

CONSTITUTION ALUMNI ASSOCIATION J.V. JAIN COLLEGE, SAHARANPUR ALUMNI ASSOCIATION

1. Name : *J.V. Jain College, Saharanpur Alumni Association.*
2. Address : “J.V. Jain College, Saharanpur Alumni Association”
J.V. Jain College, Praduman Nagar, Saharanpur-247001.
3. Aims & Objectives : The Aims & Objectives of the Alumni Association are –
 - (i) To promote and encourage the members to take active interest in the activities and progress of the Alma Mater (i.e. J.V. Jain College, Saharanpur)
 - (ii) To promote and encourage friendly relations amongst all members of the Association.
 - (iii) To keep Alumni informed about the Alma Mater.
 - (iv) To provide financial aid to J.V. Jain College, Saharanpur for the development of better academic and extra-curricular activities in the college.
 - (v) To exchange knowledge and provide faculty to other institutions.
 - (vi) To award scholarship and aid to the deserving student of various institutions in Saharanpur.
 - (vii) To arrange seminars, workshops, conferences and lectures of eminent persons of different fields, publications of booklets and magazines etc. to encourage a positive attitude of the society towards the educational, social and environmental problems.
4. Patron : The Principal of J.V. Jain College, Saharanpur, shall be the patron of the Association.
5. Co-ordinator : The Patron of the Association shall appoint a senior person as Co-ordinator of the Association from amongst the members, preferably a regular teacher of the college to co-ordinate between college administration and the Association in the arrangements of the activities and functioning of the Alumni Association.
6. Membership : All Alumni of J.V. Jain College, Saharanpur, who have obtained any degree from the college, or, are, studying in final year of a post graduate course. Shall be eligible for membership of the Association. There will be following types of members of the Association :
 - (i) **Founder Members:** All the members of the foundation Committee will be treated as Founder Members and they shall have the right of voting.

- (ii) **Life Members:** An Alumni of the college who applies for membership and is approved for membership, by the executive committee shall, an payment of the membership, by the executive committee shall, an payment of the membership fee of Rs. One Thousand (Rs.1000) at a time become a member of the Association for his life.
- (iii) **Associate Members:** The present and retired teachers and graduate employees of J.V. Jain College, Saharanpur, may become Associate Members of the Association with the contribution of Rupees One thousand but they will have no right of voting. Other than an Alumni who becomes a life Member.
- (iv) **Honorary Members:** As an exception, on the recommendation of the executive committee and approval of the general Body, an Alumni who has attained a very high distinction at the International/ National/State level may be conferred with Honorary membership of the Association without any liability to pay membership fee of the Association.

7A. Executive committee:

There shall be 21 members of the Executive Committee including office-bearers :

- (i) **Officer Bearer :** (Besides, Patron & Co-ordinator)
 1. President
 2. Vive-President
 3. Secretary
 4. Joint-Secretary
 5. Auditor
 6. Spokesman (Pravakta)
- (ii) **Seven Members** of the Executive Committee shall be elected by the Association along with the office bearers, in the Annual General Meeting.
- (iii) Two Members shall be nominated by the Executive Committee preferably from amongst the Ex-officio (Officio Bearers) of the Association.
- (iv) The remaining six members of the Executive Committee shall be nominated by the Patron of the Association.

7B. Election of the Executive committee :

- (a) The office bearers and seven members shall be elected by the Founder Members, Life Members of the Association for two years, in the Annual General Meeting. Interim vacancies, if any, would be supplied by the Executive Committee.
- (b) It would be necessary for holding the post of President and Secretary that they are residents of Saharanpur city, during their tenure.
- (c) No elected office bearers will hold office for more than two terms.

(d) The election of the office bearers and members shall be held under the control and supervision of the Patron, who will appoint an Election Officer for the purpose.

**8 Powers and Functions of :
the Executive Committee**

- (a) To carry out the objectives of the Association.
- (b) To frame rules, appoint sub-committees and do all other acts deemed necessary for the efficient functioning of the Association.
- (c) To encourage, maintain and regulate membership of the Association and revise membership fees. In the interest of the Association the Patron may refuse to accept the membership of any Alumni/Person, without showing any reason or cause.
- (d) To arrange and raise funds for the Association through collections, donations, sponsorship, publications and financial assistance etc. from Government, voluntary organizations and other persons.
- (e) To pass the Annual Budget of the Association.
- (f) Decisions of the Executive Committee shall be passed by majority. In case of equal votes, the Patron and in his absence, the President, may decide, by his extra casting vote.

**9 Powers and Duties of :
the office bearers**

President : The President shall preside over the meeting of the Executive Committee, the General Body and any other meeting of the Alumni Association.

Vice President : The Vice President will act for the President in his absence.

Secretary :

- (a) The Secretary shall arrange the meetings of the Executive Committee, General Body and other functions and shall give proper notice of the same to all the members.
- (b) The Secretary will record and maintain regular account of the proceedings of meetings of the Executive Committee and General Meeting in the Proceedings Book to be maintained by him.
- (c) The Secretary will submit the Annual Report in the Annual General Meetings.
- (d) The Secretary will submit the accounts of the Association in the Executive Committee.
- (e) The Secretary will carry out and attend to all activities as approved by the Executive Committees.

Joint Secretary :

- (a) The Joint Secretary will assist the Secretary in the working of the activities of the Association.
- (b) The Joint Secretary will act for the Secretary in his absence.

Auditor : The Auditor will audit the accounts submitted by the Secretary and will submit his report to the Executive Committee.

Spokesman (Pravakta) : The Pravakta will inform the members of the Association, the Press and the public, through Press Notes and other suitable means of communication, about the work and progress of the Association, from time to time, as may be required.

- 10 Finance and Accounts :**
- (a) The Accounts of the Association shall be maintained by the Secretary
 - (b) The Annual Budget of the Association shall be submitted by the Secretary in the meeting of the Executive Committee. The Executive Committee can make the necessary amendments in the Budget.
 - (c) The Accounts of the Association shall be maintained in the Branch and the Bank of the college and shall be operated by the Patron and the Secretary Jointly.
 - (d) No expenditure from the Association account shall be incurred without obtaining the prior sanction of the Patron, except petty expenses up to the limit of Rs. 1000 only.
 - (e) Expenditure of more than Rs.10,000/- can be incurred only same and prior approval of the Executive Committee for the same and prior sanction of the Patron.

- 11 Meetings of the Association :**
- (a) The Executives Committee shall hold its meetings at least once in three months.
 - (b) Minimum seven members of the Executive Committee can apply to the Patron for holding a meeting of the Executive Committee, under extra-ordinary circumstances.
 - (c) One third Quorum is necessary for holding a meeting of the Executive Committee.
 - (d) An annual General Meeting of the Association will be held every year. In addition to it, the Secretary can call a General Meeting with consent of the President and prior permission of the Patron. One-fifth on the total members or minimum 25 members, whichever is less, shall constitute the quorum of the General Meeting.

- 12 Miscellaneous Provisions :**
- (a) All papers and material of the Association shall be kept in the college office, under the control of the Patron.
 - (b) Proxies will not be allowed in any meeting.
 - (c) Members of the Managing Committee of J.V. Jain College, Saharanpur will be invited as Hon'ble Guests in Important public functions of the Association.
 - (d) An amendment in the constitution of the Association can be made, with the prior consent of the Patron, in a General Meeting, by a majority of 3/4th members or minimum 25 members, whichever is more.

(e) The first Executive Committee of the Alumni Association will be nominated by the Patron in consultation with the members of the Foundation Committee, which will hold office until the elected committee take charge. In the meantime, the Patron shall open and operate the bank account of the Association with the Co-ordinator/Secretary, jointly.