



COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

BYE LAW FOR THE FUNCTIONING OF DEPARTMENT ALUMNI ASSOCIATIONS IN THE COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

1. Name:

The Name of this Association shall be “The Alumni Association of the Department of/School of -----, Cochin University of Science and Technology (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....., Cochin University of Science and Technology.
- (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.



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5. Membership:

- (a) The Alumni of the department 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.
- (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 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 by the members)
 - iii. A Vice President (Must be a female elected from among the members)
 - iv. A Secretary: (Elected from among the members)
 - 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
 - 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.



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- (g) A representative nominated by the Patron / President / General Secretary from CUSAT Alumni Network shall attend the 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. 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.

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



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be deposited in a separate account maintained in a nationalized/ scheduled/ State/District Co-Operative Bank decided by the elected committee.

- (c) To enrol 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) Five Days' notice shall ordinarily be given for all Committee Meetings.
- (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.



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11. Duties and Responsibilities of the Office Bearers:

I) PRESIDENT

- (a) He/She 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) He/she 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) He/she shall have powers to fill up any temporary vacancies arising in the Committee, after its reconstitution and before the next election, by nomination from the members of the Association.
- (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 deposit all the funds in the Bank as decided by the Elected Committee.
- (f) 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.
- (g) He/she shall maintain proper records of all receipts and payments and such records shall be presented before the Committee for approval.
- (h) He/she shall get the annual report for the previous year prepared, to be placed before the Committee and General Body for approval.
- (i) He/she shall get the annual statement of accounts for the previous year prepared and audited and such audited statement shall be placed before the Committee and the General Body.
- (j) He/she shall get the budget for the ensuing year prepared, to be placed before the Committee and General Body for approval.
- (k) He/she have powers to dismiss an existing Committee under an emergency situation and to take over all the powers vested with the Committee till such time a newly elected Committee assumes office, with the prior approval of the Patron.
- (l) He/she shall keep and imprest advance of Rs.1,000/- to meet unforeseen expenses.



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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) VICE-PRESIDENT

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

IV) SECRETARY

- (a) To enrol 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



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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.
 - iii) 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.
 - 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.



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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