

MES COLLEGE OF ENGINEERING, KUTTIPPURAM - **QATAR ALUMNI ASSOCIATION**

1 Name of The Association

- 1-1 The name of the Association shall be MESCEQ herein after referred to as the Association

2 Head Quarters

- 2-1 The head quarter of the Association shall be Doha Qatar.

3 Objectives of the Association

- 3-1 The main objective of the Association is to undertake and promote Engineering and technical projects in Qatar or India.
- 3-2 The Association shall provide a platform for the members to meet and exchange views on matters related to Engineering and promote cultural and sports activities.
- 3-3 The Association shall organize all other activities which are not in contradiction with the objectives of the Association.

4 Membership

- 4-1 Persons residing in Qatar who are Graduated in Engineering, MBA or MCA from MES Engg.College, Kuttippuram shall be eligible for membership.

5 Membership Fee

- 5-1 All persons eligible for membership in the Article 4 shall pay an amount of **QAR. 50/- (QAR Fifty Only)** as membership fee. This membership fee shall not be refundable under any circumstances. All such persons are members of the Association and shall be collectively be referred as the General Body .

6 Management Committee

- 6-1 The management committee hereinafter referred to as MC, shall consists of the following members :
- (a) 6 (Six) Office Bearers, namely,
Chairman
Vice Chairman
General Secretary
Joint Secretary
Finance Controller
Joint Finance Controller
shall be elected by and from among the members of the General Body,
- (b) 6 Executive Committee Members (including 2 Ex-officio members - Chairman and General Secretary in previous year)

6-2 The tenure of the MC shall be for two years and MC may opt to fill in casual vacancy by co-option.

6-3 The MC shall direct and manage the affairs of the Association.

6-4 The MC shall appoint Sub Committees and shall delegate any of its powers to any such Sub-Committee as and when required.

6-5 The MC shall meet atleast once in a month.

7 Financial Year

7-1 The financial year shall be from April 1st to March 31st.

8 Fund Management

8-1 Permanent Fund

8-1-1 The membership fees and any other funds collected by the Association shall be deposited in a Bank in Qatar.

8-1-2 The fund shall be deposited in the joint account of the Chairman, the General Secretary and the Treasurer to be operated by a minimum of two of the jointly with the approval of the General Body.

8-2 Auxiliary Fund

8-2-1 Any other funds generated by the Association shall be deposited in a Bank in Qatar as Auxiliary Fund.

8-2-2 Auxiliary Fund shall be deposited in the Joint account of the Chairman, the General Secretary and the Treasurer to be operated by a minimum of two of the jointly with the approval of the MC.

8-3 Any cash withdrawal from Permanent Fund shall be done only on exigencies with the approval of the General Body.

8-4 Audit

8-4-1 The General Body shall appoint an independent Professional auditor to audit the accounts of the Association in accordance with the by-laws of the Association at the end of every financial year and report shall be presented to General Body.

9 Duties & Responsibilities of Members of the Management Committee:

9-1 Chairman

9-1-1 To preside over meetings , of the Association

9-1-2 To represent Association in required forums and act as the official spokesman as directed by the MC.

9-1-3 Chairman shall have only the power of casting vote in the MC meeting.

9-1-4 To operate the accounts jointly with the Treasurer and the General Secretary in accordance with the decisions taken by the MC.

9-2 Vice – Chairman

9-2-1 To assist the Chairman in his duties.

9-2-2 To perform all duties of the Chairman in his absence.

9-3 General Secretary

9-3-1 To execute all decisions taken by the MC

9-3-2 To Convene all official meetings of the Association as advised by the Chairman.

9-3-3 To carry out all the official activities such as office correspondence, general administration etc in accordance with decisions taken by the MC.

9-3-4 To operate the accounts jointly with the Chairman and Treasurer in accordance with the decisions taken by the MC.

9-4 Joint Secretary

9-4-1 To assist the General Secretary in all official activities.

9-4-2 To perform the duties of the General Secretary in his absence

9-5 Treasurer

9-5-1 To perform all the necessary work for the Joint custody and Operation of the Funds with the Chairman and General Secretary and other assets of the Association according to the decisions of the MC.

9-5-2 To prepare and produce the Annual account in time and co-ordinate with the auditor and get it ready to be presented in Annual General Body Meeting.

9-6 Joint Treasure

9-6-1 To assist the treasure in all official activities.

9-6-2 To perform the duties of the treasurer in his absence.

9-7 Management Committee members other than office bearers :

All members shall have joint responsibilities with the office bearers and assist/ advice/ conduct the affairs and activities of the Association for smooth running of it.

10 General Body Meeting

10-1 The Annual General Body meeting of the Association shall be held with a quorum of one third of the members. Minimum period of

notice for such a meeting is 10 (Ten) days.

- 10-2 The MC shall convene General Body meeting within 14 days with a minimum notice periods of 3 (Three) days of its members on written request of one third of Association members.
- 10-3 The MC shall call for extra-ordinary General Body meeting at any time if deemed necessary, to attend any special matter that may arise time to time with a minimum of 5 (five) days notice to its members.
- 10-4 In case there is no quorum for a meeting of the General Body, the members who are present shall disperse and after an interval of 30 minutes the meeting will be reconvened with the available strength with out insistence of the quorum. All decisions taken in such a meeting will be valid and binding.

11 Amendments of the By- Laws :

- 11-1 Any amendment to by-laws of the Association shall be incorporated only with the General Body's approval with two thirds majority of members present in the general body called up with a minimum of 51% of the attendance. Such a General Body Meeting of the association shall be convened by notice of at least 1 month and shall be called for that specific purpose. Unless two thirds of the members present vote for it, the amendment shall not be effected. The basic status and purpose of the Association shall not be amended or modified under any circumstances.

Presented on : 22 / 09 / 2010