



**CONSTITUTION OF**

**VIDHIBANDH**

**THE ALUMNI ASSOCIATION**

**OF**

**V.P.M's TMC LAW COLLEGE,**

**THANE**

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**Clause 1: NAME AND ADDRESS OF THE LAW COLLEGE ALUMNI ASSOCIATION**

**“Vidhibandh”**

VPM’s TMC Law College, Thane Alumni Association, Bldg No.2, Jnanadweepa, College Campus, Chendani Bunder Road, Thane (west) 400601. Maharashtra, India.

**Clause 2: MISSION**

To develop and strengthen relations between our Alumni and the college by providing diverse tangible benefits including career services, networking opportunities, special events, seminars, workshops, lectures, and the opportunity to connect, inspire students and graduates. Also, to engage Alumni with institutional research and future goals for the sustained development of college.

**Clause 3: OBJECTIVES**

- 3.1 Increase the alumni volunteer base
- 3.2 Increase alumni participation and involvement in law college activities
- 3.3 Increase alumni participation in fund raising activities
- 3.4 Sponsor, institute prizes, scholarships and render financial aid to deserving students of the college.
- 3.5 Work towards the welfare of the alumni, celebrating their achievements, project sponsorship, expert lectures, develop infrastructural facilities, frame & suggest value added courses.

- 3.6 Promote pride, tradition, and loyalty among past, present and future students.
- 3.7 Contribute to legal research, law reform & publication
- 3.8 Contribute to professional training of students

## **Clause 4: MEMBERS**

### 4.1 Patron

The Chairman, Vidya Prasarak Mandal (Thane) and the Principal, VPM'S TMC Law College, Thane, shall be ex-officio Patrons of the Association.

### 4.2 Category Of Members

The Association shall have the following category of Members – Regular Members and Honorary Members.

### 4.3 Regular Member

Every student who has passed out from VPM'S TMC Law College, Thane and paid Membership fees of Rs. 500/- shall be eligible to be a member and shall hereinafter be referred to as the alumni/alumna, as the case may be.

### 4.4 Honorary Members

4.4.a All the past Principals, Incharge Principals Senior faculty members and three of VPM'S TMC Law College, Thane shall be Honorary Members of the Association.

4.4.b Eminent personalities honored by VPM'S TMC Law College, Thane / Vidya Prasarak Mandal (Thane), as the case may be nominated as Honorary Members at the discretion of Executive Committee of Association.

4.5 No member, other than the alumni / alumna, as the case may be, qualifying under clause 4.3 shall be entitled to exercise the right to elect or be elected to the executive committee or to the position of any office bearer/s of the association as stipulated in clause 10.1.d, provided that such member/s qualifying under clause 4.3 is not a defaulter under clause 5.1 in respect of payment of subscription/s.

#### **Clause 5: MEMBERSHIP AND SUBSCRIPTION**

- 5.1 Any person who satisfies the condition/s for the eligibility of becoming a Member of the Association as stipulated in clause 4.3
- 5.2 The subscriptions mentioned in clause 5.1 may be changed by the General Body from time to time provided that Patrons and Honorary Members, as defined in clauses 4.1 and .4.4, shall not be required to make any contribution.

#### **Clause 6: REGISTER OF MEMBERS:**

- 6.1 The Association shall maintain a Register of Members, including PATRONS, containing the names, addresses and their occupations, the date of admission and the date of cessation/termination. The Register will be kept open for inspection, at the registered address of the Association, indicated in clause 1.

## **Clause 7: RIGHTS AND OBLIGATIONS OF MEMBERS:**

- 7.1 Every member has the right to:
- (a) Elect and be elected in any election of the Association;
  - (b) Submit suggestion/s for discussion to the Executive Committee and Sub-Committee(s) / Special Committee(s), on any matter, concerning the Association;
  - (c) Inspect the accounts of the Association after prior appointment with the Secretary; and
  - (d) Voluntarily forego his/her membership after due information in writing about his/her intent to do so, to the Executive Committee
- 7.2 Every member shall pay his/her subscription within the prescribed time; and facilitate and sub serve, at all times, the cause of Association, its members and the ALMA MATER.

## **Clause 8: THE GENERAL BODY**

### 8.1 Composition:

Members of the Association, including Patrons, shall comprise the General Body of the Association which shall be the supreme and apex authority for taking any decision regarding amendments to the constitution, by-laws if any and any other matter of importance to the smooth functioning of the Association.

## 8.2 Role of General Body:

In order to fulfill the identified objectives of the Association enunciated in clause 3 , the General Body shall:

- (a) Evolve a broad policy framework
- (b) Develop suitable strategies for implementing policy laid down in clause 8.2 a
- (c) Create local chapters for decentralizing the activities of the Association; and
- (d) Actively support and promote the cause of the local chapters

## 8.3 Responsibilities of General Body:

The General Body shall discharge its responsibilities through its

- (a) Executive Committee as mentioned in clause 10.1
- (b) Sub and Special Committee/s created by it for given specific purpose(s), or created under clause 10.6
- (c) The administrative infrastructure created by it and
- (d) Local Chapters of the Association (if any)

## **Clause 9: ANNUAL GENERAL MEETING**

9.1 Annual General Meeting of the General Body of the Association shall be held every year but not later than 15 months following the previous Annual General Meeting and shall transact, in the normal course, the following business:

- (a) To elect the Chairman of the Association and minimum 5 to maximum 21 other Members of the Executive Committee.
  - (b) To consider the annual report of the Association and audited statement of accounts which shall be prepared, every year, for the accounting period (year) commencing 1st April and ending 31st March of the following year
  - (c) To appoint auditor/s and to fix their remuneration.
  - (d) To appoint internal auditor amongst the members other than Executive Committee members.
  - (e) To consider any other matter which fits into the broader interest and purpose of the Association.
- 9.2 The Chairman, and in his absence, the Vice Chairman shall preside at such meetings. In the absence of both of them, those present shall elect one amongst themselves to preside.
- 9.3 The quorum for any General Body Meeting shall be of at least 15 elected Members. In the event of there being no quorum at the time and place appointed for a General Body Meeting, the same may be held by those present by adjourning the meeting at the same place to a time 30 minutes later on the same day.
- 9.4 At such an adjourned meeting the regular business on the agenda may thereafter be transacted even in the event of lack of quorum.

- 9.5 Minimum 70 % Members of the Association may request the Secretary to call a Special General Body Meeting by a requisition in writing, stating the objective/s for which they desire that the meeting be called and thereupon the Secretary shall proceed to do so after consultation with the Executive Committee.
- 9.6 In the event of the Secretary failing to convene such a Special General Body Meeting within 14 days of the receipt of the requisition, the Members requesting the meeting may themselves convene a Special General Body Meeting in accordance with clause 9.8.
- 9.7 Minimum 14 clear days notice of the Annual General Body Meeting of the Association, shall be given, by the Secretary, to every member, including the Patrons, of the Association
- 9.8 Minimum 7 clear days of notice of the Special General Body Meeting of the Association, shall be given, by the Secretary, to every member including the Patrons, of the Association. However, in the event of an emergency a Special General Body Meeting may be called at a short notice if 50% Members of the Executive Committee think it is necessary and agree to do so.

## Clause 10: EXECUTIVE COMMITTEE:

10.1 The management of the association shall:

- (a) Be vested in an Executive Committee
- (b) Comprise minimum 5 to maximum of 21 elected members of the association as stipulated in clause 9.1 a in an Annual General Meeting every 3 years.
- (c) Comprise:
  - i. Chairman
  - ii. Vice-Chairman
  - iii. Secretary
  - iv. Treasurer
  - v. Joint Secretary (if necessary)
  - vi. 12 Members
  - vii. Principal of VPM's TMC Law College, Thane as Honorary Member.
  - viii. Maximum upto 3 staff members of VPM's TMC Law College, Thane can be nominated, on an ex-officio basis, by the **Chairman of VPM** / Principal of VPM's TMC Law College, Thane as honorary member/s. Provided that, an honorary member per clause 4.4, need not be a member of the association as defined in clause 4.3.

10.2 The Executive Committee may co-opt maximum upto 3 members.

10.3 The mandate of the Executive Committee shall be for a tenure stipulated in clause 10.1 b and the Executive Committee shall be responsible for running the association

for fulfilling the objectives of the Association stated in clause 3 and the conduct of any other activities which benefit the purpose or sub-serves the cause of the Association and / or its members and / or the ALMA MATER.

- 10.4 The Secretary and the Treasurer of the Association shall be based in Mumbai/Thane to facilitate the smooth functioning of the Association.
- 10.5 Any casual vacancy occurring in the Executive Committee, may be filled by the Executive Committee by co-option from time to time without changing the basic structure of the Executive Committee.
- 10.6 The Executive Committee may appoint from time to time from amongst its Members such Sub-Committee/s, or partly from amongst its Members and partly amongst the Members of the Association, as defined in clause 4.3, such Special Committee/s as may be required and shall prescribe the terms of reference, powers and privileges of such Sub - Committee/s and or Special Committee/s as the case may be.
- 10.7 The Executive Committee shall meet as often as may be necessary, but not less than twice every year to transact the business of the Association. The Chairman shall preside at such meetings. In his absence, the Vice- Chairman shall preside, and in the absence of the Chairman and the Vice-Chairman, the Members present at the meeting shall elect one amongst themselves to preside.

- 10.8 Any elected or co-opted Member of the Committee absents from 3 consecutive Committee meetings without prior intimation shall be deemed to have vacated the respective office provided that this clause shall not be applicable to Patrons/Honorary Members
- 10.9 1/3<sup>rd</sup> Members shall form a quorum for Executive Committee meetings. If there is no quorum in the meeting, the presiding person may decide on the place and time of the next meeting for which no quorum will be required.
- 10.10 Minimum 7 day's notice shall be given for a meeting of the Executive Committee. The meeting shall be convened by the Secretary, in consultation with the Chairman of the Association and the Principal of VPM's TMC Law College, Thane However, in the event of an emergency an Executive Committee Meeting may be called at a short notice if 1/3<sup>rd</sup> Members of the Executive Committee think it is necessary and agree to do so.
- 10.11 Any 2/3<sup>rd</sup> Members of the Executive Committee may require the Secretary to call a meeting of the Executive Committee by requisition in writing, stating the object/s for which they desire that the meeting be called and thereupon the secretary shall proceed to do so. In the event of the Secretary failing to convene such a meeting within 7 days after receipt of the requisition by him, the Members who requested for the meeting may themselves convene a meeting of the Executive Committee after giving due notice prescribed in clause 10.10

10.12 The Executive Committee shall be authorized to accept donations, gifts, bequests for furthering the purpose of the Association; provided that the deployment of the donations, gifts, bequests shall be in accordance with the intent of the person giving the donations, gifts, bequests and in accordance with the prescribed policy of VPM (Thane) in this behalf.

10.13 No member of the Association shall be authorized to enter into any dealings on behalf of the Association, without the prior, written, permission, consent and authorization of the Executive Committee.

## **Clause 11: DUTIES OF OFFICE BEARERS**

### **11.1 Bank Operation:**

The Treasurer and either the Chairman or Secretary of the Association shall operate the banking accounts of the Association jointly.

### **11.2 Safe Custody of Funds:**

The Executive Committee of the Association shall be responsible for the safe custody of the funds and assets of the Association. The funds of the Association shall be kept in nationalized /scheduled banks and be invested in any securities as specified u/s. 35 of Bombay Public Trust Act 1950 and such other laws as may be applicable in this behalf

### **11.3 Books of Accounts, Inspection and Audit:**

(a) The books of Accounts and other statutory books shall be kept at the registered office of the

Association and shall be kept open for inspection of the members of the Executive Committee during usual office hours and the same shall be kept open for inspection of the members of the association at such time and place as the Executive Committee directs on a written request made by any member.

- (b) The Association shall maintain accounts, as mentioned in clause 9.1 b which will be audited annually by a qualified auditor or auditors.

#### 11.4 Chairman

The Chairman shall

- (a) Convene and preside over the meetings of the Executive Committee and General Body
- (b) Make announcements regarding General Body Meetings, Elections and proposed amendments to the Constitution and/or By-Laws as the case may be
- (c) Any other important matter/s concerning the Association

#### 11.5 Vice - Chairman

Vice Chairman shall discharge

- (a) The duties of the Chairman during his/her absence and
- (b) Such other tasks as may be assigned by the Executive Committee General Body from time to time.

## 11.6 Secretary

The Secretary, shall :

- (a) Convene meeting of Executive Committee / General body with consultation with Chairman.
- (b) Liaise between the Association, VPM's TMC Law College, Thane and the Student Body of the Institution.
- (c) Represent the Association in various bodies of the Institution, as and when required, on behalf of the Association and the Executive Committee.
- (d) Be responsible for the smooth functioning of the registered office of the Association,
- (e) Be responsible for the effective and efficient execution of the decisions and policies made by the Executive Committee and the General Body.
- (f) Be responsible for maintaining the minutes of all meetings

## 11.7 Treasurer

The Treasurer shall:

- (a) Oversee all financial matters of the Association
- (b) Be responsible for the following :
  - i) Collection of membership dues and also donations, grants and bequests, if any, received by the Association;
  - ii) The expenditures of the Association;

- iii) Making all records available for scrutiny by the auditor;
- iv) Presenting the Statement of Accounts in the Annual General Body meeting and
- v) Presenting a true and fair picture of the state of financial affairs of the Association.

## **Clause 12: PROCEDURE FOR ELECTION: VOTING AND OTHER PROCEDURES**

12.1 All matters at any General Body Meeting, for the election of the Members of the Executive Committee, in accordance with clause 9.1 a, shall be determined by show of hands, or if challenged, by a division. No voting by proxy shall be permitted.

12.2 Election of the Chairman and all other Members of the Executive Committee shall be by mail ballot. No voting by proxy shall be permitted.

*N.B. For the purpose of clause 12.2 the expression mail may mean transmission of messages through electronic or postal mail, or through government or courier services.*

12.3 In case of equality of votes, the person presiding over the meeting shall have a casting vote in addition to his own vote.

12.4 The Executive Committee will decide on the appointment of returning officer(s), and the procedure for receiving and counting of votes and any other administrative matter incidental, consequential and supplemental for the smooth conduct of the election.

12.5 The returning officer shall be responsible for receiving nominations, sending out the ballots, receiving the responses, counting, announcement of results and any other instructions given by the Executive Committee in accordance with clause 12.4 for the smooth conduction of the election/s

### **Clause 13: DISTINGUISHED ALUMNUS/ALUMNA**

The General Body can nominate a distinguished alumnus/alumna as a member of the Executive Committee, for the remaining tenure of the Executive Committee, at the time of appointment, as mentioned in clause 10.1 c

### **Clause 14: AMENDMENTS TO THE CONSTITUTION**

14.1 Amendments to the Constitution of the Association as formulated in the above clauses of the Association, may be made from time to time by the General Body assembled in any Annual or Special General Body Meeting, provided there is always at least 2/3<sup>rd</sup> Members present and those members who are present are entitled to vote at a meeting and can exercise their vote for or against the amendment as the case may be.

14.2 Any proposal of amendment shall be circulated along with the notice convening the meeting for the purpose.

## **Clause 15: DISSOLUTION OF THE ASSOCIATION: PROCEDURE FOR DISSOLUTION**

- 15.1 A proposal for the dissolution of the Association shall be considered at a Special General Body Meeting called exclusively for the purpose, and shall be determined by not less than 2/3<sup>rd</sup> majority of the Members present and entitled to vote.
- 15.2 The QUORUM for such a meeting shall be 2/3<sup>rd</sup> number of Members on the Register of the Association.
- 15.3 The proposal, if carried by such a majority, shall be required to be confirmed by a like majority and a like quorum at a subsequent Special General Body Meeting, called exclusively for the purpose of confirmation, to be held not earlier than 7 clear days from the date of the previous meeting.
- 15.4 In the event of dissolution, the funds and assets of the Association shall be transferred to the Vidya Prasarak Mandal (Thane)

## **Clause 16: CESSATION OF MEMBERSHIP**

Any member of the association shall cease to be a member on his/her:-

- (a) Resignation from membership by a letter addressed to the Secretary
- (b) Becoming insane or insolvent
- (c) Death

- (d) Conviction of any offence in connection with the formation, promotion, management or conduct of affairs of a Association or a body corporate or of any offence involving acts of moral turpitude.

Provided that, a member whose membership has ceased shall IPSO FACTO, cease to be a member of all Committees, Sub-Committees, Special Committees and any other position/s held by him in the Association.

### **Clause 17: TERMINATION OF EXECUTIVE COMMITTEE MEMBERSHIP**

A member of the Executive Committee shall cease to be a member of the Executive Committee on his/her:-

- (a) Resignation by a letter addressed to the Secretary,
- (b) Absence from three consecutive meetings of the Executive Committee without any leave or without reasonable grounds;
- (c) Conviction of any offence in connection with the formation, promotion, management or conduct of affairs of a Association or of any offence involving acts of moral turpitude.

Provided that, a member whose membership of the Executive Committee has terminated, under clause 17.1 c his/her membership of all other Committees, Sub-Committees, Special Committees and any other position/s held by him in the association, shall, IPSO FACTO, stand terminated and he/she shall also cease to be a Member of the Association.

## **Clause 18: DISPUTES, SUITS & LEGAL PROCEEDINGS**

- 18.1 All dispute/s between the Association and any stakeholder/s of the Association will be resolved through due consultation and consensus and any dispute/s which are not so resolved by consultation or consensus shall be referred to arbitration and the jurisdiction for such matter/s shall be the State of Maharashtra.
- 18.2 All suits or legal proceedings by or against the Association shall be in the name of the Secretary or such person, as shall be appointed by the Committee for the occasion.

## **Clause 19: GENERAL**

- 19.1 Members of the Association shall be kept informed about its activities through circulars, newsletters and / or any other means considered appropriate by the Executive Committee.
- 19.2 No member or an employee of the association shall be personally liable for the debts, liabilities or obligations of the association incurred by his/her activities on behalf of the Association, provided that this shall not apply in respect of such action in which, a member/employee he/she as the case may be, is finally adjudged by suit or proceedings to have been derelict in the performance of his/her duties on behalf of the Association or in respect of action resulting from wilful disobedience of the law, bad faith, gross negligence, as the case may be.
- 19.3** Reservation for women, minimum of 2 women to be a part of Executive Committee.

## CONTROL CHART

<b>Sr. No.</b>	<b>Clause No.</b>	<b>Decision by General Body Regarding</b>
1	5.1	Membership fee
2	9.1 a	Number of Members in the Executive Committee
3	9.3	Quorum for General Body Meeting and time to lapse after adjournment to reconvene
4	9.5	Number of Members of the Association to request the Secretary to convene a Special General Body Meeting
5	9.6	Maximum nos. of days permitted for Secretary to convene a meeting
6	9.7	Number of days clear notice to convene a Annual General Body Meeting
8	9.8	Number of days clear notice to convene a Special General Body Meeting and number of members of the Association and the Executive Committee
9	10.1 b	Minimum and Maximum number of members
10	10.1 c	Exact nos. of elected members and tenure of Executive Committee
11	10.1 d xix	Number of Law college staff
12	10.2	Number of co-opted members
13	10.8	Nos. of consecutive meetings missed
14	10.9	Quorum for Executive Committee Meeting
15	10.10	Minimum nos. of days to convene a meet and in emergency nos. of member of the Executive Committee to decide to convene the meeting
16	10.11	Number of members required and time permitted for secretary to convene meeting
17	12.1	Number of elected members of Executive Committee
18	14.1	Minimum number of members present for Annual General Body Meeting/ Special General Body Meeting for amendment of Constitution
19	15.1	Ratio of members for dissolution
20	15.2	Number for quorum
21	15.3	Minimum number of days for confirmation of dissolution
22	19.3	Reservation for women