

MAHARSHI DAYANAND UNIVERSITY ALUMNI ASSOCIATION, ROHTAK

CONSTITUTION

1. Name of the Association:

The name of the Association shall be the Maharshi Dayanand University Alumni Association (hereinafter referred to as the Association).

2. Head Office:

The Head Office of the Association shall be at the M.D.University, Rohtak (Haryana) India.

3. Aims and Objects:

The Association shall be a non-government, non-political and non-profit making organization devoted to the following aims and objects:

- (a) To foster the spirit to brotherhood and comradeship amongst the alumni of the University.
- (b) To arrange and collect funds to finance welfare and other schemes in the University as approved by the Association.
- (c) To arrange social and cultural functions.
- (d) To support financially poor and the needy students for their higher studies.
- (e) To help the students of the University in placement.
- (f) To further the interests of the M.D. University, Rohtak in general.
- (g) To provide a forum for the alumni of the University for exchange of ideas and views on educational, cultural, social and academic matters.
- (h) To publish literature, papers, journals, directory, etc. for the fulfillment of the objectives of the Association.
- (i) To look after the interests of the alumni of the University.
- (j) To open branches of the Association in other towns.
- (k) To do all other acts in furtherance of the objects of the Association.

4. Membership:

(1) Persons who have obtained a degree from this University as a regular student of any of the University Teaching Departments (except the students of Directorate of Distance Education) shall be entitled to be enrolled as members of the Association.

(2) CATEGORIES OF MEMBERS: There will be the following categories of members:

- (a) Life Members
- (b) Ordinary Members
- (c) Teaching-Members: Members of the teaching staff of the University even though they may not be graduates of this University.
- (d) Honorary Members: Not more than ten honorary members distinguished in education, services, industries, corporate sector, etc. may be nominated by the President for a period of three years.
- (e) The members of MDU Alumni Association shall be called "ARYANS".

(3) SUBSCRIPTION FOR MEMBERSHIP

- (a) Life Members: Rs.500/- payable in one instalment
- (b) Ordinary Members: Rs.100/- per annum

5. Office bearers:

- (1) The following shall be the office bearers of the Association:
 - (a) President: The Vice-Chancellor of the University ex-officio.
 - (b) Director Alumni-he shall be appointed/nominated by the President from amongst the Teachers of University Teaching Departments.
 - (c) Vice-President: To be elected by the Executive Committee of the Association.
 - (d) Secretary: To be elected by the Executive Committee of the Association.
 - (e) Joint Secretary-cum-Treasurer: To be elected by the Executive Committee of the Association.
- (2) The term of the office bearers shall be three years (except Director Alumni who shall be appointed by the Vice-Chancellor).
- (3) The first office-bearers of the Association shall be nominated by the President. They will continue till the first ordinary meeting of the elected Executive Committee where the office bearers (except the President) shall be elected.

6. Executive Committee:

- (1) The Executive Committee of the Association shall consist of 15 members including the office bearers. The Executive Committee shall frame the bye-laws of the Association. However, such bye-laws shall not be contrary to any provisions of M.D. University, Rohtak Act, Statutes and Ordinances.
- (2) The Members of the Executive Committee shall be elected by the life members of the Association.
- (3) The term of the elected members of the Executive Committee shall be three years.
- (4) The first members of the Executive Committee shall be nominated by the President. They will continue till the first Annual General Meeting of the Association where the new Executive Committee Members shall be elected.

7. Duties and Functions of the Office Bearers:

(1) PRESIDENT:

- (a) The President shall preside over meetings of the Association, meetings of the Executive Committee and all other functions that may be organized by the Association.
- (b) The President shall be the custodian of the property and interests of the Association.
- (c) He may call special meetings of the Executive Committee/Association if a written requisition signed by at least 5 members in case of Executive Committee and 50 members in case of the Association is presented to him.

(2) DIRECTOR ALUMNI

- (a) He shall perform the duties and functions of the President in the absence of the President or in the event of his disability.

- (b) He shall perform such other duties and functions as may be entrusted to him by the President.

(3) VICE-PRESIDENT:

He shall perform the duties and functions of the Director Alumni in the absence of Director Alumni. He shall perform such functions as may be entrusted to him by the President.

(4) SECRETARY

- (a) He will be the custodian of all the records and documents of the Association.
- (b) He will be responsible for the safe custody of the funds of the Association and will operate bank accounts jointly with the Treasurer on behalf of the association.
- (c) He will call and arrange meetings of the Executive Committee and the Association in consultation with the President.
- (d) He will record the minutes of the meetings of the Executive Committee and the Association.
- (e) He will represent the Association in all legal proceedings and sign all legal documents on behalf of the Association.
- (f) He will maintain an up-to-date register of members and of all subscription and donations.
- (g) He will maintain a property register and all such registers as may be necessary in connection with the work of the Association.

(5) JOINT SECRETARY-CUM-TREASURER:

- (a) He will assist the Secretary in the discharge of his duties and functions.
- (b) He will act as Secretary in absence of the Secretary of the Association.
- (c) He will be responsible for maintaining Accounts of the Association and operate bank account jointly with the Secretary of the Association.
- (d) He will perform such other duties and functions as may be entrusted to him by the Executive Committee.

8. Meeting of the Association:

(1) KIND OF MEETINGS:

- (a) At least one meeting of the Association shall be held during each calendar year, which will be called the 'Annual General Meeting'.
- (b) Other general meetings can be called by the Secretary in consultation with the President.
- (c) Requisition meeting shall be called by the President, if a written requisition signed by at least 50 members is presented to him stating the business for which the meeting is desired to be called.

(2) BUSINESS TO BE TRANSACTED AT THE ANNUAL GENERAL MEETING:

- (a) to consider and adopt the Annual Report of the Secretary;
- (b) to consider and approve the Audit Report for the previous year;
- (c) to consider and approve the Annual Budget Estimates for the next year;
- (d) to elect members of the Executive Committee;
- (e) to consider resolutions sent in by members or to be moved by the President or the Secretary;

(3) Requisition meeting of the Association will transact only the business for which the meeting has been requisitioned.

(4) QUORUM OF MEETINGS OF THE ASSOCIATION:

50 members shall constitute a quorum for all kinds of meetings of the Association. If quorum is not present within half-an-hour of the time of the meeting, the meeting automatically shall be adjourned for the same day and shall be held after 15 minutes of the adjournment at the same venue. However, for adjourned meeting no quorum shall be necessary.

(5) CHAIRMAN:

The President of the Association or in his absence the Director Alumni/Vice-President will preside the meetings of the Association. In the absence of both of them, one of the members present will be voted to the Chair.

9. Meetings of the Executive Committee:

- (1)
 - (a) At least one meeting of the Executive Committee shall be held during each calendar year. This will be called Ordinary Meeting of the Executive Committee.
 - (b) Requisition meeting shall be called by the President if a written requisition signed by at least five members of the Executive Committee is presented to him stating the business for which the meeting is desired to be called.
 - (c) Requisition meeting of the Executive Committee will transact only that business for which the meeting has been requisitioned.
 - (d) Five members of the Executive Committee shall constitute the quorum.
- (2) BUSINESS TO BE TRANSACTED AT THE ORDINARY MEETING:
 - (a) To recommend the Annual Report of the Secretary to be placed in the Annual General Meeting of the Association for consideration and approval.
 - (b) To recommend the Audit Report of the previous year and the Annual Budget Estimate for the next year to be placed in the Annual General Meeting the Association for consideration and approval.
 - (c) To appoint the Auditors.
 - (d) To elect office bearers of the Association, other than the President.
- (3) CHAIRMAN

The President or in his absence the Director Alumni/Vice-President of the Association will preside over the meetings of the

Executive Committee. In the absence of both, one of the members of the Executive Committee present at the meeting will be voted to the chair.

10. Notices of Meetings:

- (i) Meetings of the Association shall be called at notice of at least 10 days. However, meetings can be called, in case of emergency, at a shorter notice, as may be determined by the President.
- (ii) Meetings of the Executive Committee shall be called at a notice of at least 10 days. However, in case of emergency, the meeting may be called at a shorter notice, as may be determined by the President.

11. Voting and Decisions:

All decisions will be taken at the meeting of the Association and the Executive Committee by a majority of votes of members present and voting. In case of equal division of votes, the Chairman will have a casting vote.

12. Funds and Accounts:

- (i) The Funds of the Association shall consist of the subscriptions received from the members, donations, gifts, etc. from any individual or organization.
- (ii) No part of the fund of the Association shall be spent for any purpose other than the objectives of the Association.
- (iii) The account shall be maintained in a nationalized bank situated on the M.D. University Campus.
- (iv) The bank account will be operated by the Secretary jointly with the Treasurer of the Association.
- (v) There shall be annual audit of the Accounts by the Auditor(s) to be appointed by the Executive Committee of the Association.

13. Amendments of the Constitution:

- (i) A proposal for the amendment of the Constitution of the Association shall be considered at the Annual General Meeting only. A proposal for an amendment shall be sent to the Secretary of the Association at least one month before the date of the Meeting and shall be circulated by the Secretary of the Association to all the members at least ten days before the Annual General Meeting.
- (ii) For considering an amendment of the Constitution not less than 100 members of the Alumni Association shall be required to be present at the Annual General meeting.
- (iii) Subject to the provision made in clause(ii) above, an amendment of the Constitution shall require the affirmative vote of not less than two-third of the members present and voting.

14. If there is any doubt about the interpretation of any clause or sub clause of the Constitution and the bye-laws, the interpretation of the President shall be final and binding.

MAHARSHI DAYANAND UNIVERSITY ALUMNI ASSOCIATION, ROHTAK

MEMBERSHIP FORM

Please enroll me as Member of the Association. I am sending Rs.500/-/Rs.100/- as Life/Ordinary Membership Fee. (Fee may be sent through a crossed account payee bank draft drawn in favour of the Secretary, M.D. University Alumni Association, Rohtak alongwith this form).

Name: _____
(in block letters)

Father's Name: _____

Date of Birth: _____

Designation & Office Address _____

_____ Pin Code _____

Residential Address _____

Telephone Office: _____ Res. _____

e-mail: _____ Mobile No. _____

Present Occupation _____

Academic Attainments

Degree/s obtained from the M.D. University	Year in which obtained	Name of the University Teaching Department from which obtained
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1. _____
2. _____
3. _____

Notable Achievements or any Any other particulars deserving special mention

(Please use additional sheet if required)

Particulars of payment of Membership fee.

DD No. _____ Dated _____ Amount _____ Drawn on _____

I shall be abide by the provisions of the Constitution and Bye-laws of the Association.

Date:

SIGNATURE