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**BY-LAWS of THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY
ALUMNI ASSOCIATION (the "Association")**

1. Name of the Association:

This association shall be called **THE TAMIL NADU Dr. AMBEDKAR LAW UNIVERSITY ALUMNI ASSOCIATION** (hereinafter termed as the "Association"). The Association shall be registered under the provision of Tamil Nadu Societies Registration Act, 1975.

2. The address of the Association

The Registered Office of the Association shall be located at TNDALU, "Perungudi Campus", M.G.R. Salai, Near Taramani [MRTS] Railway Station, Perungudi, Chennai - 600 113. and shall be the registered office or at such other location as may be specified in the By-laws of the Association (the "By-laws") as in effect from time to time.

3. The Association was formed on 23.07.2021

4. The Association is within the Jurisdiction of the Registrar of Societies, Chennai-South District.

5. The Business hours of the Association shall be between 10AM to 01.30 PM and 02.15 PM to 05.30PM, on all working days except Sundays and Government Holidays.

6. AIMS AND OBJECTIVES:

The aims and objectives of the Association shall be broadly categorized

(1) To create a Community

- a) To gather the graduated UG/PG/PhD students of The School of Excellence in Law, Tamil Nadu Dr. Ambedkar Law University under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of

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fellowship, advancement of scientific knowledge in general of the members of the Association and country.

- b) To bring out magazines, souvenirs and newsletters highlighting the activities of the University and its Alumni.

(2) To execute Projects and Services of the Association

- a) To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of The Tamil Nadu Dr. Ambedkar Law University (hereinafter referred to as the "University") faculty, non teaching staff and students.
- b) To advise and interact with State and Central Government Bodies, Universities and Associations of other academic institutions on matters relating to promotion of higher education, training and management systems and thereby promote the welfare and status of the University.
- a) To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of the University.
- c) To provide technical support on various issues and create an avenue for career opportunities.
- d) To organize cultural and educational programs and to conduct Alumni Day celebrations every year.

3. To Give to the Association.

- a) To collect funds through subscriptions, contributions, donations and gifts from members, non-members, Governments, Universities and other institutions and philanthropists for furtherance of the above objectives.
- b) To provide financial assistance to deserving students studying at the University.
- c) To support deserving Alumni in cash or in kind amidst cases of extreme requirement/ circumstances.

To carry out such other activities as may be necessary for furthering the above Aims and Objectives.

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7. The activities of the Society shall include all kinds of activity necessary for the functioning of its objectives as stated above, and in particular the holding of meetings, seminars, conferences and the publication of books, periodicals as may be decided by the Committee from time to time to full fill the objectives of the Association.

8. The President of the Association or the Secretary of the Association shall be the person authorized to sue and be sued on behalf of the Association.

9. The President shall be the person who is empowered to give directions on behalf of the society.

10. MEMBERSHIP / MEMBERS OF THE ASSOCIATION

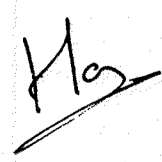
- i. All Alumni of the School of Excellence in Law, Tamil Nadu Dr. Ambedkar Law University [i.e., each person who has earned a degree from School of Excellence in Law, Tamil Nadu Dr. Ambedkar Law University (UG/PG/PhD) are eligible to apply to be members of the Association.]
- ii. On approval of application the person shall make a payment of life membership fee, which may be decided by the committee by passing a resolution from time to time. This ensures the person to be member of the Association.
- iii. A register will be maintained at the Association's Office showing the names of the Members, their addresses and occupation. The Register shall be open to members during the business hours for inspection free of charge and any member may make extracts there from.
- iv. Arrears in annual membership fee for more than three months estops the person to continue to be a member of the Association.
- v. A Corporate /Institutional may be given Honorary membership on application to and approval of the Committee. The said member will have no voting right.

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- vi. Each Member with up-to date subscription obtains the right to vote in the election for the new Committee of the Association. In the event there is a default in the subscription fee, the said member will not be entitled to vote and shall also cease to be member of the Association and the Secretary is empowered to remove the name of such defaulter from the register of members after giving 21 days advance notice in writing.
- vii. The Committee shall have the power to expel/suspend a member including a committee member for willful disregard to the Association rules, non-performance or misconduct, provided the member concerned gives an acceptable explanation for his / her conduct.
- viii. If any action involves removal of members, then in such an event the member in question would not have the right to vote.
- ix. All founder Life members shall be the Ex-officio members of the Association.

11. OFFICERS:

- a) The Vice-Chancellor of the Tamil Nadu Dr. Ambedkar Law University shall be the Patron-in-Chief of the Association and Advisor to the Committee.
- b) The Office Bearers of the First/Founder Committee shall be selected by the Patron-in-Chief.
- c) The term of officers shall commence at the beginning of the fiscal year following their selection.
- d) The Patron-in-Chief shall nominate not less than three Faculty as Staff Advisors to the Committee, who shall not have voting right.
- e) The Faculty Advisors appointed shall advise the Committee on its proper functioning, assist the Committee in discharging its functions and shall be a part of all events/meetings whenever the Patron-in-Chief participates.
- f) The Committee shall be constituted and comprise of Office Bearers who shall have the power to manage the administration and execute the affairs of the Association and shall consist of:
 - (1) The President (One Person),
 - (2) The Vice-President (One Person),
 - (3) The Secretary (One Person),



- (4) The Joint-Secretary (One Person),
- (5) The Treasurer (One Person) and
- (6) Executive Members (Not More Than 11 Persons).

At least two members of the Committee shall be residents of the city of Chennai.

- g) A committee once elected shall continue to hold office until the new committee assumes charge.
- h) If any vacancy arises in any post on account of resignation, death, removal etc., the Committee may nominate any person to such post from among the members of the Committee. Such nominated persons shall hold office for the remainder period viz., till the next election of the Executive Committee.

12. TERM OF OFFICE-OFFICE BEARERS:

- a) The Office Bearers of the First/Founder Committee shall hold office only for a period of three fiscal years.
- b) The appointment/selection of Office Bearers to the Committee after the completion of **three** fiscal years of the First/Founder Committee shall be by means of Election.
- c) The Elected Office Bearers of the Committee as per 12 (b) and the those elected for the consecutive years shall hold office for a period of three fiscal years, from the start of the fiscal year being elected for.
- d) Members cannot hold the same office for more than two continuous terms.
- e) An Office Bearer unable to satisfy substantially the duties of the office may be asked to step down by the committee, failing which a disciplinary committee shall be constituted by the President, Vice President and Secretary by mutual discussion.

13. NOMINATION & ELECTION OF OFFICE BEARERS IN THE COMMITTEE OF THE ASSOCIATION

- a) The mode of election shall be by secret ballot.
- b) The procedure for election shall be laid down by the Committee.
- c) The Term of the of the elected members shall commence from Fiscal Year for which election is conducted at the Annual General Body Meeting (AGBM).

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14. DUTIES OF OFFICE BEARERS OF COMMITTEE:

A. THE PATRON -IN CHIEF

The Patron-in-Chief shall guide and advice the Committee on all matters pertaining to the Association.

B. THE PRESIDENT

- i. The President shall be the chief executive officer of the Committee and shall have general supervision of the affairs of the in consultation with the Committee.
- ii. The President shall preside at all meetings of the Committee and shall perform such other duties as pertain to the office.
- iii. The President in consultation with Patron-in-Chief and the other Office Bearers of the committee may by resolution create working groups or sub-committees in order to ensure.
- iv. The President may nominate a person/s to represent the Association to invite/ attend to any invitation given to the Association by any Government or Institution or other bodies.
- v. The President may delegate suitable responsibilities to other Office Bearers of the Committee as may deem fit.
- vi. Appoint in consultation with Vice-President & Secretary to constitute a disciplinary committee consisting of people as they deem fit.

C. THE VICE-PRESIDENT

- i. The Vice- President shall be an adviser to the Office Bearers.
- ii. The Vice Presidents shall also assist the President in the performance of such duties as the President may request.
- iii. The Vice- President may assume the duties of the President in the case of absence or disability medically or otherwise.

D. THE SECRETARY

- i. The Secretary shall attend to the day-to-day correspondence and communications to and from Association.
- ii. The Secretary shall be responsible for calling meetings of the Committee in consultation with the President and maintain official records of the Association

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- iii. The Secretary shall distribute the minutes of the previous meeting at the next meeting of the Executive Committee and seek approval of the minutes from those Executive Committee members who are present at the meeting.
- iv. The Secretary shall be responsible for filing of Annual Reports of Association with the Registrar of Societies after every Annual General Meeting and other Special General Meetings, Financial Statements with the Income Tax Officer, and comply with such other statutory requirements.

E. THE JOINT SECRETARY

- i. The Joint Secretary shall assist the Secretary in discharging the duties.
- ii. The Joint Secretary shall carry out such other duties as may be assigned to him / her from time to time by the Committee.
- iii. The Joint Secretary may assume the duties of the Secretary in the case of absence or disability medically or otherwise.

F. TREASURER

- i. The Treasurer shall maintain the accounts of the Association.
- ii. The Treasurer shall report on the finances of the Association whenever required by the Committee.
- iii. The Treasurer shall be an ex-officio member of all committees involving financial implications of the Association.
- iv. The Treasurer shall receive and hold all moneys paid to the Association for the purposes of the Association.
- v. The Treasurer shall be responsible to get the statements audited and present the same at the Annual General Meetings and file the same with the Income Tax authorities after duly passed by the General Body.
- vi. In the absence of Treasurer, the functions of the treasurer shall be exercised by any person who is authorized in this regard by President /Vice-President.

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15. REGIONAL ASSOCIATIONS

- i. Any group of members of the Association fairly represented of a region shall make a written representation to the Committee asking for recognition as a Regional Association. Upon approval by the Committee by a resolution and the regional association shall be recognized. The Committee shall draft the administrative duties and functions of such Regional Associations and it shall be only for the purpose of effective implementation of the proposed/decided Projects of the Association.
- ii. The Regional association shall work under the supervision and control of the Main Association.
- iii. The Committee shall have the right to accept or deny approval with reason/s recorded in the minutes of the meeting.
- iv. The Committee shall have the right to dissolve the Regional Association for any reason/s and the same shall be recorded in the minutes of the meeting.

16. POWERS & FUNCTIONS OF THE COMMITTEE

- i. The Committee shall have the power to incur expenditure necessary to carry out the aims and objectives of the Association.
- ii. The Committee shall undertake such tasks as will protect the objectives of the association.
- iii. The Committee shall have the power to frame By-laws consistent with the aims and objectives of the Association. The provisional By-laws shall be placed before the next General Body Meeting for ratification.
- iv. The Committee shall have power to consider all communications addressed to the Association.
- v. The Committee shall oversee and protect the assets/belongings of the Association.
- vi. The Committee shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.
- vii. The Committee shall collect dues / fees from members.
- viii. It shall have the power to nominate an Alumni as Special invitees to the meeting. These special invitees shall have no voting rights in decision of the Committee.

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17. COMMITTEE MEETINGS

- i. The Committee shall hold two regular meetings each year, in April and September, or at such other times as it may decide.
- ii. Meetings of the Committee shall ordinarily be convened at least once in 6 months.
- iii. Special meetings of the Committee shall be convened within seven days from the date of written request in this regard by not less than 7 members of the Committee.
- iv. Notice of the time and place of each Committee meeting shall be mailed or emailed to each member pursuant to the contact information most recently provided to the Association by the member, at least 21 days before the day on which the meeting is to be held. Notice of a meeting of the Committee need not state the purpose thereof.
- v. The agenda of the meeting shall be prepared by the Secretary and in his/her absence the Joint Secretary, with the approval of The President. However, the members of committee can also get an item(s) on agenda included by making a written request in advance.
- vi. Seven members present in person shall constitute a quorum for the transaction of business at any meeting of the Committee. If the President determines that a meeting cannot take place in whole or in part in person, His office may call for the meeting in whole or in part by telephone or video conference, in which case seven members present—in person, by telephone, or by videoconference—shall constitute a quorum.
- vii. If a Committee Member is absent for three consecutive meetings of the Committee, without prior written notice, he / she shall cease to be a member of the Committee on a resolution being passed to the said effect.
- viii. All decisions in the Committee will be taken by simple majority of the members present and voting, except in case of disciplinary action against a member which will be decided by the two third of the members present and voting.

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18. THE GENERAL BODY MEETING (GBM) & ANNUAL GENERAL BODY MEETING (AGBM)

- i. The Annual General Body Meeting shall be held every year in the month of May.
 - To conduct the election and
 - to approve the audited statement of accounts.
 - to deliberate the annual report of the Association, and
 - to consider any amendments to the By-laws.
- ii. The Committee may convene GBM as and when necessary.
- iii. The quorum of a GBM shall be one-third of total members or 30 members whichever is less.
- iv. The notice of the GBM/AGBM shall be published in two newspapers / University Alumni web site.
- v. The meeting shall be conducted in the premises of the University.
- vi. All decisions taken in the GBM/AGBM shall be on the basis of simple majority of votes and in case there is equal number of votes, the president shall put his casting vote.
- vii. In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee. In the absence of the President and Vice-President, a senior member of the Executive Committee shall preside over the meeting.

19. THE FISCAL YEAR:

The fiscal year shall begin on the first day of month of June and end on the last day of the month of May of each year.

20. FINANCE

- i. Money received as membership fees, donations, subscriptions etc. shall constitute the income of the Association to execute the affairs/ aims & objectives / Projects of the Association.
- ii. The funds of the Association shall be deposited in nationalized bank(s) in the name of Association and shall be operated jointly by any two of the following Office Bearers: (i) President, (ii) Treasurer and (iii) Secretary duly authorized by the Committee in writing.

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21. KEEPING OF ACCOUNTS

- i. The Treasurer shall keep an account of the general funds of the Association. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.
- ii. The account/s of the Association will be subject to annual audit by a certified Auditor to be appointed by the members in the Annual General Body Meeting.
- iii. The auditor shall be appointed by the Committee and He / She shall hold office upto the end of the Annual General Body Meeting of the respective fiscal year.

22. AUDIT OF ACCOUNTS

- i. The Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers for audit to persons appointed as auditors.
- ii. The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

23. INSPECTION OF BOOKS

- i. The Register of Members, the Minutes Book and the Books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable business hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the Secretary to produce the same on request by the member, free of cost.
- ii. Each member is eligible to be supplied with a copy of By-laws, list of members and the details of receipts and payments account, free of cost at the end of every year. Additional copy of By-laws, list of Members and details and payments account shall be supplied on application and payment of a fee as may be prescribed by the committee from time to time.
- iii. The Secretary with the help of Joint secretary shall file with Registrar after the date of Annual General Body Meeting –

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- An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and Secretary.
- A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of society and
- A declaration to the effect that the association has been carrying on business or has been in operation during the financial year.
- It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

24. AMENDMENTS

- i. Any of the provisions of the By-laws may be amended by two-third majority of the members present and voting at the GBM or AGBM of the Association.
- ii. The notice for the meeting, along with the amendment proposed by the Committee shall be issued at least 21 days before the date of the meeting. It may in addition may also be uploaded on the Association's website/webpage.
- iii. The members of the General Body will have right to suggest changes in the amendment(s) proposed by the Committee in writing and in advance to the Committee by Email or post.
- iv. These Bylaws may be amended or repealed by the affirmative vote of two-thirds of the members of the Committee present at the meeting, provided that notice thereof mentions such amendment or repeal as one of the purposes of the meeting.
- v. Notwithstanding the foregoing provisions for notice, an amendment to, or the repeal of, the By-laws may be made at any meeting of the Committee provided such amendment or repeal was proposed at the previous meeting of the Executive Committee.

25. EMERGENCY MEETING

Notwithstanding anything contained hereinabove an emergency meeting can be called by the committee convening general body meeting with a notice of at least 10 days in advance.

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26. EMERGENCY POWER

The Vice Chancellor (Patron in Chief) reserves the right to de-recognise the Association as the official alumni association of the University, with the consent of the University Syndicate after giving opportunity to the Association under any circumstances, if in the opinion of the Hon'ble Vice Chancellor, the Association functions against the interest of the University.

27. NOTICE

For the purpose of serving notice under the By- law, E-mail sent to the members shall be deemed to be proper service of notice.

28. RESOLUTION OF DISPUTES

Any dispute arising between the members including committee members shall be referred to arbitration headed by a sole arbitrator to be appointed by mutual consent.

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