

ALUMNI ASSOCIATION PFUTSERO
GOVERNMENT COLLEGE

Constitution

MEMORANDUM

Name:

“Alumni Association, Pfutsero Government College, Pfutsero (PGCP)” hereinafter referred to as Association.

The Registered Office:

The registered office of the Association shall be located at the Pfutsero Government College, Pfutsero (PGCP) (Phek).

Jurisdiction:

The Association shall have jurisdiction all over the world wherever Pfutsero Government College Alumni reside.

The Aims and Objectives:

- a) To promote and foster mutually beneficial interaction between the Alumni and the Alma Mater.
- b) To encourage the Alumni to take abiding interest in the progress and development of the Alma Mater.
- c) To generate a corpus at Pfutsero Government College, Pfutsero for creating better residential /educational/recreational facilities for the Community.
- d) 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;
- e) To exchange professional knowledge by means of technical conferences, seminars, workshops & training courses.
- f) To offer expertise, effort and/ or financial resources to assist not-for-profit organizations dedicated to college development, and thereby contribute to the well-being of society.
- g) To undertake activities of nation building including those of charitable nature.
- h) To undertake all such lawful activities as are conducive to the attainment of the above objectives.

Rules and Regulations**1. Definition**

- 1.1. "The Association" means the Alumni Association, Pfutsero Government College, Pfutsero (PGCP).
- 1.2. The Institute and/or PGCP mean Pfutsero Government College, Pfutsero.
- 1.3. The "General Body" means the General Body of the Association.
- 1.4. The "Executive Committee" means the Executive Committee of the Association.
- 1.5. Alumnus means an ex-student who has obtained a degree/diploma from Pfutsero Government College, Pfutsero.
- 1.6. An "honorary member" means any person other than an Alumnus, who has been elected by the General Body of the Association
- 1.7. The financial year of the Association shall be reckoned from 1st April to 31st March of the following year.

2. Patrons

- 2.1. The Association may have Patrons as approved by the Executive Committee, provided that a patron shall be an out-standing professional or a social worker. Such an appointment shall be made for a period of one year.
- 2.2. The Principal shall be an ex-officio Patron of the Alumni Association.

3. Membership, Termination, Member Obligations and Rights.

3.1. Membership

- 3.1.1. Any student who successfully obtains any degree from the Pfutsero Government College, Pfutsero (PGCP), automatically becomes a Life member of the Association from the date of issue of the Result Notification granting the said degree on payment of the appropriate membership fees as described in Clause 3.1.3.
- 3.1.2. Any ex-student, member of the staff or ex-member of the staff (Teaching and Non-Teaching) of the Institute who does not fulfil the above condition as in 3.1.1 but who, on the recommendation of the Executive Committee, is admitted by the Association on payment of the appropriate membership fees as prescribed in Clause 3.1.3.
- 3.1.3. The membership fee in respect of all the members defined in Clause 3.1.1 and 3.1.2 would be decided by mutual discussions between the Institute and the Association from time to time.

3.2. Termination of Membership The executive committee may cease any individual's status as a member under any of the following circumstances:

- 3.2.1. Death and Criminal Conviction: If he/she dies, or is convicted of a criminal offence involving moral turpitude.
- 3.2.2. Expulsion due to Misconduct per Rules: The Executive Committee 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/her conduct.
- 3.2.3. Appeal of Expulsion: Any member thus expelled can appeal to the executive committee and to the patron for reconsideration of expulsion with justification.

- 3.3. **Honorary Member:** The Association, in the General Body on the recommendation of the Executive Committee, may elect any person connected with the Institute or the Association, who is likely to promote the interests of the Association, as an Honorary Member for two years.

3.4. Membership Obligations and Rights

- 3.4.1. Member Rights: Members are eligible to use the services of the Association's office, receive publications and newsletters of the Association, exercise their vote in General Body Meetings, register on the Association website, attend alumni meetings and events, receive annual reports, and participate in Association activities.
- 3.4.2. Membership Benefits: Members can avail services and initiatives offered from time to time by the Institute and Association to alumni, which may include use of facilities at the Institute or elsewhere. For availing the benefits, the member must

have the Alumnus ID card issued by the Association with him/her, given at the time of registration.

- 3.4.3. Member Obligations: Members are expected to conduct themselves in line with the rules and regulations of the Association while representing Pfutsero Government College, Pfutsero Alumni Association and participating in the Association activities.

4. Organization of the Association

- 4.1. General Body - There shall be a General Body of the Association consisting of all members.
- 4.2. Executive Body - There shall be an Executive Committee to manage the affairs of the Association.
- 4.3. Local Chapters - There may be Local Chapters of the Association anywhere.

5. General Body

- 5.1. The General Body of the Association shall hold an Annual General Body Meeting at least once a year.
- 5.2. A notice of at least 21 days shall be given to the members before convening a General Body Meeting.
- 5.3. The Secretary shall upon being requested in writing by the Executive Committee or by at least 15 members of the Association, call an Extraordinary General Meeting (EGM) for which at least 15 days' notice along with agenda shall be circulated to all the members.
- 5.4. 40 members present in person shall form a quorum for any meeting of the General Body. If the meeting is adjourned after 15 minutes for want of quorum, the meeting shall again take place after 30 minutes of adjournment to transact the same business and the members present shall form the quorum.
- 5.5. The duties of the General Body shall be:
 - 5.5.1. To set guidelines for the Executive Committee so as to achieve the aims and objectives of the Association.
 - 5.5.2. To consider and adopt the Annual Report and Audited Accounts of the Association.
 - 5.5.3. To appoint Auditors.
 - 5.5.4. To appoint legal advisors, if any.
 - 5.5.5. To honour the distinguished Alumni.
 - 5.5.6. To elect Executive Committee.
 - 5.5.7. To transact any other business with the permission of the President in Chair.
- 5.6. All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of vote, the President in Chair shall have the casting vote.
- 5.7. Returning officer for the elections will be appointed by the Executive Committee who will conduct the election process. The guidelines for conducting the election will be decided by the Executive Committee.

6. Executive Committee

- 6.1. The Executive Committee shall consist of: President, Vice-President, General Secretary, Assistant General Secretary, Finance Secretary, Women Coordinator, Banker/Treasurer, Statistical Secretary, Publicity & Information/Media and Staff Advisor.
- 6.2. Election of the Executive Committee:
 - 6.2.1. All Executive Committee except the Founding Members shall be elected/nominated from amongst the Members.
 - 6.2.2. The President shall be nominated by the outgoing Executive Committee from amongst the eminent Alumni.
 - 6.2.3. Other members shall be elected by the General Body.
 - 6.2.4. In the eventuality of any seat left vacant, the Executive Committee will have the power to co-opt members to fill the vacancies.
 - 6.2.5. The procedure for election of the office bearers of the Association shall be regulated according to the Bye-laws of the Association.
 - 6.2.6. Each passing out Batch shall nominate one Batch Specific Member, to act as a representative of the complete graduating batch. The Specific Member nominated by the batch will be a central contact point between the Association. At a time, Batch Specific Members for latest 3 consecutive batches shall be appointed and shall remain active.
 - 6.2.7. No elected/ nominated office bearer shall hold office for more than three consecutive years except under exceptional circumstances approved by the Executive Committee.
 - 6.2.8. Returning officer for the elections will be appointed by the Executive Committee who will conduct the election process.
- 6.3. The Executive Committee will meet ordinarily every quarter, but the Secretary with the permission of President, can call an emergency meeting at any time.
- 6.4. A notice of 15 days shall ordinarily be given to members for convening an emergency meeting.
- 6.5. The quorum for the Executive Committee meeting shall be five. In case, there is no quorum, it shall be adjourned and reconvened after 15 minutes, the number of members present will form the quorum.
- 6.6. The Executive Committee shall have all the powers with regard to management and promotion of objectives of the Association according to directives, if any, of the General Body.
- 6.7. The Executive Committee shall approve the budget for the following year.
- 6.8. The Executive Committee shall frame Bye-laws in accordance with Rules and Regulations, which shall be ratified by the General Body later on.
- 6.9. All Executive Committee shall normally hold office for one year.

7. Local Chapters

- 7.1. The relationship of the parent Association with the Local Chapters will be governed by byelaws of the Association.
- 7.2. The Executive committee may recognize a Local Chapter of the Association in any city.
- 7.3. The Local Chapters should normally hold activities pertaining to their jurisdiction only. The jurisdiction of Local Chapters will be defined by the parent body from time to time.

7.4. Local Chapters will take prior approval of the parent body before organizing events of regional/national/global nature involving members beyond their jurisdiction.

8. Responsibilities and duties of the office bearers

8.1. **President:** The President shall preside over Executive Committee and General Body meetings. The President shall have all the powers for the management and promotion of the objectives of the Association. He/she shall have emergency powers to make any decision in the interest of the Association.

8.2. **Vice President:** The Vice President shall act as the President, in the absence of the President. He/she shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

8.3. General Secretary:

8.3.1. Any two from amongst the President, Secretary and Treasurer shall operate the funds of the Association subject to general approval of the Executive Committee.

8.3.2. The Secretary shall be responsible for the maintenance of the records of the Association.

8.3.3. The Secretary shall attend to all the activities as approved by the Executive Committee.

8.3.4. The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications and souvenirs of the Association.

8.3.5. After holding Annual General Body Meeting, the Secretary shall file the following information with the Registrar of societies:

- i. List of names addresses and occupation of the members of the Executive Committee
- ii. An annual report of the previous year
- iii. Certified copies of the balance sheet and the auditor's report.

8.4 **Assistant General Secretary:** The Assistant General Secretary shall act as the General Secretary, in the absence of the General Secretary. He/she shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

8.5 **Finance Secretary:** The Finance Secretary in coordination with the Executives will held responsible for generating funds for the Association. He or she will keep a record of all the funds deposited to Treasurer or Banker.

8.6 **Woman Coordinator:** The Woman Coordinator will coordinate the female Alumni in active participation for the upliftment of women in the college. If necessary, she will initiate and organise programmes relating to women issues, inequalities etc.

8.7 **Treasurer/Banker:** The treasurer shall keep the books of accounts of the Association. He/she will collect all dues and claims on behalf of the Association and assist the President and Secretary in ensuring that budgetary grants are correctly utilized. In addition, he/she will liaise with the bankers and the Auditors of the Association.

8.8 **Statistical Secretary:** He or she shall maintain and keep a record about the membership of the Association.

8.9 Publicity and Information Secretary:

8.9.1 He or she shall inform all the members concerning upcoming, ongoing activities.

8.9.2 Publish on social Media about the various reports/activities of the Association.

8.9.3 Notify the meetings (General body, Emergency) venue and times.

8.10 Staff Advisor:

8.10.1 He or she shall act as a mentor for the Association.

8.10.2 He or she shall act a mediator or chief link between the college and the association.

8.10.3 He or she shall coordinate with the association and organize programmes like seminars, workshop, career guidance etc in imparting and directing students achieve their goals.

9. Amendments:

9.1. Any provision of this constitution can be amended by a two-thirds majority of those alumni members present and voting in General Body Meeting.

9.2. Notice of the proposed amendments shall be furnished to the Secretary at least 42 days before the date at which it is proposed to consider the amendments. Such a notice will contain details of the Rule (s) desired to be amended, the proposed text of the changed rule and the reason for seeking the amendment. The latter is meant as a guide for any deliberation at the General Body Meeting.

9.3. Upon the receipt of a requisition for amendment the Secretary shall issue notice to every member for the meeting, at least 21 days before the scheduled date. Mandate for amendments can be sought by circulation or e-mode also in the eventuality of non-availability of sufficient members in GBM.

9.4. Bye laws will be framed by the Executive Committee and can be amended by the Executive Committee.

10. Finances and Accounts

10.1. The Association shall raise funds for pursuing the objectives of the Association through:

a) The membership fee will be collected by the institute at the time of admission to the 6th Semester.

b) Money donated by the well-wishers.

c) Any other source approved by the Executive Committee.

10.2. The accounts of the Association shall be maintained in Alumni Registered Bank Account into which all subscriptions, donations and other income shall be credited.

10.3. Financial year of the Association shall be from April 1st to March 31st of the following year.

10.4. Withdrawals from the invested funds shall be made only with the approval of the Executive Committee to be ratified by the General Body later on.

11. **Audit of Accounts:** The accounts of the Association shall be audited once a year by a Chartered Accountant or an equivalent Institute representative, to be appointed by the Audit Committee.

12. **Suit and proceedings by and against the Association:** The Association may sue or be sued in the name of Secretary.

12.1. No suits or Proceedings shall fail by reason of any vacancy or change in the holder of office of the Secretary.

- 12.2. Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the persons or the property of the President, Secretary or any Executives.
- 12.3. Nothing herein shall exempt the President, Secretary or other office bearers of the Association from any criminal liability under the act or entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him on conviction by the criminal court.
- 12.4. No member of the Association may be sued or prosecuted by the Association except for any injury or loss damage, detention or destruction of any property of the Association.

13. Records of the Association

- 13.1. The following records shall be maintained by the Association:
- a) Electronic Database of all the members along with their contact details.
 - b) Minutes of the Executive Committee Meetings.
 - c) Minutes of the General Body Meetings.
 - d) Stock Register of non-consumable and consumable items.
 - e) Cash Book and Ledger.
 - f) Receipts and vouchers.
 - g) All publications, reports and souvenirs of the Association.
 - h) All documents as required by law under Societies Regulation Act 1860.
 - i) Any other relevant record.
- 13.2. These records shall include details of all sums of money received and the sources thereof, and all the sums of money spent and the purpose.
- 13.3. Every member of the General Body shall have the right of inspection of records of the Association during the office hours.
- 13.4. The weeding out of the archival records will be done in accordance with the rules of the Institute.

14. Winding up of Association

The winding up of the Association shall be carried out as per section 13 & 14 of the societies Regulation Act 21 of 1860. Bye-Laws

Procedure of Election

- Vice President, Treasurer and members of the Executive Committee shall be elected in the Annual General Body Meeting or by means of an online election through simple majority of votes.
- A notice of the General Body Meeting may be served on any member either personally or by sending it through ordinary post, or through newspaper advertisement or through electronic mode.
- It shall be the duty of a member to keep the Association informed about his/her current address so that proceedings of the Association activities and meeting notice could be sent to him/her.