



## IIITDMJ Alumni Constitution

1. **Name:-** PDPM IIITDMJ Alumni Association

2. **Address:-** Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design and Manufacturing Jabalpur, Dumna Airport Road, P. O.: Khamaria, Jabalpur – 482005, MP.

3. **Jurisdiction:-**

The Association shall have jurisdiction all over the world wherever an alumnus resides, but any dispute/suit/case shall be subjected within jurisdiction of Jabalpur Court, Madhya Pradesh.

4. **Statement of Mission**

- I. To operate exclusively for educational support, charitable concerns and scientific research of the Members and students undergoing graduation or post-graduation
- II. To connect the Alumni with the Institute in order to promote interaction among the Alumni and with their Alma Mater
- III. To promote the interests of its Members and act for their shared benefit
- IV. To provide services to its Members and to support the Institute in the best possible way without any pecuniary gain and without affecting the Institute's dignity
- V. To aid in the recruitment, graduation and placement of students of the Institute
- VI. To keep the Alumni updated regarding the latest activities in the Institute and encourage them to take keen interest in the progress of the Institute and in development of the Alma Mater
- VII. To provide benefit of IIITDMJAA to its members and the Alma Mater without any prejudice of cast, creed, religion and sex
- VIII. To provide financial support to the students only on the basis of scholarship acts, in consultation with the Institute
- IX. To communicate the achievements of the Alumni to other members of the Association and the Institute
- X. To communicate the achievements of the Institute to the Members of the Association
- XI. Any other matter not mentioned above

5. **Category of Membership**

- I. Every person who has received an academic degree from the Institute is eligible for membership.
- II. Any faculty (including current and past) who has served at the Institute for at least one year is eligible for membership.
- III. Any individual who supports Article 4 and is recommended by at least two Executive Committee members is eligible for membership, if the majority available for voting in the GBM goes in favor of the recommended member.
- IV. The Alumni Association shall have following category of members:



- A. Student Members
- B. Life Members
- C. Associate Members
- D. Honorary Members
- V. Student Members  
Students who are in their final year of study or Pre-final year (**UG,PG & PhD after 1 year**) in the Institute may be admitted as Student Members.
- VI. Life Members
  - A. Any student who fulfils Clause 5(I) automatically becomes a Life Member of the Association from the date of issue of degree and on payment of appropriate membership fee as described in Clause 5(X).
  - B. Any ex-student (who has not completed his term due to any comprehensible reason) of the Institute who does not fulfils Clause 5(VI)(A), but is recommended by Executive Committee may be admitted to the Association, provided Clause 5(III) is met, after payment of appropriate membership fee as described in Clause 5(X).
- VII. Associate Members
  - A. Any person who is not eligible as Clause 5(V) or Clause 5(VI) but suffices Clause 5(III)
  - B. Any person who comes under Clause 5(II)
  - C. Membership under Clause 5(VII) are accepted after payment of appropriate membership fee as described in Clause 5(X)
- VIII. Honorary Members  
All past Directors of the Institute shall be Honorary Members of the Association. The present functioning Director shall be the patron of the Association.
- IX. Voting Rights and Privileges  
Only members under Clause 5(VI) shall have voting rights, provided s/he is not debarred from the Association by the Executive committee.
- X. The membership fee mentioned in any Clause of Article 5 shall be as decided by the Executive Committee and will prevail from time to time.
- XI. Only Members under Clause 5 (VI) are entitled for any Alumni Awards.
- XII. The mode of collection of fee shall be decided by mutual discussions between the Institute and the Association from time to time.
- XIII. Each Member under Clause 5(VI) shall be entitled to one vote in any affair related either to the Institute or to the Association.
- XIV. Proxy voting without the authorization of the respective person shall be considered an offence and can lead to cessation of membership.
- XV. Only Members under Clause 5 (VI) can hold any Ex-officio position.
- XVI. Membership fees in non-refundable in all circumstances.

## **6. Acquiring Membership**

- I. Every person who has received an academic degree from the Institute is eligible for membership.
- II. Any faculty (including current and past) who has served at the Institute for at least one year is eligible for membership.



- III. Any individual who supports Article 5 and is recommended by at least two Executive Committee members is eligible for membership, if the majority available for voting in the GBM goes in favor of the recommended member.
- IV. Any other member as approved by the executive committee of Alumni Association of IIITDMJ

## **7. Eligibility of Membership**

- I. Every person who has received an academic degree from the Institute is eligible for membership.
- II. Any faculty (including current and past) who has served at the Institute for at least one year is eligible for membership.
- III. Any individual who supports Article 5 and is recommended by at least two Executive Committee members is eligible for membership, if the majority available for voting in the GBM goes in favor of the recommended member.

## **8. Cessation of membership**

A Member of the Association shall cease to be a Member if he/she resigns from his/her membership or is of unsound mind or is convicted by a court for any offence involving moral misconduct. Membership can also be terminated by the Executive Committee for compelling reasons. Membership may also cease in case of death / any causality.

## **9. Details of Members shall be maintained as follows: -**

- a. **Detail of Name Address, Occupation and Signature of every individual member**
- b. **Details of Registration Date and Receipt shall be maintained**
- c. **Membership is life membership.**

## **10. (A). General Body**

All members listed in Clause 5 are eligible for General Body Meeting. The General Body meeting shall be organized as and when needed which shall be scheduled at least once a year. All members shall be informed of the meeting at least 15 days in advance. The meeting/committee shall comprise of 3/5 members. The first general meeting shall be held in 3 months from the approval of the society.

## **(B). Executive Committee**

Executive Committee meeting shall be held once every month with at least half of the members present. The members shall be informed of the meeting at least 7 days in advance.

## **11. General Body Powers & Responsibility**

- I. The General Body of the Association shall hold an Annual General Body Meeting (GBM) at least once a year, and not more than 18 months shall elapse between two successive Annual General Body Meetings.
- II. All active members must be intimated about Annual General Body Meeting 30 days in advance, by the Secretary after the consultation with the President.
- III. An emergency General Body Meeting can only be convened by the President for compelling reasons at a short notice.



- IV. The Secretary shall, upon being requested in writing by the Executive Committee or by at least 100 members of the Association, call an Extraordinary General Meeting (EGM) for which at least a 15-day notice along with agenda shall be circulated to all the members.
- V. Thirty (30) members or one-third of the total strength of the General Body, whichever is lower, present in person or through any allowed means of electronic media communication shall form a quorum for any meeting of the General Body.
- VI. Members can also attend the meeting without being present in person through secure real-time communication as approved by the Executive Committee. The minutes of the meeting have to be signed by all the attending members and returned by post or fax.
- VII. The duties of general body shall be:
  - A. To set guidelines for the Executive Committee so as to achieve the objectives of the Association
  - B. To consider and adopt the Annual Report and Audited Accounts of the Association
  - C. To approve the budget for the following year
  - D. To appoint Auditors
  - E. To appoint legal advisors, if any
  - F. To honor the Jubilee Alumni and the Distinguished Alumni
  - G. To elect office bearers and members of the Executive Committee
  - H. To transact any other business with the permission of the President in-chair
- VIII. All the resolutions put to vote at the General Body Meeting shall be decided by a majority vote (unless otherwise provided). In case of equality of vote, the President in-chair shall have the casting vote. The mode of voting shall be decided by the Executive Committee.
- IX. A returning officer who will conduct the election process shall be appointed by the Executive Committee. The guidelines for conducting the election shall be decided by the Executive Committee.

## **12. Constitution of Executive Committee**

- I. The Executive Committee shall consist of
  - A. President: 1
  - B. Vice President: 1
  - C. Secretary: 1
  - D. Joint secretary-cum-Treasurer: 1
  - E. Executive Members: 3
  - F. Dean of Alumni Affairs or equivalent/Prof- In Charge/ Ex Officio: 1
  - G. Immediate Past President (ex-officio): 1
  - H. Immediate Past Secretary (ex-officio): 1
  - I. Dean of Alumni Affairs or equivalent/Prof- In Charge/ Ex Officio: 1

President of Local Chapters

## **13. Tenure of Executive Committee**

For a period of 3 Years as per the rules of MP Society Registration Act. 1973. The committee shall function for an extension of not more than 6 months until the new committee is formed/elections held. This extension period should be approved by general body.

## **14. Executive Committee Powers & Responsibility**

- I. Election of the Executive Committee



- A. All the members of Executive Committee shall be elected/nominated from amongst the members meeting the requirements of Article 8.
- B. All office bearers and members of the Executive Committee shall be elected except the ex-officio Executive Member.
- C. The President and Vice President shall be senior members of the Alumni body.
- D. The President shall be elected by the Executive Committee from amongst the eminent Alumni.
- E. The Vice President shall be elected by General Body.
- F. The Immediate Past Secretary/President shall be an ex-officio Executive Member, provided s/he was not removed from his/her post in the Association prior to completing his/her term.
- G. All election results shall be a consequence of majority, i.e., more than 50% of the available votes in favor of a nominated member.
- H. President shall cast his vote only in case of a tie.
- I. Prof-In charge/ Faculty In charge Alumni Association shall be appointed by the Director of the Institute.
- J. If any seat is left vacant, the Executive Committee shall have full power to co-opt members to fill the vacancies.
- K. The procedure for the election shall be followed as per the norms under Clause 12(I), unless and until it is over-ridden by the office bearers. Otherwise, the election procedure shall be regulated according to the Association Constitution.
- L. No elected member shall hold more than one post in the Association.
- M. Representative of Student Members shall be nominated for one year from their batch in the final year of their study. The nomination shall be done in last semester for pre-final year.
- N. Representative of Student shall be elected by the Student Gymkhana, in consultation with the faculty-in-charge.
- O. In case the Representative of the Student Members leaves the Association before the completion of his term, it shall be responsibility of the Student Gymkhana to elect a new representative in consultation with faculty-in-charge.
- P. **The tenure of the Executive Committee would consist of two (2) years, starting from January till December of the following year. If a new committee not elected, the previous committee shall continue functioning.**
- II. The Executive Committee shall ordinarily meet at least twice a year. However, the Secretary may call an emergency meeting at any time, with the President's permission.
- III. Members can also attend the meeting by being present in-person or through a real-time secure communication line as approved by the Executive Committee from time to time.
- IV. The Minutes of the meeting shall be signed by all the attending Members and returned by post, fax, or email. Digital signature is also permissible.
- V. In order to convene an Executive Meeting, a prior notice of 30 days shall be given to the members.
- VI. There shall be at least three Members to form quorum of Executive Committee for an Executive Committee meeting, else the meeting shall be adjourned.
- VII. The Executive Committee shall have all powers with regard to management and promotion of the objectives of the Association according to the directives, if any, of the General Body.



- VIII. No elected/nominated office bearer (except the Representative of Student Members) shall hold office for more than two consecutive terms except under exceptional circumstances approved by the Executive Committee.
- IX. Except the Representative of Student Members and the Invited Members, all other office bearers/Members of the Executive Committee shall have voting rights.
- X. The Executive Committee shall frame the by-laws in accordance with rules and regulations, which shall be later ratified by the General Body later.
- XI. A Student Member shall not hold any other post in the Institute if elected for Executive body.

## **15. Powers of President**

- A. The President shall preside over the meetings of the Executive Committee meetings and the General Body.
- B. The President shall cast his vote in case of a tie over a certain issue.
- C. He/She shall have all the powers for the management and promotion of the objectives of the Association.
- D. The President shall have the discretionary powers to take any decision and report to the Executive Committee for ratification.

## **16. Powers of Vice-President**

- A. The Vice President shall exercise the powers and duties of the President in the absence of the President.
- B. The Vice President shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

## **17. Powers of Secretary**

- A. The Secretary shall assist the Executive Committee in the management of the activities of the Association.
- B. The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.
- C. Within twenty days after holding the Annual General meeting, the Secretary shall file the following information with the Registrar of Association:
  - 1. List of names, addresses and occupations of the Members of the Executive Committee
  - 2. An annual report of the previous year
  - 3. A copy of Audited Accounts and certificate of Auditor's report

## **18. Powers of Joint Secretary**

For non-budgeted items, the financial powers of the Secretary shall be discussed by the Executive Committee from time to time, subject to the approval of President/Working President.

## **19. Powers of Treasurer**

- A. The Treasurer shall be responsible for the maintenance of the financial records and accounts of the Association.





- B. The Treasurer shall operate the funds of the Association jointly with the Dean/Faculty In-Charge of Alumni Affairs, in consultation with the President or the Secretary.
- C. The Treasurer shall collect all dues and claims on behalf of the Association and assist the President and the Secretary in ensuring that the budgetary grants are correctly utilized. In addition, he will liaise with the bankers and the Auditors of the Association.

## **20. Bank Account**

All transfers shall be made to the following IIITDMJAA Savings Bank Account in Indian Bank, Minimum Balance Rs. 1,00,000.00

## **21. Information to be submitted before the Registrar**

- I. The President, or any office bearer authorized by the Executive Committee, may sue a party on behalf of the Association. When the Association is being sued, the president will represent the Association.
- II. No suits or proceedings should fail by reason of vacancy or change in the holder of the office of the Secretary or of the President.
- III. 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 persons or the property of the President, Working President, Secretary or any office bearer.
- IV. Nothing herein shall exempt the President, Working President, Secretary, or other office bearers of the Association from any criminal liability under the act, or entitle him/her to claim any contribution from the property of the Association with respect of any claim paid by him/her on conviction by the criminal court.
- V. 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.

## **22. Dissolution**

Provision for dissolution of societies and adjustment of their affairs shall be as per the guidelines suggested in Section 13 of the MP Societies Registration Act 1973. Dissolution procedure shall be on majority based on approval from 3/5 members.

## **23. Property of the Society**

Office of the Alumni Affairs PDPM-IIITDM Jabalpur shall be co-located within the campus of PDPM-IIITDM Jabalpur. The society shall not acquire or donate or sell off any property without permission from the Director of the PDPM Indian Institute of Information Technology, design & Manufacturing, Jabalpur and Registrar of the Societies.