

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR HSB-ALUMNI ASSOCIATION

THE CONSTITUTION

1. Introduction

Haryana School of Business Alumni Association has been constituted for promoting and nurturing interaction and we-feeling among the alumni of the School. The alumni of this premier institution are holding finding positions of repute in corporate, government and other organizations. Therefore, there is an urgent need to provide a platform for mutual awareness among the older students.

2. Definitions

2.1 Alumni Plural of alumnus

Students of regular programme on campus at HSB (or erstwhile Department of Business Management and Department of Business Economics).

2.2 Association An organization of persons having a common interest, etc.

2.3 Ex-Officio By virtue of office or official position.

2.4 School/ HSB : Haryana School of Business.

3. Name of the Association

3.1 The name of the association shall be HSB Alumni Association.

4. Scope

4.1 HSB shall mean:

- Haryana School of Business.
- Department of Business Management (Earlier).
- Department of Business Economics (Earlier).

5. Head Office

5.1 The Head office of the Association shall be at HSB, GJUS&T, Hisar.

6. Aims and Objectives

6.1 To foster we – feeling among the school alumni through interaction for promoting and nurturing mutual interests and to provide occasions for meetings of the alumni.

6.2 To promote the cause of HSB.

6.3 To serve as a link between alumni and the HSB.

6.4 To guide and assist the HSB graduates for mentoring and career guidance in fields of their expertise.

6.5 To suggest ways and means to maintain standards of excellence in the HSB by organizing symposia, seminars, panel discussion and awards of fellowships periodically.

6.6 To help forge closer ties of HSB with corporate world and other organizations.

7. Membership

a) Every person in the executive committee has essentially to be a member of the association.

- b) Membership of the association shall be open to all the persons who have **graduated or post-graduated and Ph.D.** from Haryana School of Business.
- c) The demeanour of a member of the association towards fellows has to be cooperative, kind, full of patience and brotherhood.
- d) It is expected that a member of the association shall use his/her knowledge and resources voluntarily to meet the objectives of the association.
- e) The secretary shall scrutinize the relevant information and then approve the membership. The executive secretary of the association shall notify the list of members from time to time, once executive committee approves the list. An individual ceases to be a member of the association if his/her name does not appear in the latest list of members issued by the executive secretary of the association.
- f) Representations if any shall be considered by the secretary with information to executive committee.

Membership Fee

Life Membership fee: Rs.5000/-

Annual Membership Fee - Rs.500/-

However, membership fee shall be subject to change from time to time as approved by the executive committee and general body.

Rights of members shall be :

- To participate in the general body meetings of the association.
- To vote in all elections and move resolutions.
- To contest for election to executive committee.

8. General Body

- 8.a- All bonafide members of the association shall constitute the general body of the association.
- 8.b- Any member may send suggestion(s) in writing for improvement of the association to the executive secretary, who shall put up the same as such for the consideration of the executive committee.

9. Office Bearers

Following shall be the official positions of the association.

- The Director, HSB, through Staff Council, will be the ex-officio, Patron of the association.
- The role of Patron, through Staff Council, shall be advisory to the Executive Committee.
- In case the Patron observes that executive committee is not working as per objectives, he can keep the executive committee in suspended animation and perform its functions himself/herself.

10. President

- In Teacher-Incharge Student's Management Club, HSB will be ex-officio, President of the association. President will be the custodian of the seal and constitution of the Association.

The following shall be elected as the office bearers of the association for two years to constitute the executive committee.

Vice Presidents	04
Secretary	01
Joint Secretary	01
Treasurer	01
Executive Counsellors	07

Executive Counsellor:

- Four are to be elected by the General Body as per the procedure adopted for election of

- other office bearers mentioned above.
- Three are to be nominated by the President in consultation with the new Executive Committee. Out of six, one shall be nominated from the association members.
- 10.a- The returning officer to be nominated by the executive committee of the association shall conduct election. All members except suspended members shall have the right to cast a single vote for each office of the executive committee.
- 10.b- The executive committee will be responsible for the functioning of the association and shall work in a round robin way, with total commitment to the objectives of the association. It will also recommend to the general body for election of the new executive committee after every two years. The executive committee shall maintain accounts and look after fiscal matters of the association. The executive committee may formulate rules and regulations for day to day administration and functioning of the association.
The executive committee shall decide the programme of events for the association. The executive committee can appoint sub-committees as and when required to meet the objectives. The executive committee shall approve the membership list and cancel or forfeit the membership to the association as and when placed by executive secretary for its consideration. The executive committee can recommend inviting any member of the society for the meeting. The executive committee shall be responsible for achieving the objectives of the association.
- 10.c- **The President:** the following shall be the duties and the powers of the president.
- He/She will preside over the meetings of the executive committee.
 - He/She shall have power to suspend any member, if the member's conduct is not in conformity with the objectives of the association, with information to the general body.
 - He/She shall have administrative control of the Executive Committee.
 - He/She shall keep liaison with the university authorities and the alumni.
 - He/She will recommend to the general body for election of new executive committee.
 - He/She shall convene a special meeting of the Executive/General Body, if a written requisition signed by 50% of strength of executive committee/general body respectively is presented to him.
 - He/She will exercise such financial powers jointly with the Executive Secretary as are approved by the Executive Committee.
- 10.d- **The Vice-Presidents** shall be four (At least one local from Hisar)
They look after the following:
- One of the, as authorized by the Executive Committee shall act as Chairperson in absence of President.
- 10.e- **The Secretary** shall look after the following
- Maintain records
 - Transact business
 - Convene meeting
 - Prepare proceedings
 - Process the applications for the membership and put up the same to executive committee as consolidated list and maintain register of members.
 - All activities and day-to-day functioning of the association.
- 10.f- **The Joint Secretary**
Will help the executive secretary in promoting the cause and activities of the association.
- 10.g- **The Treasurer**
Will be responsible for collection of funds, withdrawal and incurrence of expenses and maintenance of accounts and present the financial position of the

association.

TPO will be the ex-officio Treasurer of the Association.

10.h- **The Executive Counsellors**

They shall help in promoting the cause and activities of the association in HSB and its constituent departments.

10.i- The executive secretary and the treasurer shall be Hisar based in order to ensure smooth functioning of the association.

11. Meetings

11.a- At least one 'ordinary' executive committee meeting shall be held during each calendar year.

11.b- Ordinary meeting of the executive committee will consider the agenda that is placed before it by executive secretary with the permission of president.

11.c- Special meetings of the executive committee will transact only that business for which the meeting has been convened.

11.d- Ten members of the executive committee shall constitute the quorum for the executive committee. There shall be no quorum for adjourned meetings.

11.e- Any other item can be discussed with permission of chair.

11.f- Meetings of the executive committee of the alumni association shall be called at a notice of at least 15 days. However, meetings may be called in case of emergency (to be decided by the President), at a shorter notice of at least one week.

11.g- At least one meeting of the association shall be held annually, which will be called the "General Body" meeting.

11.h- The general body meeting will be called by the secretary in consultation with the President.

11.i- Ten percent of the members shall constitute the quorum for general body meeting. However, for adjourned meetings, now quorum is necessary.

11.j- All decisions will be taken in the meeting of the association/executive committee either by consensus or a majority vote of members present. In case of equal division of votes, the Chairman shall cast the deciding vote.

11.k- Business to be transacted at General Body meeting:

- To consider and adopt the report of the executive secretary.
- To consider and approve the audited report.
- To consider any item sent by members.

11.l- Special meetings of the association shall transact only business for which the meeting has been requisitioned.

11.m- A proposal for amendment of the constitution of the association shall be considered at the general body meeting. Such a proposal shall be sent to the executive secretary, at least two months before the scheduled date of the general body meeting. With the opinion of the executive committee, it will be circulated by the executive secretary among all the members.

12. Management of Funds

12.a- The funds for supporting the association shall be generated as follows:

- Membership fee
- Voluntary donations/contribution
- Aid from universities/boards/societies/government/public sector/non-government/voluntary organizations/private limited companies/individuals.

12.b- The treasurer of the association shall maintain all the accounts of receipt and expenditure of the association.

12.c- Financial powers shall be with the executive committee. The executive committee may

- authorize President and secretary to operate accounts kept at a scheduled bank at Hisar.
- 12.d- All the finances of the association shall be audited annually by auditors appointed by the executive committee.
- 12.e- The president and the secretary may jointly sanction any amount up to Rs.10,000/- for a single item and will keep executive committee informed.
- 12.f- Utilization of funds shall be as follows:
- Income shall be used solely for the purpose of meeting the objective.
 - All members of the association/executive shall be honorary.
 - In case of winding up, liabilities, debts and assets shall be transferred to the society with similar objectives.
 - If there is deficit in the funds of association, the same will be shared by all the members of the association.
- 12.g- Consequences for non-payment of subscription:
- One ceases to be member of the alumni association.
- 12.h- Fines or penalties to be imposed on a member:
- The executive committee will decide the nature of penalty, if any, to be imposed on an erring member.
 - If the executive committee feels that a member of the association is involved in any gross misconduct, she/he can be expelled for stipulated period or forever depending upon its nature. The executive committee shall take the decision. The appeal against such decision may be made to the executive committee.
- 12.i- The financial year will be from April to March.
- 12.j- The bank account will be jointly operated by the President and the Treasurer of the association. No amount from the bank account should be withdrawn without signature of both of the office bearers as mentioned above.
- 12.a- Interpretation of the rules:
- In case of different interpretations of a rule, interpretation given by the Patron shall be final.
- 12.b- Resignation of member/office bearer:
- Resignation if submitted by any member in writing is to be forwarded to the executive committee for its consideration and taking appropriate action.
- 12.c- Manner of dissolution:
- If the association needs to be dissolved, it shall be as per the provision under section 13 and 14 of the Societies Registration Act., 1960
- 12.d- Legal liabilities against the association”
- All disputes arising with regard the membership, expenditure, audit, and accounts shall be entertained and resolved by the standing executive committee of the association. In the event of specific representation against the executive committee itself, the matter will be resolved through an arbitration committee comprising the three persons nominated by the Patron. If the arbitration committee does not resolve the matter, the association may sue and be sued in the court of law at Hisar (head office only) in the name of President/Executive secretary as per provisions laid down in Section 6 of the Societies Registration Act., 1960.

These rules shall form the constitution of the alumni association and shall be the guidelines for framing its subsequent bye-laws, by the elected body of the association.