

## North Eastern Hill University Alumni Association, Shillong, Meghalaya

### The Constitution

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#### **Article 1: Definition**

*Association:* means “North Eastern Hill University Alumni Association” with its acronym as NEHAAA.

*Head Office:* The Head office of the Association shall be located within the campus of the North-Eastern Hill University, Shillong 793022, Meghalaya

*University:* means the “North Eastern Hill University”

*Member:* means the member of the Association, who has been bona fide student of the North Eastern Hill University

#### *Alumni*

(i) All ex-students who have passed a minimum of two year duration course of a degree offered by the North-Eastern Hill University (excluding students from the affiliated colleges).

(ii) Recipients of the Honorary Degree from the North-Eastern Hill University.

*General Assembly:* means the assembly of members of NEHUAA

*Executive Committee (EC):* means an executive body of the thirteen elected members of the Association comprising a President , two Vice-Presidents, a General Secretary, a Joint Secretary, a Finance Secretary and eleven Executive Members. The Vice Chancellor, NEHU shall be Ex-Officio Adviser without voting right.

### *Constitution*

This document is the Constitution of the North-Eastern Hill University Alumni Association, the provision for which is stipulated under Statute 40 of the NEHU Act & Statutes, 1973

### **Article 2: Seal and Logo**

The Association shall have

- (i) Its own official Seal and Logo
- (ii) Seal of the President
- (iii) Seal of the General Secretary
- (iv) Seal of the Finance Secretary

### **Article 3: Mission and Objectives**

*Mission:*The develop and maintain active alumni interaction.

The motto of the Association shall be “*Beyond Horizons*”. The Logo is as depicted below:

*Objectives:*

- (i) To promote and foster networks and meets of the Alumni;
- (ii) To institute various scholarships /awards/prizes for furthering useful research
- (iii) To design and conduct programmes for the upliftment of society at large.
- (iv) To generate funds for various activities of the Association

## **Article 4: Membership**

### *Membership:*

- (i) Eligibility for membership shall be decided by the Executive Committee after receiving filled-in prescribed application form along with proof of degree received from the University, and payment of membership fee.
- (ii) Only a former student of the University who has successfully completed study shall be considered for membership.
- (iii) The Principal membership of the Association shall be as the “Life Member”.
- (iv) The on-payroll teachers of the University who are not the Alumni of the NEHU shall be eligible to be the “Associated Member” of the Association on furnishing prescribed application form and on payment of fee as prescribed for Life Membership. The Associated Member shall not have voting right in any assembly/ meeting of the Association and shall not qualify to contest any election or be a member of the Executive Committee.
- (v) The students of the University may be offered an opportunity to get enrolled with the Association till completion of their study in the University. The enrollment of the student shall be decided by the Executive Committee. On successful completion of study, the enrolled students shall be eligible to apply for life membership of the Association.

### *Membership fee:*

The Membership fee of the Association shall be:

- (i) INR 500 for the Indian nationals residing in India
- (ii) USD 25 for Indian nationals residing outside India and all other nationals.

### *Disqualification of Membership*

The Executive Committee shall have the right to disqualify any member without prior notice, but with reason stated for disqualification communicating to the member.

## **Article 5: Executive Committee**

The Executive Committee (EC) shall be constituted through the process of election by the members of the Association. The election process is detailed in Article 8.

The Executive Committee shall consist of thirteen members:

1. President
2. Vice-Presidents (two)

3. General Secretary
4. Joint Secretary
5. Finance Secretary
6. Executive Members (seven)

The Vice-Chancellor of the University shall be the ex-officio Adviser of the Association.

#### **Article 6: Power and Functions**

The Executive Committee shall

- (i) engage into meeting the objectives of the Association and manage its overall activities.
- (ii) apprise the General Assembly of the activities of the Association.
- (iii) constitute sub-committee(s) for specific purposes as and when required.
- (iv) finalized Annual Report (Administrative and Financial) and place it before the General assembly for Approval.
- (v) authorized General Secretary to incur expenditure.
- (vi) constitute the Election Committee before expiring of the tenure of the current Executive Committee.
- (vii) appoint an Auditor to audit the annual accounts of the Association.

#### *President*

The President shall

- (i) supervise and coordinate the activities of the Association in general.
- (ii) officially represent the Association or designated a representative from among the Executive Committee.
- (iii) approve agenda items for the meetings of the Executive Committee and the General Assembly.
- (iv) chair the meetings of the Executive Committee and the General Assembly.
- (v) be the final deciding factor in an event where a resolution is not reached by voting.
- (vi) authorize use funds of the Association as per budget approved by the General Assembly.

### *Vice President*

The Vice President shall

- (i) supervise and coordinate of the Association in general.
- (ii) exercise the powers and perform the duties of the President in the absence of the latter.
- (iii) initiate the establishment and organization of Alumni Chapters, e.g., Tura Campus, etc.
- (iv) coordinate activities of the Alumni Chapters.

### *General Secretary*

The General Secretary shall

- (i) perform all administrative duties of the Association.
- (ii) maintain the seal of the Association and of the General Secretary.
- (iii) operate Bank Account of the Association jointly with the Finance Secretary.
- (iv) have the authority to incur expenditure as sanctioned.
- (v) be the custodian of records, registers and property of the Association.
- (vi) convene meetings of the Association and circulate the Minutes of the meetings.
- (vii) prepare the Annual Report of the Association.
- (viii) be the Public Relations Official of the Association.

### *Joint Secretary*

The Joint Secretary shall

- (i) assist the General Secretary in activities of the Association.
- (ii) act in place of the secretary during the absence of the latter.

### *Finance Secretary*

The Finance Secretary shall

- (i) be the custodian of all accounts and financial records.
- (ii) arrange the deposit of money received in respect of the Association in the account of the Association in a nationalized bank and also issue receipts thereof.

(iii) ensure that accounts of the Association are audited by the Auditor appointed by the Executive committee

(iv) prepare the financial reports of the Association and shall submit the same to the Executive Committee.

*Executive Members (seven in number)*

The Executive members shall jointly and actively work along with the office bearers of the Executive Committee in the activities of the Association.

**Article 7: Term of the Office of the Executive Committee**

(i) All members of the Executive Committee shall be elected by the members of the Association in a meeting of its General Assembly.

(ii) The Executive Committee shall have a term of two years.

(iii) The Executive Committee shall function to its full term or till the election of its new members, whichever is later.

*Note: The term of the first elected executive Committee starts from 19<sup>th</sup> September, 2014, the day of the first General Assembly of the Association in which the members to the first approved and adopted by the members by the members of the Association.*

**Article 8: Election for the Executive Committee**

(i) An Executive Committee shall be constituted through the process of election on or before the expiry of the tenure of the previous Executive Committee.

(ii) An Election Committee shall be constituted by the current Executive Committee.

(iii) The Election Committee shall consist of five members including a Chairperson and a Vice-Chairperson. All the meeting and other records related to the election shall be maintained by the Chairperson. The Vice-Chairperson shall preside in the absence of the Chairperson.

(iv) The Executive Committee shall provide the latest/updated list of members of the Association with voting rights (eligible members) to the Election Committee who will circulate the same for the information of all members at least 21 days prior to the date of election.

(v) The election shall commence on/after 22<sup>nd</sup> day following the announcement of the list of members of the Association by the Chairman Election Committee.

(vi) The election shall be held for thirteen members of the Executive Committee as defined in Article 5.

(vii) An eligible member may contest election for only one position/ office in a given election. The nomination of the candidate may be proposed by any eligible member of the Association and be seconded by another eligible member of the Association.

(viii) The Election Committee shall screen all nominations. The Election Committee shall disqualify/cancel nominations filed incomplete/erroneous in any respect and after the stipulated date and time. However, the Election Committee may apprise the candidate of any errors or incompleteness in the nomination paper at the time of collecting the same requiring rectification.

(ix) The final list of the nominations of the candidates accepted as well as disqualified/rejected respectively for each post/office shall be announced/published by the Election Committee in the 3<sup>rd</sup> day after last date of filling of nomination papers. Reason(s) for the disqualification/rejection may be mentioned in brief.

(x) The candidates whose nomination qualifies for election shall be given three days times excluding the day of announcement of the names to withdraw candidature if intended. The request for withdrawal of the candidature shall be submitted in writing to the Chairman, Election, Committee within the stipulated time.

(xi) The Election Committee shall announce/publish the final list of candidates by 5:00 pm of the last date of the withdrawal of the candidature.

(xii) Each candidate shall be given an opportunity to interact with the members of the Association through the Association website or email, as decided by the Executive Committee to express/share their views, opinion and manifesto about one's contribution and vision for the progress and improved working of the Association. A maximum of three days shall be provided to the candidate from the date of announcement of the final list of the candidates.

(xiii) The venue for the Election Process including counting of votes shall be decided by the Election Committee and brought to the notice of all concerned.

(xiv) The names of the newly elected members/office bearers of the Executive Committee shall be officially declared by the Election Committee and communicated to all.

(xv) The decisions of the Chairperson, Election Committee with regard to the process of the election shall be final and binding on all.

(xvi) The newly elected Executive Committee shall take over the charge of the office at the earliest after the declaration of the election result.

## **Article 9: Conduct of Meetings**

### **1. *Time and Place***

- (i) The General Assembly shall meet at least once in a year on such date and such place as may be fixed by the Executive Committee.
- (ii) The President may call a special meeting at short notice to deal with any urgent matter requiring the attention of the General Assembly.
- (iii) The President may call a General Assembly on receiving a requisition in writing, signed by not less than one-third of the strength of the Association or 30 Members of the association, whichever is lesser, stating the purpose and agenda for which they desire a General Assembly to be convened.

### **2. *Intimation, agenda, Quorum***

- (i) Intimation and preliminary agenda of any meeting other than special meetings shall be served by the Secretary to all members of the Executive Committee/General Assembly at least 15(fidteen9 days prior to the date of the meeting.
- (ii)The quorum for the meeting of the Executive Committee shall be not less than seven for adopting any resolution.
- (iii) The quorum for the meeting of the General Assembly shall be at least one-third of the total membership of the Association or fifty members, whichever is lesser.
- (iv) The proceedings and resolutions of all meetings of the Association shall be preserved in the form of minutes to be authenticated after confirmation by the President and the Secretary.

## **Article 10: Sub-Committees**

- (i) The Executive Committee shall have the authority to constitute a sub-committee for a particular purpose as and when needed. The members of any sub-committee shall be appointed by the Executive Committee from among the members of the Association.
- (ii) The Executive Committee shall define the functions and number of members to be appointed for a particular sub-committee.
- (iii) A Sub-Committee shall have the power to co-opt additional member(s), but with prior approval of the President and General Secretary of the Association.
- (iv) The President shall be an Ex-officio Member of any Sub-Committee.
- (v) The Sub-Committee shall submit its report to the Executive Committee within stipulated time.



## **Article 11: Finances**

- (i) All money received and tendered shall be in the name of the Association.
- (ii) The membership fee, renewal fee, grants and donations shall be received by the Association, and receipts for the same shall be issued by the Finance Secretary.
- (iii) All payments shall be made through cheque/demand draft/electronic transfer etc.
- (iv) The bank account of the association shall be jointly operated by the General secretary and the Finance Secretary.
- (v) The account of the association shall be in a nationalized bank situated at Shillong, Meghalaya, where all funds of the Association shall be deposited and withdrawal shall be made by means of cheques signed by the authorized signatories as mentioned in point (iv) above.
- (vi) The Cheque books of accounts shall be in the custody of Finance secretary.
- (vii) The accounts of the Association shall be audited by an Audit Officer after the completion of the tenure of one term. The audit officer shall be appointed by the Executive Committee who shall be qualified and registered Chartered Accountant. The Audit Report of the accounts shall be placed before the next General Assembly for due approval.
- (viii) The financial calendar shall be 1<sup>st</sup> April to 31<sup>st</sup> march (for a term).

## **Article 12: Amendment(s) to the Constitution**

- (i) Any amendment to the Constitution shall be carried out only after due examination by the Executive Committee and after its due consideration.
- (ii) The Constitution shall be amended by a 2/3<sup>rd</sup> majority of the members present at any regular meeting of the General Assembly. The amendments as adopted and considered by the Executive Committee shall be submitted for approval to the members of the Association at the next General Assembly meeting. Upon obtaining the approval of a 2/3<sup>rd</sup> majority of the members present and voting at such meeting, the proposed amendment shall be deemed effective.

## **Article 13: Miscellaneous**

The Association shall have its legal jurisdiction in Shillong, Meghalaya. In case of any dispute, the President of the Association shall represent the North-Eastern Hill University Association (NEHUAA).

## **Article 14: Dissolution of the Association**

The Association may be dissolved in the event of its necessity being consented upon in writing by at least 2/3<sup>rd</sup> majority of the members of the General Assembly. In such a case, all assets of the Association shall be transferred to the North-Eastern Hill University, Shillong 793022, Meghalaya.

*Reference: (Alumni Association: Statute n40 of the NEHU)*

*(1) There shall be an Alumni Association for the University.*

*(2) The subscription for membership of the Alumni Association shall be prescribed by the Ordinances.*

*(3) No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to vote or stand for election and is a graduate of the University of at least five years' standing.*