

**CONSTITUTION/RULES & REGULATIONS/BYE-LAWS OF V.M.SALGAOCAR
INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION ALUMNI
ASSOCIATION**

1. Name of the Association:

The name of the Association shall be

"V.M. Salgaocar Institute of International Hospitality Education Alumni Association"

2. Address of the Association

**V.M.Salgaocar Institute of International Hospitality Education, Manora, Raia-Salcete Goa
403720.**

3. Area of Operation:

The V.M. Salgaocar Institute of International Hospitality Education Alumni Association shall handle all matters related to ex-students of V.M. Salgaocar Institute of International Hospitality Education, Manora, Raia, Salcete Goa.

4. Financial year April 1 to March 31 of every year.

5. Members , their Provision, Admission and Appointment:

1. The Association shall have "*Life Member*", being an Alumnus paying the prescribed Entrance Fees and a one-time fee of Rs. 1000/- (Rupees one thousand)
2. Any Alumnus desirous of becoming a member of the Association shall apply for membership in writing to the Managing Committee in such form and with such supporting documents and fees as may be prescribed by the Managing Committee.
3. On receipt of such an application for membership, the Secretary of the Association shall verify whether the applicant is eligible to be admitted as a member and if he is satisfied, shall place such application before the Managing Committee at the immediate next meeting

of the Managing Committee, wherein the Managing Committee shall decide whether to admit or not to admit the applicant as a member.

4. The Managing Committee shall have the absolute power and discretion to accept or reject any application but shall give reasons in case of rejection of any application.
5. The Association shall cause to be kept and maintain the Register of Members, in which register the name and the following particulars of each Member shall be entered and updated from time to time, viz.
 - a) Name
 - b) Date of Birth
 - c) Address
 - d) Occupation
 - e) Contact details
 - f) Academic year(s) in which the Member was a student of the Institute and
 - g) Program of Study
6. A Member shall forthwith intimate any change in his occupation or address or in the other particulars as the Association may prescribe from time to time and such change, upon verification, shall be forthwith entered/updated in the Register of Members.
7. The details of each Member entered in the Register of Members shall be conclusive for all purposes of these Rules.
8. A member shall cease to be a Member of the Society:
 - a) On death (with his legal heirs having no right to succeed to his membership) and
 - b) On tendering his resignation in writing to the Managing Committee or
 - c) On removal as a Member.

9. A Member shall be liable to be removed as a Member of the Association in any of the following events:

- a) If a Member is convicted by a Court of competent jurisdiction for any offence involving moral turpitude (notwithstanding that such sentence was later commuted, remitted or suspended).
- b) If a Member indulges in activities which are injurious or prejudicial to the interests of the Association or the institute.

10. No Member shall be removed as a Member except as provided in this Rule, viz.

- a) A Member shall be removed as a Member only by a General Body Resolution passed at a General Body Meeting of the members of the Society.
- b) A Member who is liable to be removed as a Member shall be served with a notice in writing by Registered Post, Acknowledgement Due at the Registered Address calling upon such Member to show cause why his membership ought not be terminated, and giving a clear date, which shall not be less than 14 days from the date of receipt of the notice, on which day such Member shall be given an opportunity to state his case and to lead and rebut any evidence. Provided that if such notice is received back from the Postal Authorities with remarks such as "*Refused*", "*Not found*" or "*Unclaimed*", such Notice shall be deemed to have been duly served.
- c) An Extra-Ordinary General Body Meeting shall be convened to consider the removal of a Member, at which meeting such Member shall be given due opportunity to state his case, and to lead and rebut any evidence. Provided that such Member shall not be entitled to have any legal practitioner representing him at such time. Provided that no Extra-

Ordinary General Body Meeting shall be required to be convened if an Annual General Body Meeting is to be held within a period of one month from such proposed Extra-Ordinary General Body Meeting.

- d) After the Member has stated his case and led/rebutted any evidence, deliberations shall be held. Provided that not more than two persons shall speak for the passing of the Resolution and not more than two against the Resolution.
- e) After the deliberations, the Resolution shall be put to vote. A General Body Resolution shall be sufficient to remove a Member.

11. Notwithstanding the removal of a Member or on a Member ceasing to be a Member, such erstwhile Member shall be liable to pay to the Society, all dues till the date of termination or cessation, and the Association shall be entitled to claim and collect the dues in the manner, provided therefore under the relevant law for the time being in force.

A Member who has been removed as a Member shall be ineligible to re-apply for membership after a period of two years from such removal from membership.

6. Types of Members:

A. General Body:

(i) Composition:

The General Body of the association shall consist of all the life members who are enrolled directly by the Association.

(ii) Powers:

(a) Election of office bearers of the Executive Committee viz., President, Vice - President, General Secretary, Treasurer, Joint secretary and **three** members as executive committee members .

- (b) Receiving and adopting the annual report and the audited statement of accounts and appointment of auditor.
- (c) Appointment of any special committee/sub-committee for any purpose and to take all such actions as deemed fit in line with the objectives of association.
- (d) Extending the term of the Executive Committee for a period not extending one year under extraordinary circumstances.

(iii) Mode of functioning:

- (a) The Annual General Body meeting of Association shall ordinarily be called in September, at such time and place as may be fixed upon by the Executive Committee of the Association. The Notice of the meeting shall contain the agenda for the same.
- (b) No more than a period of thirteen months shall lapse between the date of one Annual General Body meeting and that of the next.
- (c) Notice of the Annual General Body meeting shall be intimated to the members at least fifteen days prior to the date of meeting.
- (d) Any members desiring to move any special resolution at the Annual General Body meeting shall forward the same to the General Secretary of the Association at least seven days before the date of the meeting.
- (e) No business other than the one for which the Extraordinary General Body meeting is convened, shall be transacted.
- (f) Notice of such Extraordinary General Body meeting shall not be less than fifteen days before the date of the meeting.
- (g) The President of association shall preside over all General Body meetings. In his/her absence, the Vice-President, and in their absence, a member chosen by the members present shall preside over such meetings.
- (h) The ordinary rules of procedure shall be applied to regulate the business of the meetings. The decision of the Chair on any point of order or procedure raised at the meeting shall be binding and final.
- (i) All resolutions duly moved shall, if voted upon, be declared to have been carried or lost, by simple majority.

- (j) No member shall be allowed to participate in a General Body meeting unless he/she has paid his/her due membership fee. However, no resolution passed at such meeting shall be invalidated merely because defaulting members have taken part in the proceedings of the meeting, provided the defaulting members do not participate in the voting.
- (k) The Chairperson of the meeting shall have the casting vote whenever there is a tie in the voting.

B. Executive Committee:

(1) Composition:

The Executive Committee shall consist of

The Office-bearers, viz,

- (i) The President
- (ii) The Vice-President
- (iii) The General Secretary
- (iv) The Treasurer and
- (v) Three elected Members

(2) Powers

The Executive Committee shall be responsible for the management of Association, and shall exercise such powers that are vested in it by the General Body for the pursuit of the aims and objectives of Association.

The Executive committee shall, if need be, appoint any sub-committee for any purpose it deems fit.

The Executive Committee shall, if need be, take emergency decisions without consulting the General Body, provided it calls for a meeting of the General Body at the earliest opportunity to get its decision ratified.

(3) Mode of functioning:

- (i) Soon after the Executive Committee is formed, it shall have a meeting with the previous Executive Committee, at which meeting the retiring Executive Committee shall hand over the charge to the new Executive Committee.
- (ii) The Executive Committee shall, *inter alia*, control the funds of the Association and make the necessary disbursements and investments. The members of the Executive Committee, jointly or severally, shall be held responsible to Association for the purpose of indemnification for any loss or waste of money due to negligence, misappropriation or extravagance.
- (iii) The Executive Committee shall submit to the General Body at the Annual General Body meeting a report of the activities of the Association, together with the statement of accounts duly audited by the auditor appointed by the General Body.
- (iv) The funds of Association shall be kept in one or more bank accounts of any Nationalised Bank in the name of Association. All such accounts shall be operated by Treasure with either President or General secretary:
- (v) All resolutions of the Executive Committee shall be declared to be duly carried if passed by simple majority.
- (vi) The Executive Committee shall meet at least four times in a year. The minutes of such meetings shall be circulated to all the members. The quorum of the meeting of the Executive Committee shall be six. If adjourned for want of **quorum**, the meeting shall be held half an hour after the scheduled time of the meeting, and the business of the meeting shall be transacted whether there be quorum or not.
- (vii) At least seven clear days' notice of a meeting of the Executive Committee shall be given to the members. This may be waived in case of an urgent meeting.
- (viii) If a member of the Executive Committee or office-bearers of Association remains absent from three consecutive meetings of the Executive Committee, without obtaining leave of absence from the Committee, he/she shall cease to be a member thereof. This decision shall be passed by the Executive Committee and communicated to the concerned member.

(ix) Vacancies if any, in the Executive Committee other than office-bearers during the period between two General Body meetings shall be filled by co-option by the Executive Committee from among the members of association.

7. Removal of Members:

Any office-bearer of the Executive Committee may be removed by the General Body in its meeting by a resolution passed with a majority vote of not less than two-thirds of the members present and voting, provided a notice of intention to move such resolution, signed by not less than twenty-five members, has been given at least twenty-one days in advance of the General Body meeting. Before any such action is taken to remove any office-bearer, the said office-bearer shall be given a notice of 15 days in writing proposing the action intended to be taken and calling upon the person to show cause notice against the same.

8. General Body Meeting and their Rights:

- 1) The President, the Vice President, the General Secretary, the Treasurer, Joint Secretary and five members shall be elected by secret ballot.
- 2) The election shall be held at the Annual General Body meeting or Extraordinary General Body meeting convened for the purpose.
- 3) Nomination papers shall be called for, thirty days before the meeting.
- 4) The tenure of all the members of the Executive Committee shall be for a period of three years.
- 5) The President, the Vice President, the General Secretary, the Treasurer and joint Secretary shall not be eligible for re-election or election to any office before the expiry of one term from the end of his/her term in office if he/she has completed two continuous terms. However this will not be construed as a bar to his/her membership of the Executive committee.
- 6) After a gap of one term (three years), the President, the Vice President, the General Secretary, the Treasurer and Joint Secretary shall be eligible for re-election.

9. Quorum & Notice:-

The Quorum of all General Body meetings shall be thirty or one- fifth of the members of association, whichever is less. If a meeting is adjourned for want of quorum, the same shall be held half an hour later on the same day and the business on the agenda shall be transacted whether there is quorum or not.

10. Special General Body Meeting /Extra Ordinary Meeting:-

Extraordinary General Body meetings may be convened at any time at the instance of the Executive Committee. Extraordinary General Body meetings shall also be called on the written requisition, signed by not less than twenty (or one- third of the members of association, whichever is less) members, for specific purposes which must be duly intimated to the Executive Committee. The Executive Committee shall convene such Extraordinary General Body meeting within fifteen days after the receipt of necessary requisition. This stipulation of time also applies to the Extraordinary General Body meeting convened by the Executive Committee on its own.

11. Managing Committee/Body:-

Name designation, occupation and addresses of the members of the present executing committee.

Sr no	Name	Designation	Occupation	Addresses
1.	Breanna Linarose Moraes	President	Service	H. No 369, Ranghavi Estate 2, Dabolim, Goa 403801
2.	Lysandra Monica Costa	Secretary	Student	H. No 175/4 Costa Residency 3rd Floor Shantinagar Ponda Goa 403401
3.	Anslem Bevan Menezes	Treasurer	Management Trainee	H.no.339, Cavorim, Chandor, Salcette Goa, 403714
4.	Jared Coutinho	Member	Business owner	Flat d raj residency Near don bosco road
5.	Bob James Abreo	Member	Tour Operator	House No. 89/1 Sinquerim Candolim Bardez Goa - 403515
6.				
7.				

12. Tenure of Managing Committee and its election:-

- 1) The President, the Vice President, the General Secretary, the Treasurer, Joint Secretary and three members shall be elected by secret ballot.
- 2) The election shall be held at the Annual General Body meeting or Extraordinary General Body meeting convened for the purpose.
- 3) Nomination papers shall be called for, thirty days before the meeting.
- 4) The tenure of all the members of the Executive Committee shall be for a period of **three years**.
- 5) The President, the Vice President, the General Secretary, the Treasurer and joint Secretary shall not be eligible for re-election or election to any office before the expiry of one term from the end of his/her term in office if he/she has completed two continuous terms. However this will not be construed as a bar to his/her membership of the Executive committee.
- 6) After a gap of one term (three years), the President, the Vice President, the General Secretary, the Treasurer and Joint Secretary shall be eligible for re-election.

13. Functions of Managing Committee/Office Bearers:-

- 1) The President shall be the apex representative of the Association and shall transact all business under his/her seal
- 2) The General Secretary shall
 - Maintain a register of members,
 - Maintain an inventory of Association property,
 - Prepare the agenda, notices of meetings , etc,
 - Keep the minutes of all meetings and intimate the same to the members
 - Draw up the annual report of Association for the approval of Executive Committee in due time,
 - Attend to all correspondence relating to the matters of Association.
- 3) The Joint Secretary shall look after such duties or work as may be assigned to him/her by the President and the Hon. General Secretary during the course of his/her term.

4) The Treasurer shall receive all funds and make payments on behalf of Association. He/She shall keep regular accounts of receipts and disbursements. All payments shall be made after the approval of the Executive Committee. The Hon. Treasurer shall submit at the end of each year, a complete statement of Income and Expenditure and a Balance Sheet, both duly audited for approval of the Executive Committee and General Body.

14. Meeting of Managing Committee:-

Managing Committee shall meet twice a year.

15. Elections:-

The President, the Vice President, the General Secretary, the Treasurer, Joint Secretary and three members shall be elected by secret ballot/ raising of hands.

16. Vacancies in Managing Committee (Co-option):-

If at any time a vacancy is created in the Managing Committee, the Managing Committee shall have power to make necessary arrangement by co-opting a member from general body for the remaining period, provided that if any such vacancy occurs in the Managing Committee.

18. Bank Account:-

The Bank Account will be opened in any Nationalised Bank or Co-operative Bank and will be operated jointly by any two of President, Secretary or Treasurer.

19. Amendments:

No amendments to the memorandum of the association / rules and regulations will be made, which may prove to be repugnant to the provisions of sections 2 (15), 11, 12, & 13 and 80 G of Income tax Act 1961, as amended from time to time . Further no amendment will be carried out without the prior approval of the Commissioner of the Income Tax. The bylaws of the Association shall be repealed, altered or rescinded by 3/4th majority of the members present at the Annual General Body meeting and in confirmatory of societies registration Act. 1860.

20. Dissolution:

In the event of dissolution or winding up of the Association, the assets remaining as on the date of dissolution will be under no circumstances be distributed among the members of the Managing Committee / Government body. But the same will be transferred to another Association whose objects are similar to those of this Association and which is duly registered under Societies registration Act and enjoys recognition under section 80G of the Income tax Act , 1961 as amended from time to time.

A special notice should be given and the General Body meeting has to be called. Minimum 3/5th members to the total members must vote in favour of the motion. Then only the Association will be dissolved keeping in view provisions of the Societies Registration Act, 1860.

Investment Clause:

The funds of the society shall be invested in the modes specified under the provisions of section 13(1) (d) read with section 11(15) of the I.T Act, 1961 as amended form time to time.

Accounts Clause:

There shall be maintained all accounts of the society regularly. The accounts shall be duly audited by CHARTERED ACCOUNTANT. Every Year, the accounts shall be closed by 31st March.

Utilization of funds:

The benefits of the society shall be open to all irrespective of caste, creed or religion. The funds and the income of the society shall be solely utilized for the achievement of its objects and no portion of it shall be utilized for payment to the members by way of profit, interest, dividends etc.

CERTIFICATE

Certified that this is true Xerox copy of the Original Rules and Regulations/Constitution/Bye-Laws of the Association "V.M. Salgaocar Institute of International Hospitality Education Alumni Association"

Sr.No.	Names	Designation	Signatures
1	Breanna Linarose Moraes	President	<u>B. Moraes</u>
2	Lysandra Monica Costa	Secretary	
3	Anslem Bevan Menezes	Treasurer	