

SONA COLLEGE OF
TECHNOLOGY
Learning is a Celebration!

SONA COLLEGE OF TECHNOLOGY, Salem.

Sona Alumni Association

SCT/IQAC/PS/2018-2019/25

Document Number: SAA/01/2018-2019

Prepared by	Reviewed by	Approved by
<p>Dr. M. Gopila</p> <p><i>M. Gopila</i> 3/12/2018</p> <p>R. C. Vinodhini</p> <p><i>R. Vinodhini</i> 03/12/2018</p>	<p>Dr. M. Renuga</p> <p><i>M. Renuga</i> 10/12/18.</p> <p>Dr. M. RENUGA, Professor & Head, Department of Humanities & Languages, Sona College of Technology, JUNCTION MAIN ROAD, SALEM - 636 005.</p>	<p><i>S. R. R. Senthil Kumar</i> 17/12/18</p> <p>Dr. S. R. R. Senthil Kumar M. Ed. (Study), Ph. D., M. Sc. (English), SONA COLLEGE OF TECHNOLOGY, JUNCTION MAIN ROAD, SALEM - 636 005.</p>
<p>Name:</p> <p>1. Dr. M.Gopila 2. Ms. R. C. Vinodhini</p> <p>Designation:</p> <p>1. Assistant Professor 2. Alumni Coordinator</p>	<p>Name:</p> <p>1. Dr. M.Renuga</p> <p>Designation:</p> <p>1. Professor and Head/English</p>	<p>Name:</p> <p>1. Dr. S. R. R. Senthil Kumar</p> <p>Designation:</p> <p>1. Principal.</p>
<p>Date: 03/12/2018</p>	<p>Date: 10/12/2018</p>	<p>Date: 17/12/2018</p>

Standard operating procedures for Sona Alumni Association:

S. No	Topics	Page Number
1.	Preamble	4
2.	Rules & Regulations	5
3.	Association Structure	7
4.	Duties and Responsibilities of the Office Bearers	9
5.	Finance	10
6.	Amendments	11
7.	Regional Chapters	11
8.	Properties	11
9.	Dissolution	11

Preamble:

The Sona Alumni Association, an embodiment of shared history, collective achievements, and enduring legacies, stands as a testament to the unbreakable bond between Sona College of Technology and its illustrious graduates. As we embark upon the journey of establishing this association, we recognize that it is not merely a confluence of alumni; it is a living testament to the transformative power of education and the indomitable spirit of community.

As we articulate the purpose of the Sona Alumni Association, we do so with a commitment to upholding the values that define Sona College—integrity, excellence, inclusivity, and a passion for continuous learning. This association is a testament to the global impact of our alma mater, bringing together alumni who have excelled in various fields and embody the spirit of Sona.

Through the Sona Alumni Association, we aim to create a dynamic network that not only preserves the legacy of our alma mater but also propels it into the future. Together, as the Sona Alumni Association, we embark on a journey of collaboration, mentorship, and collective growth, bound together by the enduring thread of our shared Sona legacy.

Purpose:

- The Sona Alumni Association is established with the primary purpose of fostering a vibrant and enduring community among graduates of Sona College of Technology. Rooted in the shared history and experiences of its members, the association aims to:
- **Facilitate Connections:** Create a robust platform for alumni to reconnect, share experiences, and establish lasting bonds that transcend geographical boundaries.
- **Encourage Collaboration:** Foster a culture of collaboration and knowledge-sharing among alumni, leveraging the diverse expertise and experiences within the community.
- **Support Professional Growth:** Provide a conducive environment for professional development through mentorship programs, networking events, and knowledge-sharing initiatives.
- **Contribute to Sona's Growth:** Actively contribute to the development and enhancement of Sona College of Technology by leveraging the collective resources, expertise, and influence of the alumni network.
- **Cultivate a Sense of Belonging:** Nurture a strong sense of belonging and pride among alumni, reinforcing their connection to Sona College and inspiring a commitment to the institution's continued success.

Scope:

The scope of the Sona Alumni Association extends across various dimensions, encompassing a wide range of activities and engagements to create a comprehensive and inclusive community. The association's scope includes:

- **Networking Events:** Organizing regular networking events, both physical and virtual, to facilitate interaction among alumni, fostering a vibrant professional and social network.
- **Mentorship Programs:** Establishing structured mentorship programs to connect experienced alumni with current students and recent graduates, providing guidance and support in their academic and professional journeys.
- **Knowledge-Sharing Initiatives:** Hosting seminars, webinars, and workshops where alumni can share their expertise, experiences, and insights with the broader community, promoting continuous learning and professional growth.
- **Philanthropic Endeavours:** Collaborating on charitable and philanthropic initiatives that contribute to the broader community, embodying the spirit of social responsibility instilled during their time at Sona College.
- **Collaboration with the College:** Working closely with Sona College of Technology to support its initiatives, participate in institutional development, and contribute to the overall enhancement of the educational experience for current and future students.
- **Global Outreach:** Expanding the reach of the association to connect with alumni globally, acknowledging and celebrating the diverse achievements and contributions of Sona graduates on an international scale.
- **Publication and Recognition:** Showcasing the accomplishments and success stories of Sona alumni through various publications, thereby recognizing and celebrating the achievements of individual members.
- **Digital Presence:** Maintaining an active digital presence through a dedicated platform, such as a website or social media channels, to facilitate communication, information dissemination, and interaction among the alumni community.

Rules & Regulations:

Name of Association- The name of the Association shall be “SONA ALUMNI ASSOCIATION”.

Full Address of Association- Sona Alumni Association, Sona College of Technology, Suramangalam PO, Salem – 636005.

Area of Operation- The Association will function all over in India and abroad.

Definition-

- i. **“The Association”** means SONA ALUMNI ASSOCIATION.
- ii. **The “General Body”** means the General Body of the Association.
- iii. **The “Executive Committee”** means the Executive Committee of the Association.
- iv. **Alumnus** means one who has obtained or has been conferred a degree/diploma from SONA COLLEGE OF TECHNOLOGY, SALEM.
- v. **Faculty Alumnus** means the present as well as past faculty of Sona College of Technology, Salem, irrespective of the University where they obtained their academic qualification.
- vi. **Patron-** Vice-Chairman of Sona College of Technology, will be the Patron of the Alumni Association and shall be the ex-officio member of the council.
- vii. **President-** Means the President of the ALUMNI Association of Sona College of Technology, Salem.
- viii. **General Secretary-** Means Secretary of the ALUMNI Association of Sona College of Technology, Salem.
- ix. **Vice-President-** Means the Vice-President of the ALUMNI Association of Sona College of Technology who will be nominated by Executive Committee.
- x. **Treasurer-** Means Treasurer of the association. He/She will be member of Executive committee and will be the drawing and disbursing authority of the association to receive and manage the funds and properties of ALUMNI of Sona College of Technology, Salem.
- xi. **Joint Secretary-** Means Joint Secretary of the ALUMNI Association of Sona College of Technology, Salem.
- xii. **Associate Members-** Means any person/institute through its authorized representative on registration in the alumni portal of the Association will be the Associate member of ALUMNI Association of Sona College of Technology, Salem.
- xiii. **Membership-** There shall be two categories of membership for the Association.
- xiv. **Life Member-** An alumnus shall become the life member of Association on completion of any degree in Sona College of technology.
- xv. **Honorary Member-** The candidature of a person who has contributed significantly towards the developmental cause of the Association and keep interest in its activities may be considered and approved by the executive Committee.

Association Structure:

The following shall be the functionary bodies of the Association.

- **General Body**
- **The Executive Committee**

The General Body:

The General Body shall meet every year normally at Sona College of Technology, Salem. The following shall be the normal items of agenda of this meeting:

- Annual report of the activities of the Association pertaining to previous year.
- Previous year accounts and budget proposal for next year.
- Election of members of the Executive Committee (Normally every three year).
- Appointment of Members.
- Appointment of legal advisors, if any.
- Any other matter (s) connecting the functioning of the Association.
- An advance notice of 10 days shall be necessary for convening the General Body Meeting. In case of any urgency a shorter notice may be given.
- The quorum for General Body meeting shall be 10 members present in person.
- All the resolutions put to voice at the General Body shall be decided by a majority of vote. In case of equality of votes, the Presiding Officer shall have the right of casting vote.
- The General Body shall nominate/ elect Members for a period of 3 years to the office of Executive Committee.
- In case of vacancies arising in Executive Committee due to any reason whatsoever, the Executive Committee shall nominate appropriate number of members to the executive committee.
- The President of the Association shall be the Presiding Officer in the General Body meeting of the Association. The President shall also preside over the General Body meeting of the regional chapters. In case the absence of the Chairman or in his absence the President or in absence the Vice-President of the respective chapter shall be the Presiding Officer over its General Body meeting.

The Executive Committee-

The Executive Committee of the Association shall consist of following-

- The senior member of the Alumni shall be the President of the Association and shall preside over the meetings of the Executive Committee of the unit. In the absence of the President the Vice-President will preside over the meeting of the Executive Committee. The President will preside over the meetings of Executive Committee of regional chapters. However, meetings of the Executive committee of regional chapters shall be presided over by the President of respective chapter in the absence of the Chairman of the Association and in the absence of the President of the chapter its Vice President shall preside over.
- Besides the President (Senior member of Alumni), there shall be office bearers in the Executive Committee (for which Alumni members shall be elected/nominated) of the Association with the following positions:
 - ALUMNI CHAIR-PERSON: ONE (INTERNAL)
 - PRESIDENT : ONE (EXTERNAL)
 - VICE PRESIDENT : TWO (INTERNAL)
 - SECRETARY : TWO (INTERNAL)
 - TREASURER : ONE (INTERNAL)
 - EXECUTIVE MEMBER: SIX (INTERNAL)
 - OVERALL ALUMNI COORDINATOR: ONE (INTERNAL)
 - COORDINATORS: NINE (ONE FROM EACH DEPARTMENT)
- The Executive Committee shall hold the right to co-opt members and appoint subcommittee from amongst the General Body from time to time and the execution of specific assignments as required. The total number of such co-opt members shall not be more than 7 at any time.
- Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, and removal or otherwise may be filled by co-option by the Executive Committee and the member so co-opted shall hold office till the next Annual General Body Meeting.
- The quorum for the meeting of the Executive Committee shall be minimum of five members personally present.
- The Executive Committee shall manage the affairs of the Association by majority of votes in the committee meeting provided that in case of equality of votes, the Presiding Officer of that particular meeting shall have the casting vote.
- The Executive Committee shall meet annually. The general Secretary shall issue the notice and the agenda of the meeting at least 10 days before the date fixed for the meeting. However, in case of urgent business, emergency meeting may be called at shorter notice. In such cases, the

notice period shall not be less than two days. All decisions taken in such an emergency meeting shall have to be reported in the next Executive Committee meeting.

- The Executive Committee shall be the Executive Authority of the Association. It shall be responsible for all the finances and funds of the Association. It shall give effect to the plans and programmes of the Association.
- The property-Tangible and Intangible -belonging to the Association, shall be vested with the Executive Committee.
- In case the Executive Committee is satisfied that a member has been working against the interest of the Association, it may recommend the termination of the membership of the concerned member to the General Body which shall have powers to do so.

Membership- All members shall be entitled to receive announcements connected with the activities of the Association, the Alumni Newsletter, Alumni Directory etc. and to participate in all social functions and other activities of the Association. Members will also be beneficiaries of any schemes or assistance programmes administered by the Association.

Duties and Responsibilities of the Office Bearers-

a) President:

- i. To preside over the meetings of General Body and the Executive Committee of the central unit as also those of the Regional Chapters of Association.
- ii. To ensure that the activities undertaken by the Association or its chapters are in tune with the objectives of the Association.
- iii. To coordinate the activities of different Regional Chapters and the Central Unit.
- iv. To act as the returning officer in the elections of office bearers of the Central Unit as well as the chapters.
- v. To take deterrent action against member/s of the Executive Committee (of both Central Unit and different chapters) working against the interest of the Association.

b) Vice-President:

- a) In the absence of the President, the Vice- President at Central Unit shall perform the duties of President.

c) General Secretary:

- i. He shall be responsible for the notification of all meetings of the General Body and the Executive Committee.
- ii. He shall present the annual report of the Association in the Annual General Body Meeting.

- iii. He shall maintain the minutes of all the meetings of the General Body and the Executive Committee.
- iv. He shall be responsible for all correspondence on behalf of the Association.
- v. He shall exercise administrative control over the office of the Association.
- vi. He shall perform his duties under the overall direction of the Chairman or in his absence the President, or in his absence, the Vice- President of the Association.

d) Treasurer:

- i. He shall be the custodian of all the funds of the Association and shall be responsible for all financial and accounting matters including the preparation of the statement of Accounts for being placed before the Annual General Body Meeting.
- ii. He shall collect all dues and claims on behalf of the Association and shall ensure proper utilization of funds.
- iii. The Treasurer shall be stationed in Sona College of Technology, Salem

e) Joint Secretary :

- i. There shall be two Joint Secretaries to assist General Secretary in Routine works of the association.
- ii. Joint Secretaries shall assist the General Secretary and shall perform all the functions of the General Secretary in his absence as designated by the President of the Association.

f) Spoke person :

He shall be responsible for the publicity of the association and shall manage the media in all circumstances.

Finance :

- i. The Association may receive funds, donations and financial assistance for the furtherance of its objectives from different sources at national and international level.
- ii. All money received on behalf of the Association shall be placed in the name of "Sona Alumni Association Trust" in an account to be maintained in a bank approved by the Finance department of Sona College of Technology.
- iii. All the expenditure will be done with proper approval of the President/ Patron.
- iv. Executive Committee shall direct the accounts to be audited by the auditor.

Amendments:

The provision/ requirement of the existing Constitution may be amended by a two-thirds majority of the members present and voting in a General Body meeting. The proposal to amend the Constitution shall be at the instance of the Executive Committee and/ or on the signed requisition of at least 10 members.

Notice of the proposed amendments shall be furnished to the General Secretary at-least 20 days before the date on which, it is proposed to be considered for the amendments. Such a notice shall contain details of the Rules desired to be amended, the proposed text of the changed rule and the reason for seeking the amendment. Upon receipt of the requisition for amendment, the General Secretary shall issue notice to the members for such a meeting at-least 20 days in advance.

Regional Chapters:

The Executive Committee of Sona Alumni may recognize a Chapter of the Association in any country/region.

Properties:

The properties movable and immovable belonging to the association shall be vested with the executive committee. The executive committee of main body shall take all necessary steps for proper upkeep and maintenance of these properties in good condition. The executive committee under no circumstances shall sell, mortgage, or alienate the immovable properties in any manner whatsoever without the approval of general body.

Dissolution:

In the event of dissolution of the Association, the procedure laid down in Section 22-A of the Registration Act, 1908 (Central Act XVI of 1908) as inserted by Tamil Nadu Act 48 of 1997 shall apply.

In Case of any difficulty arising in the interpretation of any of the above Clauses, the decision of the Executive Committee of the main body of Alumni Association shall be final.

These Bylaws have been approved by the Alumni Chairperson and Principal of the Sona alumni Association.