

CONSTITUTION

UNIVERSITY OF JAMMU ALUMNI ASSOCIATION (UJAA)

Name

Section-I

The name of the Association shall be **“UNIVERSITY OF JAMMU ALUMNI ASSOCIATION”** (herein after referred to as “UJAA”). and the of **University of Jammu** (herein after referred to as JU). The Association shall be registered under the provision of Jammu & Kashmir Societies Registration Act, 1998.

Scope

Section -II

University shall mean

- 2.1** University of Jammu (**established in 1969 by an Act of the State Legislature**)
- 2.2** Constituent College and Offsite Campuses

Section –III

Patron

- 3.1** Vice Chancellor of JU shall be Patron of UJAA
- 3.2** Dean Students Welfare, JU shall be the Ex-Officio President of the UJAA.

Section –IV

Vision

The Vision of UJAA shall be in consonance with the vision of JU that:

- 4.1** Constantly responds to changing social realities through the creation and application of knowledge.
- 4.2** Contributes towards a pupil centered and just society that nurtures innovation, protects dignity and ensures equality.
- 4.3** Aims at holistic development of students to face the challenges of globalized world.

Section –V

Office

The office of the UJAA shall be situated at Main Campus, University of Jammu.

Section –VI

Aims & Objectives

The UJAA shall be a non-profit Society with the following aims & objectives:

- 6.1 To promote close relationship between UJAA and the JU
- 6.2 To conduct seminars, conferences, workshops, endowment lectures and other academic activities in collaboration with respective Departments and to maintain liaison with JU faculty, non-teaching staff and students.
- 6.3 To uphold the democratic and inclusive traditions of JU centered around themes that deepen our understanding and appreciation of the values in consonance with the Statues of JU.
- 6.4 To provide opportunities for community service and to act as good will ambassadors of JU within India and abroad.
- 6.5 To provide academic and professional interaction and networking among UJAA and endeavour to create career opportunities for the JU student community.
- 6.6 To conduct Annual Alumni Day celebrations
- 6.7 To create and establish Alumni endowments for granting scholarships, stipends, prizes and medals to the students showing high proficiency in higher education in country and abroad.
- 6.8 To collect funds by subscriptions, contributions and donations from members, non-members, Governments, Universities and other institutions and philanthropists for furtherance of the above objectives.

Section VII

Membership

The Membership of UJAA shall be open to those:

- 7.1 Who are Degree holders of the JU and who have deposited requisite membership fee.
- 7.2 Who qualify for the membership of UJAA, **under 7.1** of the constitution may register themselves, with the office of UJAA, for filling up a registration form (either personally or electronically) and by making a payment of Rs.3000 as life Membership Fee. The Non-Resident members living outside India shall pay US\$-100 as life Membership Fee. However, membership fee shall be subject to change from time to time as approved by the Executive Committee and General Body.
- 7.3 The Secretary shall scrutinize the relevant information and then approve the membership.
- 7.4 A registry and/or an electronic database of members shall be kept at the registered office of the association.
- 7.5 The Executive Committee of UJAA may terminate the membership of any individual in case Mental Disability, or Criminal Conviction.
- 7.6 In case a member is found to work against the interest(s) of UJAA or is found involved in serious misbehavior, he/she may be suspended by the Executive Committee of UJAA, after serving him/her Show Cause Notice, providing

opportunity to explain his/her conduct. This would be subject to further consideration of the next General Body meeting which may decide to revoke the suspension or expel him/her from the EC or the primary membership of UJAA for a period specified by the GBM.

Section VIII

General Body:

- 8.1** The General Body, consisting of all the bonafide members of UJAA, shall be the supreme body of the UJAA and shall meet atleast once in a year at main campus of JU.

- 8.2** At least 30 days notice shall be given for holding the Annual General Body Meeting. The Secretary's report and the audited statement of accounts of the preceding financial year shall be circulated and posted on the UJAA's website at least seven days prior to the date of Annual General Body Meeting.

Section IX

Composition of Executive Committee (EC)

- 9.1** The management of UJAA shall be vested in an Executive Committee.
- 9.2** The Dean Students Welfare shall be Ex- Officio President of the UJAA.
- 9.3** The Associate Dean Students Welfare shall be the Ex-Officio Secretary of the UJAA.
- 9.4** The Assistant Dean Students Welfare shall be the Ex-Officio Treasurer of the UJAA.
- 9.5** The Dean Placement and President, Jammu University Teaching Association (JUTA) shall be the Ex-Officio members of the EC
- 9.6** The Following Office bearers of the UJAA shall be elected by the General Body for two years
 - (a) Vice President (One)
 - (b) Joint Secretary (One)
 - (c) Publicity Secretary (One)
 - (d) Executive Members (Three)
- 9.7** The three of the executive members shall be elected by the General Body and the rest three to be nominated by the Patron of UJAA.

Section X

Meetings

The EC shall hold a meeting every six months. Date/day and time of EC meeting shall be decided by the President taking into consideration the convenience of all the Executive Committee members. The President shall preside over and conduct all the meetings, as the Chairperson and shall have the power of a casting vote. Quorum for the EC meeting shall be a minimum of seven (07) EC members as defined in **Section IX**.

Section XI

Vacancies

In case of a vacancy arising in the EC, the same may be filled

- 11.1 By nomination by Patron, UJAA in case the remaining period of the EC is less than 6 months.
- 11.2 By election, in case the remaining period of EC is 6 months or more.

Section XII

Functions of Office Bearers

- 12.1 **President-** shall be the Head of EC and shall be the chairperson of all the GB meetings.
- 12.2 **Vice President-**shall act as Chairperson of the UJAA in the absence of President.
- 12.3 **Secretary-** shall be custodian of all assets of the UJAA. He shall call the meetings, fix the agenda and on the behest shall behest shall act as moderator during the meetings. The Associate Dean, Students Welfare shall be the Ex-Officio Secretary of UJAA and in the absence of Associate Dean, Assistant Dean (SW) shall act as Secretary.
- 12.4 **Joint-Secretary-** shall look into the membership drive for enrolling alumni and keep their portal and details readily available. He shall also record minutes of every meeting and assist secretary in discharging his duties.
- 12.5 **Publicity Secretary** shall be responsible for giving wide publicity to the formation of UJAA and provide wide coverage in both print and electronic media.
- 12.6 **Treasurer** The Assistant Dean Students Welfare shall be the Ex-Officio Treasurer of UJAA. In case there is more than one Assistant Dean Students Welfare, the Patron UJAA shall nominate who should be the Treasurer of UJAA. He/she shall collect, issue receipt for all monetary transactions, maintain complete records and make a balance sheet at the end of each financial year. He shall also get the account of the 'UJAA' audited by Chartered Accountant decided by EC and shall place it in GB for approval.

Section XIII

Election Procedure

13.1 Secret Ballot

The election shall be held through secret ballot. The general body shall elect, at its annual meeting the members mentioned at **9.6 of Section IX.**

13.2 Presiding Officer (Non-Member)

Shall be appointed by the EC for the purpose of the conduct of the elections. The list of the eligible nominees for the various posts shall be clearly communicated on the association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.

13.3 Term of Office Bearers

The office bearers and members of the EC shall be elected for a period of two years. Members are eligible for re-election, but can serve as EC members for a maximum of two terms, consecutively, after which they need to have a break, of at least one term, before being eligible to stand for elections again.

13.4 Amendment Quorum

No new rules shall be made nor shall any of the rules herein contained be amended, altered or rescinded except with the consent of three-fourth of the members present at a General Body Meeting of the Association. However there shall be no alteration/change in the section IX of the UJJA constitution.

Section XIV

14. Control of funds

14.1 Funds and its Management: To raise funds for the management of UJAA on such terms and conditions as may be determined from time to time by the Executive Committee Money received from membership fees, donations and other sources shall constitute the income of the UJAA. The financial powers shall be with the Executive Committee. The EC may authorize the President and the Treasurer to operate accounts kept at New University Campus branch of J&K Bank

14.2 Expenditures and its Management: Expenditures shall be generally within the budget approved by the General Body of the association. The Treasurer shall maintain an account of all income and expenditure of the funds of the UJAA.

14.3 Auditing Procedure: The executive committee shall be least once a year (January to December) submit the accounts together with a general statement of the same and all necessary vouchers for audit, to a person appointed as auditor by JU.

Section XV

Miscellaneous

15.1 In case of different interpretations of a rule, interpretation given by the Patron of the UJJA shall be final.

15.2 Resignation if submitted by any member in writing is to be forwarded to the executive committee for its consideration and taking appropriate action.

15.3 If the association needs to be dissolved, it shall be as per the provision under the provision of Jammu and Kashmir Societies Registration Act, 1998.

- 15.4** All disputes arising with regard to the membership, expenditure, audit, and accounts shall be entertained and resolved by the EC of the UJAA. In the event of specific representation against the executive committee itself, the matter will be resolved through an arbitration committee comprising of the three persons nominated by the Patron of UJAA.

Section XVI

16. UJAA Logo and Website

Information relating to the activities of UJAA, including membership details, shall be made available online on UJAA website. UJAA website shall be linked to the official JU website and it shall have its own logo with JU insignia scripted on it. If required, UJAA may have an independent website also. No other body or agency shall, without due authorization from JU shall use JU alumni insignia.