SSIU ALUMNI ASSOCIATION

MEMORANDUM OF ASSOCIATION

1. Title

i) The name of this association shall be "Swarrnim Startup & Innovation University Alumni Association" (herein referred to as the Association). Its title in short shall be "SSIU Alumni".

ii) The Association shall be registered under the Societies Registration Act. The registered office of the Association shall be situated at:

Swarrnim Startup & Innovation University,
At Post Rathod Bhoyan,
Opp IFFCO,
Adalaj – Kalol Highway,
Gandhinagar - 382421, Gujarat, India.

2. Objects

i To encourage life-long alliance of Alumni with the University by providing them opportunities for interaction and networking for mutual benefits.

ii. Facilitate communication among alumni to build a sense of camaraderie and loyalty to the institution.

iii. To bring the old students of SSIU under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the Association and country.

iv. To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the University faculty, non- teaching staff and students.

v. To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high

competence in their studies and honour former students of the University.

૬ vi. To advise and interact with State and Central Government Bodies, Universities and Associations of other academic institutions on matters relating to promotion of higher education, training and management systems and thereby promote the welfare and status of the University.

૭ vii. Encourage alumni to mentor current students or recent graduates in their professional journey. Provide job placement support and internship opportunities through the alumni network for current students.

૮ viii. Set up alumni groups in different cities, states, or countries to ensure inclusivity and ease of access to events and resources. Facilitate networking events to connect alumni for professional collaboration, partnerships, or business development.

૯ ix. Organize fundraising drives for scholarships, infrastructure development, or research projects at the institution. Set up an alumni endowment fund to support the long-term growth and sustainability of the institution. The fund raised can be set with different fix deposits from which on the interest some activities can be executed.

૧૦ x. Encourage alumni to donate books, equipment, or resources that could benefit current students.

૧૧ xi. Create or promote online platforms and portals where alumni can access educational resources, job listings, or industry reports.

૧૨ xii. Promote and facilitate alumni involvement in social responsibility projects, such as community outreach, education for underprivileged groups, or environmental sustainability efforts.

૧૩ xiii. Celebrate the achievements of alumni through awards or recognition ceremonies that highlight their professional or social contributions.

૧૪ xiv. To collect funds by subscriptions, contributions, donations and gifts from members, CSR funding, non-members, Governments, Universities and other institutions and philanthropists for furtherance of the above objectives.

xv. To render financial aid to deserving poor students studying at the University.

xvi. To render financial aid to the deserving alumni in cases of extreme compassionate circumstances.

xvii. To carryout activities for development of startups, entrepreneurs, innovators for their growth & acceleration programs.

xviii. Support entrepreneurial alumni through incubation programs, venture funding, and networking opportunities to encourage innovation and business creation.

xix. Host competitions or hackathons that encourage alumni to contribute new ideas, solutions, or research in their field.

xx. To bring out magazines, souvenirs and newsletters highlighting the activities of the University and its Alumni.

xxi. To organize educational and cultural programs and also to conduct Alumni Day celebrations every year.

xxii. To help the Alumni to get advice from the University on various technical problems and job opportunities that they may come across in their work and real life.

xxiii. To carry out such other activities as may be necessary for furthering the above aims and objectives.

The names and address of the following members will be the first & permanent members of this executive committee.

Sr.No.	Name & Address	Office Bearer	Age	Occupation
(1)	Adikumar Rishabhkumar Jain 11, Golden Tulip Bunglows, Nr.Shreyas Foundation, Ambawadi, Ahmedabad-380015.	President	Adult	Social work
(2)	Ragin Ravindrabhai Shah C-504, Mangolia Residency, Nr.Pruthvi Tower, Opp.Karnavati Apartment, Jodhpur Gam, Ahmedabad-380015.	Vice-President	Adult	Social work
(3)	Upendra L Patel 40, Santram Kunj, Santram City, Nani Kadi Road, Nani Kadi (Part) Mahesana-382715.	General Secretary	Adult	Social work
(4)	Anjal H Patel 48, Tapovan Society, Part-2, Anil Starch Road, Saraspur, Ahmedabad-380018.	Treasurer	Adult	Social work
(5)	Raj Shailesh Mehta 68/69, Prerna Park Society, B/h.Nilesh Park, B/h.Vijay Park, Jashodanagar, Ahmedabad-26.	Member	Adult	Social work
(6)	Hiren Kishorbhai Kadikar Plot No.598/1, Sector-3/C, Gandhinagar-382006.	Member	Adult	Social work
(7)	Love Rishabh Jain 11, Golden Tulip Bunglows, Nr.Shreyas Foundation, Ambawadi, Ahmedabad-380015.	Member	Adult	Social work

We the undersigned desire to register and promote this institution under the Societies Registration Act 1860 which we have signed against the own names.

Names	Signature
(1) Adikumar Rishabhkumar Jain	
(2) Ragin Ravindrabhai Shah	
(3) Upendrakumar L Patel	
(4) Anjal H Patel	
(5) Raj Shailesh Mehta	
(6) Hiren Kishorbhai Kadikar	
(7) Love Rishabh Jain	

Place : Ahmedabad.
Date :14/02/2025

The above stated signature have been done before me.

આઈ નંબર : 07/24
ઠરાવ નંબર : 09/24
તારીખ : 30/4/24

આચાર્યશ્રી

SSIU ALUMNI ASSOCIATION
RULES AND REGULATIONS

1. Chapters

The Association may initiate, maintain and regulate chapters of the Association within India and abroad as may be considered desirable by the alumni. The General Executive Committee (GEC) of the Association shall decide on the recognition/de-recognition of a Chapter. The Association shall be an umbrella organization taking under its ambit all its chapters.

The Chapters shall be of two types:

a. Constituent School/Institute/college Chapters (CSC)

i The Constituent School/Institute/college Chapters shall be named as, for e.g.: (Name_Chapter).

ii Constituent School/Institute/college Chapters shall be organically linked with SSIU Alumni Association through representation on General Executive Committee (GEC).

b. Geographical Area Chapters (GAC)

The Geographical Area Chapters shall be named as, for e.g. GSOT-GUJ for Gujarat Chapter. Similarly, GSOT-NYC New York Chapter.

ii The GEC will be holding all the power for all the kind of decisions within state, India or outside India.

iv. The Geographical Area Chapters shall be communicatively linked with SSIU Alumni Association.

v. A Geographical Chapter can be started when there are minimum 25 members of Association registered for the respective Chapter.

vi. The GAC has to take permission from GEC to get recognized.

2. Membership

The Association shall have the following categories of members:

a. LIFE TIME Members:

i Those who have received degree(s) / diploma(s) / certificates awarded by SSIU, herein referred to as the alumni and have paid Rs. 1000/- membership fees.

ii Faculty members who have served at the University for at least five years and have paid the requisite membership fees.

iii All the former Director Generals / Deans/ Directors / Registrars of SSIU shall be invitee members. They shall not have any voting rights.

iv. All the rights for the membership for any member is solely with GEC president.

b. Honorary Members

i The Association can also confer the Honorary Membership to persons of eminence who have contributed immensely or have shown a keen interest for the development of SSIU.

ii All the Ex-officio office bearers of the Association shall be the honorary members.

c. All the members shall be considered members of the Association. However, for sake of close communication, interaction and activities they shall be allocated under the respective 'Constituent School Chapter' (CSC) and 'Geographical Area Chapter' (GAC).

d. A member of Association shall cease to be such a member if he/she resigns from his/her membership or is of unsound mind or is convicted by a court of any offence involving moral conduct or on termination of the membership by the General Executive Committee for compelling reasons. GEC may add or remove any member as per the requirements.

e. ANNUAL MEMBERSHIP: Those who have received degrees From SSIU and have

F Membership Fees paid Rs. 100/- will be annual Members.

Members shall pay such fee as may be determined by the GEC for membership of the association and any services rendered by the association.

The GEC shall decide the membership fees. It shall be reviewed every five years.

22/12/12

3. Election Procedure

a) General Secretary shall be elected by majority vote of the members of the governing body. He/She shall be an alumnus of atleast 10 years standing.

b) The mode of election shall be decided by General Executive Committee.

c) The Board will appoint a Returning Officer for the purpose of carrying out the election process.

d) The returning Officer shall invite and scrutinize nominations, issue and receive the ballots and announce the results.

e) No member shall continue without re-election beyond a period of 3 years as an elected member.

4. Voting Right

a) Only registered members of the association and members of the constituent chapters

b) All ordinary members of the Association, who are not in arrears of membership fee or members in the event of his/her inability to be present physically in the meetings of the Association, shall have the right to vote.

c) Those who have received degree(s)/diploma(s) awarded by the University, herein referred to as the alumni and have paid requisite membership fees, are eligible to vote.

d) All UG, PG and Ph.D. graduates of the University are eligible to become members of the Association on payment of an annual membership fee or life membership fee will have the right to vote. However the final decision will be taken by GEC.

5. Organization of the Association

A. General Body

i. Formation of the General Body

The General Body shall comprise of all the members of the Association.

ii. Domain of the General Body

The General Body shall be the highest Body of the Association and shall be responsible for furtherance of objectives of the Association and upholding the provisions of the constitution.

iii. Functionality and other aspects of General Body

a) The General Body shall meet in the form of Annual General Meeting (AGM) and if required then as a Special General Meeting (SGM).

b) The Annual General Meeting of all the members of the Association shall be held every year preferably within six months from the closure of the financial year.

c) A notice of at least 15 (fifteen) days ahead of the Annual General Meeting with Agenda shall be circulated among the members of the Association. Incidental non-receipt of the notice by any member shall not invalidate the meeting.

d) For an Annual General Meeting and Special General Meeting, 50 (fifty) members of the Association shall constitute the quorum. If at the first scheduled time the quorum is not available, the meeting shall be called to order after half an hour after the meeting time. The second meeting shall be deemed to be duly constituted even if there is no quorum.

iv. Following business shall be transacted at the AGM:

a) To confirm the proceedings of the previous AGM and any SGM held during the year.

b) To endorse the Annual Report about the activities of the Association and its Chapters [Constituent School Chapter (CSC) and Geographical Area Chapter (GAC)] as approved by the GEC.

c) To endorse audited accounts approved by the GEC.

d) To appoint auditors and fix their remuneration.

e) To consider and approve the budget for the Association and its Constituent School Chapters by GEC.

f) To nominate two members from amongst alumni of each school on the GEC.

g) Any other business on the agenda.

h) Such other business as may be brought forward with the permission of the meeting Chairperson.

v. All decisions and resolutions at the Annual General Meeting shall be taken by GEC president.

vi. The President of the Association shall preside over all the Annual General Meeting and Special General Meeting of the Association. In absence of the President, will appoint authorized person.

B. General Executive Committee (GEC) of the Association:

There shall be a General Executive Committee (GEC) to manage the affairs of the Association.

i. The GEC shall comprise of the following members:

a) President Vice President of SSIU (Ex-officio)

b) Vice President: Provost of SSIU (Ex-officio)

c) General secretary: Registrar of SSIU.

d) Secretary: A distinguished alumnus of SSIU.

e) Two members from amongst Alumni of each School/ Institute/college, nominated by the General Body.

f) Chairman of all Constituent School. Chapters – The School/Institute/college Director.

g) Executive Committee shall be consist of minimum 7 members and maximum 10 members.

All terms of office of the nominated members shall commence from the close of the annual general body meeting at which the nominations were made and shall continue for a period of ~~two~~ three* years or till the close of the second AGM leaving one in-between, whichever is earlier. However president will remain permanent until and unless he resigns from the post.

iii. All members shall serve on General Executive Committee purely on honorary basis.

*

iv. The retiring members of the General Executive Committee shall be eligible for re-nomination.

v. However, notwithstanding clause 7B(vi.) the first General Executive Committee shall hold office for a term of three consecutive years for building the Alumni Association on sound footing.

vi. The incumbent General Executive Committee shall hold office until the new General Executive Committee is formed and take the charge.

Following business shall be transacted by the GEC:

a) To execute the decisions taken at the AGM of the Association by the General Body.

b) To monitor the activities of the Association.

c) To consider and take decisions on membership of the Association.

d) To maintain register of the members of the Association.

e) To decide upon the scheduling of AGM and SGM.

f) To manage the raising of funds by means of subscriptions, grants, loans, donations etc. and application of funds of the Association.

g) To approve membership fees.

h) To plan for and raise assets as required for fulfilling the objectives of the Association.

i) To approve purchase, lease or otherwise acquisition of any building or land for the purpose of the Association.

j) To approve all agreements, contracts and other such documents that may be necessary for the purpose of the Association.

k) To get prepared and approve annual accounts, budgets and annual report for the Association and its Chapters and recommend to General Body for further endorsement.

l) To do all such other activities as may be necessary for furtherance of the objectives of the Association.

m) More if any activities or decision or action required to be taken by the president of GEC.

vii. Meetings of the General Executive Committee (GEC)

a) The General Executive Committee shall meet as often as required. However, there shall be at least two meetings every year. In addition, the committee may meet electronically through email discussions or telephonic/video conferences or other technologies, as and when such meetings become necessary.

b) There shall always be a meeting of the committee, immediately after any General Body meeting to plan execution of the decisions taken in General Body meeting.

c) The quorum for the committee shall be 1/3rd (one third) of the members of the GEC or 10 (ten) whichever is less. If there is no quorum within half an hour, then the meeting of the GEC will be held after half an hour with the members present. Thereafter, it shall transact the business as per agenda.

viii. The office of a member of General Executive Committee shall be vacated under following circumstances:

If he/she has been adjudged medically as of unsound mind, or if he/she ceases to be a member of the Association, or if by notice in writing to the Association he/she resigns, or where he/she is an ex-officio member, if the right under, which he/she has been so nominated as ex-officio member ceases.

However the final decision will be taken by the president of GEC.

C. **Constituent School Chapter** - Executive Committee (CSC- EC): There shall be an Executive Committee (EC) to manage the affairs of the Chapter.

i. The CSC-EC shall comprise of the following members:

a) Chairman: The School Director

b) Secretary: A distinguished Alumnus of the School.

c) Three members on the Committee to be nominated by the respective School Director.

ii. The tenure of the Committee shall be of three years. If a vacancy arises in the Committee, then it shall have the authority to appoint a person on the vacant post.

iii. All members shall serve on the Committee purely on honorary basis.

iv. The retiring members of the Committee shall be eligible for re-nomination.

v. The incumbent Committee shall hold office until the new Committee is formed and take the charge.

vi. Functionality and other aspects of the Committee.

The Committee shall be the executive arm of the respective Constituent School Chapter. It shall devise actions and activities in consonance with objectives of the Association.

Following business shall be transacted by the Committee.

a) To execute the decisions taken by the General Body and/or General Executive Committee as applicable to Constituent School Chapter.

b) To monitor the activities of the Chapter.

c) To maintain register of the members of the Chapter.

d) To manage the raising of funds by means of subscriptions, grants, loans, donations etc. and application of funds of the Chapter.

e) To suggest membership fees to the GEC.

f) To get prepared and approve annual accounts, budgets and annual report for the Chapter and recommend to the GEC.

g) To do all such other activities as may be necessary for furtherance of the objectives of the Association.

vii. Meetings of the CSC - Executive Committee

a) The Committee shall meet as often as required. However, the Committee shall hold at least one meeting every year. In addition, the Committee may meet electronically through email discussions or telephonic/video conferences or other technologies, as and when such meetings become necessary.

b) The quorum for the Committee shall be at least 1/3rd (one third) of the members. If there is no quorum within half hour, then the meeting of the Executive Committee (EC) will be held after a half hour with the members present. Thereafter, it shall transact the business as per agenda.

c) The Chairman of the Chapter shall preside over all the meetings of the Committee. In his/her absence the present Committee members will nominate any one member to chair the meeting.

viii. The office of a member of the Committee shall be vacated under the circumstances same as mentioned herein for GEC.

8. <u>Role of Office Bearers</u>

A. GENERAL SECRETARY

i. To convene General Executive Committee meetings and maintain / disseminate minutes of all such meetings as well as maximize participation or initiate action against regular non-attendees.

ii. He/she shall keep and preserve the relevant records of the Association.

iii. He/she shall execute all the decisions taken by the General Executive Committee.

iv. Be an ex-officio member of all the Committees of the Association.

v. Maintain general supervision over the office staff.

vi. He / She shall be responsible for filing of annual Reports of the Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements.

B. JOINT SECRETARY

i. The Joint Secretary of the Association shall complement the General Secretary in carrying out activities of the Association.

ii. In absence of the General Secretary, the Joint Secretary shall function as General Secretary.

C. TREASURER

i. To responsibly monitor fund utilisation and periodically report on the same as directed by the General Executive Committee through the President.

ii. To annually present and support the annual statements of the Association to the general body by providing clarifications required for their approval.

iii. He/She shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.

9. **Bank Account**

i. All funds of the Association shall be used exclusively for the purpose & objectives of the Association.

ii. A bank account shall be maintained in the name of the Association. All deposits and withdrawals shall be made under the signature of the president of the General Executive Committee.

iii. At the end of every financial year (Apr 1st to Mar 31st) the Treasurer shall prepare a balance sheet and an income and expenditure account of the association and have it duly audited by a Chartered Accountant. The audited statements of the accounts shall be circulated amongst members by the General Secretary.

iv. The funds of the Association shall consist of the fees received from the members, donations, gifts etc. from any individual or organization.

v. The bank account will be operated by the president of the GEC.

vi. Alumni fee collected shall be kept as fixed endowment. Interest earned on it shall be used for activities of Association & surplus if any will be the part of endowment at the end of each financial year.

vii. No part of the fund of the Association shall be spent for any purpose other than the objectives of the Association.

viii. Auditing of the accounts shall be done at the end of every financial year.

ix. The accounts of the Association will be subject to annual audit by a certified Auditor to be appointed by the members in the Annual General Body Meeting. The first auditor shall be appointed by the GEC and he/she shall hold office up to the end of the first Annual General Body Meeting.

10. Amendment

A referendum vote for the Association members shall be conducted by the General Secretary on the request of the General Executive Committee of the Association or 10 members of the Association to amend the Constitution of the Association. 30 (thirty) days from the date of the mailing shall be allowed for voting and 3/4th (three-fourth) of the majority of all votes registered shall be decisive. Any amendment of the Constitution shall be circulated among the members by the General Secretary within 30 (thirty) days of the expiry of the time limit for voting.

We the undersigned hereby certify that this Rules and Regulation are true from the original one.

Place : Ahmedabad.
Date : 14/02/2025

Signature

1) _____

2) _____

3) _____

The above signature have been done in present of me.

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નકલ ખર્ચ રૂા.૧૫/-
મુકાબલ ખર્ચ રૂા.
પેપર ખર્ચ રૂા.૨૭/-
કુલ ખર્ચ રૂા. ૬૮/-

નકલ કરનાર
મુકાબલ કરનાર
શબ્દો

આથી દાખલે પ્રમાણિત કરવામાં આવે છે કે આ પ્રમાણિત નકલ છે.
૧૪/૨/૨૫
ચેરિટી કમિશનર
ગાંધીનગર પ્રદેશ, ગાંધીનગર