

KARIM CITY COLLEGE JAMSHEDPUR

A Minority Institution Run and Managed by Karim's Trust

Bylaws of Alumni Association of Karim City College, Jamshedpur

Registered as a Trust, under the Trust Act

The Management of Karim City College announces the formation of Alumni Association of Karim City College and adopt these bylaws on which will guide and manage the functioning of the association. The Alumni Association of Karim City College is an autonomous body of Karim City College, Jamshedpur, Jharkhand, and it is registered under the 'Trust Act of India.

ARTICLE 1: DEFINITIONS

In these bylaws the followings will be referred as, unless the context requires otherwise

- (a) 'The Association' means 'Alumni Association of Karim City College, Jamshedpur, Jharkhand, India'.
- (b) 'Board of Governors' means the three natural governors of the 'Association' i.e.
1. The Secretary, Governing Body of Karim City College
2. The Principal, Karim City College, Jamshedpur &
3. The TR (Teachers' Representative) in the Governing Body of Karim City College. Henceforth they will be individually referred as 'governor' or 'governors' and collectively as referred 'Board of Governors'.
- (c) 'Office Bearer' means the individual alumnus of Karim City College nominated as representatives of the 'Association' by the 'Board of Governors' as 'President', 'Vice President', 'Secretary', 'Treasurer' and 'Three Executive Members' for its management.
- (d) 'General Body' means all general and regular members of the 'Association' who will take the general membership of the 'Association'.
- (e) 'The College' means 'Karim City College, Jamshedpur, Jharkhand, India'.
- (f) 'The Principal' means the Principal of 'the college'.
- (g) 'Academic Session' means the session from 1st July to 30th June.
- (h) 'Financial Year' means the year from 1st April to 31st March.

- (i) 'The President', 'The Vice President', 'The Secretary', 'The Treasurer', 'The Member/s' means the President, the Vice President, the Secretary, the Treasurer and the three Member/s of the Alumni Association of Karim City College.
- (j) 'Bylaws' means the 'Bylaws' of the 'Association'.
- (k) 'Act' means 'Trust Act

ARTICLE 2: THE PREAMBLE

The Association (Alumni Association of Karim City College) will be a registered subsidiary but autonomous body of the college.

On this day these bylaws are adopted that will help in the running of the Association (Alumni Association of Karim City College). The Board of Governors will look after the formation the Association (Alumni Association of Karim City College) and their nominated Office Bearers will act on behalf of the Board of Governors in the management of the activities and affairs of the Association and enact its philosophy and objectives for the betterment of the college in general and the student community in particular.

ARTICLE 3: MEMBERSHIP OF THE GENERAL BODY

- (i) The General Body of the Association will consist of all ex-students of the college who have completed at least one degree course (UG or PG) from the college and who have taken the membership of the Association (Alumni Association of Karim City College) through filling up a membership form either offline or online.
- (ii) The member (alumni) will be a citizen of India, mentally sound, above 18 years of age, having no criminal records whatsoever, shall apply for the membership of the association. The Association (Alumni Association of Karim City College) will be entitled to accept or reject the membership application form.
- (iii) The Board of Governors will nominate the Office Bearers of the Association from among the members of the General Body.

ARTICLE 4: TERMINATION OF GENERAL MEMBERSHIP

The general membership of the association shall be terminated in case of:-

- (i) Death
- (ii) Resignation addressed to the President or Secretary in writing and accepted by the Association.

- (iii) Becoming of unsound mind.
- (iv) Conviction for a criminal offence.
- (v) Failure to attend three consecutive meetings of the General Body without proper information to the Office Bearers.
- (vi) If any member does anything against the rules and regulations of the Association or the College or both; misbehaves with any member of the Association or officials/teachers/staffs of the College; does any act of indiscipline; indulges in any financial atrocity or misuse of fund in the name of the Association or the College; performs unsatisfactorily.
- (vii) The Secretary will have the right to terminate such type of members, as mentioned in the above clause (iii) to (vi) from the general membership of the Association.

ARTICLE 5: FORMATION OF THE ASSOCIATION

- (i) The affairs of the Association will be looked after by the Office Bearers which shall consist of seven (07) members (as Office Bearers) comprising of a President, a Vice President, a Secretary, a Treasurer and three (03) Executive members who will be nominated by the Board of Governors.
- (ii) The 'Tenure' of the Governing Body will be of three academic sessions.
- (iii) The 'Tenure' of each 'Office Bearers' will also be of three academic sessions.
- (iv) The outgoing office bearers shall be eligible for re-nomination by the Board of Governors only for one more term. Only two terms, in total, either consecutive or after a gap, will be given to an office bearer.
- (v) In case of any dispute, conflict, non-functioning or unsatisfactory functioning of the Association (Alumni Association of Karim City College), the matter shall be referred to the General Body and the Board of Governors whose joint decision shall be final and binding for every individual member and the Association.

ARTICLE 6: VACANCY FOR THE OFFICE BEARERS

- (i) Any vacancies caused by any reason, shall be filled by a joint decision of the remaining officer bearers, with the consent of the Board of Governors.
- (ii) The vacancy shall be filled from the General Body, provided that the succeeding office bearer shall serve for the unexpired term of his or her predecessor.

- (iii) The succeeding office bearer shall then be eligible for nomination for up to two (2) full terms following the expiration of the term of the predecessor.

ARTICLE 7: POWERS AND FUNCTIONS OF THE ASSOCIATION

The **powers, functions** and **duties** of the Association shall be as follows:-

- (i) The Association (Alumni Association of Karim City College) shall assist the College for being in contact with the alumni of the College. It will keep the track records of all alumni and will try to keep in touch with them. It will help the College by providing review and advice on alumni policy, college development and progress of the current students. Apart from calling the Annual General Meeting, the Association will organise Alumni Meet, Placement Drives, Career Counselling and other such sessions in the campus or online. The Association will be a joint organiser in case any department or platform of the college organises its Alumni Meet. All academic departments and student platforms of the college will be required to collaborate with the association (Alumni Association of Karim City College) in case they organise their own Alumni Meet. The association will also help the College in its plans and activities related to the alumni. It will work towards developing strategies and recommending processes which ensure that the Association remains a dynamic and efficient organization.
- (ii) The Association will serve as the policy making and supervisory body with regard to alumni affairs.
- (iii) It will enlist the continued support and cooperation of voluntary agencies, employers, industry, academic and activity partners, developmental agencies etc for the plans and programmes of the Association.
- (iv) In case of any need the Association may set up committees and sub committees
- (v) It can periodically review, assess, modify and improve the plans and programmes to be implemented by the Association.
- (vi) It can assess its financial requirements in keeping with the objectives and approve the budgetary estimates.
- (vii) It shall exercise overall supervision and shall ensure that the money spent achieves the objectives and targets.
- (viii) The Association shall generally take all such measures as may be found necessary, from time to time, to promote its aims & objectives.

ARTICLE 8: POWERS, FUNCTIONS AND DUTIES OF THE OFFICE BEARERS

(A) PRESIDENT

- (i) The President will be the honorary and constitutional head of the Association.
- (ii) He/She shall have the power, with the consent of the Board of Governors, to convene meetings of the Association.
- (iii) The President, during his/her tenure, shall preside at all the meetings of the Association.
- (iv) He/She shall have the power to invite any other person as special invitee to attend the programmes, functions and events of the Association.
- (v) He/She shall appoint members of committees/sub committees in case of any event or activity of the association and shall act as ex-officio member of all committees.
- (vi) The President shall exercise the usual powers and perform the usual duties of the Chair, and such other powers and duties as may from time to time be delegated to the Chair by the College or by the Board of Governors or by the Association.
- (vii) He/She shall have the right of casting a vote in case of equal division.

(B) VICE PRESIDENT

The Vice President shall have all the powers of the president and he/she shall have to enact the duties of the President in his/her absence.

(C) SECRETARY

- (i) The Secretary shall be responsible to see that meeting announcements, agendas and minutes of all meetings are properly prepared, distributed in a timely manner and maintained for archival and business records purposes.
- (ii) The Secretary shall serve as a parliamentarian at every meeting of the Association and shall maintain and have on hand an up-to-date copy of the bylaws of the Association and any policies or governance procedures adopted by the Association.

- (iii) Subject to any orders, rules and bylaws of the Association, the Secretary of the Association shall be responsible for the proper administration of the affairs of the Association.
- (iv) The Secretary shall be the executive head of the Association.
- (v) The Secretary shall prescribe duties for the members of the Association and members of the General Body. He/She will also supervise the duties of any office staff in case of its provision by the College. He/She will also have disciplinary control on the persons mentioned above.
- (vi) The Secretary shall be responsible for the execution and implementation of the decisions made in the meetings of the Association and the committees and sub committees appointed by the President of the Association.
- (vii) The Secretary shall also look after the plans and policies made by the College with regard to its alumni. He/She shall coordinate with the College in its policies, events and programmes related to the alumni.
- (viii) The Secretary shall entrust responsibilities for the activities and programmes of the Association and appoint functionaries proportionately to look after the plans, policies, functions, events and activities of the Association. He/She shall also hold regular meetings with the programme functionaries to review the activities and responsibilities allocated to them.
- (ix) The Secretary will initiate action for conducting and periodically updating the policies and profiles of the Association. He/She may conduct surveys, identify areas, locations and target groups for planning and formulating the work plan of the Association.
- (x) The Secretary shall initiate action for assessment of the needs and requirements with regard to the plans, policies and programmes of the Association.
- (xi) The Secretary shall act as the disciplinary head of the Association and in case of any dispute or indisciplinary/unruly behaviour of any member of the General Body, he will be entitled to initiate disciplinary action, with the consent of the President and Treasurer of the Association and the Board of Governors. However, disputes and misbehavior within the Office

Bearers will be dealt by majority vote of the office bearers and with the consent of the Board of Governors. However, the Board of Governors may also intervene with good intentions to resolve the disputes within the office bearers.

D. TREASURER

(i) The Treasurer shall supervise the accounts of the Association (Alumni Association of Karim City College) and control its funds, and shall make such reports showing the financial condition of the Association as may be required by the Association and/or the College.

(ii) The Treasurer shall look after all financial matters of the association and shall perform such other duties as may be delegated by the Association related to finance.

(iii) He/She shall be responsible for the financial transactions including bank transactions of the Association.

(iv) He/She shall be responsible for the accounting and auditing of the funds of the Association.

(v) He/She shall keep the records of the income and expenditure of the Association.

ARTICLE 9: TERMS OF OFFICE OF THE PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER AND EXECUTIVE MEMBERS OF THE ASSOCIATION

They shall serve a term of three academic sessions. Any office bearer of the Association including the post holders can serve for two (2) consecutive terms as office bearers of the Association.

ARTICLE 10: CHARACTERISTICS OF THE OFFICE BEARERS OF THE ASSOCIATION

All post holders/office bearers of the Association should possess leadership qualities and skills/ experience in key areas of need for the Association that might arise from time to time.

ARTICLE 11: RESIGNATION, REMOVAL & IMPEACHMENT OF THE OFFICE BEARERS OF THE ASSOCIATION

(i) An office bearer of the Association (Vice President, Secretary, Treasurer and the executive members) may resign at any time by giving written notice of resignation addressed to the President. In case of resignation of the President of the Association the letter has to be addressed to the Board of Governors. A resignation shall take effect at the time specified in the notice or, if no time be specified, upon receipt thereof. Acceptance of a resignation shall not be necessary to make it effective.

(ii) Any office bearer of the Association (President, Vice President, Secretary, Treasurer and the executive members) may be removed, with a just cause, by a majority vote of the Office Bearers, provided that in each case notice of the proposed removal shall have been given to such office bearer in writing or by other legally permissible means at least 30 days prior to the taking of such action, and if such proposed removal shall be for cause, such notice shall include a statement of such cause.

(ii. A) Any Office Bearer of the Association (President, Vice President, Secretary, Treasurer, Executive Member/s) can be impeached/removed individually or altogether by the Board of Governors in the middle of their tenure in case their activities may found derogatory, harmful or destructive for the Association or the College or both.

ARTICLE 12: POWERS AND FUNCTIONS OF THE GENERAL BODY

The General Body will consist of the ex-students of the College who have completed at least One Degree Programme from the College and who have taken the membership of the Association by filling up its membership form.

The **powers** and **functions** of the General Body will be as follows:

(i) The members of the General Body will be entitled to attend the Annual General Meeting, Alumni Meets and different functions and events of the Association.

(ii) They will be entitled to be nominated, by the Board of Governors, as Office Bearers of the Association.

(iii) The members of the General Body will take part in the ratification of annual plan, annual budget, annual audit report, annual progressive report etc when presented in the meetings of the General Body.

(iv) The General Body is entitled to bring no confidence motion against all Office Bearers or an individual office bearer. However, in case of no confidence motion or removal of a member or dissolution of the Association two third votes of the members of the General Body shall be compulsory.

(vi) The General Body will be entitled for amendments in the bylaws, rules and regulations and plans of the Association.

ARTICLE 13: MEETINGS OF THE GENERAL BODY

- (i) The Annual General Meeting of the Association (hereafter referred to as AGM) shall be held every year on a date designated with consent by the Board of Governors' and Secretary of the Association.
- (ii) Special General Meetings (SGM) can be called by the Secretary of the Association in case of any urgent requirement.
- (iii) Quorum: The presence of at least fifty (50) members General Body members will be the quorum for any meeting of the General Body (AGM, SGM). No meeting of the General Body will be held without the quorum.
- (iv) Information of the General Body Meeting: Notice of the Annual General Meeting of the Association shall be given at least 20 days prior to the meeting by publication in the Karim City College website and other appropriate means, such as email or others electronic means, to the extent permitted by the Principal.
- (v) Information for Special General Meeting shall be given at least 10 days prior to the meeting through the means mentioned above.
- (vi) Consent of the Principal of the College and other Governors is necessary for any meeting of the General Body.

ARTICLE 14: MEETINGS OF THE OFFICE BEARERS

- (i) The Office Bearers shall necessarily meet at least twice during an academic session and office bearers shall be informed at least 20 days prior to the meeting.
- (ii) Emergency meetings can be convened in case of any urgent need and its information must be given to the office bearers at least 03 days prior to the meeting.
- (iii) All meetings of the office bearers shall be convened by the Secretary and with the consent of the President.
- (iv) The Principal of the College shall be the invitee in the meetings of the office bearers. However, the meeting of the office bearer can be held without the presence of the principal also in case the principal gives his consent for the same.

(v) Every meeting shall be presided over by the President. In case of his/her absence the Vice President shall preside.

(vi) No meeting shall take place in the absence of the Secretary except under unavoidable circumstances when any senior member will act as his/her substitute.

(vii) The presence of five Office Bearers out of seven shall constitute the quorum. The invitee (Principal) will not constitute the quorum. The invitee will also have no right to vote in case of any division of opinion.

(viii) All the decisions/resolutions taken in any meeting of the office bearers shall be put for approval in the next meeting.

(ix) In case of difference of opinion among the office bearers during a meeting the decision will be taken through voice vote.

(x) Consent of the Principal of the College is necessary for any meeting of the Governing Body.

ARTICLE 15: VENUE FOR THE MEETINGS

For all the meetings of the Association the venue will be the premises of Karim City College.

ARTICLE 16: INVALID MEETINGS

Any meetings held outside the premises of Karim City College and/or without the consent of the Principal will be treated invalid.

ARTICLE 17: FUNDS/SOURCES OF INCOME

- (i) The finance and funds of the Association will be supported by the College through its own resources.
- (ii) For the meetings and activities of the Association, the College will provide the financial requirements from its own resources.
- (iii) The College will not charge any membership fee from the Alumni nor will it ask for any financial contribution from them for its use in infrastructure or academics or administration.
- (iv) However, donations from the Alumni, in the name of the association will be acceptable to the Association. The alumni (individual or in group) may give donations to provide financial assistance or scholarships to the currently enrolled students and for such purpose the college will coordinate with the association. All

such type of donations from the alumni for the purpose of scholarship or financial assistance for students shall be transferred legally through his/her bank account to the account of the association which, in turn, will be disbursed to the beneficiary student with the assistance and consent of the principal of the college.

- (v) The alumni (individual or group) may also donate funds to the Association or sponsor to organize events of the Association. The alumni may donate for the events and activities of the Association and for such purpose the association will coordinate with the alumni. All such type of donations of the alumni for the events or activities of the Association shall be transferred legally through his/her bank account to the bank account of the association.
- (vi) Donation by an alumnus living abroad will be accepted only after obtaining no objection certificate from the government.
- (vii) Grants can also be received from the agencies of the Central/State government or private agencies or individuals for the purpose of the Association. Any such grant will be managed through the account of the Association.
- (viii) The college and the association will be bound to maintain the record of donations received from the alumni and shall release the details of income and expenditure related to the donations of the alumni.
- (ix) For any kind of alumni donation, grants, funds and expenditure for the Association, a separate account of the Association will be opened in a nationalized bank. The Principal of the College along with the Secretary and Treasurer of the Association will jointly operate the account as signatories. The signature of the Principal, Secretary and Treasurer will be compulsory for the handling of account.
- (x) For any kind of foreign funding prior permission of the Government of India will be sought and the foreign funding will be accepted only after the permission of the government.

ARTICLE 18: AUDIT OF ACCOUNTS

- (i) The Treasurer shall keep the records of accounts (income and expenditure) of the association and will make it available for audit every year.
- (ii) The account of the Association shall be audited by the auditor appointed by the College but with the consent of the office bearers of the association.
- (iii) The audited statement of accounts should contain statements of income and expenditure, receipts and payments, assets and liabilities, balance sheet and utilization certificates etc.

(iv) The audited statement will be available for the perusal of the members of the association. It can also be uploaded in the Alumni section of the website of the College.

ARTICLE 19: INSPECTION OF DOCUMENTS & RECORDS

All documents and records of the Association will be kept safely in the office of the Association and in the custody of the Secretary. Any member of the association/government official/board of governors can view/inspect the documents and records with the prior consent and permission of the Secretary.

ARTICLE 20: COMMITTEES OF THE ASSOCIATION

The President, with the consent of the Principal of the College, will time to time appoint different committees to look after the requirements of any event or activity by the Association. The members of this committee can be taken from the general membership of the Association. Such committees will be valid for the achievement of the stated cause and they will automatically dissolve after the end of such function or event.

ARTICLE 21: ACTIVITIES OF THE ASSOCIATION

The Association will look after the arrangements of the Annual General Meeting (AGM) and the Special General Meetings (SGM) of the General Body of the association through its office bearers and with the cooperation of the Principal of the College.

The Alumni Association will organize Alumni Meets, at least one general Alumni Meet will be held in every academic session. Batch specific or department/platform specific Alumni Meets can also be organized occasionally. For such alumni meets the department/platform concerned will be the major stake holder and the Association will be a compulsory collaborator in the organisation of such meets.

The Association will also try to organize Career Mela, Career Counselling Sessions, Motivational Sessions and other activities and events either in real or virtual mode for the benefit of currently enrolled/pass out students.

The College management will not ask for any material or financial help from the alumni but the alumni, on their own free will, may give donations for the financial help of needy students. The alumni may also reward scholarships and financial assistance to currently enrolled students at their own will and through their own resources. This will be looked after by the association.

ARTICLE 22 - INCLUSION

The Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, disability, marital status, sexual orientation etc in any of its activities or operations. These activities include, but are not limited to, the plans, programmes, events and activities, selection of volunteers and vendors, and provision of services. The Association will be committed to providing an inclusive and welcoming environment for all alumni, members of the staff, volunteers, and vendors.

ARTICLE 23 – AMENDMENTS IN BYLAWS

(i) Any proposed amendment to these Bylaws may be presented in writing at a regular meeting of the office bearers, and vote thereon shall be taken at the next regular meeting, unless such amendment is subsequently withdrawn. Changes to a proposed amendment that do not substantively alter its original purpose may be considered and adopted at the second meeting without the original amendment having to be resubmitted for an initial reading.

(ii) Any amendment will be passed by the majority vote of the office bearers.

(iii) Amendment/s passed by the majority vote of the office bearers shall be presented in the Annual General Meeting of the General Body for ratification. It shall be ratified by the 3/5th majority of the General Body members present in the meeting.

(iv) Amendments should be in conformity with the bylaws and policies of the Association.

(v) Amendments should be in conformity with the rules and regulations of Trust Act

(vi) If situation arises and in case of any urgency or need the Principal of the College, with the consent of the other two ‘Governors’, can also propose changes or amendments in these bylaws. In such case the proposal has to be made to the Association and if the office bearers agree they can go ahead with the proposed amendment.

ARTICLE 24 – LEGAL PRECEEDINGS

The Association may sue or may be sued in the name of the Secretary of the Association. Any legal matter will come under the jurisdiction of Jamshedpur Courts only.

ARTICLE 25 – WINDING UP OR DISSOLUTION OF THE ASSOCIATION AND MANAGEMENT OF FUNDS AFTER DISSOLUTION

(i) If there is a need for winding up of the Association, resolution to this effect will be first passed by the office bearers and then the resolution shall be ratified by the General Body in a meeting specially convened for the said purpose. The decision has to be made by the majority vote of the office bearers and 2/3rd vote of the members of the General Body present in the meeting.

(ii) After dissolution of the Association all its movable and immovable properties and funds will be looked after by the College till the formation of another Association (Alumni Association) of Karim City College Jamshedpur.

This is certified that this is the true copy of the bylaws of the Association named ‘Alumni Association of Karim City College, Jamshedpur, Jharkhand, India.

Governor 1

Governor 2

Governor 3

President

Secretary

Treasurer