

पूर्व छात्र परिषद् **The Alumni Association**

दक्षिण बिहार केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF SOUTH BIHAR

{Formerly Central University of Bihar}*



ORDINANCE

*name changed by the Central Universities (Amendment) Act, 2014

I. Title

These ordinances shall be called the Ordinances relating to the Alumni Association of the Central University of South Bihar

II. Definitions

- a) "The Association" means the Alumni Association of the Central University of South Bihar.
- b) The University means Central University of South Bihar (CUSB).
- c) The "General Body" means the General Body of the Alumni Association.
- d) The "Governing Body" means the Governing Body of the Alumni Association.
- e) The "Preparatory Committee" means the Preparatory Committee for the Association.
- f) Alumnus means a full time former student of the University who has obtained a degree/diploma from the Central University of South Bihar.
- g) The financial year of the Alumni Association shall be reckoned every year from 1st April to 31st March of the following year.
- h) DSW means the Dean Students` Welfare of Central University of South Bihar.
- i) COE means the Controller of Examinations of Central University of South Bihar.
- j) Proctor means the Proctor of the Central University of South Bihar

III. Aims and Objectives

The Association will be a non-profit making Society with the following aims and objectives:

- a) To promote and foster mutually beneficial interaction between the Alumni and the present students between the Alumni themselves and with the University as a whole.
- b) To encourage the Alumni to take an active and abiding interest in the work and progress of the University so as to contribute towards enhancement of the social utility of their Alma Mater.
- c) To organize and establish scholarship funds to help the needy and deserving students.
- d) To institute prizes and awards for outstanding project work, research papers or any other professional activity by the students of the University; also to suitably recognize outstanding social and community service by the Alumni and the students.

- e) To undertake to organize activities of a civic or charitable nature as also to increase public awareness of the role of new technological and other advancements in value addition in the economic and social development of the nation.
- f) To provide opportunities for community service and to act as good will ambassadors of CUSB within India and abroad.
- g) To honor distinguished Alumni of CUSB who have excelled and contributed in their respective domains.
- h) To encourage the formation of Chapters as a means to increase participation of Alumni.
- i) Any other work which may contribute directly or indirectly in promotion of education, culture and human values.

IV. Patron

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

V. Membership

- a) Any student who successfully obtains degree /diploma from the Central University of South Bihar becomes a Life Member of the Association from the date of issue of the Result/ Notification granting the said degree/diploma on payment of the appropriate membership fees as described in Clause V(d).
- b) Any former student, members of the staff or ex-member of the staff of the University who does not fulfill the above condition as in V (a) but who, on the recommendation of the Preparatory Committee may be admitted by the Association on payment of the appropriate membership fees as prescribed in clause V (d).
- c) In case former students of the University re-register in CUSB for completion of an academic programme, they will be the member of the Association only after the completion of their academic programme.
- d) There will be only life membership and the membership fee will be Rs.1000=00 (Rupees One Thousand only) to be paid in one time. In future the membership fee in respect of all prospective members may be revised by mutual discussions between the Preparatory Committee and the Association from time to time. The mode of collection of the membership fees would be decided from time to time in mutual discussions between

the Preparatory Committee and the Association.

VI. Membership Privileges

All members of the Association are entitled to receive all announcements etc. connected with the activities of the Association, the Alumni Newsletter, Annual Magazine and also participate in all social functions and other activities of the Association. All members will also be beneficiaries of any scheme or assistance programmes administered by the Association.

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 the date of election.

VII. Preparatory Committee

There shall be a Preparatory Committee for Alumni Association which will assist General and Governing body in organizing alumni meet, conducting social events, publishing newsletters or magazines and raising funds for the organization.

The committee will include following members:

- a) Professor Incharge Alumni Affairs and Association (To be nominated by Vice Chancellor) - Chairperson
- b) Dean, Student`s Welfare, member
- c) Proctor: Member
- d) All Head/ Head I/C: Member
- e) Controller of Examinations: Member
- f) Assistant Registrar (Examination/ Academics): Co-ordinator

The Association may co-opt some other members as per the need of the situation for some time.

VIII. General Body

- a) The General Body, consisting of all the registered members of the Alumni Association, shall be the supreme body of the Association and shall ordinarily meet once in a year.
- b) One tenth of the total membership will form the quorum of the General Body meeting. In case there is no quorum at the prescribed date, time and venue of the meeting, the meeting shall be adjourned and shall be resumed after 30 minutes when no quorum will be required.

PROVIDED THAT in case of the meeting meant for carrying out amendment(s) in the constitution of the Alumni Association, there must be a quorum of one sixth of the membership at the beginning of the meeting and then the amendment(s) may be carried out with two third of the members present and voting in favor of the amendment(s).

- c) The General Body shall have the power to consider and decide all matters relating to the Alumni Association and provide a broad policy framework towards the functioning of Alumni Association.
- d) The General Body shall also elect “Governing Body” (hereinafter referred to as “GB”) to carry on with the activities of the Alumni Association. The tenure of the elected GB will be two years, from the date on which it assumes the charge.
- e) All the registered members of the Alumni Association will have voting rights and will be eligible to be elected to the Governing Body Committee. No member shall be elected to Governing Body Committee for more than two terms consecutively.
- f) The agenda of the meeting shall be prepared by the General Secretary, with the approval of the Governing Body Committee. However, the members of General Body can also get an item(s) on agenda included by making a written request in advance or by raising the point at the end of the meeting, under “any other item with the permission of the Chair”.

IX. Governing Body

- a) The Governing Body elected by the registered members of CUSB Alumni Association shall be the representative body of the General Body to plan, propose and execute the policies of the Association and shall ordinarily meet once in a year.
- b) The Governing body shall have the power to consider and decide all matters relating to the Alumni Association and provide a broad policy framework towards its functioning. The Coordinator of the Preparatory Committee in consultation with the Chairperson of the Committee shall assist the Governing body of the Alumni Association. The final decision over any issue as well as the power to relax in case

of any dispute will be bestowed with the Governing body.

c) The Governing body will include following office bearers:

- ❖ The Patron (the Vice-Chancellor)
- ❖ The President
- ❖ Vice-President
- ❖ General Secretary
- ❖ Joint Secretary
- ❖ Treasurer
- ❖ Coordinator of the Preparatory Committee {ex-officio member without voting right}

d) The General Secretary on approval of the President will call the meeting of Governing body. Presence of 1/3 of the Governing body will form the Quorum.

X. Vacancies and Expulsion

Vacancies. In case of a vacancy arising in the Governing body, the same may be filled by nomination by the Patron.

Expulsion. In case a member is found to work against the interest(s) of the Alumni Association or is found involved in serious misbehavior, he/she may be suspended by the Governing body of the Alumni Association, after serving him/her Show Cause Notice, providing opportunity to explain his/her conduct. This would be subject to further consideration of the next General Body meeting which may decide to revoke the suspension or expel him/her from the Governing body or the primary membership of the Association for a period decided in the General body meeting.

XI. Finance and Budget

- a) The Finance Officer of the University will sanction budgets for the Association which will be approved by the Vice-Chancellor. Further, the Vice-Chancellor will exercise overall control on all policy matters of the Association.
- b) The Association may receive donations or sponsored funds as per the policies/ procedures framed by the Governing Body from time to time.
- c) The funds of the Association shall be managed by the Finance Officer of the University or his/ her representative who will maintain a

separate Account for the purpose.

- d) The accounts of The Association shall be audited once a year by an Auditor. The Auditor shall ordinarily be appointed by the Governing Body in consultation with the Finance Officer of the University.
- e) The Auditor having examined the accounts shall submit a separate and independent report to the General Secretary for placing it before the Governing Body.

XII. Records

The Controller of Examination (COE) shall have overall charge of Alumni records. The COE Office will maintain the Alumni records and provide it to the authorities concerned with Alumni Association for their reference and use.

XIII. Duties and powers of the Office Bearers

President

- a. The President shall be the custodian of the property and interests of The Association and shall have all the powers to manage and promote the 'Aims and Objectives' of The Association, in accordance with the ordinances and the Rules/ Regulations to be framed here under.
- b. He/she shall decide the date, time and venue of the meeting(s) in consultations with the General Secretary, and accordingly the General Secretary shall convene the meetings.
- c. He/she shall preside over all the meetings of the Association.
- d. The President will be co-signatory with the Treasurer for issuing cheques. Furthermore, the President along with the Treasurer will be co-signatory for the Annual Statements of the Accounts of the Association, Annual Report of the Association and the Annual Budget.

Vice President

- a. In the absence of President, the Vice President shall exercise all the powers and functions of the President.
- b. He/she shall perform such other duties and functions as may be entrusted to him by the Governing body.

General Secretary

- a. The General Secretary shall carryout the decisions of the Governing Body of The Association.
- b. He/she shall convene the meetings as per the date, time and venue in consultation with the President and shall record the minutes of the meetings.
- c. He/she shall maintain the Register of names, addresses and occupations of the members of the Association.
- d. The General Secretary shall make all correspondences, and coordinate the preparation and distribution of publications of The Association.
- e. He/she shall prepare Annual Report of the Association, every year, for presenting in the meeting of Governing Body.
- f. He/she shall maintain all the records, documents minutes of the meetings of the Governing Body and Annual Reports etc.

Joint Secretary

- a. The Joint Secretary shall work with the General Secretary in the management of the Association.
- b. The Joint Secretary shall act for the General Secretary in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the GB.

Treasurer

- a. The Treasurer shall be responsible for the maintenance of the financial records and accounts of the Association.
- b. The Treasurer shall operate the funds of the Association jointly with the President.
- c. He/she shall prepare and present the Annual Budget and Annual Statements of Accounts in the meetings of the Governing Body/ General Body.

XIV. Meetings

- a) Ordinarily one meeting of the Association shall be held during each year which will be called ‘Alumni General Body Meeting’ by giving 45 days’ notice with the agenda of such meetings to all the members and also specifying the date, time and venue. The detailed agenda note, if required may follow later on.

- b) Other 'General' or 'Extra ordinary' meetings of General Body may be called by the General Secretary in consultation with the President by giving 14 days prior notice along with the agenda of such meeting to all the members and also specifying the date, time and venue.
- c) The General Body meeting/ Extra-ordinary meeting can also be requisitioned by making written/on line request, by at least ¼th members. Such a request to be addressed to the President of the Association and he/she on receipt of such a request shall ask the General Secretary to convene the requisitioned meeting within a month.
- d) One tenth of the total members should be the quorum required for the meeting. In case, there is no quorum at the prescribed time, date and venue, the meeting may be adjourned and may be resumed after 30 minutes when no quorum would be required. However, in case of the meeting which may have amendment(s) in the Constitution of Alumni Association on its agenda, the quorum of one sixth of the total members of the Alumni Association, would be required even when the adjourned meeting is resumed after 30 minutes.
- e) The minutes of the meetings, recorded by the General Secretary, shall also be signed by the President and circulated to all the members, ordinarily within one month of the meeting, either by placing it on the website of the Alumni Association or by sending it through e-mails or both. Objections, if any, may be communicated by the member(s) to the General Secretary within a month.
- f) The minutes of the previous meeting should be placed in the next meeting by the General Secretary for confirmation, along with a brief Action Taken Report on those points on which action by the Governing body may be required.
- g) The meetings of The Association shall be convened in the manner as specified above. However, emergency meetings may be called at a shorter notice as determined by the Governing Body.
- h) All the decisions in the Association or Governing Body meetings will be taken by majority of votes of the members present and voting except as contained in VIII (b) above. In case of equal voting the Chairperson will have the casting vote.