

KANNUR UNIVERSITY ALUMNI ASSOCIATION

BYE-LAW

1. **Name:** The name of the Association shall be **Kannur University Alumni Association**.
2. **Address:** Address of the Association shall be “ KannurUniversity, Kannur Civil Station P.O, Kannur District,Kerala ,Pin:670 002”
3. **Office:** Office of the Alumni Association will be located in University Head Quarters, Thavakkara Building No: 2143
4. Area of Operation : No geographical limit

5.Objectives / Purpose

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 prestigious university. 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 by way of donations, contributions, membership fees and subscriptions.
- c. To act as ambassadors of the University in different parts of the world through its regional organization / chapters in helping / coordinating various events.
- d. To organize alumni meetings, events, awards, lectures and honours in the University or different places of the world for promoting academic, cultural and social issues.
- e. The affiliated associations / chapters will be formed at Department wise or Campus wise irrespective of Departments. Chapters can organize programmes according to this byelaw.

6.Membership:-

Anyone who has been awarded a degree after completing a programme of study from any department/Centre of Kannur University shall be eligible for the membership in the association.

- a. There shall be two kinds of Membership.
 - b. **Ordinary Membership:-**An ordinary member should remit the membership fee of Rs.100 as onetime payment to the account of the University and renew the membership by remitting Rs.50 annually.
 - c. **Life Membership:-** One who remits Rs.5000 as onetime payment to the account of the University shall be eligible for life membership.
- b. Apart from the admission fee or subscription fee, a member is liable to pay the activity fee, as decided by the General Council/ Executive Committee, time to time, to enable him to participate in the dinner meetings, festivals, special programmes etc. For attending the dinner meetings, festivals, special programmes etc. associate member is liable to pay the activity fee, as decided by the

Executive Committee

c. 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 all receipts are to be deposited in a separate budget head, which shall be opened by the University for the said purpose. The university also will provide a lump sum contribution annually to this head. The accounts will be presented in the general council each year and will get the approval of the council.

7. Cancellation of membership

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.

- 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.

8. General Body:

The Members of the University Alumni Association shall form the General Body of the University Alumni Association.

a. 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. Only members who have membership for more than one year at the time of election can have the right to vote.

9. General Council:

The management of the Association shall be vested with the General Council, duly constituted by the University.

- a. The General Council shall consists of
 - i. One nominee from each Department.
 - ii. Vice Chancellor, Registrar, One member from syndicate and DSS will be the ex-officio members.

- b. 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.

10. **The Executive Committee:** - shall consist of following members.

- i. 8 members elected by the General Council.
 - ii. The Registrar, Kannur University
 - iii. The member Syndicate from the General Council
- a. The Executive Committee, among its members shall elect a President, a Vice President, a General Secretary, a Joint Secretary and a Treasurer as office bearers of the Association.
 - b. The tenure of Executive Committee shall be for two years from the date of its constitution and the term of the office bearers shall be co-terminus with the term of Executive Committee.
 - c. A member of the Executive Committee, who fails to attend, more than 3 consecutive meeting of the Executive Committee shall be removed, from the Committee, without any notice and a new member shall be substituted 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.
 - d. The Executive committee in its discretion may fill up any casual vacancy arising due to resignation, death or otherwise, and the new member shall continue in office for the remaining period of the Executive Committee.

11.Quorum

- a. The quorum of the General Council shall be **15 (Fifteen)** and that of the Executive Committee meeting shall be **5 (Five)**.
- b. 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.

12.General Secretary

- a. The General Secretary shall be responsible for convening the meeting of the General Council, Executive Committee and the General Body 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 shall exercise such other powers and duties as are assigned by the University or the President or the Executive Committee.
- b. The General Secretary shall maintain the minutes of the General Council, Executive Committee and the General Body Meetings signed by members attending.

13.President

- a. The President shall preside over the meeting of the General Council, General Body and

Executive Committee. In the absence of the President, the senior most among the Vice Presidents shall exercise the duties of the President.

- b. 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.

14. Treasurer

- a. Treasurer shall maintain all accounts, up to date, and shall submit it to the next Executive Committee. Details of all accounts and statements of accounts shall be submitted to the Annual General Body meeting.
- b. 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.
- c. General Secretary and Treasurer shall be responsible to the General Council and the Executive Committee and shall present up to date reports, regarding their actions, to the General Council or the Executive Committee meeting, as the case may be.

15. The Funds

- a. The Funds of the Association shall be constituted by the amounts collected by way of donations, 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 a separate Head of Account, as decided by the University.
- b. The above fund shall be utilized only for implementing any object beneficial to the members of the association and to meet the day to day expenses as permitted by the General Council or the Executive Committee and not for any other purpose.
- c. No fund shall be shared among the members of the Association.
- d. The Income and Expenditure of the association shall be audited at the end of the every financial year by a team of auditors consist 2 auditors nominated by the association and one Section Officer from the Finance Branch of the University. The audited financial statement shall be presented before the Annual General Body Meeting of the Association for the approval.
- e. The General Secretary will be competent to sanction any expenditure not above Rs.5,000/- at a time pending approval from the Executive Committee.
- f. 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.
- g. The bank account of the Association shall be operated by the General Secretary and the Treasurer jointly and all cheques or bank instruments shall be signed by the General Secretary and the Treasurer.

16. Miscellaneous provisions ■

- a. 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 senior most among the Vice Presidents. The resignation will come into effect, when the same is accepted by the Executive Committee.

- b. Decisions of the General Council, Executive Committee and the General Body shall be taken by simple majority and in case of tie, the President or Chairman, as the case may be, shall exercise a casting vote.
- c. Every decision of the Executive Committees shall be in force, unless or till it is altered modified or nullified by the General Council or the General body.
- d. No decision of the General Council or General body meeting shall be altered or nullified, by the Executive Committee.
- e. The Vice Chancellor, Registrar and the President shall have the power to call for and to verify the accounts and registers at any time.
- f. Any amendment to the bye-law may be carried out by a motion presented in a General Body meeting convened for that purpose and voting after giving 7 days' notice and supported by 2/3rd of members present.
- g. 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 members present and voting.
- h. The assets of the Association, after discharging the liabilities will be given to the University for the Use of students' welfare.

We the undersigned hereby declare that the above given text is the original bye - law of Kannur University Alumni Association and the same is approved in the general body meeting held on 06/03/2021.