

## THE S.B.M.P ALUMNI ASSOCIATION

Memorandum, Constitution, Regulation and Bye-Laws.  
Registered Address:- Shri Bhagubhai Mafatlal Polytechnic,  
Vile Parle(West) , Bombay-400056.

1. The name of the Association shall be "THE S.B.M.P ALUMNI ASSOCIATION".
2. The registered office of the Association will be at Shri Bhagubhai Mafatlal Polytechnic, Vile Parle(West) Bombay-400056
3. The objects for which the Association is established are:-
  - a) To secure intimate contact amongst the alumni , past and present students and the staff.
  - b) To promote and support educational activities and programmes for the benefit of the alumni.
  - c) To maintain a permanent record of the alumni.
  - d) To promote social and cultural activities and conduct activities which are of interest to the alumni such as, fund raising, publication of the periodical magazine or bulletin.
  - e) To promote the cause of technical education and/or to advise and represent on professional bodies, industries, educational institutions and Government Bodies.
  - f) To create greater rapport between SBMP and industries.
  - h) To institute awards to deserving students of the Polytechnic for their performances.

### CONSTITUTION

1. For the purpose of registration the number of persons forming the Association is unlimited.
2. The head quarter of the ASSOCIATION shall be at Shri Bhagubhai Mafatlal Polytechnic, Vile Parle(West), Bombay-400056.
3. Interpretation:
  - a) The Association means "The SBMP Alumni Association".
  - b) The "Managing Committee" means the managing committee of the Association formed as the constitution.
  - c) The "Office" means the Head-quarter of the Association, which shall be at Shri Bhagubhai Mafatlal Polytechnic, Vile Parle(West), Bombay-400056.
4. Composition:

The Association shall consist of:-

  - a) Life Members.
  - b) Patrons.
  - c) Honorary Members/Patrons.
  - d) Associate Membership for Companies.

5. Eligibility for Life Membership/Patronship:

All those who have completed some course or the other and all past and present Faculty-members/Patrons.

6. Eligibility for Honorary Membership/Patronship:-

Any person of organisation who has contributed to the development and advancement of technical education.

7. Eligibility for Associate Membership for Companies.

All the companies /organisations who have contributed to the advancement and development of technical education with particular reference to SBMP.

8. Composition of the Managing Committee.

a) Managing Committee shall comprise of 12 elected members of whom one Chairman, one Vice-Chairman, one Hon. Secretary, one Jt Hon. Secretary and one Hon. Treasurer.

b) Besides these 12 members, the Committee shall include the following:-  
Principal and Secretary of SBMP, Development Executive of SBMP and one immediate past Chairman as Ex-Officio members.

c) The Departments Heads and three other members of SBMP.

d) The Chairman, and the Vice-Chairman, Hon. Secretary, Jt. Hon. Secretary, Hon. Treasurer should be elected in accordance with provision made below:

e) 12 members of the Managing Committee as mentioned in clause 8(a) shall be elected every year at the Annual General Meeting from among the members of the Association whose nominations will be duly filled with the office number of days before the Annual General Meeting to be held at SBM Polytechnic.

9. Chairman.

Accounts will be operated by Chairman, Vice-Chairman, Hon. Secretary, and Jt Hon. Secretary. He should have been a member of the Managing Committee for at least one year before being elected as the Chairman.

The Chairman shall not hold office for more than three consecutive years.

The Chairman shall preside at the General Meetings of the Association and at the Managing Committee Meetings.

The Chairman shall have a casting vote in addition to his ordinary vote at all meetings.

9.1) One of the Vice-Chairman shall preside over the General Meeting and Managing Committee Meeting in the absence of the Chairman.

9.2) Honorary Secretary:-

The Honorary Secretary shall be elected at the First Managing Committee Meeting from among the elected Managing Committee Members.

9.3) The out going Honorary Secretary shall call the first meeting of the Managing Committee members within seven days of the elections to elect the Office-bearers.

9.4) The Honorary Secretary shall attend all the meetings of the committee and sub-committees and maintain all records pertaining to the activities of the Association, send out notices of meeting record and preserve minutes of all meetings and perform such other duties as ordinary pertaining to his office.

9.5) The Honorary Secretary should have custody of all the records of the Association.

9.6) Joint Honorary Secretary:-

The joint Honorary Secretary shall be elected at the first meeting from among the elected Managing Committee members.

9.7) The joint Honorary Secretary shall assist the Secretary in his functions in all possible manners.

9.8) Honorary Treasurer:-

The Honorary Treasurer shall be elected at the first meeting of Managing Committee from among the elected Managing Committee members.

The Honorary Treasurer shall keep a correct and detailed account of all income expenditure of the Association.

The Honorary Treasurer shall submit to the Annual General Meeting a detailed Income and Expenditure Account together with the Balance Sheet for the year, duly certified by the qualified Auditor appointed by the Managing Committee on a suitable honorarium.

10) Functions of the Managing Committee:-

The Managing Committee shall meet at least once every 2 months or at any time by only getting a requisition or Honorary Secretary shall call additional meetings within ten days of a requisition signed by four members of the Managing Committee.

Normally ten days notice would be given for a meeting of the Managing Committee except in case of emergency when 24 hours notice shall be considered sufficient.

10.1) All business transacted at the Managing Committee shall be recorded in a minute book. The minutes of previous meeting shall be confirmed at the next meeting and shall be signed by the Chairman of the meeting.

10.2) The Chairman may allow any resolution to be brought forward without previous notice, provided the majority of the members present are agreeable to discuss it.

10.3) The Management of affairs of Association shall vest in the Managing Committee which shall do its best to carry the aims and objects of the Association as laid down in the Memorandum.

10.4) In particular and without prejudice to the generality of the foregoing power the Managing Committee which shall discharge its obligations as under:-

a) To deliberate and pass resolutions on all matters arising from time to time relating to the Aims and Objects of the Association.

b) To control the fund of the Association and regulate expenditure. The funds of the Association shall be invested in any Bank approved by the Managing Committee. The accounts shall be operated jointly by one of the two, viz Chairman or Vice Chairman, along with one of the two, viz Honorary Secretary or Honorary Treasurer.

c) To appoint sub-committees from amongst the members for special purposes and invest them with requisite powers. The Honorary Secretary shall be the ex-office Secretary of all such Committees.

d) To appoint of discharge clerks, servants etc. On such remuneration and terms as the Managing Committee may consider proper.

e) To appoint qualified auditors for auditing the accounts annually on such honorarium as the Managing Committee may consider proper.

f) To frame bye-laws from time to time for the purpose of management of the various activities of the Association, provided these bye-laws are not inconsistent with the general constitution of the Association and the various resolutions passed at its General Meeting.

10.5) The quorum for the Managing Committee meeting shall be five of which at least three shall be other than the office-bearers.

10.6) All the members of the Managing Committee shall have the right to vote at the meeting.

11) Change in Bye-Laws and Regulations:-

No change in the constitution of the Association shall be made except at a special or any General Meeting called for the purpose after giving the members the due notice of the proposed changes and at least two-thirds of the members present there at vote in favour of such a change. Such General Meeting shall be called by the Managing Committee either of its own initiative or on receipt of a requisition signed by at least 25 members.

12) The services of all office-bearers of the Association and the members of the Managing Committee shall be entirely honorary.

13) Annual General Meeting:-

The Annual General Meeting of the Association shall be held once a year not later than two months from the close of the official year on a date to be fixed by the Managing Committee. Notice of such meeting with the agenda of business to be transacted there and shall be sent to all the members at least 21 days prior to the date of the meeting. Annual report, Annual statement of Accounts and Balance Sheet shall be adopted at this meeting. The election of the twelve Managing Committee members shall also be done at this meeting.

#### 14) Special General Meeting:-

A special General Meeting of the Association may be called by the Managing Committee of its own initiative for transaction of special business to be set forth in the notice of such meeting or it shall be called by the Managing Committee upon receipt of a requisition signed by at least 25 members of the Association for transaction of business specified in such requisition. Such a meeting shall be called by the Honorary Secretary within 15 days of the receipt of the requisition. Notice relating to the special General Meeting shall be sent to members at least one week before the date fixed for such meeting. The notice shall also contain the business to be transacted at the meeting. At the special General Meeting only such business shall be transacted, which the said meeting has been specially called for.

#### 15) Quorum:-

Quorum for any General Meeting shall be 25 members present in person. If there is no quorum present with 20 minutes of the notified time, the meeting shall stand adjourned and shall take place at same place after 30 minutes on the same day. No quorum shall be required for any meeting once adjourned for want of a quorum.

#### 16) Non-receipt of notice by members:-

Non-receipt of notice of General Meeting by any member posted at his last recorded address shall be a sufficient ground to invalidate the holding or proceeding of a General Meeting, but if the Chairman of the General Meeting is satisfied that complaint of such non-receipt is general he may dissolve the meeting after fixing up the place, time and date of fresh meeting within three weeks, may direct the Honorary Secretary to issue fresh notice within one week from the date of dissolution of the last meeting.

## REGULATIONS

### 1. Elections of the Managing Committee:-

1.1 The Managing Committee shall fix up a day falling in July every year, on before which nomination papers, in the forms prescribed, for the membership of the Managing Committee for the ensuing year should reach the Hon. Secretary. He shall notify this date to each member of the Association at least by two weeks before that date. The nomination of members shall be made at least by two members and the members so nominated shall also make a declaration of the nomination papers of their willingness to work as members of the Managing Committee, if they are elected.

1.2 After receipt of the nomination papers by the Hon. Secretary they will be scrutinized by the Managing Committee which will have power to invalidate a nomination paper if it is not in order.

1.3 Should the nomination papers be more than the number of seats, the Hon. Secretary shall arrange the voting by ballot.

2. Voting at all General Meetings shall be either by show of hands by members present thereat by a ballot by the member present thereat as may be decided by the Chairman of the meeting. Student members shall not have the right of voting.

### 3. Vacancy:-

In the event of a vacancy of an office-bearer or member of the Managing Committee for any cause whatsoever, the same shall be filled by the Managing Committee at its discretion.

4. A member from the Head-quarters absenting himself/herself from four consecutive meetings of the Managing Committee without previously obtaining leave of absence shall be ordinarily deemed to have vacated his/her seat. But the Managing Committee may at its absolute discretion, continue his/her membership of the Managing Committee.

### 5. Election of Member:-

A candidate desiring to be a member of the Association shall make a written application in the form prescribed for the purpose and shall pay prescribed fee. The Hon. Secretary after satisfying himself of the eligibility of the applicant to be a member shall intimate the applicant of the result of the application and assign him/her membership number if elected.

### 6. Expulsion of a member:-

The Managing Committee shall have power to deal as it thinks fit with all cases of misconduct or infringement of any of the constitution, bye-laws or regulation of the Association by members. The Managing Committee shall give notice to the members, in writing, specifying therein the act or omission by the member which, in the opinion of the Managing Committee, constitute misconduct and afford him an opportunity to explain it. No member shall be expelled from the Association unless his case is placed before a General Meeting and his expulsion is voted for by not less than two-thirds of the members present thereat.

#### 16. Benevolent Fund:-

The Benevolent Fund, if and when started, shall be conducted and managed by a Committee of trustees consisting of three responsible members. Such trustees shall be nominated by the Managing Committee once in five years from among the Association members of at least 10 years standing. Chairman of the Association shall be an ex-officio trustee. The trustee or their relatives (as per Company's Act) or dependents shall not be eligible to derive any assistance from the Fund.

#### 17. Donation :-

Donations and legacies from members, nonmembers, firms or other private or public bodies shall be accepted by the Association and such donations shall be enumerated in the Annual Report of the Association. Such donations shall be used only for promoting the aims and objects of the Association with particular reference to continuing Education, Research and Development in Technology and Engineering.

18. The members shall inform the Hon. Secretary any change in the addresses.

#### 19. Interpretation:

In the event of a difference of opinion or dispute among the members of the association about the meaning or interpretation of the rules of procedure, the decision of the presiding authority of the meeting at which such difference or dispute arises shall be final and binding on all members of the Association.

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### BYE-LAWS

1. The Official year of the Association shall be from 1<sup>st</sup> of July to 30<sup>th</sup> of June.

2. Fees: The Managing Committee will decide from time to time the fees payable by the members of various categories with at least two-thirds majority of the members present at the Managing Committee Meeting.

2.1 The fees prescribed at present shall be:

2.1.1 Associate Membership for Companies	Rs. 1000/-
2.1.2 Patronship	Rs. 500/-
2.1.3 Life Membership	Rs. 500/-

Local Chapters: The Managing Committee may at its discretion create a local Chapter of the Association in an industrial town of importance for facilitating the work of the Association. The Managing Committee shall also have the powers to dissolve local Chapters. The rules regarding the relations with the local Chapters shall be settled with mutual agreement. Area jurisdiction of Chapters shall be defined with mutual agreement.