

# CONSTITUTION

## MEMORANDUM AND BYE LAWS OF SKUAST-J ALUMNI ASSOCIATION PROPOSED FOR APPROVAL

**1. Name of the Society:** Agriculture University Jammu Alumni Association (AUJAA).

**2. Registered Office:** Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu - 180009.

**3. Area of Application:** Jammu (J&K state)

### **4. Aims and Objectives:**

a) To enable professional networking among alumni, among senior faculty members with alumni as well as networking of existing students with alumni for mutual benefit in academic, professional and/or business areas; including employment Network for new graduates or alumni looking for career upgrade/change, and alumni displaced from workforce;

b) To provide a platform for social interactions;

c) To render assistance to students of the institute through grants, scholarships and prizes and to provide assistance in academics, placement or any other area as appropriate;

d) To encourage and facilitate the alumni taking up activities that is geared to improve society at large and contribute to national development;

e) To felicitate members who excel in their career.

### **5. Composition of General Body:**

The General Body (GB) consists of all Members registered in the membership registry and each Alumnus Member will have one vote in the general body.

### **Member type and eligibility for membership to the association is categorized as below:**

**Patron:** The Vice-chancellor of the Institute shall be the ex-officio Patron of AUJAA.

**Alumni Member:** All individuals who have been conferred a degree by the SKUAST-J and whose membership fees have been received by the AUJAA shall deemed to be a member of the alumni association.

**Honorary Member:** Directors and Dean of the Faculty, SKUAST-J.

**5.1 Alumni Registry:** A registry and/or an electronic database of members shall be kept at the registered office of the association.

**5.2 Termination of Membership:** The Governing body of AUJAA may cease any individual's status as a member under any of the following circumstances:

**5.2.1 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.

**5.2.2** Expulsion due to Misconduct per Rules: The Executive body 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. Any member thus expelled can appeal to the Executive body and to the patron for reconsideration of expulsion with justification.

**5.3** Supreme Authority: The GB shall be the supreme authority in all matters pertaining to AUJAA.

**5.4** The Annual General Body Meeting (AGM) of the Association shall be held no later than 31st December every year, at the institute premises or and at such place as the Executive body may determine to transact the business.

**5.5** Notice for AGM: At least 30 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.

**5.6** Election of the Executive body: To elect the members of the Executive body of the association and office bearers as required.

**5.7** 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.

## **6. Composition of Executive Body (EB):**

The general body shall elect, at its annual meeting, seven office bearers and five EB members

- 1) President
- 2) Senior Vice-President
- 3) Vice-President
- 4) Secretary
- 5) Joint-Secretary
- 6) Publicity Secretary
- 7) Treasurer

Meetings: The EB shall hold a meeting every three months. Date/day and time of EB meeting will be decided by the President taking into consideration the convenience of all the executive body members. The President shall preside over and conduct all the meetings, as the meeting Chairperson and shall have the power of a casting vote. Quorum for the quarterly EB meeting shall be a minimum of 5 elected EB members.

## **7. Functions of Office Bearers:**

**7.1 President-** He shall be Head of EC and will be the chairman of all the GB meetings.

**7.2 Senior Vice-President-** He shall be chairman of the Association in the absence of the President or in the event of resignation by the President and will hold the post till president is elected by the General Body.

**7.3 Vice-President-** He shall support President in conducting affairs of association.

**7.4 Secretary-** The secretary will be custodian of all assets of the association. He will call the meetings, fix the agenda and on the behest will act as moderator during the meetings.

**7.5 Joint-Secretary-** He will look into the membership drive for enrolling alumni and keep their portal and details readily available. He shall also record minutes of every meeting and assist secretary in discharging his duties.

**7.6 Publicity Secretary-** He shall be responsible for giving wide publicity to the formation of alumni association and provide wide coverage in both print and electronic media.

**7.7 Treasurer-** He will collect, issue receipt for all monetary transactions, maintain complete records and make a balance sheet at the end of each financial year. He will also get the account of the 'association' audited by Chartered Accountant decided by EB and shall place it in AGM for approval.

## **8. Election Procedure:**

**8.1 Secret Ballot:** The election will be held through secret ballot. The general body shall elect, at its annual meeting, seven office bearers and five members, for positions described as above to form the Executive body. In any election an alumnus can contest for only one post

**8.2** A presiding officer (non-member) will be appointed by the EB for the purpose of the conduct of the elections. The list of the eligible nominees for the various posts shall be clearly communicated on the association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.

**8.3 Term of Office Bearers:** The office bearers and members of the EB will be elected for a period of three years. Members are eligible for reappointment, but can serve as EB members for a maximum of two terms, consecutively, after which they need to have a break, of at least one term, before being eligible to stand for elections again.

**8.4 Extraordinary Termination of EG's Term of Office:** Executive body shall be deemed to have ceased to be in office upon a resolution passed by at least 3/4 of the total members present at a General Body Meeting. A caretaker EG will be appointed by the General Body, until a new elected EB takes over before the period not exceeding 3 months.

**8.5 Filling of Vacant Office Bearer:** In case the President steps down, the Sr. Vice President will serve as Interim President. And if Secretary steps down, the Joint Secretary will be the interim Secretary. The vacant posts will be filled by election for which the notice period will be 30 days and will be conducted as done in normal elections.

**9. Amendment Quorum:**

No new rules shall be made nor shall any of the rules herein contained be amended, altered or rescinded except with the consent of three-fourth of the members present at a General Body meeting of the Association.

**10. General Quorum for Passing Resolution:**

**10.1** Quorum for an AGM: should be a minimum of 33 per cent of registered members.

**10.2** Quorum for Changing Byelaws in the AGM should be a minimum of two-third of registered members.

**10.3** Member Voting Rights in the AGM: Every alumnus member shall have one vote and in case of equality of votes, the President of the executive body shall have a casting vote.

**10.4** Resolution of Differences: Agenda items involving general and financial implications will be decided through voting amongst elected members. The Secretary will set the agenda in consultation with other EB members and post the agenda for the meeting one week ahead of time. The Secretary will be responsible for recording the minutes of the meeting.

**11. Source of Income:**

**11.1** Funds and its Management: To raise funds for the management of SKJ Alumni Association on such terms and conditions as may be determined from time to time by the executive body. Money received from membership fees, donations and other sources shall constitute the income of the association.

**11.2** Expenditures and its Management: Expenditures shall be generally within the budget approved by the general body of the association The Treasurer shall maintain an account of all income and expenditure of the general funds of the association.

**11.3** Bank Account Management: Bank Account shall be operated jointly by Secretary and Treasurer. All payments and financial transactions must be approved by the Treasurer and the executive body as per policies lay down by them.

**12. Auditing Procedure:**

The executive body 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 appointed as auditor.