

**Tagore Medical College and Hospital Alumni  
Association, Chennai – 600 127**

**Rules & Regulations**

(Activities of the Society shall be strictly in accordance with the Provisions of the Societies  
Registration Act XXI of 1860 and Tamil Nadu Societies Registration Act, 1975.)

## **1. NAME**

The name of the association shall be **TAGORE MEDICAL COLLEGE AND HOSPITAL ALUMNI ASSOCIATION**, hereinafter referred to as the Association.

## **2. OFFICE**

The Registered Office of the Society shall be situated at Tagore Medical College and Hospital, Chennai.

## **3. ADDRESS**

The address of the Society shall be Tagore Medical College and Hospital, Rathinamangalam, Melakottaiyur post, Chennai 600127, Tamilnadu, INDIA.

E. mail ID: [alumni@tagoremch.com](mailto:alumni@tagoremch.com) Phone: 044-3010 1111

## **4. AIMS AND OBJECTIVES**

The main objectives of the association shall be the following:

- (a) To bring the alumni of the Tagore Medical College and Hospital (Hereinafter referred to as the College) into a common forum.
- (b) To maintain the contacts of the alumni of the College with the alma-mater.
- (c) To promote cultural and social contacts among the alumni, present students and staff of the college so as to develop a sense of tradition and heritage in the college family, which in turn will lead to the further growth and prosperity of this institution and her progeny.
- (d) To help the students graduating from the college in developing entrepreneurship and practical know-how and in securing proper employment.
- (e) To function as a, purely non-profit organization in the pursuit of such other objectives solely connected with the educational and cultural objectives mentioned, above, as the General Body may decide from time to time.

## **5. MEMBERSHIP**

(a) **Patron** - The Chairperson of Tagore Educational Trust will be the Parton of the Association.

**(b) There shall be two types of individual members:**

**(i) Life Members:** all former students of the college, who have undergone an Undergraduate programme, shall be life members of the Association.

**(ii) Honorary Members:** All the members of the teaching staff of the College except alumni of the Institute, shall be eligible to become honorary members of the Association.

**c) Student Chapter:** All students who are on the rolls of the college and have paid at the time of admission a membership fee as-determined by the Institute from time to time shall be members of the student chapter of the Association. The student chapter shall function under the guidance of the Executive committee.

## **6. MANAGEMENT AND ADMINISTRATION**

The management of the Association shall be carried through the Executive committee as defined below.

### **(i) EXECUTIVE COMMITTEE**

(a) The association shall be managed by an Executive Committee (hereinafter called the committee) consisting of

( i) a President

(ii) a Vice President

(iii) a General Secretary

(iv) a Joint Secretary

(v) a Treasurer

(vi) an Editor and

(vii) Five members

(b) The Dean of the college shall be the president (Ex-Officio) of the Association

(c) The Vice president shall be Nominated by the President from amongst the life members or from the honorary members

(d) The 9 members to constitute the committee, except the President and vice president of the association shall be elected at the annual general body meeting of the association from among the life members. Of the 9 members elected, at least 2 members should be the faculty of the college.

(e) The Secretary, Joint Secretary, Treasurer and Editor shall be elected by the committee members from among themselves.

(f) Only life members of the Association shall have the power to vote for the purpose of electing the Committee members.

(g) The Committee shall hold the office from one annual general body meeting to the next following.

(h) The committee shall have the power to fill any vacancy in the committee by nomination.

**(ii) Duties and Powers of the Committee**

(a) The Committee shall be responsible for the affairs of the Association and shall settle its own procedure.

(b) The Committee shall meet at least 4 times a year. A minimum of 3 days' notice shall be given for any meeting of the committee. The quorum of the Committee meeting shall be Four.

(c) The Committee shall have the power to incur from the general funds of the Association any expenditure necessary for carrying out the objectives of the Association.

(d) The Committee shall have the power to convene General Body Meetings as and when found necessary

**(iii) Duties and power of the Committee**

**(a) The President shall**

(i) Preside over the meetings of the Association and the Committee.

(ii) Supervise all activities of the Association.

(iii) Advise the secretary and other office bearers on various matters like arranging meetings etc.

**(b) The Vice President shall**

- (i) Officiate as President in the latter's absence.
- (ii) Help the President in discharging the latter's duties.

**(c) The Secretary shall**

- (i) Attend to the general business of the Association including correspondence on all matters under the direction of the Committee
- (ii) Convene all meetings of the Association and the Committee with the concurrence of the President,
- (iii) Present a report of the working of the Association at the Annual General Body Meeting.
- (iv) Perform the duties of the Treasurer in the latter's absence.
- (v) Be responsible together with the Joint Secretary for the upkeep of all records of the Association and, for the proceedings of the- General Body and Committee meetings.
- (vi) Operate the accounts jointly with the president.
- (vii) Perform the duties of any Committee member in the letter's absence.

**(d) The Joint Secretary shall**

- (i) Help the Secretary in all matters connected with the duties of the latter.
- (ii) Discharge the duties of the Secretary in the Latter's absence.

**(e) The Treasurer shall**

- (i) Maintain the accounts of the Association
- (ii) Issue receipts for money received and submit the accounts to the Committee at its meeting.
- (iii) Present the annual financial and audited reports at the Annual General Body Meeting.

**(f) The Editor shall** edit and publish the periodical newsletters and other publications of the association.

**(g) The Committee members shall**

(i) Discharge any duty assigned to him by the Committee

(ii) Help other office bearers in the discharge of the latter's duties, when called upon by the President/Secretary.

**7. MEETINGS**

(a) The Annual General Body Meeting of the Association shall be held normally in the month of January every year. Notice of the General Body Meeting either in hard copy or in electronic form or published in the website shall be send to the members 14 days in advance. Members who intend to move any resolution or raise any matter from the floor of the House shall intimate the Secretary in writing at least five days ahead of the General Body Meeting. The Committee shall meet on any suitable day prior to the General Body meeting and discuss the resolutions and other matters moved by the members.

(b) Committee members shall be elected at the Annual General Body meeting. Nominations may be made at the general body meeting. Such nominations shall be duly seconded by life members and accepted by the proposed candidates. Election, if found necessary, shall be held by show of hands or secret ballot as decided by the General Body Meeting.

(c) The quorum for a General Body Meeting shall be twenty.

(d) In addition to the Annual Ordinary General Body Meeting, the Secretary may convene Extra ordinary General Body Meetings as decided by the committee, or on the written request of not less than 25 members, specifying the purpose of the meeting. No subject other than that specified in the request shall be discussed at such meetings. Such meetings shall be convened within 30 days of the receipt of a proper request by the secretary and the Secretary shall give notice of at least 7 days to the members.

**8. FUNDS**

(a) The funds of the Association shall be vested in such banks or such authorized securities as the Committee may decide and shall be operated jointly by the President or Secretary along with the Treasurer.

(b) The Committee shall arrange for the annual audit of the accounts of the Association by a person who is not a member of the Committee.

(d) The Secretary shall be empowered to accept donations, endowments etc. on behalf of the Association, and to invest them in such banks or other securities as the Committee may decide. Separate rules may be framed for operating endowment funds with approval of the sponsors.

## **9. RESIGNATION**

(a) Any member of the Association who is not an office bearer, may resign his/her membership by written intimation to the Secretary. No refund of subscription shall be made to him/her. If he/she wants to rejoin the association, he/she shall have to pay the full subscription for life membership, after acceptance of his/her application by the Committee.

(b) If any office bearer wants to resign, he/she shall send in his/her resignation to the President of the Association and the resignation will take effect only from the day it is accepted by the Committee and on settling all his/her liabilities.

## **10. LEGAL PROCEDURES**

(a) The Association shall sue and be sued in the name of the Secretary.

(b) The power of interpreting these Bye-laws is vested in the Committee and its decision shall be final and binding,

(c) In the absence of any specific rules, the General Rules of Procedure of the Conduct of Meetings (Robert's Rules of Procedure) shall be followed.

## **11. GENERAL**

(a) Every year Alumni Day shall be- celebrated synchronizing with the Annual General Body Meeting.

(b) The accounting year starts from 1<sup>st</sup> April and ends on 31<sup>st</sup> March.

(c) Amendments to the constitution can be made at a General Body Meeting by approval of 2/3 majority of the members present and voting. Notice of proposed amendments shall be given to members at least 10 days before the General Body Meeting.

(d) The Association shall be non-political in character. Neither the General body nor the committee shall discuss at any meeting any matter pertaining to the service rule and such other issues.

(e) The association shall publish periodical newsletters. The committee shall nominate an editorial board consisting of 3 members for this purpose.

(f) On matters of dispute, the opinion of the President shall be binding.

(g) In the event of dissolution of the Society the surplus assets shall not be paid, to or distributed among the members of the Society but shall be given to a society with similar objectives as may be decided by the members of the Society or to the government.