

SWAMI NITHYANANDA POLYTECHNIC COLLEGE KANHANGAD

ALUMNI ASSOCIATION CONSTITUTION (BYE-LAW)

1. NAME

The association shall be called "**ALUMNI ASSOCIATION SWAMI NITHYANANDA POLYTECHNIC COLLEGE KANHANGAD**".

2. PATRONS

**President SNVK
Vice President SNVK
Secretary SNVK
Treasurer SNVK
One G B Member nominated by President SNVK
Senior Joint Director of Technical Education
Regional Joint Director of Technical Education
Principal of the Polytechnic college (If Not an Alumnus)**

3 OBJECTIVES

- a) To bring the alumni together and to keep them in contact with the alma mater.
- b) To foster relationship between the alumni and the present students.
- c) To get participation of alumni in the developmental activities of the college.
- d) To provide financial help to deserving students from its own fund as well as funds received as donations.
- e) To develop industry institute interaction through alumni members.
- f) To improve placement opportunities for fellow alumni and fresh alumni.
- g) To organize and conduct meetings and activities in line with the vision of the college.
- h) Any other matter as decided in the general body meeting of specified strength with majority votes.

4 OFFICE

The central office of the association shall be in the Swami Nithyananda Polytechnic College, Kanhangad.

5 MEMBERSHIP

All the students who have studied/passed out from Swami Nithyananda Polytechnic College, Kanhangad shall be members of the association. There shall be two categories of members.

(i) REGULAR MEMBERS:

All the past students of the college who pay an entrance subscription of Rs 500- (likely to change in future) shall be the regular members of the association. Those students expelled from college due to disciplinary action are not eligible for membership.

All members of regional chapters of Alumni Association of Swami Nithyananda Polytechnic College, Kanhangad will be treated as regular members, if they have taken regular membership in the Head Quarters.

(ii) **HONORARY MEMBERS**

All staff members except the alumni of the college shall be honorary members of the association.

6 OFFICE BEARERS

Office bearers shall be elected from the executive committee which is elected by general body.

(i) **PRESIDENT: (ONE POST)**

He / She shall be elected from the Executive committee members

(ii) **VICE PRESIDENT: (3 POSTS)**

They shall be elected from the Executive committee members.

(iii) **SECRETARY (ONE POST)**

He/She shall be elected from Executive committee members

(iv) **JOINT SECRETARIES: (3 POSTS)**

They shall be elected from the Executive committee members.

(v) **TREASURER:(1 POST)**

He/She shall be elected from Executive committee members

(v) **EXECUTIVE COMMITTEE: (31 MEMBERS)**

31 members shall be elected from regular Alumni members. All the regular alumni members of the association shall have the voting power in the general body meeting. These 31 members shall elect the office bearers.

7 DUTIES OF THE OFFICE BEARERS

- (i) The president shall have the following duties. He /She shall preside over the meetings of the association. He/She shall supervise the activities and shall advise the secretary to arrange meetings. He/ She shall call for the extra ordinary general body meeting on receipt of the official request of not less than 80 alumni members.

- (ii) The duties of the Vice President shall be to officiate as the President in his/her absence and help him/her in discharging his/her duties.
- (iii) The secretary shall convene all ordinary meetings of the association. For general body meeting the consent of the executive committee should be obtained. He/She shall present a report of the activities of the association during the annual general body meeting. He/She shall, perform the duties of treasurer and maintain all accounts of the association in treasurer's absence. ie, He/She shall issue receipt for money received and submit the accounts to the committee in its meeting.
- (iv) The Secretary shall also be responsible for the up keep of all records of the association and of the proceedings of general body and executive committee meetings.
- (v) The Joint Secretaries shall help the secretary in convening the meetings and in matters of correspondences. In the absence of the secretary, one of the Joint Secretaries shall perform the duties of the secretary with the permission of the President
- (vi) The executive committee shall meet at least once in every six months.
- (vii) The Quorum of the meetings of the executive committee shall be half of the strength of the committee.
- (viii) Treasurer shall maintain all accounts of the association. He /she shall issue receipt for money received and also present the account details in the committees. He /She shall manage the financial transactions along with the President.

8 GENERAL BODY MEETING

- (i) The office bearers shall be elected once in every 3 years at the annual general body meeting. Any interim vacancy may be filled up by the Secretary with the approval of the executive committee. In case of the post of Secretary, it shall be filled up by the President with the approval of the executive committee.
- (ii) In addition to the annual general body meeting, extra ordinary general body meeting may be called on the official request of not less than 80 alumni members .

9. FUNDS

- (i) The funds of the association shall be invested in a Nationalised or Scheduled Bank and shall be operated jointly by the Treasurer and the President.
- (ii) A minimum of 40% of the amount collected as Membership fee shall be kept as fixed deposit in a Nationalised Bank. The annual interest of the fixed deposit may be used for meeting the day to day expenses of the office.
- (iii) The Treasurer shall be given an imprest amount of Rs. 1000. The expenditure made by him shall be ratified later by the executive committee.

- (iv) The accounts of the association shall be audited annually by an internal auditor who is not a member of the executive committee.

10 REGIONAL CHAPTERS

- (i) The Alumni residing at any particular place may organise a regional chapter of the association and should intimate the same to the Secretary of the association (Head Quarters) at Swami Nithyananda Polytechnic College, Kanhangad.
- (ii) Each chapter shall have a minimum of 10 Alumni members with three elected office bearers.

11 ALUMNI DAY

Every year Alumni Day shall be celebrated synchronizing with the general body meeting, preferably on January 26 of every year.

12 JOURNAL

The association shall publish an online Alumni Journal yearly.

13 AMENDMENTS

Amendments to the constitution suggested by general body shall be approved by two third majority of the total strength of the members present in the general body meeting.

