

CONSTITUTION OF THE ALUMNI ASSOCIATION
UIET CSJM UNIVERSITY KANPUR
(To be Proposed on October 15, 2016)

1. Name, Emblem and Office

1.1 The name of this Association shall be Alumni Association, University Institute of Engineering and Technology, CSJM University Kanpur. Its short title shall be AAUIETK.

1.2 The emblem of the CSJM University Kanpur with the incorporation of abbreviated name of the Alumni Association, viz., AAUIETK shall be the Association's emblem.

1.3 The registered office of the Association shall be situated at UIET CSJM University Kalyanpur Kanpur – 208024.

2. Aims and Objectives

- To provide a forum to establish a link between the alumni, staff and students of the institute.
- To enable the alumni to participate in activities which would contribute to the general development of the Institute as well as members of the AAUIETK.
- To facilitate between institute and alumni the exchange of the recent information on scientific and technological developments occurring in academia and industry.
- To facilitate the placement of students of the institute with the help of its alumni.
- To further such other aims as the General Body may decide from time to time.

3. Organization

3.1 Patron

The Director of the University Institute of Engineering and Technology CSJM University, Kanpur shall be the ex-officio Patron of the association.

3.2 Membership

Any person meeting one of the following criteria shall be eligible to be a member of the Association.

- Persons who have received degree(s) awarded by the CSJM University after studying in

the Institute, herein referred to as the alumni, as Members and those who have paid the membership fee as defined elsewhere as Active Members.

- The students of the **prefinal** and final year of graduation in the Institute as Student Members.
- Such persons, to be decided by the Executive Committee, who may be of help in attaining the objectives of the Association as Invited Members for a period of one year. The Chairman, Students' Placement Office of the Institute shall ex-officio be an Invited Member.
- Faculty members of the Institute having more than three years of standing may become Members (Faculty) of the association for life on payment of life membership fees defined elsewhere.
- Past Directors and current **Head** of the Departments of the Institute shall be Honorary Members of the association for life.

3.3 Membership Fee

The Life Membership for the Active Members of the Association shall be **Rs 2000/-** and may be revised by Executive Committee time to time.

Faculty members enrolling as Members (Faculty) above shall be required to pay the same fee. All the other members shall be exempt from the Life Membership fee.

3.4 Meetings of General Body and Executive Committee

3.4.1 The General Body of the Association shall consist of all the members of the Association.

3.4.2 The General Body shall meet, at least once a year at a time and place in accordance with the recommendations of the by-laws committee.

3.4.3 The quorum for the General Body Meeting shall be **5% of total Active Members or twenty in number (whichever is higher)** Active Members. For those General Body Meetings which are to consider any constitutional change, the quorum shall be **10% of total Active Members or forty (whichever is higher)** Active Members.

3.4.4 At the Annual General Body Meeting, to be held between **January and March**, the Secretary shall present the Annual Report of the activities of the Association and the Treasurer shall submit the financial and audit reports.

3.4.5 The time of the Annual General Body Meeting shall be announced to its members at least **one** month in advance.

3.4.6 The quorum of meetings of Executive committee will be **four** voting members

3.4.6 Any **three** members of the Executive Committee can demand for a meeting of the committee by sending written (electrically or on paper) request to the secretary.

3.5 Executive Committee

The Executive Committee consisting of the following shall be in over-all charge of the Association.

3.5.1 President

The President shall be an alumnus/alumna of at least **five** years standing. He/she shall preside over the Executive Committee and General Body Meetings.

3.5.2 Vice President

The Vice President shall be an alumnus/ alumna of at least **five** years standing. He/ she shall discharge the duties of the President during his absence.

3.5.3 Secretary

The Secretary shall be an alumnus/alumna of at least **three** years standing. He/she shall look after the day to day affairs of the Association. He/she shall convene meetings of the executive committee and shall be responsible for execution of decision taking by the committee and the general body. He/she shall maintain the minutes of the executive committee and general body meetings.

3.5.4 Treasurer

The Treasurer shall be an alumnus/alumna of at least **three** years standing. He/she shall be responsible for financial affairs of the Association. He/she shall be in charge of collection of membership dues and donations to the Association. He/she shall be in-charge of the payment of bills passed by the Secretary. He/she shall make all records available for the scrutiny to the auditor

3.5.5 Members

- There shall be **three** members of the executive committee. The members shall be the alumni of the institute. They shall carry out duties assigned by the secretary from time to time.
- The Executive Committee may **nominate up to four members** for any specific purposes. Such Nominated Members shall be invited to the meetings of the Executive Committee but shall have no voting rights. The immediate past Secretary shall be co-opted to the Executive Committee if he is not already a member in some capacity.
- In the event of a member of the Executive Committee resigning or not being available for the rest of the term, the other members of the Committee shall **appoint another member**. The member so appointed shall hold office with full duties and privileges as an Appointed Member.

3.6 Elections

- All active members of the association shall have the right to vote, propose, second or be a candidate for the elected positions of the executive committee.
- The secretary and treasurer of the executive committee shall be amongst the active members who are alumni and **preferably be the employees of the institute**.
- Elections shall be conducted by the outgoing executive committee in the annual general body meeting to be held between **January and March** of even numbered years.

3.7 Term

The term of the executive committee shall be about **two** years. The outgoing executive shall hand over charge to the incoming Executive within fifteen days of the elections.

3.8 Affairs and Programs

- The affairs of the association shall be managed by the Executive Committee with **transparency and in democratic manner**.
- The Executive Committee shall have the power to incur expenditure necessary to achieve the aims and objectives of the Association.

- The Association will be responsible to its members and the Institute for timely elections and regular meetings as mentioned in this constitution.
- The Association will make available the important information, decisions and minutes of meeting to all its members through email and publish them on its own or institute website.
- The Association shall publish a periodical newsletter or magazine in printed or electronic form and make it available through its own website or through Institute website.
- The Association will organize programs, conferences and seminars to attain the aims and objectives of the Association.
- The Association will contribute to the education of students of the Institute by instituting Scholarships for students and Chairs for faculty members.

3.9 Funds

3.9.1 Money raised from membership fee, donations, subscription and professional activities like lectures, workshop, seminar etc. shall constitute the income of the Association.

3.9.2 The funds of the Association shall be invested in such banks or in such authorized securities as may be decided by the Executive Committee and shall be operated jointly by the Treasurer and Secretary. All the withdrawals will be authorized by the President or Vice President.

3.9.3 The accounts of the Association shall be subject to Annual Audit by a Registered Chartered Accountant appointed and duly paid by the Association.

3.10 Amendments

3.10.1 Suggestions for amendment of the Constitution signed by at least ten active members shall reach the Secretary in writing on paper or through email at least one month prior to the Annual Meeting.

3.10.2 The Secretary shall circulate these suggestions to all the members at least one month before the Annual Meeting, where the amendments are to be discussed.

3.10.3 No amendment of the Constitution or its by-laws shall be made except by the vote of at least two-thirds of the Active Members present in Annual Meeting of the General Body or Electronic voting of 50% of the total Active Members.

BY-LAWS OF THE ALUMNI ASSOCIATION UIET KANPUR

(To be Proposed on October 15, 2016)

1. Membership Fee

1.1 Date of payment

The full installment of the Life Membership must be paid at least 10 days before the commencement of the Association's fiscal year.

2. Membership rights

All Active Members shall be entitled to receive copies of all announcements and publications of the Association and shall be eligible to be beneficiaries of any scheme of Assistance administered by the Association.

3. Liabilities

No member or an employee of the Association shall be personally liable for the debts, liabilities or obligations of the Association incurred by his activities on behalf the Association. This shall not apply in respect of such action in which he is finally adjudged by suit or proceedings to have been derelict in the performance of his duty on behalf of the Association nor in respect of action resulting from willful disobedience of the law, bad faith or gross negligence.

4. Meetings

4.1 Place

Annual General Body Meetings of the Association shall be held, unless decided otherwise the Executive Committee, at CSJM University Campus, Kanpur.

4.2 Time

The time of Annual General Body Meeting shall be notified by the Secretary as decided upon by the Executive Committee.

4.3 Special Meetings

Special Meetings of the General Body to consider specified business may be called by the President. Such meetings may also be requisitioned by at least **50 or 5%** of the Active Members whichever is higher by written request to the Secretary, such requests being made at least 30 days in advance of the proposed date of the special

General Body Meeting. The business of special meeting shall be confined to the specific matter for which it is called and no other matters will be allowed to be raised.

4.4 Voting

In addition to voting by members present in the General Body Meeting, any matter, that requires a voting by the General Body of alumni, may also be done by secure e-mail and/or postal voting.

The tally of the e-mail and postal votes will be taken in advance but will be publicly revealed by the President/Secretary just after taking the vote of the members present in the GBM.

4.4.1 Passing of a motion shall require a minimum of **50** votes to be polled. All motions shall be deemed to be passed if supported by a simple majority.

4.4.2 For the consideration and voting by the General Body in the forthcoming Annual General Body Meeting (AGBM), to be held between January and March, any member of the General Body may propose a motion either by post or electronic mail. All such motions shall require seconding by at least 10 other members. For being considered in the forthcoming AGBM they shall be required to be proposed by the immediately preceding **November 30**.

4.3.3 The Executive Committee shall be empowered to propose motions at any time of the year for the consideration and voting by the General Body. However, all motions proposed by the Executive Committee shall require a notice of at least **30 days** before they are put up for voting by the General Body.

(For voting during elections alterations to 5.2.1 will be as corollary of the above).

5. Election of Executive Committee

5.1 Election Officer

The Executive Committee shall appoint **60** days in advance of the date of election an Election Officer. The Election Officer shall be responsible for receipt, scrutiny, acceptance and display of nominations, the acceptance of withdrawals and the actual conductance of the elections under the superintendence of the Executive Committee.

5.1 Nominations

5.1.1 Invitation

Nominations shall be invited, on prescribed forms by the Secretary, at least **two** months in advance of the AGBM of the year, by the General Circular to all Active Members/Section.

5.1.2 Due Date

Nomination will close one hour after the end of the Registration on the date of commencement of the Annual General Body Meeting (AGBM).

5.1.3 Method

Every nomination shall be duly proposed and seconded by Active Members and written consent of the Nominee shall be submitted along with the Nomination.

5.1.4 Display

Valid nominations shall be displayed at the venue of the AGBM on the opening day.

5.1.5 Withdrawal

Nominations may be withdrawn till 4 p.m. on the opening day of the AGBM.

5.2 Voting

5.2.1 Method of Voting

Voting shall be by secret ballot to be held on the closing day of the AGBM of the year.

5.2.2 Entitlement

Each Active Member shall be entitled to a single non-transferable vote for each of the four posts of President, Vice President, Secretary and Treasurer and one vote for Executive Committee Member.

5.3 Eligibility for Re-election

No person shall be eligible to be re-elected to the same office under the Association for more than **two** consecutive terms.

6. Notification of Activities

All activities of the Association, which are of General interest, shall be conveyed to all Active Members at their last known contact email/phone/ address. However, where sections exist, notification to the section shall be deemed to suffice notification to its affiliated members.

7. Fiscal Year

The Association fiscal year will be from **January 1 to December 31**.

8. Proposals for Amendment to By-Laws

8.1 Proposals for amendments to by-laws may be made, as and when necessary by any Active Member.

8.2 The Executive Committee is empowered to amend any of these by-laws, provisionally, pending approval by the General Body. At least **five** members of the Executive Committee should approve the amendment before it is incorporated in the by-laws. These approvals can be by **e-mail** also.

8.3 All such provisional amendments shall be notified to Active Members within a month of the decision of the Executive Committee through email/website.
