

Rules and Regulations of SMVDU Alumni Association

ARTICLE I (A): NAME & DEFINITIONS

The name of the organization will be:

SMVDU Alumni Association

***Registered Office: Shri Mata Vaishno Devi University, Katra, Jammu and Kashmir.**

The Association shall be an autonomous body to be registered under J&K Society Registration Act 1998.

Definitions I (B)

- a) "The Association" means the Alumni Association of Shri Mata Vaishno Devi University, Kakryal, Katra, J&K.
- b) The University means Shri Mata Vaishno Devi University.
- c) SMVDU means Shri Mata Vaishno Devi University, Kakryal, Katra, J&K.
- d) The "General Body" means the General Body of the Association.
- e) The "Executive Committee" means the Executive Committee of the Association.
- f) Alumnus means an ex-student of the University, who has obtained a degree/diploma/ Certificate from the Shri Mata Vaishno Devi University, Kakryal, Katra, J&K.
- g) SAAC means SMVDU Alumni Affairs Committee of Shri Mata Vaishno Devi University, Kakryal, Katra, J&K.
- h) "Trustees" mean trustees of a trust set up by the General Body under these rules.
- i) An "honorary member" means any person other than an Alumnus, who has been nominated or elected by the General Body of the Association.
- j) AGBM stands for Annual General Body Meeting of the SMVDU Alumni Association
- k) The financial year of the Association shall be reckoned every year from 1st April to 31st March of the following year.

ARTICLE II: PURPOSE

1. The SMVDU Alumnus i.e. pass –out students of SMVD University will be important members for realizing the goals of the organization i.e. the creation, the application and dissemination of knowledge. They will be crucial change agents in transformational leadership.
2. The association activities and programs for its Alumni will be directed towards building life long bonds of kinship with the University.
3. The purpose of the association will be to encourage the mutual understanding and support of the members,
4. To have a platform of dialogue between the members, and University community.
5. To sponsor social and professional activities of the Alumni association.
6. To promote communication, promote fund raising within the association for social and community development programs of the alumni, along with the alumni members.

ARTICLE III: REGISTERED OFFICE

1. **Registered office** of the association shall be the Shri Mata Vaishno Devi University Campus, Sub Post office Katra, Jammu & Kashmir 182320.

ARTICLE IV: MEMBERSHIP

1. **REGULAR MEMBERS:** all Alumni (pass out students of University at Diploma, Certificate, UG, PG, and Ph.D. programs) will be the regular members of the Association from the date of issue of result notification granting the degree/ diploma/ certificate.
2. **HONORARY MEMBERS:** Hon'ble Vice Chancellor, Deans of the Faculty, Directors, Training and placement Officer, the nominated faculty members and the persons of repute from inside as well as outside the University will be the honorary members, who is likely to promote the interest of the association.

ARTICLE V: MEMBERSHIP ELIGIBILITY

1. The association will be open to all the students who have obtained degree/diploma/certificate from Shri Mata Vaishno Devi University, Katra, J&K. The membership shall be divided into an Executive Committee, and General Body dealing with appropriate issues pertaining to alumni and associate interest of the University.
2. The regular graduate and post graduate of Shri Mata Vaishno Devi University will have the right to vote in the meetings. However the students of short term courses (diploma and certificate program) shall not have the right to vote.
3. Membership fees will one time Rs. 1000/- (subject to revision) to be paid at the time of admission. The Executive Committee Association in consultation and mutual discussions with the SMVDU Alumni Affairs Committee shall have the authority to review and revise the membership fee on annual basis.
4. All members and honorary members are entitled to receive all announcements etc. (posting of such announcements on the website shall amount to their being received by the members) 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 schemes or assistance programmes administered by the Association.

ARTICLE VI: ORGANISATION

The SMVDU Alumni Association will be an independent and autonomous body and will work through its officiating members.

1. Patrons

- a). The Association may have Patrons as approved by the Executive Committee, provided that a patron shall be an out-standing professional engineer/scientist or a social worker. Such appointment being for a period of one year only.
- b). The Chairman of the board of the Governors of SMVD University shall be an ex-officio Patron of the Alumni Association.

2. The following shall be the authorities of the Association.

- a) The Chairman
- b) The Vice-Chairman
- c) The General Body
- d) The Executive Committee

The method of selection of the office bearers and their roles are defined in subsequent paragraphs.

2.1 The Chairman

The Vice Chancellor of Shri Mata Vaishno Devi University will be the ex-officio Chairman of the Association. The Chairman will sanction all budgets and will exercise overall control on all policy matters of the Association. The routine activities and the general administration of plans & programmes will be supervised and coordinated by the President.

2.2 The Vice-Chairman

The Executive Committee will appoint a distinguished Alumnus, who is well known in Industry and business circles, as a Vice-Chairman. The Vice-Chairman will have no administrative responsibility but will function/serve as a Patron and Ambassador-at-large for the Alumni Association and the University in Professional and Business Associations and other forum where he is active. The Executive Committee, if it considers appropriate / necessary may appoint up to two such Vice-Chairmen. The Vice-Chairman will hold office for one year at a time

Article VII: The General Body

1. The General Body shall consist of all the members of the Association as defined in Article IV 9(1) & (2)
2. The General Body shall consider the President's report of the past year's activities, the president-elect's budget and plan of activities for the next year, approval of accounts, election of members of the Executive Committee, appointment of auditors, legal advisors and any other matters arising from time to time.

3. The General Body shall meet on the last Saturday of April unless the change is notified to the members well in advance. This meeting referred to as the Annual General Meeting shall statutorily consider the following:
 - a) Approval of previous year's accounts.
 - b) Introduction of new office bearers.
 - c) Election of the members of the Executive Committee.
 - d) Appointment of Auditors.
 - e) Appointment of legal advisors, if any.
4. The Honorary Secretary shall, upon being requested in writing by the Executive Committee or by at least 15 members of the Association, call an extraordinary meeting of the General Body for which at least 4 weeks' notice along with agenda shall be circulated to all the members.
5. The quorum for the General Body shall be 40 members present in person. In case the quorum is not complete, the Chairman shall adjourn the meeting and reconvene it after 30 minutes, at which time, the members present will constitute the quorum and there will be no minimum requirement.
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 votes the `Presiding Officer` shall have the casting vote.
7. In case the Executive Committee is satisfied that a member/honorary member has been working against the interests of the Association/the profession it may recommend the termination of the membership of the concerned member/honorary member to the general Body which shall have the powers to do so.
8. The Executive Committee shall have 21 elected members, who shall be elected to office for a 3-year term. The General Body shall elect 7 members (i.e. one-third the strength) every year to the vacated categories from amongst the membership of the Association by a majority vote as under:
 - a) At least one member of minimum 20 years standing*.
 - b) At least three members of minimum 15 years standing*.
 - c) At least five members of minimum 5 years standing.
 - d) The remaining two members may have any seniority.

- e) A member can be re-elected to the Executive Committee, if he so wishes after a gap of one year.
- f) The President or in his absence the Secretary shall be the returning officer for the elections.

***Since SMVD University Alumni is only ten years standing, hence it is proposed to elect four members of minimum 10 years standing.**

Article VIII: The Executive Committee

1. The affairs of the Association shall be managed and the funds administered by the Executive Committee which shall consist of following members:-
 - a) The Chairman as defined in Article VI (2.1) and The Vice-Chairman as defined in Article VI (2.2)
 - b) Twenty-one alumni to be elected by the General Body as detailed in Article VII (8)
 - c) The immediate past president, immediate past secretary, and immediate past treasurer will continue as members of the Executive Committee as defined in Article VIII (1 b) if they have not completed their 3 years term, if his/her 3 year term has been completed he/she shall relinquish office as member of the Executive Committee. They may, however, be reelected to the Executive Committee after a gap of one year.
 - d) Two Senior Faculty members and one official of the SMVD University to be nominated by the Chairman shall be ex-officio members.
 - e) One of the General Secretaries of the students' organization for the running year to be nominated by the Students Affairs Council shall be an ex-officio member.
 - f) The immediate past president if he has completed 3 years as Executive Committee member shall be ex-officio member of the Executive Committee.
2. The Executive Committee shall have the right to co-opt members and/or appoint sub-committees from amongst the General Body from time to time for an execution of specific assignments as required.
3. Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, and removal or otherwise may be filled by co-option by the

- Executive committee and the member so co-opted shall hold office for the balance term of the member being replaced. Such co-opted member shall be treated on par and have all the rights as enjoyed by the elected members under clause Article VII (8) (see also Article IX 2)
4. The Executive Committee shall have the power to appoint from amongst the members of the General Body or from amongst its own members, Editor and other staff for the printing and publication of Brochures, Newsletters, Annual Magazine of the Association.
 5. The quorum for the meeting of the Executive Committee shall be seven members personally present provided that only Committee members under Article VIII (1 (a) (b), (c), (d), (e) and (f)) shall be entitled to vote in the meeting and only their presence shall be counted for the purpose of forming the quorum.
 6. The Executive Committee shall manage the affairs of the Association by majority vote in the Committee Meeting provided that in case of equality of votes, the President shall have the casting vote.
 7. The Executive Committee shall meet at least four times a year. The Secretary shall issue the notice and the agenda of the meeting at least a week before the date fixed for the meeting. However, in case of urgent business, the meeting may be called at shorter notice.
 8. The Executive Committee shall be Executive Authority of the Association. It shall be responsible for all the finances and funds of the Association and shall give effect to the plans and programmes of the Association and shall have the authority to carry them out.
 9. The property, movable, and immovable, belonging to the Association, shall be vested with the Executive Committee.
 10. On or before the Fourteenth Day succeeding the day on which the Annual General Meeting of the General Body is held, a list shall be filled with the Registrar of Societies, Jammu of the names, address and occupations of the members of the Executive Committee.
 11. The Executive Committee may terminate the membership of any of its members, in case he fails to attend two consecutive meetings of the said Committee without the grant of leave of absence. However, the President may grant leave of absence to any member.

Article IX: The Office Bearers

1. All Office Bearers, except the Chairman and the Vice-Chairman who are appointed to their office as defined in Article VI (2.1 and 2.2) and will be ex-officio members of the Executive Committee, shall be elected as detailed in clause 2 (a-e) in this article below, for a period of one year. However, a person may be re-elected and hold the same office up to a maximum of 3 consecutive years.
2. The Elected Office Bearers of the Executive Committee shall be:
 - (a) **The President***: shall be elected by majority vote of the members under category Article VIII (1b). He shall be an alumnus of at least 15 years standing.
 - (b) **The Vice President***: shall be elected by majority vote of the members under category Article VIII (1b). He shall be an alumnus of at least 12 years standing.
 - (c) **Secretary***: shall be elected by majority vote of the members under category Article VIII (1b). He shall be an alumnus of at least 10 years standing and should have been a member of the Executive Committee of any time before the election.
 - (d) **Joint Secretary**: shall be elected by majority vote of members under category Article VIII (1b). He shall be an alumnus of at least 5 years standing.
 - (e) **Treasurer**: shall be elected by majority vote of members under category Article VIII (1b). He shall be an alumnus of at least 7 years standing.

(Note: Since SMVD University is new and has the alumni base which is not more than 10 years; relaxation in the standing years of six years may be provided only for next five years from the date of registration of the association)

3. Before the Annual General Meeting the Executive Committee shall elect the office bearers for the next year from among its members under category Article VIII (1b) who are not to retire. The President will introduce the new office bearers of the Alumni Association to the General Body.

The Secretary shall perform the following duties:

- i. To keep the Minutes of all meetings of the General Body and the Executive Committee.
- ii. To carry out the directions of the General Body and the Executive Committee.
- iii. To conduct correspondence on behalf of the Association.

- iv. To give notice of all meetings of the General Body and the Executive Committee.
 - v. To exercise administrative control over the Central office of the Association.
4. The Secretary shall seek the advice of the President in case a clarification of any kind is required.
 5. In the absence of the Secretary, the Jt. Secretary shall perform the functions of the Secretary.
 6. The Chairman and in his absence the Vice Chairman or the President shall preside over the meeting of the Executive Committee and any General Body Meeting of the Association
 7. If a vacancy arises in the office of the President/Secretary/Treasurer, the Executive Committee shall elect a new President/Secretary/Treasurer from amongst its own members who will hold office till the next General Body Meeting.
 8. The Treasurer shall keep the books of accounts of the Association and report on these at each meeting of the Executive Committee. He will collect all dues and claims on behalf of the Association and will also assist the President in ensuring that budgetary grants are correctly utilized (See Article X below). In addition, he will liaise with the bankers and the Auditors of the Association. He will be provided clerical assistance etc. by the Central office of the Association.
 9. The President or in his absence the Secretary shall be the returning officer for the Executive Committee elections.

ARTICLE X: FINANCE

1. The Association may receive funds, donations, and financial assistance from any non-political source for the furtherance of its objective.
2. The Executive Committee shall determine the expenditure, which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure. In this connection, within 30 days of the Annual General Body meeting, a meeting of the Executive Committee will be held with the Chairman of the Association in which a proforma of a major activity for the coming year will be discussed and finalized, including budgetary allocation. The Chairman shall preside over this meeting. Once the budget has been approved, the responsibility for proper utilization of funds will be

- that of the President. The President may seek the advice of the Chairman, if necessary. All investments will be ratified by the General Body at its next meeting.
3. University appointed authority (Chairman SAAC) and Treasurer of the association will be responsible for all financial matters.
 4. The association shall have Bank account in the name of SMVDU Alumni Association.
 5. Financial accounts shall be audited annually.
 6. Disbursement shall be with the approval of Treasurer, University appointed authority and Chairman of SMVDU Alumni Association.
 7. There shall be two signatories for the withdrawal and disbursement of funds. (Treasurer and the Chairman of Alumni Association)
 8. The Financial process and process can be reviewed by the Alumni Affairs Committee and shall be amended with the consent of Patron of the SMVDU Alumni Association on the recommendation of SMVDU Alumni Association
 9. All finances/ money received on behalf of the Associations shall be placed in the name of the SMVDU Alumni Association in an account to be maintained in a bank to be approved by the Patron or chairman. Any two of the Chairman, President, Secretary and Treasurer will sign all the cheques up to 50,000/- and those above Rs. 50,000/- shall require the signatures of the Chairman. All expenditure more than Rs. 50,000/- shall have the prior approval of the Chairman
 10. The Association's financial year shall end on March 31st. The Executive Committee shall direct the accounts at least once a year by the auditor appointed by the General Body at the Annual General Meeting.

ARTICLE XI: MEETING

1. The executive committee shall meet four times in a year. Meeting time and place shall be intimated to all the members of the executive committee at least 15 days in advance.
2. The quorum of the meeting shall be at least sixty percent of the total members.
3. ALL GENERAL MEETINGS must be held to decide the future course of action of the association. All Generals Meetings shall invite all the members of the alumni. AGM will be conducted by the executive committee.
4. ALL GENERAL BODY MEETINGS must be held to decide the future course of action of the association **at least once in a year**. All Generals Body Meetings shall

invite all the members of the alumni. AGM shall be conducted by the executive committee.

ARTICLE XII: ELECTIONS

1. The members of SMVDU Alumni Association Executive Committee shall be appointed through elections and nominations
2. Every member of the General Body shall have one vote for each post. Vote by proxy is in no case permitted.

The Executive committee shall announce elections at least 90 days in advance and request SMVDU Alumni Affairs Committee (SAAC) for conducting the elections.

SAAC Standing Committee shall ensure smooth process for fair elections through:

1. Receipt of nominations in form as approved by Executive committee,
2. Publication of all the nominations,
3. Filing objections against the nominations and scrutiny thereof,
4. Decision on objections,
5. Publication of valid nominations,
6. Withdrawal of nominations,
7. Publication of final list of contesting candidates,
8. Voting by way of secret ballot, postal ballot and secured web portal,
9. Counting of votes, and
10. Announcement of results.

A. Nominations:

1. Those interested in running for executive committee membership should designate in writing their preference to the Chairman.
2. The Chairman shall announce the nominations. Nominees may accept or decline.
3. The voting shall be voluntarily and through nominations by the individuals who qualify for membership.
4. Nominations shall be invited at least forty five days in advance of the General Body Meeting, by a general circular to all members.

5. Every nomination shall be required to be duly proposed by at least one member of the General Body and seconded by any member of the General Body other than the proposers. Each nomination shall have the consent of the nominee.
6. No member shall nominate more than one candidate for the same post. No member shall second more than one candidate for the same post. No member, who nominates a candidate for a post, shall second another candidate for the same post. No member, who seconds a candidate, shall nominate another candidate for the same post. In case of any violation, the first entry shall be considered valid.
7. The Chairman shall announce elections date and time.
8. A complete list of those nominated for the respective offices shall be included in the minutes and/or meeting notice that will be sent to members.
9. Before the vote is taken for each office, each candidate will be given opportunity to speak on their own behalf and campaign.

B. Modes of Voting

Votes shall be polled in the following manner:

1. By secret ballots by members present in the General Body Meeting
2. Voting through 'web portal with appropriate security measures', and
3. Postal voting.

C. One Chance to Vote:

Member shall get only one chance to vote and he may cast only one vote for each post. He may cast vote for any number of posts

D. Counting of Votes Polled and Declaration of Results:

The counting of votes polled shall be done by the SAAC Standing Committee in the following manner:

1. Counting of votes polled by secret ballot shall be done immediately after the close of the in person voting in the presence of the committee

members and the candidates or their authorized representatives present in the General Body Meeting.

2. Thereafter, the count postal ballots shall be counted in the GBM by opening the sealed cover.
3. Thereafter, the votes polled through web portal with appropriate security measures, shall count be counted.
4. After counting of web based votes polled, the results shall be complied and announced by the Chairman/ Vice Chairman SAAC in the GBM. The result will be finally submitted in writing to the Secretary. The Secretary shall formally announce them as resolution in the General Body Meeting and shall be adopted as such.

F. Resignation by Members of Executive Committee:

1. A member of the Executive Committee may tender resignation to the President or Secretary which shall be placed before the Executive committee in its meeting, who shall be competent to take decision in the matter. As soon resignation is accepted, the concerned member shall cease to hold office.

ARTICLE XIII: EFFECTIVE DATE

1. This constitution shall become effective as soon as association has voted and approved as well registered subsequently.

ARTICLE XIV: AMENDMENTS

1. The constitution may be amended by 2/3rd vote of the members of AGBM.
2. The voting for amendment shall be online as well. The modalities for online voting shall be notified by the executive committee.
3. Proposed amendments shall be submitted to the Secretary of the Executive committee members at least 30 days prior to the meeting at which such amendments are to be considered and passed with two third majorities in Executive Committee Meeting before brought in AGBM. The format and method for the proposal of amendments can be suggested/ modified by the Executive Committee, if required, subject to the approval of AGBM.

ARTICLE XV: REGIONAL CHAPTERS

The Executive Committee may recognize a Chapter of the Association in any city/region provided it has twenty-five members enrolled. The expenses of the chapter will be managed by the respective Chapter. Any chapter which is approved by the Executive Committee shall be given a seed money of Rs. 2,500 (Rupees two thousand five hundred only).