

# **ANTARANG**

## **THE LJ MBA ALUMNI ASSOCIATION**

### **CONSTITUTION**

**1.** The name of the L.J. MBA Alumni Association shall be “ANTARANG”(hereinafter referred to as ‘the Association’). The emblem of the L.J. MBA (herein referred to as ‘the Institute’) with the incorporation of its short title “ANTARANG” i.e. Association of L.J. MBA Alumni shall be the Association’s emblem. (Where LJ MBA refers to the MBA program run by LJ Institute of Management Studies, LJ Institute of Computer Application and LJ Institute of Engineering and Technology)

**2.** The registered office of the Association shall be situated at L.J. Institute of Management Studies, LJ Campus, Between Sarkhej Circle and Kataria Motors, S.G. Highway, Ahmadabad, Gujarat, 382210.

### **3. Objectives**

**3.1** The Association shall be a non-profit organization, organized and operated for the advancement of the objectives of the Institute and to establish a rapport between the current students and the alumni of the Institute.

**3.2** The Association shall undertake such activities, which shall be necessary to further the goals of the Association and shall be conducive to its interests and objects.

**3.3** The Association may maintain and regulate chapters of the Association within India and abroad as may be considered desirable by the alumni (The Executive Committee shall decide on the recognition/derecognizing of a chapter).

### **4. Activities**

**4.1** The Association shall provide a vibrant forum that promotes interaction and networking among alumni of Institute and between current students and alumni of the institute by way of arranging get-together at the time of induction of new batch and by arranging farewell of the current batch at the time of completion of the MBA program.

**4.2** The Association shall act as a link between current students and Alumni of the Institute by providing the platform for various activities related to Industry-Academia interaction.

**4.3** The Association shall provide guidance, cooperation, funding and help to the Alumni, Institute and Current students of the Institute for the Placement activities.

- 4.4 The Association shall sponsor any or all promotional activities like a) skill development, personality development & grooming, pre placement training etc. b) preparation of the Promotional Material like Placement Brochure, journals, magazines and other literature.
- 4.5 The Association shall sponsor and arrange any or all activities like cultural events, training programs, business meets, Industrial visits, guest lectures, conferences, seminars etc. which help in building the LJ MBA brand to meet the strategic goals of alumni, current students and the Institute.
- 4.6 The Alumni Association of LJ MBA shall promote the interests, welfare and educational aims of LJ MBA, its current students and its alumni, establish and maintain a mutually beneficial relationship between LJ MBA, its current students and its alumni, and encourage lifelong engagement of LJ MBA alumni with their fellow alumni and current students of LJ MBA
- 4.7 The Alumni Association of LJ MBA shall provide for the exchange of information and ideas between LJ MBA and its alumni, and shall seek to develop programs involving alumni in various areas of service to LJ MBA. Where appropriate, the Alumni Association of LJ MBA will cooperate in instituting and furthering policies and programs of LJ MBA and may recommend other policies and programs designed to promote the welfare of current students and LJ MBA and its alumni.

## **5. Membership**

- 5.1 Any person meeting one or more of the following qualifications shall be eligible to be member of this Association.
- 5.1.1 Any person who has received MBA degree from LJ MBA (LJ Institute of Management Studies, LJ Institute of Computer Application and LJ Institute of Engineering and Technology)
- 5.1.2 Any person who is pursuing MBA degree from LJ MBA
- 5.1.3 Any person who has participated in the programs conducted by the institute alone or in collaboration with another Institute and in which certificates are not issued; provided further that the participants of such programs are certified by the Director of the Institute will be eligible for the membership of the Association;
- 5.1.4 The Trustees of Lok Jagruti Kendra, The Director, the Administrative Officer and/or Faculty members of the Institute.

### **5.2 Membership fee shall be as follows**

Annual Fees:	Rs. 100
Life Time Fees:	Rs. 1000

Membership fee shall be ascertain by executive committee and revised from time to time.

All members shall have the right to vote, propose, second, or be a candidate for any office.

## **6. General Body Meeting**

6.1 Meeting consisting of all kinds of members will be known as general body meeting.

6.2 The Annual General Body Meeting shall be convened by the Secretary on the recommendation of the Executive Committee. The Secretary shall inform the Association members of such meeting at least 15 days in advance with agenda.

6.3 In an extra-ordinary circumstances, if it is necessary a special General Body Meeting will be called for and for that members will be informed 3 days in advance

6.4 The President of the Association shall preside at the General Body Meeting. In absence of President, Vice President President shall preside the General Body Meeting.

6.5 If it is not possible to conduct the general body meeting, in such circumstances the consent of the members will be obtained through circular and will be decided by majority vote, such decision will be considered as decided by General Body Meeting. The approval of the same will have to be made in the next meeting.

6.6 Accounts of the ending years and programs of the next year will be presented in the General Body Meeting.

6.7 The General Body Meeting shall be held at least once a year and that the interval between the successive Annual General Body Meetings shall not exceed 15 months.

6.8 For the General Body Meeting the quorum shall be twenty members. If at the first scheduled time the quorum is not available, the meeting shall be called to order by the President after half an hour after the meeting time. The second meeting shall be deemed to be duly constituted even if there is no quorum.

6.9 The President, on receiving written request from at least twenty members shall call an Extra Ordinary meeting of the General Body after giving 15 days notice.

6.10 With the attendance of 3/5<sup>th</sup> members in the general body meeting, if it is necessary the changes will be made in the rules and regulations.

## **7. Executive Committee**

7.1 The composition of Executive Committee will be as follows

A) Ex officio Members

i) Director of LJ MBA

ii) A Trustee of Lok Jagruti Kendra- LJK (to be nominated by President LJK)

iii) Any person nominated by Executive Committee of Lok Jagruti Kendra

B) Alumni Members

i) Eight Members elected by General Body

C) Current Students

i) Three Current Students of LJ MBA (To be nominated by Director LJMS)

Tenure of the members belonging to category B will of five years.

Tenure of the members belonging to category C will be of two years or till they are on the roll of LJ MBA, whichever is earlier.

7.2 The Executive Committee shall have the full authority on all operational matters of the Association. It shall also frame rules and regulations for the activities of the Association and for the conduct and administration of its functioning.

7.3 The executive committee may appoint subcommittee for handling various tasks of the association. The Executive committee may delegate one or more of its members or to one or more of its sub-committees such of its powers, rights and authorities as it may decide.

7.4 Meeting of the Executive Committee shall be called with a written notice of 15 days by the Secretary. The Executive Committee shall meet when necessary and at such time and place as is designated by the Secretary. The Executive Committee can also meet without the stipulated notice, provided that Executive Committee members unanimously agree to the waiver of the notice.

7.5 The Executive Committee shall meet at least once in six months. If the majority of the Executive Committee members request for a meeting any time, the Secretary shall call a meeting within a period not exceeding four weeks from the receipt of the request for a meeting. If executive committee meeting is not possible, in such circumstances the consent of the members will be obtained by the circular and will be decided by majority.

7.6 The Executive Committee may pass resolutions by circulation, according to rules and regulations prevalent at that time.

7.7 For an Executive Committee meeting, five members shall constitute the quorum. Due to lack of quorum the postponed meeting will be held/ arranged on any other day, date and place.

## **8. Powers and Duties of the President**

8.1 Will be considered as Legal administrator of the association

8.2 Will issue necessary instruction and guidance to the secretary for preserving and running the administration of the association

8.3 Will organize the activities for fulfillment of the association objectives

8.4 According to the privileges granted, the president on behalf of association will enter into agreement, deeds of the properties & financial transactions including loans etc.

8.5 According to the privileges granted by the general body and executive committee will undertake all sorts of works of approval or restriction related to association.

## **9. Powers and Duties of the Vice President**

9.1 Will assist in the work of President in daily work of association.

9.2 Will preside over the meetings in the absence of the President or will do any of the work delegated by the President

## **10. Powers and Duties of the Secretary**

10.1 Will undertake all sorts of work under the instruction and guidance of the Executive Committee and President

10.2 Will administer the properties of the association and also will make correspondence with his own signature on behalf of association

10.3 Will handle the activities according to the instructions and orders of the executive committee and president and also according to the aims and objects of the association

10.4 Will maintain all accounts of the association and get them audited and also will represent the same in the General Body Meeting for approval

10.5 According to the privileges granted by the executive committee will enter into agreement deeds of properties and financial transactions etc.

10.6 To call for the meeting of the executive committee and general body meeting and issue notice and keep the notes of the same

## **11. Bank Accounts**

11.1 Bank Account will be opened and operated as per the resolution to be passed by Executive committee.

## **12. Sources of income**

12.1 The income of the association will be obtained by membership fees, donation, gift, student welfare contribution, interest, grant, on arranging charity show, on collecting contribution from general public for the purposes of the Association under the direction of the Executive Committee.

12.2 All funds of the Association shall be used exclusively for the purposes of the Association.

12.3 The President shall have the authority to approve any budgeted expenditure up to the amount of Rs.1,00,000 only at a time. Any budgeted expenditure over and above the amount of Rs.1,00,000 shall require the sanction of the Executive Committee.

## **13. Audit And Annual Report**

13.1 At the end of every financial year (April 1 to March 31), the Treasurer shall prepare a balance sheet and an income-expenditure account of the Association and have it duly audited by a Chartered Accountant. The audited statements of account shall be circulated amongst members by the Secretary after they are passed by the Executive Committee..

## **14. Amendment**

14.1 A referendum vote for the Association members shall be conducted by the Secretary on the request of the Executive Committee or twenty Association members to amend the Constitution of the Association.

14.2 Fifteen days from the date of mailing shall be allowed for voting and three-fourth of the majority of all votes registered shall be decisive.

14. 3 Any amendment of the Constitution shall be circulated among the members by the Secretary within 30 days of the expiry of the time limit for voting.

14.4 All other matters shall be decided by simple majority vote of the members present at a duly constituted General Body Meeting.