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Rules and Regulations

of



A Company Limited by Guarantee not having Share Capital Section 8 of the Companies Act, 2013 [Pursuant to Rule 19 (2) of the Companies Incorporation Rules, 2014]

(Alumni Association of the Rachana Sansad's Academy of Architecture, Prabhadevi, Mumbai)

1. Title and Status of this Document

1. These rules and regulations shall be called the '**Rules and Regulations of AOA Connect Association**', also abbreviated as '**RR**'
2. **AOA Connect Association** is a Section 8 Company, which is a Company Limited by Guarantee not having Share Capital Section 8 of the Companies Act, 2013 [Pursuant to Rule 19 (2) of the Companies Incorporation Rules, 2014]. This association serves as the only Alumni body for the Academy of Architecture, Prabhadevi, Mumbai.
3. The RR lays down Regulations and general workings of the Alumni body.
4. All workings and decisions carried out by the Board of Directors, the General Body or the Executive Committee will have to be aligned with the Rules and Regulations of the AOA Connect Association.
5. In case of any discrepancy between the '**Rules and Regulations of AOACA**' and the '**Articles of Association and Memorandum of Association of the AOACA**', the relevant clause of the 'AOA and the MOA' will supersede the 'RR'
6. Where relevant, the RR will defer to the statements in the AOA or the MOA for the AOACA.
7. The Rules and regulations will be ratified by the General Body in the first General body meeting.

2. Definitions, Interpretations

In the interpretation of the Rules and Regulations the singular shall include the plural, the masculine gender shall include the feminine gender and vice-versa, any fraction shall be rounded off to the next whole number and in these Rules and Regulations.

1. **"The Act"** means the Companies Act,2013
2. **"Year"** means Fiscal Year.
3. **"Month"** means the English Calendar month.
4. The **'Alumni Body'** or **'Alumni Association'** means the AOA Connect Association, shortly termed as **AOACA**.
5. **'Alumni Member'** means a person who is an alumnus of the Academy of Architecture and has joined the AOACA fulfilling the provisions under these Rules and Regulations.
6. An **'Alumni'** refers to a graduate of Rachana Sansad's Academy of Architecture and a person who holds a Degree (B.Arch) or Government Diploma in Architecture (G.D.Arch) awarded by or through Rachana Sansad's, Academy of Architecture.
7. **'Academy'** or **'AOA'** means the Rachana Sansad's Academy of Architecture, Mumbai, specifically the Architecture college.
8. The **"BOD"** means the Board of Directors
9. **'EC'** or the **"The Committee:** Refers to the Executive Committee.
10. **'Directory'** means the official register listing names of the members of the Association.
11. **'Honorary Member'** means a person who is not an alumnus but has been conferred membership by the Executive Committee.
12. **'RR'** means Rules and Regulations passed by the Board of Directors and approved by the General Body in the first council GBM to conduct affairs of regional units and all other administrative affairs/matters.
13. The **'Office'** means the registered office of the Alumni at Floor G, Plot278, Rachana,Sansad,, Shankar Ghanekar Rd, Prabhadevi, Mumbai, Maharashtra 400025.
14. **'In writing'** and **'Written'** include printing, lithography, photography, digital and typewriting and all other modes of representing or reproducing words in visible form.
15. **'Notice'** includes all written communications to members and all other modes of representing or reproducing words in visible form to members.
16. **Sub-Committee** and **Working Group** mean the same and can be used interchangeably

3 . Name

As stated in the -

“Memorandum of Association Of AOA Connect Association” - Statement I

- I. The name of the company is **"AOA CONNECT ASSOCIATION"***

For convenience, the company may also be referred to as **“The Alumni Association”, “The Alumni Body”, or “AOACA”**.

The AOACA shall be an autonomous body of the Alumni of the Rachana Sansad’s Academy of Architecture, Mumbai

4. Registered office

The registered office of the AOACA shall be in Mumbai and at present it is located at the Academy of Architecture, premises:

**Floor G, Plot 278, Rachana,Sansad,
Shankar Ghanekar Rd,
Prabhadevi, Mumbai, Maharashtra 400025**

5. Aim

Establish a base for the Alumni community to contribute to the profession of design and the Alma Mater.

6. Objectives

As stated in the -

“Memorandum of Association Of AOA Connect Association” - Statement III”

- i. To organise and conduct get togethers of alumni members to bring the Alumni community closer.*
- ii. To become a conduit for alumni members / NGOs / other sources, who want to help deserving students of AOA (Academy of Architecture) through aid, scholarship and awards.*
- iii. To maintain an up to date, and secure, alumni datasheet;*
- iv. To organise and conduct seminars, workshops, mentoring programmes for current students of AOA (Academy of Architecture, Prabhadevi, Mumbai - 400025) and Alumni Members.*

- v. *To instate a job placement system for AOA (Academy of Architecture, Prabhadevi, Mumbai - 400025) students and alumni professionals.*
- vi. *To provide constructive feedback for the academic development of the institution.*
- vii. *To enable and create a platform for Research, Extension and Outreach in the design sector.*

7. Membership

7.1 Memberships Categories

7.1a Registered Membership

Registered Membership of the **AOACA** shall be open to all alumni graduated from Rachana Sansad's Academy of Architecture. All ex students who have received the following certification from the Academy shall become Registered members of the **AOACA** upon registering with the Alumni and paying the requisite fees.

1. G.D. Arch. (Part time)
2. G.D. Arch.
3. B. Arch. (aided division)
4. B. Arch. (un-aided division)

7.1b Honorary Membership

Honorary Membership is granted to Members who have, by their professional standards and behavior, demonstrated their eminence in their respective design or design related fields.

Suggestions For Honorary membership can come from any registered member in written format and subsequently approved through simple majority votes in the Executive Council meeting.

In certain cases, the EC may propose a professional outside of the Association who, they feel, has made a significant contribution to design in India. Honorary Fellow members are entitled to use the initials 'Hon-AOACA' after their names.

7.1c Membership Under Special Circumstances (MUSC)

Certain individuals may be eligible for membership to the AOACA. An individual satisfying any one of the following criteria may be considered eligible for 'Membership Under Special Circumstances'

- a. That they have been students of the Academy of Architecture (B'Arch or GD'Arch) for a period not less than one academic year.
- b. That they have been faculty members at the Academy (full or part time) for a period considered significant by the Executive Committee for consideration or have had a longstanding association with the college.

Individuals interested in AOACA membership under this category may apply in writing to "The Head of the Membership Committee of the AOACA" . The application should state their reasons for application and their eligibility for membership. It should further be seconded by two other Members of the AOACA not presently in the Executive Committee. The Membership Committee may then consider this application and approve the same.

7.2 Termination of Membership

The termination of membership shall be on:

1. Death or Resignation.
2. If the member has failed to pay the subscription fee on the due date and within 60 days, and if he/ she fails to clear the dues within the extended time given, the governing body may restrict or suspend the privileges/voting rights or remove the name of such defaulting member from the register of membership. The membership may however, be reinstated by the Executive Committee on fresh application and subject to the terms and conditions deemed fit.
3. The member being found guilty of misconduct or violation of code of conduct/ethics by the Executive Committee meeting having minimum quorum of seven members, Provided that at a special general body meetings members concerned shall be accorded an opportunity to tender his/ her explanation/arguments/ defense if any.
4. The decision of the EC will be final & binding.

7.3 Rules Regarding Fees

1. Annual subscription fees and registration fees will be charged as per **Annexure A** of the Rules and Regulations of the AOA Connect Association.
2. **Annexure A** may be revised from time to time upon discretion of the Executive Committee.

3. Upon non-payment of fees, voting rights and all other privileges normally extended to registered members may be revoked. These rights and privileges will be returned to the member upon full payment of pending dues which may include late charges (if applicable) and registration charges (if applicable); provided that the rights are not returned retroactively.
4. If the annual subscription fees are left unpaid for three months (from the due date), the members' registration will be canceled, and said members will have to re-register with the AOACA by paying registration fees as well.

7.4. Rights and Privileges

1. All members, including honorary members, are entitled to receive all announcements and publications connected with the activities of the AOACA, and may participate in all social functions and other activities of the AOACA.
2. Only Registered Members shall be voting members.

8. Structure

The structure of the association will comprise of

1. **General Body** - All Registered Members shall be part of the General Body.
2. **The Board of Directors** : Shall be directly elected by the General Body. It's responsible for giving broad vision to the Executive Committee for its working. The BOD role is to oversee company matters and take decisions & execute actions related to MOA & ROC + matters related to finance & Audits, etc and also serves as a check on the powers of the Executive Committee and ensures that the EC is fulfilling its aims and objectives.
3. **The Executive Committee** : Shall be directly elected by the General Body. The EC shall be the Executive Authority of the Association. It shall give effect to the plans and programmes of the General Body and day to day workings of the association and the BOD and shall have the authority to carry them out.
4. Any other Sub-Committee / Working Group that may be formed under the Executive Committee for the execution of day to day tasks, events, activities as per directives wrt aims & objectives of the association

8.1 General body :

8.1a Composition

The general body will consist of

1. all voting members of the association (ie as per 7.1a Registered Members)
2. + all non voting members of the Association. (ie.7.1b Honorary Members and 7.1c MUSC Members)

8.1b Eligibility.

All Alumni members of the Association are default members of the General Body of the AOACA. The eligibility for membership is laid out in “Article 7 : Membership” of the Rules and Regulations of the AOACA

8.1c Powers, Duties and Functions of the General Body

1. With the exception of Honorary Members and MUSC members, each member of the General Body shall have voting rights; This voting right is conditional upon payment of full fees. (in case of subscription fees not being paid, the member’s voting rights will be temporarily revoked.)
2. The General Body shall decide matters on a simple majority of members present and voting;
3. The General Body shall elect the requisite members to the ‘**Board of Directors**’ and the ‘**Executive Committee**’ from among its members through elections at the end of previous term;
4. The General Body shall have the power to make, amend, repeal, modify, alter, substitute or abrogate the Rules and Regulations, as per the procedures and conditions **stipulated in Article 13**
5. The General Body shall meet as prescribed and the meetings shall be referred to as the 'Annual General Body Meeting' and shall at least consider the following;
 - Receiving details of the previous year's accounts and activities;
 - Elections, if any;
 - Appointment of auditors, company secretary or any other consultants mandatory or required for the functioning of the association;
 - Appointment of at least three Electoral Officers who shall conduct elections and shall not be eligible to contest elections during the election year.
 - Any other matter with the permission of the Chair

8.1d Quorum, Notice of Meetings and Periodicity of Meetings

1. The quorum for holding a General Body Meeting and Special General Body Meetings, shall be 50% members of the voting members of the

General Body. .

2. If the quorum for the meeting is not met, the meeting shall be adjourned by 30 mins.
3. No quorum shall be required for a reconvened General Body Meeting after it is adjourned due to lack of quorum.
4. The Secretary shall notify members by posting notice at least six weeks prior to the meeting date.
5. The Annual General Body meeting shall be called at least once a year with a maximum lapse of fourteen months between two consecutive meetings.

8.2 The Board of Directors

8.2a Composition

The Board of Directors shall consist of

1. **Seven members** (or larger provided that the total number of voting members is an odd number.) These members are **elected by the Voting Alumni Members of the General Body.**

And

2. **Two** members will be nominated to the BOD by the Rachana Sansad Governing Council

8.2b: Eligibility to the BOD

For the Two Members nominated by the Governing Body of the Rachana Sansad. The eligibility for these two members can be decided by the Rachana Sansad Trust, provided that

- a. One nominee is the sitting Principal of the Academy of Architecture, Prabhadevi.
- b. One nominee is a member of the General Council of the Rachana Sansad.

For the Seven Members elected by the General Body to BOD.

All voting members in good standing, shall be eligible to stand for election to the BOD or to be nominated/co-opted to the BOD, provided

1. That they are not current Principals/Head of department of AOA , mumbai
2. That they are not current Principal of any of the Faculty streams that operate under Rachana Sansad Trust
3. That they are not a current member of the Management Board of the Rachana Sansad Trust.

4. No person holding a term of office to the Board of Directors shall be allowed a third consecutive term except as a representative member from the outgoing Board of Directors.
5. Must be of sound mind.
6. Must have a minimum age of 35 years and a maximum age of 67 years at the time of taking office.
7. They must have been an Alumni member of the Association for at least two years at the time of standing for election. (this clause does not apply to the first election)

8.2c Powers, Duties and Functions of the Board of Directors

All Nine Alumni members will be voting members within the Board of Director, and shall have all powers and responsibilities as stipulated in the Articles of Association and Memorandum of Association of the AOACA.

The BOD is responsible for giving broad vision to the Executive Committee for its working. The BOD role is to oversee company matters and take decisions & execute actions related to MOA & ROC + matters related to finance & Audits, etc The BOD also serves as a check on the powers of the Executive Committee and ensures that the EC is fulfilling its aims and objectives.

8.2d Working of the Board of Directors : Quorum, Notice of Meetings and Periodicity of Meetings

Proceedings for meetings: the procedures for conducting meetings are outlined in the Articles of Association for the AOA Connect Association.

8.3 The Executive Committee

8.3a Composition

The composition of Executive Committee shall be as follows:

At the end of a term the General Body will conduct an election to set up the Executive Committee.

- a. Thirteen members shall be elected by the General Body. This position will have voting powers.
- b. There shall be a provision for 2 Co-opted members who shall be selected to the EC by the newly elected members of the EC. This position will have voting powers.
- c. There shall be one member representing the outgoing EC. This position will not have voting powers.
- d. There shall be one member representing the current Board of Directors. This position will not have voting powers.

The EC is to be made up of the Roles required for the Administrative maintenance of the EC as well as the Roles required to fulfill the seven core objectives of the AOACA. Thus the EC structure would be as follows.

- 1) President
- 2) Secretary
- 3) Treasurer
- 4) Networking - Working Group Chair
- 5) Financial Aid to AOA students - Working group Chair
- 6) Membership Administration and Alumni Datasheet Maintenance - Working group Chair
- 7) Programmes for Students of AOA & AOACA - Working group Chair
- 8) Professional Placement cell - Working group Chair
- 9) Academic Affairs and Research - Working group Chair
- 10) EC member without a portfolio
- 11) EC member without a portfolio
- 12) EC member without a portfolio
- 13) EC member without a portfolio
- 14) Ex-officio member. (without voting powers)
- 15) Member representing the BOD (without voting powers)

If the situation requires, it is possible for the President, Secretary and the Treasurer to take on one additional task of being the chair of the working group for one of the key objective tasks of the Association.

Notwithstanding any other rule the General Body may increase the strength of the Executive Committee (and maintain the total number of EC members an Odd number) at a time and such increase made shall be subject to the Executive Committee having a maximum strength of seventeen members.

8.3b Eligibility to the EC

All voting members in good standing, shall be eligible to stand for election to the EC or to be nominated/co-opted to the EC, provided

1. That they are not current Principals/Head of department of AOA , mumbai
2. That they are not current Principal of any of the Faculty streams that operate under Rachana Sansad Trust
3. That they are not a current member of the Management Board of the Rachana Sansad Trust.
4. No person holding a term of office to the Executive Committee shall be allowed a third consecutive term except as a representative member from the outgoing Executive Committee.
5. Must be of Sound Mind
6. Must have a minimum age of 30 years and a maximum age of 67 years at the time of taking office.

7. They must have been a member of the Association for at least two years at the time of standing for election. (this clause does not apply to the first election)

8.3bb Additional Members

Co-opted members : The EC may nominate additional members to the EC for special purposes. These additional members may only be members from the general body only. These co-opted members will have voting rights to the EC.

Ex Officio Members : There will be One member representing the outgoing Executive Committee. This post will be filled by the past President or past Secretary *and shall be a non voting, observer member.*

In the event of non-availability of the outgoing President and/or the outgoing Secretary, the Executive Committee shall nominate substitute(s) from among the members of the previous Executive Committee;

8.3c Powers, Duties and Functions of the Executive Committee

The Executive Committee has the right to put into action the vision of the AOACA i as agreed upon by the General Body.

1. Subject to the broad control and guidance of the General Body, whose decision shall be final, the Executive Committee shall perform all such acts and duties as may be delegated or assigned to it by the General Body from time to time and shall be responsible for the implementation of the aims and objects of the Association.
2. The Executive Committee shall be the Executive Authority of the Association and shall give effect to the plans and programmes of the General Body and shall have the authority to carry them out.
3. The Executive Committee shall carry out all actionable directives as directed by the Board of Directors
4. Subject to the limits prescribed and the guidelines laid down by the General Body in this respect, the EC and BOD shall have the powers to incur expenses from time to time, as it considers necessary, for the implementation of projects and programmes approved by the General Body. Any expense considered 'major' should have prior approval from majority members of the EC. The sources of income shall be from subscription, donations, sponsorship or consultancy etc to the Association.

Ex-Officio Bearers : Duties and responsibilities

The member/s representing the previous Executive Committee shall

1. Be instrumental in the effective and smooth transfer of duties from the outgoing Executive Committee to the incoming Executive Committee;
2. Acquaint the new members with all matters dealing with the functioning of the Executive Committee; and
3. Carry out any duties that are assigned to them by the Executive Committee.

The President : Duties and responsibilities

1. The President shall chair the Executive Committee meetings;
2. The President shall, in consultation with the Executive Committee, represent the Alumni in all matters except where stated otherwise, and shall report back to the Executive Committee on all such matters;
3. If, in the opinion of the President, any emergency has arisen which requires that action be taken by the Executive Committee, he shall inform all the members of the date and time of the Emergency Meeting. Decision regarding the emergency shall be taken by the President in consultation with a minimum of three other members present at the meeting. The President shall report such decision and action taken for the confirmation at the next meeting of the Executive Committee.

The Secretary : Duties and responsibilities

1. To keep the Minutes of all meetings of the General Body and the Executive Committee;
2. To carry out the directions of the General Body and the Executive Committee;
3. To conduct all correspondence on behalf of the Association;
4. To give notice of all meetings of General Body and Executive Committee;
5. To exercise administrative control over the Central Office of the Association;
6. To keep such registers of members and of the property of the Society as necessary;
7. To operate the Association's funds together with the Treasurer
8. To seek the advice of the President in case clarification of any kind is required; and
9. To be the chief coordinator for implementation of all directives of the General Body and the Executive Committee.

The Treasurer : Duties and responsibilities

1. To collect all subscriptions, donation, grants and other payments due or payable to the Association and to make all disbursements within the limits sanctioned by the General Body.

2. To keep the books of accounts of the Association and report on these periodically to the Executive Committee;
3. To liaise with bankers and the auditors of the Association;
4. To assist the President in ensuring that budgetary grants are correctly utilised;
5. To cause all sanctioned payments to be made;
6. To operate the funds of Association with any one of two: President, or Secretary
7. To present the previous years audited accounts to the Executive Committee and the General Body; and
8. To perform all such other duties and functions relating to finances and accounts as may be directed or approved of by the Committee. The Treasurer will be provided administrative assistance, etc. by the Central Office of the Association.

Networking - Working group Chair : Duties and responsibilities

1. to finalize and state the goals (related to the head's charge) for the current year upon taking up the post and at the start of each year.
2. to organise get togethers, soirees, or conventions, where alumni members can meet other alumni members.
3. introduce and pursue any other ways and methods for bringing members of the alumni closer to one another.
4. set up a requisite committee (if approved by the EC) for the organisation and working of the heads charge.
5. to collect funds / sponsorship on behalf of the association for the purposes of achieving above mentioned goals.
6. to maintain an informal account on behalf of the treasurer

Financial Aid to AOA students - Working group Chair : Duties and responsibilities

1. to finalize and state the goals (related to the head's charge) for the current year upon taking up the post and at the start of each year.
2. set up a requisite committee (if approved by the EC) for the organisation and working of the heads charge.
3. to canvas for and collect on behalf of the association all donations for the purposes of achieving the group's goals.
4. to develop criteria for awarding of scholarship / donations to deserving / needy students (with the approval of the EC)
5. to liaise with the institution, with respect to working out a system of delivering financial aid to the college students.
6. to maintain an informal account on behalf of the treasurer

Membership Administration and Alumni Datasheet Maintenance - Working group Chair : Duties and Responsibilities

1. to finalize and state the goals (related to the head's charge) for the current year upon taking up the post and at the start of each year.
2. set up a requisite committee (if approved by the EC) for the organisation and working of the heads charge.
3. to collect , collate and publish - in a manner approved by the EC, information about the members of the alumni.
4. To reach out to graduating students / fresh graduates for the purpose of membership to the AOACA.
5. to update the directory regularly.
6. to organise and implement a method for storage and publication of the data
7. to organise and run a website or a facebook page, where basic information can be published and announcements can be made .
8. to implement an easy-to-understand system for access to the directory, for members.
9. to develop, update and introduce relevant policies for data sharing.
10. to protect the directory data from theft, misuse in accordance with the policy stipulated by the EC and the General Body in '**article 10. Data Protection Principles**' of this RR document.
11. to update and inform all members about the policy and guidelines for data management and to field all queries regarding the use of the directory.
12. to maintain an informal account on behalf of the treasurer

Programmes for Students of AOA & AOA alumni - Working group Chair : Duties and Responsibilities

1. to finalize and state the goals (related to the head's charge) for the current year upon taking up the post and at the start of each year.
2. set up a requisite committee (if approved by the EC) for the organisation and working of the heads charge.
3. to liaise with respected members of the architectural and allied fields and develop a working relationship with them.
4. to liaise with the college to identify key persons who can conduct seminars, workshops, mentoring programmes for current students of AOA
5. To liaise with the student body of the AOA for collaboration and communication.
6. to collect funds / sponsorship on behalf of the association for the purposes of achieving above mentioned goals.
7. to maintain an informal account on behalf of the treasurer

Professional Placement cell - Working group Chair : Duties and Responsibilities

1. to finalize and state the goals (related to the head's charge) for the current year upon taking up the post and at the start of each year.
2. set up a requisite committee (if approved by the EC) for the organisation and working of the heads charge.
3. to develop and run a system for placements for academy students and graduates with alumni members.
4. to collect and collate feedback from the alumni , regarding placements and student performances, and deliver it to the students of academy
5. To aid in internship opportunities for the students.
6. to maintain an informal account on behalf of the treasurer

Academic Affairs and Research - Working group Chair : Duties and Responsibilities

1. to finalize and state the goals (related to the head's charge) for the current year upon taking up the post and at the start of each year.
2. set up a requisite committee or committees (if approved by the EC) for the organisation and working of the heads charge.
3. to invite respected members of the architectural community to share their views on academia in the AOA and students work in AOA.
4. to liaise with the college to set up a jury or a review system to acknowledge meritorious students work for the academic year.
5. to collect and collate notes from interested members and other sources, regarding contributions to academic curriculum and critical review of academia and academic activities in the AOA
6. Provide suggestions to improvise and enhance the academic standing of the institution.
7. to collate, discuss and draft a report regarding contributions to the college academia, on a periodic basis.
8. to publish on the alumni website and to deliver to the academy, the said report.
9. to maintain an informal account on behalf of the treasurer

8.3d Working of the Executive Committee : Quorum, Notice of Meetings and Periodicity of Meetings

1. **Place of Meeting:** Meetings of the Committee shall ordinarily be held at the office of the Association or as such any other place designated in the notice of the meeting with the approval of the President. Virtual / online

meetings would be considered as valid to fulfill the below mentioned requirements.

2. **Schedule of Meetings:** The Committee shall meet at least once every three months or as often as may be necessary to transact its business.
3. **Notice of Meetings:** Meetings of the Committee shall be convened by the Secretary who shall give at least two weeks' notice.
4. **Quorum:** The quorum for the meetings of the Committee shall be nine or half its membership strength whichever is larger. No quorum shall be required for a reconvened Executive Committee Meeting after it is adjourned due to lack of quorum.
5. **Vote:** The Executive Committee shall manage the affairs of the Association by simple majority vote in Committee meetings provided that in case of equality of votes, the President shall have the casting vote.
6. **Minutes:** Minutes of the meetings of the Committee shall be entered in the same minute book used for recording minutes of meetings of the General body. The minutes shall be signed by the Secretary and the President after they are duly confirmed at the following meeting and shall be conclusive evidence of the statements recorded therein.
7. Subject to the Rules the Committee shall regulate the conduct of its meeting as it deems fit.

8.3e Sub-Committee / Working Groups

1. The Executive Committee shall have the right to co-opt members from the General Body to Sub-committees / Working groups for the execution of specific assignments as required. Each sub-committee/ Working groups shall have a member of the Executive Committee on it.
2. The Convenors of sub-committees/ Working groups shall coordinate and delegate work to the co-opted members so as to ensure proper functioning.
3. The convenors of sub-committees/ Working groups can engage volunteers towards the accomplishment of various tasks.
4. The Convenors shall take directions from and shall report their actions to the Executive Committee on all matters, and shall submit full financial accounts of the sub-committee/ Working groups to the Treasurer whenever requested to do so.

9 Election and Terms of Office

9.1 Election of the Board of Directors.

1. An electoral office will be nominated by the members present at the requisite general body meeting.
2. The first elections to the Executive Committee shall be from the General Body present at the venue of the meeting. The mandatory first elections for the Executive Committee shall be on the floor of the General Body

Meeting and shall be held not later than **six months** after registering the alumni.

3. The subsequent elections shall be online voting for all members.
4. The Electoral Officers shall issue a notice for nominations along with the prescribed form and shall post them to online alumni website, nine weeks before the Election. They should be returned by the members to the Central Office six weeks before the Election and the nomination shall be closed on that date.
5. Withdrawals shall be accepted to the Central Office six weeks before the annual General Body Meeting and nomination shall be closed on that date.
6. Secret Ballots shall be returned to the Electoral Officers latest by 2.00pm on the day of Annual General Body Meeting.
7. The Electoral Officer shall organise the counting of votes and shall declare the results before the adjournment of the General Body.
8. No person holding a term of office to the Executive Committee shall be allowed a third consecutive term except as a representative member from the outgoing Executive Committee.
9. Elections shall be by simple majority vote.
10. One of the two representatives of the outgoing Executive Committee preferably the outgoing President, shall chair the first meeting of the newly elected Executive Committee. He/she shall conduct the Elections to the post of President, Secretary, and Treasurer, from among the fifteen members elected from the General Body.
11. Any vacancy amongst the members of the Executive Committee arising from death, resignation or otherwise, may be filled by nomination by the General Body at its subsequent meeting.
12. Notwithstanding the previous clauses, if any vacancy arises in the office of the President/Vice- President/Secretary/Joint Secretary/Treasurer, the Executive Committee shall elect a new office bearer from amongst its own members, who shall hold office till the next General Body Meeting.
13. The Executive Committee may terminate with prior intimation in writing, the membership (to the EC) of any of its members, elected or nominated in case he/she fails to attend three consecutive meetings of the said committee; the Executive Committee shall in such a case co-opt another member of the General Body to fill the vacancy for the residue of the term or until elections are held, whichever is earlier.

9.2 Term of Office

1. The term of the Directors of the Board of Directors will be three years from joining the post after elections.
2. The term of the Executive Committee will be three years from joining the post after elections.

10. Data protection principles

This refers to personal information collected about and from registered members of the association for the purposes of a) registration, b) directory or c) any other purposes

Duties of the committee collecting data from members.

Data collected will be -

1. processed in a lawful, fair and transparent manner.
2. collected only for specific, explicit and limited purposes ('purpose limitation').
3. The primary purpose of the directory is for sharing internally amongst the registered members of the association.
4. The directory will not be used for any other purpose, monetary or otherwise, without express consent of the individual member.
5. Will be Accurate and kept up-to-date where necessary
6. handled with appropriate security and confidentiality
7. The head of the committee for directory will also carry out tasks that may arise as a result of the rights of data subjects.

Rights of data subjects

data subjects will have the following rights and duties :

1. Right to be informed. The right to be told how their personal data is used in clear and transparent language.
2. Right of access. The right to know and have access to the personal data we hold about them.
3. Right to data portability. The right to receive their data in a common and machine-readable electronic format.
4. Right to be forgotten. The right to have their personal data erased.
5. Right to rectification. The right to have their personal data corrected where it is inaccurate or incomplete.
6. Right to object. The right to complain and to object to processing.
7. Right to purpose limitation. The right to limit the extent of the processing of their personal data.
8. Rights related to automated decision making and profiling. The right not to be subject to decisions without human involvement.
9. All members who receive information from the directory must , in turn, observe the duties mentioned in annexure A.

Notes for head of directory and information

1. Always treat people's personal information with integrity and confidentiality
2. Know what the data protection principles are and apply them
3. If you are thinking of sending marketing to individuals, consult with the policy first.
4. Take care to email the intended recipient (especially where email address autocomplete is turned on). Use the 'bcc' field for emailing several people where using 'to' or 'cc' is not needed
5. When collecting data, the committee must ask for permissions on three key issues a) to use the data to share with other members b) to use the data for sending newsletters etc and c) to use the data for monetisation and/ or marketing purposes.

11. Chapters

As and if required, the Executive Committee can ask the General Body to amend the rule so that regional chapters may be established in accordance with by-laws and regulations prescribing geographical area and minimum numbers present at a properly convened meeting approved by the Council in writing.

12. Financial Matters

12.1 Fees

1. The EC will charge membership or subscriptions as stated in the **Appendix B** of this constitution.
2. The EC will have the power to revise the fee structure, subject to article 14 - Amendments

12.2 Sources of Income and Utilisation of Funds

1. The Association may receive funds, donation and financial assistance only from non-political sources for the furtherance of its objectives .
2. The Association shall have its own Fund and all the receipts of the Association through grants, donations, subscriptions, fees as well as income from specified investments, publications and other sources shall be credited to the Fund and all payments by the Association shall be made there from. All the income of the Association shall be utilised for the furtherance of its objects.
3. All monies received on behalf of the Association shall be placed in the name of 'AOA Connect' in an account to be maintained in the bank approved by the Executive Committee. Cheques will be signed by the Treasurer and any one of the President, or Secretary.
4. Accounts will be kept in such a way as to identify donations made for separate purposes. (i.e donations made for 'financial aid' , 'administrative and directory works' , 'programmes for students and alumni' , 'academic works' , 'placement cell works' and 'Networking' etc.

5. Funds collected for one purpose (for eg financial aid to students) will not be used for another purpose or function (for eg administration works)
6. All expenditure paid out from the Fund shall be incurred solely for the promotion of the aims and objects for which the Association has been formed and in the manner approved by the General Body. No portion of the Fund shall be transferred directly or indirectly by way of dividend, bonus or otherwise, to any member of the Association.
7. Provided that nothing herein contained shall prevent the payment in good faith or remuneration to any employee of the Association or to any member, or other person, for any services actually rendered to the Association, or by way of reimbursement for authorised expenses incurred on behalf of the Association.
8. The Executive Committee shall determine the expenditure which is necessary to carry on the affairs of the Association and is authorised to incur such expenditure. Within 30 days of the Annual General Body Meeting, a meeting of the Executive Committee will be held to determine a budget for the major activities for the coming year. Once the budget is approved, the President will be responsible for the proper utilisation of the funds. The Treasurer shall cause the payment to be made. All investments will be ratified by the General Body at its next meeting.
9. All the income, earnings, movable or immovable properties of the society shall be used and applied towards the promotion of its aims and objectives only and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit, or to any one or more of the present or the past members of the Society or to any persons claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim to any movable and/or immovable properties of the society or make any profit, whatsoever by virtue of his/her membership.

12.3 Financial Year and Audit of Accounts

1. The Association shall have a financial year beginning April 1st and ending on March 31st of the following year.
2. The Executive Committee shall direct the accounts to be audited at least once a year by the Auditor who shall be qualified Chartered Accountant and shall be appointed by the General Body at the annual General Body Meeting.
3. The Treasurer shall maintain the account books in an efficient manner and at the end of each financial year shall draw up a complete statement of accounts which, after audit, shall be placed before the committee and subsequently before the General Body for approval.

13. Extra-Ordinary Matters

Extra-ordinary matters can be brought up in extraordinary general body meetings (EGBM). An EGBM may be called for by any one of the following methods:

1. Brought up by any member of the General Body in writing countersigned by at least thirty members of the Association.
2. Matters that two-third of the office bearers of the Executive Committee think fit.
3. Deemed to be so by the Board of Directors

14. Amendments

1. Clauses 1, 3, 5 and 6 of the RR of the AOACA cannot be amended. Any amendments to any part of the Rules and Regulations which violates in principle the above mentioned clauses shall stand null and void, except for changes in the nomenclature affected by change of name/status of the School.
2. No amendments can be made to the RR that contravene the AOA and the MOA of the AOACA.
3. Members of the General Body shall have the right to propose amendments to these Rules and Regulations and any bye-law stipulated by the Executive Committee at General Body Meetings.
4. Notice of intention to propose amendments and the proposed amendments themselves must be given in writing to the Secretary at least eight weeks in advance of the General Body Meetings. The Secretary in turn shall inform all members of the proposed amendments by posting notice of these to members at least four weeks in advance of the vote.
5. Any amendment to the Memorandum of Association or Rules and Regulations will be carried out by a **three-fourth majority** of the members who vote either in person or through post/online.
6. The quorum for an in person voting will be 100 people. The Quorum for online voting will be 500 people.

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Annexures

to the

Rules and Regulations of AOA Connect Association

Annexure A : Subscription Fees

Metadata - V1.0 Passed unanimously - BOD meeting 7th June 2023

Membership fees shall be charged as under.

- **Registered Membership :**
 - 2000 INR registration fee
 - +
 - 1000 INR Annual subscription fee paid yearly (at the start of the year) from the start of year two.
 - OR**
 - Lifetime Membership fee : 25'000 INR one time fee.

- **Honorary membership :** no fees

- **Membership Under Special Circumstances :** Same as Registered Members.