

**Sri Bhuvanendra College Old Students Association (SBCOSA)
Karkala**

PREAMBLE

Sri Bhuvanendra College a premier institution around Karkala was established during 1960 by the Manipal Academy of General Education with the support and encouragements provided by Karkala citizens. The college has provided the opportunities for the people in and around KARKALA SPECIALLY the rural poor to pursue higher education in science, commerce and arts subjects and many of them have occupied important positions both in India and abroad and have contributed significantly for the overall development of the society as a whole. During the past five decades more than 20,000 students have passed out of this college and have joined the mainstream of the Nation and feel proud to be identified as Bhuvanite-Alumni of this college. The college has already celebrated its golden jubilee during 2010 in a befitting manner and large number of old students and citizens of Karkala participated. The old students association which was college students through scholarships and also to support the college in infrastructure developments. During the Golden jubilee Celebration year, the old students association came forward enthusiastically to serve their alma meter in a significant way by constructing a large and modern "Indoor Stadium" at a cost of about Rs.1.00 (One) crore, at the college premises in Memory of the college first PRINCIPAL PROF.K.Damodar Kini who was greatly responsible to build and shape the college to what it is today. He was a great disciplinarian and also man of kind heart and was appreciated by one and all.

The old students association having large number of members aims to rejuvenate and stream line its activities so as to serve its Alma meter in the years to come. For this purpose the existing Sri Bhuvanendra College Old Students Association has decided to formally register as Sri Bhuvanendra College Old Students Association (SBCOSA) under the Karnataka Societies Registration Act, 1960.

MEMORANDUM OF ASSOCIATION (MOA)

1. The name of the Association shall be **Sri Bhuvanendra College Old Students Association (SBCOSA) Karkala.**
2. The address of the registered office is: SBCOSA Office, Prof.Damodar Kini Indoor Stadium, Sri Bhuvanendra College, and Karkala-574104.

The President is the person to whom the communication may be sent including the correspondence in respect of the registration under the Karnataka societies Registration Act, 1960.

3. **AIMS AND OBJECTIVES** :
 - a. To promote and foster mutually beneficial interaction between the Alumni and the present students, staff and management of the college. To encourage the formation of Chapters as a means to increase participation of Alumni.
 - b. To encourage the Alumni to take an active and abiding interest in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater.
 - c. To organize and establish scholarship/support funds to help the needy and deserving students.
 - d. To institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the Institute. Also to suitably

recognize, outstanding social and community service by the Alumni and the students.

- e. To provide possible support to the College staff and Management to continuously improve the quality of education by organizing various schemes/projects that may be relevant from time to time.
- f. To undertake to organize activities of a civic or charitable nature as also to increase public awareness of the role of education in the Economic and Social development of the nation.
- g. To do all such other lawful things as are necessary or incidental to the attainment of the above objectives and/or beneficial to the interests of the institute and its Alumni.

4. Bye Laws of the Association (SBCOSA)

- 4.1 **Registration:** Sri Bhuvanendra College Old Students Association that was Started during 1964 and has been functioning till now. Now it has been decided to register the SBCOSA under Karnataka Societies Registration Act, 1960.
- 4.2 **Jurisdiction:** The Jurisdiction of the Association shall be within the UDUPI District and the members of the Association are from all the places in the world where the alumni are settled/working.
- 4.3 The Business Hours of the Society shall be between 9.00 am and 5.00pm on all working days except Saturdays, Sundays and Government holidays.
- 4.4 The aim of these byelaws is to carry out the mission and objectives of SBCOSA as outlined in the aforementioned Memorandum and Articles of Association, in general, and in particular, to provide an organization through which the Alumni of SBC, KARKALA, faculty, staff and students and the management of the institute can interact with each other for mutual benefit and for the benefit of society at large. These bye laws specify the structure, rules of process, and procedures for the proper governance of the organization, in accordance with the guidelines of the Karnataka societies act-1960.
- 4.5 **Activities:** The SBCOSA through its Executive Committee will carry on activities in furtherance of the objects outlined in the MOA and may include conduction seminars, holding meetings, organizing events, publishing magazines and newsletters, maintaining websites and any other activity that facilitates achievements of the objects and does not contravene any of the laws of the land.
- 4.6 **Responsible Office Bearers:** The President and/or the Secretary of SBCOSA shall be the persons authorized to sue and be sued on behalf of the association.
- 4.7 **Empowerment to Execute:** The President and the Secretary of SBCOSA along with the Executive Committee are the persons empowered to take decisions and direct the course of the association within the framework of the Memorandum of Association and Bye-Laws.
- 4.8 **Membership:**
Member type and eligibility for membership to the association are categorized as defined below:
 - a) **Patron:** The President of SBC Governing council, and the principals of SB degree and PU College shall be the ex-officio Patron of SBCOSA.
 - b) **Alumni Member:** Any person who has studied for one academic year or more in SBC PU/DEGREE/POST GRAGUATE shall be eligible to enrol as Alumni Member.
 - c) **Associate Member:** The academic staff, including visiting staff, shall be eligible to become Associate Member.
 - d) **Honorary Member:** SBCOSA may decide to confer honorary membership to eminent persons and for those who have contributed significantly for the overall development of the college for specific period. All those who have been Patrons of SBCOSA can continue be honorary members with their consent after they cease to hold the position.
- 4.9 **Enrolment:** The rules for enrolment of members to the association are as follows.

- a) **Alumni Members:** All individuals who have studied for one academic year or more in SBC PU/DGREE/POST GRADUATE and have applied in prescribed form and paid the membership fees to the SBCOSA Karkala will become member. Based on individual option and payment they are categorized as regular member (RM), life member (LM), fellow life member (FLM).The prescribed form for membership application shall be prepared and made available to eligible candidates. Members are expected to update their address as and when there is a change, for the purpose of all communications and also to update the membership register periodically.
- b) **Associate Members:** Academic Staff, including visiting Academic staff, who are not alumni of SBCOSA shall be entitled to apply for Registration of Membership in the Form prescribed by the Executive Committee of the Association. They shall take part in all activities of the Association and contribute and share the benefit except that they do not have voting rights in the General Body.
- c) **Honorary Members:** Eminent persons may be admitted to be Honorary Members, as may be considered by the Executive Committee of the Association, in consultation with the Patron/Patrons for specific period. They are invited to participate in all activities of the association as respected members except that they are not part of the General Body.
- d) **Donors:** Individual/family Donors to the association will be recognized as silver, gold or platinum or major donor depending on the magnitude of the donations. They shall be treated with respect and invited for all important association/college functions as invites. However they are not the member of the SBCOSA General Body.
- e) **Corporate Donors:** Corporate donors may also be accepted based on the recommendation and approval of the General Body (GB).They shall be treated with respect and invited for all important functions.

4.10 **Alumni Registry:** A registry and/or an electronic database of all Members and Donors as defined in 4.9 shall be kept at the registered office of the Association. The members as defined in 4.9 a,b,c shall form the Regular Alumni Members(RAM) registry for active participation.

4.11 **Change of Address Notification:** If a member changes his/her postal and/or e-mail address, he/she shall notify his/her new address to the Alumni Association Office, and the entry in the registry shall be accordingly changed, but if he/she fails to notify his/her new address, the address in the roll of members or Registry shall be deemed to be his/her address.

4.12 **Alumni SBCOSA communications:** All communication to the members will be through e-mail, except where the member makes a request in writing for alternative means of communication.

4.13 **Term of Ex-officio Membership:** Where a member of the Association becomes a member by virtue of the office or appointment he/she holds, his/her membership of the Association shall terminate when he/she ceases to hold that office or appointment, with the exception of the Patrons as outlined in 4.8d above.

4.14 **Termination of Membership:** The executive committee of SBCOSA may cease any individual's status as a member under any of the following circumstances:

- a) **Death, Mental Disability, or Criminal conviction:** If he/she dies, resigns, becomes of unsound mind, or is convicted of a criminal offence involving moral turpitude.
- b) **Expulsion due to Misconduct per Rules:** The Executive Committee shall have power to expel a member for wilful disregard to the association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his conduct.
- c) **Appeal of Expulsion:** Any member thus expelled can appeal to the executive committee and to the patron for reconsideration of expulsion with justification.

- d) **Resignation:** A resignation from membership shall be tendered to the President and it shall not take effect until it has been accepted on behalf of the Association by the executive committee.

5.0 **Members obligation and rights:**

- 5.1 **Member Privileges and Rights:** Members are eligible to use the services of SBCOSA office, receive publications and newsletters, exercise their vote in GBMs, attend Alumni meetings and events, receive annual reports, and participate in SBCOSA activities.
- 5.2 **Membership Benefits:** Members can avail of services and initiatives offered from time to time by the Institute and SBCOSA to alumni which may include use of facilities, like library, guest house, auditorium etc as may be decided / planned.
- 5.3 **Member obligations:** Members are expected to conduct themselves in line with the MOA and Bye laws of the association while representing SBCOSA and participating in the association activities.

6.0 **Subscription and fees:**

6.1 **Membership Fee:**

Members may opt either for annual payment or for one lifetime payments as below.

The life membership (LM) fee of the association shall be Rs.2,000/-(Rupees two Thousand only)

The Fellow life Membership (FLM) fee of the association shall be Rs.10,000/-

For Regular members (RM) , the annual payment is Rs.200/-

As stated earlier all these members are part of the general body of SBCOSA.

Those who are already member of the Association, continue to be so except that those who are Regular Member (RM) and are paying annual fee need to pay the new enhanced fee as stated above.

- 6.2 Associate/Honorary Membership Fee: They are not obliged to pay any membership fee.

- 6.3 Donors: Donors to the Association are to be recognized as Silver, Gold or Platinum and major Donors for individuals/family. Also recognizes CORPORATE Donors for purposes.

- ❖ Major Donor: Rs. 1,00,000/- and above
- ❖ Platinum Donor: Rs.75,000/-
- ❖ Gold Donor: Rs.50,000/-
- ❖ Silver Donor : Rs. 25,000/-
- ❖ **Corporate Donor** : Flexible

Acceptance of Donations is not obligatory. Donors and Donation amount are for each of the above categories are to be reviewed and guidelines are to be framed from time to time by the General Body.

- 6.5 All the fees related to membership subscription are subject to revision from time to time with the approval of the General Body.

7.0 **Organization Structure:**

The Major Organizational Units (OU) of the Association is:

- ❖ The General Body (GB). The Executive Committee (EC) and the Administrative support (AS).
- ❖ The Alumni Office will support all the operation of the SBCOSA on day today basis.

8.0 The general body and its role and functioning:

The GENERAL BODY consists of all Members registered in the membership registry and as defined in 4.9.

8.1 Member Voting Rights: Each Alumnus Member will have ONE VOTE in the GENERAL BODY.

8.2 Supreme Authority: The GENERAL BODY shall be the Supreme Authority in all matters pertaining to SBCOSA.

8.3 The Annual General Body Meeting (AGM) of the Association shall be held no later than 31st June every year, at the Institute premises or at such notified place and at such time and date as the Executive Committee may determine to transact the business/procedures as detailed below:

- a) The financial year for the association is April 1st to March 31st.
- b) Notice for AGM: At least 21 days notice shall be given for holding the Annual General Meeting. The Secretary's report and the audited statement of accounts of the preceding financial year shall be circulated and/or posted on the Association's website at least seven days prior to the date of Annual General Body Meeting.
- c) Approval of Annual Report and Accounts: to approve the annual report and the audited statement of accounts of the Association for the previous financial year ending, 31st March.
- d) Election of the Executive Committee: To elect the members of the Executive Committee of the association and office bearers as required.
- e) Appointment of Auditor: To appoint auditor or auditors to hold office from the conclusion of one Annual General Body Meeting to the conclusion of next Annual General Body Meeting.
- f) Resolution of General Matters: To discuss, and resolve matters of general interest to the members which may be placed before the meeting or any other matter for which seven days notice has been received from any member, subject to the permission of the chair.

8.4 An Extraordinary General Meeting (EGM) of the members of the Association.

- a) EC Initiated EGM: An Extraordinary General Meeting of the members of the association may called by the executive committee on its own.
- b) Members Requested EGM: Such Extraordinary General Meeting shall also be called at the request made to the Executive Committee in writing by at least 100 registered members of the Association.
- c) The announcement of the EGM shall be done within two month from the date of receipt of their requisition in writing, and the actual meeting conducted not later than 30 days from the date of the announcement. For holding an Extraordinary General Body Meeting, 30 days clear notice shall be given to the members specifying the business to be transacted.

8.5 Mode, Medium and Voting at AGM/EGM:

- a) For the present physical presence of members in AGMs and EGMs are necessary and Members can cast their votes on the motions/agenda items.
- b) Possibilities of virtual participation members via internet can planned at a later date.

8.6 **Quorum and Votes:**

- a) Quorum for an AGM: should be a minimum of 50 members physically present.
- b) Quorum for an EGM: should be a minimum of 75 members, physically present at the time and place notified by the EC, whether convened by EC or requisitioned by the members.
- c) Quorum for changing Byelaws, in the AGM or EGM, should be minimum 100 members.
- d) For revising the 'Quorum' of AGM/EGM upwards to any higher figure than specified above, at least twice the number of members proposed as the new quorum should be present.
- e) Member Voting Rights in the AGM/EGM: Every Alumnus Member shall have one vote and in case of equality of votes the president of the EC who is the Chairman of the meeting shall have a Casting of Vote.

9.0 **The Executive Committee (EC): FORMATION, ITS ROLE, AND FUNCTION**

All the activities of the Association will be managed by an EXECUTIVE COMMITTEE (EC) as enumerated below. The committee constitution and functioning are elaborated.

9.1 The present Executive Committee (EC) will consist of 20 members and may vary between 15-20 as decided by the General Body from time to time including the President and office bearers as detailed below:

1. President
2. Vice-president-2 Nos.
3. Secretary
4. Treasurer
5. Joint-Secretary-2 Nos.
6. Two Faculty member nominated by the Patron.
7. 11 Members(6-11 Members)

9.2 Immediate past president & secretary as ex officio shall be the permanent Invitees for the Executive Committee meetings.

9.3 Patrons shall be the invitees for Executive Committee Meetings for their guidance & support to the association activities.

9.4 Functions of EC office bearers:

- a) The president shall generally advice and guides the executive committee in all its activities. Preside over the EC and GB meetings and conduct the deliberations. He shall be responsible and represent the association in all matters pertaining to SBCOSA.
- b) Vice President shall assist the President in all the duties and perform the duties of President during latter's absence.
- c) Secretary shall convene meetings and maintain minutes and all records of the association. Attend all correspondences and do all the necessary things to maintain and the smooth working of the association as directed by the committee.
- d) Joint Secretaries: Both the joint Secretaries shall support the Secretary in all his functioning and in the latter's absence shall take his role.

- e) The Treasure shall receive all the funds on behalf of the association and shall keep the amount in banks/authorized agencies and maintain all financial records. He shall prepare the financial balance sheet and get it approved by the auditor as directed by the GB and also present it to AGB meeting for approval. He shall make all payments as authorized by President/Secretary.
- f) All other members of the EC shall participate in the committee meetings and contribute. Further they shall also carryout functions as assigned by the EC from time to time.

9.5 Election of Executive committee (EC) Members Including Office Bearers

- a) The General Body shall elect, at its annual meeting, office bearers including EC members for positions described in Clause 9.1.
- b) The General Body shall also ratify the nominated members for EC.
- c) In case all the EC posts are not filled during the GB meeting, the GB can authorize the EC to fill the vacant posts of their choice from the list of Alumni members.

9.6 EC Position and Election Characteristics: The following position and election characteristics will be preserved when conducting elections to the EC.

All positions are GLOBAL except President, Secretary and Treasurer who should be residing in and around Karkala.

9.7 Eligibility Criteria for contesting EC elections: The Alumni Members described as in clause 4.9 and who have completed there years of membership of the Association are eligible to contest for any of the positions in the EC, including office bearers.

9.8 The presiding Officer will be appointed by the Executive committee for the purpose of the conduct of the elections. The list of the eligible nominees for the various posts shall be clearly communicated and/or posted on the Association's website immediately after the last date for nominations and the updated list after the last date for withdrawals

9.9. Secret Ballot: The election will be held through secret ballot by a reliable physical and or/electronic voting.

9.10 Term of Office for Elected EC Members and Office Bearers.

- a) Term of Office Bearers: The office bearers and members of the Executive Committee will be elected for a period of two years. The newly elected executive shall take over the charge accordingly from the outgoing team either as soon as they are nominated/elected by the GB or at least positively from July 1st after the GB meeting.
- b) Reappointment of EC members and Office Bearers: Members are eligible for reappointment, but can serve as Executive Committee members for a maximum of two terms in a stretch, after which they need to have a break, of at least one term, before being eligible to stand for elections again.
- c) Interim Transition Period and Caretaker EC: In the event there is an interim period between the expiry of term of the existing EC, (i.e.30th June generally occurring once in Two years) and the installation of the new EC, for whatever reason, the old Executive committee shall be entitled to remain in office as a Caretaker EC, until the next elected EC is ready to take charge of the management of the association including all assets and liabilities as on the date of the take over from the outgoing committee. The period of such Caretaker operation shall not exceed 60 days.
- d) Limited Role of the Caretaker EC in the Interim Period. During this interim period the outgoing Executive Committee shall not take decisions on financial or policy matters of the association.
- e) Extraordinary Termination of EC's Term of Office by General Body: Notwithstanding any other clause in the Association bye laws Executive Committee shall be deemed to have ceased to be in office upon a resolution passed by at least $\frac{3}{4}$ of Majority of

members present at a General Body Meeting attended at least by 100 members. A Caretaker EC (CTEC) will be appointed by the General Body to continue operation in the interim period, until a new Elected EC takes over. During this interim period the CTEC shall not take any decisions on financial and policy matters.

9.11 Stepping Down & Resigning From the EC

Filling of Vacant Office Bearer/EC member Positions (as a result of Stepping down/resigning):

In case the President steps down, the Vice President will serve as Interim President until the new President is elected. In case the Secretary steps down, the Joint Secretary will function as the interim Secretary, until a new Secretary is elected. The election to fill vacant Office Bearer positions will be conducted simply by the elected EC members amongst themselves within 30 days of vacation of office. In case other office bearers step down, their position will be filled by nominated member from Alumni registry by the EC. This person will officiate till the next Annual General Body meeting.

9.12 Executive committee Meetings:

- a) Monthly Meetings: The association should have an Executive Committee meeting once a month. Date/day and time will be decided by the President taking into consideration the convenience of all the EC members.
- b) Meeting Chairperson: The President shall preside over and conduct all the meeting of the committee, as the meeting Chairperson and shall have the power of a casting vote. In the absence of the President the Vice President shall exercise the powers of the President.
- c) Adhoc Meeting Chairperson: If Both President and Vice President are absent at a committee meeting, then one executive committee members shall be elected as adhoc Chairperson (for that meeting), from among the members present at the meeting.
- d) Meeting attendees: The meeting will be attended by all Office Bearers, Elected Members, Ex-Officio Members and Patron Members.
- e) Resolution of Differences on Meeting Agenda Items (General): In case of differences among the members over any agenda item, the issue will be decided through an opinion POLL amongst all the members attending the meeting including Nominated Members.
- f) Resolution of Differences on Meeting Agenda Items (Financial): Agenda items involving financial implications will be decided through voting amongst elected members.
- g) Setting and Posting of Meeting Agenda: The Secretary will set the agenda in consultation with other EC members and post the agenda for the next meeting one week ahead of time.
- h) Recording of Minutes: The Secretary will be responsible for recording the minutes of the meeting and shall be approved during the next meeting by EC and shall be available in SBCOSA office for any reference.
- i) EC Discussion Forum: Besides the monthly EC meetings, the entire executive committee may use the EC Discussion Forum via internet/or otherwise on a topic any member believes is relevant for Alumni association.
- j) Quorum for the Monthly Executive Committee meeting shall be minimum of 50% elected EC members in the list plus One (At present 11).

9.13 Attendance at EC Meetings:

- a) The Executive Committee has the power to remove any Executive Committee member from the Executive Committee if he remains absent for 3 (Three) consecutive Monthly Meetings without prior intimation in writing of his absence with valid reasons.

10.0 **Powers and duties of the executive committee of SBCOSA:**

The following shall be the powers and duties of the executive committee:

10.1 Fund raising and Funds Management: To raise funds for the management of SBCOSA/Alumni Association conditions as may be determined from time to time by the executive committee as approved by GB.

10.2 Enhancement of Membership and Alumni Participation: To actively work towards increasing the membership of SBCOSA.

10.3 Financial Assistance to Chapters for Activity Support: To provide funds from the association to other Chapters to assist with activities that serve alumni in these regions as decided by the executive committee. Funds to be handed over to these chapters.

10.4 Maintenance of Accounts and Financial Accountability: To ensure proper maintenance of all accounts and also to ensure that all accounts are kept up to date and the Annual accounts are duly Audited and presented to the general Body at the AGM.

The funds are to be properly categorized for specific purpose such as scholarship fund (SF), building fund (BF), general fund and finalised in the general body(GB).

10.5 Execution of Policy and Mission of the Association: To lay down the policies of the Association and generally to direct and conduct the affairs of the association prudently in the best interests of the association.

10.6 Organize and Conduct Association Programs and Events: The members of the association to organise special occasions like the Adieu-(Goodbye dinner), Alumni Day, New Years Day, Independence Day etc.

10.7 Formation and Overseeing of Project and Functional Subcommittees: To form such sub committees as may be necessary and fix their duties and responsibilities.

10.8 Delegation of Powers: To delegate powers to a subcommittee or office bearer or a committee member.

10.9 Expenditures Incurrence and Management: To incur expenditure necessary for running the affairs of the association. Such expenditure shall be generally within the budget approved by the General Body of the Association. However in exceptional circumstances like complying with court directions or statutory requirements, expenditure may exceed budget provisions.

10.10 Assets Acquisition and Management: to acquire movable and immovable assets for the association.

10.11 Funds Management: To arrange for investment of funds when necessary in a timely manner in the interests of the association.

10.12 Staff Resource Management: To appoint, suspend arrange or take any disciplinary action against or dismiss the staff of the association and to prescribe conditions of employment for all paid staff of the association.

10.13 Audits and Financial Accountability: to arrange for an internal audit and final audit of accounts of the association and to take all actions connected there with.

10.14 AGM Convention: To convene the Annual General Body and to place before it the annual report, the audited statement of accounts, New Year budget proposal and the projects if any for the information and approval of the GB.

10.15 Legal Proceedings: To institute defend or to compromise legal proceedings in the interest of the association.

10.16 Filling up Vacant EC Positions: To fill up vacancies arising among elected members of the executive committee, by nominating/conducting elections from Alumni members/representatives' pool as the case may be.

10.17 Subsidiary Rules: To frame subsidiary rules for the conduct of the business of the association. Such rules to be placed before the General body for Ratification.

10.18 Legal Dispute Settlement: To negotiate and settle all disputes in the interest of the Alumni Association.

10.19 Distribution of Duties: The President shall distribute the duties amongst the office bearers from time to time for smooth functioning of EC.

11.0. Office Staff:

11.1 Association Operations and Office Management: The day to day operations of SBCOSA are management by an office which is supervised by an Office Manager and supported by support staff. Persons employed at the office are employees of SBCOSA.

11.2 Office Staff HR Management: The Executive Committee has the power to appoint and remove employees as deemed fit for the management of the office. The Executive Committee also has the power to decide on the salaries and benefits for the staff employed at the office of SBCOSA.

12.0 Fund Management:

12.1 Association Income: Money received from membership fees, donations, subscriptions, and other sources shall constitute the income of the Association.

12.2 Funds Management: The funds of the Association shall be invested in such banks or in such authorized securities as may be decided by the Executive Committee, and shall be operated jointly by the Treasurer with the President or Secretary or any other member authorized by the Executive Committee.

12.3 Budget Setting and Management: The budget has to be prepared and approved by the Executive Committee and the Treasurer must ensure that funds are operated within reasonable limits of the budget.

12.4 Bank Account Management: Bank Account shall be operated jointly or severally against any two signatures of persons authorized by the executive committee. All payments and financial transactions must be approved by the Treasurer and the Executive Committee as per policies lay down by the Executive Committee.

12.5 The Alumni association shall also work towards creating corpus fund for specific purposes.

13.0 Keeping of Accounts:

1) Treasury Account Keeping: The Treasurer with the help of staff at SBCOSA office shall keep an account of the general funds of the Association. Together they shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.

2) Auditing of Accounts: The accounts of the Association will be subject to Annual audit by a qualified auditor to be appointed by the Members in the Annual General Meeting.

14. Audit of Accounts:

a) Enabling the Audit Process: The executive committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit, to person or persons appointed as auditor or auditors.

b) Providing Access to Auditors: The auditors shall have access to all the books and accounts of the association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and assets of the association and shall verify the same with the accounts and vouchers relating thereto.

15.0 Inspection of Books:

15.1 Providing Access for Inspection of Books of Members: The books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the Secretary to produce the same on request by the member a free of cost.

15.2 Posting Copies of Memorandum and Bye-Laws of the Association and audited statement of accounts shall be posted on the Association's website, if available. If a member desires a printed copy, the same may be furnished to the member on application with payment of fees at cost per copy of each document.

15.3 Filing of Annual Report Documents with Registrar of Societies: he secretary shall file with registrar within two month after the date of Annual General Body meeting.

a) An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and secretary.

b) A declaration to the effect that the association has been carrying on business or has been in operation during the financial year.

15.4 Display of Financial Documents at Association Office: It shall be the duty of the executive committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

16. New rules and Alterations:

16.1 No new rules shall be made nor any of the rules herein contained shall be amended, altered or rescinded except with the consent of three-fourth of the members present and voting at a General Body Meeting of the Association specially called to discuss such changes as included in the agenda.

17. Dissolution and winding up:

17.1 In the event of winding up or dissolution of the Association, the fund and the assets that remains after the satisfaction of all its debts and liabilities, shall not be paid to or distributed among the members of the Association or any of them. These assets and funds may be transferred to the Sri Bhuvanendra College Trust or as shall be dealt with in such manner as the Government of India may determine.

We the undersigned, whose names and addresses are desirous of being formed into a Society in pursuance of the Memorandum of Association, under the Karnataka Society Registrations Act, 1960 under the name of Sri Bhuvanendra College Old Students Association (SBCOSA) Karkala.

SRI BHUVANENDRA COLLEGE OLD STUDENTS ASSOCIATION

Sl.No.	Name	Position in Association
1.	Arun Puranik	President

2.	Prof.S.G.Prabhu	Vice President
3.	Smt.Jyothi Shetty	Vice President
4.	K.Prabhakar Shenoy	Secretary
5.	Mohan Padival	Treasurer
6.	Sudhir Kamath	Joint Secretary
7.	Mrs.Vijaya Kumari	Joint Secretary
8.	R.Krishnadas Shenoy	Member
9.	Mrs.Vsundhara Kamath	Member
10.	K.Venkatesh Prabhu	Member
11.	Janardhan Idya	Member
12.	Muniraj Renjala	Member
13.	Nandakishor K.	Member
14.	Gopalkrishna Shetty	Member
15.	Suresh Madival	Member
16.	Mrs.Vidya K.	Member
17.	Dr.Manjunath Kotian	Member
18.	Rajesh Nayak	Member
19.	Mrs.Usharani S.Suvarna	Member
20.	Mr.R.K.Thilak	Member