

AASU CONSTITUTION
ALUMNI ASSOCIATION OF SU (AASU)
SIKKIM UNIVERSITY (SU)

1. Name: The name of the Association shall be "ALUMNI ASSOCIATION OF SU" (hereinafter referred to as "AASU" or "The Association", as the case may be).

2. Office of AASU: The Office of AASU shall be located within the Sikkim University campus, and the affairs of The Association shall be carried out through this office.

3. Mission of AASU: To create a conducive ecosystem for the proud Alumni of Sikkim University, enabling them to actively participate in fostering mutually beneficial relationships that promote professional, social, and cultural prosperity while collaboratively supporting the University's strategic goals and objectives in its pursuit of excellence.

4. Aims and objectives of AASU: AASU is a non-profit society with the below mentioned aims and objectives:

4.1 Aim of AASU:

- To form a knowledgeable society of advocates for SU's mission, vision, and objectives;
- To build a comprehensive network of Alumni, faculty, and invited members for tactfully and strategically realizing the objectives of SU and AASU;
- To foster lifelong relationships and ensure amicable communication within the members of the association;
- To celebrate and acknowledge the achievements of our proud Alumni with the motivation to inspire the next generation of graduates;
- To provide career guidance, mentoring, and support for enabling graduates realize their dreams and aspirations;

- To aid and actively support SU in its philanthropical initiatives and fundraising activities.

4.2 Objectives of AASU: The objective of AASU are as follows:

4.2.1 Promote Mission and Vision of Sikkim University: Uphold and realize the mission *“To provide quality higher education”* and Vision *“To achieve intellectual, academic, and cultural development of the people of Eastern Himalayas”* of our university through democratic and inclusive practices. This may be achieved through symposiums, seminars, conferences, and lectures focusing on aspects objectified by our university’s preamble;

4.2.2 Facilitate Professional Communication: Establish a cohesive link between SU Alumni and the university. Likewise, also establish liaison between AASU and similar other associations at the universities in the country and abroad;

4.2.3 Support Institutional Development: Recognize, identify, and embrace the role of SU Alumni as a strategic partner in SU pursuit to achieve academic and research excellence through academic and technical collaborations. Explore all possible opportunities that may arise from these partnerships and seek their valuable support in identifying valuable directions for future progression and prosperity. Provide appropriate and adequate materials, intellectual support, directions and handholding to the students and faculty particularly in identifying, augmenting and advancing in trending research areas;

4.2.4 Create Corpus Fund: Build a corpus by collecting yearly or monthly subscription fees from Alumni, as well as donations, to support the various noble and righteous activities of the Association;

4.2.5 Contribute to University Growth and Prosperity: Encourage Alumni contributions, financial or otherwise toward the development of university infrastructure, research, scholarships, and other projects;

4.2.6 Support Professional Development: Promote professional interaction, career guidance, mentoring, and counselling for students of SU through the SU Alumni network to raise awareness about prospects and opportunities for ensuring preparedness;

4.2.7 Enhance Student Engagement: Provide continuous opportunities for internship, apprenticeship, project, and industrial exposure to enhance and enrich students' educational experience;

4.2.8 Promote Community Engagement: Explore opportunities for providing services to the community and act as a goodwill ambassador of the university for promoting peace, disarmament, friendship and cooperation within the nation and abroad;

4.2.9 Organize Social and Cultural Events: Organize periodic social and cultural events that uphold the values of the University for fostering unity among Alumni and their family members;

4.2.10 Recognition and Awards: In-state, and disburse scholarships, fellowships, medals, awards, etc. to the meritorious students and members of the faculty. Honour distinguished Alumni of SU who have made remarkable contributed and brought national/global acclaim in their respective domains;

4.2.11 Promote Global Presence: Enhance the University's global reputation by leveraging Alumni networks for international collaborations, partnerships, and opportunities. Establish “Chapters of The Association” within India and outside India for furtherance of the objectives of The Association;

4.4.12 Create Online Learning Platform: Provide continued learning opportunities for Alumni through online certification courses, seminars, symposiums, and expert lectures keeping them engaged and connected with the University;

4.4.13 Issue Identity Certificates: Provide proper identity certificate to the Alumni and make them feel valued.

5 Membership of AASU

5.1 The Membership of AASU shall be open to:

5.1.1 Anyone who have been full-time former student of SU and have acquired a Graduate/ Post-Graduate/ M Phil /PhD degree from SU;

5.1.2 Anyone who have been a former student and remained continuously registered for at least four full semesters in a single specified academic programme of SU;

5.1.3 Anyone who have been conferred honorary degrees by SU (but they may not be granted voting rights);

5.1.4 Anyone who have worked as a Post-Doctoral fellow in SU for at least two years in continuity.

5.2 Reservations:

5.2.1 A student of the institutions affiliated to SU is not eligible to be a member of AASU;

5.2.2 Anyone who have re-registered in SU for completion of an academic programme may become member of AASU only after the completion of their academic programme;

5.2.3 The Vice Chancellor of SU shall be “Ex-officio Patron of AASU” and in that capacity shall enjoy all the privileges of a member. However, he/she will not have the voting rights in any of the meetings of The Association;

5.2.4 The Chief Advisor (Alumni) should be a member of AASU.

5.3 Types of Members:

There will be the following categories of members:

5.3.1 Patron

5.3.2 Chief Advisor

5.3.3 Life Member

5.3.4 Ordinary Member

5.3.5 Honorary Member

5.4 Subscription fee for Different Types of Members:

Those who qualify for the membership of AASU, under **Clause 5.1** of the Constitution may register themselves, with the office of AASU, by filling up a registration form (either personally or electronically) and by making a payment as specified below:

- Life Member: Rs. 5000/- (NRI/Overseas: US\$ 100 or equivalent);
- Ordinary Member: Rs. 500/- per annum (NRI/Overseas: US\$ 20 or equivalent);

- Honorary Member: Rs. 500/- per annum (NRI/Overseas: US\$ 20 or equivalent);

The Executive Committee (hereinafter referred to as "EC") is authorized to revise the membership fees from time to time.

6. General Body of AASU

6.1 The General Body (hereinafter referred to as "GB"), comprising of all registered members of AASU, shall be the highest authority of the Association;

6.2 The GB shall approve the Alumni Calendar for each academic year;

6.3 The GB shall meet at least once during an academic year in Sikkim;

6.4 One-tenth of the GB members will constitute the quorum for a GB meeting. If the specified quorum is not met at the scheduled date, time, and venue, the meeting shall be adjourned and resumed after 30 minutes, at which point no quorum will be required;

6.5 If the purpose of the GB meeting is to amend the AASU Constitution, a quorum of one-sixth of the GB must be present at the beginning of the meeting. Any amendments may be passed through voting in favour by two-thirds majority of those present;

6.6 The GB holds the authority to deliberate and decide on all matters concerning AASU, establishing a broad policy framework for its functioning;

6.7 The GB shall elect an EC to carry out the activities of AASU. The elected EC shall serve a two-year term, starting from the date it assumes office;

6.8 All registered AASU members have voting rights and are eligible for election to the EC. No member may serve on the EC for more than two consecutive terms;

6.9 The meeting agenda shall be prepared by the General Secretary, with the approval of the EC. However, GB members may request an item to be added to the agenda in advance or bring it up under "Any Other Item with the permission of the Chair" at the end of the meeting;

7. Executive Committee

7.1 The management of AASU shall be entrusted to an Executive Committee consisting of eleven members, elected by the General Body for a two-year term;

7.2 The Executive Committee shall convene as often as it deems necessary to effectively carry out the activities of AASU; however, it must meet at least twice a year;

7.3 The composition of EC shall be as under:

7.3.1 President (One)

7.3.2 Vice President (One)

7.3.3 General Secretary (One)

7.3.4 Joint Secretary (One)

7.3.5 Treasurer (One)

7.3.6 Members (Six)

7.3.7 Chief Advisor, Alumni Affairs

8 Powers and Functions of the EC

The EC shall have the following powers and functions:

8.1 It shall have the authority to nominate SU Alumni as special invitees as and when deemed necessary by EC. These invitees will not have voting rights in the EC;

8.2 All decisions in the EC shall be made by a simple majority of members present and voting, except in the case of disciplinary actions against a member, which will require a two-thirds majority of those present and voting;

8.3 The agenda for each meeting shall be prepared by the General Secretary with the approval of the President. However, EC members may request items to be added to the agenda by submitting a written request in advance;

8.4 The EC shall have financial authority to conduct its activities, subject to the provisions of the Annual Budget presented to the General Body. The EC shall have the power to (i) open a bank account, (ii) receive and expend funds, and (iii) maintain accurate financial records;

8.5 The EC shall formulate rules and guidelines under this Constitution for both AASU and its associated chapters.

9 Roles and Responsibilities of the Office Bearers

9.1 The President

9.1.1 The President shall serve as the custodian of the Association's entire property and interests, and shall possess full authority to manage and promote the Aims and the Objectives of the Association in accordance with this Constitution and the considerations framed under it;

9.1.2 The President, in consultation with the General Secretary, shall determine the date, time, and venue of all the meetings. Based on this, the General Secretary shall convene meetings of the GB, EC, Extraordinary meetings, and requisitioned meetings;

9.1.3 If a requisition is made for a GB meeting, the President must set the date, time, and venue within fifteen days of receiving the request;

9.1.4 The President shall preside over all meetings. In his/her absence only Vice President may officiate the meeting on his behalf with his prior permission;

9.1.5 In the event of any ambiguity in the interpretation of any clause or sub-clause of the AASU constitution, the interpretation agreed upon by the majority of EC members shall be binding;

9.1.6 The President, the General Secretary and the Treasurer, shall act as co-signatories for issuing cheques. The President, the General Secretary, and the Treasurer shall also serve as a co-signatory for the annual statement of accounts, the annual report of the Association, and the annual budget.

9.2 Vice President

9.2.1 In the President's absence, the Vice President of AASU shall assume all the powers and responsibilities of the President;

9.2.2 The Vice President shall also carry out any additional duties and responsibilities assigned by the Executive Committee (EC).

9.3 General Secretary

The General Secretary (hereinafter referred to as "GS") shall

- 9.3.1 convene meetings of the GB, EC, Extraordinary, and requisitioned meetings on the designated date, time, and venue, in prior consultation with the President;
- 9.3.2 document and manage the proceedings of the GB, EC, Extraordinary, and Requisitioned meetings;
- 9.3.3 maintain a register of the names, addresses, and occupations of AASU members;
- 9.3.4 prepare the Annual Report of the Association to be presented at the meetings of GB and EC every year;
- 9.3.5 be held responsible for maintaining all records, documents, minutes of meetings, Annual Reports and proceedings of GB, EC, Extraordinary, and requisitioned meetings;
- 9.3.6 handle all correspondence and coordinate the preparation and distribution of the Association's publications;
- 9.3.7 act as a co-signatory in financial matters, along with the President and the Treasurer, for Annual Statements of Accounts, the Annual Budget, and Cheques;
- 9.3.8 also ensure that the Association's accounts are audited by the Auditor appointed by the EC.

9.4 Joint Secretary

The Joint Secretary (hereinafter referred to as "JS") shall

- 9.4.1 assist the General Secretary in managing the affairs of the Association;
- 9.4.2 assume the responsibilities of the General Secretary in his/her absence;
- 9.4.3 also perform any additional duties and responsibilities assigned by the EC.

9.5 Treasurer

The Treasurer shall

- 9.5.1 be responsible for maintaining the financial records and accounts of the Association;
- 9.5.2 manage the Association's funds in association with the General Secretary and the President;

9.5.3 serve as a co-signatory, along with the General Secretary and the President, for all financial matters such as Annual Statements of Accounts, the Annual Budget, and Cheques;

9.5.4 prepare and present the Annual Budget and Annual Statement of Accounts at the meetings of the GB and EC.

10 Accounts of the Association

The accounts of the Association shall be maintained in a nationalized bank and jointly operated by the GS, the President, and the Treasurer. All decisions regarding the management of accounts shall rest with the EC.

10.1 Auditor

The accounts of the Association shall be audited at least once a year by an auditor, who is typically appointed by the EC.

10.2 Audit of Accounts

The auditor shall review the Annual Statement of Accounts and have access to all accounts, vouchers, and related records during the audit. Upon completing the examination, the auditor shall submit an independent report to the General Secretary, who will present it at the General Body (GB) and EC meetings.

11 AASU Logo and Website

11.1 Information about AASU's activities, including membership details, will be accessible online through the AASU website;

11.2 This website will be part of the official SU website and will feature its own logo incorporating the SU insignia;

11.3 If necessary, AASU may also establish an independent website. No other entity or organization is permitted to use the SU Alumni insignia without proper authorization from AASU.

12 Amendments

12.1 Amendments to the AASU Constitution may be made by the GB, provided that at least two-thirds of the members are present and duly participate in the voting process;

12.2 No amendment shall be considered valid unless a quorum of one-sixth of the AASU membership is present at the beginning of the General Body meeting;

12.3 The notice for the meeting, including the proposed amendments by the EC, must be issued at least 30 days prior to the meeting date and may also be published on the AASU website;

12.4 Members of the General Body have the right to propose changes to the amendment(s) proposed by EC by submitting their suggestions in writing and in advance to the EC.

13. Rights and Privileges of Members

13.1 Every member of AASU will receive an Alumni identity card with their membership number inscribed on it;

13.2 Members of AASU will have the privilege of using SU's infrastructure, such as libraries and other general facilities, upon payment of the applicable fees, if any;

13.3 Members will be entitled to participate in conferences, seminars, cultural activities, memorial lectures, and other events organized by SU;

13.4 Members can request a temporary car sticker, subject to applicable rules;

13.5 Members will receive a complimentary subscription to the 'SU News Bulletin' upon request.

14. Meetings of AASU

14.1 At least one GB meeting shall be held each calendar year. A 45-day notice, along with the meeting agenda, specifying the date, time, and venue, shall be provided to all members by the GS. A detailed agenda note may follow if necessary;

14.2 Extraordinary and Requisitioned meetings of the GB may be convened by the GS, in consultation with the President, by providing at least 14 days' prior notice, including the agenda, date, time, and venue;

14.3 A GB, Extraordinary and Requisitioned meeting can also be requested through a written or online request from at least 50 members. Such a request

should be addressed to the President, who, upon receipt, shall instruct the GS to convene the meeting within a month;

14.4 One-tenth of the total membership will constitute a quorum for the meeting. If the quorum is not met at the scheduled time, date, and venue, the meeting will be adjourned and resumed after 30 minutes without the need for a quorum. However, if the meeting includes constitutional amendments on its agenda, a quorum of one-sixth of the total AASU membership will be required;

14.5 The minutes of the all meetings, recorded by the GS and signed by the President, shall be circulated to all members within one month, either by posting them on the AASU website, via email, or both. Members may submit objections, if any, to the GS within one month;

14.6 The minutes of the previous meeting, along with a brief action-taken report on points requiring EC action, shall be presented for confirmation at the next meeting by the GS.

15. AASU Meetings and Decision-Making

15.1 All meetings of the Association shall be convened as outlined in the section 6,7, and 8. However, in case of emergencies, the Executive Committee may call meetings on shorter notice, as deemed necessary;

15.2 Decisions within the Association shall be made by a majority vote of the members present and voting;

15.3 In the event of a tie, the President shall cast the deciding vote.

16. Chief Advisor, Alumni Affairs, SU

The Chief Advisor for Alumni Affairs, appointed by the SU Administration, shall serve as an ex-officio member of the EC and act as an official liaison between the Alumni and the SU community to advance the objectives of AASU. This individual must be a former student of SU.

17. Vacancies

In the event of a vacancy in the Executive Committee (EC), it may be filled in the following ways:

- i) By nomination if the remaining term of the EC is less than six months;
- ii) By election if the remaining term of the EC is six months or more.

18. Expulsions:

A member may be expelled if found:

- i) acting against the interests of AASU;
- ii) involved in serious misconduct that is considered offensive and punishable under the law.

The Executive Committee of AASU may suspend the member after issuing a Show Cause Notice, allowing them the opportunity to explain their behaviour. This matter will be reviewed at the next General Body meeting, which may decide to revoke the suspension or expel the member from the EC or AASU's primary membership for a specified period determined suitable by the GB Meeting.

19. All correspondences with AASU may be made at:

Alumni Association of SU (AASU)

Alumni Affairs Office

Sikkim University

Gangtok, Sikkim

Website: www.cus.ac.in