

4.4.1a Alumni Association University of Patanjali, Haridwar

Alumni -



CONSTITUTION OF THE ALUMNI ASSOCIATION, UNIVERSITY OF PATANJALI, HARIDWAR. (AUOP)

Adopted in the AGBM in its first meeting
held on 07.10.2017

1. Name

The name of this Association shall be Alumni Association, University Of Patanjali, Haridwar. Its short title shall be **ALUMNI UOP** here after referred as **The Association**.

The emblem of the University of Patanjali, Haridwar (herein referred to as the University) with the incorporation of its abbreviated name, viz. **ALUMNI UOP**, shall be the Association's emblem, as indicated above.

The registered office of the Association shall be situated at UOP Haridwar – 249405 (Uttarakhand).

2-Aims and Objectives

- I. To provide a forum to establish a link between the alumni, staff and students of the University.
- II. To enable the alumni to participate in activities which would contribute to the development of the Yoga Science & Ayurveda.
- III. To keep the alumni abreast of Yoga, Ayurveda & Culture of Medicine Herbs/Plants of National Research & Health Importance.
- IV. To help the alumni with their technical problems.
- V. prizes and scholarships, and render financial aid to deserving students of the University.
- VI. To contribute towards the welfare of the alumni.
- VII. To foster close relationship between UOP Alumni and the University.
- VIII. To provide opportunities for community service and to act as good will ambassadors of UOP with in India and abroad.
- IX. To provide academic and professional interaction and networking among UOP Alumni and endeavor to create career opportunities for the UOP student community.
- X. To honor distinguished Alumni of UOP who have excelled and contributed in their respective domains;



3- Organization Patron

The Vice Chancellor Of the University, Haridwar shall be the ex-officio Chief Patron of the Association & Pro Vice Chancellor shall be ex-officio Patron

4-Membership

Any person who qualify any one of the following criteria shall be eligible to be a member of the Association

- I. Persons who have received degree/Diploma awarded by the University, herein referred to as the alumni, and who have paid the membership fee as defined elsewhere as **Active Members**.
- II. The students of the final year of Graduation, Post Graduation, P.G. Diploma and Research Scholars in the University as **Student Members**.
- III. Such persons, to be decided by the EC who may be of help in attaining the objectives of the Association as **Invited Members** for a period of one year. The Students' Placement Officer of the University shall be an ex-officio **Invited Member**.
- IV. All faculty members of the University with one year standing shall be the Affiliate Members of the Association. They can also become **Active Members** on payment of membership fee, as applicable for them and defined elsewhere.
- V. Those who have worked at UOP as a Post-Doctoral fellow for at least two years in continuity and shall be called **Student Members**.

5- Membership Fee & Registration

- I. The Membership fee for **Active Members** of the Association shall be Rs 250/- annually.
- II. Any **Active Members** can become a life Member of the association by paying Rs 2500/-

6- General Body

- I. The General Body, consisting of all the registered members of Alumni UOP shall be the supreme body of The Association and shall meet at least once in a year.
- II. One tenth of the active membership will form the quorum of the General Body meeting. In case there is no quorum at the prescribed date, time and venue of the meeting, the meeting shall be adjourned and shall be resumed after 30 minutes when no quorum will be required. PROVIDED THAT in case of the meeting meant for carrying out any amendment in the Constitution of the Association there must be a quorum of one sixth of the active membership at the beginning of the meeting and then the amendment(s) may be carried out with two third of the members present and voting in favor of the amendment(s).
- III. The General Body shall have the power to consider and decide all matters relating to the association and provide a broad policy framework towards its functioning.
- IV. The General Body shall also elect an "Executive Committee" (hereinafter referred to as "EC") to carry on with the activities of the association. The tenure of the elected E.C. will be three years, from the date on which it assumes the charge.

7- Executive Committee

The Executive Committee consisting of the following shall be in over-all charge of the Association



Duties and Power of Office Bears.

a. President

- I. The President shall be the custodian of the property and interests of The Association and shall have all the powers to manage and promote the 'Aims and Objectives' of The Association, in accordance with **this** Constitution and the Rules to be framed hereunder.
- II. He/she shall decide the date, time and venue of the meeting(s) in consultations with the General Secretary, and accordingly the General Secretary shall convene the meetings of EC/ General Body/ Extra ordinary meeting/requisitioned meeting.

PROVIDED THAT in case a requisition is made for the meeting of the General Body, he/she must take a decision fixing the date, time and venue, within fifteen days of the receipt of the request in this regard.

- III. He/she shall preside over the meetings of EC, General Body and the Extra Ordinary/ Requisitioned meetings of the Association PROVIDED THAT while presiding the meetings he/she will have "Casting Vote" only.
- IV. The Secretary and Treasurer will be co-signatory with the President for issuing cheques and the President will also sign the annual statement of the account of the Association, Annual report of the Association and the Annual budget.

b. Vice President

- I. In the absence of President the Vice President shall exercise all the powers and functions of the President, as shall be entrusted to him by the EC.

c. General Secretary

- I. The General Secretary shall carryout the decisions of the EC and General Body of The Association.
- II. He/she shall convene the meetings of the EC, General Body and Special/requisitioned meetings, as per the date, time and venue in consultation with the President and shall record the minutes of the meetings.
- III. He/she shall maintain the Register of names, addresses and occupations of the Association and EC members.
- IV. The General Secretary shall make all correspondences, and coordinate the preparation and distribution of publications of The Association.
- V. He/she shall maintain all the records, documents minutes of the meetings of the General Body, EC and Annual Reports etc.
- VI. He/she shall be a co-signatory with the Treasurer in financial matters such as Annual Statements of Accounts, Annual Budget and cheques etc. and shall ensure the audit of accounts of The Association carried out by the Auditor, appointed by the EC.
- VII. He/she shall prepare Annual Report of the Association, every year, for presenting in the meetings of EC and General Body



d. Joint Secretary

- I. The joint Secretary shall work with General Secretary in the management of Association.
- II. The joint Secretary shall act for the General Secretary in his/her absence.
- III. He/She shall be perform such duties and functions as may be entrusted to him/her by the EC.

e. Treasurer

- I. The Treasurer shall be responsible for the maintenance of the financial records and accounts of The Association.
- II. The Treasurer shall operate the funds of The Association jointly with the President and Secretary as detailed above.
- III. He/she shall be a co-signatory with the General Secretary / President in financial matters such as Annual Statements of Accounts, Annual Budget and cheques etc.
- IV. He/she shall prepare and present the Annual Budget, Annual Statement of Accounts in the meetings of the EC / General Body

f. Members

In addition there shall be three members in the EC, who will also be elected amongst **Active Members**. They shall carry out duties assigned by the secretary from time to time.

8- Elections

- I. Only the **Active Members** of the association shall have the right to vote, propose, second or be a candidate for the elected positions of the executive committee.
- II. The President, Secretary and Treasurer of the executive committee shall be the employees of the UOP.
- III. Elections shall be conducted by the outgoing EC in the Annual General Body Meeting (AGBM) to be held every three years.

9- Term

The term of the EC shall be **about** Three years. The outgoing EC shall hand over charge to the incoming EC within fifteen days of the elections.

10- Power & Function of Executive Committee

- I. The affairs of the association shall be managed by the EC.
- II. The quorum for an EC meeting shall be Three voting members.
- III. Any Two members of the EC can requisition a meeting of the committee by sending written request to the Secretary.
- IV. The EC may C o-opted up to four members for any specific purposes. Co-opted members shall be invited to the meetings of the EC but shall have no voting rights. The immediate past Secretary shall be co-opted to the EC if he is not already a member in some capacity.
- V. The EC shall have the power to incur expenditure necessary to achieve the aims and objectives of the Association, subject to the provision in the Annual Budget placed before the General Body. The EC shall have the powers to open a bank account & to receive and spend money and to maintain proper accounts.



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- VI. In the event of a member of the EC resigning or not being available for the rest of the term, the other members of the Committee shall appoint another member. The member so appointed shall hold office with full duties and privileges.
- VII. The time of the AGBM shall be announced to its member's 30 days in advance.

11. Newsletter and Programmes

The Association may publish a periodical newsletter and organise programmes, conferences and seminars to attain the aims and objectives of the Association.

12. Funds

- I. Money raised from fee, donations, subscriptions, etc. shall constitute the income of the Association.
- II. The funds of the Association shall be invested in such banks or in such authorized securities as may be decided by the EC and shall be operated jointly by the President and Secretary/ Treasurer.
- III. The accounts of the Association shall be subject to Annual Audit by the Finance Office of the University or his nominee. The Annual financial report & audit Report shall be put up by the Treasurer of the Association.

13. Amendments

- I. Suggestions for amendment of the Constitution signed by at least ten active member shall reach the Secretary in writing at least two months prior to the AGBM.
- II. The Secretary shall circulate these suggestions to all the members at least one month before the AGBM, where the amendments are to be discussed.
- III. No amendment of the Constitution or its by-laws shall be made except by the vote of at least two-thirds of the Active Members.

