

# **MNLU MUMBAI ALUMNI ASSOCIATION**

## **BYE-LAWS**

**1. Name-** MNLU Mumbai Alumni Association (hereinafter referred to as the 'Association') established in the form of a Society.

**2. Registered office-**

2<sup>nd</sup> Floor, Maharashtra National Law University Mumbai, MTNL Building, Technology St, Hiranandani Gardens, Powai- 400076, Mumbai, Maharashtra.

**3. Aims and Objectives:**

- a. To represent the views and opinions of the members with respect to matters pertaining to the Association or its members.
- b. To encourage interactions between the Alumni and the University by conducting workshops, seminars, training courses, etc.
- c. To encourage members to take active part in the progress of the University.
- d. To arrange/organize discussions, seminars, conferences, moot courts and other lawful gatherings/competitions for the promotions of aims and objects of the Alumni Association and for the benefit of the students of the University.
- e. To promote and participate in Inter/Intra University activities connected therewith.
- f. To provide assistance in organizing various competitions/ Annual Fest.
- g. To encourage Alumni to assist the students of the University with their internships and placements.
- h. To provide assistance for all round development of the University.

- i. To organize annual Alumni meets at least once and/or twice a year.
- j. To participate in the cultural/academic & Sports events and assist the University in organizing the same.
- k. To receive and collect any gifts, grants, subscriptions and donations either in cash or in kind, or acquire by any other lawful means and spend the same towards the fulfillment of all or any of the aims and objects of the Association. The income and properties of the Association shall be applied solely for the promotion and fulfillment of the aims and objects of the Association; provided that if any donor intends that his contribution, donation or subscription shall be applied to the attainment of any particular object(s) of the Association, such contribution, donation or subscription shall be spent towards the promotion of that particular object(s) only.
- l. All the income, earnings, gifts, grants, movable and immovable properties of the association shall be solely utilized towards the promotion of aims and objects set forth in these bye-laws and no profit thereof shall be paid or transferred directly or indirectly by way of salary, dividends, bonus, profits in any manner whatsoever to the present or past Members of the association or to any person claiming through any one or more of the present or the past Members. No Member shall have any personal claim on any movable or immovable properties of the association or make any profits, whatsoever, by virtue of this Membership.
- m. To make all the endeavours as may be necessary and in the interest of students of University and it's concerned members of Association.

## **4. Rules and Regulations**

### **4.1 Definitions**

- a. "Act" means the Societies Registration Act 1860.
- b. "Alumni" shall mean the ex-students who have obtained a degree from the university or graduated from University.
- c. "Election" means election of the members of the executive committee at the Annual General Meeting which shall be conducted after every 3 years.
- d. "Annual General Meeting" The General Body shall meet once in every calendar year at the place and date decided by the executive committee. This meeting shall be referred to as the Annual General Meeting.
- e. "Association" shall mean MNLU Mumbai Alumni Association.
- f. "Bye-laws" means the registered bye-laws of the society.
- g. "Executive Committee" means the executive committee of the Association duly elected by the general body.
- h. Emergency Meeting - In case of any unforeseen circumstances, the executive committee shall have an exclusive right for an Emergency General Meeting. However, the same shall be decided at the discretion of the President and Secretary.
- i. "Ex-officio Advisory body" means body composed of Hon'ble Vice-Chancellor, Registrar, Head of the Department (UG), Head of the Department (PG) and one Faculty Member of University nominated by the Vice Chancellor.
- j. "Registration Fees" shall mean and include annual membership fees.
- k. "Financial year" means the period of between the 1st April of a year to 31 March of the immediately following/calendar year.

- l.** “General Body” means the general body of the Association which shall consist of all the Members of the Association.
- m.** “Member” shall mean the Member of the Association who has paid the requisite registration fees.
- n.** The “President” shall mean and include the President of the MNLU Mumbai Alumni Association as appointed or elected under these Rules.
- o.** The “General Secretary” shall mean and include the General Secretary of the MNLU Mumbai Alumni Association as appointed or elected under these Rules.
- p.** The “Joint Secretaries” shall mean and include the Joint Secretaries of the MNLU Mumbai Alumni Association as appointed or elected under these Rules.
- q.** The “Treasurer” shall mean and include the Treasurer of the MNLU Mumbai Alumni Association as appointed or elected under these Rules.
- r.** “University” means Maharashtra National Law University Mumbai.

## **5. Membership**

- a.** Every bona fide Alumni shall be eligible for Membership of the Association.  
However, no such Alumni shall become a Member of the Association without having paid such registration fee.
- b.** The members of the Association shall be those persons who have evidenced particular interest in the welfare of MNLU Mumbai and desire to associate themselves in the activities of this Association and shall be admitted as such, upon the final approval of the Executive Committee.

- c. The executive committee shall scrutinize all the requests and applications of membership by alumni of MNLU Mumbai.
- d. The executive committee reserves the absolute right in deciding the eligibility criteria of members.

## **6. Cessation of Membership**

The member of the association shall be ceased in the following events -

- a. If a resolution is passed at the Annual General Meeting of the Association by a two-third majority of the Members present and voting, for reasons including but not limited to financial misappropriation or proven misconduct of the Member;
- b. If a Member resigns by serving a written notice to that effect through a letter addressed to the executive committee or in such other manner as may be prescribed by the executive committee. However, it is mandatory for the member to give reasons for such resignation in writing.
- c. If a member produces any forged documents at the time of registration, the same shall be liable for cessation of membership. If any member is found to have given any information at the time of becoming a member, which is later found out to be false on the scrutiny, then he can be expelled from the Association and the Association can bring a case of fraud and cheating against him.
- d. Acceptance or rejection of membership of any person is the duty of the Executive Committee, which cannot be challenged.
- e. If a Member becomes of unsound mind.

- f. If a Member is convicted by a court of competent jurisdiction for a criminal offence, then with effect from the date of conviction, if, in the event of conviction for a criminal offence the period of imprisonment provided for such offense exceeds six months.
- g. If a Member fails to pay arrears of registration fees for more than two years despite repeated demands. The executive committee shall have the power to waive off cessation of Membership in such a case where the Member proves grave financial difficulty in paying the subscription.
- h. A Member so removed may be re-admitted by the executive committee not earlier than one year from the date of such removal and on such terms, including payment of admission fee, as the executive committee may think proper.

## **7. Organization of the Association**

### **7.1. General Body**

- a. There shall be a general body which shall consist of all the Members of the Association. The General Body of the Association shall (as far as possible) hold an Annual General Meeting at least once every calendar year at the head office or any other place decided by the executive committee with the consent of the majority of the General Body. In case it is not possible to hold the meeting in physical presence, the same shall be conducted in virtual mode. Not more than 12 months shall lapse between two successive Annual General Meetings. The representatives of firms / associations, bodies corporate, which are the members of the Association, shall also be a member of the General Meeting.
- b. However, in exceptional cases, the General Body, with the approval of the President, can condone the delay of the Annual General Meeting by 3 months in extraordinary circumstances.

- c. The Annual general Meeting shall be summoned by the executive committee of the Association by giving a notice at least 3 months in advance. Provided that no such summoning can be done without the prior approval of the President or the Secretary.
- d. All Annual General Meetings shall be presided over by the President and in his absence by the Vice President. If neither the President nor the Vice President is present, then the members present shall choose a person from amongst themselves to preside over the meeting.
- e. It is hereby clarified that any electronic mail sent from the official email address of the Association with details of the meeting and the agenda shall constitute a notice under this clause and the period of notice shall be calculated from the date on which the said electronic mail was sent to the concerned Members.
- f. Notwithstanding any rule to the contrary, the first Executive Committee/Interim Committee shall consist of the members whose names are mentioned in the Memorandum of Association. This Executive Committee shall hold office for at least three years from the date of registration.
- g. To appoint the auditor and approve the financial budget for the financial year.
- h. To elect office bearers and Members of the executive committee as provided in these bye-laws.

## **7.2. Executive committee**

- a. The affairs of the Association shall, subject to these rules and under the general control of the Members of the General body, be managed by the executive committee consisting of the President, two Vice-Presidents, the General Secretary, two Joint Secretaries, the

Treasurer, Publication Secretary and 5 other Members, of whom at least 2 shall be Women Members.

- b. The Association or the executive committee may appoint ad-hoc committees. The bonafide students of MNLU Mumbai shall be the part of such standing or ad-hoc committees. All committees shall work under the exclusive control and supervision of the executive committee.
- c. If any vacancy occurs in the executive committee, the executive committee shall as early as possible, fill up the same in the manner provided by these byelaws and the election so made shall continue to be in force until the next general election of the office bearers and Members of the executive committee. No act of the executive committee shall be invalid by reason of any such vacancy not being filled up.
- d. If any Member of the committee fails to attend three consecutive meetings of the Committee without intimation as to reasons for absence, the Committee may pass a resolution that such person shall cease to be a Member of the committee.
- e. The executive committee shall be elected by the Members of the Alumni Association who had paid the registration fees till the last date of nomination as decided by the Interim Committee.

### **7.3 Powers and Functions of the Executive Committee**

- f. To set guidelines and other necessary rules and regulations for the general body so as to achieve the aims and objectives of the Association.
- g. To consider and adopt the Annual Report and Audited Accounts of the Association.



- h. It will have powers to amend, alter, vary, rescind or delete any provision of the bye – laws or part of Memorandum of Association in accordance with the provisions of the bye - laws, on the recommendation of the President or Secretary.
- i. To transact any other business with the permission of the President.

#### **7.4. Interim Committee/First Executive Committee**

- a. An Interim Committee/First Executive Committee shall be constituted for the registration of the Association and for conducting the election for the first elected executive committee.
- b. The Interim Committee/ First Executive Committee shall draft the rules for elections including and not limited to criteria for contesting elections and voting within a period of 18 months from the date of registration.
- c. Interim Committee/ First Executive Committee shall be nominated by University/Ex-officio Advisory body.

#### **8. Subscription Fee**

- a. The Subscription Fee to become the member of the Association shall be Rs. 5000/- for the first five years which shall be included in their fees of last semester and Rs. 1200/- per year from sixth year or consecutive fee for 5 year shall be Rs 4000/-
- b. The Executive Committee reserves the right to revise the same as and when required.

#### **9. Duties and Functions of the office bearers**

- 1. President -

- a. There shall be a President of the Association. He shall be elected by the General Body for a term of 3 years. If any question arises with respect to any matter not provided for in rules or by-laws made by the Executive Committee, such questions or query shall, subject to the provisions of these rules be decided by the President whose decision shall be binding.
- b. The President of the Association or in his absence the Vice-President shall preside at all meetings of the Association and of the executive committee or other committees. In the absence of the President or the Vice-President the Members present shall elect one of them to preside over a meeting.

## 2. Vice- Presidents

- a. There shall be two Vice-Presidents of the Association. The Vice- Presidents shall be elected by the General Body for a term of 3 years. The Vice Presidents shall in the absence of the President discharge the same functions and exercise the same powers as those of the President.

## 3. General Secretary

- a. There shall be a General Secretary of the Association who will be elected by the General Body for a term of 3 years.
- b. Subject to such directions as the executive committee may, from time to time issue, the General Secretary shall be the Chief Executive Officer of the Association and shall have the power, among others, of making such disbursements as may be necessary or expedient for the Association including the payments of salaries of the

staff and purchases of books, newspapers, periodicals, furniture and materials for the Association.

- c. The General Secretary will sue any person or party on behalf of the Association and will represent the Association in a legal proceeding
- d. The General Secretary will cause the proper accounts of the income and expenditure of the Association maintained through the staff appointed for the purpose and will ensure that the funds are not squandered or misused in any manner and that the financial rules of the Association are enforced and followed.

#### 4. Joint Secretaries

- a. There shall be two Joint Secretaries of the Association who will be elected by the General Body for a term of 3 years.
- b. The Joint Secretaries shall in the absence of the General Secretary, discharge the same functions.

#### 5. Treasurer

- a. There shall be a Treasurer of the Association who will be elected by the General Body for a term of 3 years.
- b. The Treasurer shall have the custody of all the monies and securities of the Association and sums due to the Association shall be payable to and recoverable by the Treasurer.
- c. The Treasurer shall keep the monies of the Association in such Bank and in such manner as the Committee may direct and shall bring all the monies received into account

immediately on receipt thereof. All receipts of whatever description shall be forthwith paid into the bank and only drawn by means of cheque.

#### 6. Publication Secretary-

a. There shall be a Publication Secretary of the Association who will be elected by the General Body for a term of 3 years.

b. The Publication Secretary shall make all endeavors and be responsible for carrying out all correspondence responsible and preparation and distribution of all publications. The Publication Secretary shall also be responsible for handling the smooth function of official social media pages and website of Alumni Committee.

#### 7. Executive Committee Members

a. There shall be 5 members of the Executive Committee which shall be solely appointed on the recommendation of the President/ General Secretary of the Association.

#### 8. Ex-officio Advisory body

a. Ex-officio Advisory body shall consist of Hon'ble Vice Chancellor, Registrar, Head of the Department (UG), Head of the Department (PG), and one faculty member of Maharashtra National Law University Mumbai nominated by the Vice Chancellor.

b. The Hon'ble Vice - Chancellor may, delegate to the Ex-officio Advisory body or to a committee, such of its powers as it may deem fit, subject to the condition that the action taken by the Ex-officio Advisory body or such committee in the exercise of the powers so delegated shall be reported at the next meeting.

- c. Any complaint against the Executive Committee shall be inquired by Ex-Officio Advisory Body or any other Committee or the Sub-Committee constituted by it for any particular case.

## **10. Elections**

- a. The General Body will elect its President and all other office bearers after every 3 years, by secret ballot papers, e-voting or any other means as the election officer may deem fit after consulting with the Ex-officio members of the University.
- b. The Election Officer will be appointed by the General Body in a meeting called for this purpose. The powers of the Elections Officer shall be framed in the same meeting to complete the election proceedings. The election officer shall decide the modus of election i.e both physical and virtual after consulting with the executive committee.
- c. The office bearers of the executive committee shall be elected by secret ballot and the other members of executive shall be elected by secret voting by single distributive vote.

## **11. Communication to the University, Government Authorities and Other Communications**

- a. All representations or communications to the University or the Government or other authorities shall be made by the President or the Secretary.
- b. No Member or any other office bearer shall issue any press statement/public notices/announcements or make any publicity of his views/objections or any matter of which committee is ceased, as a Member, except in the manner authorized by the Executive committee

## **12. Grievances/ Complaints**

- a. Only on the receipt of a written complaint from any person as to unprofessional or improper conduct on the part of any Member, the Secretary shall place it before the President/Vice President/General Secretary, and if they are of opinion that it merits consideration, the Secretary shall call a meeting of the Committee as expeditiously as possible.
- b. The Committee or the Sub-Committee constituted by it generally for the purpose of this rule or especially for any particular case will hold an inquiry into the complaint.
- c. The Association may by a resolution passed at such meeting expel or suspend for a specific period the Member complained against, if in its opinion he is guilty of dishonourable conduct. Such Resolution shall be voted on by ballot and shall be considered to be passed if supported by not less than 2/3rd of the Members present and voting at such General Body Meeting. Provided that before such resolution is passed such Member shall be given a reasonable opportunity of being heard in person in the General Body Meeting.

### **13. Harassment Free Workplace-**

- a. In order to create a safe and conducive work environment, "Policy on Prevention of Sexual Harassment" shall be framed by the Executive Committee.

### **14. Funds/Sources and Income**

- a. The association shall receive funds through contribution and grants from Institutions (s), organization(s), grants made by Individuals, Corporate Bodies, Universities, Public Undertakings, Private Undertakings, Trusts, Receipts from conduction of seminars,

campus, training programmes, workshop etc., either on its own or sponsored by some other body and general public, whether Indian or foreign, subject to the Indian Laws and Regulations.

- b. The membership amount shall be considered as funds.
- c. The surplus from any activity of the association shall be exclusively used for the furtherance of the aims and objects of the association and the University.

### **15. Meetings and Quorum**

- a. The quorum at any meeting of the executive committee shall be at least five, provided that, if the quorum is not present at any meeting the same shall stand adjourned to such date and time as the Chairman may appoint and at such adjourned meeting no quorum shall be necessary.
- b. The executive committee shall ordinarily hold a meeting (Video Conference mode is permitted) at least once every three months for dispatch of business.
- c. The President of the Association will be the Chairman of all the meetings.
- d. The minutes of said meeting shall be published by the Publication Secretary within 2 weeks from the date of meeting after the approval of the President or General Secretary.

### **16. Minutes of Meeting**

- a. The minutes of the proceedings of any General Meeting shall be recorded by the General Secretary or any other Member authorized on that behalf and signed by the Chairman of the meeting and the General Secretary and placed on record.

- b. The Chairman of every General Meeting shall have full authority to regulate the proceeding and maintain order in a manner he deems fit.
- c. The Audited Revenue Account and the Balance Sheet shall be laid before the Annual General Meeting of the Members.

#### **17. Registered Office of Association**

- a. The Association shall maintain at its Registered Office, a register of its members and shall enter thereon, the Name, Address, Designation and other relevant past details and affiliation with the MNLU Mumbai.
- b. The members of the Executive Committee shall have access to its registered office located within the campus of the University.

#### **18. Amendment**

- a. The rules and By-Laws of the Association may be amended, altered, varied, rescinded and deleted from time to time, if a resolution to this effect is passed by the Executive Committee and same is approved by two thirds majority of the members present and voting in the general body meeting convened for the purpose.

#### **19. Jurisdiction**

- a. The jurisdiction of the Association shall be all over India, but any dispute/case/suit etc., shall be instituted and shall be subject to the courts of Mumbai only.
- b. The Society may be sued in the name of its President / Secretary.

#### **20. Audits and Accounts**



- a. The Association is required to maintain yearly Accounts of its revenues, expenditures and other financial statements.
- b. Audited accounts of the previous financial year shall be approved by the General body at the Annual General meeting.
- c. The Auditor is entitled to access the Accounts of the Association at all times and shall ensure that each and every account of the Association is properly audited. The Auditor, after checking the accounts and/or after making any corrections therein, shall counter-sign the Accounts and prepare a Report of the same.
- d. The Auditor's report, along with the revenue/expenditure account and balance sheet, must be presented before the General body at every Annual General meeting.

**21.** The Executive Committee shall, subject to the provisions of these laws and the regulations, have power of control and general regulation of, and be responsible for, the maintenance of standards of instruction of the association, and shall exercise such other powers and perform such other functions as may be conferred or imposed upon it by this Laws or the regulations. The Ex-officio Advisory body shall have the right to advise the Executive Committee on all matters.

**22.** The provisions of this law and any regulation made thereunder shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time being in force or in any instrument having effect by virtue of any law other than this.