

Dravidian University

Srinivasavanam, Kuppam – 517426, Chittoor District, Andhra Pradesh

Dravidian University Alumni Association

Memorandum and Bylaws of the Association

1. Name of the Association

The name of the Association shall be Dravidian University Alumni Association. The Association shall be registered under the provision of Andhra Pradesh Societies Registration Act.

2. Office

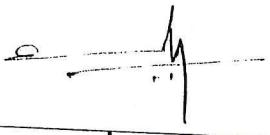
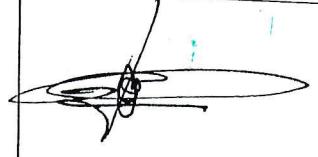
The Registered office of the Association shall be situated in the Dravidian University Campus, Srinivasavanam, Dravidian University, Kuppam-517426, Chittoor District, Andhra Pradesh.

3. Aims and objectives

The aims and objectives of the Association shall be:

- 3.1. Bring the old students of Dravidian University, Kuppam under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the members of the Association and country.
- 3.2. To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the University faculty, non teaching staff and students.
- 3.3. To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of the University.
- 3.4. To advise and interact with State and Central Government Bodies, Universities and Association of other academic institutions on matters relating to promotion off higher education, training and management systems and thereby promote the welfare and status of the University.
- 3.5. To collect funds by subscriptions, contributions, donations and gifts from members, non-members, governments, Universities and other institutions and philanthropists for furtherance of the above objectives.
- 3.6. To render financial aid to deserving poor students studying at the University.
- 3.7. To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- 3.8. To bring out magazines, souvenirs and newsletters highlighting the activities of the University and its Alumni.
- 3.9. To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year.
- 3.10. To help the Alumni to get advice from the University on various technical problems and job opportunities that they may come across in their work and real life.
- 3.11. To carry out such other activities as may be necessary for furthering the above aims and objectives.

4. The name, address and occupation of the members subscribed to the memorandum of Association are as follows:

Sl. No	Name and Address	Occupation	Signature
1.	Prof. S. Aquter Babu Dept. of Computer Science Dravidian University Kuppam-517426	Professor and President	
2.	Dr.P. Sree Kumar Associate Professor Dept. of Dravidian & Computational Linguistics Dravidian University Kuppam-517426	Vice-President	
3.	Dr. G. Mariappan Assistant Professor Dept. of Tamil Language and Translation Studies Dravidian University Kuppam-517426	General Secretary	
4.	Dr. V. Saraswathi Assistant Professor Dept. of Education and HRD Dravidian University Kuppam-517426	Joint-Secretary	
5.	Mrs. B.N. Kalavathi Assistant Professor Dept. of Computer Science Dravidian University Kuppam-517426	Treasurer	
6.	Members of General body	All old Students of the Dravidian University	
7.	Dr. T. Maneppa Assistant Professor Dept. of Folklore and Tribal Studies Dravidian University Kuppam-517426	Member to coordinate with men Students	
8.	Mrs. B.N.Kalavathi Assistant Professor Dept. of Computer Science Dravidian University Kuppam-517426	Member to coordinate with Women Students	

By-Laws

5. Members

The Association shall consist of the following persons as its members

- 5.1 All UG, PG and Ph.D. graduates of the University (Regular Mode) on payment of an annual membership fee of Rs.100/- or Life Membership fee of Rs.1500.
- 5.2 The subscribers to the memorandums shall be the founder members as well as life members of the Association and they will be known as founder-life members of the Association. These founder life members nominated by the Patron shall be the members of the First Executive Committee and they shall hold office for a period of five academic years.
- 5.3 The Vice-Chancellor of the University shall be the Patron.
- 5.4 The Registrar of the University shall be the Ex-office secretary of the Association.
- 5.5 Any student/ Scholar who pays the annual subscription off Rs.100/- during his study in the University can be considered as student member of the Association and he/she will automatically become member of the Association after passing out from the University, taking the subscription of Rs.100/- paid during his/her studentship as the annual membership for the first one year only.

6. Administration

- 6.1 The administration of the Association shall rest in an Executive Committee, consisting of (1) a President (2) A Vice-President (3) a General Secretary (4) A Joint Secretary and (5) a Treasurer Members. All founder life members shall be the Ex-Officio members of the Association. The Finance Officer and Public Relations Officer of the University shall be Ex-officio members of the Executive Committee.
- 6.2 The Members of the Executive Committee shall be elected by the members of the Association including life members and founder life members at the Annual General Body meeting (AGBM) and they shall hold office for a period of five years.
- 6.3 A Committee once elected shall continue to hold office till a new committee assumes charge.
- 6.4 If any vacancy arises in any post on account of resignations, death etc., the Executive Committee may nominate any person to such post from among the members of the Executive Committee. Such nominated persons shall hold office till the next election of the Executive Committee.
- 6.5 If an Executive Committee Member is absent from three consecutive meetings of the Executive Committee, without prior notice, he/she shall cease to be a member of the Executive Committee.
- 6.6 If any member fails to pay the annual subscription fees with in that year (on or before the end of the academic year, ie. 30th June) after the same has fallen due shall cease to be member of the Association and the General Secretary shall remove the name of the such defaulter from the register of members.
- 6.7 The Executive Committee shall have the power to expel a member for wilful disregard to the Association rules or misconduct, on provided the members concerned gives an acceptable explanation for his/her misconduct.

7. Election and Tenure of Office

- 7.1** After completion of five years of the first executive body, the procedure for election shall be laid down by the Executive Committee, from time to time.
- 7.2** All terms of office of the elected members shall commence from the close of the AGBM at which elections were held and shall continue for a period of Two Years or till the close of the second AGBM leaving one in-between, whichever is earlier.
- 7.3** Members cannot hold the same office for more than three terms.
- 7.4** In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to elect a member to fill the vacancy.
- 7.5** However, notwithstanding clause third (7.3) above, the first Executive Committee, shall hold office for a term of five consecutive years for building the Alumni Association on sound footing.

8. General Body meetings

- 8.1** The Annual General Body Meeting shall be held, preferably, every year in the first week of July or any convenient date during the academic year.
 - a. To elect the Executive Committee
 - b. To approve the audited statement of accounts.
 - c. To deliberate the annual report of the Association, and
 - d. To consider any amendments to the By-laws.
- 8.2** The Executive Committee may convene General Body meetings as and when necessary.
- 8.3** Extraordinary meetings of the General Body shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.
- 8.4** The quorum of a General Body meeting shall be one-fourth of total members or 25 members, whichever is less.
- 8.5** The meeting shall be conducted in the University premises.

9. Executive Committee Meetings

- 9.1** Meeting of the Executive Committee shall ordinarily be convened at least once in 4 months.
- 9.2** Special Meetings of the Executive Committee shall be convened on written request of not less than 04 (four) members of the Executive Committee.
- 9.3** Quorum for a Meeting of the Executive Committee shall be one third of members of the Executive.

10. General Provisions regarding meetings.

- 10.1** Seven days notice shall ordinarily be given for all meetings of the General Body/ Executive Committee. The notice of the General Body meeting shall be published in the official website approved by the University.
- 10.2** In the absence of the President, the Vice-President shall preside over the meetings of the General Body/ Executive Committee. In the absence of the President and Vice-President, General Secretary of the Executive Committee shall preside over the meeting.

11. Powers and Duties of the Executive Committee.

- 11.1 The affairs of the Association shall be managed by the Executive Committee.
- 11.2 General Secretary and the President and at least two other members of the Executive committee shall be from amongst the members who are residents of the city of Kuppam or Shanthipuram or Gudupalli mandals.
- 11.3 The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the Association.
- 11.4 The Executive Committee shall have the power to frame By-laws consistent with the aims and objectives of the Association which are not contrary to the provisions of Dravidian University Act, 1977. The provisional Bylaws shall be placed before the next General Body meeting for ratification.
- 11.5 The Executive Committee shall have power to consider all communications addressed to the Association.
- 11.6 The Executive Committee shall be in charge of and protect the properties of the Association.
- 11.7 The Executive Committee shall prepare and submit annual reports, including balance sheets, accounts/ statements of income and expenditure to the university for the audit approval.
- 11.8 The Executive Committee shall collect dues/ fees from members.
- 11.9 The Executive Committee shall undertake such tasks as will protect the objectives of the Association.

12. Duties of Office Bearers of the Association

12.1 Patron

All matters of dispute shall be referred to the patron and his/her decision shall be final and binding on all parties.

12.2 President

- 12.2.1.1. The president shall preside over all the meetings. He/She may allocate suitable responsibilities to other executive members.
- 12.2.1.2. He/ She may appoint working groups, sub-committees, officer, clerk and such other subordinate in consultation with General Secretary and nominate representatives of Association on Vacancies, to Government/ Institute and / or other bodies when invited to do so.
- 12.2.1.3 He / She shall act on behalf of Association

12.3 Vice-President

- 12.3.1 In Addition to his/ her duties as a member of the Executive Committee, he shall preside over Committee Meetings in the absence of the president.

12.4 General Secretary

- 12.4.1** The General Secretary shall attend to the day to day correspondence and Communications to and from Association.
- 12.4.2** Maintain official records of the Association.
- 12.4.3** Be an ex-officio member of all the Committees of Association.
- 12.4.4** Maintain General supervision over the office staff.
- 12.4.5** He / She shall be responsible for calling Meetings of the Executive Committee in consultation with the president.
- 12.4.6** He /She shall be responsible for filing of annual reports of Association with the Registrar of Societies after every annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements.

12.5 Joint Secretary

- 12.5.1** The Join Secretary shall assist the General Secretary in discharging hi / her duties.
- 12.5.2** He / She Shall carry out such other duties as may be assigned to him / her from time to time by the Executive Committee.
- 12.5.3** He/She shall assume charge as General Secretary in the absence of the General Secretary

12.6 Treasurer

- 12.6.1** The Treasurer shall maintain the accounts of the Association.
- 12.6.2** He / She will be an ex-officio member of all Committee involving financial implications and shall be the Chairman of the Finance Committee.
- 12.6.3** Receive and hold all moneys paid to the Association for the use of the Association.
- 12.6.4** He / She Shall be responsible for getting the audited statements of Association prepared for presentation at the annual General Meetings and file the same with the income tax authorities when duly passed by the general body.

13. Finance

- 13.1** Money received as membership fees, donations, subscriptions etc., shall constitute the income of the Association.
- 13.2** The funds of the Association shall be deposited in any nationalized bank in the name of Association as – “The Registrar, Dravidian University Alumni Association” and shall be jointly operated by the following executive committee members: (1) General Secretary, and (2) Treasurer of the Association.

14. Keeping of Accounts

- 14.1** The Treasurer shall keep an account of the general funds of the Association. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.
- 14.2** The account of the Association will be subject to annual audit by the university account section.

15. Audit of Accounts

The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit to persons appointed as auditors. The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

16. Inspection of Books

- 16.1** The Register of Members, the Minutes Book and the Books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the General Secretary to produce the same on request by the member, free of cost.
- 16.2** Each member is eligible to be supplied with a copy of By-laws, list of members and the details of receipts and payments account, free of cost at the end of every year. Additional copy of By-laws, list of Members and details and payments account shall be supplied on application and payment of a fee of Rs.50/- for each item said above.
- 16.3** The General Secretary shall file with Registrar within one month after the date of Annual General Body meeting
 - 16.3.1.** An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and General Secretary.
 - 16.3.2** A Statement of the names, address and occupations of the persons who, at the expiry of the financial year, were members of society and
 - 16.3.3** A declaration to the effect that the association has been carrying on business or has been in operation during the financial year.
 - 16.3.4** It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the Association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the associations

17. Amendments

Any of the provisions of the By-laws may be amended by two -third majority of the members present and voting at the General Body meeting of the Association.
