

**CONSTITUTION
OF
COLLEGE OF AGRICULTURE ALUMNI ASSOCIATION
ARRANGEMENT OF ARTICLES**

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ARTICLE 1. DEFINITIONS

In this Constitution, unless the context otherwise requires -College of Agriculture (Formerly Assam Agricultural College), a constituent College of the Assam Agricultural University, Jorhat.

“Alumni” means -

- (a) All graduates and post graduates of College of Agriculture, Jorhat (Formerly AssamAgricultural College) of Assam Agricultural University;

ARTICLE 2. NAME

The organization shall be called the CA-Alumni Association, (the 'Association'), an independent association of alumni consisting of agriculture graduates of College of Agriculture, Jorhat.

ARTICLE 3. MISSION

As the official voice of Agriculture graduates, the College of Agriculture, Jorhat Alumni Association (CAAA) represents the interests and expectations of alumni to the University and ensures that alumni have an enduring voice in University affairs and advancement. The CAAA serves as a link between College of Agriculture and its graduates, to help alumni stay in touch and involved with the College and to provide opportunities for social interaction, networking and volunteer service of all kinds.

ARTICLE 4. OBJECTIVES

The objectives of the Association shall be:

- to foster fraternity, friendship and fellowship among the member alumni,
- to maintain and promote the overall image of the University as a premier centre of excellence in agriculture in India,
- to focus attention on pressing problems related to agricultural research and development,
- to establish closer interaction between related national and international bodies having similar objectives,
- to undertake suitable publications, organize seminars, symposia and other related activities for the furtherance of its objectives,
- to encourage the members for socio-economic voluntary work,
- to enable professional networking among alumnus for mutual benefit in academic, professional and/or business areas; including employment network for new graduates or alumni looking for career upgrade/change, and alumni displaced from workforce.

- to extend academic support to the Institute through various networks such as ‘visiting faculty network’, ‘Curriculum development network’, 'Distance learning network’, ‘academic endowment network’ etc;
- to undertake any other activity as is required for the achievement of the above objectives.

ARTICLE 5. POWERS AND FUNCTIONS OF THE ASSOCIATION

In pursuance of its aims and objectives and for the better and proper performance of its functions under this Constitution, the Association shall have powers to:-

- a) Engage in any activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfillment of the aims and objectives of the Association as set out in this Constitution;
- b) Solicit donations, gifts and other forms of material aid acceptable to the Association for the purpose of meeting the financial requirements and other needs of the Association in furtherance of its aims and objectives;
- c) Exercise any other power, perform any other function or do any other activity that may lawfully be so exercised, performed or done by the Association for carrying out, or giving effect to, the purpose for which the Association is established; and
- d) Make rules prescribing –
 - I. The rates and modes of payment by individual or institutional members which shall apply from time to time in respect of membership fees, subscription fees, and other contributions/donations towards the funds of the Association,
 - II. The circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated; and
 - III. Such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honour and dignity of the Association as well as efficacy in its operations.

ARTICLE 6. ORGANS OF THE ASSOCIATION AND THEIR FUNCTIONS

1). The Association shall have an Executive Committee consist of the following:

(a) The **President** whose functions shall be:

- 1) To chair meetings of the Executive Committee and the General Assembly,
- 2) To authorize use of the funds of the Association according to the budget approved by the General Assembly,
- 3) To supervise and coordinate activities of the Secretariat of the Association,

(b) The **Vice President (2)** whose function shall be:

- 1) to initiate the establishment and organization of Alumni Chapters,
- 2) to recruit alumni and expand projects,

- 3) to coordinate activities of the various Alumni Chapters,
- 4) in the absence of the President, to perform functions of the President.

(c) The **Secretary** whose functions shall be:

- 1) to act as secretary at meeting of the Executive Committee,
- 2) to take minutes during the meeting of the General Assembly,
- 3) to act as custodian of all the records of the Association,
- 4) to be the public relations person for the Association,
- 5) to monitor fulfillment of activities of the Association and prompt different offices accordingly, and
- 6) to publicize income-generating activities of the Association.

(d) The **Joint Secretary (3-5)** whose function shall be:

- 1) to handle issues of publicity for the Association,
- 2) to coordinate the production of the newsletter and other publications of the Association,
- 3) in the absence of the Secretary, to perform the functions of the Secretary, and
- 4) to publicize income generating activities of the Association.

(e) The **Treasurer** whose functions shall be:

- 1) to act as the custodian of the finances of the Association,
- 2) to act as the custodian of audit records,
- 3) to act as the custodian of the inventory of property for the Association,
- 4) to prepare and report to the Executive Committee the Association's regular financial documents and statements,
- 5) to prepare the draft annual budget of the Association for presentation to the Executive Committee and the General Assembly,
- 6) to ensure that accounts are audited by Auditors of the Association; and
- 7) to make financial transactions on behalf of the Association.

(f) The **Assistant Treasurer** whose functions shall be:

- 1) to be custodian of merchandise initiatives,
- 2) to organize fundraising activities for the Association,
- 3) to report to the Executive Committee on fundraising projects of the Association,
- 4) to coordinate fundraising activities organized by Alumni Chapters; and
- 5) in the absence of the Treasurer, to perform the functions of the Treasurer.

(g) **Committee Members (20)** whose function shall be:

- 1) to work in liaison with the Dean of College of Agriculture to develop projects addressing the needs of students,
- 2) to coordinate academic and self-enrichment programs for the alumni,
- 3) to coordinate and arrange, in liaison with Alumni Chapters tours, excursions, and reunions for the alumni; and
- 4) to propose and develop projects for the improvement of AAU, Jorhat in collaboration with the administration of AAU; and
- 5) to coordinate alumni input on college curricula and programs; and

(j) **The Dean of College of Agriculture**, ex officio, whose functions shall be:

- 1) to observe key issues initiated by the alumni and relate them to the relevance of College of Agriculture,
- 2) to convey to the Executive Committee proposals worth considering,
- 3) to advise the Executive Committee on the policies and regulations of the AAU.

2). **In the execution of its functions the Executive Committee** shall:

- a) Serve as a policy and executive group to facilitate the work of the Association between meetings of the General Assembly, and to take such actions and policies of the General Assembly,
- b) serve as an advisory and planning body for the Association of projects and any other reports submitted to the Executive Committee and issue appropriate directions for compliance by the competent organs or members of the Association,
- c) consider and approve proposals by the President to appoint a Committee to perform special tasks,
- d) consider the budget of the Association before it is presented to the General Assembly,
- e) appoint auditors of the Association,

- f) receive and consider auditor's reports and audited accounts, and financial statements relating to the accounts of the Association presented by the Treasurer; and
- g) receive, consider and draft a resolution for any issue or question for determination and in respect of which this Constitution makes inadequate or no provision for its resolutions. Such a draft resolution shall be presented to the General Assembly for approval.

(3) Elections and terms of office for office bearers shall be as follows:

- a) office bearers of the Executive Committee shall be elected during the General Assembly/Online election process,
- b) office bearers shall be elected by a majority vote,
- c) the term of office for office bearers shall be two years and shall resume duty at the close of the regular meeting of the General Assembly / Online election at which they were elected and end at the close of the succeeding regular meeting /online election at which a new Executive Committee was elected; and
- d) any position that falls vacant between regular General Assembly meetings /online election may be filled by a majority vote of the Executive Committee until the close of the next regular General Assembly/online election.

(4) Alumni Chapters of the Association shall be as follows:

- a) the Association shall have chapters based on the major geographical zones of the country,
- b) a group of alumni shall qualify to be registered as a Chapter after approval by the Executive Committee,
*In every state of NE Region there will be one Alumni Chapter and one each in four zones of India (North, East, South and West)
- c) each Chapter shall operate in accordance with the functions of the Association as spelled out in this Constitution,
- d) each Chapter shall have a Committee comprising the following office bearers –
 - i. the Chairperson, who shall perform the functions of the Association's President stipulated in Article 6 at the zone Chapter level,
 - ii. the secretary, who shall perform the functions of the Association's Secretary stipulated in Article 6 at the Chapter level; and
 - iii. the Treasurer who shall perform the functions of the Treasurer stipulated in Article 6 at the zone Chapter level.

(5) **Elections and terms of office for Alumni Chapter Committee members** shall be as follows:

- a) office bearers for the Chapters shall be elected during the General Meeting of the Chapters,
- b) office bearers shall be elected by a majority vote from among the members of the Chapters,
- c) the term of office for office bearers shall be two years and shall resume duty at the close of the regular meeting of the General Meeting at which they were elected and end at the close of the succeeding regular meeting at which a new Chapter Committee was elected,
- d) any position that falls vacant between regular General meetings may be filled by a majority vote of the members of the Chapter until the close of the next regular General Meeting,
- e) each Chapter shall develop its own program of activities based on the annual plan of the Association; and
- f) Chapters shall remain in constant contact with the secretariat and the Executive Committee.

ARTICLE -7. SECRETARIAT OF THE ASSOCIATION

- a) The Secretariat of the Association shall be based at AAU, Jorhat campus and the postal address shall be College of Agriculture, Assam Agricultural University, Jorhat -785013.
- b) The Office Administrator shall manage the Secretariat and new positions be created as deemed necessary by the Executive Committee.
- c) To facilitate regular functioning of the association the following office-bearers will have to be based in Jorhat -
 - i. The President
 - ii. The Secretary
 - iii. Treasurer
 - iv. Members (Any ten)

ARTICLE 8. MEETINGS OF THE ASSOCIATION

- 1) The General Assembly shall be a gathering to be answerable to the entire membership of the Association.
- 2) The General Assembly shall be attended by -
 - a. all subscribing members of the Association who shall attend the General Assembly meeting as voting delegates,

- b. the immediate ex-officio members of the Executive committee; and
- c. partners and organizations that support the Association who shall be invited to attend by the Secretary of the Executive Committee, but such delegates shall have no voting rights.

- 3) The President or his vice shall chair meetings of the General Assembly.
- 4) Ordinary meetings of the General Assembly shall be held annually.
- 5) The Executive Committee, by two-thirds vote, may call for an extra-ordinary General Assembly upon request from more than half of the subscribing members of the Association.
- 6) Voting at the General Assembly shall be by the subscribing members and may be by show of hands or by secret ballot.
- 7) The Chairman of the session shall have a casting vote in addition to his deliberation vote.
- 8) A preliminary agenda for the General Assembly shall be prepared by the Executive Committee and sent to the Chapters three months in advance of the General Assembly and
 - a) subscribing members may propose business to be transacted at the General Assembly through their Chapters,
 - b) such proposals shall reach the Secretary at least two months before the meeting,
 - c) the agenda of business to be transacted at the General Assembly shall be distributed by the Secretary to the Chapters and delegates at least one month before the meeting; and
 - d) no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds majority vote at the General Assembly.
- 9) The venue of the next General Assembly shall be decided at the preceding General Assembly.
- 10) The Executive Committee shall decide the exact dates of the General Assembly.
- 11) The Executive Committee may decide a registration fee or scale of registration fees for the next General Assembly.
- 12) The Executive committee may waive registration fees either partly or wholly for subscribing members of the Association.
- 13) The General Assembly shall have the following functions -
 - a) to give recognition to each qualified Chapter,
 - b) on the proposal by the Executive Committee, to decide the subscription rates,
 - c) to determine special projects that shall be financed independently of the general expenditure,

- d) to consider and approve proposals for any short- or long-term development plan of activities, and strategies for implementation.
 - e) to receive, review and evaluate reports on implementation of projects and any other reports submitted to the General Assembly by the Executive Committee, and issue appropriate directions for compliance by the competent organs or officers of the Association.
 - f) to consider and approve proposals by the Executive Committee to appoint a committee to perform special tasks;
 - g) to consider and approve the budget of the Association,
 - h) to consider and approve auditor's reports, audited accounts and financial statements relating to the accounts of the Association presented by the Treasurer; and
 - i) to receive and consider draft resolutions from the Executive Committee for any issue or question of which this Constitution makes inadequate or no provision for its resolution.
- 14) Meetings of the Executive Committee shall be held quarterly, and all members of the Executive Committee shall attend the meetings.
- 15) One third of the members of the Executive Committee shall form a quorum.
- 16) The President or the Vice President shall chair meetings of the Executive Committee.
- 17) Chapters shall hold Annual General Meetings.
- 18) The Chairperson of the Chapter shall chair the Annual General Meeting.
- 19) All members of the Association in the particular Chapter shall attend the Annual General meeting and members of the Executive Committee shall be invited to attend without voting rights, except when they are a member of the particular Chapter.
- 20) The venue of the next Annual General Meeting for the Chapter shall be decided during the preceding meeting.
- 21) The exact dates of the Annual General Meeting shall be decided upon by the Chapter Committee.
- 22) The Chapter Committee may decide a registration fee or scale of registration fees for the next Chapter Annual General Meeting.
- 23) A preliminary agenda for the Annual General Meeting shall be prepared by the Chapter Committee and sent to the Chapter members one month in advance of the meeting.

- 24) Subscribing members may propose business to be transacted at the Chapter Annual General Meeting and such proposals shall reach the Secretary of the Chapter at least two weeks before the meeting.
- 25) The Chapter Secretary shall distribute the agenda of business to be transacted at the Annual General Meeting to subscribing delegates at least one week before the meeting and no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds majority vote at the Annual General Meeting.
- 26) The Annual General Meeting shall have the function of -
 - a) giving recognition to each registered member; and
 - b) determining special projects according to the objectives of Association that shall be financed independently by the Chapter.

ARTICLE 9. MEMBERSHIP OF THE ASSOCIATION

- 1) **PATRONS:** The Vice-Chancellor of AAU, Jorhat is the Chief Patron of the Association and Dean, College of Agriculture is the Patron.
- 2) Membership of the Association shall be divided into three categories -
 - a) individual membership;
 - b) corporate membership;
 - c) honorary membership,
 - d) affiliated member.

and shall be open to-

- a. Agriculture graduates of College of Agriculture (Formerly Assam Agricultural College) of Assam Agricultural University,
 - b. Teachers and faculty members of College of Agriculture, AAU who are not graduates of the college who shall be members by affiliation,
 - c. Honorary membership which shall be offered to people in agriculture and related fields.
- 3) There shall be a registration fee for each category of membership which will be decided by the executive committee from time to time.
 - 4) Payment of bi-annual subscriptions shall be made by the end of the month of June each financial year. (April to March).

- 5) All members of the Association shall be bound by the provisions of this Constitution, and its interpretation as made by the Executive Committee and its members.
- 6) At any meeting of the Association, when a vote is taken by show of hands or secret ballot, all paid up members shall be entitled to one vote each.
- 7) Membership shall cease upon resignation by writing to the President of the Executive Committee.
- 8) The Executive Committee shall have the right to terminate membership for any member whose conduct is deemed to be prejudicial to the good name of the Association.
- 9) The member will cease to be a member if he fails to renew his registration.

ARTICLE 10. FINANCIAL MATTERS

- 1) The Association shall generate its income from -
 - a) Membership fees and subscriptions,
 - b) Contributions by well wishers,
 - c) Donations and grants from Governments, bilateral donors and non-governmental organizations; and
 - d) Fundraising activities taken under the authority of the Executive Committee.
- 2) The Executive Committee shall open an account in the name of Agriculture Assam Agricultural University Agri Alumni Association and all funds of the Association shall be deposited in that account.
- 3) There shall be three signatories to the Account, and these shall be the Treasurer, the President and the Secretary.
- 4) A portion of the Association's fund shall be allocated for discharging the duties of the Secretariat.
- 5) The Executive Committee shall open an account for the Endowment Trust Fund which shall be a Trust run by the Association.
- 6) Donors shall make donations for specific functions or activities of the Association.
- 7) All accounts, records and documents of the Association shall be open for yearly auditing by an auditor approved by the Executive Committee.
- 8) Alumni Chapters shall open Bank accounts at zone levels.
- 9) 'No loans shall be made by the Association to its members.'
- 10) 'Every member of the Association shall be indemnified out of funds of the Association against all losses and expenses incurred in the bonafide discharge of his/her duties, except when it happens through his/her own willful neglect or dishonesty or malafide intention while discharging his/her duties or action resulting from willful disobedience

of the law, bad faith or gross negligence.

ARTICLE 11. PROPERTY RIGHTS

- 1) All movable and fixed assets of the Association shall be entered in a register, which shall be reported during the General Assembly.
- 2) The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or profits to its members.
- 3) The Association shall have an official seal and put the seal on every receipt, payment, registers etc. This seal shall be kept under the custody of the Secretary. The Association shall have its own logo too. No other body or agency, without due authorization from Association, shall use the seal and logo.'

ARTICLE 12. AMENDMENTS

- 1) Subscribing members proposing amendments to this Constitution shall inform the Secretary of the Executive Committee six months prior to the next General Assembly.
- 2) The Secretary of the Executive Committee shall table the proposed amendment during the Executive Committee meeting.
- 3) Amendments shall be tabled during the General Assembly and a two thirds majority vote shall be required to pass an amendment to the Constitution during the General Assembly.

ARTICLE 13. DISPUTES

- 1) The Executive Committee shall appoint a lawyer if necessary, that shall handle disputes and all other legal issues involving the Association.
- 2) All disputes shall be settled according to the laws of District Court of Jorhat.

ARTICLE 14. DISSOLUTION

- 1) The Association shall be dissolved by a resolution passed by not less than two thirds of the members.
- 2) If upon dissolution of the Association there shall remain any property whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to College of Agriculture, AAU, Jorhat.

ARTICLE 15. Application of Act

The provisions of the Societies Registration Act, 1860 and rules made there under, as amended from time to time, shall apply to this Association.'

'Certified that this is the correct copy of the Constitution/By-Laws of the Association.'
