



# USTM ALUMNI ASSOCIATION

*(Chapter - IX, University Policies & Guidelines)*



Unveiling Excellence





## **CHAPTER IX**

### **THE CONSTITUTION OF THE ALUMNI ASSOCIATION**

1. **Name:** - The name of the Association will be “University of Science & Technology Alumni Association, Meghalaya” in short “USTAA, Meghalaya”.
2. **Registered Office:** The registered office of the Association will be situated at **Block - I, Techno-City, Killing Road, 9<sup>th</sup> Mile, Baridua, P.O.Byrnihat, Ri-Bhoi, Meghalaya -793101.**
3. **Mission Statement:**
  - To create a platform for institutionalizing intellectual bondage between the past and present upgrade the contemporary challenges before the society.
  - To create intellectual stimulus among the university fraternity, to attend the target of excellence.
  - To establish an interface for knowledge sharing and a career guidance tool.
4. **Objectives for the Association:**
  - a) To establish a bondage between past students, faculties and present students and faculties.
  - b) To promote and foster mutually beneficial interaction between the Alumni and the Alma Mater.
  - c) To contribute to the University’s vision in achieving academic excellence in establishing the University as a world’s leading centre of learning.
  - d) To assist the needy members and the dependents of deceased members through a benevolent fund this may be contributed by the members and the others.
  - e) The Association will extend some scholarships, fellowships financial aids, donation for the promotion of learning among the new generation of learners.
  - f) The Association will extend its expertise in designing the course content, teaching pedagogy, learning programme of the University.
  - g) The Association will supplement the effort in assuring placement facility to the student fraternity of the University.
  - h) It will act as the Brand Ambassador of the University.
  - i) It will extend facilities to Alma Mater to set up incubation centre, brainstorming session, to enlarge the scope of generating new ideas, novelty, creative thinking, and new area of research, innovation in field contemporary subject of academic interest.
  - j) It will encourage all stakeholders to undertake startup activities and setting up newer institutions.
  - k) It will help the University in setting up laboratory and experimental stations and updating of computer software and other technology, for furtherance of research and innovation in select relevant areas
  - l) To foster and promote feeling of brotherhood and friendship among the ex-student of the University.
  - m) To conduct academic meets such as conferences, convocations, workshops, seminars for the members on various subjects.
  - n) To arrange programme in assistance with other institutions sharing common objectives for the benefit of members and Alma Mater.
  - o) To undertake activities of nation building including those of charitable nature.
  - p) To undertake all such lawful activities as are conducive to the attainment of the objectives laid down herein above.
  - q) To help fellow alumni in distress or emergency from time to time.
  - r) To open/establish Alumni Chapters on the basis of demand from any state, city or country. The Chapters shall be a subsidiary of the parent society i.e. USTAA, Meghalaya.

All the above objects of the society will be charitable & non-commercial as mentioned above as per rule contained in clause 1 to 20 of the Societies Registration Act, 1860.

## **SCHEDULE – RULES & REGULATIONS OF UNIVERSITY OF SCIENCE & TECHNOLOGY ALUMNI ASSOCIATION, MEGHALAYA (USTAA, Meghalaya)**

### **1. DEFINITIONS:**

- a) **Association:** The Association means University of Science & Technology Alumni Association, Meghalaya (USTAA, Meghalaya).
- b) **The University:** The University means University of Science & Technology, Meghalaya.
- c) **Executive Committee:** The Committee of the elected members of the Association which will act as a Governing Body of the Association.
- d) **President:** President means the President of USTAA, Meghalaya.
- e) **Vice President:** Vice President means the Vice President of USTAA, Meghalaya.
- f) **Secretary:** Secretary means The Secretary of USTAA, Meghalaya.
- g) **Joint Secretary:** Joint Secretary means USTAA, Meghalaya.
- h) **Treasurer:** Treasurer means Treasurer of USTAA, Meghalaya.
- i) **Executive Member:** Member of the Executive Committee of USTAA, Meghalaya.

### **2. AREA OF OPERATION:**

The Association shall operate all over the world.

### **3. ACCOUNTING YEAR:**

Accounting year will be 1<sup>st</sup> April to 31<sup>st</sup> March every year.

### **4. MEMBERSHIP & ITS ENROLLMENT:**

The membership of the alumni association shall be open to all the ex-students of the University. For the purpose of this clause, any person who has ever studied any course for one full year can become member of the Alumni Association. Any such qualified student who wants to become a member has to make an application in prescribed form to the Executive Committee through the Secretary. After acceptance of Membership application by the Executive Committee, membership subscription will be accepted. The decision of the Executive Committee will be the final. The membership subscription may be changed from time to time by the Executive Committee with the approval from the General Body.

### **5. CATEGORIES OF MEMBERS:**

There will be mainly three types of Membership viz.

#### **a) Patrons**

- i) The Hon'ble Chancellor and the Hon'ble Vice Chancellor {or their Representatives (one each)} of the University of Science & Technology, Meghalaya will be the patron of the Association. They (or their Representatives) will be the Permanent "Special Invitees" by the Executive Committee for the Meetings.
- ii) The Executive Committee may invite ex-student/teachers with a distinguished record of service to the University, to the cause of education of the country as a whole, to become a patron of the association. Any distinguished ex-student who offers to contribute (Value of 10 gram 24 carat gold) or more can be considered by the executive committee for this position.

#### **b) Life-Member**

For first 2500 persons fulfilling the prescribed criteria, Life Membership shall be offered at Rs.500/- per member. Thereafter, every person fulfilling the prescribed criteria, intending to become Life Member of the Association will have to pay an Entrance Fees of Rs. 500/- and Life Membership Fees of Rs. 2,000/-.

#### **c) Ordinary Member**

For an Ordinary Membership of the Association, a person fulfilling the prescribed criteria shall have to pay:

- (i) Entrance Fee: - Rs.500/-
- (ii) Annual Subscription: Rs.200/-
- (iii) The Executive Committee may revise any fee/subscription etc suitably after every three years.

For Ordinary Members, the Annual Subscription shall fall due on 1<sup>st</sup> day of April of the next year. Special subscriptions shall be raised from amongst the members for special occasions or purposes. If an ordinary member fails to pay his subscription by the time of next annual meeting, his/her name may be removed from register of members. He/She can however, be re-enrolled on payment of the usual subscription and enrolment fee. Special subscription may be raised by the Executive Committee for special occasion, function, or purposes, and also for ensuring a sound financial footing of the association. The Membership subscription once paid will not be refundable under any circumstances.

#### **6. PROCEDURE FOR EXPULSION OF THE MEMBERS OF THE ASSOCIATION:**

**A member of the society shall cease to be a member:**

- a) If he/she tender his/her resignation;
- b) If his / her behavior proves to be harmful in the interest of the Association;
- c) If his / her behavior appears against the rules of the Association;
- d) If the ordinary member does not pay the membership fees within 1 year after completion of the accounting year, his/her membership will stand cancelled, automatically without any notice.
- e) If he/she dies, found to be of unsound mind, bankrupt or convicted by any court of law or accused of any misdeeds and imprisoned.

The Executive Committee shall pass a resolution in its Meeting for cessation of a member by a simple majority other than clause (a).

#### **7. POWERS & DUTIES OF GENERAL BODY MEETING**

The General Body of the Association shall be the supreme authority of the Association. Under the General Body of the Association there shall be an Executive Committee consisting of a President, not more than five Vice-Presidents, a Secretary, a Joint Secretary, and other elected members not exceeding twenty. The Tenure of the Executive Committee including the elected office bearers shall be of three years. In addition there will be a Treasurer who will be from amongst the members of the University Teaching Staff /Finance Officer of the University to be nominated by the Vice Chancellor of the University from time to time. The Chancellor and the Vice Chancellor of the University shall be ex-officio members of the Executive Committee and shall have the right to nominate one member each from amongst member from the teaching staffs to represent the University on the Committee, in order to ensure full cooperation and coordination between the Association and the University. Such a nominated member will have the right to vote. All such members of the staff, who are also ex-students of the college and members of the association can however, offer themselves for election to the committee as ex-students. The Executive Committee shall have the power to co-opt not more than three persons as the members of the Association. The General Body may meet, in conference or otherwise as and when necessary, but shall meet at least once a year. Fifteen days notice will be issued by the Secretary by email and/or reliable other media and by advertisement in at least one of the leading English newspapers of the NE India. The General Body shall be the supreme Body. All members can participate in the General Body Meeting. It shall be held at least once in a year, to take final approvals, to pass the budget and audit reports, to take approvals for new programs in the interest of the Association, if need, to form sub-committees, to help Governing Body in the working of the Association, to amend the constitution, and manage all the affairs of the association.

#### **8. NOTICE & QUORUM OF GENERAL BODY MEETING**

The General Body may meet, in conference or otherwise as and when necessary, but shall meet at least once a year. Fifteen days notice will be issued by the Secretary either by email or by post or by advertisement in at least one of the leading English newspapers of the NE India and will published on the website.

- a) The Agenda of the meeting shall include
  - (i) The Annual report.
  - (ii) Future Plan of Action and the Budget
  - (iii) Treasurer's report, including audited statement of account
  - (iv) Appointment of Auditors and fixing up their remuneration
  - (v) Election of New Executive Committee as and when it is due.
  - (vi) Any other matter with the permission of the chair



The President may convene a special meeting of the General Body whenever he/she deems it advisable. He/She shall convene meeting upon a requisition in writing signed by not less than 100 members of the Association, within 15 days of the receipt of such requisition. The meeting of the Executive Committee will be held as and when decided upon by the President and the Secretary by mutual consultation. The Executive Committee shall meet at least four times in a year.

**b) Quorum**

The quorum for the Executive Committee will be at least one third of the total members of Executive Committee and that of General Body meeting will be 30% members of the Association. No quorum will be necessary for an adjourned meeting which may even be held the same day after a gap of half an hour from the scheduled time. Notice for the meeting of general body will be served 10 days prior to the date of meeting. Notice must reflect date, time place and agenda of the meeting. The quorum for the General Body Meeting shall be 30%. Due to lack of quorum meeting shall be adjourned and the adjourned meeting shall held within one hour at the same place. The minimum quorum required for the adjourned meeting shall be minimum 50 members. But notice must reflect same information. Notice shall be published on Website and Notice will be sent by E-mail only.

**9. EXTRA-ORDINARY MEETING OF GENERAL BODY, POWER & DUTIES**

An Extra Ordinary meeting of General Body can be called as and when required, agenda will be only, for which the meeting was called for. 10 days notice is necessary. Quorum will be 50 members of the total members of General Body. If there is no Quorum the meeting will be Adjourned and meeting will be held at appropriate date and time, but not before 30 days from the adjourned meeting. Notice will be send by E-mail and posted on Website.

**10. COMPOSITION OF GOVERNING BODY**

The Governing Body shall be of:-

- a) President: One
- b) Secretary : One
- c) Treasurer: One
- d) Vice President : Five
- e) Jr. Secretary : One
- f) Members : Twenty

**11. RULES REGARDING TENURE PROCEDURE OF ELECTION OF GOVERNING BODY**

Election of the President, Vice-President, Secretary, Joint Secretary and of the members of the Executive Committee will be held at the General meeting. Voting will be by show of hands or by secret ballot if so desired by the majority of members present at the meeting. Each member present at the meeting will have one vote for each post, the President having an additional casting vote which he will use only in case of a tie of votes. No proxy will be allowed. There will be no postal ballot. Elections will be held every three years.

**12. POWERS & DUTIES OF OFFICE BEARERS**

- a) Patron: To act as a mediator between the University and its Alumnus.  
In case of disagreement between the members of the USTAA, Meghalaya the dispute may be referred to the Patron for his/her opinion.  
The Patron will have access to the Book of Accounts of Association at any point of time.
- b) President: - He/She will preside over the general meetings as well as the meetings of the Executive Committee. He/She will also conduct, supervise and regulate the business of the Association.
- c) Vice-President:- In the absence of the President or at his/her request Vice-President will carry out the duties of the president.
- d) Secretary: - He/She will be responsible for maintaining all records of the Association, minutes of the proceedings of its meetings, shall carry on correspondence on behalf of the Association and shall prepare and present Annual report of the Association. Copies of aforesaid records/papers/documents/correspondence shall be deposited with the representative of the University.

- e) Treasurer: - The treasurer shall keep account of the income and expenditure of the Association and will keep the President and the Secretary fully informed of the same. He/She shall also prepare annual budget.

#### **13. EXECUTIVE COMMITTEE MEETING & REQUISITION MEETING OF EXECUTIVE COMMITTEE**

At least one meeting of Executive Committee will be held within three months. The notice of the meeting will be served 7 (seven) days in advance. Notice must reflect the date, time, place and agenda of the meeting called for. Quorum required is 2/3rd members of the total members of Executive Committee. If Quorum is not established then meeting will be adjourned for half an hour. The quorum for adjourned meeting will be at least 5 members.

#### **14. NOTICE & QUORUM OF EXECUTIVE COMMITTEE MEETING**

The quorum for the Executive Committee will be at least one third of the total members of Executive Committee and that of general meeting will be 30% of the general body. No quorum will be necessary for an adjourned meeting which may even be held the same day after a gap of half an hour from the scheduled time.

#### **15. RULES REGARDING ELECTION OF EXECUTIVE COMMITTEE**

Election of the President, Vice-President, Secretary, Joint Secretary and of the members of the Executive Committee will be held at the General meeting. Voting will be by show of hands or by secret ballot if so desired by the majority of members present at the meeting. Each member present at the meeting will have one vote for each post, the President having an additional casting vote which he will use only in case of a tie of votes. No proxy will be allowed. There will be no postal ballot. Elections will be held every three years.

#### **16. FILLING OF VACANCIES IN EXECUTIVE COMMITTEE**

Any vacancies in the Executive Committee caused during the course of the tenure of the Executive may be filled till the next general meeting by the president after consulting Executive Committee.

#### **17. POWERS & DUTIES OF EXECUTIVE COMMITTEE**

- i) To purchase, hold lease own or other moveable and immovable property and equipments for the prosecution of the objects of the Association.
- ii) To accept donations in money or kind, in trust or otherwise for the objects above named or any of them;
- iii) To borrow money from members and other on such terms and conditions as may be laid down by the members in the general meeting. The income and property of the association when so ever derived shall be applied solely towards the promotion of the objects of the association as set forth in this memorandum, and no portion thereof shall be paid or set transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profits to the members of the association, provided that nothing herein shall prevent the payment of salary or remuneration in good faith, to any officers or servants of the association or other persons in return for any services actually rendered to the association.

#### **18. SOURCES OF INCOME, FUNDS AND UTILISATION**

Membership fees, subscriptions, donations, all types of cash and kinds received by the Association, Help and Grants from individuals or Institutions of Indian and Foreign Countries or from the Government. The funds will be utilized on the objectives of the Association. Any donation received in cash shall be deposited in the association's bank account. The amounts collected from Registration fee will be capitalized at all times. The executive committee will prepare an annual budget and work within the budget. Any surplus generated at the end of a financial year will be capitalized. Any deficit for any financial year if any shall be squared up by the Executive Committee for that year.



#### **19. PROVISION OF EXPENDITURE ON OBJECTS OF ASSOCIATION**

The Executive Committee will prepare Plan of Action and required Budget (Income and Expenditure) every year and get the approval from General Body in Annual General Meeting.

#### **20. RULES REGARDING LOANS OR DEPOSITS**

If need arises the Executive Committee is authorized to raise funds through Temporary Loans and accepting refundable Deposits from members. Executive Committee will prepare Rules relating to acceptance of loans and deposits and get it approved from appropriate authorities.

#### **21. PROVISIONS RELATING TO PURCHASE/ACQUISITION/SALE/DISPOSAL OF IMMOVABLE PROPERTY**

The society shall purchase/acquire/sell/dispose off any property during its existence as per the approval from Governing body/appropriate authorities.

#### **22. MAINTENANCE AND AUDIT OF ACCOUNTS**

All the assets and funds of Society shall remain under the care and management of Treasurer of the Society. The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him/her on behalf of the Society. The Treasurer shall make disbursement in accordance with the direction of Governing Body.

The accounts of the society shall be audited annually by a qualified auditor (Chartered Accountant) appointed by the Governing Body of the Society.

#### **23. BOOKS TO BE MAINTAINED**

1. Membership Register
2. Minute Books
3. Cash Book
4. Ledger
5. Any other register and documents required for the said purpose

#### **24. BANK ACCOUNT**

Funds of the society shall be deposited in Scheduled Commercial Bank. And the said Accounts of the Association shall be operated by at least two signatories amongst Treasurer and President or Secretary. No withdrawal/transfer of funds from association's account will be allowed without consent from Executive Committee.

#### **25. AMENDMENT IN RULES & REGULATIONS**

Amendment of the Rules and Regulations may be made at a duly convened Annual General or Special meeting. The proposed amendment shall be circulated to all the members along-with the notice of the meeting at least fifteen days before the meeting. The resolution containing the amendment shall be deemed to have been duly passed if 2/3 majority of the members present personally vote in its favour. The Rules & Regulations can be amended by a simple majority in any General Body meeting provided at least 90 days notice is given to all members. Procedure as laid down in Section 12 of the Societies Registration Act, 1860 shall be followed.

#### **26. AMENDMENT OF OBJECTS/CHANGE IN THE NAME OF THE ASSOCIATION**

As and when the objects and/or name of the Association is to be changed or the Association is to be amalgamated wholly with other Association, the Procedure laid down in of the Societies Registration Act, 1860 shall be followed.

#### **27. LEGAL PROCEEDINGS**

The society may sue or be sued in the name of the President/Chairman/Secretary or any office bearer authorized by the General Body in this behalf.

#### **28. DISSOLUTION**

Members not less than four-fifths of total members of the society may submit a written and signed requisition to the Executive Committee for calling an Extra-ordinary meeting of the Association to

consider the proposition of dissolution and upon such requisition the General Body shall call the Extra-ordinary General meeting by giving one month's notice of the proposition of dissolution and of the hour, date and place of meeting to every member and the Association shall stand dissolved if four fifths or more members of the Association shall have agreed to such dissolution by their votes delivered in person.

OR

The Executive Committee may submit the proposition of dissolution to the members of the Association in a written or printed Report and may convene an extra-ordinary General Meeting for the consideration thereof by giving one month's notice of the hour, date and place of the said meeting and of the proposition of dissolution to every member of the Association and the Association shall stand dissolve if four-fifths or more of the members of the Association shall have agreed to such dissolution by their votes delivered in person.

- a) Upon dissolution of the Association the Executive Committee shall take all necessary Steps for the disposal and settlement of the property, claim and liabilities of the Association.
- b) If there shall remain after the satisfaction of all the debts and liabilities of the association any property whatsoever, the same shall not be paid to or distributed among, the members of the association or any of them but shall be given to some other association, to be determined by the votes of four fifths of the members present personally.
- c) If at any point a dispute arises within the society, the University through its representative appointed by the Chancellor/Vice Chancellor shall intervene to resolve the dispute.

#### Member Details:

Sl No	Name	Full Address	Designation	Mobile No.
1.	ARSHAD FIRDOUS	HNO.3,Greenpath,Sahnagar,LNB Path,Hatigaon,Guwahati-38	PRESIDENT	7002563785/ 9706578377
2.	SANKAR SINHA	Billbari ,PS- Patharkandi,Karimganj	SECRETARY	9957143243
3.	DR.NURUJJAMAN LASKAR	Bandukmara, Hailakandi, Assam	TREASURER	7002303751
4.	ABU MD IQUBAL HUSAIN	Defalala, Bhubrigat, Patharkandi, Karimganj-788724	VICE PRESIDENT	8638014418
5.	ZAYED CHOUDHURY	Mainapur Bazar, Kaki, Hojai	JT SECRETARY	9706996236
6.	DOLLY DAS	Chunchaligrant, Noonmati, Guwahati	MEMBER	8822626289
7.	MEGHNA SINHA	Chatgram,Patharkandi,Karimgang, 788724	MEMBER	6900532350
8.	SARBANI BORA	Panigaon, Nagoan	MEMBER	9957995332
9.	APARNA CHOUDHURY	Kokrajhar Ward-03,Kokrajhar- 783370	MEMBER	8638924713
10.	TINA MANI SARMA	Upahupara,Mangoldoi,Darrang- 784125	MEMBER	8638213882



## USTM ALUMNI ASSOCIATION

### **Membership Form**

Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Gender : \_\_\_\_\_

Address of Communication : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

E-Mail : \_\_\_\_\_

Mobile No : \_\_\_\_\_ Residence : \_\_\_\_\_

WhatsApp (optional) : \_\_\_\_\_

Course of Study at USTM: \_\_\_\_\_

Year of Passing : \_\_\_\_\_

Enrollment No : \_\_\_\_\_

Present Occupation, if any (with Designation and Organisation name):

\_\_\_\_\_  
\_\_\_\_\_

Suggestions for the Alumni Association:

Are you interest to put forward your candidature for various positions in the Association (to be elected) – Yes/ No

Date :

Signature

## Campus

Techno City, Khanapara, Kling Road, Baridua, 9th Mile, Ri-Bhoi, Meghalaya-793101

Ph. 0361-2895030/ 07002303751/ 098540-23060

E-mail : [ustm2011@gmail.com](mailto:ustm2011@gmail.com), Web : [www.ustm.ac.in](http://www.ustm.ac.in)

