



SANT BABA BHAG SINGH UNIVERSITY

WORLDWIDE ALUMNI NETWORK



1. The Name

The Name of the Society shall be '**Sant Baba Bhag Singh University Worldwide Alumni Network**' (herein after referred to as the Association)

2. The Registered Address and contact details:

(a) The Registered Address of the Association shall be as follows: SANT BABA BHAG SINGH UNIVERSITY, Village Khiala, P.O. Padhiana, Distt Jalandhar - 144030

(b) The Official Email ID of the association shall be as follows: alumnisbbsu@gmail.com

(c) The Official Website of the Association shall be www.sbbsuniversity.ac.in

3. Scope:

The Association shall serve all over the world as decided by the Managing committee from time to time.

4. Aims and Objectives:

1. To promote, contact and communication amongst members, to provide a forum for the members of the Association for exchange of experience, information and views.
2. To assist students and scholars of the Institute and members of the Association in their academic and professional careers pursuits.
3. To Conduct periodic meetings with alumni & current students.
4. To Arrange visiting lecture by eminent alumni and technical expert.
5. Visiting of alumni members to university and inspire current students career development.
6. To organize alumni meet
7. To do all such other things as will help the attainment of the objectives of the association.

5. In fulfillment of the above objectives, the Association shall have powers

1. To hold meetings, conferences, etc., and organize lectures and social gatherings
2. To publish newsletters, journals, and occasional reports and notifications
3. To Institute provides scholarships, prizes, etc., and employ persons on salary/ remuneration or without salary/ remuneration
4. To raise funds from its members and other individuals and organizations

5. To frame rules and regulations, and modify or rescind the same from time to time
6. To take up such other activities as may be consistent with the objectives of the Association
7. The Association shall not distribute any part of its income or profit as dividend, gift or bonus or in any other way among its members, provided that office-bearers, employees or any other member of the Association shall not be debarred, because of their also being members of the Association, from receiving salary, remuneration or honorarium for any service rendered to the Association.

6. Membership

Any ex-student of Sant Baba Bhag Singh University, Village Khiala, P.O Padhiana, Distt Jalandhar and whose age is above 18 (eighteen) years as on the date of his/her Application for Membership of the Association, shall be eligible for the membership of the Association.

Member: Every person desiring to become a member shall have to forward an application for the purpose to the General Secretary along with INR. 100/as Membership fee.

In addition to the above the applicant shall be required to pay Subscription fee of INR.200/per annum or onetime payment of INR. 2,000/as Life Subscription.

The Managing Committee shall scrutinise all prior applications lodged in the University Alumni Office for membership and shall thereafter induct all those as automatic members who have submitted complete application form along with the fees applicable at that time.

All prior membership application lodged in the University Alumni Office for membership and forwarded to the Association are automatic members. But they shall have to pay the Subscription fee of INR 200/per annum or onetime payment of INR 2,000/as Life Membership Subscription.

7. Withdrawal & Termination of Membership:

The Association shall have the powers to remove/ expel / terminate member or/and Members, from the Membership of the above Association, on the following grounds:

- a) on death
- b) on written resignation
- c) if found to be involved in any anti-social activities
- d) if adjudged by any court of law to be a criminal offender
- e) if found guilty by means of anti-propaganda of the Aims and Objectives of the Association
- f) on failing to pay the Annual Membership Fees for two years
- g) on disregarding the Rules & Regulations of the Association and / or disobeying the decisions of the Governing Body
- h) If found to be involved in activities directly or indirectly which will harm & tarnish the images and reputation of Sant Baba Bhag Singh University

Those who forfeited their membership, thus, can rejoin as member after approval of the Committee.

8. Alumni Register:

A Register and/or an electronic database of Members, incorporating all the relevant particulars, with reference to the membership applications received, shall be maintained at the Registered Office by the General Secretary. Registration can be done through enrollment form that is available on university website and submit by hand or email & also pay the fees as applicable.

9. Change of Address of Member

If a member changes his/her postal address and/or e-mail ID, he/she shall notify his/her new address / email ID to the General Secretary, in writing. The address/email ID, in the Alumni Register, shall be accordingly changed. However, if he/she fails to notify his/her new address/email ID, the address /email ID in the Alumni Register shall be deemed to be his/her current address, for communication purposes.

10. Communication with Members:

All communications from the Association to the Members shall be through email/whatsapp except where the Member makes a specific request in writing, for alternate means of communication. Communications to the Members shall be sent by the General Secretary or in his absence or at his request, by the Joint Secretary.

11. Communication by the Members:

Members may communicate with the Association either through post/courier or through email/whatsapp. All communications to the Association shall be addressed to the General Secretary by designation and not by name.

12. Bodies of Association/Society

General Body: The General Body shall consist of all the Members of the Association as defined in Clause 6 above.

(a) Formation: The general Body of the society shall be constituted of all the members mentioned herein before.

(b) Meetings: The General Body meeting shall be held at least once in a year. Extra ordinary meeting or special meeting may be held as and when necessary.

(c) Notice: Notice for meetings shall be served by the General Secretary of the Association in writing by email or post to all the members not less than fifteen days prior to the date of the meetings.

(d) Agenda: The agenda of the general body meeting shall be settled by the managing committee in an earlier meeting.

(e) Quorum: Presence / majority of 1/3rd members of the general body or 20 (Twenty) members whichever is less would constitute the quorum of the meeting.

(f) Voting: All questions arising at a meeting shall be decided by a majority of votes of the members present. Each member shall have one vote. Member has voting right provided he has paid up all the dues at the time of voting.

(g) Annual General Meeting: The managing committee shall determine the date, time and venue of the annual general meeting.

(h) Duties & Powers: The general body of the society shall elect the managing committee. The general body shall fulfill and carry out the aims and objectives of the society and take part in the annual meetings of the society and shall also pass the various resolutions put forward by the managing committee.

13. Governing Committee

The Governing Body consists as:

- Chief Patron –Chancellor, SBBS University
- Patron –Vice- Chancellor, SBBS University
- Advisor –Legal & Financial Advisor, SBBS University

14. Management Committee (MC)

The day-to-day affairs of the Association shall be carried on and managed in accordance with the MoA and these Bye Laws, by a Management Committee (herein after referred to as **MC**) comprising 5 (five) Office Bearers and 5 (five) Executive Members , all on honorary basis, as under:

- Chairman, 1 (Nominee of the University)
- General Secretary, 1 (Nominee of the University)
- Joint Secretary, 1 (Ex-Student)
- Treasurer, 1 (Nominee of the University)
- Joint Treasurer, 1 (Ex-Student)
- Executive Members, Maximum 5 & Minimum 1 (one, Nominee of the University & Four, Ex- Students)

15. Responsibility of Management Committee

The **Managing Committee** shall be collectively responsible and accountable for the decisions taken and directions given to the Association within the framework of the MoA and Bye-Laws. For the decisions, if any, taken in violation of MoA or the Bye Laws, the members of the MC shall be responsible and accountable not only collectively but also severally.

16. Duties and powers of Management Committee

The powers and duties of the Managing Committee shall be:

- To raise funds for conducting the various activities of the Association on such terms and conditions as may be determined from time to time by the Managing Committee
- To actively work towards increasing the membership and participation.
- To provide funds for the various activities of the Association as decided by the Managing Committee within the budgetary provisions made

17. Term

The term of every Managing Committee shall be of three years

18. Duties and Powers of the Office Bearers

Chairman

The Chairman shall preside over all such meetings. He will be responsible for all the day-to-day functioning of the Association and subject to the overall authority of the Executive Committee he will have powers to receive money and incur expenditure in connection with the activities of the Association. He may delegate his powers to General Secretary, Joint Secretary and the Treasurer to ensure smooth functioning of the Association. He/she shall carry out all other tasks and discharge all responsibilities specifically mentioned in these Bye Laws.

General Secretary

The General Secretary shall be the Chief functionary of the Association. The General Secretary shall substitute for Chairman during the latter's temporary absence

He/she shall,

- (i) Convene the meetings of the MC, Special General Body
- (ii) Maintain the minutes of the meetings
- (iii) Maintain the Alumni Register duly updated at any given point of time
- (iv) Look after the correspondence from/to the Association and
- (v) Discharge other responsibilities and duties specifically cast on him/her in these Bye laws.

Joint Secretary

The Joint Secretary shall render assistance to the General Secretary in the discharge of the latter's duties and responsibilities and shall substitute for the General Secretary during the latter's temporary absence.

Treasurer

The Treasurer shall be responsible for the financial aspects of the Association. In particular, he/she shall be responsible for the following:

- (i) The proper keep up of accounts relating to receipts and payments as also income and expenditure
- (ii) Custody of cash and negotiable instruments received, including cheque leaves received from the bank/s, cheque/s received from Members and others towards payment to the Association

(iii) Maintaining a mirror account of the bank account and reconciling the balances with the bank/s at regular monthly intervals

(iv) Issue of proper receipts for money received

(v) Receiving and maintaining vouchers/bills/receipts for expenditure incurred

(vi) Preparation of summarized quarterly statements of accounts for consideration of MC

(vii) Preparation of Annual Statements of Accounts [statements of (a) receipts and payments (b) income and expenditure and (c) balance sheet]

(viii) Preparation of Annual budget and other ad-hoc budgets as and when required.

(ix) Render assistance to the internal and external auditors in their audit work.

Joint Treasurer

The Joint Treasurer shall render assistance to the Treasurer in the discharge of the latter's duties and responsibilities and shall substitute the Treasurer during the latter's temporary absence.

Executive Members

They shall attend the meetings of the Managing Committee and render all assistance to the Office bearers in the discharge of their respective duties and responsibilities.

19. Management Committee Meetings

a. The MC shall meet as often as necessary but at least once in a Quarter.

b. Any Office bearer or Committee Member , if he/she so desires, may request the General Secretary, in writing, for convening a meeting of the MC to discuss a particular subject / topic / issue, relating to the affairs of the Association which he/she may consider important and/or urgent.

c. The General Secretary shall convene the meeting within 14 (fourteen) days by sending Notice of meeting so as to reach the Office Bearers and Members at least 7 days in advance, excluding the date of the proposed meeting. The Notice shall be sent by post/courier or by email to the address/email ID of each of them as per Association's records. The Notice shall stipulate the venue, date and time of the proposed meeting and indicate the agenda for discussion.

d. The Chairman or, in his/her absence, the General Secretary shall chair the MC Meetings. In the absence of both of them, the Joint Secretary shall chair the MC Meeting.

e. The **quorum** for the Managing Committee Meeting shall be 4 (four).

f. If the quorum of 4 mentioned above does not include at least any one of the three office Bearers viz. the Chairman, General Secretary and Joint Secretary the convened meeting of the MC shall not be held

g. The Chairperson of the Meeting shall be responsible for duly recording the minutes of the meeting which shall be certified and signed by him/her.

h. Decisions on each Agenda item shall be taken on the basis of a **simple majority** of the attendees. In case of a tie, the Chairperson of the Meeting shall exercise his/her casting vote.

i. The General Secretary shall have powers to **invite** a General Member or Members not exceeding 3 (three) to the MC Meeting in order to derive the benefit of the knowledge and experience of the invited members during discussions on the agenda for the Meeting. The invited members shall not have any voting rights and shall not count for quorum.

20. Continuous absence from Managing Committee Meetings

The MC shall have the power to ask any Office Bearer/Member who has not attended 3 (three) consecutive meetings of the MC, to explain his/her reasons there for and if the reasons given are considered not satisfactory, to seek his /her resignation, as an extreme action, subject, however, to adherence to principles of natural justice. If the delinquent Office Bearer or the Member refuses to resign, the MC may recommend his/her removal, to a Special General Body Meeting to be convened for discussing the specific matter.

21. Delegation of Powers

During the temporary leave/absence of Chairman, General Secretary or Treasurer their powers shall automatically stand delegated to General Secretary, Joint Secretary and Joint Treasurer, respectively. A delegate Office Bearer shall not have authority to further delegate his/her delegated powers.

22. Subscription and Fees

a. At the time of enrollment as a Member (Ordinary or Life) an enrollment fees of INR.100/- (Rupees one hundred only) shall be payable by the applicant as a one time measure.

b. The Annual Membership Fee shall be INR.200/- (Rupees two hundred only)

c. The Life Membership Fee shall be INR.2,000/- (Rupees two thousand only) at the time of applying for the Life Membership.

d. The Membership Fee (Ordinary or Life) is payable by 30th June every year and is payable in advance i.e. for a prospective period.

e. The Managing Committee shall have the powers to review the fee structure and make changes as may be considered appropriate and fit.

23. Bank Account Management

The Treasurer (Nominee of the University) shall arrange to open a suitable account with a **commercial bank** whose branch is conveniently situated, whose timings are suitable and which provides internet banking facility. The account shall be in the name of the Association and operated by any 2 (two) Officials Chairman or General Secretary or Treasurer.

24. Budget

The Treasurer shall prepare the budget and place it before the Managing Committee for its consideration and approval. The Budget, approved by the Managing Committee shall be presented to the Annual General Body meeting for its consideration and approval.

25. Funds

Money received from members towards registration fees, annual or life membership fees, donations, grants, and subscriptions received from Members and others, individual/organization, interest received on savings bank account and dividend or interest received on investments, shall be the sources of income of the Association and the aggregate of these shall constitute the Association's Fund.

26. Surplus funds not to be distributed amongst the members

Surplus funds i.e. excess of income over expenditure, available at the end of any financial year, shall not be distributed as dividend or in any other manner amongst the members but shall be used as Reserve and utilised for future activities of the Association.

27. Expenditure control and sanctioning powers

Within the approved budgetary provisions, proposed expenditure, if otherwise in order, may be sanctioned as under:

Up to INR 5,000 (five thousand only) by the Treasurer (or in his/her absence by the Joint Treasurer)

Above INR 10,000/- and up to INR 20,000/-(twenty thousand only) jointly by the Treasurer and the General Secretary.

Above INR 20,000/- and up to INR 30,000/-(thirty thousand only) by the Managing Committee

The Managing Committee shall have the powers to review the above sanctioning powers and make changes as may be considered appropriate and fit.

If a proposed expenditure, in excess of the sanctioning power, but within the sanctioning power of the next higher authority, is required to be sanctioned due to emergency or urgency, such sanction shall be got ratified by the next higher sanctioning authority at the very next meeting of the Managing Committee/General Body.

In case of exceptional circumstances (like complying with court directions or statutory requirements,) or urgency or emergency, the Managing Committee may sanction the expenditure exceeding INR 20,000/- subject to ratification by the General Body at its next meeting.

28. Expenditure on account of Tax and other statutory payments

Expenditure on account of Taxes and other statutory payments may be sanctioned by the Managing Committee. This expenditure shall get priority over other payments/expenditure.

29. Audit

The Association audited by the chartered accounted once a year.

30. Chapters

1. Local chapters of SBBSU Worldwide Alumni Network may be formed in other centers/cities on obtaining approval from the Executive Committee.
2. Such local chapters shall abide by the constitution of SBBSU Worldwide Alumni Network and follow the guidelines formulated by Executive Committee from time to time.
3. The local chapter shall submit their statement of Accounts to SBBSU Worldwide Alumni Network at the end of the financial year.

31. Common Seal

The Executive Committee shall provide a Common Seal of the Association. The Seal shall be in the custody of the Chairman and be affixed to such documents as in law are required to be sealed.

32. Dissolution

The Association may be dissolved if three-fourths of its members pass a resolution for such dissolution at a general meeting convened for the purpose. The disposal of the property of the Association upon dissolution shall be made according to the Chairman & two member of the association.

33. Interpretation

In any matter where there is no specific provision in the regulations or bye-laws, the decision of the Chairman shall be final and binding on all concerned.

34. Suits

The Association shall sue and be sued in the name of the Association. All the Legal affairs of the association shall be settled in the jurisdiction of District Court, Jalandhar, Punjab.

35. Amendment to MoA and Bye Laws

The Managing Committee shall have power to alter, change, amend or modify the above said rules and regulations or by laws by a resolution passed by 2/3rd majority of votes of the total members of the Executive Committee. Any Changes in rules & regulations bye-laws shall be notified to all members of the Executive Committee not less than one month before the date of the meeting convened for this purpose.