



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

E-mail id- osdadmin@mgcub.ac.in

F. No. 2-1/MGCUB/GA/2024/Alumni Cell

Dated: 10th April 2024

Office Order

1. Consequent upon recommendation of the Alumni Cell and further consideration of the Deans' Committee at its meeting held on 28th November 2023, the Competent Authority has been pleased to notify the Memorandum, Rules/Regulations and Bye-Laws of Alumni Association of the University.
2. A copy of the Memorandum, Rules/Regulations and Bye-Laws of Alumni Association of the University is attached as **Annexure-1**.
3. Further, the Chairman, Alumni Cell of the University is requested to initiate necessary action regarding registration process and further constitution of Executive Committee of the Association.
4. This issues with the approval of the Competent Authority.


[SACHCHIDA NAND SINGH]
OSD (Admin)

Copy of the above forwarded to the following for information and necessary action please:

1. The Chairman, Alumni Cell, MGCU
2. All Deans of different Schools, MGCU
3. The OSD (Finance)/CoE/DSW/Campus Directors /Proctor/Director, RDC/Director, Academic Affairs/Librarian/ Provost/ Coordinator, IQAC, MGCU
4. All Heads of various Teaching Departments, MGCU
5. The Deputy Registrar, MGCU
6. The Member Secretary, University Website Committee, MGCU – with the request to upload the same on University Website.
7. All members of Alumni Cell, MGCU
8. OSD to the Vice-Chancellor- *for kind information of the Hon'ble Vice-Chancellor please.*
9. PS to VC
10. Guard File




[Dinesh Hooda]
Section Officer (Admin)

Mahatma Gandhi Central University Alumni Association



Memorandum, Rules, Regulations and Bye-Laws

Mahatma Gandhi Central University

Motihari - 845401, East Champaran, Bihar (INDIA)

Memorandum

1. NAME OF THE SOCIETY: The name of the society shall be, "*Mahatma Gandhi Central University Alumni Association*" and shall be referred to as the Association subsequently in these articles.

2. ADDRESS: The registered office of the Association shall be located at the *Mahatma Gandhi Central University, Motihari 845401(Bihar) India*

3. JURISDICTION: The Association shall have jurisdiction all over the world wherever *Mahatma Gandhi Central University* Alumni reside, but any dispute arises, shall be subject to the court in Patna High court (Bihar).

4. OBJECTIVES:

The objectives of the Association are:

- i) To encourage the members to take active interest in the activities and progress of the alma-mater.
- ii) To provide assistance and facilities for developmental activities of the University.
- iii) To award Scholarship and Aid to the needy students of the University.
- iv) To promote and encourage friendly relations among all the members of the Association.
- v) To keep Alumni informed about the Alma Mater.
- vi) To promote and support technological planning, research and development.
- vii) To promote career guidance, interaction with industry and continuing education.
- viii) To serve the common cause of the member's interest in general

Rules and Regulations

1. NAME OF THE SOCIETY: The name of the society shall be, "*Mahatma Gandhi Central University Alumni Association*" and shall be referred to as the Association subsequently in these articles.
2. ADDRESS: The registered office of the Association shall be located at the *Mahatma Gandhi Central University, Motihari 845401(Bihar) India*
3. JURISDICTION: The Association shall have jurisdiction all over the world wherever *Mahatma Gandhi Central University* Alumni reside, but any dispute arises, shall be subject to the court in Patna High court (Bihar).
4. LIFE MEMBERSHIP:
All Alumni of the *Mahatma Gandhi Central University, Bihar* (henceforth abbreviated as MGCUB) shall be eligible for Life Membership of the Association.

They shall have voting rights.

5. ASSOCIATE MEMBERSHIP:

The following shall be eligible for Associate Life Membership of the Association.

- i) All members of the teaching & non-teaching staff of MGCUB who are not Alumni of MGCUB, working in regular basis.
- ii) All ex-members of teaching & non-teaching staff of MGCUB who are not Alumni of MGCUB.
- iii) All associate members shall have participatory rights in discussion, be member of the sub-committees, can act as advisors and can be co-opted as members of various committees but shall have no voting rights.

6. CESSATION OF MEMBERSHIP:

A member of the Association shall cease to be such a member if he/she resigns from his/her membership or found to be of unsound mind or is convicted by a court for any offence on moral grounds or termination of the membership by the Executive committee for compelling reasons.

7. ORGANISATION OF THE ASSOCIATION:

7.1 General Body

There shall be general body of the Association consisting of all members.

7.2 Executive Body

There shall be an Executive Committee to manage affairs of the Association.

7.3 Local Chapters

- i) There may be local chapters of the Association in India and abroad.
- ii) The relationship with local chapter shall be governed by the Bye-Laws of the Association.
- iii) These local chapters shall not be under the financial control of the registered office of the Association.

8. GENERAL BODY:

- 8.1 The General Body shall consist of all members of the Association.
- 8.2 The General Body of the Association shall hold the Annual General Meeting at least once in two year and not more than 30 months shall elapse between two successive Annual General Meetings.
- 8.3 A prior notice of clear 60 days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the President.
- 8.4 An emergent meeting of the General Body can only be convened by the president for compelling reasons at a short notice.
- 8.5 **Twenty percent** of total members present in person shall form quorum for any meeting of the General Body. If the meeting is adjourned for want of quorum, the adjourned meeting will be convened after two hours on the same day to transact the same business and members shall form the quorum.
- 8.6 The duties of the General Body shall be:
 - i) To set guidelines for the executive committee so as to achieve the objectives of the Association.
 - ii) To consider and adopt the Annual Report and Audited Accounts of the Association
 - iii) To approve the budget for the following year.
 - iv) To honour the Jubilee Alumni and distinguished Alumni.
 - v) To elect office bearers and members of the Executive Committee.
 - vi) To transact any other business with the permission of the President.

9. EXECUTIVE COMMITTEE:

- 9.1 The Executive Committee shall consist of
 - i) President - Chairman, Alumni Cell (Ex Officio)
 - ii) Vice-President (Resident from Associate members) - 1
 - iii) Vice President - 1
 - iv) Secretary - 1
 - v) Treasurer - 1
 - vi) Joint Secretary (Resident from Associate members) – 1
 - vii) Joint Secretary – 1
 - viii) DSW- Member
 - ix) Chief Proctor-Member
 - x) Other Members-11

9.1.1 Election of the Executive Committee

- i) All office bearers and 06 members of the Executive Committee shall be elected.
- iii) 05 members shall be nominated by the Vice Chancellor
- iv) The immediate past secretary shall be an ex-officio member.
- v) The procedure for the election of the office bearers of the Association shall be regulated according to the Bye-Law of the Association.
- vi) No elected/nominated office bearer shall hold office for more than two consecutive terms.
- vii) In case of any absence of candidature in election of the executive committee, the members present in the Annual General Body Meeting shall nominate person/persons to fill in vacancy/vacancies from the members present in the General Body Meeting.

9.2 The Executive Committee ordinarily meet quarterly but the Secretary in consultation with the President may call an emergent meeting at any time.

9.3 A prior notice of 7 days shall ordinarily be given to members for convening a meeting.

9.4 The quorum for the Executive Committee Meeting shall be ten. In case there is no quorum it shall be adjourned.

9.5 In case any vacancy arises in the Executive Committee, the Executive Committee shall fill this by nomination.

A vacancy would be deemed to arise when an Executive Committee member expresses his/her inability to discharge responsibility or when a member remains absent for three consecutive EC meetings without information.

9.6

- i) The Executive Committee shall have all powers with regards to management and promotion of objectives of the Association according to the directives, if any of the General Body.
- ii) The Executive Committee shall frame Bye-Laws in accordance with the rules and regulations, and report to the General Body. Amendments shall be done by simple majority.

9.7 The office bearer and members of the Executive Committee shall normally hold office for two years.

10. POWERS AND DUTIES OF THE OFFICE BEARERS:

10.1 President

- i) The President shall preside over the Executive Committee Meetings and the General Body Meetings.
- ii) The President shall have all the powers for the management and promotion of the objectives of the Association.
- ii) The President shall have powers to convene Executive Committee meetings of the Association in the absence of the Secretary.

10.2 Vice President (Resident).

The Vice President shall act for the President in absence of the President. He/She shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

10.3 Secretary

- i) The Secretary shall attend all the activities as approved by the Executive Committee.
- ii) The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.
- iii) Within fourteen days after holding the Annual General Meeting, the Secretary shall file the following information with the Registrar of Societies.
 - a) List of names, address & occupations of the members of the Executive Committee.
 - b) An Annual Report of the previous year.
 - c) A copy of the Balance Sheet & certificate of the auditor's report.

10.4 Treasurer

- i) The Treasurer shall be responsible for the maintenance of the financial records & accounts of the Association.
- ii) The Treasurer shall operate the funds of the Association jointly either with the President or the Secretary.

10.5. Joint Secretary

- i) The Joint Secretary shall assist the Secretary in the management of the activities of the Association.
- ii) The Joint Secretary shall act for the Secretary in the absence of the secretary.

11. AMENDMENT OF RULES AND REGULATIONS:

- a. Amendment to the rules and regulations shall be carried out only by a General Body meeting when minimum of three fourth of the majority votes of the members present in the meeting.
- b. The proposed amendment to the rules and regulations shall be circulated to all the members as an agenda item for the General Body Meeting.

12. FINANCE AND ACCOUNTS

- 12.1 The Association shall raise funds for pursuing the objectives of the Association through:
 - i) Subscription from the members. The rates of subscription shall be governed by the Bye-Laws of the Association.
 - ii) Money donated by the members.
 - iii) Any other source approved by the Executive Committee.
- 12.2 The accounts of the Association shall be maintained in any scheduled bank in Motihari, in to which all subscription, donations and other income shall be credited.
- 12.3 Financial year of the Association shall be from April 1 to March 31.
- 12.4 The funds of the Association may be invested in Government securities, Bonds and Debentures of the registered companies and financial institutions under Company's Act 2013 or fixed deposits in nationalized banks, subject to the approval of the Executive Committee.
- 12.5 Withdrawal from the invested funds shall be made by the Executive Committee.
- 12.6 Fifty percent money raised through membership shall not be spent for any purpose. However, interest accruing thereon can be utilized through approval of the Executive Committee.

13. AUDIT OF ACCOUNTS:

The accounts of the Association shall be audited once a year by a Chartered Accountant to be appointed by the Executive Committee

14. SUIT AND PROCEEDING BY AND AGAINST THE ASSOCIATION:

- 14.1 The Secretary or any other office bearer authorised by the Executive Committee may sue on behalf of the Association. When the Association is being sued, the Secretary will represent the Association.
- 14.2 No suit or proceeding shall fail by reason of any vacancy or change in the holder of the office of the Secretary or any office bearer authorised on its behalf.
- 14.3 Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the property of the Secretary.
- 14.4 Nothing herein shall exempt the Secretary or an office bearer of the Association from any criminal liability, entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him on conviction by a criminal court unless it is attributed to Association matters.
- 14.5 No member of the Association may be sued or prosecuted by the Association except for any injury or loss, damage, detention or destruction of any property of the Association.

15. RECORDS OF THE ASSOCIATION:

15.1 The following records shall be maintained in the office of the Association.

- i) Roll of Membership.
- ii) Minutes of the Executive Committee meetings.
- iii) Minutes of the General Body Meetings.
- iv) Stock Register of Non-consumable and Consumable items.
- v) Cash Book and Ledger
- vi) Copies of all publications and reports of the Association.

15.2 The records shall include details of all sums of money received and sources thereof, and all the sums of money spent.

15.3 Every member of the General Body shall have the rights of inspection of records of the Association during the office hours with the permission of President/Secretary.

15.4 Some of the disposable records as decided by the Executive Committee may be disposed off/ destroyed.

16. WINDING UP OF THE SOCIETY:

The winding up of the Association shall be carried out as per relevant clauses of Societies Registration Act, as amended time to time.

By-Laws

1. NAME OF THE SOCIETY: The name of the society shall be, "*MG Central University Alumni Association (MGCUAA)*" and shall be referred to as the Association subsequently in these articles.
2. BY-LAWS:

These Bye-Laws shall be read along with the Memorandum and Rules and Regulations of the Association.
3. PROCEDURE OF ELECTION:
 - 3.1 The Executive Committee as specified in section 9.1.1 shall be elected in the Annual General Body Meeting of the Association through simple majority of votes.
 - 3.2 A notice of the General Body Meeting may be served of any member either personally or by sending it through ordinary post at the address available in the records of the Association or through newspaper advertisement or by e-mail.
 - 3.3 It shall be the duty of a member to keep informing the Association about his/her current address so that proceedings of the Association, activities and notices for meetings could be sent to him/her.
4. FINANCIAL POWER OF THE SECRETARY:

From non-budget items, the financial power of the Secretary shall be limited to Rs.10000.00 subject to the approval of the Working President and submission of accounts of previous similar funds, if any.
5. SUBSCRIPTION:

The rates of subscription shall be as follows;

 - i) Rs 500.00 for Life and Associate Members residing in India.
 - ii) US\$ 50.00 for overseas Alumni.
6. LOCAL CHAPTERS:
 - 6.1 A local chapter can be founded in any city in India or abroad where there are a minimum of 25 Alumni Association members resides, subject to approval of the Executive Committee of the Association. The chapter has to get this approval from the Executive Committee of the Association every five years failing which the local chapter shall be deemed to be closed.
 - 6.2 They may elect one President and one Secretary to manage the affairs of the chapter. A meeting of all members of the chapter must be convened at least once a year.
 - 6.3 The Secretary of the Chapter should inform names and addresses of the office bearers in a list of members of the local chapter to the Secretary of the Association once in a year.
 - 6.4 The Local Chapters shall have to raise their own funds for their chapter activities.
 - 6.5 The Local Chapters shall receive a copy of the AGM report and other publications of the Association.
 - 6.6 The audited accounts of the local Chapters shall be submitted to the Association once a year.

7. AD-HOC COMMITTEE:

- 7.1 In the absence of an Executive Committee, an Ad hoc committee shall be constituted by the President to discharge duties of the Executive Committee.
- 7.2 The Ad hoc committee shall not function for more than a year and shall call for a General Body Meeting within the period. In the General Body meeting President will form new Executive Committee.

8. SPECIAL INVITEE:

The Executive Committee of the Association shall be authorised to induct eminent members/associate members of the Association as social invitees as and when considered necessary. Such invitees shall not have the voting rights in the Executive Committee meeting.