



POORNIMA
COLLEGE OF ENGINEERING

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5.4.1.3 Alumni Society Memorandum

ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022 (Rajasthan)
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MEMORANDUM OF ASSOCIATION
of
POORNIMA COLLEGE ALUMNI SOCIETY

1. **Name:** The Society shall be called "Poornima College Alumni Society" hereafter referred as "PCAS"
2. **The registered office** of the PCAS will be Poornima College Alumni Society, ISI-6, RIICO Institutional Area, Jaipur, Rajasthan, India (Pin code: 302022), however, regional offices may be located at any township throughout the world.
3. **Definitions:**
 - a. "PCAS" means Poornima College Alumni Society.
 - b. "Alumnus" means a person who has obtained Diploma/ UG/ PG/ PhD degree from Poornima College of Engineering, Jaipur or Poornima School of Business Management, Jaipur.
 - c. An "honorary member" means any person other than an Alumnus, who has been vetted as a member by the General Body of the PCAS on recommendation of the Executive Body.
 - d. "SES" means Shanti Education Society, The sponsoring body of PCE & PSBM
 - e. "PCE" means Poornima College of Engineering, Jaipur.
 - f. "PSBM" means Poornima School of Business Management, Jaipur
 - g. The "General Body" means General Body of the PCAS.
 - h. The "Executive Body" means Executive Body of the PCAS.
 - i. "Student" means a regular or part time student of PCE & PSBM.
 - j. "Office bearer" means the person holding some post in the PCAS.
 - k. The "financial year" means year reckoned every year from 1st April to 31st March of the following year.
 - l. "Standing" means the number of years after obtaining a Diploma/ Degree from PCE or PSBM, Jaipur.
4. **The aims and objectives of the PCAS are:**
 - a. To encourage the alumni of PCE and PSBM to work for improvement in awareness towards technical education in the society
 - b. To create a world-class organization for bringing together all the alumni of PCE & PSBM and providing a forum for professional networking amongst the alumni, with present students and professors for mutual benefit in professional and/ or business areas; including employment network for new graduates or alumni looking for career upgrade/ change, and alumni displaced from the workforce
 - c. To organize and establish scholarship funds for the help of the needy and deserving students
 - d. To encourage the alumni to take an active and abiding interest in the work and progress of the institute so as to contribute towards enhancement of the social utility of their Alma Mater
 - e. To inculcate the knowledge of and help the passing out students in the fields of employment and motivate them towards entrepreneurship
 - f. To institute prizes for outstanding project work, research papers or other professional activities by the students of the institute: also to recognize outstanding social and community service by the alumni and the students
 - g. To undertake to organize activities of civil and charitable nature
 - h. To extend academic support to the institute through various networks such as "visiting faculty network", "curriculum development network", "industry-academia relationship building", "distance learning network" and "academic endowment network" etc. for enhancing technological and practical knowledge of students
 - i. To help the students by providing any/ all learning materials required for their knowledge upgrade.
 - j. To acquire/ purchase/ own/ take on lease/ hire anywhere in India/ abroad, temporarily or permanently any movable/ immovable property necessary/ convenient for the furtherance of the object of the PCAS.
 - k. To do all such other lawful things as are conducive/incidental to the attainment of the above objectives and/ or beneficial in the interest of PCE, PSBM and its alumni.
 - l. To invest/ deal with the funds and money of the PCAS.
 - m. None of the above objectives is for any material gains or profit motive.
5. **Patrons:**
 - a. The PCAS may have outstanding professionals as patrons who, on recommendations of the Executive Body, are approved by the General Body.
6. **Membership**
 - a. Any eligible person can become a member or honorary member of the PCAS provided that he/ she has applied in prescribed form and paid subscription as has been determined on the day of his/ her applying for such membership.


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- b. PCE & PSBM shall ensure that at the time of giving admission to the student in the institution, membership fee of the PCAS as prescribed by Executive Body at that point of time are deposited and transferred in its account and that requisite forms are filled by the alumnus while he leaves the institution after completion of course.
- 7. Eligibility of Membership:**
- a. Member: "Alumni" as defined under clause 3 (b) above.
- b. Honorary Member: As defined under clause 3 (c) above.
- 8. Membership Rights:**
- a. All members/ honorary members shall be entitled to receive all announcements etc. connected with the activity of the PCAS e.g. the PCAS newsletter, Annual Magazine.
- b. All members/ honorary Members shall be entitled to participate in all social functions and other activities of the PCAS.
- c. All members/ honorary Members shall also be beneficiaries of any schemes or assistance programs administered by the PCAS.
- d. Only Members under clause 7 (a) shall have rights for participation in election procedure i.e. they shall have right to cast their votes and also contest election on any post in the Executive Body if they fulfill the requirement for that post, subject to expressing their interest/ intention to cast the vote at the time of preparation of voter list.
- 9. Organization:**
- a. The Chairman
- b. The Executive Body
- c. The General Body
- d. The Coordination Committee
- 10. The Chairman:**
- a. The Secretary of Shanti Education Society shall be ex-officio chairman of the PCAS.
- 11. The Executive Body:**
- a. The affairs of the PCAS shall be managed and the funds administered by the Executive Body which shall consists of following members:
- i. The Chairman, PCAS as defined in clause 10 above.
- ii. Three founding member alumnus of PCAS (3 Nos).
- iii. The office bearers of PCAS (8 Nos) as detailed in clause 13, and as elected by the general body.
- iv. The immediate Past President, PCAS and immediate Past General Secretary of PCAS
- v. Representative of Students' Council of PCE & PSBM (2 Nos.) as nominated by the Principal and/ or Director of PCE
- vi. Co-opted Members (2 Nos.) nominated by the Executive Body, PCAS and approved by The Chairman, PCAS
- vii. Professor and/or Associate Professor (7 Nos) of PCE as nominated by the Principal and/ or Director of PCE
- b. The Executive Body shall have powers to fill the vacancy arising out of death, resignation, and removal or otherwise by co-opting a member for the period till the next General Body.
- c. The Executive Body shall have the right to appoint sub committees amongst the General Body from time to time for execution of specific assignments as required.
- d. The Executive Body shall have powers to appoint, from amongst members of the General Body, Editors and other staff for the printing and publication of Brochures, Newsletters, and Annual Magazine etc.
- e. The Executive Body shall take decision on revision of membership subscription as and when required.
- f. The Executive Body shall meet at least once in three months, physically or virtually, with minimum 75% quorum.
- 12. The General Body:**
- a. The General Body shall consist of all members of the PCAS as defined under clause 7.
- b. The General Body shall consider the President, PCAS's report of the past years activities, plans & budgets for the next year, approval of the accounts, appointment of Auditor, Legal Advisor and any other such persons of importance.
- c. The General Body shall meet at least once a year on the date notified by the President, PCAS after seeking approval of the Executive Body & Chairman, physically or virtually. This meeting shall be referred to as Annual General Meeting (AGM). The AGM shall statutorily consider following:
- i. Approval of previous years' accounts.
- ii. Appointment of the Auditors.
- iii. Appointment of the Legal Advisors.
- iv. Approval for proposal of new honorary members.
- v. Amendment in the constitution.


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- vi. Election of office bearers for next year & the Executive Members for next 3 years.
- d. The General Secretary shall, upon being requested in writing by at least 3 members of the Executive Body or at least 15 members of the PCAS, call extra-ordinary meeting of the General Body for which at least 2 weeks' notice, along with an agenda shall be circulated to all the members.
- e. The quorum of the General Body shall be 40 members present in person, physically or virtually.
- f. All the resolutions put to vote shall be decided by majority vote on a show of hand. In case of equality of votes, the presiding officer shall have the casting vote.
- g. The General Body alone shall have powers of termination of membership of member/ honorary member that too if the Executive Body is satisfied that the member is working against the interest of the PCAS or his/ her conduct is found unacceptable and recommends his/ her termination.

13. The Office Bearers:

- a. All Office Bearers shall be elected as detailed in clause 12 (c) (vi) above by the General Body for a period of one year. A person may be re-elected to hold the same office up to a maximum of 3 consecutive years.
- b. The Office Bearers of the Executive Body shall be :-
 - i. **The President, PCAS:** shall be elected by majority vote of the members in the General Body. He/ She shall be an alumnus of at least 15 years standing. He/ she should have held any other position of office bearer at any time before the election at least for one year (exempted for first ever election).
 - ii. **The Vice President:** shall be elected by majority vote of the members in the General Body. He/ She shall be an alumnus of at least 12 years standing. He/ she should have held any other position of office bearer at any time before the election at least for one year (exempted for first ever election).
 - iii. **General Secretary:** shall be elected by majority vote of the members under. He/ She shall be an alumnus of at least 8 years standing. He/ she should have held any other position of office bearer at any time before the election at least for one year (exempted for first ever election).
 - iv. **Finance Secretary:** shall be elected by majority vote of the members. He/ She shall be an alumnus of at least 8 years standing.
 - v. **Academic Secretary:** shall be elected by majority vote of the members. He/ She shall be an alumnus of at least 5 years standing.
 - vi. **Cultural Secretary:** shall be elected by majority vote of the members. He/ She shall be an alumnus of at least 5 years standing.
 - vii. **Joint Secretary (2 Nos):** shall be elected by majority vote of members. He/ She shall be an alumnus of at least 5 years standing.
- c. The new office bearers of the PCAS will be introduced to the general body by the incoming President, PCAS.
- d. The Chairman, and in his absence the President, PCAS will preside over the meeting of the executive body.
- e. The President of PCAS shall act as the administrative head of the PCAS.
- f. The General Secretary shall:
 - i. Assist President, PCAS in implementation of plans & programs.
 - ii. Keep the Minutes of all meetings of the general body & the executive body.
 - iii. Carry out the directions of the general body and the executive body.
 - iv. Conduct correspondence on behalf of the PCAS.
 - v. Give notice of all meetings of the general body and the executive body.
 - vi. Exercise administrative control over the registered office of PCAS.
 - vii. Seek the advice of the President, PCAS in case of clarification, if required.
 - viii. He/ She will be provided with clerical assistance etc. by the management of PCE or PSBM.
 - ix. In the absence of the General Secretary, one of the Joint Secretaries, authorized by the President, PCAS shall perform day to day functions of the General Secretary.
- g. The Finance Secretary shall:
 - i. Keep the books of accounts of the PCAS and report on these at each meeting of the executive Body.
 - ii. Collect all dues and claims on behalf of the society.
 - iii. Assist the President, PCAS in ensuring that budgetary grants are correctly utilized.
 - iv. Liaise with the bankers and the auditors of the society.
 - v. He/she will be provided with clerical assistance etc. by the management of PCE or PSBM.
- h. If a vacancy arises in the office of the President, PCAS/ General Secretary/ Finance Secretary, the Executive Body shall elect a new President, PCAS/ General Secretary/ Finance Secretary from amongst its own members who will hold office till the next General Body Meeting.

14. The Coordination Committee:


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- a. Executive body shall select members of this committee for a period of 1 year. A member may be re-selected by executive body any number of times.
- b. There shall be no more than 1 member from each batch of PCE & PSBM in this committee.
- c. The coordination committee members shall:
 - i. Coordinate and communicate with general body members from their respective batch on behalf of PCAS.
 - ii. Further propose branch coordinators from their batch for approval of executive body.
 - iii. Ensure effective communication & coordination via electronic mediums like whatsapp etc.
 - iv. Ensure maximum participation in general body meetings and other PCAS led activities.

15. Finance

- a. The PCAS may receive funds, donations, and financial assistance from any non-political source for the furtherance of its objectives.
- b. The Executive Body shall determine the expenditure which is necessary to carry on the affairs of the PCAS and is authorized to incur such expenditure. In this connection, within 30 days of the Annual General Body meeting, a meeting of the Executive Body will be held with the Chairman of the PCAS in which a proforma of major activities for the coming year will be discussed and finalized including budgetary allocation. The Chairman shall preside over this meeting. Once the budget has been approved, the responsibility for proper utilization of funds will be that of the President, PCAS. The President, PCAS may seek the advice of the Chairman, if necessary. All investments will be ratified by the General Body at its next meeting.
- c. All money received on behalf of the PCAS shall be placed in the name of the Poornima College Alumni Society and an account shall be maintained in a bank to be approved by the Executive Body. All Cheques will be signed by any two of the President, PCAS, General Secretary and Finance Secretary.
- d. The PCAS financial year shall end on March 31st. The Executive Body shall ensure that the accounts are audited at least once a year by the auditor appointed by the General Body at the Annual General Meeting.

16. Amendments

- a. Any provision/ requirement of this constitution may be amended by two-thirds majority of those alumni members present and voting in the General Body meeting. The quorum for such a meeting will be 150 members. The proposal to amend the constitution shall be at the instance of the Executive Body or on the signed requisition by at least 30 alumni.
- b. Notice of the proposed amendments shall be furnished to the General Secretary at least 40 days before the date on which it is proposed to consider the amendments. Such a notice will contain details of the rule (s) desired to be amended, the proposed text of the changed rule and the reason for seeking the amendment. The latter is meant as a guide for any deliberation of the General Body meeting. Upon receipt of a requisition for amendment the General Secretary shall issue notice to every alumni member for extraordinary General Body Meeting at least 20 days before the scheduled date.

17. Dissolution

- a. In the event of dissolution of the PCAS, the procedure is laid down in the relevant section of Rajasthan Society Act.

18. Regional Chapters

- a. The Executive Body may recognize a Chapter of the PCAS in any city/ region provided it has more than ten members. The budget and expenditure of the Regional Chapter shall be informed to the Executive Body.


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