

# **BY-LAW**

## **GOGAMUKH COLLEGE ALUMNI ASSOCIATION (GCAA)**

**REG. NO.- RS/DMJ/241/RFS-REGN OF SOC/202302788 of 2023-2024**



**ASSAM COLLEGE MANAGEMENT RULES IS THE  
FINAL MIRROR TO DEAL WITH ALL THE ACTIONS  
OF GOGAMUKH COLLEGE ALUMNI ASSOCIATION**

## PREAMBLE

*We, the Alumni of Gogamukh College, appreciate the opportunity to have attended the College, find it important for Alma mater (Ex students) and those who will come after us to form, maintain, nourish, and sustain a Alumni Association and inspired by the fond memories of the happy days at our Alma mater with aspirations to establish a Alumni association and maintain the ties that bind us together, dedicating our efforts to enhance the fair name of our college and to provide a forum for academic, charitable and social interactions among its members and the Alma mater, do hereby give ourselves this BY LAW.*

(2)

## DRAFTING COMMITTEE

The Gogamukh college Alumni Association will be an independent an autonomous body and will work through adviser its officiating members. There will be drafting committee consisting (a) President (b) Vice President in the presence of atleast one Legal Advisor all the Executive Committee member of the association. The format and method for the proposal of amendments can be suggested/ modified by the Executive Committee, if required, subject to the approval of drafting committee.

(3)

# CONTENT

- Article 1 : Definitions**
- Article 2 : Name**
- Article 3 : Registered Office**
- Article 4 : Mission**
- Article 5 : Objectives**
- Article 6 : Effective Date**
- Article 7 : Powers and Functions**
- Article 8 : Organs of the Association and their functions**
- Article 9 : Secretariat of the Association**
- Article 10 : Meetings of the Association**
- Article 11 : Membership of the Association**
- Article 12 : Financial Matters**
- Article 13 : Property Rights**
- Article 14 : Amendments**
- Article 15 : Disputes**
- Article 16 : Resignation of executive Member**
- Article 17 : Dissolution**
- Article 18 : Application of Act**

## **ARTICLE 1. DEFINITIONS**

“Alumni” means -

All graduates and post graduates students of Gogamukh College (Regular, DODL, Under Dibrugarh University and Krishna Kanta Handique State Open University, KKHSOU)

## **ARTICLE 2. NAME**

The organization shall be called the Gogamukh College Alumni Association (GCAA), an independent association of alumni consisting of all the students who got admitted in any class and at present he is not studying.

## **ARTICLE 3. REGISTERED OFFICE**

1. Registered office of the association shall be Gogamukh College Campus, Post office Gogamukh, PS :- Gogamukh, Dist:- Dhemaji, Assam 787034.

## **ARTICLE 4. MISSION**

As such the official voice of graduates, Gogamukh College Alumni Association (GCAA) represents the interests and expectations of Alumni to the College and ensures that alumni have an enduring voice in College affairs and advancement. The GCAA serves as a link between College and its students, to help alumni

stay in touch and involved with the College and to provide opportunities for social interaction, networking and volunteer services of all kinds.

#### ARTICLE 5. OBJECTIVES

The objectives of the Association shall be:

- To foster fraternity, friendship and fellowship among the member alumni,
- To maintain and promote the overall image of the college as a premier centre of excellence in India,
- To focus attention on facing problems related to unemployment
- To establish closer interaction between related national and international bodies having similar objectives,
- To undertake suitable publications, organise seminars, symposia and other related activities for the furtherance of its objectives,
- To encourage the members for socio-economic voluntary works
- To enable professional networking among alumnus for mutual benefit in academic, professional and/or business

(6)

areas; including employment network for new graduates or alumni looking for career upgrade/change, and alumni displaced from workforce.

- To extend academic support to the Institute through various networks such as 'visiting faculty network', 'Curriculum development network', 'Distance learning network', 'academic endowment network' etc;
- To encourage poor but meritorious students by providing kinds and coins
- To inspire performer sports person for taking sports as career.
- To undertake any other activities as is required for the achievement of the above objectives.

#### ARTICLE 6. EFFECTIVE DATE

This Bye law shall become effective as soon as association has voted and approved as well as registered subsequently

#### ARTICLE 7. POWERS AND FUNCTIONS OF THE ASSOCIATION →

(7)

In pursuance of its aims and objectives and for the better and proper performance of its functions under this Bye-Law, the Association shall have powers to:-

- a) Engage in any activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfillment of the aims and objectives of the Association as set out in this bye-law;
- b) Solicit donations, gifts and other forms of material aid acceptable to the Association for the purpose of meeting the financial requirements and other needs of the Association in furtherance of its aims and objectives;
- c) Exercise any other power, perform any other function or do any other activity that may law fully be so exercised, performed or done by the Association for carrying out, or giving effect to the purpose for which the Association is established; and
- d) Make rules prescribing –
  - I. The rates and modes of payment by individual or institutional members which shall apply from time to time in respect of membership fees, subscription fees, and other contributions/donations towards the funds of the Association;

(8)

II. The circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated;

III. Such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honour and dignity of the Association and the college as well as efficacy in its operations.

#### ARTICLE 8 . ORGANS OF EXECUTIVE COMMITTEE, THE ASSOCIATION AND THEIR FUNCTIONS

Note:-

The Association shall have an Executive Committee consist of the following:-

(a) The President whose functions shall be:-

- 1) To chair meetings of the Executive Committee and the General Assembly;
- 2) To authorize use of the funds of the Association according to the budget approved by the General Assembly;
- 3) To supervise and coordinate activities of the Secretariat of the Association;

(b) The Vice President whose functions shall be :-

- 1) To initiate the establishment and organization of Alumni Chapters;

(9)

- 2) To recruit alumni and expand projects;
- 3) To coordinate activities of the various Alumni Chapters;
- 4) In the absence of the President, to perform functions of the President.

(c) The **General Secretary** whose functions shall be:-

- 1) To act as General Secretary at meeting of the Executive Committee;
- 2) To take minutes during the meeting of the General Assembly;
- 3) To act as custodian of all the records of the Association;
- 4) To be the public relations person for the Association;
- 5) to monitor fulfillment of activities of the Association and prompt different offices accordingly; and
- 6) to publicize income-generating activities of the Association.

(d) The **Secretary** whose functions shall be:-

- 1) To act as secretary at meeting of the Executive Committee;
- 2) To take minutes during the meeting of the General Assembly;
- 3) To act as custodian of all the records of the Association;
- 4) To be the public relations person for the Association;

(10)

- 5) to monitor fulfillment of activities of the Association and prompt different offices accordingly; and
- 6) to publicize income-generating activities of the Association.
- 7) In the absence of the General Secretary, to perform functions of the General Secretary.

(e) The **Joint Secretary/organizing Secretary** whose functions shall be:-

- 1) To handle issues of publicity for the Association;
- 2) To coordinate the production of the news letter and other publications of the Association;
- 3) in the absence of the Secretary, to perform the functions of the Secretary; and
- 4) To publicize income generating activities of the Association.

f) The **Treasurer** whose functions shall be:-

- 1) To act as the custodian of the finances of the Association;
- 2) To act as the custodian of audit records
- 3) To act as the custodian of the inventory of property for the Association;
- 4) To prepare and report to the Executive Committee the Association's regular financial documents and statements;

(11)

- 5) To prepare the draft of the annual budget of the Association for presentation to the Executive Committee and the General Assembly;
- 6) To ensure that accounts are audited by Auditors of the Association; and
- 7) To make financial transactions on behalf of the Association.
- 8) President Secretary and treasure would be the signatories of the designated account and either of two signatories will be authorize for transaction in bank.

**(g) LEGAL ADVISOR**

*Small letter*

There will be atleast two legal adviser from alumni association member nominated by executive. The legal adviser is accountable for taking the day to day legal responsibilities and providing legal advice that includes all the aspects of the analysis, investigating and drafting process. He/she is responsible for providing support in discrete legal issue by advising the Alumni Association , drafting under taking and structuring remedies for the relevant issue

shall be: **(h) COMMITTEE MEMBERS** whose functions

*Small letter*

- 1) To work in liaison with the convener appointed by the Principal to develop project sad addressing the needs of students;
- 2) To coordinate academic and self-enrichment programs for the alumni;

(12)

- 3) To coordinate and arrange, in liaison with Alumni Chapter tours, excursions, and reunions for the alumni; and
- 4) To propose and develop projects for the improvement of GCAA collaboration with the administration of Gogamukh College and
- 5) To coordinate alumni input on College curricula and programs; and

**(i) The College will appoint Convener, ex officio, whose functions shall be:-**

- 1) To observe key issues initiated by the alumni and relate them to the relevance of College
- 2) To convey to the Executive Committee proposals worth considering;
- 3) To advise the Executive Committee on the policies and regulations of the Assam College Management rules.

**(j) In the execution of its functions the Executive Committee Shall:-**

- 1) Serve as a policy and executive group to facilitate the work of the Association between meetings of the General Assembly, and to take such actions and policies of the General Assembly;

(13)



- 2) serve as an advisory and planning body for the Association of projects and any other reports submitted to the Executive Committee and issues appropriate directions for compliance by the competent organs or members of the Association;
- 3) consider and approve proposals by the President to appoint a Committee to perform special tasks;
- 4) consider the budget of the Association before it is presented to the General Assembly;
- 5) appoint auditors of the Association;
- 6) receive and consider auditor's reports and audited accounts, and financial statements relating to the accounts of the Association presented by the Treasurer; and
- 7) receive, consider and draft a resolution for any issue or question for determination and in respect of which this Constitution makes inadequate or no provision for its resolutions. Such a draft resolution shall be presented to the General Assembly for approval.

(k) Elections and terms of office for office bearers shall be as follows:-

- 1) office bearers of the Executive Committee shall be elected during the General Assembly;

(14)

- 2) office bearers shall be elected by a majority vote;
- 3) the term of office for office bearers shall be three years and shall resume duty at the close of the regular meeting of the General Assembly at which they were elected and end at the close of the succeeding regular meeting at which a new Executive Committee was elected; and
- 4) any position that falls vacant between regular General Assembly meetings may be filled by a majority vote of the Executive Committee until the close of the next regular General Assembly.

#### ARTICLE 9. SECRETARIAT OF THE ASSOCIATION

- a) The Secretariat of the Association shall be based at Gogamukh college Alumni Association campus and the postal address shall be Gogamukh College, Gogamukh, D.K Road, Dist- Dhemaji, Assam-787034
- b) The Office Administrator shall manage the Secretariat and new positions be created as deemed necessary by the Executive Committee.

#### ARTICLE 10. MEETINGS OF THE ASSOCIATION

- a) The General Assembly shall be a gathering to be answerable to the entire membership of the Association.

(15)

- b) The General Assembly shall be attended by -
1. all subscribing members of the Association who shall attend the General Assembly meeting as voting delegates;
  2. the immediate ex-officio members of the Executive committee; and
  3. partners and organizations that support the Association who shall be invited to attend by the Secretary of the Executive Committee but such delegates shall have no voting rights./right to vote.
- c) The President or his vice shall chair meetings of the General Assembly.
- d) Ordinary meetings of the General Assembly shall be held annually.
- e) The Executive Committee, by two-thirds vote, may call for an extra-ordinary General Assembly upon request from more than half of the subscribing members of the Association.
- f) Voting at the General Assembly shall be by the subscribing members and may be by show of hands or by secret ballot.
- g) The Chairman of the session shall have a casting vote in addition to his deliberation vote.
- h) A preliminary agenda for the General Assembly shall be prepared by the Executive Committee and sent to the

(16)

Chapters three months in advance of the General Assembly and

- 1) subscribing members may propose business to be transacted at the General Assembly through their Chapters;
  - 2) such proposals shall reach the Secretary at least two months before the meeting;
  - 3) the agenda of business to be transacted at the General Assembly shall be distributed by the Secretary to the Chapters and delegates at least one month before /a head of the meeting;
  - 4) no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds majority vote at the General Assembly.
- i) The venue of the next General Assembly shall be decided at the preceding General Assembly.
- j) The Executive Committee shall decide the exact dates of the General Assembly.
- k) The Executive Committee may decide a registration fee or scale of registration fees for the next General Assembly.

(17)

- l) The Executive committee may waive registration fees either partly or wholly for subscribing members of the Association.
- m) The General Assembly shall have the following functions -
- 1) To give recognition to each qualified Chapter;
  - 2) on the proposal by the Executive Committee, to decide the subscription rates;
  - 3) To determine special projects that shall be financed independently of the general expenditure;
  - 4) To consider and approve proposals for any short or long term development plan of activities, and strategies for implementation;
  - 5) To receive, review and evaluate reports on implementation of projects and any other reports submitted to the General Assembly by the Executive Committee, and issue appropriate directions for compliance by the competent organs or officers of the Association;
  - 6) To consider and approve proposals by the Executive Committee to appoint a Committee to perform special tasks;
  - 7) To consider and approve the budget of the Association;

- 8) To consider and approve auditor's reports, audited accounts and financial statements relating to the accounts of the Association presented by the Treasurer
- 9) To receive and consider draft resolutions from the Executive Committee for any issue or question of which this Constitution makes inadequate or no provision for its resolution.
- n) Meetings of the Executive Committee shall be held quarterly and all members of the Executive Committee shall attend the meetings.
- o) One third of the members of the Executive Committee shall form a quorum.
- p) The President or the Vice President shall chair meetings of the Executive Committee.
- q) Chapters shall hold Annual General Meetings.
- r) The Chairperson of the Chapter shall chair the Annual General Meeting.
- s) All members of the Association in the particular Chapter shall attend the Annual General meeting and members of the Executive Committee shall be invited to attend without voting rights, except when they are a member of the particular Chapter.

- t) The venue of the next Annual General Meeting for the Chapter shall be decided during the preceding meeting.
- u) The exact dates of the Annual General Meeting shall be decided upon by the Chapter Committee.
- v) The Chapter Committee may decide a registration fee or scale of registration fees for the next Chapter Annual General Meeting.
- w) A preliminary agenda for the Annual General Meeting shall be prepared by the Chapter Committee and shall be sent to the Chapter members one month in advance of the meeting.
- x) Subscribing members may propose business to be transacted at the Chapter Annual General Meeting and such proposals shall reach the Secretary of the Chapter at least two weeks before the meeting.
- y) The Chapter Secretary shall distribute the agenda of business to be transacted at the Annual General Meeting to the subscribing delegates at least one week before the meeting and no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-third majority vote at the Annual General Meeting.

(20)

- z) The Annual General Meeting shall have the functions of -
  - a) giving recognition to each registered member; and
  - b) determining special projects according to the objectives of Association that shall be financed independently by the Chapter.

#### ARTICLE 11. MEMBERSHIP OF THE ASSOCIATION

- 1) **PATRONS:** The Principal of Gogamukh College is the Chief Patron of the Association.
- 2) Membership of the Association shall be divided into three categories -
  - individual membership; and shall be open to-
    - a. Passed out Students of the College;
    - b. Teachers and faculty members of Gogamukh College who are not graduates of the college who shall be members by affiliation;
    - c. Honorary membership which shall be offered to people in societal welfare and related fields.
  - d) There shall be a registration fee for each category of membership which will be decided by the executive committee from time to time.

(21)

- e) Payment of bi-annual subscriptions shall be made by the end of the month of June every financial year. (April to March).
- f) All members of the Association shall be bound by the provisions of this Constitution, and its interpretation as made by the Executive Committee and its members.
- g) At any meeting of the Association, when a vote is taken by show of hands or secret ballot, all paid up members shall be entitled to one vote each.
- h) Membership shall cease upon resignation by writing to the President of the Executive Committee.
- i) The Executive Committee shall have the right to terminate membership for any member whose conduct is deemed to be prejudicial to the good name of the Association.
- j) The member will cease to be a member if he fails to renew his registration.

#### ARTICLE 12. FINANCIAL MATTERS

- 1) The Association shall generate its income from -
  - a) Membership fees and subscriptions;
  - b) Contributions by well wishers;

(22)

- c) Donations and grants from Governments, bilateral donors and non- governmental organizations; and
  - d) Fund raising activities taken under the authority of the Executive Committee.
- 2) The Executive Committee shall open an account in the name of Gogamukh College Alumni Association (GMKCAA) and all funds of the Association shall be deposited in that account.
  - 3) There shall be three signatories to the Account and these shall be the Treasurer, the President and the Secretary.
  - 4) A portion of the Association's fund shall be allocated for discharging the duties of the Secretariat.
  - 5) The Executive Committee shall open an account for the Endowment Trust Fund which shall be a Trust run by the Association.
  - 6) Donors shall make donations for specific functions or activities of the Association.
  - 7) All accounts, records and documents of the Association shall be open for yearly auditing by an auditor approved by the Executive Committee.
  - 8) Gogamukh College Alumni Association shall open Bank accounts.
  - 9) 'No loans shall be made by the Association to its members.'

(23)

- 10) 'Every member of the Association shall be indemnified out of funds of the Association against all losses and expenses incurred in the *bonafide* discharge of his/her duties, except when it happens through his/her own willful neglect or dishonesty or *malafide* intention while discharging his/her duties or action resulting from willful disobedience of the law, bad faith or gross negligence

### ARTICLE 13. PROPERTY RIGHTS

- 1) All movable and fixed assets of the Association shall be entered in a register, which shall be reported during the General Assembly.
- 2) The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association asset for this bye-law and no portion there of shall be paid or transferred directly or indirectly, by way of dividends, bonus or profits to its members.
- 3) The Association shall have an official seal and put the seal one very receipt, payment, registers etc. This seal shall be kept under the custody of the Secretary. The

Association shall have its own logo too or use the logo of the college.

### ARTICLE 14. AMENDMENTS

(24)

- 1) Subscribing members proposing amendments to this Constitution shall inform the Secretary of the Executive Committee six months prior to the next General Assembly.
- 2) The Secretary of the Executive Committee shall table the proposed amendment during the Executive Committee meeting.
- 3) Amendments shall be tabled during the General Assembly and a two thirds majority vote shall be required to pass an amendment to the Constitution during the General Assembly.

### ARTICLE 15. DISPUTES

- 1) The Executive Committee shall appoint a lawyer if necessary that shall handle disputes and all other legal issues involving the Association.
- 2) All disputes shall be settled according to the laws of District Court of Dhemaji.

### ARTICLE 16. RESIGNATION OF EXECUTIVE MEMBERS.

A member of the Executive committee may tender resignation to the President or Secretary which shall be placed before the Executive committee in its meeting, who shall be competent to take decision in the matter. As soon as resignation is accepted, the concerned member shall cease to hold office

### ARTICLE 17. DISSOLUTION

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- 1) The Association shall be dissolved by a resolution passed by not less than two thirds of the members.
- 2) If upon dissolution of the Association there shall remain any property whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to Gogamukh College, Gogamukh, Dist: Dhemaji, Assam.

**ARTICLE 18. Application of Act**

The provisions of the Societies Registration Act, 1860 and rules made there under, as amended from time to time, shall apply to this Association.'

'Certified that this is the correct copy of the Constitution/Bye-Laws of the Association.'

Last page

**DRAFTING COMMITTEE**

The following shall be the Drafting committee of the Association.

- a) CHIEF ADVISER :- DR. DILIP KUMAR JHA
- b) ADVISER:- MR PADMESWAR DOLEY

The Executive Committee:

- a) president *capital letter* :- MR RUBEN MOCHAHARY.
- b) The Vice-President :- MR MOHANADA SAIKIA

- |                  |                             |
|------------------|-----------------------------|
|                  | : MR DILIP PEGU             |
| Secretary        | : MR LABHIRAM PEGU          |
| Asst.GS          | : MR BINON MILI             |
| Legal Adviser    | : MR BABUL GOGOI, advocate. |
| Cordinator       | : MR RANJAN GOGOI           |
| Ex-Office Member | : MR DIBYA KR. DOLEY.       |

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