**CONSTITUTION / BYE – LAWS**

**(Society Registration Act - 1860)**

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**ALUMNI OF**

**GOVERNMENT DEGREE COLLEGE PULWAMA, KASHMIR**

**Near District Sports Stadium Pulwama – 192301 (J&K) India**

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**PREAMBLE**

In this Constitution, unless the context otherwise requires – “Degree College” means Government Degree College, Pulwama (Kashmir) an affiliated College of the University of Kashmir.

“Alumni” means -

(a)   All graduates of Government Degree College, Pulwama (Kashmir);

(b)  All persons that have studied at Government Degree College, Pulwama (Kashmir) for a minimum of one semester or one term; and

(c)   Recipients of honorary degrees from Government Degree College, Pulwama (Kashmir).

An Alumni Association is an important organ helping the College to realize its mission and goals. An Alumni Association is a development partner for the College, its students, and the community. Alumni relationships with the Alma Mater are lifelong relationships nurturing mutual support and growth.

In last more than a decade, Government Degree College have produced technocrats, leaders, entrepreneurs, social entrepreneurs, managers who collectively have a wealth of knowledge and experience. The Government Degree College Pulwama Alumni Association (GDCPAA) endeavours to bring all these outstanding individuals together on a single platform.

We the alumni of Govt. Degree College Pulwama do resolve to strengthen the friendship established amongst us while at college: to execute positive service to our college and to represent in all possible ways a conduit for the cause of higher education and never forget all those who will come for, do hereby promulgate this constitution and by-laws.

**ARTICLE 1:**

 **NAME:**

* The name of the association shall be ***“GOVERNMENT DEGREE COLLEGE PULWAMA ALUMNI ASSOCIATION”*** whose head office will be situated at Government Degree College, Pulwama (Kashmir)
* The Association shall be a non-political and non-profit making organization.
* The Association’s mission, goals and objectives shall be to support the development of Government Degree College, Pulwama (Kashmir) in particular and Country in general.
* The motto of the Association shall be “Networking through Mother Pulwama”.
* The Association shall have a logo.

**ARTICLE 2:**

## MISSION, GOALS AND OBJECTIVES OF THE ASSOCIATION

(1) The Mission Statement of the Association shall be “To contribute to the development of Government Degree College, Pulwama (Kashmir) and its alumni through improvement and development of curricula and programs, provision of financial and material support and enhancing networking and career development among the alumni.”

(2) The Goals/ Aims/Objectives of the Association shall be –

1. to contribute towards the improvement of the current as well as the development of new curriculum and programs at Government Degree College, Pulwama (Kashmir).
2. to develop and help maintain active alumni interactions and enhance the image of Government Degree College, Pulwama (Kashmir) through self-enrichment, career development and role modeling in the wider society.
3. to enhance and maintain links among members of the alumni and between alumni and Government Degree College, Pulwama (Kashmir);
4. to assist needy Government Degree College, Pulwama (Kashmir) students by contributing to their academic requirements such as book allowances and financial contribution.
5. to provide support to Government Degree College, Pulwama (Kashmir) Library by donating and/or assisting the library access documentary resources;
6. to provide incentives such as rewards and prizes to the best student researchers and best alumni models with proven record of significant contribution to society and industry in Government Degree College, Pulwama (Kashmir).
7. to provide advice on the improvement of Government Degree College, Pulwama (Kashmir) curricula and programs;
8. to encourage alumni to develop their respective careers through use of college resources and support from staff;
9. to initiate seminars, lectures and other academic functions for the benefit of alumni and College.
10. to create and support projects deemed necessary at College; and
11. to enhance the image of Government Degree College, Pulwama (Kashmir) and promote College as a premiere local, regional and international institution of excellence in training and research.

**ARTICLE 3:**

**PATRON**

A patron is someone who agrees to lend their name to your organisation as a way of supporting you, usually because they have a long history of support for your organisation or a high profile, and are able to generate media coverage for your organisation or bring in donations.

The primary role of a patron is to lend credibility and support. They don’t play a formal part in the organisation, but are usually listed on letterheads, appeal brochures and publicity material to help raise awareness and support.

The Principal of the college shall be the patron of the Association.

**ARTICLE 3: 1**

**Functions of Patron:**

i) The Patron shall preside over the meetings of the Association, the meetings of the Executive Council and all other functions that may be organized by the Association.

ii) The Patron shall be the custodian of the property and interests of the Association.

iii) He shall call special meetings of the Executive Council/General Body of the Association if a written requisition signed by at least 5 members in case of Executive Council and 10 members in case of the Association is presented to him.

**ARTICLE 4**

**MEMBERSHIP**

Membership of the **GDCPAA** shall be open to any person who is a graduate of the College or has obtained any other degree from this College.

1. Membership shall consist of three categories (a) Full Members (b) Associate Members (c) Honorary Members

2. Eligibility Criteria

**ARTICLE 4.1**

**FULL MEMBERSHIP**

a) Any person who is a graduate of the College or has obtained any other degree from this College.

b) Any person who was a student of the college shall be eligible for full membership of the Association.

c) Any Associate member who has been a member of the alumni for a continuous period of three years shall be eligible for full membership.

**ARTICLE 4.2**

**ASSOCIATE MEMBERSHIP**

a) Any past student of the college who is not graduate of the college or,

b) Any graduate of a college who is or has been member of the academic or administrative or non- academic staff of the college or

c) Any person who is or has been a principal of the college or

d) Any person who has been a faculty member of the college shall be eligible to apply for associate membership

**ARTICLE 4.3**

**HONOURARY MEMBERSHIP**

Any person who is not eligible to above two but has rendered distinguished services to the college, inclusion of these members will be decided in alumni general meet/special meeting which ever will be feasible

**ARTICLE 5:**

**Termination of Membership**

5.1 Any member whose monthly subscription, as prescribed from time to time, is due for six consecutive months shall be informed of his likely termination, and if he/she fails to reimburse the arrears within a month he/she shall automatically cease to be a member of the Association. However, he/she will be eligible for re-admission as a new member.

5.2 If the conduct of any member is deemed prejudicial/harmful to the interests of the Association, the executive committee after confirmation from the General Body by two third majority shall have the right to disqualify the member.

5.3 If the disqualified member seeks re-admission, the General Body shall have the right to stipulate any condition (s) that it deems fit for his re-admission.

**ARTICLE- 6**

**Institutional Framework**

The GDCPAA shall constitute:

6.1 A General Body comprising all the members registered/enrolled with the association.

6.2 An Executive Committee comprises:

1. President
2. Vice president
3. General Secretary
4. publicity Secretary
5. Treasurer
6. Four elected executive members and one co-opted member representing each subsidiary unit, if not represented through election verdict. If no women member gets elected, the executive may nominate some women by consensus or majority vote.
7. Immediate past President and general secretary as ex-officio members.

**ARTICLE- 7**

**Powers of General and Executive Bodies**

7.1 The General Body shall be the final authority of the GDCPAA, with powers to decide any matter pertaining to the Association. The General Body shall;

a. make, alter or repeal any rule affecting the Association.

b. remove, re-organise or constitute any executive committee

c. promote the academic efficiency of high professional standards,

d. promote solidarity and integrity of the scientific/teaching community, and adopt all means for achieving the purpose.

e. make rules for efficient working of the GDCPAA, funds or any other matter that may be deemed necessary,

f. welcome or bid farewell to the new recruits or retiring of scientists/ teachers.

7.2 The executive committee shall be the executive authority of the Association and shall be represented by the president. The executive committee shall be responsible to the General Body of the Association.

7.3 The affairs of the association shall be managed by the Executive committee and shall exercise all the powers, enjoy all the privileges and perform all the duties pertaining to the association except which are expressively directed to be done by the General Body. The executive body shall have no powers to frame, alter or repeal bye-laws of the Association.

7.4 The Executive Committee shall have powers to appoint committees and sub-committees for different purposes in pursuance of the objectives of the Association.

7.5 The Executive Committee may represent any matter affecting the interests of the association or the profession to the College Authority, Government or any other body or authority.

7.6 Issue bulletins; publish journals or any other publications bearing on the well-being and interests of Alumni endeavours.

**ARTICLE- 8**

**8.1 Powers of President**

The president shall

1. Be the chairman of the Association
2. Have the right to preside at the general body meetings
3. Guide and control the activities of the Association
4. Regulate the proceedings of the meetings and interpret the bye-laws.
5. Assign the duty (ies) and responsibility (ies) to other office bearers and committee members in consultation with the Executive Committee.
6. Be authorized to sanction an expenditure of Rs. 10,000/= at a time to meet exigencies and shall get it ratified by the Executive Committee at its following meeting. The expenditure more than 10,000/= will have to be ratified by General body.
7. have the power to cancel membership of any member who ceases to be the scientist/teacher by way of retirement, resignation, removal or discharge
8. nominate the chairman of the sub-committee after consultation with the Executive Committee.

**8.2 Powers of Vice-President**

The Vice-President shall

1. act as chairman of the meetings in the absence of the President,
2. shall preside over the meetings of the subcommittees.

**8.3 Powers of General Secretary**

The General Secretary shall

1. Be In-charge of the office of the Association,
2. Conduct required correspondence,
3. Be responsible for maintaining office records, organize meetings of the General Body and executive Body, conferences, lectures, demonstrations etc.
4. Maintain a correct and up-to-date register of all the members of Association.
5. Record the minutes of the meetings,
6. Ensure safe custody of all books/records of the Association,
7. Be responsible for the Executive Committee for discharge of all duties that may be assigned by it,
8. Prepare and present the annual report to the General body after approval of the Executive Body,
9. Have power to spend at a time an amount not exceeding Rs. 5000/= Which be got ratified by the executive Committee.

**8.4 Powers of Secretary**

The publicity secretary shall

1. Give publicity to the activities of the Association
2. Have an imprest amount of Rs. 3000/= as an advance to meet the exigency
3. Assist the treasurer in collection of monthly subscription.

**8.5 Powers of Treasurer**

The Treasurer shall

1. Maintain all financial records and expenditures. He/she will operate the funds as per the directives of the executive Committee
2. Shall receive all money due to the Association and make all payments on behalf of the Association. He/she may seek the assistance of any member in this regard.
3. Shall place before the Executive Committee a statement of receipts and expenditures from time to time.
4. Shall place before the General Body the statement of accounts of the year after approval of the Executive Committee.
5. Have an imprest amount of Rs. 2000/= at the disposal to meet exigency.
6. Sign all receipts and withdrawals jointly with the President and Patron.

**Article 9**

**COMMITTEES**

**1.** There shall be standing committees on:

a) College Development

b) Student welfare

c) Finance

d) Continuing Education and Extension Education

e) Alumni clubs and Reunions

f) Elections and Constitutional Matters.

2. The executive committee may, in addition to the above mentioned committees appoint any other committee for specific purpose(s).

3. Each of the Standing committee shall be nominated by the Executive Committee for a period of one year

4. Each standing committee shall consist of a minimum of three members of whom one should be a member of the executive committee.

5. All committees mentioned above, except (f) shall be chaired by vice president and for (f) may elect its own chairman.

6. Senior member of each standing committee nominated by General Secretary shall function as secretary of each committee. In addition to that General secretary shall be the member of the standing committee mentioned in 1(f) and also Treasurer shall be a member of standing committee mentioned in1(c).

**Article 10**

**Alumni Clubs, Regional Chapters and Faculty – Alumni Association**

1. Alumni Clubs, regional chapters and faculty-alumni association may be formed with the concurrence of executive committee, as provided for in the bylaws under this constitution.
2. All activities of same may be coordinated by the association and all annual reports should be submitted by its chairman or the secretaries to the association for further consideration.
3. 25 % of the membership fee collected by any alumni club/regional chapters/faculty alumni association shall be remitted to the account of the association.

**ARTICLE- 11**

**Executive Committee Meeting**

11.1 A meeting of the Executive Committee shall be convened:

a) As and when the President deems it necessary

b) On the receipt of a requisition by the General Secretary addressed to him by not less than one third of the members

11.2 The committee shall hold meetings as and when necessary but not less than six times a year (once in two months)

11.3 The quorum for the meeting shall be two-third of the Executive members, essentially President and/or General Secretary.

11.4 Any meeting may be adjourned by the chairman if the members desire so.

11.5 The decision of the chairman shall be final in respect of any matter arising during the meeting

11.6 Four days’ notice shall be given to all the members regarding the venue, date and time, and as far as possible the agenda of the meeting, except where the exigency warrants.

11.7 Minutes of the meeting shall be kept by the General Secretary and shall be confirmed at the next meeting.

**ARTICLE-12**

**General Body Meeting**

12.1 The General Body shall meet at least twice a year (Preferably April and September) on prior notification by the General Secretary or any other person authorized in this behalf.

12.2 Members wishing to bring up any matter in a General Body meeting shall give full and detailed notice of the same to the General Secretary at least one week prior to the meeting.

12.3 Fifteen days’ notice shall be given to all members of the date, venue, and time and if possible the agenda of the general body meeting.

12.4 The quorum of the General Body meeting shall not be less than one-half of the total membership

12.5 In the absence of the quorum the meeting shall be adjourned by fifteen days to be held at same time and shall be considered duly constituted irrespective of the number of members attending.

12.6 The General Secretary shall call the Special General Body meeting of the Association within fifteen days of the receipt of written request from not less than one-fourth of the membership. The request shall state the purpose of meeting. Date, time and venue shall be decided by the Executive Committee.

12.7 A General Body meeting alone shall be competent to:-

a/ make, alter or repeal any rule affecting the objectives of the Association

b/ consider any special case, appeal against the decision of the executive committee.

c/ remove, re-organize or constitute an executive committee

d/ decide about the investment or withdrawal from the reverse fund.

e/ decide on the expulsion of a member,

f/ re-admit the expelled member on such conditions decided by the General Body,

g/ extend/seek/withdraw support to other association(s) for achieving the objectives as per the bye-laws of the Association.

12.8 General Body meeting convened in the month of April may be named as Annual Conference. The following business shall be transacted in the annual Conference

a/ Adoption of the minutes of the previous general body meeting

b/ Adoption of the annual report submitted by the General Secretary

c/ Adoption of the statement of accounts of the previous year by the treasurer .

d/ Address by the President

e/ Election of the executive committee.

f/ All non-members attending the conference shall have the right to take part in all
 the proceedings but shall have no power to vote.

g/ May fix the day for annual day function.

**ARTICLE-13**

**Annual Function**

13.1 An annual function may be held for the following purposes:

i/ the Alumni/professor/toper student of the college who has/have retired/performance during the year shall be honoured for his/her services to the Association.

ii/ To recognize the achievement (s) of a scientist/teacher during the year.

iii/ The GDCPAA shall organize seminar (s) for promotion of academic excellence. Provided that the topic (s) for such seminar (s) is notified by the General Secretary one month before the Annual Day Function.

**ARTICLE - 14**

**FINANCIAL MATTERS: SOURCE OF INCOME**

14. 1. The Executive committee may authorise any officer or any agent of the Association to enter into any contract and execute and deliver thereof any instrument on behalf of the Association.

14. 2. All funds of the Association shall be credited to the bank Accounts of the association, as the Executive committee may deem necessary from time to time.

14. 3. All kinds of payments or indebtedness issued in the name of Association shall be signed by Treasurer and President and Patron, for the same a written receipt shall be issued by the Treasurer.

14. 4However donations shall be minuted at the next Executive Committee meeting.

14. 5. A special fund to be known as the Alumni Association Endowment Fund shall be created and maintained by the Association.

14. 5.1(a) All pecuniary or monetary gifts made to the association

 (b) Such other funds as the Executive Committee may from time to time direct, shall be deposited in the Endowment Fund.

14. 5.2Any withdrawals from the Endowment fund shall be at the sole discretion of the Executive committee of the Association

14. 6. Expenditure from sources other than Endowment fund may be made by the Executive Committee.

**ARTICLE - 15**

**FISCAL YEAR AND AUDITING PROCEDURE:**

15.1. The fiscal year of the Association shall be from the 1st of April to 31st of March

15.2 The bi-annual statements must be collected from the concerned bank and audited by the executive council in addition to that Annual Accounts of the Association can be audited by a registered Auditor appointed at the Annual General meeting.

Any discrepancies in funds, executive council must form committee mandated with to find the reasons if any, for the same.

**ARTICLE-16**

**AUDITING**

16.1 The General Body may appoint an audit committee of two to three members for conducting annual audit of the accounts. Assistance from an accountant may be sought for the purpose if the need arises.

16.2 The audit committee shall have a right to demand the production of books, Accounts, concerned vouchers and other financial documents.

16.3 The audit committee shall send a copy of its report together with an audit copy of accounts to the General Body through the President.

16.4 The audit committee may conduct the assigned job annually or atleast once in two years.

**ARTICLE – 17**

**SEAL**

17. 1. The seal of the Association shall be the Seal engraved with the name and monogram of the Association and changes therein shall be decided through meeting

17. 2. The Seal of the Association shall not be affixed to any document except by the General Secretary, in presence of the president and in absence vice president thereof.

17. 3. The custodian of the Seal shall be General Secretary.

**ARTICLE – 18**

**AMENDMENTS**

Any amendment to the above mentioned guidelines shall require an approval of at least two-third of the full membership present at the Annual general Meeting /special Meeting but the proposed amendment draft shall be given to each member prior to at least one week .

**ARTICLE-19**

**No confidence motion**

19.1 The general body may be adopting a no confidence motion to remove the executive committee/any member at any time during the term for which he/she is elected.

19.2 The motion shall be moved by at least one half members duly signed and stating reasons for such motion, addressed to the General Secretary, GDCPAA.

19.3 The President shall convene a special meeting of the General Body within seven days from the receipt of such motion.

19.4 If the motion is against the President, Vice President is authorized to convene such meeting.

19.5 The General Body shall nominate any Alumni of the General Body as the Presiding Officer for the special meeting for the said purpose.

19.6 No confidence motion shall be debated in the house and shall be put to vote by the Presiding Officer through secret ballot.

19.7 The no confidence motion shall be deemed to be passed where the majority of the members, more than half, of the total membership endorse the motion.

19.8 Where a no confidence motion succeeds, the General Body shall nominate any permanent member of the house as a care taker.

19.9 Subject to the general supervision of the general body, the care-taker shall remain in office for a maximum period of two months. The general body shall elect a new executive within this period of time.

19.10 The care taker shall exercise all such powers as assigned by the General Body.

19.11 The general body shall appoint a Returning officer in the same meeting in which the care taker is appointed, to conduct fresh elections.

**ARTICLE-20**

**Elections**

20.1 The elections of executive committee shall be held by the method of ballot on the Basis of single non-transferable vote on date, time and venue fixed by the Returning officer.

20.2 The Returning Officer and such other election officer/s shall be appointed by the two-third majority of the general body present, from the members other than a contestant.

20.3 Returning officer shall publish a list of members which will be the voter list.

20.4 The returning officer shall invite nominations for posts on a prescribed form within fifteen days from the appointment.

20.5 The nominations of office bearers shall be sent to the Returning Officer within fifteen days from the date of publication of calendar of events of elections.

20.6 No member of the association is eligible to fill nomination for more than one post in the executive committee, nor to propose more than one nominee for the same post.

20.7 Returning officer shall entertain the postal/electronic vote of a member provided it is on a prescribed ballot paper and with prior permission of the Returning Officer, and shall be received on/upto the date of voting.

20.8 All the ballot papers will be opened, counted and the result declared by the Returning officer on the date of election in presence of contestants or their representatives.

20.9 The Returning Officer shall publish the results of the elections on the valid votes secured by each contestant.

20.10 Certificate of election along with the ballot papers are to be kept in the custody of the Returning officer for two months and later disposed off.

20.11 In all matters pertaining to elections the decision of Returning officer shall be final.

**ARTICLE-21**

**Term of office**

21.1 The executive committee, after being elected shall ordinarily hold the office for a period of two years commencing from the date of notification issued by the Returning officer;

Provided that the executive committee shall continue to hold the office notwithstanding the completion of their term of office till the new executive committee assumes office,

21.2 Notwithstanding anything contained in article 21.1 the executive committee may resign or be removed from office by no-confidence motion before the completion of the term.

**ARTICLE-22**

**Resignations**

16.1 The President may at any time by writing under his hand giving reasons, tender his resignation to the Vice President.

16.2 Any member of the executive committee other than the president may tender his/her resignation from office at any time to the President.

16.3 The President or the Vice president as the case may be shall forth with communicate such resignation to the general body for acceptance.

16.4 Where a vacancy is created in the office of the President, Vice President shall take over as the President and where a vacancy is created in the office of the General Secretary, the Publicity Secretary shall take over as Secretary. The General Body shall fill up the vacancy by an election through secret ballot as under article 20. Or by – a voice vote.

**ARTICLE – 23**

**DISPUTES**

(1) The Executive Committee shall appoint a lawyer that shall handle disputes and all other legal issues involving the Association.

**ARTICLE – 24**

**DISSOLUTION**

(1) The Association shall be dissolved by a resolution passed by not less than two thirds of active and subscribing members.

(2) If upon dissolution of the Association there shall remain any property whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to Government Degree College, Pulwama (Kashmir).

**ARTICLE - 25**

**Monogram**

The Association will have its own monogram with components signifying as

“Graduation Cap” Pass out students of the college

“Book” Studying Students

“Two Hands” Connecting Graduates

“Two Strips” Link among Alumni