoint a sub-committee with a specific mandate to review all the proposals received for amendment of MOA & Regulations; 4. 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; 5. 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.
ARTICLE XVI. INDEMNITY	
Section-5	No member of the Executive Committee or of AAGCETT B shall be held responsible for any damage or loss to AAGCETT B incurred as a result of any action taken in good faith in the proper discharge of his/her duties except for wilful negligence or fraud.
Section-6	Legal heirs, executors or administrators of the properties of any member of the Executive Committee or of AAGCETT B shall at all times be indemnified and saved harmless out of the properties and funds of AAGCETT B.

Chakradhar Datta

Jayesh Chak

ARTICLE XVII. DISSOLUTION	
Section-1	The Alumni Association may be dissolved at any time after a resolution for dissolution by GC which is to be ratified by the GB.
ARTICLE XVIII. ENACTMENT	
Section-1	These Rules and Regulations or comprehensively the Constitution shall be in full force and effect with all powers granted and responsibilities vested at such time as this constitution has been approved and the result of the elections duly certified, all prior conflicting documents and enactment shall be null and void.
ARTICLE XIX. RATIFICATION	
Section-1	This constitution shall be ratified by a two-thirds (2/3) vote of the GB after establishment of the registered association.
ARTICLE XX. LIMITATIONS	
Section-1	Official statement and actions by the Alumni Association officers or agencies on matters outside the direct control and jurisdiction of the Alumni Association or are expressly and strictly prohibited except when supported by an official referendum.
Section-2	All powers and rights not granted to the Alumni Association by this Constitution are reserved to the individual members of the Alumni Association.
ARTICLE XXI. ACCESSIBILITY OF THIS CONSTITUTION	
Section-1	Copies of this Constitution are available to anyone upon request.
ARTICLE XXII. SUITS AND LEGAL PROCEEDINGS	
Section-1	All suits and legal proceedings by or against AAGETTB shall be in the name of the Secretary or such person as shall be appointed by the Executive Committee for the purpose.

Certified to be true copy of regulations of the Society (Alumni Association of GCETTB)

1. Chakradhar Datta Chairman, Alumni Association of GCETTB

23.05.2023

2. Ananda Gopal Goswami Vice-Chairman, Alumni Association of GCETTB

23/5/2023

3. Jayashankar Secretary, Alumni Association of GCETTB