

**BYE LAW FOR THE FUNCTIONING OF CALICUT UNIVERSITY
ALUMNI ASSOCIATION**

(Registered Alumni of University of Calicut)

- 1. Name:** The name of the Association shall be Calicut University Alumni Association.
- 2. Address:** Address of the Association shall be at University of Calicut, Calicut University P.O., Thenhipalam, Kerala, India, Pin. 673635.

3. Objectives /Purpose

The Calicut University Alumni Association shall be an apex body of all other registered under the association in the University. (an apex body of all other department level alumni associations under the University) The Alumni Association plays an important role in helping to shape the future of the University by representing the views of its members and contributing to build an engaged and supportive alumni community appropriate to a world class University. The Calicut University Alumni Association shall be registered as a society (as per societies registration Act.). The role and objectives of the association are the following.

- a) To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni.
- b) To collect funds for the benefits of the association / university by way of donations, contributions, membership fees and subscriptions for various activities.
- c) To act as ambassadors of the University/centres in different parts of the world through its regional organization/ chapters in helping/ coordinating various events.
- d) To organize alumnae meetings, events, awards, lectures, fellowships and honours in the University of different places of the world for promoting academic, cultural and social issues.

- e) The affiliated/registered associations/ chapters will be formed at Department/centres region wise. Regional associations/ chapters can organize programmes according to this byelaw.

4. Membership:

- a) All members of Department/School/centres Level Alumni shall be eligible to be a member of Calicut University Alumni Association, provided if they complete the necessary formalities.
- b) Teaching, administrative staff and a member nominated by an official order of the University shall be eligible for the membership.
- c) All Alumni Associations, which are working in the Departments/ centres /schools in the University, should be an Affiliated Member.
- d) Any Alumni, who remits the membership fee of an amount of Rs.200/- as one-time payment, in the concerned Department Alumni Association/ schools /regional Chapters, is eligible for Life Membership in the Association.
- e) Out of the Life membership fee, an amount of Rs.100/- shall be appropriated to the account of the University Alumni Association and the remaining amount of Rs.100/- shall be paid or retained in the account of the concerned Department Alumni Association, as the case may be.
- f) Apart from the admission fee or subscription fee, a member should pay other subscription fee for the events conducted by the association, as decided by the General Council/ Executive Committee, from time to time, to enable him to participate in the dinner meetings, festivals, special programmes etc.
- g) Payment to the Association shall be made only against proper receipts duly signed by the Secretary or Treasurer or by any officer authorized by the University for this purpose and the entire amount thus received are to be deposited in a separate Page 4 of 26

head, which shall be opened by the University for the said purpose.

- h) Teachers/Administrative staff and a member nominated by an official order of the University may be allowed to continue as member even after retirement or completion of term in case of nominated members.

- i) The Association is free to receive donations from its members and well-wishers of the association.

5. Privileges

Members of the Calicut University Alumni Association shall be entitled to:

- a) Participate in the activities of the Calicut University Alumni Association and |or its chapters or centres.
- b) Participate in the General Body Meetings of the Calicut University Alumni Association with right to vote in the case of Life Members only.
- c) Nominate, Propose and Second Members for office of the ExecutiveCommittee.

6. General Council and Executive Committee:

A) **General Council:** The management of the Association shall be vested with the General Council, duly constituted by the University. The General Council shall consistof:

- a) 3 members each from every affiliated Alumni Associations or nominated by the concerned Department. Out of 3 members one shall be a member of faculty, who is in charge of alumni affairs and other two shall be alumni from that

department, preferably, the nominees of affiliated Alumni Association.

- b) One member each from the Chapters of the Association, nominated by such chapters, provided that such chapter has been obtained the registration and recognition of the University for the purpose of running alumni activities.
- c) Four nominees of the Vice Chancellor, as ex-officio, nominated from the teaching or non-teaching officers of the University.
- d) One nominee of the Vice Chancellor, as ex-officio, nominated from the members of IQAC Board/Director IQAC.
- e) Two members from the Syndicate, as ex-officiomembers.

B) **Executive Committee:** There shall be an Executive Committee for the Association and the members of the Executive Committee shall be elected/ nominated among the members in the General Council. The Executive Committee shall consist of following members.

- a) Vice Chancellor is the Patron of the Association.
- b) 8 members elected/ nominated by the General Council from the representatives of the affiliated alumni associations, among the General council.
- c) Two members out of whom one shall be from the category of faculty members and the remaining one shall from the category of non-teaching officers of the University, elected/ nominated by the General Council from their representatives in the General Council.
- d) One Nominee of the Vice Chancellor from the General Council.
- e) One member of IQAC/ Director IQAC, who is a member of GeneralCouncil.
- f) Two members of Syndicate, who are the members of GeneralCouncil.

C) The Executive Committee, among its members shall elect a President, a Vice President, a General Secretary, a joint Secretary and Treasurer as office bearers of the Association. The tenure of the Executive Committee shall be for three years from date of its constitution and the term of the office bearers shall be co-terminus with the term of Executive Committee.

- D) General Council shall meet, at least, once in a year, with 7 days prior notice to its members preferably through media or website.
- E) Any member from the executive council may attend the meetings/ programmes of the regional associations/ chapters without any financial commitment to this association or decided otherwise.
- F) All accounts of the association (departmental association and University association) shall be subject to audit as per the university rules.
- G) The office bearers of the alumni association, who are from the category of members of alumni, shall be former students of the University who had successfully completed at least one academic programme from the University.

7. General Body:

The Life Members of the University Alumni Association or representatives of the affiliated Department Alumni Association shall form the General Body of the University Alumni Association. There shall be an Annual General Body meeting, convened in every year, on a date which shall be decided by the General Council of the Association. The Annual Working report and Annual Account Statement shall be circulated among the members, in the Annual General Body meeting. An associated member will not have the right to participate in the official proceedings of the General Body, but he can participate in the Alumni Meet and activities, on payment of fee, prescribed by the General Council, from time to time.

8. Powers of General Council

The powers of the General Council shall be:

- a) To set guidelines for the Executive Committee so as to achieve the aims and objectives of Calicut University Alumni Association.

- b) The General Council shall elect the President, Vice President, General Secretary, the Joint Secretary and Treasurer of the Calicut University Alumni Association.
- c) To approve the budget for the subsequent year.
- d) To elect office bearers and members of the Executive Committee.
- e) To transact any other business with the permission of the President in Chair.
- f) Frame rules in the conformity with the bye law for the proper working of the Calicut University Alumni Association
- g) Give general guidance regarding the activities of the Calicut University Alumni Association.
- h) Issue instructions not inconsistent with the constitution and the rules on all matters not otherwise provided for.
- i) Declare the seat of the General Council vacant, if for three consecutive meetings a member of the General Council is absent without the permission of the General Council.

The General Council shall ordinarily meet once in a year and such meetings along with the agenda shall be notified at least seven days in advance.

The tenure of General Council, Executive Committee and Office Bearers shall be for three years.

9. Powers of Executive Committee and its office bearers

Powers of Executive Committee

The President, Vice President, General Secretary, Secretary and The Staff In-Charge / Treasurer shall be ex-officio members of the Executive Committee.

- a) The Executive Committee shall manage the affairs of Calicut University Alumni Association and shall have powers to carry out the objectives of Calicut University Alumni Association.
- b) The Executive Committee shall frame standing orders in conformity with the constitution.
- c) The Executive Committee shall have the powers to constitute sub-committees for specific purposes in consonance with the objectives of the Calicut University Alumni Association and also to reconstitute the same.
- d) The Executive Committee shall meet at least once in two months and such meetings with the agenda shall be notified at least three days in advance.
- e) Urgent meetings of the Executive Committee can be convened by the Chairman, at two days notice. However, Patron has the power to meetings of available committee members without notice in urgency.
- f) If for three consecutive meetings of the Executive Committee, a member of the committee is absent without permission of the Executive Committee, the Executive Committee may declare his seat vacant.
- g) Vacancies in the Executive Committee other than that of President, Vice President, General Secretary, Joint secretary and Treasurer shall be filled by nomination by the General Council at its next meeting after the vacancy arises. Vacancy in the office of President, Vice President, General Secretary and Joint Secretary and Treasurer shall be filled within a month by the Patron subject to the approval of the next General Council.

- h) Decisions of Executive Committee shall be taken in accordance with the decision of the majority of the members present. In case of the candidate securing equal number of votes, the Chair shall exercise casting vote for nomination.
- i) A report on the actions taken by the executive committee shall be presented for approval at the next General Council Meeting.
- j) An auditor shall be appointed by the executive committee to audit the accounts of Calicut University Alumni Association.

Responsibilities of Office Bearers

Office Bearers shall be:

- a) The Patron
- b) The President
- c) The VicePresident
- d) The General Secretary
- e) The Joint Secretary
- f) The Treasurer

a) ThePatron

- i. The Vice Chancellor of the University shall be the ex-officio Patron of the Calicut University AlumniAssociation.

b) ThePresident

- i. The President shall be elected from and by the General Council of the Calicut University Alumni Association.

- ii. The President shall have the power to invite a member of the Calicut University Alumni Association to any meetings of the General Council, the executive committee of the Sub Committee or the Sub Committee constituted there under. Such an invitee however shall have no voting powers.
- iii. The President shall chair the meetings and conduct the affairs of the Calicut University Alumni Association in accordance with the constitution, the rules and standing orders.

c) The VicePresident

- i. The Vice President shall be elected from and by the General Council of Calicut University Alumni Association.
- ii. The Vice President will assist President in all activities. The Vice President shall perform the functions of the president in his absence. The Vice President shall also perform the duties allotted by the President/General Secretary.

d) The General Secretary

- i. The General Secretary shall be elected from and by the members of the General Council of Calicut University Alumni Association.
- ii. The General Secretary shall:
 - a. Issue notices of all the meetings in consultation with the President/Patron.
 - b. Keep the minutes of the business meeting and present them for confirmation at the next meeting.
 - c. Sign on behalf of the Calicut University Alumni Association in all the documents.

- d. Keep records of all the proceedings of the Calicut University Alumni Association
- e. Conduct all the correspondence of the Calicut University Alumni Association
- f. The General Secretary shall have the power to sanction an amount not exceeding Rs. 15,000/- (Rupees Fifteen Thousand only) in consultation with the President and Treasurer at a time which is of immediate nature. Such sanctions are to be ratified by the Executive Committee at its next meeting.

f) The Joint Secretary

The Joint Secretary shall be elected from and by the members of the General council of Calicut University Alumni Association.

The Joint secretary will assist General Secretary in all activities. The Joint Secretary shall perform the functions of the General Secretary in his absence. The Joint Secretary shall also perform the duties allotted by the President/General Secretary.

g) The Treasurer

The Treasurer shall keep all records, regular accounts of the income and expenditure of the Calicut University Alumni Association. The Treasurer shall be responsible for the funds of Calicut University Alumni Association. He/ She shall be working as a liaison between alumni and University for rendering the services.

Arrange for the purchase of the requisites of the Calicut University Alumni Association and prepare for the purchase for the requisites.

Open a savings account in the Banks, or cooperative societies for keeping the advances drawn from the University for various purposes

Prepare annual budget and present it to the Executive Committee and General Council for consideration and adoption.

Incur expenditure under proper authority for items specifically included among the objectives of the Calicut University Alumni Association and render monthly account of expenditure incurred and submit the accounts and vouchers relating to the year of audit at the end of the year.

10. Miscellaneous Provisions

- a) No member shall be removed from the association except for any misconduct affecting the reputation of the association; by a resolution passed by two thirds of the life members of the association, present and voting.
- b) No such resolution shall be moved without giving the concerned member a reasonable opportunity to answer the allegation of misconduct.
- c) A notice shall be issued to such member, inviting his explanation and the resolution with such explanation, if any submitted, shall be placed before the general body meeting, with comments of the Executive Committee.
- d) The quorum of the General Council shall be 30 and that of the Executive Committee meeting shall be 5.
- e) A member of the Executive Committee, who fails to attend, more than 3 consecutive meeting of the Executive Committee shall be removed from the respective constituency, within one month from such removal. Such a substituted member shall continue in the committee, during the tenure of the existing Executive Committee only.

- f) The office bearers or any member of the Executive Committee may vacate his position, by submitting his resignation letter to the President. The President shall submit his resignation letter to the Patron. The resignation will come into effect, when the same is accepted by the Executive Committee.
- g) Decisions of the General Council and Executive Committee shall be taken by simple majority and in case of a tie, the President or Chairman, as the case may be, shall exercise a casting vote.
- h) Every decision of the Executive Committee shall be in force, unless or till it is altered, modified or nullified by the General Council or General Body.
- i) No decision of the General Council or General Body meeting shall be altered or nullified by the Executive Committee.
- j) If there is no quorum for a meeting, the meeting shall stand adjourned to the same time and day; next week at the same place and the members present at the meeting so adjourned and convened shall be deemed to constitute the prescribed quorum and the decision of such meeting shall be binding.
- k) The Executive Committee in its discretion may fill up any casual vacancy arising due to the resignation, death or otherwise, and the new member shall continue in office for the remaining period of the Executive Committee.
- l) The President and Secretary will be competent to represent the Association on all occasions. However, important decision and policy matters shall be decided only in consultation with the Executive Committee.
- m) The Vice Chancellor, Registrar and the President shall have the power to call for and to verify the accounts and registers at anytime.
- n) The General Secretary shall be responsible for convening the meeting of the General Council and Executive Committee of the Association according to the directions of the Vice Chancellor or Registrar or the President, to correspond, to maintain the records and registers of the association and to execute the decisions of the General Council, Executive Committee and General Body and exercise

such other powers and duties as are assigned by the University or the President or the Executive Committee.

- o) Joint Secretary, shall exercise the powers and duties of the General Secretary, in his absence or assist the General Secretary in the day to day administration.
- p) Treasurer shall have the duty of collecting annual subscription; expend money according to the directions of the General Council, Executive Committee and to maintain accounts of the association. Bank accounts shall be in the name of the President, the General Secretary and the Treasurer and the account shall be operated by any two (two signatories)
- q) General Secretary and Treasurer shall be responsible to the General Council and the Executive Committee shall present up to date reports, regarding their actions, to the General Council or the Executive Committee meeting, as the case may be.
- r) The General Secretary shall maintain the minutes of the General Council, Executive Committee and the General Body Meetings signed by members attending.
- s) The Funds of the Association shall be constituted by the amounts collected by way of donation, grants, amounts collected from the members as admission fee, subscription fee and voluntary contributions made by the members and grant, donations etc. from others. Such fund shall be deposited in the head of account.
- t) The above fund shall be utilized only for implementing any objectives beneficial to the members of the association/University/Department and to meet the day to day expenses as permitted by the General Council or the Executive Committee and not for any other purpose.
- u) No fund shall be shared among the members of the Association.

- v) Money collected for the association shall be deposited forthwith, in the account of the association and shall not be withdrawn without permission, from the Executive Committee, subject to the other provisions of this byelaw.
- w) Treasurer shall maintain all accounts, up to date, and shall submit it to the next Executive Committee. Details of all accounts and statements of account shall be submitted to the annual general body meeting.
- x) Any amendment to the bye-law may be carried out by a motion presented in the General body meeting convened for that purpose and voting after giving seven days' notice and supported by 2/3rd of members present.
- y) The association may be dissolved by a motion passed in an extra ordinary general body meeting convened for the above purpose after giving 15 days' notice in writing and attended by at least 60% of the total membership and supported by 75% of the present and voting.
- z) The assets of the association, after discharging the liabilities will be given to the University for the use of students' welfare.

REGISTRAR

**BYE LAW FOR THE FUNCTIONING OF DEPARTMENT ALUMNI
ASSOCIATIONS IN THE UNIVERSITY OF CALICUT**

1. Name:

The Name of this Association shall be “The Alumni Association of the Department of/School of -----, University of Calicut (No other names will be permitted).

2. Office:

The Office of the Association shall be located in the Department.

3. Definitions:

- (a) **Alumni:** The former student in the Department/ School.
- (b) **Association:** Alumni Association of Department/School.
- (c) **Committee:** Duly elected Executive Committee of the Association.
- (d) **Department:** Name of the Department under the University.
- (e) **School:** Name of the School under the University
- (f) **Student:** A student whose name is on the rolls of the Department/School.
- (g) **Teacher:** A member of the teaching staff of the Department/School.

4. Aims and Objectives:

- (a) To foster and promote cordial relationship among the Alumni, teachers and current students of the department.
- (b) To help, guide and participate in various developmental activities of the Department.
- (c) To encourage and promote the study of concerned discipline, the progress and development of the Department of/ School of....., University of Calicut
- (d) To protect the interests of the Department of/ School of, to suggest matters of common interest.

- (e) To render all possible assistance for smooth working of the department.
- (f) To institute scholarships/awards for deserving students of the department.
- (g) To provide and ensure essential amenities to the students of the department.

5. Membership:

- (a) The Alumni of the department/administrative staff shall be a member of the Association.
- (b) The membership fee and/or such other fee payable by the members of the Association shall appropriately be fixed by the University Association from time to time.
- (c) The Alumni shall pay the prescribed membership fee to the Association at the time of getting Transfer Certificate or after the Ph.D defense in the case of Ph.D students or after the completion of course or later.
- (d) A Teacher member who is an alumni shall be liable to pay the prescribed membership fee to the Association. A teacher member who has taken from any other department/ faculty/ college/university / Institute can be a member but not an office bearer.
- (e) Membership fee and such other fees paid to the Association shall not be refunded under any circumstances.

6. Administration:

- (a) Department Alumni Associations/Regional Chapters shall be affiliated members of the University Alumni Association.
- (b) The rules and decision of the University Alumni Association has to be followed by the Department level Association/Regional Chapters.
- (c) The administration of the Association shall be vested with an Executive Committee, duly elected by the members of the Association for the purpose.
- (d) The Executive Committee shall have maximum fifteen members consisting of:

- i. A Patron: (Head/Director of the Department)
- ii. A President: (Nominated/ elected by the members)
- iii. A Vice President (Must be a female elected from among the members)
- iv. A Secretary: (Elected from a Permanent Member in the capacity of Head/ Director/ Coordinator,)
- v. A Joint Secretary: (Elected from among the members of the Department)
- vi. A Treasurer: (Elected from among the members)
- vii. 7 Members shall be elected from members as executive members
- viii. Two members from the Faculty as nominated by Head/Director

(e) The tenure of executive committees of the department alumni associations shall be for three years.

(f) In case of regional chapters, Patron shall be a senior member of the Association, elected / nominated by the general body. The clause 6 (d) (viii) in Administration shall be filled by the Patron in case of regional chapters. Chapters must find their own working fund for activities and programmes with the approval of the University as per the rules laid down in the ByeLaw.

(g) A representative nominated by the Patron / President / General Secretary from Calicut University Alumni Association shall attend the annual General body / Executive committee meetings of the Department level Associations / Chapters.

(h) The officer bearers of the alumni association, who are from the category of members of alumni, shall be former students of the University who had successfully completed at least one academic programme from the University.

7. Election:

(a) The election to the executive committee of the Association shall be conducted in the following manner.

- i. The election to the executive committee will be hold at an annual general meeting convened for the purpose.

ii. The executive committee may appoint a returning officer for conducting the election, and his name will be declared in advance to the members.

iii. The election shall be ordinarily through the process of nomination, and in case of more than one nomination to a post, the election shall be conducted by Secret ballot.

(b) Subject to any other rules, the returning officer may adopt any procedure, which he deems fit, for the proper conduct of the election. At the end of the election the returning officer shall formally declare the result and the declaration shall be signed by him with date and time and report the same within five days to the University. The newly elected officers shall assume officer of the Association forth with. The decision of the returning officer on every matter relating to the election shall be final and binding on the association.

8. Resignation: Any executive member may vacate his post by submitting his resignation letter to the president. The president shall submit the resignation letter to the vice president. The resignation will come into effect when accepted by the executive committee and finally approved by the succeeding General Council.

9. Power and responsibilities of the Executive Committee

(a) To plan and implement various activities of the Association and to incur necessary expenses therefore provided such acts are not inconsistent with these rules.

(b) To maintain the funds of the Association received by way of membership fee or through any grant/donation/gift to the Association from other sources. Such funds shall be deposited in a separate account maintained in a nationalized/ scheduled/State/District Co-Operative Bank/ Cooperative societies as decided by the elected committee.

(c) To enroll members of the Association.

(d) To convene meeting of the Committee at least twice a year or as and when found necessary.

(e) To periodically check the registers and other records of the Association and to scrutinize the statement of accounts.

(f) To scrutinize the annual report and the audited statement of accounts of the previous year and place the same before the General Body, for final approval.

(g) To scrutinize the budget for the ensuing year and place the same before the General Body, for final approval.

(h) To implement various decisions taken by the General Body.

(i) To propose amendments to any of the existing rules, for smooth functioning of the Association, if so needed. Such proposal shall be placed before the Department Council for consideration through Patron and must get the approval of the Association members.

(j) To form sub-committees for specific purposes and review the reports of such committees.

10. Meeting of Executive Committee

(a) The quorum for a meeting of the Executive Committee shall be 1/3rd of the total members of the executive committee.

(b) The President shall chair Committee meetings and in his absence, the Vice-President. In case the Vice-President is also absent, the members of the Committee present shall nominate one among them to be the Chairman of the meeting.

(c) Seven days notice shall ordinarily be given for all Committee Meetings through website/e-mail.

(d) Special meetings of the Committee may be convened by the President at the written request of at least 1/3rd members of the Committee, specifying the purpose.

(e) All decisions shall be on a simple majority of votes. In case of equal votes, the chairman of the meeting shall have a casting vote.

(f) A member, who fails to attend three consecutive meeting of the Committee without the permission of the Patron/President, shall cease to be a member of the Committee. However the Committee may condone such absence and restore his/her membership.

11. Duties and Responsibilities of the Office Bearers:

I) PRESIDENT

(a) The President shall have control over all the affairs of the Association and shall preside over all Committee meeting as well as the meetings of the General Body.

(b) The President shall have powers to convene special meetings of the Committee as well as the General Body either on his/her own initiative or on a written demand of at least 1/3rd Committee members of a Committee meeting and 10% of-total members of the Association for a General Body meeting, for any specific need.

(c) The President shall co-opt new members to the executive committee after discussion in the executive committee and report the same to the General council in the next immediate meeting

(d) He/she shall be the sole custodian of the entire funds and assets of the Association. He/she shall be responsible for the safe custody of all connected records such as cash book, receipt books, vouchers, pass books etc.

(e) He/she shall have powers to operate the bank account jointly with the Secretary and Treasurer of the Association and to incur such expenditure as may be approved by the Committee.

(f) He/she shall maintain proper records of all receipts and payments and such records shall be presented before the Committee for approval.

(g) He/she shall get the annual report for the previous year prepared, to be placed before the Committee and General Body for approval.

(h) He/she shall get the budget for the ensuing year prepared, to be placed before the Committee and General Body for approval.

(i) He/she shall keep and imprest advance of Rs.5,000/- to meet unforeseen expenses.

II) PATRON

- (a) Patron shall oversee the activities and proceedings of the association.
- (b) Patron shall apprise the Department Council that the association is not violating the aims and objectives stated as per clause 4.

III) VICEPRESIDENT

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

IV) SECRETARY

- (a) To enroll members of the Association.
- (b) To operate Bank account jointly with the President and Treasurer.
- (c) To maintain proper registers and records, to keep in safe custody of all official papers of the Association and to attend the day to day correspondence of the Association, as per directions of the President/Committee.
- (d) To prepare the annual report, the annual statement of accounts and the annual budget of the Association as directed by the President.
- (e) To convene meetings of the Committee or the General Body when authorized to do so by the President.
- (f) To keep a record of the proceedings of all the Committee and General Body of the meetings.
- (g) To perform all other functions as may be assigned to him/her from time to

time by the President/Committee.

V) TREASURER

- (a) To operate Bank account jointly with the President and Secretary
- (b) To collect and manage membership fee and other funds
- (c) To maintain accounts and related documents properly

12. General Body:

All members of the Association as per clause (5) above shall automatically be the members of the General Body. The General Body shall be the supreme authority concerning all matters of the Association.

13. Meetings of the General Body:

- (a) The General Body shall meet at least once in a year. The normal business to be transacted at the annual meeting shall include the following:
 - i) To consider and approve the annual report regarding the activities of the Association for the previous year.
 - ii) To consider and approve the audited statement of accounts of the Association for the previous year.
- ii) To consider and approve the budget proposals for the ensuing year.
- iv) To elect office bearers for the ensuing year.
- v) To appoint auditors for the ensuing year in consultation and approval of the executive council.
- vi) To consider any amendment to the bye law and recommend the same to the University for consideration and approval. For this, at least 2/3rd of the members

present at a meeting convened, with due notice on the proposed amendment, shall record their votes in favour of the proposed change.

(b) The quorum for a General Body meeting shall be 20 or 10% of the members of the Association, whichever is less.

(c) Seven days' notice shall ordinarily be given for all meetings of the General Body either by direct intimation. Non-receipt of intimation by any member shall not however invalidate the proceeding of the General Body meeting.

(d) A special meeting of the General Body shall be convened against a written demand of at least 10% of the membership or 20 members whichever is less or when authorized by the Present under an emergency situation. Such meeting shall discuss only the specific matter for which the meeting has been convened. The rules regarding notice and quorum shall apply to such meetings also.

(e) The President and in his absence the Vice-President shall chair the meeting of the General Body. In the absence of both, a member of the Association elected from among the members present, shall chair the meeting.

(f) All decisions of the General Body shall be on a simple majority of votes. In case of equal votes, the chairman of the meeting shall have a casting vote.

14. General

(a) The Association shall have a common seal, which shall be kept under safe custody by the President.

(b) Any document to be executed by the Association shall bear the signature of the President.

(c) The President shall represent the Association in all legal proceedings in a court of law, by the Association in all legal proceedings in a court of law, by the Association or against it.

(d) The Department Council reserves the right to dissolve the Association in the department with prior notice and permission must be obtained from the University Alumni Association executive council. Under such circumstance, the head of the

department will take over the entire funds and other assets belonging to the Association. The absolute ownership of such funds and assets will be vested with the Department.

(e) None of the above rules shall be altered, amended or rescinded without prior approval of the Department Council.

REGISTRAR