

Bylaws

BMK Alumni Association

- 1 Name clause : B.M.K. Alumni Association Shahapur, Belgaum.
- 2 Registered Office: KLE University's, Shri B.M. Kankanawadi
Ayurveda MahavidyalayaShahapur, Belgaum
- 3 Office timing: The office of the Association shall be from 3-00
P.M. to 5-00 P.M.
- 4 The area of operation : The area of operation of the Association shall
extent to the Belgaum district jurisdiction
- 5 Bank Account. : B.M.K. Alumni Association, KLE University's Shri
B.M. KankanawadiAyurveda
MahavidyalayaShahapur, Belgaum.

I) SHORT TITLE EXTENT AND COMMENCEMENT

- 1) These Bye-laws may be treated as the B.M.K. Alumni Association.
- 2) It shall extend to the Belgaum District only.
- 3) It shall come into force from the date of the registration of this Association.

II) DEFINITION

In these Bye-laws unless the context otherwise requests.

- 1) ALUMNI. A person passed out from the Institution since its inception.
- 2) MEMBER. A person admitted as the Member of this Association and whose name appears in the register of Members maintained for the purpose.
- 3) ASSOCIATION. Means: B.M.K. Alumni Association.
- 4) FINANCIAL YEAR. Means the Year starting from 1st April and ending with 31st March of the subsequent year.
- 5) GENERAL BODY: Means the assembly of the member gathered at the General Meeting.
- 6) BOARD OF MEMBERS: Means the committee formed for the purpose of management of the Association and consisting of the office bearers and members of the BoM
- 7) QUORUM: 1/5th of the total members or higher of the Association for the sake of General Body Meeting , 2/3rd of the Board of Members shall form quorum.

ARTICLE 1 -- NAME

The name of this organization shall be the **BMK Alumni Association** ("Association"). The governing body of the Association shall be the Alumni Association '**Board of Members**'.

ARTICLE II -- MISSION

The mission of the Association is to foster mutually beneficial connections among alumni, students, faculty, administration of B.M.KankanawadiAyurvedMahavidyalaya, Belgaum.

Objectives:

- Foster alumni pride and enhance the reputation of the B.M.KankanawadiAyurvedMahavidyalaya, Belgaum.
- Provide opportunities for alumni to volunteer their time and talents on behalf of B.M.KankanawadiAyurvedMahavidyalaya, Belgaum.
- Offer alumni theoretical and practical/clinical knowledge which will benefit their professional and personal lives,
- Provide alumni with the means to connect with other alumni for the exchange of medical information and ideas,
- Ensure that alumni have the means to communicate their accomplishments, interests, and concerns to other members of the Institute,
- Support the fundraising activities and priorities of the Institution and encourage individual alumni to provide infrastructural /financial support to the Institute,
- Participate in the activities related to quality improvement of curriculum designing, teaching/training programmes,

ARTICLE III - MEMBERSHIP

Section 1:

1) CLASS OF MEMBERS:

There shall be one class of members. **Life Members.**

2) ELIGIBILITY: All students who passed from B.M.KankanwadiAyurvedMahavidyalaya shall automatically be members of the Association. The principal of KLE U Shri B M KankanawadiAyurvedMahavidyalaya will also be the default member of the Association though in case, he has not passed from B. M. KankanwadiAyurvedMahavidyalaya.

3) DISQUALIFICATION: The person shall be disqualified from acquiring membership if;

- a) He is sentenced by the courts of law under the Penal Code.
- b) found involved in immoral turpitude.
- c) He has spoken of expressed in oral or in writing his opposition or resistance for the formation of or acted detrimental to the objects of the Association.

4) ADMISSION:

- a) The student aged more than 18 years, passing from B. M. KankanwadiAyurvedMahavidyalaya shall apply for the membership in the prescribed form to the Association for the membership.
- b) Every application shall be addressed to the **President** of the Association and submitted to the memberSecretary.
- c) Every such application shall be placed before the managing Committee in its meeting by the Secretary for decision.
- d) Every decision refusing admission shall be communicated to the Member in writing with reason within 30 days
- e) Rejected members can go for appeal to the general body – Board of members. The decision of board of members will be the final.
- f) Every application shall be disposed off within 40 days from the date of receipt of the same.

5) FEES: That every person admitted as life Member shall pay a sum of Rs.1000/- to the Association the as the membership fee.

6) CEASATION OF MEMBERSHIP

- a) Membership shall cease to be a member on his/her death.
- b) Membership shall be ceased to be a member on his/her tendering voluntary resignation subject to the approval of the Board of Members
- c) Membership shall be ceased in case he is disqualified by the provisions of these Bye laws.
- d) Membership will be ceased if he is expelled from the governing body.

7) EXPULSION OF MEMBER:

Any member can be expelled by the Board of Members by passing a resolution for following one or more of the reasons.

- a) If he/she has deceived the Association by making false propaganda.
- b) If he/she has said or committed something to harm the Association/Society.
- c) If he/she has acquired membership by furnishing false particulars.
- d) If he/she has been sentenced by the Penal Law.
- e) If he/she is found guilty of misconduct, misappropriation deception or has involved in moral turpitude.
- f) Before expulsion of any member an opportunity to be heard should be given to such a Member.

8) REGISTER OF MEMBER:

The Association shall maintain one or two book Register in which the names of the persons admitted to the membership shall entered by the Secretary with following other particulars.

- | | |
|----------------------|--|
| a) Name | b) Age |
| c) Occupation | d) Corresponding Address with contact number and Email |
| e) Date of Admission | f) Registration number if any. |

That any member who has ceased to be a member on account of non-payment of the membership fees may seek re-admission by making payment of arrears, subject to the reconsideration of the Board of Members

Section 2:

RIGHTS AND PRIVILEGES:

1. All Alumni Members of the Association may serve as Directors and Officers of the Association, and may serve in any capacity in the Association except as might otherwise be provided by these Bylaws.
2. CME, workshops, training programmes to alumni may be conducted & participated,
3. Alumni may participate in major institutional functions
4. Alumni have privilege for financial contribution towards academic/ infrastructural development of the institution.

Section 3:

GENERAL BODY:

The ultimate and final authority of the Association shall be the assembly in the General Body meeting. However the G.B. Member shall not interfere with the day today affairs of the Managing Committee or its office bearers.

1. ANNUAL GENERAL BODY MEETING:

The Annual General Body meeting of the Association shall be held once in every year in the month of May by giving 15 days prior notice to all the Members.

2. SUBJECT FOR THE ANNUAL GENERAL BODY MEETING.

- a) To consider all the policies, schemes, and programmes, put forth by the Board of members of Governing body for the ensuing year.
- b) To consider the suggestions of the members for the better functioning of the Association.
- c) To consider and approve the Annual report submitted by the Managing Committee.
- d) To consider any other subject that may be brought forward by any member present with the permission of the president.

3. MODE OF NOTICE OF GENERAL BODY MEETING:

- a) Those 21 days clear notice for calling Annual General Body meeting and 7 days clear notice for calling special general body meeting to all of its members, in a following manner.
- b) By fixing a copy of the notice on the Notice Board situate at the registered office premises of the Association and

- c) By sending the notice of the meeting through post/sms/e mail or by giving a public notice in the daily newspaper.
- d) Minor irregularities in the service of the notice shall not invalidate the proceedings of the meeting.

4. PROCEEDINGS OF GENERAL BODY MEETING:

The president shall always and in his absence Vice-President of the Association shall preside over the meeting. And in absence of both the members assembled there of shall choose any of the Senior Member out of themselves to preside over the meeting. That the proceedings shall be ordinarily recorded in the separate book maintained for the said purpose by the Member Secretary.

Section 4:

DUES

No dues shall be required of members of the Association.

ARTICLE IV:

BOARD OF MEMBERS

Section 1-- General Powers and Number

- A. The activities and affairs of the Association shall be managed by the Board comprising no fewer than 7 Alumni Members, not more than eleven. The Board shall have the power to make rules governing the members and the conduct of the affairs of the Association.

Section 2 --Composition of the Board

- A) **BOARD MEMBER** positions shall be allocated among alumni of all Schools operated by BMK Ayurved Mahavidyalaya since its inception.
- B) **BOARD OF MEMBERS** of Association consists of 7 members.
 1. President- the Principal, BMK Ayurved Mahavidyalaya, Belgaum
 2. Member- Alumnus, Professor, BMK Ayurved Mahavidyalaya, Belgaum
 3. Member – Alumnus, Treasurer
 4. Member Secretary - alumnus, BMK Ayurved Mahavidyalaya, Belgaum
 5. Member- alumnus, local
 6. Member- alumnus, outside the Belgaum city
 7. Member- alumnus, lady candidate

1. The President of the Association shall be the Principal of the college and the permanent member.
2. Member- alumnus, Professor, BMK AyurvedMahavidyalaya,: He/she shall be selected and nominated by the Chairman and requested to be member of the Association
3. Member – Alumnus, Treasurer, BMK AyurvedMahavidyalaya,: He/she shall be selected and nominated by the Chairman and requested to be member of the Association.
4. Member Secretary - alumnus, BMK AyurvedMahavidyalaya, Belgaum: He/ She shall be selected and nominated by the Chairman and requested to be member of the Association
5. Member- alumnus, (local): He/she shall be selected and nominated by the Chairman and requested to be member of the Association
6. Member- alumnus, outside the Belgaum city: He/she shall be selected and nominated by the President and requested to be member of the Board
7. Member- alumnus, lady candidate: She shall be selected and nominated by the Chairman and requested to be member of the Association. She may be local or outside the city.

A) Committee shall be reformed during month of November/December.

C) **POWERS.**

1. **BOARD OF MEMBERS.**

- a) Shall execute the resolutions passed in the general body meeting.
- b) Subject to the provisions of these bye laws the BoM, shall be entitled to exercise all such acts, deeds and things as required for the fulfilment of the objects of the Association.
- c) Subject to the provisions of bye laws the BoM, shall have powers to do following acts, deeds and things.
 - i. Admit members.
 - ii. Appoint or remove, take disciplinary action against the staff and regularize their service conditions.
 - iii. Appoint an auditor.
 - iv. To scrutinize Account from time to time and prepare annual budget etc.
 - v. To do all such acts and things which are ancillary or incidental to the objects
 - vi. To conduct CME, Workshops, Training programmes, Medical camps, Public awarenessprogrammes, etc.,

2. **PRESIDENT**

Subject to the provisions of the bylaw of Association.

- a) The President of the Association shall be the chief controlling and supervision authority of the Association.
- b) The president shall.
 - Watch over the financial and general execution of administration and day today affairs of the Association.
 - Exercise control and supervision on the staff.
 - In case of emergency exercise all the necessary powers for the benefit of the Association and its members and place the same before the next BoM meeting.
 - The Vice-president shall discharge the all powers of the President in his absence.

3. **SECRETARY**

Subject to the supervision and control of the president and the provisions of Memorandum of Association and bye laws, the Secretary shall be in the overall charge of all the affairs and executive officer of the Association and he shall.

- a) Act as the convener of the BoM of the Association and shall convene the meeting of the BoM as may be directed by the President or requisitioned by the prescribed number of Members.
- b) Maintain General body and governing body meeting notice book and proceedings book, property register, Accounts book, Cash book and members list of the association
- c) Prepare the annual report of the Association and place the same before the Annual General Body meeting.
- d) Submit annual returns to the Registrar of Societies if necessary.
- e) Shall make the payments upto Rs.2000/- without passing resolution in the managing committee and the payments above Rs.2000/- he shall make the payments after passing the resolution to that effect in the BoM.

4. **TREASURER.**

- a) The treasurer shall be responsible for maintaining accounts of all the records and expenditure of the Association.
- b) The Treasurer shall.
 - i. Keep the accounts of the Association up-to date.

- ii. Prepare and place the financial report of the preceding year before the Annual General Meeting.

D) DUTIES IN GENERAL.

It shall be a duty of every member of the Association to;

- a) Abide by the bylaws of association.
- b) Cherish and follow the noble ideas of the legal profession or other profession.
- c) Uphold and protect the unity and integrity of the Association.
- d) To promote harmony on the spirit of common brotherhood amongst all members of the Association.
- e) Value and preserve the rich heritage and standard of the Association.
- f) Safeguard the property and assets of the Association.
- g) Strive towards excellence in all spheres of professional activity.

E) FUNDS AND FINANCE.

- a) The funds and finance for the Association may be raised by one or more in following manners.
 - i. By subscriptions and contributions from the members.
 - ii. By humble donations from the Donors and public at large.
 - iii. By policies, schemes and programmes.
 - iv. From other sources that shall be decided by the Administrative body from time to time.
- b) The Association may have one or more accounts in one or more Banks of good repute.
 - i. The Bank account shall be operated under the joint signatures of the President along with Secretary or with the Treasurer.
 - ii. All the funds of the Association shall be deposited in the Bank and no amount in excess of Rs. 2000/- be retained as cash reserve.
 - iii. All the payments in excess of Rs. 2000/- shall be made only through cheques.

F) **AUDIT.**

The audit of the Association shall be done in the month of March of every year by the Auditor appointed by the general body.

Section 3:**Nominations to the Board**

Nominations of one or more candidates for each Director position to be filled at a general meeting of the Board shall be made by written petition of one or more members of the Association. Nominations by petition must be received by the BMK Ayurved Mahavidyalaya, Belgaum.

Section 4:**Terms of Office**

- A) Unless otherwise specified at the time of Board formation, each selected Director shall serve a three-year term of office, beginning at the end of the general meeting at which he/she is selected.
- B) The terms of office of selected Directors shall be staggered so that approximately one-third expire each year. A selected Director may serve no more than one three-year term.
- C) At the expiration of a three-year term, a Director may continue to serve in their capacity on a year-to-year basis, for a maximum of two years, subject to a majority vote of the Board.
- D) Directors who serve as officers may continue to serve as a Director on a year-to-year basis, for a maximum of two years, at the expiration of their term in office.

Section 5-- Resignation of Directors

Any Director may resign at any time by delivering a written resignation to an Officer of the Association. Such resignation shall take effect immediately after the resignation has been accepted by the governing body.

Section 6-- Absence of Directors

If any Director misses three (3) consecutive general meetings, his/her position on the Board shall be declared expired. At his/her request, he/she may be reinstated one time by a majority vote of the Board.

ARTICLE V:**BOARD MEETINGS****Section 1—General Meetings**

Every year, there shall be three general meetings of the Board. The meetings shall not be intended to promote any individual personally

Section 2 -- Special Meetings

Special meetings of the Board may be called at any time by the President or a majority of Directors as and when required.

Section 3 -- Notice of Meetings

Notice of the time, place, and purpose or purposes of all Board meetings, except as herein otherwise provided, shall be given by telephone call, electronic mail, sms or mail at least five days prior to such meeting. If such notice is given by mail, it shall be addressed to the preferred address of the Director. Notice of any meetings may be waived by any Director. Meetings will be held at such time and place as shall be determined by the Board in a resolution adopted by the Board.

At any meeting at which more than two-thirds of all Directors shall be present, even without any notice or waiver thereof, any business may be transacted except as otherwise provided in these Bylaws.

Section 4 -- Waiver of Notice and Consent Regulation

Whenever, under the provisions of law, or these Bylaws, the Board is authorized to take any action after notice or after the lapse of a prescribed period of time, such action may be taken without notice and without the lapse of any time if at any time before or after such action is completed such requirements be waived in writing by the persons entitled to such notice or entitled to participate in the action to be taken. Any action that may be taken at a meeting of the Board may be taken without a meeting if authorized in writing and signed by all of the Directors.

Section 5 -- Conduct of Meetings Quorum and Voting

At all meetings of the Board, the President or Vice President, or in their absence a chair person temporary chosen by the Directors present, shall preside.

At all meetings of the Board a minimum of fifty percent (50%) of all Directors shall be necessary and sufficient to constitute a quorum for the transaction of business, and the action of a majority of voting Directors present at any meeting at which there is a quorum shall be the act of the Board, except as may be otherwise specifically required by statute or these Bylaws. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without further notice until a quorum is present.

All matters shall be decided by a majority vote of those Directors eligible to vote present, except as otherwise provided by statute or these Bylaws. Each voting Director shall be entitled to one vote on each question presented. The president will have an extra vote to make powers.

Section 6 -- Business to be transacted

A) At each regular meeting of the Board the order of business shall be as follows:

- 1) Reading of minutes of preceding meeting, if requested by any Director in attendance,
- 2) Report of President.
- 3) Activities Reports
- 4) Transaction of such other business as may be presented to the Board.

B) At any special meeting of the Board of Members, the Board shall transact only such business set forth in the notice of such meeting unless otherwise permitted by these Bylaws.

ARTICLE VI- OFFICERS

Section 1-- Officers

A) The Officers of the Association shall be a President, a Vice-President, and Secretary, treasurer, all of whom shall be selected by President and from among the BoM.

B) The Board may appoint such other officers or agents as may be desired to carry out such specific duties as the Board may from time to time assign. Such appointed Officers or agents need not be Alumni Members of the Association.

Section 2-- Election and Terms of Office

A) The Officers shall be selected by the President at a BoM meeting.

B) The President shall be the Principal, KLE University's, Shri B.M. Kankanawadi Ayurveda Mahavidyalaya Shahapur, Belgaum.

C) The Vice-President and Secretary shall serve an approximately three year term of office that shall commence at the end of the general meeting of the Board held. They shall continue in office until their successors are selected and qualified.

D) No officer may serve more than two consecutive terms in the same office.

Section 3-- Vacancies

In the event of the permanent loss of the President, the Vice-President immediately shall assume that office for the remainder of the unexpired term.

In the event of the permanent loss of the Vice-President or the Secretary, the Board at its next general meeting shall elect a successor who immediately shall assume that office for the remainder of the unexpired term.

Nominations of candidates to fill unexpired terms of officers shall be made by the Board in accordance with these Bylaws.

Section 4-- Duties of Officers

A) President: The President shall perform and carry out decisions of the Board, shall serve as chief executive officer of the Association, and shall preside at all meetings of the Association and of the Board.

B) Vice-President: The Vice-President shall perform the duties of the President in the event of the temporary absence of the President or as directed by the Board. He/She shall perform such other duties as directed by the President, and the Board.

C) Secretary: The Secretary shall keep a record of the proceedings of all meetings of the Board of Members and of all other matters of which a record shall be deemed advisable by the Board. The Secretary shall keep a roll of the members and shall issue notices of all meetings of the Board. The Secretary shall perform the duties of the President in the temporary absence of the President, the Vice-President, or as directed by the Board. The Secretary shall report to the Board at each general meeting and at any other time as required.

ARTICLE VII– EXECUTIVE STAFF

BMK AyurvedMahavidyalayaoffice of Alumni Services shall be responsible for the complete, integrated functioning of the Association.

The duties of the office of Alumni Services shall be to assist in carrying out the objectives of the Association, to consult with the President and the Board, and to facilitate alumni activities and programs.

ARTICLE VIII - MISCELLANEOUS

Section 1-- Amendment of Bylaws and Articles of Incorporation

The Bylaws may be amended in accordance with the following procedure:

A) Any member of the Board may propose an amendment by resolution setting forth the text of the proposed amendment and directing that it be submitted for adoption at a meeting of the Board.

B) A notice of the meeting of the Board stating the purpose thereof, together with the text of the proposed amendment, shall be given to each Board member not less than Five days prior to the date of such meeting. This notice may be waived by a unanimous vote of those present at any meeting of the Board.

C) The affirmative vote of two-thirds of the membership of the Board eligible to vote shall be required for the approval of a proposed amendment.

Section 2 – Alumni Meet

Alumni meet shall be conducted at least once in a year. The meetings will be strictly for the promotion and welfare of the BMK Alumni and this shall not include promotion of any individual personally and political issues. The alumni of the institution will be informed by phone, sms or email for the meet.