

### CONSTITUTION/BYE-LAWS

**Name of the society** \_\_\_\_\_

**Registered Office** \_\_\_\_\_

**Area of operation** **Himachal Pradesh (State Level)/District**  
\_\_\_\_\_ **(District Level)**

### ARTICLES OF ASSOCIATION

#### 1. NAME

The name of the association shall be 'Alumni Association' herein after called Association.

#### 2. LOCATION /Registered office

The headquarter of the Association shall be located at the main campus of the Dr Y S Parmar University of Horticulture and Forestry, Nauni, Solan 173 230 HP.

#### 3. OBJECTIVES /AIMS AND OBJECTIVES

- To foster fellow feeling and interaction among the members of the Alumni Association
- To maintain professional and other contacts of alumni.
- To help in Placement of graduate and post graduate students.
- To raise and utilize Endowment /Corpus fund for awards/fellowships and institution development.
- To organize interaction of notable alumni with students of the university
- To maintain and promote the overall image of the University as a premier centre of excellence in Horticulture and Forestry research, education and extension
- To focus attention on pressing problems related to horticulture and forestry research and development in India
- To establish closer interaction between related national and international bodies having similar objectives
- To undertake suitable publications, and organize seminars, symposia and other related activities for the furtherance of its objectives
- To encourage the members for socio-economic voluntary work
- To undertake any other activities for advancement of the aforesaid objectives.

#### 4. MEMBERSHIP

The membership shall be open to all persons who have received any degree from the Dr YS Parmar University of Horticulture and Forestry (erstwhile College of Agriculture), Solan.

#### **Honorary Members:**

All those who contributed to the academic growth and development of the Institution may

be extended honorary membership. Not more than 5 members are to be extended Honorary membership each Year.

**Associate Members:**

All those/faculty who are associated with the academic activities in Dr YS Parmar University of Horticulture and Forestry, Nauni, Solan are welcome to become the member of Alumni Association. However, honorary members & associate members shall not have right for voting.

## **5. ADMISSION OF MEMBERS**

### **Passed out Alumni**

Any person eligible for membership shall send to the Secretary an application on the prescribed form and membership fee to the Secretary. The Secretary shall place such application before the Executive Committee for approval. After the application accepted by the committee, the Secretary shall notify the same to the member

Or

Eligible person can also register online on Alumni portal of University website

### **Newly admitted UG/PG students**

The membership fees of Rs. 500 for newly admitted UG/PG students will be charged at the time of admission.

## **6. MEMBERSHIP FEES**

A one-time membership fee of Rs. 500- Shall be charged to become a member. Other charges will be taken as and when required for organizing an activity or programme as decided by the Executive Committee.

## **7. PRIVILEGE OF MEMBERS**

- I. To be present and vote in all General Body Meetings
- II. To hold any office of the Association on being duly elected
- III. To receive free or concessional supplies of publications brought out by the Association
- IV. To receive invitation to various programmes, activities being organized by the Association.
- V. To be members of any of the sub-committees which may be constituted by the General Body or Executive Committee?
- VI. To have such other rights and privileges, which may be decided by the General Body or Executive committee from time to time?

## **8. LIABILITY OF MEMBERS**

The liability of members shall be limited to the amount of subscription due from time to time

## **9. GENERAL BODY**

9.1 General Body (GB) shall consist of all the enrolled members of the Association. The GB shall be the Supreme authority of the Association. It shall formulate general policies and programmes of the Association in conformity with the constitution and bye-laws and shall provide specific directions to the Executive Council (EC). It shall be the only body which can make amendments to or altogether change the rules of the Association according to the procedure laid down in the constitution.

9.2 The annual General Body GB meeting shall be held ordinarily during the Convocation week of the University. The Secretary on behalf of the Executive Council shall present the annual report, audited financial statement for the preceding year and the budget .If any .The notice of such a meeting along with the agenda will be posted to all members at least thirty days in advance. Any matter that is not on the agenda paper will be considered at the meeting with the consent of the President, who will preside over all meetings of General Body.

9.3 The Secretary with the approval of the Executive Committee of the Association shall call the General Body meeting as and when necessary. One-third of the members of the Association may also requisition a meeting of the General Body by notifying in writing to the Secretary and stating the business to be transacted. The Secretary in consultation with the President shall call an extra-ordinary meeting of General Body within thirty days of the receipt of the requisition, giving a notice of at least seven days.

Twenty five members will form the quorum for the Annual General Body meeting. For the extra-ordinary meeting of the General Body, fifty members shall form the quorum.

## **10. EXECUTIVE COUNCIL**

10.1 The Executive Council (EC) of the Association shall consist of:

- i. President (One)
- ii. Vice President (Two)
- iii. Secretary (One)
- v. Joint Secretary (Two)
- v. Treasurer (One)
- Vi. Councillor (Four)

10.2 The immediate past President and Secretary will be the ex-officio members of the EC for the following term. President, Apex Body of Students' Central Association will also be ex-officio member of the EC.

10.3 The Secretary, Treasurer and one of the Vice Presidents will always be elected from among the members of the Association located at the Head-quarter of the Association. She/he should have at least five years of active services.

10.4 The election of all members of EC shall be by secret ballots on the principle of simple majority. Only members whose subscriptions are not in arrears at the time filing nominations/elections shall be eligible for contesting and voting.

10.5 The normal tenure of the office bearers and other members of the EC shall be for two years. There shall be fresh elections for the new EC at the time of General Body (GB) meeting held during the University Convocation week. Interim vacancies within the EC including those of the office bearers may be filled up by the EC by nomination.

10.6 The EC shall be responsible for the management of the affairs and execution of the programmes and policies for the achievement and furtherance of objectives of the Association. It shall take decisions on all matters except those which fall in the jurisdictions of the GB. The EC shall be answerable for all its activities to GB.

10.7 The EC shall have all control on the funds of the Association, which shall be used for any purpose which in the opinion of the EC tends to meet and enhance the cause of the Association. The EC shall approve the receipts and expenditure and may frame rules for proper maintenance of the accounts.

10.8 The EC shall meet as and when necessary. There shall, however, be at least two meetings in a year. The Secretary in consultation with the President may summon EC to meet as and when required. The Secretary shall call extra-ordinary Meeting of the EC within ten days of the presentation of demand with agenda for such a meeting signed by at least one-third of the members of EC.

10.9 The quorum for any meeting of the EC shall be one-third of the members of EC.

10.10 The office bearers of the Association will function under the general directions of the EC. The Secretary will be responsible for day to day working of the Association and the Treasurer will keep accounts, receive deposits, and make payments. The President will preside over all meetings of the EC. In the absence of the President, the Vice President (HQ) will exercise the functions of the President. In the case of sudden vacation of office in interval between two meetings of EC by the Secretary or the Treasurer, or both, the President shall designate one (or two) of the Members of EC to take his (or their) place and exercise his (or their) functions, until of the next meeting of the EC.

## **11. ACCOUNTS**

11.1 All amounts received by the Association will be deposited in a scheduled bank or be invested appropriately as may be decided by the EC. The accounts shall be jointly operated by any two of the three office bearers, namely, the Treasurer, President and Secretary.

11.2 The accounts will be closed on the last day of the financial year of the Association and be audited by a committee appointed by EC. Statement of the accounts will be prepared and presented by the Treasurer to the EC which after approval will be presented to the GB for adoption.

11.3 The financial year of the Association shall be from 1 January to 31 December of each year.

## **12. PATRONS**

The Vice Chancellor of the University will be the Chief Patron of the Association and the University Deans, Directors (Research and Extension) and State Directors of Agriculture, Horticulture, Principal Chief Conservator of Forests will be Patrons.

## **13. PROPERTY OF THE ASSOCIATION**

13.1 The property, movable and immovable, belonging to the Association shall be deemed to be vested for the time being in the EC and in all proceedings, civil and criminal, shall be described as the property of the EC of the Association by their property title.

13.2 The income and property of the Association from whosoever derived shall solely be spent in the promotion of its objectives spelt earlier and no portion thereof be distributed among its members by way of dividends, bonus etc.

13.3 If at any time the Association is dissolved and if there shall remain upon such dissolution after the satisfaction of all its debts and liabilities, any property whatsoever and whosoever the same shall not be paid or distributed among the members of Association, but shall be given to the University for students welfare activities.

## **14. DISSOLUTION OF THE ASSOCIATION**

Not less than three-fifth of the members of the Association may determine that it shall be dissolved and thereupon it shall be dissolved forthwith, or at the time then agreed upon. In the meanwhile all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claims and liabilities according to the rules of Association applicable thereto, if any and if not, then as the General Body shall find expedient, provided that, in the event of any dispute arising among the said General Body or the members of the Association, the adjustment of its affairs shall be referred to the principal court of origin civil jurisdiction of the district where the headquarter of the Association is situated, and the court shall make such order in the matter as it shall deem requisite provided that the Association shall not be dissolved unless three-fifth of the members shall have expressed a wish for such or by proxy, at a general meeting convened for the purpose.

## **15. AMENDMENTS OF CONSTITUTION**

15.1 Any motion having for its objects, the alteration of existing rules or enactment of new ones will first be submitted to the EC which will consider it at a special meeting to be held for the purpose. If two-third of the members present in EC meeting vote in favour of any amendment of fresh enactment, It will be

included in the agenda of the next Annual General Body Meeting or Extra-ordinary General Body Meeting which have the power to ratify or rescind.

15.2 The EC may, with the sanction of the Association, frame or alter bye-laws for the working of the Association not in consistent with its rules.

## **16. JUSTICE**

The Association may sue or be sued in the name of the Secretary of the Association.

### **Endowment/Corpus fund**

To augment its resources, association during GB meeting has proposed to create an Endowment Fund for receiving donations from its alumni, industry, philanthropic organizations and well-wishers.

The donations marked for specific purposes will be used as per the donor's wishes. The accounts for such donations will be maintained and audited separately, and the utilization report will be sent to the donor. The Endowment Fund will be kept separate from the normal grants received by the University from government and other organizations. The savings and undesignated funds will be treated as a corpus and the interest accruing and other income from assets will be used for development of the University