

Memorandum

Name of the Society: **Annai Therasa Arts and Science College
Alumni Association**

Objects:

1. To take wholesome efforts to strengthen the Alumni Association.
2. To establish professional network with the Alumni
3. To render support to the college placement cell by create link between the corporate and institution through Alumni Network.
4. To provide career opportunities and Guidelines to Alumni through college placement cell.
5. To help student for their academic project.
6. To do all such Acts as may be necessary for furthering the object of the Association.

President / Secretary

The Name, Address, Designation and Occupation of Executive committee are as follows:-

Executive Committee

S. No	Name	Designation	Occupation	Address
1.	Mrs.J.Shanmugapriya	President	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
2.	Mr. Inayaththulla	Vice President	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
3.	Mrs. V.Rani	Secretary	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
4.	Mr. Muruganandham	Joint Secretary	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
5.	Ms. S.Vedhavalli	Treasurer	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
6.	Mr. Alex	E.C.Member	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
7.	Mrs.Kirubasankari	E.C.Member	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
8.	Mrs.Bakkialakshmi	E.C.Member	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
9.	Mrs. Pushpalatha	E.C.Member	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
10.	Mr. Premkumar	E.C.Member	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
11.	Mr. K. Nithyanandham	E.C.Member	Asst. Professor	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109

President / Secretary

We the undersigned had agreed that we have formed “**Annai Therasa Arts and Science College Alumni Association**” and requested you to register under the 27 of 1975 Society Registration Act.

S. No	Name & Designation	Signature	Occupation & Address
1.	Mrs.J.Shanmugapriya,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
2.	Mr.Inayaththulla,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
3.	Mrs.V.Rani		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
4.	Mr. Muruganandham,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
5.	Ms. S.Vedhavalli,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
6.	Mr. Alex,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
7.	Mrs.Kirubasankari,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
8.	Mrs.Bakkialakshmi,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
9.	Mrs. Pushpalatha,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
10.	Mr. Premkumar,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109.
11.	Mr. K. Nithyanandham,		System Administrator Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109

Witnesses

1. Dr.S.Kamalakkanna S/o Thiru. E.P.Sokkiah
Address: 16, Kulakkarai 2nd Street, Madipakkam, Chennai - 600 091

2. Mr. M.Mageshkumar S/o Thiru.V.Moorthy
Address: No.17, Bajanai Koil Street, Madhuranthagam, Kanchipuram (Dist) - 603306

Date:

Place: Thirukazhukundram

President / Secretary

Rule and Regulations

- A. Name of the Society : **Annai Therasa Arts and Sciece College Alumni Association**
- B. Address of Society : Sadras Road, Mangalam, Thirukazhukundram
- C. Date of the formation : 05.08.2018
- D. Registration of the district within whole jurisdiction of the society : Kancheepuram
- E. Working Hours of the Society : 10 a.m to 5.00 p.m

F Object of the Society

- 1 To take wholesome efforts to strengthen the Alumni Association
- 2 To establish professional network with the Alumni
- 3 To render support to the college placement cell by create link between the corporate and institution through Alumni Network.
- 4 To provide career opportunities and Guidelines to Alumni through college placement cell.
- 5 To help student for their academic project.
- 6 To do all such Acts as may be necessary for furthering the object of the Association.

President / Secretary

G. THE ACTIVITIES OF THE ASSOCIATION, IN FURTHERANCE OF ITS OBJECTS:

1. The Association as the objects of promoting (1) Education, (2) Literature, (3) Science, (4) Charity, (5) Social Reform, (6) Art, Handicrafts, (7) Cottage Industry, (8) Social Service, (9) Cultural Activities, (10) the diffusion of useful knowledge and (11) such other useful objects with respect to which the state has powers to make laws which may be prescribed under Section 3 of the act.
2. Apart from the above purpose, this association will Endeavour for good purpose whole heartedly.

H. THE NAME OF THE PERSON OR OFFICER, IF ANY AUTHORIZED TO SUE OR TO BE SUED ON BEHALF OF THE ASSOCIATION:

The President is the person authorized to sue and be sued on behalf of the Association.

I. THE NAME OF THE PERSON OR OFFICER WHO IS EMPOWERED TO GIVE DIRECTION IN REGARD TO THE BUSINESS OF THE ASSOCIATION:

The Secretary of the Association empowered to pass any specific orders in the day to day administrative affairs of the association.

J. ENROLLMENT OF MEMBERS:

i. Qualification:

“Annai Therasa Arts and Scienc College old students” - members who have attained the age of 18 yrs are eligible for enroll as a member of the association and they must strive for promotion, betterment and good purpose of the association. He/She should be the alumni of the Annai Therasa Arts and Science college, on have to remit membership fee along with filled in application form during the office hours of the Association. The executive committee has the ultimate power to accept or reject the application for. The Executive Committee’s decision is final.

ii. Entrance Fee and Subscription:

Every member must pay a sum of Rs.200/- (Rupees Two Hundred only), towards subscription every year.

K. REMOVAL AND APPEAL OF THE MEMBERS:

1. If any member of the association fails to remit the membership renewal fee (consecutively for 2 years) of Rs.200/- (Rupees two hundred only) he/she will be removed from the association, on the recommendation of Executive Committee. The removed member can be readmitted. However he/she should pay the entire dues to the Association.
2. A member can be removed by the President, Secretary and Treasurer constitution of committee and inclusive of minimum 3/4th Executive Members in written for his misconduct. However, if he/she gives any explanation to committee will be considered.

3 Member Guilty of offences punishable as stranger:

Any member of a registered association, who steals, purloins or embezzles any money or other property or willfully and maliciously destroys or injures. The property of the registered association are forge any deed, bond, security for money, receipt or other instrument whereby the funds the funds of the registered Association may be exposed to loss, shall be subject to the same prosecution, and, if convicted, shall be liable punished in like manner as any person who is not a member would be subject and liable to in respect of the like offence.

L. RIGHT, OBLIGATION AND PRIVILEGES OF MEMBERS:

1. The member have got voting right to attend the meeting and to bring resolutions.
2. The members can elect the members of the executive committee

3. A member can give his good ideas and views for the betterment of the Association.
4. If any member removed for certain reasons, feels that it is not justified, She/he can appeal in this matter to the executive committee and prove, His/Her innocence along with the supported evidence in this behalf and according to law, if they are found fault, they can apologies for their action before the Executive Committee.
5. Every member should try to fulfill the object of the association. The member should treat other member friendly and should follow the rules and regulations of the association without prejudice to the association.

M. THE MANNER IN WHICH THE ASSOCIATION SHALL TRANSACT ITS BUSINESS:

The Association shall develop its funds by its subscriptions and donations, the finance of the association will determine according to the decision of the Executive Committee to carry on the objects of the Association.

N. THE CONSTITUTION OF THE COMMITTEE, SPECIFIED IN SECTION 15, THE QUALIFICATION OF THE MEMBERS OF THE COMMITTEE, THEIR TERM OF OFFICE AND THE PROCEDURE OF THEIR APPOINTMENT AND REAPPOINTMENT.

i. Constitution of the Committee

The Executive Committee consists of President, Vice President, Secretary, Joint Secretary and a Treasurer and Six Committee Members totaling eleven.

ii. Duration of the Executive Committee

The present Executive Committee will continue and be in charge for a period of 3 years. Afterwards under sub-selection member of the executive committee member will be elected by the General Body members under the procedure. The period of the executive committee who were elected by the General body election will be for the duration of 3 years in case if any misconduct by the vote of confidence by the executive member and if needed the posting can be re-elected and it will stand up to coming Regular Election.

iii. Duties of Executive Committee Members:

1. Those who would like to contest in the election as executive committee members have to pay the subscription regularly and should give conduct.
2. He has to take part in the Association activities honestly.
3. A member who does not attend 3 meetings consecutively without notice shall be expelled from the executive committee.

iv. Executive committee Meeting:

Executive committee shall convene a meeting once in a month. This meeting shall be convened within the first ten days of every month. The exact date, place and time of the meeting should be intimated to the members of the executive committee well in advance before **three days** of the meeting to be held through the postal letters or the letters under certificate or posting. The quorum must be 2/3 of the members of the executive committee. If there is no quorum, the meeting will be convened within next week at the same time. For this meeting postponement of the meeting for want of quorum, the quorum is not necessary. The two-thirds of members of the Executive Committee will determine the resolution of the Association and pass them according to the wishes of the members of the Executive Committee.

v. Urgent Meeting:

The Urgent meeting of the Executive Committee shall be intimated to the member well in advance before two days and such meeting can be convened by the President. During this urgent meeting any important as well as urgent matters can be discussed.

vi. Duties of Executive

1. PRESIDENT

The President shall preside over the special/Executive committee meeting. He must attend all important duties and he must give advice to the members of the Executive Committee towards administration of the Association.

2. VICE PRESIDENT

In the absence of President, if needed the duties of President shall be performed by the Vice President.

3. SECRETARY

It is the duty of the General Secretary to send intimation to all members in respect of all meeting, and to maintain the record of the Association and also the prepare **AGENDA** of the meeting. At the end of the month, it is the duty of the General Secretary. To prepare a list of those who have not paid the subscription fee for the Association and he has to present that list before the Executive Committee. It is the duty of the General Secretary to prepare the members list and to protect the property of Association. Further he should act according to the decision of the Executive Committee and he also have equal rights considering towards administration of the Association.

4. JOINT SECRETARY

In the absence (or) if needed the duties of General Secretary shall be performed by the Joint Secretary.

5. TREASURER

The Treasurer shall give receipt for the amount collected from the members and other and also he has to issue receipts for subscription amount and other amount paid by the members and also on the basis of orders of precedent as well as General Secretary. He has to disburse the amount on receipt on voucher, under the rules and regulation on behalf of the Association. He shall maintain the record of the Association daily. This is the most important duty. As well as he also has equal rights considering towards administration of the Association.

6. EXECUTIVE COMMITTEE MEMBERS

The executive committee members shall Assist the executive in passing the resolutions of the Association and to render all possible help. In this regard. No payment shall be made out of the fund of the Association to the President, General Secretary, Treasurer or any other officer of the Association by way of honorarium for any service rendered by them to the Association.

O. THE PREPARATION AND FILING WITH THE CONCERNED REGISTER OF SEARCH RECORDS ANNUAL OR OTHER STATEMENT WHICH ARE SPECIFIED IN THE ACT AND THE RULES:

1. The Association shall convene the General Body meeting in the financial year with six month (I.E) within 30th of September. During this meeting the society's previous financial year accounts (Assets and Liabilities) under sub-section 16(1) society's yearly income and expenditure if it Rs.2500/- or Less, these accounts of the Association shall be audited by the members of the General Body who have basset Tenth Standard or higher.

If the Income and Expenditure of the Association Exceeds Rs.2500/-and within the limit of Rs.10,000/- the audit shall be done by two graduate members who are not members of the Executive Committee out from among the members of General Body, if there are no Graduate members , the accounts should be audited only by Chartered Accountant.

If the income and expenditure of the Association exceeds Rs.10,000/- the accounts of the Association shall be audited by a Chartered Accountant. The above audited accounts shall be place before the General Body to get approval. Afterwards the audited accounts should be filed before the registrar within six months.

2. The Association has to give a declaration that according to the previous year's functions of the Associations were effectively done.

3. At the end of the list financial year, the members of the Association, their names, profession and address in the prescribed form should be forwarded to the Registrar.
4. During the previous financial year if there is any change in the executive committee that change should be filed with the Registrar within 3 months in the prescribed form along with the copy of the resolution
5. The Books of the Association shall, at all reasonable hours be open to inspection by the Registrar or by any person authorized by him in this behalf.
6. After the Inspection of the books by Registrar, if he requires by order it is the duty of Association or Committee members of the Association to give information or explanation to the Registrar.
7. It is the duty of the member or members of the Association to submit the necessary book, records, accounts and other documents by the Registrar or Enquiry officers.
8. The Association shall have a registered office by which all communication and notice may be addressed and shall file with the Registrar the notice of situation of such office.
9. The clear name of the Association shall be placed in the entrance in Tamil.
10. The situation of the registered office of the Association or any change in the situation shall be intimated in prescribed format to the Registrar within THREE months.
11. It shall be the duty of the Association to file mortgage or details of any other Liabilities of the Association in the prescribed format to the Registrar within ONE month.
12. REQUESTING TO EXTEND THE TIME FOR FILING:
Income and Expenditure account, Balance sheet, sub selection 16(3) (b) (I), above copies, Notices as per Sub Selection (ii), form VI (iii), explanation letter, to be sent to the Registrar within SIX months for filling.

P. THE AUDIT OF THE ACCOUNT AND BALANCE SHEET FOR THE FINANCIAL YEAR WITH REFERENCE TO THE SECTION 16 AND THE PERSON OR PERSONS APPOINTED TO SUCH AUDIT:

1. **FINANCIAL YEAR:**
The Association has decided to keep the financial year from April 1st to March 31st. The accounts of the association shall be presented for an audit, after expiry of the financial year.
2. **PROPER BOOKS OF ACCOUNTS TO BE MAINTAINED BY THE ASSOCIATION.**
 - a. **CASH BOOK:**
Cash book showing daily receipt and expenditure, and the balance at the end of each day.
 - b. **RECEIPT BOOK:**
The receipt of subscription and donation, the name of the member address, date and amount received to be signed by the General Secretary of Treasurer. They should keep counter foils of the receipt books.
 - c. **VOUCHER FILE:**
The association shall maintain a vouchers containing all vouchers for contingent and other expenditure incurred by the association, numbered serially and filed chronologically.

d. MONTHLY INCOME AND EXPENDITURE REGISTERS

Ledger showing consolidated and separates account of all items of receipts and expenditure, member wise as well as item wise to be maintained.

e. LETTER FILE

The letter should be maintained for all letters sent by the association.

f. MINUTE BOOK:

The association shall cause minutes of all proceeding of its general meetings, and of its committee to be entered in books kept for the purpose.

g. MEMBERS REGISTER:

The association shall maintain a register of its members including the name, address, occupation and the date of enrolment filled in prescribed format.

Q. THE SUPPLY OF COPIES OF BYE LAWS OF THE ASSOCIATION INCOME AND EXPENDITURE, AND THE BALANCE SHEET TO THE MEMBERS:

The society shall supply to any member on application and on payment Rs.1/- as fee, for each document a copy of its by-laws, the receipts and expenditure account and the balance sheet.

R. THE INSPECTION OF SOCIETY'S REGISTERS & ACCOUNTS AND RETURNS:

The General Secretary shall verify the accounts returns and registers of the association and in each account, return and register, the following declaration shall be endorsed by the General Secretary; "I declare that the particulars furnished above are true and correct to the best of my knowledge and belief".

S. THE MODE OF CUSTODY, APPLICATION AND INVESTMENT OF THE FUNDS OF THE ASSOCIATION AND THE EXTENT AND CONDITION OF SUCH INVESTMENTS:

1. Bank Account Operation:

The society shall open and operate a Bank Account in a Nationalized Bank or any other Private Bank in the name of the Society. Any amount from this account shall be drawn by any two of the President General Secretary and treasurer jointly.

2. Investment of Fund

a. The association may, from time to time, invest or deposit any portion of its fund not immediately required.

- 1 Upon immoveable properties.
- 2 In securities of the Government or in NSC other securities of the Govt. of India or
- 3 In the Post Office Saving Bank Accounts or
- 4 In a specialized Account opened by the Society in a Nationalized Bank or any other Private Bank.
- 5 In unit issued by the Unit TNST of India

All properties moveable and immoveable belonging to the society shall vest in the executive committee and shall be managed by the Committee

b. Treasure can keep upto Rs.1000/- for the day to day expenses of the society. The treasurer should get the consent of the Executive Committee to keep more than Rs.1000/- for any expenditure.

T. THE FUNDS EARMARKED SPECIFICALLY FOR THE PURPOSE OF MAKING PROVISION FOR A DEPENDANT OF A DECEASED OR DISABLED MEMBER AND THE QUANTUM OF PAYMENTS TO BE MADE THEREOF:

No part of the funds of the association shall be dividend by way of bonus or dividend or otherwise among its members excluding those fund.

U. ARRANGEMENTS FOR TRANSACTION OF DAY-TO-DAY BUSINESS OF THE ASSOCIATION, THE EXPENDITURE TO BE INCURRED THEREFORE, THE STAFF TO BE EMPLOYED AND THE CONDITION OF SERVICE OF SUCH EMPLOYEES:

The Executive committee shall look after the day to day administrations works, they are not eligible to claim any salary or for their service is treated as honorary. If need arise in future separate workers shall be appointed. If so the appointment workers duty and salary will be fixed by the Executive Committee.

V. (1) CONDUCT OF ANNUAL GENERAL BODY MEETINGS AND THE PROCEDURE THEREFORE AND THE NUMBER OF MEMBERS REQUIRED FOR MAKING A REQUISITION IN WRITING, CALLING FOR SUCH A MEETING:

a. Conduct for General Body Meeting

The Association shall conduct at least one General Body meeting expiry of the in every financial year within 6 months of the financial year, or before September or the time mentioned in the bye laws of the association.

After expiry of the financial year, Income and Expenditure account, shall be audited by an auditor or by two or more members appointed by members of the Association duly signed and shall be placed before the General Body Meeting.

After getting approval of the General Body, the President and Secretary shall sign the report the President and Secretary of the Association shall send the report to the Registrar within 6 Months.

b. Intimation for General Body meeting

Intimation about the meeting by local delivery shall be informed to all the members or by registered post; or in person, or publication in a leading Newspaper before 21 days, Apart from this it shall specify, the date, place and time, of the meeting along with a copy of the objects of the Association shall also be enclosed.

A copy of the above should also be affixed to the Notice Board of the Association in this meeting, Previous year's activities and audited accounts should be placed for approval of General Body Meeting.

After obtaining approval within 6 months, report shall be prepared and submitted to the Registrar with necessary Fees.

c. The objects to be discussed in the General Body meeting:

- i. Previous years audited income and expenditure account/
- ii. Appointment of an auditor for next financial year.
- iii. Association activities of the Previous financial year shall be submitted for approval.
- iv. Budget Proposal for next financial year.
- v. The details for passing an ordinary resolution towards the future improvement of the association to be discussed.
- vi. If any necessity arises to pass special resolutions, the subject matter for passing a special resolution to be discussed approval.
- vii. If necessity arises to elect a new executive committee the related activities to be discussed.

d. Quorum:

For all General Body Meeting there must be 1/3rd of quorum of the members who have attended the General Body meeting. If there is no quorum for General Body meeting it can be postponed. The postponed meeting shall be conducted after the expiry of one hour. No quorum is required for the postponed meeting. The actual presence of the members can be treated as quorum.

V. (2) CONDUCT OF EXTRAORDINARY GENERAL MEETING AND THE PROCEDURE THEREFORE AND NUMBER OF MEMBERS REQUIRED FOR MAKING A REQUISITION IN WRITING. CALLING FOR SUCH A MEETING:

Extraordinary General Meeting can be convened by Executive committee to pass any special resolution; and it shall be conducted after the Expiry of Hour; or on the request of 3/4th of the member in writing. The Executive Committee, as per sub section 28(1) can call within one month for a extraordinary General meeting for taking any decision. It does not required quorum.

If an extraordinary General Body meeting is not called in accordance with such requisition. The requisition shall have power to call such meeting themselves.

The members of the registered association shall be given 21 days Prior Notice Before the day appointed for such an extraordinary General meeting.

W. OBJECTIVES FOR WHICH PASSAGE OF THE "SPECIAL RESOLUTION" IS NECESSARY:

1. The Association can change its name with the written consent of the registrar by passing a special resolution.
2. The Association may by special resolution amend the provision of its memorandum relating to the objects of the association.
3. To run association more economically.
4. To attain its main purpose by new or improved means.
5. To amalgamate with the any other registered association
6. To divide itself into two or more as desired, as the case may be.
7. For any urgent judgment or to bring vote of confidence on the executive committee
8. To amend its Bye-Laws.
9. Any change in the memorandum or the Bye-Laws, shall be registered and on such registration, change shall take, effect from the date of the passing of such special resolution.
10. The Extraordinary General meeting is only to discuss the particular matter on Business; and other matters are not allowed for discussion.

X. THE EXHIBITION OF THE REGISTER OF MEMBERS, THE BOOKS CONTAINING MINUTES AND THE BOOKS OF THE ACCOUNT AT THE REGISTERED OFFICE OF THE ASSOCIATION DURING BUSINESS HOURS FOR INSPECTION BY ITS MEMBER'S FREE OF CHARGE:

A member may inspect the register of the association, which contains the name, address, and occupation of the members. The books containing the minutes of all proceeding of the General Body meeting and of its committee duly signed by the Chairman of such meeting shall be kept at the registered office and shall during business hours be kept open for inspection by any member free of charge.

A member shall be permitted to inspect the records and registers during working hours of the association and member is permitted to take copy of it.

SPECIAL RESOLUTION

Special Resolution shall have to be passed by a majority of not less than three fourth of member who are entitled to vote special resolution shall have to be passed by a majority of not less than the General Body meeting.

FILING OF SPECIAL RESOLUTION

The copy of the special resolution shall be filled with the Registrar within 3 months from the date of passing of such resolutions.

The association may be special resolution, determine that it shall be dissolved and thereupon it shall be dissolved forthwith or at the time specified in the resolution if, upon the dissolution of this association, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members, or any of them but shall be transferred to some other registered association having

the same objects or objects similar to this association to be determined by a special resolution or in default therefore by the court.

GENERAL

In the above, if anything is left out or not discussed in the Society's Bye-Laws, it is to be amended as mentioned in the Tamil Nadu Societies Registration Act 27/1975 Rule No.1978.

Y. ELECTION

Office Bearers and Executive Committee Members Method Of Election:

1. Office bearers and executive committee members should prepare vote's list before three months of the election and verify of and it should be placed in the societies notice board and it is to be placed in front of the building. Missing names of the general members from the voter's list shall be included in the voter's list within 15 days from the date of application.
2. The notice should be sent by post to the general secretary on duty before 2 months of expiry of the term. Election for executive committee members, election officers, assistant election officer, is to be conducted.
3. The election officer and assistant election officer are to be elected by conducting General Body meeting 40 days before expiry of the term of executive committee.
4. After the declaration of the election, the election officer and assistant election officer should notify the date of filing nomination, the last date for nomination, the date of withdrawals, date scrutinizing and election date. This notification should be placed in the notice board.
5. The executive committee members and office bearers of the association and General Body meeting members, have to conduct the elections by following the rules and regulations of the Tamil Nadu Public elections, it is the duty of the President and Secretary. In the absence of the election officer, the assistant election officer shall perform of this duty.
6.
 - a) Those who to contest in the election should obtain their nomination from the association during the working hours of the association.
 - b) Nomination form shall be issued 3 days continuously before 30 days of election.
 - c) The nomination form should be filled and one member must propose it and another section it and it should be submitted to the election officer before the last date for filing of nomination.
 - d) The candidate, who submitted the nomination form but does not want to contest in the election later, can withdraw his nomination paper by 5 P.M. on third day from the last date.

NOTE:-

The election date, nomination issuing date, nomination withdrawal date, are not to be included in the above given date.

- e) The date of election date, place, and time the name of the candidate, designation shall be sent to General Body members by post.
- f) In the association, the election shall be held between 8.00 a.m to 5.00 p.m. Afternoon 1.00 p.m and 2.00 p.m are interval time.
- g) Election shall be conducted under the supervision of the election officer, if necessary the election officer have right to appoint person or persons to assist in his work.
- h) Vote's slip be issued to each member, for each post and issued in bulk to the office bearer necessary office bearer shall only be elected particular vote slip are to be polled in that particular ballot box. On verification the poles. If the proposed office bearers are exceeded the required office bearer in the ballot paper then the ballot papers shall be declared invalid
- i) After the election is over, ballot paper are to be counted and the results to be declared by the election officer. Signature are to be obtained from all elected and non elected members in the minutes's books and it must be attested.
- j) if anything left, orally that should not be / not to discussed in detail about the election and its results, the election officers' decision is final.

Z.GENERAL FUNCTION:

1. The association is irrevocable. If the association hereby constituted fail for any reason in the opinion of the Executive committee meeting & special General body of the association the net assets of the Association both movable

and immovable shall be handed over to an association as decided by the majority
at the special General Body Meeting.

2. In the event of the winding up dissolution of the association, its assets and liabilities, if any shall be transferred to another association or association which has similar objects and enjoying exemption under section 11 and 80G of the Income Tax Act, 1961
3. The association shall invest its income available for investment from time to time in specific mode of investment as per section 13(i) (d) read with section (ii)(5) of the income tax act, 1961.
4. The income and funds of the association shall be solely utilized towards the objects of the association and no portion of its income shall be utilized for payment to office Bearers and Executive Committee Members by way of salary, Remuneration, profit, interest, dividends, etc., as in section 13(i) of the income tax Act. 1961.
5. The funds of the association should not be applied for any religious purpose or given to religious institutions.
6. Any amendment to the investment would be carried only with the approval of director of income tax(Exemptions).
7. Acquisition/alienation of immovable property shall be done with prior approval of the director of income tax (Exemption).
8. The benefits of the association are open to all in the association at large irrespective of caste, creed, religion sex etc.,
9. The activities and functions of the association shall be utilized only towards charitable purpose and not for any profit motive.
10. At present the association has no immovable property. No activities of the association will be carried out anywhere outside india, without prior permission from the appropriate / concerned authority of director of Income Tax.

The above said Bye-laws are the True copy and fact of our “**ANNAI THERASA ARTS AND SCIENCE COLLEGE ALUMNI ASSOCIATION**” as per Tamil Nadu societies Act 27 of 1978 is best of our knowledge and belief.

S. No	Name & Designation	Signature	Occupation & Address
1.	Mrs.J.Shanmugapriya,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
2.	Mr.Inayaththulla,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
3.	Mrs.V.Rani		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
4.	Mr. Muruganandham,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
5.	Ms. S.Vedhavalli,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
6.	Mr. Alex,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
7.	Mrs.Kirubasankari,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
8.	Mrs.Bakkialakshmi,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
9.	Mrs. Pushpalatha,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
10.	Mr. Premkumar,		Assistant Professor Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
11.	Mr. K. Nithyanandham,		System Administrator Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109

Witnesses

1. Dr.S.Kamalakkanna S/o Thiru. E.P.Sokkiah

Address:16, Kulakkarai 2nd Street, Madipakkam, Chennai - 600 091

2. Mr. M.Mageshkumar S/o Thiru.V.Moorthy

Address:No.17, Bajanai Koil Street, Madhuranthagam, Kanchipuram (Dist) - 603 03

Date:

Place: Thirukazhukundram

President / Secretary

FROM No.V

(See Rule 15 of the Tamil Nadu Society Registration Rules, 1978)

Notice of Situation / Change of Situation of the Registered Office of the Society Under Sub-section(1) of Section 13 of the Tamil Nadu Society Registration Act, 1975 (Tamil Nadu Act 27 of 1975)

1. Name of the Society : **Annai Therasa College Alumni Association**
2. Date of Registration :
3. The Registration No & Year of Registration :
4. Presented by : Mrs. J.Shanmugapriya
(Name & Desigantion) (President)

To
The Registrar Societies
Chengalpet
Kanchepuram (Dist)

Resected Sir,

“ANNAI THERASA ARTS AND SCIENCE COLLEGE ALUMNI ASSOCIATION” hereby given you notice Sub-section (1) of section 13 of the Tamil nadu Societies Registration Act 1975 (Tamil Nadu Act 27 of 1975) that the Registered office of the Society at **Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram - 603 109**, dated.....

Place : Thirukazhukundram

Date:

Signature of Applicants

FROM No.

(See Rule 15 of the Tamil Nadu Society Registration Rules, 1978)

Notice of Situation / Change of Situation of the Registered Office of the Society Under Sub-section(1) of Section 13 of the Tamil Nadu Society Registration Act, 1975 (Tamil Nadu Act 27 of 1975)

REGISTER MEMBERS

1. Name & Address of the Society : **Annai Therasa Arts and Science College Alumni Association,**
Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603 109
2. Registration Date :
3. Registration No & Year :

S.No	Name	Occupation	Date of Joining	Address
1.	Mrs. J. Shanmugapriya	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
2.	Mr. Inayathhullah	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
3.	Mrs. V. Rani	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
4.	Mr. S. Muruganandham	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
5.	Ms. S. Vedhavalli	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
6.	Mr. Alex	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
7.	Mrs. R. Kirubasankari	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
8.	Mrs. Bakkialakshmi	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
9.	Mrs. Pushpalatha	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
10.	Mr. Premkumar	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109
11.	Mr. K. Nithinandham	Assistant Professor	10.05.2019	Annai Therasa Arts and Science College, Sadras Road, Mangalam, Thirukazhukundram – 603109

President / Secretary