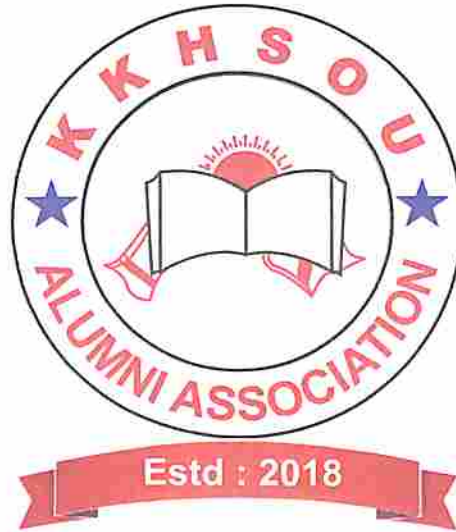


**KRISHNA KANTA HANDIQUI STATE OPEN
UNIVERSITY
ALUMNI ASSOCIATION**



CONSTITUTION

REGISTRATION NO.:.....

**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY ALUMNI ASSOCIATION
Guwahati**

CONSTITUTION

Section 1

NAME OF THE ASSOCIATION:

The official name of the Association shall be **Krishna Kanta Handiqui State Open University Alumni Association**, hereinafter called the **KKHSOUAA**. The official name of Krishna Kanta Handiqui State Open University hereinafter called the **KKHSOU**.

Section 2

HEAD OFFICE OF THE ASSOCIATION:

The official address of the Association will be:

Krishna Kanta Handiqui State Open University, Housefed Complex, Dispur, Last Gate, Guwahati-781006. However, the address is subject to be shifted along with shifting of Krishna Kanta Handiqui State Open University to Khanapara in the days to come.

Section 3

JURISDICTION:

The territorial jurisdiction of the Association will cover the entire State of Assam. However, any dispute/case/legal suit that may arise shall be instituted at and shall under the jurisdiction of the Gauhati High Court.

Section 4

MISSION:

The KKHSOUAA is the official voice of graduates from all the Study Centres accredited to KKHSOU. It represents the interests and expectations of them and ensures that alumni should have an active role in the advancement of the University.

It will serve as a link between Krishna Kanta Handiqui State Open University, its Study Centres and its graduates. It will provide opportunities for social interaction, networking and volunteer services of all kinds to inspire the pride of the University. It will also work for enhancing learner strength of the University.

Section 5

AIMS AND OBJECTIVES:

The main objective of the Association is to boost up the interests of KKHSOU and to go for the welfare, benefit, and betterment of its alumni as well as all KKHSOU learners pursuing different courses under KKHSOU.

However, the objectives may be classified as follows:

- i) To organize and operate exclusively for educational and such other purposes as a non-profit organization dedicated to advancing the excellence of learning systems at KKHSOU and for enhancing the reputation of KKHSOU as a distinguished University of higher learning in Assam, India and abroad.
- ii) To discuss different issues with KKHSOU authority relating to different needs of the alumni.
- iii) To make people aware of educational as well as research programmes of KKHSOU.
- iv) To maintain records and collect statistics concerning alumni of KKHSOU.
- v) To encourage a spirit of loyalty, friendship, services and benevolence among the Alumni.
- vi) To render advice and guidance on matters relating to alumni to KKHSOU.
- vii) Ensure adequate representation of KKHSOUAA in Government and Industries by nominating Alumni representatives wherever possible.
- viii) To publish Alumni News in the form of KKHSOUAA Newsletter to be distributed among alumni for disseminating information about the University and the alumni.
- ix) To make awards to alumni for outstanding work in promoting the welfare of KKHSOU.
- x) To promote the establishment of a career guidance Centre for KKHSOU passed outs.
- xi) To award scholarship and aid to brilliant students enrolled in the university who is financially weak.
- xviii) To promote and encourage friendly relation among the members of the Association.
- xix) To serve as forum for expression of the common cause and interest of the members.
- xx) To encourage the drop out students for continuing further education.

Section 6

EXECUTIVE COMMITTEE:

The Executive Committee shall govern the affairs of the Association.

The Executive Committee will be formed in the General Body meeting as follows :

- | | | |
|-------|------------------|---------|
| (i) | Adviser: | 4 Nos. |
| (ii) | President: | 1 No. |
| (iii) | Vice-President: | 2 Nos. |
| (iv) | Secretary: | 2 Nos. |
| (v) | Joint Secretary: | 1 No. |
| (vi) | Treasurer: | 1 No. |
| (vii) | Member: | 17 Nos. |

Section 7

GENERAL BODY

General Body will comprise of the General Members of KKHSOUAA. The General Body meeting will be held once in a year i.e. on the occasion of observation of the Annual day preferably in the month of December.

Section 8

MEMBERSHIP:

There shall be four (4) classes of members, as follows:

- A. General Members
- B. Honorary Members

All graduates, Post graduates, M.Phil / Ph.D / Diploma holders from KKHSOU are required to fill the membership form and submit it to the office of the KKHSOUAA for Alumni Affairs.

A. General Member

1. Any person who has received a degree, diploma, or certificate under KKHSOU after completing respective courses.
2. A person who has successfully completed the equivalent of one full year of course work at KKHSOU during his or her Ph.D programme.
3. All ex-members of officers and teaching staff of KKHSOU and its Study Centres
4. All Research Associates, Research Assistants of KKHSOU including members giving services on honorary basis.

B. Honorary Member

1. Any person who has received an honorary degree from the University.
2. Any person, who has contributed notably to the well-being of the KKHSOUAA or KKHSOU, provided the Executive Committee approves his or her nomination for membership.
3. Any person upon whom the KKHSOU confers honorary membership for significant contribution to the KKHSOUAA or KKHSOU. The status of Honorary Member shall be granted for lifetime unless revoked by the Association or by the resignation of the Honorary Member.

D. Associate Member

The following shall be eligible for Associate Life Membership of the Association:

1. The Vice-Chancellor, retired Vice-Chancellors, Registrar and retired Registrars of the University who are not Alumni of KKHSOU.
2. All officers and members of the teaching staff of KKHSOU who is not Alumni of KKHSOU but are employed on a regular basis.
3. All retired officers and ex members of the Teaching Staff of KKHSOU who are not Alumni of KKHSOU.
4. All associate members shall have participatory rights in discussion, be member of the sub-committees, can act as advisors and can be co-opted as members of various committees and shall have no voting rights.

E. Founder Member

The members and executive committee members who had filled up the membership forms as on 30th September, 2018 will be considered as the Founder Members.

Section 9

Responsibilities of Membership:

To be in good standing, a member of any class of the KKHSOUAA must abide by the constitution of the Association. The executive committee reserves the right to deal with membership status issues. Decision, as regards the membership, given by President or Secretary shall be final.

Section 10

Cessation of Membership:

A member of the Association shall cease to be a member if he/she resigns from his/her Membership or is found to be accused of any offence on moral grounds. The executive committee may terminate the membership of any person, who is found to be working against the interests of KKHSOUAA or KKHSOU.

Section 11

Meeting of the Executive Committee:

- i) The Executive committee shall ordinarily meet quarterly, but Secretary shall call an emergent meeting at any time after approval by the President.
- ii) A prior notice of ten days shall ordinarily be given to member for convening a meeting of the Executive Committee.
- iii) The quorum for the Executive Committee meeting shall be 1/3 of the member. In case there is no quorum the meeting shall be adjourned and such adjourned meeting will be held after a notice of 7 days.
- iv) In case any vacancy arises in the Executive Committee the Executive Committee shall fill this vacancy by nomination.

Section 12

Powers of the Executive Committee:

- a) The Executive Committee shall have all powers with regard to management and promotion of the objectives of the Association.
- b) The Executive Committee shall frame Bye Laws in accordance with relevant rules and regulations.
- c) The Office bearers and the members of the Executive Committee shall hold office for a period of one year only.

Section 13

Powers and Duties of the office bearers:

a. President

The President shall preside over the Executive Committee Meetings. The President shall have the voting power. He/she shall have all the power of the Management and promotion of the objectives of the KKHSOUAA.

b. Vice President

The Vice President shall act for the President in his/her absence. He/ She shall have all the powers for the management and promotion of the objectives of the KKHSOUAA. He/ She shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

C. Secretary

- I. The Secretary/ Secretaries shall be the convener of the Executive committee.
- II. The Secretary/ Secretaries shall be responsible for carrying out all correspondence and preparation and distribution of all publications of the KKHSOUAA.
- III. The Secretary will initiate the process of registration of KKHSOUAA in association with the executive members of his/her choice.
- IV. The Secretary will perform various important duties and responsibilities related to the Association
- V. The Secretary can spend Rs. 2000.00 per month as per different requirements only after obtaining permission from President.

D. Treasurer

- i. The Treasurer shall be responsible for the maintenance of the financial records & accounts of the KKHSOUAA.
- ii. The Treasurer shall operate the funds of the Association jointly either with the Secretary or the President.

E. Joint Secretary

- i) The joint Secretary shall assist the Secretary in the management of the activities of the Association.
- ii) The Joint Secretary shall act for the Secretary in absence of the Secretary.

Section 14

AMENDMENTS OF RULES AND REGULATIONS

Any amendment to the constitution of KKHSOUAA is subject to vivid discussion in executive committee meeting with presence of minimum 1/3 members and it needs the approval of KKHSOU authority.

Section 15

FINANCE & ACCOUNTS

The Association shall raise funds for pursuing the objectives of the Association through:

- i) Membership fee
- ii) Donation either in case or in kind.
- iii) Any other source approved by the Executive Committee. The accounts of the Association shall be maintained in any scheduled bank in Guwahati into which all subscription, donations and other income shall be credited.
- iv) Financial year of the Association shall be from 1st April to 31st March.
- v) 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 nationalized banks, subject to the approval of the Executive Committee.
- vi) Withdrawal from the invested funds shall be made by the Executive Committee.

Section 16

AUDITS OF ACCOUNTS

The accounts of the KKHSOUAA shall be audited once a year by a Chartered Accountant. The Chartered Accountant shall be appointed by the Executive Committee after the accounts have been duly audited by an Internal Auditor to be appointed by the Executive Committee.

Section 17

LEGAL PROCEDURES:

- i. The Secretary or any other office bearer authorized by the Executive Committee may sue on behalf of the KKHSOUAA and on being sued; the Secretary will represent the KKHSOUAA through a legal advisor or an advocate to represent the interest of KKHSOUAA in the Courts of Law.
- ii. Every decree or order against the KKHSOUAA in any proceeding shall be executable against the property of the Association and not against the property of the Secretary or any office bearer.
- iii. Nothing herein shall exempt the President, Secretary or any office bearer of the KKHSOUAA from any criminal liability; entitle him/her to claim any contribution from the property of the KKHSOUAA in respect of any claim raised by him/her on conviction by a criminal court unless it is related to KKHSOUAA matters.
- iv. No member of the KKHSOUAA may be sued or prosecuted by the KKHSOUAA except for any injury or loss, damage, detention or destruction of any property of the KKHSOUAA.

Section 18

RECORDS OF THE ASSOCIATION

The following records shall be maintained in the office of the KKHSOUAA:

- a. Roll of Membership.
- b. Minutes of the Executive Committee meetings.
- c. Stock Register of Non-consumable and Consumable items.
- d. Cash Book and Ledger.
- e. Copies of all publications and reports of the Association.
- f. Books and Registers to be maintained for recording accounts such as

- Receipt and Payment account
 - Classified important expenses/ in two columns: and assets – Capital funds, Special funds (for special purpose)
- g. The records shall include details of all sums of money received and sources thereof, and all the sums of money spent.
- h. Every member of the Executive Committee shall have the rights of inspection of records of the KKHSOUAA during the office hours.
- i. Some of the disposable records as decided by the Executive Committee may be disposed of/destroyed.

Section 19

WINDING UP OF THE ASSOCIATION

The winding up of the Association shall be carried out as per relevant clauses of Societies Registration Act. All assets of the association, in the event of its closure, will be given to KKHSOU.

Section 20

ANNUAL DAY

The Annual Day of KKHSOUAA will be observed every year on a convenient day in the month of December as per discussion in executive committee meeting. The Annual Day will be complimentary of General Body Meeting.

Section 21

Procedure for Election

- i) All office bearers and the members of the Executive Committee except the President shall be elected in the Annual General Body meeting through majority votes.
- ii) A notice of the General Body meeting may be served on any member either personally or through ordinary post at the address available in records of the Association or through News Paper advertisement.
- iii) It shall be the duty of members to keep the Association informed about his/ her current address so that the proceedings of the Association, its activities and notice of meeting sent by to him/ her.

