

**CONSTITUTION
OF
M. S. UNIVERSITY OF BARODA, POLYTECHNIC ALUMNI ASSOCIATION
(MSUPAA)**

ARRANGEMENT OF ARTICLES

Article 1:Definitions

Article 2:Name

Article 3:Mission Statement, Goals and Objectives of the Association

Article 4:Powers and functions

Article 5:Organs of the Association and their functions

Article 6:Secretariat of the Association

Article 7:Meetings of the Association

Article 8:Membership of the Association

Article 9:Financial matters

Article 10:Property rights

Article 11:Amendments

Article 12:Disputes

Article 13:Dissolution

**ARTICLE 1
DEFINITIONS**

In this Constitution, unless the context otherwise requires – “Polytechnic, M. S. University of Baroda” means Polytechnic, M.S. University of Baroda, a constituent College of the M. S. University of Baroda.

- “Alumni” means -
- (a) all Diploma of Polytechnic, M. S. University of Baroda ;
 - (b) all persons that have diploma or post diploma holder studied at Polytechnic, and Civil, Mechanical, Electrical courses runs at kalbhavan earlier in M. S. University of Baroda.

**ARTICLE 2
NAME**

- (1) The name of the Association shall be, M. S. University of Baroda Polytechnic Alumni Association MSUPAA (hereinafter referred to as the “Association”).
- (2) The Association shall be a non-political and non-profit making organization.
- (3) The Association’s mission, goals and objectives shall be to support the development of Polytechnic, M. S. University of Baroda thereby indirectly contributing to the development of the University of Vadodara.
- (4) The Association shall have a logo.

**ARTICLE 3
MISSION STATEMENT, GOALS AND OBJECTIVES OF THE ASSOCIATION**

- (1) The Mission Statement of the Association shall be “ To contribute to the development of Polytechnic, M. S. University of Baroda and its alumni through improvement and development of curricula and programs, provision of financial and material support and enhancing networking and career development among the alumni and also the Association is established solely for the purposes stated in memorandum of association and to carry out and pursue any activity in the technical, education and cultural area which will be in interest of the members and alma mater and maintain a link of fraternity among member and alma mater.
- (2) The goals of the Association shall be -
 - (a) to contribute towards the improvement of the current as well as the development of new curriculum and programs at Polytechnic, M. S. University of Baroda ;
 - (b) to raise financial and material resources for efficient and effective teaching and learning as well as the general well being of students and staff at Polytechnic, M. S. University of Baroda ; and
 - (c) to develop and help maintain active alumni interactions and enhance the image of Polytechnic, M. S. University of Baroda through self-enrichment, career development and role modeling in the wider society.
- (3) The objectives of the Association shall be –
 - (a) to enhance and maintain links among members of the alumni and between alumni and Polytechnic, M. S. University of Baroda ;
 - (b) to assist needy Polytechnic, M. S. University of Baroda students by contributing to their academic requirements such as book allowances and financial contribution;

- (c) to provide support to Polytechnic, M. S. University of Baroda Library by donating and/or assisting the library access documentary resources;
- (d) to provide incentives such as rewards and prizes to the best student researchers and best alumni models with proven record of significant contribution to society and industry in Vadodara;
- (e) to provide advice on the improvement of Polytechnic, M. S. University of Baroda curricula and programs;
- (f) to devise ways and means of raising funds for the Association and Polytechnic, M. S. University of Baroda ;
- (g) to encourage alumni to develop their respective careers through use of college resources and support from staff;
- (h) to initiate seminars, lectures and other academic functions for the benefit of alumni and Polytechnic, M. S. University of Baroda ;
- (i) to create and support projects deemed necessary at Polytechnic, M. S. University of Baroda ;
- (j) to enhance the image of Polytechnic, M. S. University of Baroda and promote Polytechnic, M. S. University of Baroda as a premiere local, regional and international institution of excellence in training and research.
- (k) Up liftment and promotion of technical, educational facilities in polytechnic
- (l) To carry on industrial interaction among the members.
- (m) To establish study centre, to support Library circulation of technical and Commercial books among the members.
- (n) To Accept the contribution from the members as and when required and determined by the association and make the from, a fund to organize. Technical lectures, Study, tours, cultural programmes, official functioning of association and meet the expenses of it.
- (o) To foster goodwill among the members by arranging meetings and discussion of common interest periodically.
- (p) To look after the welfare of the alma mater for better development .
- (q) To do all such other lawful things as are incidental or conducive to the achievement of above objects.
- (r) The income and property of the association when ever derive shall be applied solely for the promotion of its objects as set forth in this memorandum.
- (s) No portion of income or property afore said said, be paid or transferred directly or indirectly by the way of dividend, bonus or otherwise by way of profit to persons who at any time are to have been members of association.
- (t) Nothing in this clause shall prevent the payment by association in good faith, the reasonable remuneration to any of its officer or servant (not being member) or to any other person (not being member) In return for any service actually rendered to the association.
- (u) True accounts shall be kept for all sums of money received and the matter in respect of which such receipt and expenditure take place and of property credits and liabilities of the association. The account shall be to the inspection of members. Once atleast in every year, the account shall be examined and correctness of the balance sheet and income and expenditure account ascertained by one or more property qualified audit or auditors.
- (v) If upon winding up or dissolution, the remains of any balance and property what so ever, except for depth and liabilities the same shall not be distributed amongst the members but shall be transferred to Polytechnic of The M.S. University.

**ARTICLE 4
POWERS AND FUNCTIONS OF THE ASSOCIATION**

In pursuance of its aims and objectives and for the better and proper performance of its functions under this Constitution, the Association shall have powers to –

- (a) engage in any activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfillment of the aims and objectives of the Association as set out in this Constitution;
- (b) solicit donations, gifts and other forms of material aid acceptable to the Association for the purpose of meeting the financial requirements and other needs of the Association in furtherance of its aims and objectives;
- (c) exercise any other power, perform any other function or do any other activity that may lawfully be so exercised, performed or done by the Association for carrying out, or giving effect to, the purpose for which the Association is established; and
- (d) make rules prescribing –
 - (i) the rates and modes of payment by individual or institutional members which shall apply from time to time in respect of membership fees, subscription fees, and other contributions/donations towards the funds of the Association;
 - (ii) the circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated; and
 - (iii) such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honor and dignity of the Association as well as efficacy in its operations.

**ARTICLE 5
ORGANS OF THE ASSOCIATION AND THEIR FUNCTIONS**

The Association shall have an Executive Committee consist of the following –

- | | |
|---|--------------------------------------|
| 1. President | (One) |
| 2. Vice President (Programmes) | (One) |
| 3. Vice President (Organization / Administration) | (One) |
| 4. Executive Secretary | (One) |
| 5. Joint Secretary (from any discipline) | (One) |
| 6. Treasurer | (One) |
| 7. Executive Members | (one member
from each discipline) |

- (1) the President whose functions shall be-
 - (i) to chair meetings of the Executive Committee and the General Assembly;
 - (ii) to authorize use of the funds of the Association according to the budget approved by the General Assembly;
 - (iii) to supervise and coordinate activities of the Secretariat of the Association; with the approval of the Executive Committee, shall have powers between Executive Committee meetings to appoint Committees, representatives of the Association on joint
 - (i) committees and/or delegate specific powers and duties to other members of the Executive Committee; and
 - (ii) submit periodic reports to the Executive Committee on the activities of the Association.
- (2) the Vice President (Programmes) whose functions shall be –
 - (i) to initiate the establishment and organization of Alumni Chapters;
 - (ii) to recruit alumni and expand projects;

- (iii) to coordinate activities of the various Alumni Chapters;
 - (iv) in the absence of the President, to perform functions of the President.
- (3) Vice President (Organisation / Administration): He will maintain record of every activity, all necessary arrangement for organizing event shall be done by him. He will look after account & financial matter with treasurer. Vice president with executive secretary & joint secretary. They will inform to all members for all programmes through media, courier, post, e-mail. He will supervise employees of association.
- (4) the Executive Secretary whose functions shall be -
- (i) to act as secretary at meeting of the Executive Committee;
 - (ii) to take minutes during the meeting of the General Assembly;
 - (iii) to act as custodian of all the records of the Association;
 - (iv) to be the public relations person for the Association;
 - (v) to monitor fulfillment of activities of the Association and prompt different offices accordingly; and
 - (vi) to publicize income-generating activities of the Association.
- (5) the Joint Secretary whose functions shall be -
- (i) to handle issues of publicity for the Association;
 - (ii) to coordinate the production of the newsletter and other publications of the Association;
 - (iii) in the absence of the Secretary, to perform the functions of the Secretary; and
 - (iv) to publicize income generating activities of the Association.
 - (v) He will also work jointly to organize programmes for each respective discipline of common interest, to organize participation from each department in the cultural & technical events of association.
- (6) the Treasurer whose functions shall be -
- (i) to act as the custodian of the finances of the Association;
 - (ii) to act as the custodian of audit records;
 - (iii) to act as the custodian of the inventory of property for the Association;
 - (iv) to prepare and report to the Executive Committee the Association's regular financial documents and statements;
 - (i) to prepare the draft annual budget of the Association for presentation to the Executive Committee and the General Assembly;
 - (ii) to ensure that accounts are audited by Auditors of the Association; and
 - (iii) to make financial transactions on behalf of the Association.
- (7) Executive Member responsible for student programs whose functions shall be-
- (i) to work in liaison with the Dean of Students at Polytechnic, M. S. University of Baroda to develop projects addressing the needs of students;
 - (ii) to coordinate student scholarships and awards sponsored by or through the Association;
 - (iii) to report to the Executive Committee on programs of the Associations directly benefiting students; and
 - (iv) to initiate student-alumni activities.
 - (v) to coordinate academic and self-enrichment programs for the alumni;
 - (vi) to coordinate and arrange, in liaison with Alumni Chapters tours, excursions, and reunions for the alumni; and
 - (vii) to coordinate alumni awards or prizes sponsored by or through the Association.
 - (viii) to propose and develop projects for the improvement of Polytechnic, M. S.

- (ix) University of Baroda campus in collaboration with the administration of Polytechnic, M. S. University of Baroda ; and to coordinate alumni input on Polytechnic, M. S. University of Baroda curricula and programs; and
- (8) the Principal of Polytechnic, M. S. University of Baroda , ex officio, whose functions shall be-
 - (i) to observe key issues initiated by the alumni and relate them to the relevance of Polytechnic, M. S. University of Baroda ;
 - (ii) to convey to the Executive Committee proposals worth considering;
 - (iii) to advise the Executive Committee on the policies and regulations of the University of Vadodara.

In the execution of its functions the Executive Committee shall -

- (a) serve as a policy and executive group to facilitate the work of the Association between meetings of the General Assembly, and to take such actions and policies of the General Assembly;
- (b) serve as an advisory and planning body for the Association of projects and any other reports submitted to the Executive Committee and issue appropriate directions for compliance by the competent organs or officers of the Association;
- (c) consider and approve proposals by the President to appoint a Committee to perform special tasks;
- (d) consider the budget of the Association before it is presented to the General Assembly;
- (e) appoint auditors of the Association;
- (f) receive and consider auditor's reports and audited accounts, and financial statements relating to the accounts of the Association presented by the Treasurer General; and
- (g) receive, consider and draft a resolution for any issue or question for determination and in respect of which this Constitution makes inadequate or no provision for its resolutions. Such a draft resolution shall be presented to the General Assembly for approval.
- (h) Quorum for Executive Committee shall be 1/4th of total members. In absence of Quorum the meeting shall be adjourned & reconvened after an interval of 30 minutes & no quorum will be necessary for it.
- (i) The Executive Committee shall meet as and when required but at least once every two months. The President shall convene and chair the meetings.
- (j) Any three members of the Board or Executive Committee can respectively requisition a meeting of the Board or Executive Committee by sending the request to the President or the Secretary.
- (k) In the event of a member of executive committees resigning or not being available for the rest of the term, the Board shall appoint another member for the rest of its term. The member so appointed shall holds office with full duties and privileges.

Elections and terms of office for office bearers shall be as follows –

- (a) office bearers of the Executive Committee shall be elected during the General Assembly;
- (b) office bearers shall be elected by a majority vote;
- (c) the term of office for office bearers shall be three years and shall resume duty at the close of the regular meeting of the General Assembly at which they were elected and end at the close of the succeeding regular meeting at which a new Executive Committee was elected; and
- (d) any position that falls vacant between regular General Assembly meetings may be filled by a majority vote of the Executive Committee until the close of the next regular

General Assembly.

- (e) The secretary shall notify to registered members at their registered members at their registered postal or email addresses. The detail of election procedure & vacancies for different posts should be notified atleast 15 days before the election date. Nominations shall be invited & shall be received within 7 days before the election date by returning officer appointed by executive committee.
- (f) Only those members may be registered upto 15 days before the date of election will be eligible to vote or contest. Election results shall be decided by majority of valid votes & by drawing of lots in case of tie of votes.

Alumni Chapters of the Association shall be as follows -

- (a) the Association shall have chapters based on the major Technical zones of the country (demarcations of the Technical Development Divisions);
- (b) a group of alumni shall qualify to be registered as a Chapter after approval by the Executive Committee;
- (c) each Chapter shall operate in accordance with the functions of the Association as spelled out in of this Constitution;

ARTICLE 6 SECRETARIAT OF THE ASSOCIATION

- (1) The Secretariat of the Association shall be based at Polytechnic, M. S. University of Baroda campus and the postal address shall be Polytechnic, M. S. University of Baroda Alumni Association, Vadodara.
- (2) The Office Administrator shall manage the Secretariat and new positions be created as deemed necessary by the Executive Committee.
- (3) The duties of the Office Administrator shall be –
 - (a) to coordinate the day to day affairs of the Secretariat;
 - (b) to work in close collaboration with members of the Executive Committee and Alumni Chapter Committees in the execution of their specific tasks; and
 - (c) to perform such other duties as the Executive Committee may deem necessary to be performed by the Office Administrator.

ARTICLE 7 MEETINGS OF THE ASSOCIATION

- (1) The General Assembly shall be a gathering to be answerable to the entire membership of the Association.
- (2) The General Assembly shall be attended by -
 - (a) all subscribing members of the Association who shall attend the General Assembly meeting as voting delegates;
 - (b) the immediate ex-officio members of the Executive committee; and
 - (c) partners and organizations that support the Association who shall be invited to attend by the Secretary of the Executive Committee but such delegates shall have no voting rights.
- (3) The President or his vice shall chair meetings of the General Assembly.
- (4) Ordinary meetings of the General Assembly shall be held annually.
- (5) The Executive Committee, by two-thirds vote, may call for an extra-ordinary General Assembly upon request from more than half of the subscribing members of the Association.

- (6) Voting at the General Assembly shall be by the subscribing members and may be by show of hands or by secret ballot.
- (7) The Chairman of the session shall have a casting vote in addition to his deliberation vote.
- (8) A preliminary agenda for the General Assembly shall be prepared by the Executive Committee and sent to the Chapters three months in advance of the General Assembly and -
 - (a) subscribing members may propose business to be transacted at the General Assembly through their Chapters;
 - (b) such proposals shall reach the Secretary at least two months before the meeting;
 - (c) the agenda of business to be transacted at the General Assembly shall be distributed by the Secretary to the Chapters and delegates at least one month before the meeting; and
 - (d) no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds majority vote at the General Assembly.
- (9) The venue of the next General Assembly shall be decided at the preceding General Assembly.
- (10) The Executive Committee shall decide the exact dates of the General Assembly.
- (11) The Executive Committee may decide a registration fee or scale of registration fees for the next General Assembly.
- (12) The Executive committee may waive registration fees either partly or wholly for subscribing members of the Association.
- (13) The General Assembly shall have the following functions -
 - (a) to give recognition to each qualified Chapter;
 - (b) on the proposal by the Executive Committee, to decide the subscription rates;
 - (c) to determine special projects that shall be financed independently of the general expenditure;
 - (a) to consider and approve proposals for any short or long term development plan of activities, and strategies for implementation;
 - (b) to receive, review and evaluate reports on implementation of projects and any other reports submitted to the General Assembly by the Executive Committee, and issue appropriate directions for compliance by the competent organs or officers of the Association;
 - (c) to consider and approve proposals by the Executive Committee to appoint a Committee to perform special tasks;
 - (d) to consider and approve the budget of the Association;
 - (e) to consider and approve auditor's reports, audited accounts and financial statements relating to the accounts of the Association presented by the Treasurer; and
 - (f) to receive and consider draft resolutions from the Executive Committee for any issue or question of which this Constitution makes inadequate or no provision for its resolution.
 - (i) Annual meeting of the General Body shall be held every year. The mode of holding the meeting including the place, the date, time the agenda.
- (14) Meetings of the Executive Committee shall be held quarterly and all members of the Executive Committee shall attend the meetings.
- (15) One third of the members of the Executive Committee shall form a quorum.
- (16) The President or the Vice President shall chair meetings of the Executive Committee.
- (17) Chapters shall hold Annual General Meetings.
- (18) The Chairperson of the Chapter shall chair the Annual General Meeting.

- (19) All members of the Association in the particular Chapter shall attend the Annual General meeting and members of the Executive Committee shall be invited to attend without voting rights, except when they are a member of the particular Chapter.
- (20) The venue of the next Annual General Meeting for the Chapter shall be decided during the preceding meeting.
- (21) The exact dates of the Annual General Meeting shall be decided upon by the Chapter Committee.
- (22) The Chapter Committee may decide a registration fee or scale of registration fees for the next Chapter Annual General Meeting.
- (23) A preliminary agenda for the Annual General Meeting shall be prepared by the Chapter Committee and sent to the Chapter members one month in advance of the meeting.
- (24) Subscribing members may propose business to be transacted at the Chapter Annual General Meeting and such proposals shall reach the Secretary of the Chapter at least two weeks before the meeting.
- (25) The Chapter Secretary shall distribute the agenda of business to be transacted at the Annual General Meeting to subscribing delegates at least one week before the meeting and no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds majority vote at the Annual General Meeting.
- (26) The Annual General Meeting shall have the function of -
 - (a) giving recognition to each registered member; and
 - (b) determining special projects according to the objectives of Association that shall be financed independently by the Chapter.
- (27) Quorum for AGM or extraordinary AGM shall be 1/4th of total registered members upto 15 days before AGM. In absence of Quorum the meeting shall be adjourned & reconvened after an interval of 30 minutes & no quorum will be necessary for it.

ARTICLE 8 MEMBERSHIP OF THE ASSOCIATION

- (1) Membership of the Association shall be divided into three categories -
 - (a) individual membership;
 - (b) associate membership;
 - (c) Patron;
 - (d) Donor Member
 - (e) Invitee Member

and shall be open to-

- (a) Individual Membership: Any diploma or post diploma holder from Polytechnic and Civil, Mechanical, Electrical courses runs at kalbhavan earlier the M.S University, Vadodara , former student(s) can become member of MSUPAA.

Any eligible member may be enlisted as member by submitting membership form and Rs. 500/- as Life membership, Annual Membership Rs. 100/- Alumni outside India will have to pay us \$ 100 for life membership.

- (b) Associate Membership: Former or present faculty members at Polytechnic, M. S. University of Baroda who are not diploma of the college they shall be associate members by affiliation and they will not get right for voting.

Any eligible member may be enlisted as member by submitting membership form and Rs. 500/- as Life membership, Annual Membership Rs. 100/- Alumni outside India will have to pay us \$ 100 for life membership.

- (c) Patron : Any person of esteem in the field of Engineering and technology can be appointed as patron of association for the period of Three years.
- Maximum number of Seats for patron will be not more than five.
- (d) Donor Member : Any individual of high repute in engineering field can be donor member by paying rupees 25000/- or more without voting rights any engineering industry enrolled as donor member will recommend maximum two member to represent in the association, if donation exceed Rs. 50000/-.
- (e) Invitee Members :- The Principal, polytechnic and all Head of Department will be permanent invitee members of the association. Executive secretary in consultation with president can invite additional members in executive committee or general body for a specific meeting only.
- (3) Membership and subscription fees shall be determined by the Executive Committee and ratified by a simple majority vote at the General Assembly.
- (4) Payment of annual subscriptions shall be made by the end of the month of June each calendar year. (Academic year)
- (5) All members of the Association shall be bound by the provisions of this Constitution, and its interpretation as made by the Executive Committee and its members.
- (6) At any meeting of the Association, when a vote is taken by show of hands or secret ballot, all paid up members shall be entitled to one vote each.
- (7) Membership shall cease upon resignation by writing to the President of the Executive Committee.
- (8) The Executive Committee shall have the right to terminate membership for any member whose conduct is deemed to be prejudicial to the good name of the Association.

ARTICLE 9 FINANCIAL MATTERS

- (1) The Association shall generate its income from -
- (a) membership fees and subscriptions;
 - (b) contributions by well wishers;
 - (c) donations and grants from Governments, bilateral donors and non-governmental organizations; and
 - (d) fund raising activities taken under the authority of the Executive Committee.
- (2) The Executive Committee shall open an account in the name of, M. S. University of Baroda Polytechnic Alumni Association (MSUPAA) and all funds of the Association shall be deposited in that account.
- (3) There shall be three signatories to the Account and these shall be the Treasurer General, the President and the Secretary.
- (4) A portion of the Association's fund shall be allocated for discharging the duties of the Secretariat.
- (5) The Executive Committee shall open an account for the Endowment Trust Fund which shall be a Trust run by the Association;
- (6) Donors shall make donations for specific functions or activities of the Association.
- (7) All accounts, records and documents of the Association shall be open for yearly auditing by an auditor approved by the Executive Committee.
- (8) Alumni Chapters shall open Bank accounts at Vadodara levels.

**ARTICLE 10
PROPERTY RIGHTS**

- (1) All movable and fixed assets of the Association shall be entered in a register, which shall be reported during the General Assembly.
- (2) The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or profits to its members.

**ARTICLE 11
AMENDMENTS**

- (1) Subscribing members proposing amendments to this Constitution shall inform the Secretary of the Executive Committee six months prior to the next General Assembly.
- (2) The Secretary of the Executive Committee shall table the proposed amendment during the Executive Committee meeting.
- (3) Amendments shall be tabled during the General Assembly and a majority vote shall be required to pass an amendment to the Constitution during the General Assembly.

**ARTICLE 12
DISPUTES**

- (1) The Executive Committee shall appoint a lawyer that shall handle disputes and all other legal issues involving the Association.
- (2) All disputes shall be settled according to the laws of Vadodara.

**ARTICLE 13
DISSOLUTION**

- (1) The Association shall be dissolved by a resolution passed by not less than two thirds of active and subscribing members.
- (2) If upon dissolution of the Association there shall remain any property whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to Polytechnic, M. S. University of Baroda .

REGISTRATION:

The association shall be registered under Bombay non trading Corporation act 1959.

Address: Office of the Registrar,
Registrar of nontrading corporation,
Sales tax bhavan, Second floor,
Ashram road, Ahmedabad, Gujarat State.

"This constitution is property of Polytechnic, M. S. University of Baroda Alumni Association MSUPAA, no any other part of this material shall be reproduced in any form without prior consent of the Associations general assembly"

