



## COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

### BYE LAW FOR THE FUNCTIONING OF THE UNIVERSITY ALUMNI ASSOCIATION

1. **Name:** The name of the Association shall be CUSAT Alumni Network
2. **Address:** Address of the Association shall be at Cochin University of Science and Technology, CUSAT, Cochin University P.O., Ernakulam, Kerala, Pin. 682022.

#### 3. Objectives / Purpose

The CUSAT Alumni Association shall be an apex body of all other alumni associations/chapters of the University. The Alumni Association plays an important role in helping to shape the future of the University by representing the views of its members and contributing to build an engaged and supportive alumni community appropriate to a world class university. The CUSAT Alumni Association shall be registered as a society. The role and objectives of the association are the following.

- a) To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni.
- b) To collect funds for the benefits of the association by way of donations, contributions, membership fees and subscriptions for various activities
- c) To act as ambassadors of the University in different parts of the world through its regional organization / chapters in helping / coordinating various events.
- d) To organize alumnae meetings, events, awards, lectures and honours in the University or different places of the world for promoting academic, cultural and social issues.
- e) The affiliated associations / chapters will be formed at Department/ region wise. Regional Associations / chapters can organize programmes according to this byelaw.



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### 4. Membership:

- a) All members of Department/School Level Alumni shall be eligible to be a member of CUSAT Alumni Association, provided if they complete the necessary formalities.
- b) Teaching and non-teaching staff of the University shall be eligible for the membership.
- c) All Alumni Associations, which are working in the Departments in the University, should be an Affiliated Member.
- d) Any Alumni, who remits the membership fee of an amount of Rs 500/- as one-time payment, in the concerned Department Alumni Association/ regional Chapters, is eligible for Life Membership in the Association.
- e) Out of the Life membership fee, an amount of Rs 200/- shall be appropriated to the account of University Alumni Association and the remaining amount of Rs 300/- shall be paid or retained in the account of the concerned Department Alumni Association, as the case may be.
- f) Apart from the admission fee or subscription fee, a member is liable to pay the activity fee, as decided by the General Council/ Executive Committee, time to time, to enable him to participate in the dinner meetings, festivals, special programmes etc. For attending the dinner meetings, festivals, special programmes etc. associate member is liable to pay the activity fee, as decided by the Executive Committee.
- g) Payment to the Association shall be made only against proper receipts duly signed by the Secretary or Treasurer or by any officer authorized by the University for this purpose and all receipts are to be deposited in a separate budget head, which shall be opened by the University for the said purpose.
- h) Teachers may be allowed to continue as member even after retirement.
- i) The Association is free to receive donations from its members and well-wishers of the association.

### 5. Privileges

Members of the CUSAT Alumni Network (CAN) shall be entitled to:

- a) Participate in the activities of the CUSAT Alumni Network (CAN) and or its chapters or centers.
- b) Participate in the General Body Meetings of the CUSAT Alumni Network (CAN) with right to vote in the case of Life Members only.



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- c) Nominate, Propose and Second Members for office of the Executive Committee.
- d) To offer placements / internships, mentoring and exchange of ideas / trainings on academic, cultural and social issues of the day.

### 6. General Council:

The management of the Association shall be vested with the General Council, duly constituted by the University. The General Council shall consist of:

- a) 3 members each from every affiliated Alumni Associations or nominated by the concerned Department. Out of 3 members one shall be a member of faculty, who is in charge of alumni affairs and other two shall be alumni from that department, preferably, the nominees of affiliated Alumni Association.
- b) One member each from the Chapters of the Association, nominated by such chapters, provided that such chapter has been obtained the registration and recognition of the University for the purpose of running alumni activities.
- c) Four nominees of the Vice Chancellor, as ex-officio, nominated from the teaching or non-teaching officers of the University.
- d) One nominee of the Vice Chancellor, as ex-officio, nominated from the members of IQAC/Director IQAC
- e) Three members from the Syndicate, as ex-officio members.

### 6.1 Powers of General Council

The powers of the General Council shall be:

- a) To set guidelines for the Executive Committee so as to achieve the aims and objectives of CUSAT Alumni Network (CAN).
- b) The General Council shall elect the President, Vice President, General Secretary and Secretary of the CUSAT Alumni Network (CAN).
- c) To approve the budget for the subsequent year.



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- d) To elect office bearers and members of the Executive Committee.
  - e) To transact any other business with the permission of the President in Chair.
  - f) Frame rules in conformity with the bye law for the proper working of the CUSAT Alumni Network (CAN).
  - g) Give general guidance regarding the activities of the CUSAT Alumni Network (CAN).
  - h) Issue instructions not inconsistent with the constitution and the rules on all matters not otherwise provided for.
  - i) Declare a seat of the General Council vacant, if for three consecutive meetings a member of the General Council is absent without the permission of the General Council.
  - j) The General Council shall ordinarily meet once in a year and such meetings along with the agenda shall be notified at least 7 days in advance.
  - k) The tenure of General Council, Executive Committee and Office bearers shall be for four years.
- 7. Executive Committee:** There shall be an Executive Committee for the Association and the members of the Executive Committee shall be elected/ nominated among the members in the General Council. The Executive Committee shall consist of following members.
- a) Pro Vice Chancellor as the Patron of the Association
  - b) 8 members elected/ nominated by the General Council from the representatives of the affiliated alumni associations, among the council.
  - c) Two members out of whom one shall be from the category of faculty members and other shall from the category of non- teaching officers of the University, elected/ nominated by the General Council from their representatives in the General Council.
  - d) One Nominee of the Vice chancellor from the General Council.
  - e) One member of IQAC/Director IQAC, who is a member of General Council.
  - f) Two Members of Syndicate, who are the members of General Council.



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- 7.1** The Executive Committee, among its members shall elect a President, a Vice Presidents, a General Secretary and a Secretaries and Treasurer as office bearers of the Association. The University shall appoint a Staff in charge for the management of funds/accounts of the association.
- 7.2** The tenure of Executive Committee shall be for four years from date of its constitution and the term of the office bearers shall be co-terminus with the term of Executive Committee.
- 7.3** General Council shall meet, at least, once in a year, with 7 days prior notice to its members.
- 7.4** Any member from the executive council may attend the meetings / programmes of the regional associations / chapters without any financial commitment to this association.
- 7.5** All accounts of the association (departmental association and University association) shall be subject to audit as per the university rules.
- 7.6** The office bearers of the alumni association, who are from the category of members of alumni, shall be former students of the University who had successfully completed at least one academic programme from the University.

### **8. Powers of Executive Committee and its office bearers**

#### **8.1 Powers of Executive Committee**

The President, Vice president, General Secretary, Secretary and The Staff in Charge / Treasurer shall be the ex-officio members of the executive Committee.

- a) The Executive Committee shall manage the affairs of the CUSAT Alumni Network (CAN) and shall have powers to carry out the objectives of the CUSAT Alumni Network (CAN).
- b) The Executive Committee shall frame standing orders in conformity with the constitution.
- c) The Executive Committee shall have the power to constitute sub-committees for specific purposes in consonance with the objectives of the CUSAT Alumni Network (CAN) and also to reconstitute the same.
- d) The Executive Committee shall meet at least once in two months and such meeting with the agenda shall be notified at least three days in advance.
- e) Urgent meetings of the Executive Committee can be convened by the Chairman at two days' notice. However Patron has the power to call meeting of available committee members without notice in urgency.



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- f) If for three consecutive meetings of the Executive Committee, a member of the committee is absent without permission of the Executive Committee, the Executive Committee may declare his seat vacant.
- g) Vacancies in the Executive Committee other than that of President, Vice President, General Secretary, Secretary and Treasurer shall be filled by nomination by the General Council at its next meeting after the vacancy arises. Vacancy in the office of President, Vice President, General Secretary and Secretary shall be filled within a month by the Patron subject to the approval of the next general council.
- h) Decisions of the Executive Committee shall be taken in accordance with the decision of the majority of the members present. In case of candidate securing equal number of votes, the Chair shall exercise casting vote for nomination.
- i) A report on the actions taken by the executive committee shall be presented for approval at the next General Council Meeting.
- j) A certified auditor shall be appointed by the executive committee to audit the accounts of CUSAT Alumni network.

### 8.2 Responsibilities of Office Bearers

Office Bearers shall be:

- a) The Patron
- a) The President
- b) The Vice President
- c) The General Secretary
- d) The Secretary
- e) Treasurer

#### a) The Patron

- i. The Pro Vice Chancellor of the University shall be the ex-officio Patron of the CUSAT Alumni Network (CAN).
- ii. The meetings of Executive Committee and General Council shall be chaired by the Patron. In the absence of Patron, President shall preside the meeting.



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- iii. In the absence of Patron and President any member nominated by the committee shall chair the meeting.
- iv. The Chair shall have the right to give rulings and his rulings shall be final so far as those meetings are concerned.

### **b) The President**

- i. The President shall be elected from and by the General Council of the CUSAT Alumni Network (CAN).
- ii. The President shall have the power to invite a member of the CUSAT Alumni Network (CAN) to any meetings of the General Council, the executive committee or the Sub Committee or the Sub Committee constituted there under. Such an invitee however shall have no voting powers.
- iii. The President shall conduct the affairs of the CUSAT Alumni Network (CAN) in accordance with his constitution, the rules and standing orders.

### **c) The Vice President**

- i. The Vice President shall be elected from and by the General Council of CUSAT Alumni Network.
- ii. The Vice President will assist President in all activities. The Vice President shall perform the functions of the President in his absence. The Vice President shall also perform the duties allotted by the President/ General Secretary.

### **d) General Secretary**

- i. The General Secretary shall be elected from and by the members of the General Council of the CUSAT Alumni Network (CAN).

### **The General Secretary shall:**

- a. Issue notices of all the meetings in consultation with the President / Patron.



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- b. Keep the minutes of the business meeting and present them for confirmation at the next meeting.
- c. Sign on behalf of the CUSAT Alumni Network (CAN) in all the documents.
- d. Keep records of all the proceedings of the CUSAT Alumni Network (CAN).
- e. Conduct all the correspondences of the CUSAT Alumni Network (CAN).
- f. Arrange for the purchase of the requisites of the CUSAT Alumni Network (CAN) and prepare for the purchase of the requisites.
- g. Prepare annual budget and present it to the Executive Committee and General Council for consideration and adoption.
- h. Incur expenditure under proper authority for items specifically included among the objectives of the CUSAT Alumni Network (CAN) and render monthly account of expenditure incurred and
- i. Submit the accounts and vouchers relating to the year of audit at the end of the year.

The General Secretary shall have the power to sanction an amount not exceeding Rs.15,000/- (Rupees Fifteen Thousand only) in consultation with the President and Treasurer at a time which is of immediate nature. Such sanctions are to be ratified by the Executive Committee at its next meeting.

### **e) The Secretary**

- i. The Secretary shall be elected from and by the General Council of CUSAT Alumni Network.
- ii. The Secretary will assist General Secretary in all activities. The Secretary shall perform the functions of the General Secretary in his absence. The Secretary shall also perform the duties allotted by the President/ General Secretary.





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### **f) The Treasurer and The Staff in Charge.**

- i. Treasurer Shall be a Teacher of the University elected by the General Council. The Treasurer shall be responsible for the funds of the CUSAT Alumni network. He/she shall be working as a liaison between alumni and University for rendering the services.
- ii. The Staff in Charge shall be a staff in the cadre of Assistant / Computer Assistant / Section Officer / office Superintendent appointed by the University for the purpose of office maintenance and keeping records.
- iii. The staff in Charge shall keep all records, regular accounts of the income and expenditure of the CUSAT Alumni Network (CAN). It shall be the responsibility of the Staff in charge of Alumni to see that the vacancies in offices are filled up as expeditiously as possible and the work of the office is conducted properly.
- iv. No expenditure shall be incurred without the decision of the Executive Committee.

### **9. General Body**

The Life Members of the University Alumni Association or representatives of the affiliated Department Alumni Association shall form the General Body of the University Alumni Association. There shall be an Annual General Body meeting, convened in every year, on a date which shall be decided by the General Council of the Association. The Annual Working report and Annual Account Statement shall be circulated among the members, in the Annual General Body meeting. An associated member will not have the right to participate in the official proceedings of the General Body, but he can participate in the Alumni Meet and activities, on payment of fee, prescribed by the General Council, from time to time.

### **10. Miscellaneous Provisions**

- a. No member shall be removed from the association except for any misconduct affecting the reputation of the Association; by a resolution passed by two thirds of the life members of the association, present and voting.
- b. No such resolution shall be moved without giving the concerned member a reasonable opportunity to answer the allegation of misconduct.
- c. A notice shall be issued to such member, inviting his explanation and the resolution with



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such explanation, if any submitted, shall be placed before the general body meeting, with comments of the Executive Committee.

- d. The quorum of the General Council shall be 30 and that of the Executive Committee meeting shall be 5.
- e. A member of the Executive Committee, who fails to attend, more than 3 consecutive meeting of the Executive Committee shall be removed, from the Committee, without any notice and a new member shall be substituted from the respective constituency, within one month from such removal. Such a substituted member shall continue in the committee, during the tenure of the existing Executive Committee only.
- f. The office bearers or any member of the Executive Committee may vacate his position, by submitting his resignation letter to the President. The President shall submit his resignation letter to the Patron. The resignation will come into effect, when the same is accepted by the Executive Committee.
- g. Decisions of the General Council and Executive Committee shall be taken by simple majority and in case of tie, the President or Chairperson, as the case may be, shall exercise a casting vote.
- h. Every decision of the Executive Committee shall be in force, unless or till it is altered modified or nullified by the General Council or the General body.
- i. No decision of the General Council or General body meeting shall be altered or nullified, by the Executive Committee.
- j. If there is no quorum for a meeting, the meeting shall stand adjourned to the same time and day; next week at the same place and the members present at the meeting so adjourned and convened shall be deemed to constitute the prescribed quorum and the decision of such meeting shall be binding.
- k. The Executive committee in its discretion may fill up any casual vacancy arising due to resignation, death or otherwise, and the new member shall continue in office for the remaining period of the Executive Committee.
- l. The President and Secretary will be competent to represent the Association on all occasions. However, important decision and policy matters shall be decided only in



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consultation with the Executive Committee.

- m. The Vice Chancellor, Registrar and the President shall have the power to call for and to verify the accounts and registers at any time.
- n. The General Secretary shall be responsible for convening the meeting of the General Council and Executive Committee of the Association according to the directions of the Vice Chancellor or Registrar or the President, to correspond, to maintain the records and registers of the association and to execute the decisions of the General Council, Executive Committee and General body and exercise such other powers and duties as are assigned by the University or the President or the Executive Committee.
- o. One among the Secretaries, nominated by the President, shall exercise the powers and duties of the General Secretary, in his absence or assist the General Secretary in the day-to-day administration.
- p. Treasurer shall have the duty of collecting annual subscription; expend money according to the directions of the General Council, Executive Committee and to maintain accounts of the Association. Bank accounts shall be in the name of the General Secretary and the Treasurer and the account shall be operated jointly.
- q. General Secretary and Treasurer shall be responsible to the General Council and the Executive Committee and shall present up to date reports, regarding their actions, to the General Council or the Executive Committee meeting, as the case may be.
- r. The General Secretary shall maintain the minutes of the General Council, Executive Committee and the General Body Meetings signed by members attending.
- s. The Funds of the Association shall be constituted by the amounts collected by way of donations, grants, amounts collected from the members as admission fee, subscription fee and voluntary contributions made by the members and grant, donations etc. from others. Such fund shall be deposited in a separate head of account, as decided by the University.
- t. The above fund shall be utilized only for implementing any objectives beneficial to the members of the association/university/department and to meet the day-to-day expenses as permitted by the General Council or the Executive Committee and not for any other purpose.



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- u. No fund shall be shared among the members of the Association.
- v. Money collected for the association shall be deposited forthwith, in the account of the Association and shall not be withdrawn without permission, from the Executive Committee, subject to the other provisions of this byelaw.
- w. Treasurer shall maintain all accounts, up to date, and shall submit it to the next Executive Committee. Details of all accounts and statements of accounts shall be submitted to the Annual General Body meeting.
- x. Any amendment to the bye-law may be carried out by a motion resented in a General Body meeting convened for that purpose and voting after giving 7 days' notice and supported by 2/3rd of members present.
- y. The Association may be dissolved by a motion passed in an extra ordinary general body meeting convened for the above purpose after giving 15 days' notice in writing and attended by at least 60% of the total membership and supported by 75% of the members present and voting.
- z. The assets of the Association, after discharging the liabilities will be given to the University for the use of students' welfare.

**REGISTRAR**



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### BYE LAW FOR THE FUNCTIONING OF DEPARTMENT ALUMNI ASSOCIATIONS / CHAPTERS IN THE COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

#### 1. Name:

The Name of this Association shall be decided by the Concerned Alumni Association of the Department, provided that 'the Alumni Association of the Department of/School of -----, Cochin University of Science and Technology' shall be added to the name.

#### 2. Office:

The Office of the Association shall be located in the Department/ Regional Chapter.

#### 3. Definitions:

- a. Alumni: The former student in the Department/ School.
- b. Association: Alumni Association of Department/ School.
- c. Committee: Duly elected Executive Committee of the Association.
- d. Department: Name of the Department under the University.
- e. School: Name of the School under the University
- f. Student: A student whose name is on the rolls of the Department/ School.
- g. Teacher: A member of the teaching staff of the Department/School.
- h. Chapter: Branches of Association based on geographical area, irrespective of subjects, disciplines.

#### 4. Aims and Objectives:

- a. To foster and promote cordial relationship among the Alumni, teachers and current students of the department.
- b. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni.
- c. To help, guide and participate in various developmental activities of the Department.
- d. To encourage and promote the study of concerned discipline, the progress and development of the Department/ School of Cochin University of Science and Technology.



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- e. To protect the interests of the Department / School to suggest matters of common interest.
- f. To render all possible assistance for smooth working of the department.
- g. To institute scholarships/awards for deserving students of the department.
- h. To provide and ensure essential amenities to the students of the department.

### **5. Membership:**

- a. The Alumni of the department shall be a member of the Association.
- b. The membership fee and/or such other fee payable by the members of the Association shall appropriately be fixed by the University Association from time to time.
- c. The Alumni shall pay the prescribed membership fee to the Association at the time of getting Transfer Certificate or after the Ph.D defense in the case of Ph.D students.
- d. A Teacher member who is an alumni shall be liable to pay the prescribed membership fee to the Association. A teacher member who has taken from any other department/ faculty can be a member but not an office bearer.
- e. Membership fee and such other fees paid to the Association shall not be refunded under any circumstances.

### **6. Administration:**

- a) Department Alumni Associations/Regional Chapters shall be affiliated members of the University Alumni Association.
- b) The rules and decision of the University Alumni Association has to be followed by the Department level Association/Regional Chapters.
- c) The administration of the Association shall be vested with an Executive Committee, duly elected by the members of the Association for the purpose.



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- d) The Executive Committee shall have maximum fifteen members consisting of:
1. Patron: (Head/Director of the Department)
  2. President: (Elected by the members)
  3. Vice President / Vice Presidents (Must be a female elected from among the members)
  4. Secretary: (Elected from among the members)
  5. Joint Secretary / Joint Secretaries: (Elected from among the members of the Department)
  6. Treasurer: (Must be a Teacher of the Department)
  7. Five Members shall be elected from members.
- e) The tenure of executive committees of the department alumni associations shall be for three years.
- f) In case of regional chapters, Patron shall be a senior member of the Association, elected / nominated by the general body. The clause 6 (d) (7) in Administration shall be filled by the Patron in case of regional chapters. Chapters must find their own working fund for activities and programmes.
- g) A representative nominated by the Patron / President / General Secretary from CUSAT Alumni Network shall attend the General body / Executive committee meetings of the Department level Associations / Chapters.
- h) The officer bearers of the alumni association, who are from the category of members of alumni, shall be former students of the University who had successfully completed at least one academic programme from the University.

### **7. Election:**

- (a) The election to the executive committee of the Association shall be conducted in the following manner.
- i. The election to the executive committee will be hold at an annual general body meeting convened for the purpose.
  - ii. The executive committee may appoint a returning officer for conducting the election, and his name will be declared in advance to the members.



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- iii. The election shall be ordinarily through the process of nomination, and in case of more than one nomination to a post, the election shall be conducted by Secret ballot.
- (b) Subject to any other rules, the returning officer may adopt any procedure, which he deems fit, for the proper conduct of the election. At the end of the election the returning officer shall formally declare the result and the declaration shall be signed by him with date and time. The newly elected officers shall assume officer of the Association forth with. The decision of the returning officer on every matter relating to the election shall be final and binding on the association.
- 8. Resignation:** Any executive member may vacate his post by submitting his resignation letter to the president. The president shall submit the resignation letter to the vice president. The resignation will come into effect when accepted by the executive committee.

### **9. Power and responsibilities of the Executive Committee**

- a. To plan and implement various activities of the Association and to incur necessary expenses therefore provided such acts are not inconsistent with these rules.
- b. To maintain the funds of the Association received by way of membership fee or through any grant/donation/gift to the Association from other sources. Such funds shall be deposited in a separate account maintained in a nationalized / scheduled/ State/ Bank decided by the elected committee.
- c. To enroll members of the Association.
- d. To convene meeting of the Committee at least twice a year or as and when found necessary.
- e. To periodically check the registers and other records of the Association and to scrutinize the statement of accounts.
- f. To scrutinize the annual report and the audited statement of accounts of the previous year and place the same before the General Body, for final approval.
- g. To scrutinize the budget for the ensuing year and place the same before the General Body, for final approval.





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- h. To implement various decisions taken by the General Body.
- i. To propose amendments to any of the existing rules, for smooth functioning of the Association, if so needed. Such proposal shall be placed before the Department Council for consideration through Patron and must get the approval of the Association members.
- j. To form sub-committees for specific purposes and review the reports of such committees.

### **10. Meeting of Executive Committee**

- a. The quorum for a meeting of the Executive Committee shall be 1/3rd of the total members of the executive committee.
- b. The President shall chair Committee meetings and, in his absence, the Vice-President. In case the Vice-President is also absent, the members of the Committee present shall nominate one among them to be the Chairman of the meeting.
- c. Five Days' notice shall ordinarily be given for all Committee Meetings.
- d. Special meetings of the Committee may be convened by the President at the written request of at least 1/3rd members of the Committee, specifying the purpose.
- e. All decisions shall be on a simple majority of votes. In case of equal votes, the chairman of the meeting shall have a casting vote.
- f. A member who fails to attend three consecutive meeting of the Committee without the permission of the Patron/President, shall cease to be a member of the Committee. However, the Committee may condone such absence and restore his/her membership.

### **11. Duties and Responsibilities of the Office Bearers:**

#### **I) PATRON**

- (a) Patron shall oversee the activities and proceedings of the association.
- (b) Patron shall apprise the Department Council that the association is not violating the aims and objectives stated as per clause 4.



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### II) PRESIDENT

- a. The President shall have control over all the affairs of the Association and shall preside over all Committee meeting as well as the meetings of the General Body.
- b. The President shall have powers to convene special meetings of the Committee as well as the General Body either on his/her own initiative or on a written demand of at least 1/3rd Committee members of a Committee meeting and 10% of-total members of the Association for a General Body meeting, for any specific need.
- c. The President shall have powers to fill up any temporary vacancies arising in the Committee, after its reconstitution and before the next election, by nomination from the members of the Association.
- d. The President shall be the sole custodian of the entire funds and assets of the Association. The President shall be responsible for the safe custody of all connected records such as cash book, receipt books, vouchers, pass books etc.
- e. The President shall deposit all the funds in the Bank as decided by the Elected Committee.
- f. The President shall have powers to operate the bank account jointly with the Secretary and Treasurer of the Association and to incur such expenditure as may be approved by the Committee.
- g. The President shall maintain proper records of all receipts and payments and such records shall be presented before the Committee for approval.
- h. The President shall get the annual report for the previous year prepared, to be placed before the Committee and General Body for approval.
- i. The President shall get the annual statement of accounts for the previous year prepared and audited and such audited statement shall be placed before the Committee and the General Body.
- j. The President shall get the budget for the ensuing year prepared, to be placed before the Committee and General Body for approval.



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- k. The President have powers to dismiss an existing Committee under an emergency situation and to take over all the powers vested with the Committee till such time a newly elected Committee assumes office, with the prior approval of the Patron.
- l. The President shall keep an advance of Rs.1,000/- to meet unforeseen expenses.

### **III) VICE-PRESIDENT**

- i. In the absence of the President, the Vice-President shall perform all the current duties of the president.

### **IV) SECRETARY**

- i. To enroll members of the Association.
- ii. To operate Bank account jointly with the Secretary and Treasurer.
- iii. To maintain proper registers and records, to keep in safe custody of all official papers of the Association and to attend the day-to-day correspondence of the Association, as per directions of the President/Committee.
- iv. To prepare the annual report, the annual statement of accounts and the annual budget of the Association as directed by the President.
- v. To convene meetings of the Committee or the General Body when authorized to do so by the President.
- vi. To keep a record of the proceedings of all the Committee and General Body of the meetings.
- vii. To perform all other functions as may be assigned to him/her from time to time by the President/Committee.

### **V) TREASURER**

- i. The Treasurer shall be a teacher of the Department.
- ii. To operate Bank account jointly with the Secretary and Treasurer.



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- iii. To collect and manage membership fee and other funds
- iv. To maintain accounts and related documents properly

### **12. General Body:**

All members of the Association as per clause (5) above shall automatically be the members of the General Body. The General Body shall be the supreme authority concerning all matters of the Association.

### **13. Meetings of the General Body:**

- i. The General Body shall meet at least once in a year. The normal business to be transacted at the annual meeting shall include the following:
  - a. To consider and approve the annual report regarding the activities of the Association for the previous year.
  - b. To consider and approve the audited statement of accounts of the Association for the previous year.
  - c. To consider and approve the budget proposals for the ensuing year.
  - d. To elect office bearers for the ensuing year.
  - e. To appoint auditors for the ensuing year.
  - f. To consider any amendment to the bye law and recommend the same to the University for consideration and approval. For this, at least 2/3rd of the members present at a meeting convened, with due notice on the proposed amendment, shall record their votes in favour of the proposed change.
  - g. The quorum for a General Body meeting shall be 20 or 10% of the members of the Association, whichever is less.
  - h. Seven days' notice shall ordinarily be given for all meetings of the General Body either by direct intimation. Non-receipt of intimation by any member shall not



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however invalidate the proceeding of the General Body meeting.

- i. A special meeting of the General Body shall be convened against a written demand of at least 10% of the membership or 20 members whichever is less or when authorized by the Present under an emergency situation. Such meeting shall discuss only the specific matter for which the meeting has been convened. The rules regarding notice and quorum shall apply to such meetings also.
- j. The President and in his absence the Vice-President shall chair the meeting of the General Body. In the absence of both, a member of the Association elected from among the members present, shall chair the meeting.
- k. All decisions of the General Body shall be on a simple majority of votes. In case of equal votes, the chairman of the meeting shall have a casting vote.

### 14. General

- i. The Association shall have a common seal, which shall be kept under safe custody by the President.
- ii. Any document to be executed by the Association shall bear the signature of the President.
- iii. The President shall represent the Association in all legal proceedings in a court of law, by the Association in all legal proceedings in a court of law, by the Association or against it.
- iv. The Department Council reserves the right to dissolve the Association in the department with prior notice and permission must be obtained from the University Alumni Association executive council. Under such circumstance, the head of the department will take over the entire funds and other assets belonging to the Association. The absolute ownership of such funds and assets will be vested with the Department.
- v. None of the above rules shall be altered, amended or rescinded without prior approval of the Department Council.

**REGISTRAR**