



# ALUMNI CLUB - ANNA UNIVERSITY

No.1 Boat Club Road, Raja Annamalai Puram, Chennai – 600 028.  
(Society Reg. No.173 of 1993)

## NOTICE

Notice is hereby given that an Extra-ordinary General Body meeting of the Members of the Club will be held at the registered office of the Club at No.1, Boat Club Road, Chennai-600028. at New Conference Hall in the Club premises on 16<sup>th</sup> December 2018 (Sunday) at 10 a.m. to transact the following business brought by the Managing Committee :-

### **Special Business:-**

1. The Extra-ordinary General Body Meeting has been called for as mandated by the Annual General Body Meeting (AGM) held on 17<sup>th</sup> June 2018 (Sunday) to specifically address the proposed amendments to Bye-Laws of Alumni Club.
2. Proposals brought forward by Mr. K. Raghunathan (M.No. 526 ) in the AGM held on 18<sup>th</sup> June 2018, bearing a direct effect on the existing bye-laws of Alumni Club, were to be referred to an expert Panel set up by the Incoming Managing Committee which would not only consider the relevance of the proposed resolutions but also go through the existing Bye-Laws of Alumni Club in detail and suggest additions / modifications / deletions of existing Bye laws of Alumni Club wherever found necessary with appropriate explanations.
3. The Managing Committee of Alumni Club for the Year 2018-19 set up an Expert Panel vide it's correspondence dated 02 July 2018 comprising of the following Members of Alumni Club :  
Mr.T.M. Jawaharlal (M.No. 003)  
Dr. M.S. Srinivasan (M.No. 139)  
Mr. P. Saravanan (M.No. 1113)
4. The Rules & Regulation Review Committee have submitted their Report on the above on 28 October 2018 ;The changes recommended incorporated in the proposed resolutions is being tabled in the Extra-ordinary General Body Meeting for discussion and adoption of resolutions to be incorporated in the existing Bye-Laws of Alumni Club.
5. To pass the following resolutions as an ORDINARY RESOLUTION with or without modification:-

### **Addition :**

### **Definitions:**

'Club' means Alumni Club, Anna University.

**Alumni Club Anna University** in the context of Alumni Club means and includes the following

- a). College of Engineering, Guindy
- b). Madras Institute of Technology, Chrompet
- c). Alagappa College of Technology, Guindy.
- d). School of Architecture and Planning, Guindy.

**'Act'** means The Tamil Nadu Societies Registration Act 1975 (Act 27 1975)

**'Bye laws'** means the Rules & Regulations of the club, which governs the affairs of the club.

**'President'** means a member of the club duly elected to that office in accordance with the bye laws of the Club.

**'Secretary'** means, a member of the Club duly elected to that office in accordance with the bye laws of the club.

**'Treasurer'** means a member of the club duly elected to that office in accordance with the bye laws of the club.

**'Member'** means a person who has been admitted to the Membership of the Club, after the due process under the bye laws of the Club.

**'General Body'** means a body comprising all eligible and current members of the Club. Managing Committee shall comprise of Office Bearers and Management Committee Members.

**'Management Committee'** means a committee entrusted with the responsibility for the day-to-day management of all the affairs of the Club and shall comprise of Elected, Nominated and Co-opted Members.

**'Office Bearers'** of the club means

- i. The President
- ii. The Secretary.
- iii. The Treasurer

**'Contestant'** means a member who files nomination papers for election to the Management Committee.

**'Appellate Committee'** means a committee formed temporarily by the Management Committee to decide the appeal against the decision of the Returning officer.

### **Interpretation :**

- i. In this Bye-law wherever a word is said in singular it applies to plural also and vice-versa.
- ii. In the Bye-law when a word is used connoting one gender it applies to the other gender also.

## **10. MANAGEMENT**

**Add:** The Members of the Management Committee shall be drawn from three different streams / sources as follows:

- i. By Direct Election
- ii. By Nomination
- iii. Ex-Officio Member.

### **10.1 Existing**

10.1 Elected Members Subject to the provisions of the rules and Procedures.

For election of members to the Managing Committee of the Club, There shall be nine members elected by the General Body

As follows :

President

Hon. Secretary

Hon. Treasurer

Six Committee members.

### **10.1 Proposed**

10.1 Elected Members Subject to the provisions of the rules and procedures

For election of members to the Managing Committee of the Club, there shall be nine members elected through secret ballot (ref 10.5.1) by the General Body as follows: -

President

Hon. Secretary

Hon. Treasurer

Six Management Committee members.

The office bearers and the management committee members are not entitled for any monetary compensation and are not entitled for any other allowances.

### **10.2 Existing**

10.2 Nominated Members

Managing Committee shall nominate two members in addition to the elected members from: -

- a. Directors / Deans of the constituent colleges of the Anna University by rotation amongst those who are Members of Club.
- b. President of the Alumni Association ( or federation of such associations ) of one of the constituent colleges of Anna University by rotation amongst those who are members of the Club  
The rotation cycle will be according to the seniority of the founding of the four institutions.

### **10.2 Proposed**

10.2 Nominated Members

Managing Committee shall nominate two members in addition to the elected members from: -

- a. Directors / Deans of the constituent colleges of the Anna University by the rotation amongst those who are members of Club through request to The Registrar Anna University.
- b. President of the Alumni Association ( or Federation of such Associations ) of one of the constituent colleges of Anna University by rotation amongst those who are members of the Club through Invitation by the Managing Committee under intimation to Anna University.

The rotation cycle will be according to the seniority of the founding of the Institutions.

### **10.4 Existing**

10.4 The term of office of all members for the Managing Committee shall be one year. The nominated members shall be on the Managing Committee only as long as they hold the official positions in their respective institutions.

### **10.4 Proposed**

10.4 The term of office of all members for the Managing Committee shall be Maximum one year. The nominated and co-opted members shall be on the Managing Committee only as long as they hold their official positions in their respective institutions.

### **10.5.3 Existing**

10.5.3 The contestants for the posts of the President, Hon. Secretary and Hon. Treasurer should have served in the management committee for a minimum of one year in addition to conditions laid out in 10.5.2

### **10.5.3 Proposed**

10.5.3 The contestants for the posts of the President, Secretary and Treasurer should have served in the management committee for a minimum of one term in addition to conditions laid out in 10.5.2.

#### **10.5.3.1 Existing**

10.5.3.1 Each eligible member can be only one of the following :-

- a. Proposer
- b. Secunder
- c. Contestant
- d. Polling Officer
- e. Returning Officer.

The Proposer and Secunder for the Contestants should be Members of Good Standing.

#### **10.5.3.1 Proposed**

10.5.3.1 Each eligible member can be only one of the following :-

- a. Proposer
- b. Secunder
- c. Contestant
- d. Polling Officer
- e. Returning Officer.

The Proposer and Secunder for the Contestants should be Members of Good Standing. Every member present at the General Body Meeting shall have one vote, subject to such member not be disqualified as per clause 11.11 of the bye-law.

### **10.15 Proposed (NEW)**

#### **10.15 Election Process**

10.15.1. A member desirous of contesting the elections shall lodge with the office of the club, his nomination papers in the prescribed format duly proposed and seconded by two different members of the club. The said persons proposing and seconding the contesting member shall be members of 'Good standing' as defined in 10.5.2.

10.15.2 Each Member of the Club can be only one of the following :-

- a. Proposer.
- b. Secunder.
- c. Contestant.
- d. Returning Officer.

#### **Returning Officer**

- i. Notice of the election to Management Committee shall be issued along with the notice of the Annual General Body meeting. Simultaneously the management committee shall nominate any Member with not less than 10 years of membership to function as a Returning Officer. The name of such nominated Returning Officer shall be notified along with the Notice of the election.
- ii. The duty of the Returning officer shall be to conduct the elections in a fair manner and these duties shall commence with the receipt of nominations and cease with the declarations of results.
- iii. All nominations received shall be entered in a register called 'Register of nominations' chronologically, indicating all details and shall be available for perusal by any member.

- iv. Objections to any nomination shall be entertained till two days after the last date of filing the nominations. A brief summary of objections **in writing** received shall be entered in the 'Register for nominations' against the concerned contestant.
- v. Scrutiny of all nominations shall be taken up during office hours, after the last date for receipt of nominations by the Returning officer who shall first dispose of all objections according to the provisions of the bye-law.
- vi. Rejections and withdrawals of nominations shall be completed no later than four days after the last date for receipt of nominations and shall be displayed on the Notice Board thereafter.
- vii. The Returning officer's decision regarding the eligibility of the contestants to contest the election for management committee can be appealed to by the contestant or by one or more members individually or jointly through the president or the Secretary within 48 hours of the Returning officer's decision. The Management Committee shall **then** form an Appellate Committee consisting of three members who had earlier functioned as the Office bearer of the club and who themselves are not contestants in the present election. The decision of the majority in the Appellate Committee is final with regard to acceptance / rejection of the nomination of the Contestant.
- viii. After the counting is completed, the results for each office shall be declared, tabulated and signed by the Returning Officer and given to the President of the Management Committee.
- ix. The president shall arrange to have the election results signed by the Returning officer displayed immediately on the Notice Board of the Club.

### **11.1. Existing**

11.1 The Managing Committee of the Club shall carry out general policies as laid down by the General Body. The Managing Committee shall frame rules from time to time for running of the Club effectively.

### **11.1 Proposed**

11.1 The Managing Committee of the Club shall carry out general policies as laid down by the General Body. The managing Committee shall have the authority to Make such Bye-laws for internal management and Regulation of the Conduct of the Members of the Club and the Bye laws so made shall come into force from such date as may be determined by the Management Committee. The Management Committee shall place all such changes in the Bye-laws in the following First General Body meet effecting the changes. The Changes made in the Bye-laws shall continue in force until altered or amended at General Body meeting.

### **18. Existing**

#### **18. VOTE**

18.1 Every member present at the meeting in person shall have one vote, subject to such member not being disqualified as per the clause 11.11.

18.2 Each member of the Managing Committee including the President other than nominated members and ex-officio member shall have one vote. In case of a tie, the President shall, in addition to his own vote, have a casting vote. There shall be no proxy. (take to 15.3.1.)

### **18. Proposed**

**TO BE DELETED** (as already included in 10.5.3.1)

## **New Provisions**

### **Complaints and Suggestions**

- (i) No employee of the Club for any of his commissions or omissions shall be reprimanded or punished by a member directly. If a member has a complaint against any employee or regarding any matters related to the club, he can give a complaint in writing to the Secretary .
- (ii) A Complaint / Suggestion Box in which a member of the club can drop in his complaints and/ or suggestions shall be kept in the Bar, all restaurants and in all sport halls. The letter pad of the Club shall be kept near the suggestion box in which the member can write his complaint. These boxes shall be opened once in a week before the Secretary of the Club.
- (iii) Secretary shall investigate the complaint and if necessary take measures for correcting it. The Secretary shall also communicate the outcome of his investigation and the remedies proposed, if any to the member who had lodged the complaint within 15 days of the receipt of the same. However petty complaints can be dealt summarily by any Management committee member if present at that point of time in the Club.
- (iv) An Action Taken Report (ATR) consisting of Compilation of Complaints (not the petty complaints) received by the Management Committee during its tenure in office and action taken upon them shall be sent along with the Notice to the Annual General Body Meeting .
- (v) The mobile numbers and the e-mail id of the office bearers and the Management committee members shall be displayed in the Notice Board.

### **Club Property -Damage**

When a Club property is damaged by a member or his dependents or his guest then the cost shall be borne by the member. The decision of the management committee in ascertaining the Cost is final.

### **Damage/Loss to person and property**

The Club is not liable for any loss or damage caused to the property, death or injury whatsoever or however caused, suffered or sustained by any minor or adult including the member within the premises of the Club.

### **Reservation of Club premises**

- (i.) Management Committee shall cause to display in the Notice Board the premises/facilities available for reservation by the members for exclusive use. The Management Committee shall also specify the number of staffs that it can make available exclusively for such premises / facilities in case of reservation.
- (ii.) The Member shall be given the facility of availing the services of more staff than specified by the Management Committee on payment of the cost determined by the Managing Committee. On the requisition of one or more members any such club premises shall be reserved on any day between 11:00a.m to 10.30 p.m subject to the availability. Details of such reservation shall be posted at once in the Club Notice Board.
- (iii.) The Manager of the Club or any other staff authorized by the Management shall personally supervise the premise / facility before the reservation time and endorse that everything is proper in a register containing the details of reservation. The quality and the quantity of the food items supplied therein shall be checked and certified by a person nominated by the Management for such purpose.

(iv.) In case of any complaint by the member regarding the premises/facilities reserved or against the staff allotted to render the service thereof a written complaint addressed to the Secretary can be handed over in a sealed cover in the Club office. The Management shall make available a Club seal for this purpose in the Club Office. All such sealed covers shall be opened by the Management Committee in its monthly meetings. If the Management committee decides that the complaint of the Member is genuine then an appropriate amount as decided by the Committee shall be refunded .to the affected Member.

### **Leave of Absence**

Upon written application to the Management Committee any office bearer or the member of the Committee , setting forth good and sufficient cause, 'leave of absence' may be granted by the Managing Committee permitting any member from attending the meeting. However 'leave of absence' without notice shall not be granted continuously for more than three management committee meetings.

Members are requested to submit their questions / queries / clarifications sought in writing with regard to the above to the Managing Committee on or before 10<sup>th</sup> Dec 2018.

Date : 15<sup>th</sup> November 2018

Place : Chennai-600 028.



**R.Mohan**  
**(Hon. Secretary)**

### **Note:**

1. The Extra Ordinary General Body Meeting is being requisitioned
  - a. by the Management Committee as per Rule 16.1 of Bye Laws & Rules and Regulations of the Club.
  - b. As mandated by the Annual general Body meeting held on 17<sup>th</sup> June 2018.