

RGUKT Basar Alumni Association (RGUKT-BAA)

– Once an RGUKTian, Always an RGUKTian

*Constitution and bylaws of the RGUKT Basar Alumni Association initial draft dated
18th July, 2016.*

ARTICLE – I: NAME, OFFICE AND FISCAL YEAR

1.1 Name: RGUKT Basar Alumni Association and referred as Association in articles.

1.2 Office Address:

*Office of RGUKT Basar Alumni Association (RGUKT-BAA),
Rajiv Gandhi University of Knowledge Technologies,
Basar Campus, Mudhole (Mandal), Adilabad (Dist.),
Telangana State, India. PIN: 504107.*

1.3 Fiscal Year: Shall start on 4th August (Campus Foundation Day) of every year and ends on 3rd August of very next year.

ARTICLE – II: VISION AND OBJECTIVES

2.1 Vision: Form a powerful network that benefits University and its community for lifetime.

2.2 Objectives: Objectives are constrained to add/remove/modify at any point of time with the approval from the board of directors.

2.2.1 To foster and bridge the interaction between the University and its Alumni.

2.2.2 To encourage alumni to contribute towards the all-round development of current students.

2.2.3 Alumni involvement in university affairs.

2.2.4 To improve the relationships among Alumni members to bring about harmony and brotherhood.

2.2.5 Keep all the alumni informed, involved: Achieve global network

2.2.6 Any other objectives in the interest of Association as decided by executive committee at a later time.

ARTICLE – III: ASSOCIATION MEMBERS

3.1 Regular Members:

3.1.1 Any graduate/undergraduate student who has obtained a degree/diploma or at least completed two years in undergraduate/graduate degree from RGUKT Basar.

a. Student body member: who is currently pursuing education and completed two years in undergraduate degree from RGUKT Basar.

b. Alumni body member: Any graduate/undergraduate student who has obtained a degree/diploma or completed two years in graduate degree from RGUKT Basar.

c. Both Alumni and student body member will come under regular members.

3.1.2 Any working staff member who spent at least four consecutive years in RGUKT Basar.

3.1.3 Any person selected by board of directors for special purposes helps in achieving association goals/objectives.

3.2 Honorary Members: The person(s), who has done exceptional work towards the development of the Alumni Association or the RGUKT and recognized by the board of directors or appropriate committee working towards it.

3.3 Membership Fee:

3.3.1. The membership fee shall be as follows

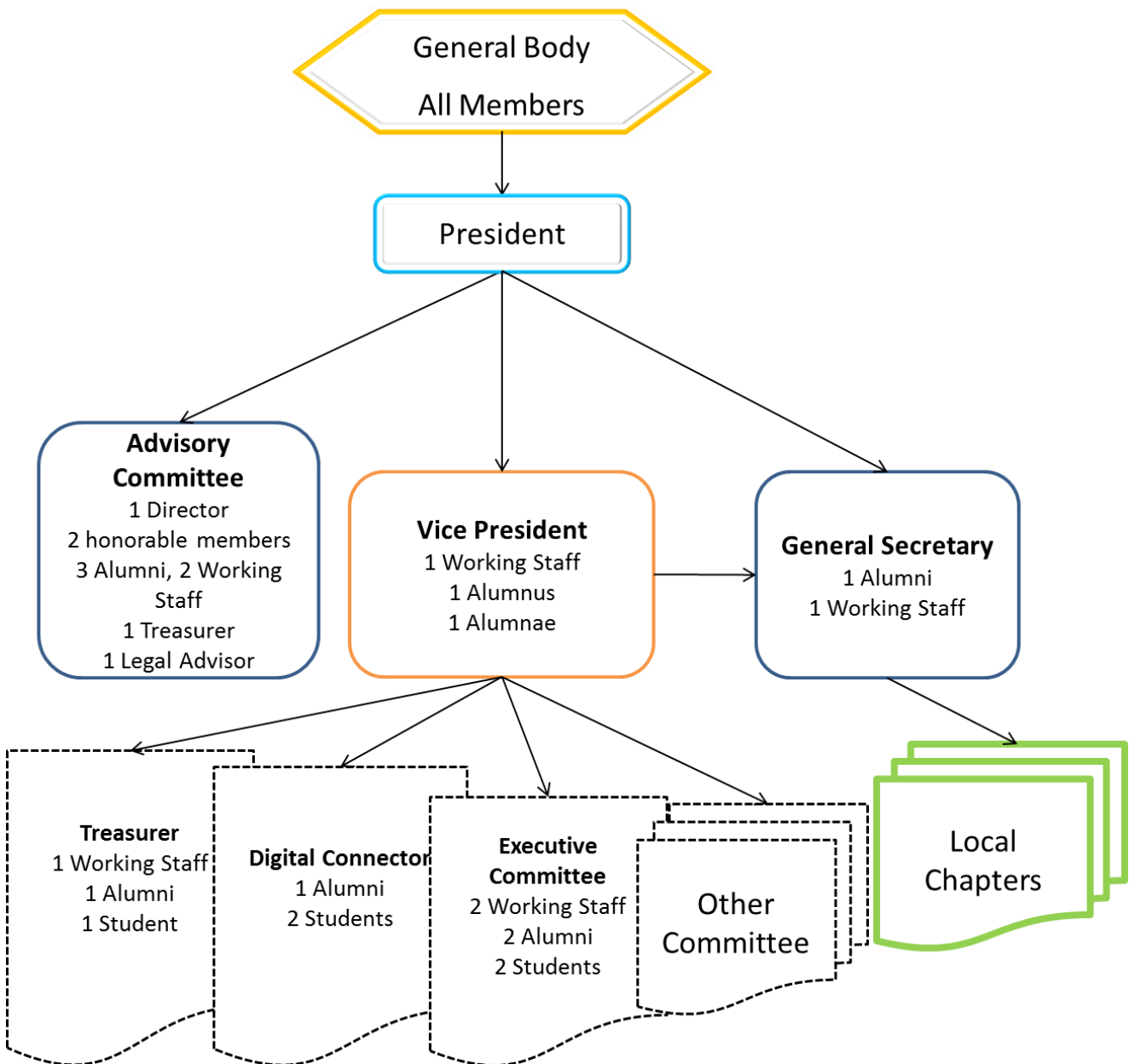
Membership for Student body Member: Rs. 0/- (No Fee)

Membership for Alumni body member: Rs. 200/-

3.4 Termination of Membership: Any member can be terminated if he/she resigns or convicted by a court for any offense on moral grounds or expelled by the executive committee for compelling reasons.

ARTICLE – IV: STRUCTURE OF THE ORGANIZATION

The following is the representation to officially authorize the working of organization. Any entity in the following diagram can be added/removed/modified on approval of President.



Miscellaneous:

1. *Every designate personality should be a regular member of the Alumni Association as referred in Article III/ 3.1.*
2. *Student refers to student body member as referred in Article III/ 3.1/3.1.1/a.*
3. *Alumnus refers to alumni body member as referred in Article III/ 3.1/3.1.1/b.*
4. *Any RGUKTian can share the thought for the working of Alumni association.*
5. *In every committee where Alum share the same position with Student and Working staff, then the person with high rating in selection process will lead.*
6. *Every designation above is liable to take its own number of volunteers on the approval of Executive Committee.*

4.1 General Body:

- 4.1.1 It forms with all the regular members of the Association.
- 4.1.2 The general body is the supreme of the organization.
- 4.1.3 It can question the functionality or affairs of the Association and has the right to dissolve Association.

4.2 Board of Directors:

- 4.2.1 The board of Directors shall include President (1), Vice-Presidents (2), General Secretary (1), Treasurer (1), Executive Committee (5), Past-President (1), and Past-Vice Presidents (2). It is referred as Board in the articles.
- 4.2.2 It takes the responsibility to run the affairs of the Association. Association database and budget oversight are two of the most important responsibilities.
- 4.2.3 It takes help from all the members and working staff. They set procedures, policies to run the Association. They bring different point of view to have diversity factor in Alumni discussions.

4.3 Executive Body:

- 4.3.1 The executive body includes Vice-Presidents and its subsidiaries; it is responsible for day to day responsibilities of the Association.

4.4 Functionalities of the board of directors**4.4.1 President:**

- i. Vice-Chancellor of the University is the ex-officio president of the Association. He / She are the final decision maker in any policy or affair of the Association.
- ii. The President shall convene and preside over the meetings of the Board as well as the General Body and shall maintain their minutes.
- iii. He /She shall make announcements regarding General Body Meetings, Elections and proposed amendments to the Constitution and/or By-Laws.

4.4.2 Vice-Presidents:

- i. The board of directors shall appoint two Vice-Presidents as the Association Executive Officers two from Alumnus (one Male and one Female) to represent issues / concerns of diversity correspondingly.
- ii. He / She should discharge the duties of President in his/her absence.

4.4.3 Treasurer:

- i. Shall review the financial investments, accounts, income, budget, and expenditures of the University related to the Association.

- ii. Shall recommend any changes or additions to the revenue/income stream to increase the capability to increase funding of Association functions, sponsorships.
- iii. Shall prepare an annual budget for advising alumni Relations on the distribution of funds, and report to the Board at each meeting on the current status of income and expenditures in the relevant University accounts. The advisory budget year will follow the fiscal year mentioned.
- iv. Shall chair the Finance Committee if such Committee is established by the President.

4.4.4 **General Secretary:**

- i. Shall keep the minutes of the Board's meetings and record attendance. The minutes shall accurately record all official actions taken by the Board and be presented for approval by the Board. Also referred as Secretary
- ii. Shall perform a yearly review of the Constitution and Bylaws and make suggestions to the Board for changes as needed.
- iii. The Secretary shall assist the Committee in the management of the activities of the Association.
- iv. Within twenty days after holding the Annual Meet (Refer Article VII), the Secretary shall file the following information with the Registrar of Association
 - a. List of names, addresses and occupations of the members of the Executive Committee.
 - b. An Annual report of the previous year.
 - c. A copy of the Audited Accounts and certificate of the Auditor's report.
- v. Shall look over the local Chapters of the Association and reports to President and to Vice-President in absence of President.

4.4.5 **Executive Committee:**

- i. Give inputs and actively participate in the meetings
- ii. Shall take care of delegating the duties to different committees that were formed temporary or permanent basis for the purpose of benefitting Association
- iii. Responsible to represent the community of students and alumni, it also acts as complaint/ suggestion box for all the members.
- iv. Shall be responsible to initiate any activity or committee with the approval from President.

4.4.6 **Digital-Connector:**

- i. This position is responsible for creation and maintenance of the digital medium for Alumni and RGUKT like Website, LinkedIn, Facebook, mailing, Magazines etc.
- ii. Shall promote all the association activities in smart world and takes care of privacy policies towards the digital medium

4.4.7 **Other Committees:**

- i. It is any other committee formed by the board of directors for the purpose of developing community and it should have approval from the president.
- ii. Its description should be formed by the board of directors.
- iii. Every committee should have at least one representative selected by the board of directors.
- iv. Other than representative all other members and their responsibilities should be decided by the board and its representative(s).

- v. It tends to follow the best practises for its success as designed by Board.

4.4 Advisory Committee:

- 4.4.1 It shall consists of i) Director of the institute, ii) Three President nominees from alumnus, iii) One Legal Advisor, iv) two working staff v) Treasurer vi) Two Honourable Members
- 4.4.2 It is an expert team in Constitution and by-laws. This committee is a parallel structure for the board of directors and responsible for proper working of the Association whereas Board of directors are the responsible for all affairs of the Association.
- 4.4.3 It shall takes action into at times when interpretational crises arise and also takes the responsibility of Election Commission.

ARTICLE – V: SELECTION OF STRUCTURE

5.1 Vice-Presidents and its subsidiaries/ General Secretary

- 5.1.1 He / She shall be a regular member of the Association.
- 5.1.2 The term of all current students is one year whereas for alumnus is two years and working staff is two years
- 5.1.3 All the members are elected by general body and the elections are administered by the advisory committee.
- 5.1.4 Elections shall happen prior to Annual meeting (Ref. Article VII) biannually. Advisory committee should take this responsibility and the elected members will take the oath of responsibility in Alumni Meet.

5.2 Advisory Committee

- 5.2.1 He / She shall be a regular member of the Association.
- 5.2.2 It has to be decided by President / general body.

ARTICLE – VI: LOCAL CHAPTERS

- 6.1 A local chapter can be founded in any region in world where there are a minimum of 30 alumni.
- 6.2 They may elect one President and one Secretary to manage the chapter's activities
- 6.3 The secretary will update (or report) the chapter activities like fund raising, data collection (member details, billings, etc.) to the General Secretary
- 6.4 Local chapters won't get any fund from Association
- 6.5 Every year at least one meeting should happen for local chapters.

ARTICLE VII: MEETINGS

- 7.1 The board should conduct an Annual meet may be referred as Alumni meet every year with the general body. President should address the objectives, achievements, future initiatives and status of Association. The general body should be informed about the place, time at least 2 months prior by the secretary.

Quorum: At least 200 members of the association shall present at the annual meet otherwise meeting stands cancelled or postponed later date minimum of one month span, Members can also

attend the meeting without being present in person but through real-time and secure communication as approved by the Board of Directors.

7.2 Board shall meet at least two times per year to discuss the status of different initiatives. Meetings of the Board may be held at such time and at such place as, from time to time, shall be determined by the Vice-President. All the board members should be informed one month prior. President, Vice-Presidents, Secretary, and treasurer and at least one executive member should approve all the initiatives taken in meetings. Any person can attend this meeting with the approval of President or Vice-Presidents.

Quorum: President, Vice-President, Secretary, Treasurer, and at least one member of executive committee must present.

7.3 There can be other meetings when situation arises where at least President, Vice-President and treasurer and at least one executive member should approve all the initiatives taken in meetings.

7.4 There can be regular meet-ups arranged by the Association or executive committee or any other committee or team which do not need quorum.

ARTICLE – VIII: REPLACEMENT / DISSOLUTION

8.1 In the event of his or her death, resignation, removal or disqualification of any position, the filling should be done by nominating committee with appropriate measures except for advisory committee.

8.2 For advisory committee members, the filling should be done by President with the advice of Vice-President and secretary.

8.3 The dissolution of the Association shall be carried out as per the relevant clauses of Societies Registration Act

ARTICLE – IX: FINANCES AND ACCOUNT

9.1 All the functions related to finances should be taken-care by Treasurer and his/her team.

9.2 There shall be one bank account and shall be opened in any scheduled bank in Basar.

9.3 Any other source approved by the Board of Directors – the fund collected through these other sources will be deposited into the account.

9.4 The funds of the Association may be invested in Government Securities, Bonds and Debentures of the registered companies and Financial Institutions under Company's act 1956 or fixed deposits in nationalised banks subject to the approval of the Board.

9.5 Withdrawals from the invested funds shall be made only with the approval of the Board of Directors.

9.6 Interest earned on the fund can be utilised by the Board of directors with the advice of Treasurer and advisory committee for attaining the objectives of the association. This would be subjected to a limit authorised by the General Body.

9.7 The Board of Directors will be responsible for spending the Fund as per the advice of the donor and/or the Treasurer and Advisory committee

9.8 If the money is given for a specific earmarked purpose, it must be utilised for that purpose only unless the Board decides otherwise with the advice of the Treasurer and with the necessary consent of the donating member. The Treasurer may suggest an alternative use of the donation to the donor.

9.9 Any money spent more than Rs. 1000/- should have approval from president.

ARTICLE – X: RECORDS OF THE ASSOCIATION

10.1 The following records shall be maintained by the office of the Association.

10.1.1 Roll of Membership.

10.1.2 Minutes of the Executive Committee Meetings.

10.1.3 Minutes of the General Body Meetings.

10.1.4 Stock register of non-consumable and consumable items.

10.1.5 Cash book and Ledger.

10.1.6 Copies of all publications and reports of the Association

10.2 Every activity of all the committees should be documented and stored for future purposes.

ARTICLE – XI: AMENDMENTS IN CONSTITUTION AND BY-LAWS

Any clause (unless specified) mentioned is subject to change depends on the situation only the case it provide positive direction to the Organization and with approval of Board means at least 2/3 board members should vote positively towards it and later it should also get approval of the General body at Alumni meet with minimum quorum of XXX members or one-XXXth of the total strength of the General body whichever is lower.

ARTICLE – XII: JURISDICTION

The jurisdiction of the Association shall be all over India, but any dispute/case/suit shall be subject to the jurisdiction of the courts in Adilabad only.

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