

KAZI NAZRUL ALUMNI ASSOCIATION (KNAA)

Memorandum and by-laws of the association:

1. Name of the association

The name of the association shall be Kazi Nazrul University Alumni Association (KNUAA). The association shall be registered under the provision of W.B. Societies Registration Act 1961.

2. Registered office

The registered office of the association is situated at the Office of Kazi Nazrul University campus, Nazrul road, Bypass more, Asansol, Paschim Bardhaman, West Bengal.

3. Aims and objectives

The Aims and objectives of the association shall be:

To bring old students of the university under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the association and country.

To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the university faculty, non teaching staff and students.

To create and establish Alumni endowments for granting scholarships ,prizes and medals to the students showing high proficiency in their studies and honour former students of the university.

To advise and interact with state and central government bodies, universities and other similar associations on matters relating with promotion of higher education, training and management systems and thereby promote the welfare and status of the university.

To collect funds by subscription, contributions, donations and gifts from members, non members, Governments, Universities and other institutions and philanthropists for furtherance of the above objectives.

To render financial aid to deserving poor students studying at the university.

To render financial aid to deserving alumni in cases of extreme compassionate circumstances.

To bring out magazines, souvenirs and newsletters highlighting the activities of the university and its alumni.

To organize cultural and educational programmes and also to conduct alumni day celebration every year.

To help the alumni to get advice from the University on various technical problems and job opportunities that they may come across in their work and real life.

To carry out such other activities as may be necessary for furthering the above aims and objectives

4. Names of the members subscribed to the memorandum of Association:

President:

Krishnendu Pal

Vice President:-

1. Sanjib Banerjee
2. Rupojyoti Mitra

General Secretary:-

Biswajit Kundu

Joint Secretaries:-

1. Adv Ranjan Prasad Nonia
2. Suvojit Chatterjee

Treasurer:-

1. Diwakar Chourasi
2. Md Azhar

Bylaws

5. Members

The association shall consist of the following persons as its members

All PG, M. Phill and PhD pass-out students of the university are eligible to become members of the Association on payment of an annual membership fee of Rs.500/.

The subscribers to the memorandum shall be the founder members as well as life members of the association and they will be known as founder- life members of the association.

Any student/scholar who pays the annual subscription of Rs.500/ during his study in the university can be considered as student member of the association and he/she will automatically become member of the association after passing out from the university, taking the subscription of Rs.500/ paid during his/her studentship as the annual membership for the first year.

6. Administration

The administration of the association shall rest in an Executive Committee, consisting of (1) President (2) Vice-president (3) General Secretary (4) Joint Secretary (5) Treasurer and (6) Eight members. All founder life members shall be the Ex-officio members of the association.

The members of the Executive Committee shall be elected by the members of the association including life members and founder life members at the Annual General Body Meeting(AGBM) and they shall hold office for a period of one year.

A committee once elected shall continue to hold office till a new committee assumes office charge.

If any vacancy arises in any post on account of resignation, death etc the executive committee may nominate any person to such post from the members of the executive

committee. Such nominated persons shall hold office till the next election of the executive committee.

If an executive committee member is absent from three consecutive meetings of the executive committee, without prior notice, he/she shall cease to be a member of the executive committee.

If any member fails to pay the annual subscription fees within that year after the same has fallen due shall cease to be member of the association and the General Secretary shall remove the name of such defaulter from the register of members.

The executive committee shall have the power to expel a member for willful disregard to the association rules or misconduct, on provided the member concerned gives an acceptable explanation for his/her misconduct.

7. Election and tenure of office

The mode of election shall be by secret ballot.

The procedure for selection shall be laid down by the executive committee.

All terms of office of the elected members shall commence from the close of the AGBM (Alumni General Body Meeting) at which elections were held and shall continue for a period of one year or till the close of the second AGBM leaving one in-between, whichever is earlier.

Members cannot hold the same office for more than two terms.

In the event of a vacancy at any level in the executive committee, the executive committee shall have the freedom to elect a member to fill the vacancy.

However, notwithstanding clause third (7.3) above, the first executive committee, shall hold office for a term of three consecutive years for building the Alumni Association on sound footing.

8. General Body Meetings

The Annual General Body Meeting shall be held every year in the Month of February.

- A. To elect the executive committee.
- B. To approve the audited statement of accounts.
- C. To deliberate the annual report of the Association and
- D. To consider any amendments to the By-laws.

The executive committee may convene General Body meetings as and when necessary.

Extraordinary meetings of the General Body shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.

The quorum of a General Body meeting shall be one-third of total members or 50 members whichever is less.

The meeting shall be conducted in the University premises.

9. Executive committee meetings

Meetings of the executive committee shall ordinarily be convened at least once in 3 months. Special meetings of the executive committee shall be convened on written request of not less than 7(seven) members of the executive committee.

Quorum for a meeting of the executive committee shall be (1/3) one third of members the executive committee.

Emergency meetings may be called under emergency circumstances with minimum 24 hours of notice.

10. General Provisions regarding meetings

7(seven) days notice shall ordinarily be given for all meetings of the General Body/ executive committee.

In the absence of the President, the Vice-President shall preside over the meetings of the General Body/ the executive committee. In the absence of the President and Vice-President, a senior member of the executive committee shall preside over the meeting.

All decisions shall be on the basis of majority of votes. In cases of equality of votes, the President of the meeting shall have to cast a vote.

11. Powers and duties of the executive committee

The affairs of the Association Shall be managed by the Executive Committee.

General Secretary and the President and at least two other members of the Executive Committee Shall be from amongst the members Who are residents of the city.

The executive committee shall have the power to incur expenditure necessary to carry out the aims of the association.

The executive committee shall have the power to frame By-laws consistent with the aims and objectives of the association. The provisional By-laws shall be placed before the next General Body Meeting for ratification.

The executive committee shall have the power to consider all communications addressed to the association.

The executive committee shall be in charge of and protect the properties of the association.

The executive committee shall prepare and submit annual reports, including balance sheets, audited accounts/statements of income and expenditure.

The executive committee shall collect dues/fees from members.

12. Duties of Office bearers

President

The President shall preside over all meetings of the Society. The President can also call for meeting if necessary in consultation with the General Secretary.

He/she will appoint working groups, sub-committees, officer, clerk and others in consultation with the Executive Committee.

The President shall act on behalf of association.

Vice President

In the absence of the President, the Vice-President shall perform all the duties of the President.

General Secretary

The General Secretary shall attend to the day to day correspondence and communications to and from Association.

Maintain official records.

Be an ex-officio member of all the committees of association.

He/she shall be responsible for calling meetings of the executive committee in consultation with the President.

Joint Secretary

In the absence of the secretary. The Joint Secretary shall perform all the duties of the secretary.
12.5.2, He/she will help the General Secretary for regular work.

Treasurer

He/she shall collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts thereof.

Maintain and keep cash book and such other accounts as are necessary.

Operate bank account jointly with the President.

Prepare the budget in consultation with the Committee Members.

The treasurer shall be responsible for all types of monetary transactions and failing will be liable to face legal steps.

13. Amendment of Memorandum:

13.1 The memorandum of the constitution can be changed by a 3/4th of the majority of the General Body/House. The General Body shall have powers to make, altered, modify such regulations as considered necessary in the interest of smooth functioning of the society.

14. Suit and Legal Proceedings:

Without any prior discussion with the Executive Council any legal suit file will be invalid.

15. List of Members:

List of Members shall be maintained by the Secretary along with their details of the individual affiliation relating to the University.

The List of Members data shall be made available to the University staff and to Officers and Members of the Association in support of the Work of the Association.

16. Dissolution of the Society/Association.

Subject to the provisions of Sections 24 and 27 of the West Bengal Societies Registration Act, 1961 or any statutory modification thereof, the Society/Association may be dissolved by a resolution to that effect passed by 3/4th members of the society/association at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Society/Association, if any, after dissolution.

After dissolution the Funds and Assets of the Society/Association will be transferred to a society/association duly registered having same aims and objectives after a meeting with the General Body of KNUAA.

We the undersigned Executive Council Members of Kazi Nazrul University Alumni Association do hereby certify that the above is a true copy of the Regulations of the Society.

Signatures of the Executive Council Members of KNUAA: