

CONSTITUTION AND BY-LAWS OF ALUMNI ASSOCIATION

NMAM Institute of Technology

Name of Association: ‘wenamitaa’

Address: NMAM Institute of Technology, Nitte 574110, Udupi Dt, Karnataka.

Constitution of the alumni association NMAMIT Nitte

The Alumni association of NMAM Institute of technology, Nitte (referred to as the “wenamitaa”) shall function through its registered office located in the Institution.

The mission of the Association shall be

- To promote interaction and networking among the Alumni of the Institute through a vibrant forum
- Make possible the association of alumni with their Alma Mater
- Facilitate the alumni to achieve their professional goals
- contribute to the institute’s vision ‘Pursuing excellence, Empowering people, Partnering in community development’ through academics, research excellence and innovation

Organization and the Governing Body

Patron: The Principal of the Institution is the patron.

Membership Fee: One time membership (Life) fee of Rs 250 for undergraduates and postgraduates.

Membership: The association shall have the following categories of members (hereafter referred as members).

- Regular: those who have received degrees/ awarded by the institution (referred as Alumni)
- Honorary: All the past Principals of the Institution
- All faculty members of the Institute also to be honorary members

The General Body

- Members of the Association shall comprise the General Body of the Association.
- The opinion of the General body of the Association shall be supreme in taking any decision regarding amendments to the Constitution and By-Laws.
- Annual meeting of the General Body shall be held every year. The mode of holding the meeting including the place, the date, the time, the agenda and the quorum requirement shall be as per the by-laws of the Constitution.

The Board of Directors: The Association shall function through its Board of Directors (hereafter referred to as the Board) which shall comprise of the following members:

- Elected Members: President, Vice-President, Secretary, Joint Secretary, Treasurer and Members (location –wise representatives) representing a broad-based cross-section of alumni.
- Ex-Officio and Nominated members: Past-President, Past-Secretary (All optional), Nominee of the Patron (staff coordinator).

Function of the Board:

- The President shall be the chief executive of the Association and shall convene and preside over the meetings of the Board and the General Body.
- For the purpose of implementing the decisions taken during its tenure, the Board shall be empowered to create the required administrative infrastructure for the registered office of the Association at the Institution.
- For the purpose of executing its responsibilities more efficiently, the Board shall be empowered to constitute various committees, including standing committees.
- The term of the Board of Directors shall be of two years.

Elections and Procedures for Amending the Constitution

- Elections for the members of the Board shall be held as per the procedure laid down in the by-laws of this Constitution. The Electoral College shall comprise all regular members of the Alumni Association. The entire electoral college is eligible to vote for each of the elected office-bearers, and on all issues brought up for vote to the general body.
- The Board as well as members of the General Body may propose amendments to the Constitution. All proposals for the amendment shall be put forward to the General Body for a special vote with advance notice of at

least 60 days and shall be deemed to be passed if supported by at least a 2/3 rd majority of the votes cast, with the necessary quorum.

BY-LAWS OF THE ALUMNI ASSOCIATION

The Board of Directors, Its Constitution and Functioning

Constitution of the Board of Directors:

Elected Members

1. President

The President, who shall be elected by the Electoral College, is the Chief Executive of the Association. He/She shall be a regular member of the Association. . The President shall convene and preside over the meetings of the Board as well as the General Body and shall maintain their minutes. He/she shall make announcements regarding General Body Meetings, Elections and proposed amendments to the Constitution and/or By-Laws.

2. Vice Presidents

The Vice President shall be elected by the Electoral College. He/ She who shall be resident within India/abroad, shall be regular members of the Association.

He/She shall

- (i) discharge the duties of the President during his/her absence and
- (ii) other tasks as assigned by the Board.

3. Secretary

Association in various bodies of the Institute. On behalf of the Board and the Executive committee, he/she shall oversee The Secretary, shall be elected by the Electoral College and shall be a regular member of the Association. He/she shall also represent the

- (1) the functioning of the Association, and
- (2) the execution of the decisions and policies made by the Board and its Standing Committee(s).

4. Joint Secretary

The joint secretary shall be elected by the Electoral College. He/ She who shall be resident within India shall be regular members of the Association. He/She shall

- (i) discharge the duties of the Secretary during his/her absence and
- (ii) other tasks as assigned by the Board.

5. Treasurer

The Treasurer shall be elected by the Electoral College. She/he, an employee of the Institute, shall be a regular member of the Association. . The Treasurer shall oversee all the financial matters of the Association, such as

- (i) grants and donations received by the Association
- (ii) the expenditure of the Association. He/she shall be responsible for making all records available for the scrutiny to the auditor and shall be responsible for presenting the Statement of Accounts in the Annual General Body meeting (AGBM).

Ex-Officio and Nominated Members

Ex-Officio Members

- Immediate Past-President and the Past-Secretary, who have completed their term
 - Patron's nominee shall be the ex-officio members of the Board.
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- ❖ The Board shall meet as and when required but at least once every year.
 - ❖ In order to fulfill the identified goals of the Association enunciated in its mission, the Board shall
 - (a) evolve the broad policy framework and
 - (b) develop suitable strategies for achieving the same. Further, for decentralizing the activities of the Association, the Board shall actively support and promote the creation of its Chapters.
 - ❖ The Board shall discharge its responsibilities through its
 - (a) standing committees,
 - (b) special committees created for given specific purpose(s),
 - (c) the administrative infrastructure created by it and
 - (d) Local Chapters of the Association.

- ❖ The Executive Committee of the Association shall be a Standing Committee of the Board and shall be responsible for overseeing and directing the execution of all activities of the Association.
 - ❖ The Executive Committee shall comprise the following members of the Board:
 - President
 - Vice-presidents
 - Secretary and/or Joint Secretary
 - Treasurer
 - At least 3 more alumni members who have good standing in the society
 - Ex-officio member
- The Executive Committee shall meet as and when required but at least once in six months whenever an important decision has to be ratified. The President shall convene and chair the meetings.
 - The mode of convening meetings would be so as to allow members present in the meeting to express their views clearly.
 - On behalf of the Board, the Executive Committee shall have the power to incur expenditure necessary to achieve the declared goals of the Association.
 - The method of functioning of Board and its committees, including standing committees, shall be democratic. The quorum requirement for convening a meeting of the Board or its committees shall be the presence of at least half of its members. The Secretary shall maintain the minutes of the Executive Committee.
 - Any three members of the Board or Executive Committee can respectively requisition a meeting of the Board or Executive Committee by sending the request to the President or the Secretary.
 - In the event of a member of the Board or its standing committees resigning or not being available for the rest of the term, the Board shall appoint another member for the rest of its term. The member so appointed shall hold office with full duties and privileges.

2. General Body Meetings

1. The Annual General Body Meeting (AGBM) of the Association shall be held every year on the date specified by the Board. Unless otherwise decided by the Board of Directors, the AGBM of the Association shall be held in the Institute. The date and time of the Annual General Body Meeting of the Association shall be notified by the President.
2. For the purpose of taking the opinion of the General Body on specific issues, the President may also convene special meetings of the General Body. Special meetings of the General Body may also be requisitioned by a member of the General Body provided that such a request has the support of at least 50 other members and the request has been made at

least 60 days in advance of the proposed date of the special General Body meeting. The business of special meeting shall be confined to the specific matter(s) for which it has been called and no other matters shall become admissible for the discussion.

3. The venue for holding special General Body meetings shall be decided by the Board. The mode of convening special general body meeting would be so as to allow members present in the meeting to express their views clearly.
4. For the consideration and voting by the General Body in the forthcoming Annual General Body Meeting (AGBM) or a special General Body Meeting, any member of the General Body may propose a motion either by post. All such motions shall require seconding by at least 10 other members. For being considered in the forthcoming General Body meeting they shall be required to be proposed 60 days in advance.
5. The Board of Directors shall be empowered to propose motions at any time of the year for the consideration and voting by the General Body. However, all motions proposed by the Executive Committee shall require a notice of at least 60 days before they are put up for voting by the General Body.
6. In addition to voting by members present in the General Body Meeting, *any matter, that requires a voting* by the General Body of alumni, may also be done by secure electronic media and/or postal voting. BOD members shall not be involved in the counting/tallying of the votes; an election officer appointed by the Executive Committee from among the employees of the Institute will ensure the secrecy and correctness of the vote and tally. The tally of the electronic votes and postal votes will be taken in advance but will be publicly revealed by the election officer just after taking the vote of the members present in the GBM.
7. All motions shall be deemed to be passed if supported by a simple majority.

3. Amendment of By-Laws

1. Proposals for amendments to by-laws may be made by any member of the Association in accordance with section 2.4 of the by-laws.
2. The Board of Directors shall be empowered to bring proposals for amendments in accordance with section 2.5 of the by-laws.
3. Amendments can be made in accordance with section 2.7 of the by-laws.
4. The Board of Directors is also empowered to provisionally amend any of the by-laws, effective immediately upon approval by at least 2/3rd of the votes cast by the members, with the necessary quorum. However the provisional amendment should be brought to the General Body for approval/ratification within 6 months and before the end of the term of the Board of Directors. All provisional amendments of by-laws shall be

notified to members of the general body immediately upon the decision of the Board of Directors

4. Elections

1. All the elected posts of the new Board of Directors shall be filled by the elections in the Annual general Body Meetings every alternate year. Elections shall be conducted by an Election Officer, appointed 90 days in advance, by the outgoing Board.
2. On behalf of the Board, the Election Officer shall be responsible for receipt, scrutiny, acceptance and display of nominations, the acceptance of withdrawals and the actual conducting of the elections.
3. All members of the association shall have the right to vote, propose, second a candidate for the elected positions of the executive committee. All the alumni fulfilling the eligibility criterion for a given position, shall have the right to be a candidate for the same.
4. Nominations shall be invited, at least two months in advance of the AGBM of alternate years, by the General Circular to all members and Chapters.
5. Every nomination shall be required to be duly proposed and seconded by members of the Association and shall contain a proper consent of the nominee.
6. After the closing date of the nominations, all valid nominations for all the posts shall be brought to the knowledge of the General Body by the Election Officer.
7. In addition to voting by members present in the Annual General Body Meeting, voting may also be done by secure postal voting. Results of the voting shall be announced by the Election Officer.
8. The new Board shall take over the charge of the Association within one month of its election.

5. General

1. Members of the Association shall be kept informed about its activities through circulars, newsletters and/or any other means considered appropriate by the Board
2. Fiscal year of the Association shall be from 1 April to 31 March. However, at the Annual General Body meeting the treasurer will present the statement of accounts for the period since the previous Annual General Body meeting
3. All become life members ones awarded degree through the Institution