

**MAR GREGORIOS COLLEGE STAFF WELFARE ASSOCIATION (MGC SWA)
BYE-LAWS WITH EFFECT FROM JAN 2015**

CONTENTS OF BYE-LAWS

- MEMBERSHIP
- ADMINISTRATIVE POLICY
- DUTIES OF OFFICE BEARERS
- ADVISORY BUREAU
- OMBUDSMAN
- MEETINGS
- FINANCE POLICY
- LOAN
- EXPENSES
- RULES FOR DIS-CONTINUING MEMBERS
- ACCOUNTS AND AUDIT
- AUDIT COMMITTEE

MEMBERSHIP

- Membership is enrolled when the member joins the college. From that month onwards, contribution is collected.
- Teaching staff's contribution is Rs100/ Rs150
- Non-teaching staff's contribution is Rs 50/ Rs 75

ADMINISTRATIVE POLICY

- OFFICE BEARERS
 1. PRESIDENT- SECRETARY FATHER
 2. VICE-PRESIDENT- PRINCIPAL
 3. SECRETARY
 4. JOINT SECRETARY (NON-TEACHING STAFF)
 5. TREASURER
 6. ADDITIONAL TREASURER
 7. ACCOUNTANT
 8. ADVISORY BUREAU(EX-OFFICIO)
 9. EXECUTIVE MEMBERS(EACH ONE FROM EACH DEPARTMENT FOR BOTH SHIFT I AND SHIFT II)

DUTIES OF OFFICE BEARERS

- SECRETARY
 - ✓ To arrange General body meeting once in 3 months and executive members meeting every month
 - ✓ 7 days notice to be given to the members before the meeting and a reminder before the meeting
 - ✓ Signing Authority for cheque and for other bank detail are both Secretary and Treasurer.
 - ✓ Verification of minutes of the meeting and circulation to the members in a printed form.
 - ✓ Any clarification is given to the members after consultation with the office bearers and executive members.
 - ✓ Secretary is answerable to all queries

- **JOINT SECRETARY**
 - ✓ To record minutes during the SWA meeting
 - ✓ In the absence of secretary, joint secretary is responsible for all co-ordinating activities except financial affairs.
 - ✓ Maintenance of minutes book.
- **TREASURER**
 - Collection of contribution of members by cheque from the college office.
 - Submission of contribution and loan cheque on or before 5th of every month to the bank for crediting
 - Maintenance of individual ledger account and loan account
 - Individual loan account is to be maintained in the single page for all the members
 - Individual deductions for the gift cheque are to be maintained separately.
 - Updated accounts should be submitted during the General Body meeting (once in 3 months)
 - Debit and credit details of the bank pass book are to be maintained by the treasurer.
 - Preparation of Receipts and Payment accounts and Income and Expenditure Account are to be prepared.
 - Treasurer is answerable to all queries
- **ASSISTANT TREASURER**
 - ✓ Deposit/Collection of cheque/Deposit and Withdrawal of Cash from bank
 - ✓ Collection of Bank Statements
 - ✓ Assist treasurer to prepare all account statements
 - ✓ Pass book is to be maintained
- **ACCOUNTANT**
Maintenance of all MGC SWA books of accounts as mentioned below:
 1. Loan ledger in one page for each individual member
 2. Individual ledger for each member
 3. Gift Cheque Ledger with name list from whose account the amount was deducted
- **ADVISORY BUREAU (EX-OFFICIO)**
 - ✓ **EX-OFFICIO:**
Secretary and Treasurer of the previous tenure.
 - ✓ **DUTIES:**
 1. Advise and give suggestion in all activities of SWA
 2. Participation in all meetings (General body meeting, Executives Meeting, office-bearers meeting)
- **OMBUDSMAN COMMITTEE**
 - ✓ EX-OFFICIO members may act as a OMBUDSMAN (ie) Redressal committee.
 - ✓ Any queries, complaints or suggestions can be addressed to OMBUDSMAN
 - ✓ **DUTIES:**
 1. Conduct enquiries and investigation regarding the issues and submit a report to the president and vice president
 2. Suggestion and remedies can be given to the members and office bearers.

- **EXECUTIVE MEMBER**

- ✓ All Head of the Department may nominate their executive member (except the dept. has got an officer bearer)
- ✓ **DUTIES:**
 1. Executive members have to attend the meeting of the executive committee.
 2. Such member has to represent the view of their department in the meeting
 3. Such members have to disclose the information discussed in the meeting to their department staff in oral or printed format.

- **MEETINGS**

- ✓ Meetings of Executive committee of SWA is to be conducted in the First week of every month
- ✓ Meetings of General Body may be conducted once in 3 months in a year.
- ✓ Notice of General Body Meeting may be before 2 weeks and reminder of such meeting may be given the previous day.
- ✓ Budget, Receipts and payments, Income and Expenditure Account till the time of meeting to be discussed and presented to the members.
- ✓ To make or amend the bye-laws with special resolutions (75% of the total members (including absentees) should agree.
- ✓ Personal differences are to be discussed in the General Body Meetings
- ✓ Individual grievances' can be presented to OMBUDSMAN(Grievances' Redressal Committee)
- ✓ Common Agenda (Problems/suggestion /benefits) are to be discussed in the meeting.
- ✓ After the completion of every Financial year (31st March), Income and Expenditure A/c, Receipt and Payment A/C, Individual Balance account and Loan Account are to be presented in the Annual General Body Meeting. Copies of the A/C may be given to the Executive Members; they may represent it to the Department.

V. FINANCE POLICY

A. CONTRIBUTION

- ✓ Contribution may be deducted from the month of joining to the college from such staff.
- ✓ Contribution amount may be raised as follows:

For Teaching Staff	:	From Rs.100 to Rs.150
For Non-Teaching Staff	:	From Rs. 50 to Rs. 75
- ✓ After deduction of necessary expenses and payment from Contribution Balance, Interest may be fixed as 4% at the end of every Financial Year. No Interest may be given to staff leaving in the middle of the Financial Year.
- ✓ Out of Cash at Bank after loan disbursement, 50% may be deposited in to the Bank as Fixed Deposit on 1st April of Every Financial Year. Remaining amount may be kept for future Loan and SWA expenditure purpose.

B. LOAN

- ✓ Loan may be sanctioned to all the permanent staff members of our college Loan amount may be based on the one month take home salary, which is rounded off in thousands, for Teaching and Non-Teaching Staff Members.
- ✓ Interest on loan may be continued at the earlier Rate i.e.7.5%
- ✓ Repayment period for loan may be fixed as 6 months or 1 year. More than 1 year may not be considered.

- ✓ For Applying loan, member has to apply in the proper format as now it is continued.
- ✓ New Loan will be sanctioned after the repayment of previous loan.
- ✓ Six prepaid cheques may be collected from Loan applicant before sanctioning the Loan. After 6 months, remaining cheques may be collected.
- ✓ Repayment of loan may be made only through Cheque not be cash.
- ✓ Loan account is to be maintained separately. Format of loan a/c may give over all repayment of the year.
- ✓ Each person Loan account is to be maintained.

C. EXPENDITURE / PAYMENT:

1. GIFT TO STAFF MEMBERS

- ✓ A Fixed Amount of Rs.2,000 may be given for marriage of the SWA member.
- ✓ A Fixed amount of Rs.1,000 may be given for the functions (House Warming, Birth Day of Child of the Member, Marriage of brother / sister of SWA Member.
- ✓ \Greeting cards may be given on Birth Day or Wedding Day of Members of SWA
- ✓ Small token of love for the Non – Teaching Staff from MGC-SWA by providing Dress materials to them at the time of Pongal Celebration.

2. PAYMENT

- ✓ Any payment made from SWA, it may be by Cheque, not be cash.
- ✓ No payment made for other than SWA purpose. In case of emergency, it may be discussed with Executive Committee.
- ✓ Expenditure / payment may be allowed only for the categories mentioned in the bylaws or amended by special resolution.

3. HONOURING THE ACHIEVERS

- ✓ Honouring Function can be arranged for any member who has completed Ph.D., NET/SET,
- ✓ Farewell can be arranged for a member who has been relieved with the proper notice.

4. TOUR

One Day picnic or Staff Get-together may be organized one in a year. It is mandatory for all the Members of SWA.

The expenses may be deducted for all the members in common (Both for participants and non-participants for the tour)

RULES FOR DISCONTINUING MEMBERS

1. A Dis-Continuing Member may properly inform the SWA before leaving the organization.
2. Get signature of the Secretary & Treasurer in the reliving order to avoid unnecessary enquiries.
3. No interest (4%) will be provided for discontinuing members in the middle of the year.
4. The dis continuing member should settle the loan amount before relieving.
- 5.

ACCOUNTS & AUDIT

The accountant should maintain Incomes & Expenditure of the association. The following should be maintained by the accountant

1. Bills, vouchers
2. Pass book, Challan, Slip, cheque books.
3. Pass book (updated Debit & Credit status)
4. Individual members ledger account with their contribution after deduction of expenditure
5. Individual gift cheque details
6. Individual loan details.

Prepare the following at the end of each accounting year (31st March of every year)

1. Receipts & Payment account
2. Income & expenditure account
3. Picnic account
4. Individual balance of the members at the end of the year.

AUDIT COMMITTEE

Audit committee should be appointed by the President & Vice- President of MGC SWA for every financial year in month of June.

Duties of the Audit Committee

1. To check & verify all the bills & vouchers
2. To check the debit & credit status of pass book
3. To check loan details
4. To verify receipts & payment, income & expenditure account which was already prepared the accountant that with the help of treasurer.
5. To present a report in the general body meeting with finding recommendations & suggestions.
6. Suggestions which ever are possible can be implemented by the office bearers.



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