

REGIONAL ENGINEERING COLLEGE CALICUT
ALUMNI ASSOCIATION
RULES AND REGULATIONS

(Activities of the Society shall be strictly in accordance with the Provisions of the Societies Registration Act XXI of 1860.)

1. NAME

The name of the association shall be **REGIONAL ENGINEERING COLLEGE CALICUT ALUMNI ASSOCIATION (RECCAA)**, hereinafter referred to as the Association.

2. OFFICE

The Registered Office of the Society shall be situated at Regional Engineering College, Calicut.

3. ADDRESS =

The address of the Society shall be Regional Engineering College Calicut Alumni Association, REC, Calicut, Regional Engineering College (PO), Calicut- 673601, Kerala, India.

NATIONAL INSTITUTE OF TECHNOLOGY-
CALICUT ALUMNI WORLD COUNCIL
RULES AND REGULATIONS

(Activities of the Society shall be strictly in accordance with the Provisions of the Societies Registration Act XXI of 1860.).

1. NAME

The name of the association shall be **NATIONAL INSTITUTE OF TECHNOLOGY CALICUT ALUMNI WORLD COUNCIL** (**NITCA World Council**), hereinafter referred to as the Association.

2. OFFICE

The Registered Office of the Society shall be situated at National Institute of Technology, Calicut.

3. ADDRESS

The address of the Society shall be National Institute of Technology Calicut Alumni World Council, N.I.T. Calicut, NIT Calicut (PO), Calicut- 673601, Kerala, India.

AREA OF OPERATION

The area of operation of the Society shall be whole Districts of Kozhikode and rest of India.

5. AIMS & OBJECTS

The main objectives of the association shall be the following :

- (a) To bring the alumni of the Calicut Regional Engineering college (Hereinafter referred to as the College) into a common forum.
- (b) To maintain the contacts of the alumni of the College with the alma-mater.
- (c) To promote cultural and social contacts among the alumni, present students and staff of the .College so as to develop a sense of tradition and heritage in the Calicut Regional Engineering College family, which in turn will lead to the further growth and prosperity of this institution and her progeny.
- (d) To help the students graduating from the college in developing entrepreneurship and practical know-how and in securing proper employment.
- (e) To function as a, purely non-profit organization in the pursuit of such other objectives solely connected with the educational and cultural objectives mentioned, above, as the General Body may decide from time to time.

4. AREA OF OPERATION

The area of operation of the Society shall be whole India and all countries where NITCA chapters are present.

5. AIMS & OBJECTS

The main objectives of the association shall be the following :

- (a) To bring the alumni or association chapters of the Calicut National Institute of Technology (Hereinafter referred to as the Institute) into a common forum.
- (b) To maintain the relationship contacts of the alumni of the College with the alma-mater
- (c) To promote cultural and social contacts among the alumni, present students and staff of the .College so as to develop a sense of tradition and heritage in the Calicut National Institute of Technology family, which in turn will lead to the further growth and prosperity of this institution and her progeny.
- (d) To help the students graduating from the college in developing entrepreneurship and practical know-how and in securing proper employment.
- (e) To function as a, purely non-profit organization in the pursuit of such other objectives solely connected with the educational and cultural objectives mentioned, above, as the General Body may decide from time to time.

6. MEMBERSHIP

(a) **Patron** - Institutions, corporate bodies or individuals who pay a sum as fixed by the general body from time to time shall be patrons of the association on the approval of the executive committee.

(b) **There shall be two types of individual members:**

(i) **Life Members:** all former students of the College, who have undergone a regular Degree/ Diploma programs of the college who pay a onetime fee, as fixed by the general body from time to time shall be life members of the Association.

(ii) **Honorary Members** : All the members of the teaching staff of the College except alumni of the College, shall be eligible to become honorary members of the Association.

All former members of the teaching staff and other men of eminence or leaders of the profession may be invited to become honorary members. The Executive Committee shall have the power to nominate such members.

- (f) To support the institute in the development of Industry Institute interaction.
- (g) To assist the institute in the internship and mentoring programs.
- (h) The local chapters alone will be responsible for their assets and liabilities and the Governing Council will not have any interest on their assets and liabilities.

6. MEMBERSHIP

(a) **Chief Patron** - The Director of NITC will be the Chief Parton of the Association.

(b) **Patron:** Reputed Institutions / Corporate bodies and eminent individuals will be considered and proposed by the Governing Council to be taken as patron member. Such patron member will have to pay a contribution fixed by the Governing Council.

(c) **There shall be two types of individual members:**

(i) **Life Members:** all former students of the Institute, who have undergone a regular Undergraduate/Postgraduate/Phd, shall be life members of the Association.

(ii) **Honorary Members** : All the members of the teaching staff of the College except alumni of the Institute, shall be eligible to become honorary members of the Association.

All former members of the teaching staff and other men of eminence or leaders of the profession may be invited to become honorary members. The

<p>(c) Student Chapter: All students who are on the rolls of the institute and have paid at the time of admission a membership fee as-determined by the Committee from time to time shall be members of the student chapter of the Association. The student chapter shall function under the guidance of the Executive Committee</p> <p>(d) Local Chapter:</p> <p>(i) The Executive Committee may authorize the establishment of local chapters of the Association where in its opinion there is a need for doing so. However, for starting a local chapter, there shall be not less than 10 life member of the association.</p> <p>(ii) The local chapters shall function in furtherance of the aims and objectives of the Association.</p>	<p>Governing Council shall have the power to nominate such members and their tenure.</p> <p>(d) Student Chapter: All students who are on the rolls of the institute and have paid at the time of admission a membership fee as-determined by the Institute from time to time shall be members of the student chapter of the Association. The student chapter shall function under the guidance of the Governing Council.</p> <p>(e) Local Chapter:</p> <p>(i) The Governing Council may authorize the establishment of local chapters of the Association where in its opinion there is a need for doing so. However, for starting a local chapter, there shall be not less than 10 life members of the Association as members of the local chapter.</p> <p>(ii) The local chapters shall function in furtherance of the aims and objectives of the Association.</p> <p>(iii) The local chapters should register with the Association remitting a onetime registration fee of Rs. 2000/- . There will be annual membership fee of Rs. 1000 per chapter. Registration and Annual membership fee may be revised by the annual general body meeting if needed</p>
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7. MANAGEMENT AND ADMINISTRATION

(i) EXECUTIVE COMMITTEE

- (a) The association shall be managed by an Executive Committee (hereinafter called the committee) consisting of
 - (i) a President
 - (ii) a Vice President
 - (iii) a Secretary
 - (iv) a Joint Secretary
 - (v) a Treasurer
 - (vi) an Editor and
 - (vii) Five members
- (b) The principal of the college shall be the president (Ex-Officio) of the Association
- (c) The Vice president shall be Nominated by the President from amongst the life members or from the honorary members
- (d) The 9 member to constitute the committee, except the President and vice president of the association shall be elected at the annual general body meeting of the association from among the life members.
- (e) The Secretary, Joint Secretary, Treasurer and Editor shall be elected by the committee members from among themselves.

7. MANAGEMENT AND ADMINISTRATION

The management of the Association shall be carried through the Governing Council as defined below.

(i) GOVERNING COUNCIL

- (a) The association shall be managed by a Governing Council consisting of 11 members elected biennially by the General Body (from among them the President, Vice President, Secretary, Joint Secretary and Treasurer will be elected), Immediate Past President, Presidents and Secretaries or their authorized nominees of approved chapters and the Dean of Alumni affairs as ex officio member. :
 - (i) a President (Elected by Governing Council from the 11 members elected By the General Body)
 - (ii) a Vice President (-----Do-----)
 - (iii) a Secretary (-----Do-----)
 - (iv) a Joint Secretary (-----Do-----)
 - (v) a Treasurer (-----Do-----)
 - (vi) Remaining Six members elected by the General Body to the Council
 - (vii) Immediate Past President
 - (viii) Presidents and Secretaries or their authorized nominees of approved chapters and
 - (Ix) Dean of Alumni Affairs (Ex Officio Member)

<ul style="list-style-type: none">(f) The secretary shall be an alumnus working in the college (alumnus on deputation/study leave/ leave/lien etc. will not be treated as "working in the college" for this purpose)(g) Only life members of the Association shall have the power to vote for the purpose of electing the Committee members.(h) The Committee shall hold the office from one annual general body meeting to the next following.(i) The committee shall have the power to fill any vacancy in the committee by nomination.	<ul style="list-style-type: none">(b) The biennial General body of the Association shall elect 11 members to the Governing Council.(c) The Governing Council will constitute 11 members elected biennially by the General Body (from among them the President, Vice President, Secretary, Joint Secretary and Treasurer will be elected), Immediate Past President, Presidents and Secretaries or their authorized nominees of approved chapters and the Dean of Alumni affairs as ex officio member.(d) In addition the Chapters having membership strength of more than 100 can nominate one more member each for every additional 100 members.(e) The Governing Council shall elect the President, Vice President, Secretary, Joint Secretary, and the Treasurer from the 11 members elected by the General Body.(f) The Governing Council shall hold the office for 2 years from one Annual General Body Meeting in which they are elected to the next annual general body meeting in which election is held.(g) Of the 11 members elected by the General Body, at least 2 members should be the faculty of the Institute.
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(ii) Duties and Powers of the Committee

- (a) The Committee shall be responsible for the affairs of the Association and shall settle its own procedure.
- (b) The Committee shall meet at least 4 times a year. A minimum of 3 days notice shall be given for any meeting of the committee. The quorum of the Committee meeting shall be Four.

- (h) The Treasurer post is reserved for the faculty member of the Institute who is in the Governing Council.
- (i) Only life members of the Association shall have the power to vote for the purpose of electing the Governing Council members.
- (j) Only life members can contest election to the Governing Council.
- (k) The Governing Council shall has the power to fill any vacancy in the Governing Council by nomination as and when required.
- (l) The Governing Council shall have the power to nominate maximum two life members to the Governing Council as permanent invitees if found necessary . However they shall have no voting powers.
- (m) The quorum for a Governing Council Meeting shall be Seven.

(ii) Duties and Powers of the Governing Council.

- (a) The Governing Council shall be responsible for the affairs of the Association and shall settle its own procedure.
- (b) The Governing Council shall meet at least once in two months- A minimum of 7 days notice shall be given for any meeting of the committee. The quorum of the Governing Council meeting shall be Seven.

- (c) The Committee shall have the power to incur from the general funds of the Association any expenditure necessary for carrying out the objectives of the Association.
- (d) The Committee shall have the power to convene General Body Meetings as and when found necessary

(iii) Duties and power of the Committee

(a) The President shall

- (i) Preside over the meetings of the Association and the Committee.
- (ii) Supervise all activities of the Association.
- (iii) Advise the secretary and other office bearers on various matters like arranging meetings etc.
- (iv) have the power to convene Extra-ordinary General Body Meeting giving 7 days notice on the receipt of the written request of not less than 25 members, specifying the purpose of the meeting, on matters of urgency and importance. No subject other than that specified in the request shall be discussed at such meetings.

(b) The Vice President shall

- (i) Officiate as President in the latter's absence.
- (ii) Help the President in discharging the latter's duties.

- (c) The Governing Council shall have the power to incur from the general funds of the Association any expenditure necessary for carrying out the objectives of the Association.
- (d) The Committee shall have the power to convene General Body Meeting as and when found necessary after giving adequate notice to the members as given in section 8(d).

(iii) Duties of the office bearers

(a) The President shall

- (i) Preside over the meetings of the Association and the governing Council
- (ii) Supervise all activities of the Association.
- (iii) Advise the secretary and other office bearers on various matters like arranging meetings etc.
- (iv) have the power to convene Extra-ordinary General Body Meeting giving 7 days notice on the receipt of the written request of not less than 25 members, specifying the purpose of the meeting, on matters of urgency and importance. No subject other than that specified in the request shall be discussed at such meetings.

(b) The Vice President shall

- (i) Officiate as President in the latter's absence.
- (ii) Help the President in discharging the latter's duties.

(c) The Secretary shall

- (i) Attend to the general business of the Association including correspondence on all matters under the direction of the Committee
- (ii) Convene all meetings of the Association and the Committee with the concurrence of the President,
- (iii) Present a report of the working of the Association at the Annual General Body Meeting.
- (iv) Perform the duties of the Treasurer in the latter's absence.
- (v) Be responsible together with the Joint Secretary for the upkeep of all records of the Association and, for the proceedings of the- General Body and Committee meetings.
- (vi) Operate the accounts jointly with the president.
- (vii) Perform the duties of any Committee member in the letter's absence.

(d) The Joint Secretary shall

- (i) Help the Secretary in all matters connected with the duties of the latter.
- (ii) Discharge the duties of the Secretary in the Latter's absence.

(e) The Treasurer shall

- (i) Maintain the accounts of the Association

(c) The Secretary shall

- (i) Attend to the general business of the Association including correspondence on all matters under the direction of the Governing Council.
- (ii) Convene all meetings of the Association and the Governing Council with the concurrence of the President,
- (iii) Present a report of the working of the Association at the Annual General Body Meeting.
- (iv) Perform the duties of the Treasurer in the latter's absence.
- (v) Be responsible together with the Joint Secretary for the upkeep of all records of the Association and, for the proceedings of the- General Body and Governing Council meetings.
- (vi) Perform the duties of any Governing Council member in the letter's absence.

(d) The Joint Secretary shall

- (i) Help the Secretary in all matters connected with the duties of the latter.
- (ii) Discharge the duties of the Secretary in the .Latter's absence.

(e) The Treasurer shall

- (i) Maintain the accounts of the Association

- (ii) Issue receipts for money received and submit the accounts to the Committee at its meeting.
- (iii) Present the annual financial and audited reports at the Annual General Body Meeting.

(f) The Editor shall edit and publish the periodical news letters and other publications of the association.

(g) The Committee members shall

- (i) Discharge any duty assigned to him by the Committee
- (ii) Help other office bearers in the discharge of the latter's duties, when called upon by the President/Secretary.

8. MEETINGS

(a) The Annual General Body Meeting of the Association shall be held normally in the month of February every year. Notice of the General Body Meeting either in hard copy or in electronic form or published in the website shall be send to the members 14 days in advance. Members who intend to move any resolution or raise any matter from the floor of the House shall intimate the Secretary in writing at least five days ahead of the General Body Meeting. The Committee shall meet on any suitable day prior to the General Body meeting and discuss the resolutions and other matters moved by the members.

- (ii) Issue receipts for money received and submit the accounts to the Governing Council at its meeting.
- (iii) Operate the accounts jointly with the President and Secretary.
- (iv) Present the annual financial and audited reports at the Annual General Body Meeting.

(f) The Governing Council members shall

- (i) Discharge any duty assigned to him by the Governing Council
- (ii) Help other office bearers in the discharge of the latter's duties, when called upon by the President/Secretary.

8. MEETINGS

(a) The Annual General Body Meeting of the Association shall be held normally in the month of August every year. Notice of the General Body Meeting either in hard copy or in electronic form or published in the website shall be send to the members 14 days in advance. Members who intend to move any resolution or raise any matter from the floor of the House shall intimate the Secretary in writing at least five days ahead of the General Body Meeting. The Committee shall meet on any suitable day prior to the General Body meeting and discuss

<p>(b) Committee members shall be elected at the Annual General Body meeting. Nominations may be made at the general body meeting. Such nominations shall be duly seconded by life members and accepted by the proposed candidates. Election, if found necessary, shall be held by show of hands or secret ballot as decided by the General Body Meeting.</p> <p>(c) The quorum for a General Body Meeting shall be twenty.</p> <p>(d) In addition to the Annual Ordinary General Body Meeting, the Secretary may convene Extra ordinary General Body Meetings as decided by the Governing Council, or on the written request of not less than 25 members, specifying the purpose of the meeting. No subject other than that specified in the request shall be discussed at such meetings. Such meetings shall be convened within 30 days of the receipt of a proper request by the secretary and the Secretary shall give notice of at least 7 days to the members.</p>	<p>the resolutions and other matters moved by the members.</p> <p>(b) Governing Council members shall be elected at the Annual General Body meeting. Nominations shall be filed before the Secretary in paper at least 7 days prior to the General Body Meeting through the respective chapters. Such nominations shall be duly seconded by life members and accepted by the proposed candidates. Election, if found necessary, shall be held by secret ballot during the time of the General Body Meeting. If adequate number of nominations is not received those members whose nominations are received and are in order will be considered as elected and presented to the General Body. Nominations will be called for from the floor of the General Body for electing the remaining members to the Governing council.</p> <p>(c) The quorum for a General Body Meeting shall be twenty five.</p> <p>(d) In addition to the Annual Ordinary General Body Meeting, the Secretary may convene Extra ordinary General Body Meetings as decided by the Governing Council, or on the written request of not less than 25 members, specifying the purpose of the meeting. No subject other than that specified in the request shall be discussed at such meetings. Such meetings shall be convened within 30 days of the receipt of a proper request by the secretary and the Secretary shall give notice of at least 7 days to the members.</p>
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9. FUNDS

- (a) The funds of the Association shall be vested in such banks or such authorized securities as the Committee may decide and shall be operated jointly by the President or Secretary along with the Treasurer.
- (b) The Secretary shall be given an imprest amount, the quantum of which shall be as decided by the Committee from time to time.
- (c) The Committee shall arrange for the annual audit of the accounts of the Association by a person who is not a member of the Committee.
- (d) The Secretary shall be empowered to accept donations, endowments etc. on behalf of the Association, and to invest them in such banks or other securities as the Committee may decide. Separate rules may be framed for operating endowment funds with approval of the sponsors.

10. RESIGNATION

- (a) Any member of the Association who is not an office-bearer, may resign his/her membership by written intimation to the Secretary. No refund of subscription shall be made to him/her. If he/she wants to rejoin the association, he/she shall have to pay the full subscription for life membership, after acceptance of his/her application by the Committee.
- (b) If any office bearer wants to resign, he/she shall send in his/her resignation to the President of the Association and

9. FUNDS

- (a) The funds of the Association shall be vested in such banks or such authorized securities as the Committee may decide and shall be operated jointly by the President or Secretary along with the Treasurer.
- (b) The Secretary shall be given an imprest amount, the quantum of which shall be as decided by the Governing Council from time to time.
- (c) The Governing Council shall arrange for the annual audit of the accounts of the Association by a person who is not a member of the Governing Council.
- (d) The Secretary shall be empowered to accept donations, endowments etc on behalf of the Association, and to invest them in such banks or other securities as the Governing Council may decide. Separate rules may be framed for operating endowment funds with approval of the sponsors.

10. RESIGNATION

- (a) Any member of the Association who is not an office-bearer, may resign his/her membership by written intimation to the Secretary, however no refund of subscription shall be made to him/her.
- (b) If any office bearer wants to resign, he/she shall send in his/her resignation to the President of the Association and the resignation will take effect

the resignation will take effect only from the day it is accepted by the Committee and on settling all his/her liabilities.

11. LEGAL PROCEDURES

- (a) The Association shall sue and be sued in the name of the Secretary.
- (b) The power of interpreting these Bye-laws is vested in the Committee and its decision shall be final and binding,
- (c) In the absence of any specific rules, the General Rules of Procedure of the Conduct of Meetings (Robert's Rules of Procedure) shall be followed.

12. GENERAL

- (a) Every year Alumni Day shall be- celebrated synchronizing with the Annual General Body Meeting.
- (b) The accounting year starts from 1st April and ends on 31st March.
- (c) Amendments to the constitution can be made at a General Body Meeting by approval of 2/3 majority of the members present and voting. Notice of proposed amendments shall be given to members at least 10 days before the General Body Meeting.
- (d) The Association shall be non-political in character. Neither

only from the day it is accepted by the Governing Council and on settling all his/her liabilities if any.

11. LEGAL PROCEDURES

- (a) The Association shall sue and be sued in the name of the Secretary The court jurisdiction shall be Kozhikode District.
- (b) The power of interpreting these Bye-laws is vested in the Committee and its decision shall be final and binding,
- (c) In the absence of any specific rules, the General Rules of Procedure of the Conduct of Meetings (Robert's Rules of Procedure) shall be followed.
- (d) All acquisition of immovable assets shall be acquired in the name of the Association and disposal of the same can be made only as authorized by the general body through resolutions.

12. GENERAL

- (a) Every year Alumni Day shall be- celebrated synchronizing with the Annual General Body Meeting.
- (b) The Annual General Body meeting other than that held along with World NITCA meet (WNM) will be held at the institute along with the Alumni day .
- (c) The General Body meeting held along with World NITCA meet which happens once in 2 years will held in different locations as decided. This will also be the election meeting to elect the Governing Council. The

<p>the General body nor the committee shall discuss at any meeting any matter pertaining to the service rule and such other issues.</p> <ul style="list-style-type: none">(e) The association shall publish periodical news letters. The committee shall nominated an editorial board consisting of 3 members for this purpose.(f) On matters of dispute, the opinion of the President shall be binding.(f) In the event of dissolution of the Society the surplus assets shall not be paid, to or distributed among the members of the Society but shall be given to a society with similar objectives as may be decided by the members of the Society or to the government.		<p>venue for the next WNM shall be decided in this election General body meeting and will be the responsibility of the local chapter representing that location to host the event. The President of the chapter or a member of that chapter nominated will be the General Convener for the event.</p> <ul style="list-style-type: none">(d) All extra ordinary General Body meetings shall be convened an the institute.(e) The accounting year is from 1st April and ends on 31st March.(f) Amendments to the constitution can be made at a General Body Meeting by approval of 2/3 majority of the members present and voting. Notice of proposed amendments shall be given to members at least 10 days before the General Body Meeting.(g) The Association shall be non-political in character.(h) On matters of dispute, the opinion of the majority of the Governing Council shall be binding.(i) In the event of dissolution of the Society the surplus assets shall not be paid, to or distributed among the members of the Society but shall be given to a society with similar objectives as may be decided by the members of the Society or to the government.
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