

AACC CONSTITUTION

Alumni Association of CNB College (AACC)

Chandra Nath Bezbaruah College (CNBC)

Preamble

We, the Alumni Association of CNB College (AACC), do establish this constitution to foster and more fully realize our mission of engaging alumni, future alumni and friends of our *alma mater* to maintain their connection to the Chandra Nath Bezbaruah College and to enhance the enduring value of the CNBC experience for promoting the welfare, intellectual, moral, physical and cultural advancement of the society.

ADOPT, ENACT and GIVE this constitution to ourselves and to our future generations as the constitution of Alumni Association of CNB College (AACC) on this 29th the day of October, 2016.

1. Name:

The name of the Association shall be "ALUMNI ASSOCIATION OF CNB COLLEGE (AACC),
"(hereinafter referred to as "AACC" or "The Association", as the case may be).

2. Aims and objectives of The Association:

- i. To promote and encourage the members to take active interest in the activities and progress of the Alma Mater (i.e. C.N.B College, Bokakhat)
- ii. To foster close relationship between CNB Alumni and the College
- iii. To promote socio-economic and intellectual interaction between College and the Alumni and also within the alumni
- iv. To recognize and identify the role of CNB Alumni as important stakeholders in the continuing quest to provide excellence in education by way of academic and technical collaborations
- v. To contribute to the growth and advancement of CNB College by participating in development projects by devised way.

- vi.** To provide financial aid to C.N.B College, Bokakhat for the development of better academic and extra-curricular activities in the college.
- vii.** To support and recognize scholarship and academic excellence of award scholarship and aid to the deserving student of various institutions in Bokakhat.
- viii.** To serve as effectual part for embracing of Transparent, participative and accountable administrative practices in the college.
- ix.** To arrange seminars, workshops, competition, conferences and lectures of eminent persons of different fields, publications of booklets, magazines newsletter, books and /or journals to encourage a positive attitude of the society towards the educational, social and environmental problems.
- x.** To form coordination offices of the alumni within the state/country so as to reach out to the members.
- xi.** To promote, improve and protect the interests of the members and the alumni's welfare.
- xii.** To participate in any other worthwhile national development activities
- xiii.** To hold moveable and immovable properties, bank accounts that may be necessary or advantageous for the aforesaid objects, to purchase and sell, improve, develop, manage, sell, rent, lease/ mortgage, dispose of, turn to account or otherwise deal with all or any part of the property of the Alumni Association of CNB College (AACC).for the improvement and benefit of the Alumni Association of CNB College (AACC)..
- xiv.** To mobilize and generate resources and funds to carry out the objectives of the Association, accept donations and gifts of both movable and immovable assets. To approach and apply to the government/ governmental agencies for allotment/ purchase, or acquire on lease or in exchange, or on hire or by gift or otherwise, any real estate or property and any rights or privileges necessary or convenient for the benefit of the Alumni Association of CNB College (AACC).
- xv.** All the incomes, earnings, movable or immovable properties of the Alumni Association of CNB College (AACC) shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the Association and no profit thereof shall be applied in any manner whatsoever for the benefit of the present or past members of the Association or to any person claiming through any one or more of the present or the past members. No members of the Association shall have any personal

claims on any movable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership

- xvi.** To co-ordinate and co-operate with other State Level/National/International organizations/Groups working in similar areas of interests/specialization.
- xvii.** To hold/organize regular alumni meetings at CNBC or place of suitable.
- xviii.** To pursue these aims and objectives independent of political, religious, gender, racial, tribal and personal bias or any other attribute of discrimination
- xix.** To make bylaws, rules and regulations of Alumni Association of CNB College (AACC) and to amend, to change or add to the same as and when necessary.
- xx.** Any other objectives that the Executive Committee and General Body may deem fit in the interest of The ALUMNI ASSOCIATION OF CNB COLLEGE (AACC).

3. Conditions:

- 3.1** The income and property of the Alumni Association of CNB College (AACC) shall be applied solely towards the promotion of the objectives of the Alumni Association of CNB College (AACC) set forth in the Memorandum of Association of Alumni Association of CNB College (AACC) and no portion thereof shall be paid to or transferred, directly or indirectly, to the members of the Alumni Association of CNB College (AACC)
- 3.2** All posts are honorary. No member of the Executive committee of the Alumni Association of CNB College (AACC) shall be appointed to any salaried office or any office of the Alumni Association of CNB College (AACC). He/she shall not be paid any remuneration by the Alumni Association of CNB College (AACC) to any member of such executive committee except repayment of out of pocket expenses and interest on the money lent or rent for premises demised to the Alumni Association of CNB College (AACC).
- 3.3** The Alumni Association of CNB College (AACC) by its constitution is required to apply its profits if any or the other income in promoting its objectives.
- 3.4** If upon the winding up or dissolution of the Alumni Association of CNB College (AACC) there remains after satisfaction of all the debts and liabilities any property

whatsoever it shall not be distributed among the members of the society, but shall be given or transferred to some other institution/ body having objectives similar to the objectives of the Alumni Association of CNB College (AACC), to be determined by the members of the Alumni Association of CNB College (AACC) at or before the time of dissolution.

- 3.5 All the Alumni of Present and Upcoming Departments of CNB College will be under the umbrella of Alumni Association of CNB College (AACC).

4. Seat of AACC Office :

The seat and office of The Association shall be located within CNB College campus and the operations of The Association shall be carried out through this office.

5. Membership :

All Alumni of CNB College, Bokakhat, who have obtained any degree successfully from the college, or, are, passed out in under graduate course shall be eligible for membership of the Association. There will be following types of members of the Association:

(i) **Founder Members:** All the members of the foundation Committee (59 nos.) will be treated as Founder Members and they shall have the right of voting.

(ii) **General Member:** All Alumni of CNB College, Bokakhat, who have obtained any degree from the college, or, are, studied in under graduate course shall be recognized as General Member of the Association subject to payment of the membership fee of Rs. Three Hundred (Rs.300/-) per annum and they shall have the right of voting.

(iii) **Life Members:** Alumni of the college who applies for general membership subject to payment of the membership fee of Rs. Three Hundred (Rs.300/-) and is approved for membership, by the executive committee shall, additional payment of the membership fee of Rs. Five Thousand (Rs.5000/-) at a time become a member of the Association for his life and they shall have the right of voting.

(iv) **Associate Members:** The present and retired teachers, employees of CNB College, Bokakhat, may become Associate Members of the Association with the contribution

of Rupees Three thousand (Rs.3000/-) but they will have no right of voting. Other than Alumni who becomes a life Member.

(v) **Donor Members:** As an exception, on the recommendation of the executive committee and approval of the General Body , Executive Committee can nominate/select renowned person from the Society as Donor Member with due diligence. A payment of the membership fee of Rs. Ten Thousand (Rs.10, 000/-) at a time become a Donor member of the Association for his life without the right of voting.

(vi) **Honorary Members:** As an exception, on the recommendation of the executive committee and approval of the General Body, Alumni who have attained a very high distinction at the International/ National/State/Local level may be conferred with Honorary membership of the Association without any liability to pay membership fee of the Association.

PROVIDED THAT the Principal of CNB College shall be “Ex-officio Patron of AACC” 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;

PROVIDED FURTHER THAT the Chief Advisor (Alumni) should be a Faculty member / Faculty Member cum a former student of CNB College and a member of AACC. However, he/she will not have the voting rights in any of the meetings of The Association;

6. General Body

6.1 The General Body, consisting of all the registered members of AACC, shall be the supreme body of The Association and shall meet at least once in a year at C.N.B College, Bokakhat.

6.2 One tenth of the total membership will form the quorum of the General Body meeting. In case there is no quorum at the prescribed date, time and venue of the meeting, the meeting shall be adjourned and shall be resumed after 30 minutes when no quorum will be required.

PROVIDED THAT in case of the meeting meant for carrying out any amendment in the Constitution of AACC, there must be a quorum of one sixth of the membership at the beginning of the meeting and then the amendment(s) may be carried out with two third of the members present and voting in favor of the amendment(s).

- 6.3** The General Body shall have the power to consider and decide all matters relating to AACC and provide a broad policy framework towards the functioning of AACC.
- 6.4** The General Body shall also select/elect an “Executive Committee” (hereinafter referred to as “EC”) to carry on with the activities of AACC. The tenure of the elected E.C. will be three years, from the date on which it assumes the charge.
- 6.5** All the registered members of AACC will have voting rights and will be eligible to be elected to the Executive Committee.
- 6.6** The agenda of the meeting shall be prepared by the Chief Secretary, with the approval of the Executive Committee. However, the members of General Body can also get an item(s) on agenda included by making a written request in advance or by raising the point at the end of the meeting, under “Any Other Item with the permission of the Chair”.

7. Executive Committee

- 7.1** The management of AACC shall be vested in an Executive Committee comprising of fifty nine members elected by the General Body for three years.
- 7.2** It shall meet as many times as it may deem fit to carry out effectively the activities of AACC; provided that it shall meet at least twice a year.
- 7.3** The composition of EC (59 Nos.) shall be as under:
 - 1. President –One(1)**
 - 2. Executive President –One (1)**
 - 3. Vice President –Six (6)**
 - 4. Chief Secretary –One (1)**
 - 5. Secretary (Administrative)–One (1)**

6. **Assistant Secretary (Administrative)-Four (4)**
7. **Secretary (Cultural & Sports)–One (1)**
8. **Assistant Secretary (Cultural & Sports)-Four (4)**
9. **Secretary (Media & Communication)–One (1)**
10. **Assistant Secretary (Media & Communication)-Four (4)**
11. **Secretary (Literary & Publication)–One (1)**
12. **Assistant Secretary (Literary & Publication)-Four (4)**
13. **Secretary (Finance)–One (1)**
14. **Assistant Secretary (Finance)-Four (4)**
15. **Joint Secretary (Two)**
16. **Organizing Secretary (Nine)**
17. **Office Secretary (Two)**
18. **Executive Member (Eleven)**
19. **Nominated member : Current General Secretary of CNB college Student Union**
20. **Batch Representative [Year wise -3 (three) nos. active alumni preferably 1 lady]**

- A. **PATRON (One):** “Ex-officio Patron of AACC”- The Principal of CNB College. However, he/she will not have the voting rights in any of the meetings of The Association.
- B. **CHIEF ADVISOR (One):** Chief Advisor (Alumni) should be a Faculty member / Faculty Member cum a former student of CNB College and a member of AACC. However, he/she will not have the voting rights in any of the meetings of The Association.
- C. **LEGAL ADVISOR (One):** – Preferably Ex-CNBIAN (Alumni) / or Selected/ Nominated Member bearing adequate Degree of Law without voting right
- D. **ADVISOR(Five):-** EC can select/ nominate renowned person from the Society for the post of Advisors

8. Steering Committee:

- 8.1 Normally, the members of a Steering Committee are selected because they are in such positions in an association that the ability and authority to make strategic decisions is a natural assumption, and this is usually the case.
- 8.2 Steering Committee is the key body within the Association structure which is responsible for the all kind of issues associated with the alumni association that are

essential to the ensuring the delivery of the AACC outputs and the attainment of AACC outcomes.

8.3 The Steering Committee is empowered for fulfillment of AACC aims and objectives. This committee is also empowered for taking up of finance and budgetary decision, resource allocation, and decisions involving policy making.

8.4 Steering Committee will be faced with many significant decisions, most notably with regard to the application of organizational assets

PROVIDED THAT in case of the serious/ important or essential decision there must be a quorum of one third of the SC membership at the beginning of the meeting should be required.

PROVIDED THAT, the Steering Committee's all decisions or development activities would be publish/placed regularly in AACC's digital portal as well as Executive Committee meeting for well worth transmission and valuable reviews from EC/GB members.

8.5 It shall meet as many times as it may deem fit to carry out effectively the activities of AACC; provided that it shall meet at least three months a year (Optional).

8.6 The composition of Steering Committee (21 Nos.) shall be as under:

1. President
2. Executive President –
3. Vice President –One (1)-
4. Chief Secretary
5. Secretary (Administrative)
6. Assistant Secretary (Administrative)-One (1)
7. Secretary (Cultural & Sports)–One (1)
8. Assistant Secretary (Cultural & Sports)- One (1)
9. Secretary (Media & Communication)–One (1)
10. Assistant Secretary (Media & Communication)- One (1)
11. Secretary (Literary & Publication)–One (1)
12. Assistant Secretary (Literary & Publication)- One (1)
13. Secretary (Finance)–One (1)
14. Joint Secretary (Two)
15. Organizing Secretary -4
16. Office Secretary (Two)

8.7 Steering Committee (21 Nos.) will formed in the 1st Executive Committee meeting through preferably by panel or otherwise nomination or election for the post of Sl. No. 3,6,8,10,12&15.

17. Vacancies and Expulsions

Vacancies: In case of a vacancy arising in the EC, the same may be filled i) by nomination, in case the remaining period of the EC is less than 6 months; ii) by election, in case the remaining period of EC is 6 months or more.

Expulsions: In case a member is found to work against the interest(s) of AACC or is found involved in serious misbehavior, he/she may be suspended by the Executive Committee of AACC, 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 AACC for a period specified by the GBM.

18. Powers and Functions of the Executive Committee

The Executive Committee shall have the following powers and functions:

- a. It shall have the power to nominate CNB College Alumni/Or Renowned Personality of the Society as Special invitees. These special invitees shall have no voting rights in EC.
- b. All decisions in the EC will be taken by simple majority of the members present and voting, except in case of disciplinary action against a member which will be decided by the two third of the members present and voting;
- c. The agenda of the meeting shall be prepared by the Chief Secretary, with the approval of The President/Executive President. However, the members of EC can also get an item(s) on agenda included by making a written request in advance.
- d. The EC shall have financial powers to carry out its activities, subject to the provision in the Annual Budget placed before the General Body. The EC shall have the powers to (i) open a bank account; (ii) to receive and spend money and to maintain proper accounts
- e. The EC shall frame Rules and Guidelines under this Constitution for AACC as well as for the Branch/ Chapter of AACC.

19. Duties and powers of the Office Bearers

a. President

- a. The President shall be the custodian of the property and interests of The Association and shall have all the powers to manage and promote the 'Aims and Objectives' of The Association, in accordance with this Constitution and the Rules to be framed hereunder.

b. He/she shall decide the date, time and venue of the meeting(s) in consultations with the Chief Secretary, and accordingly the Chief Secretary shall convene the meetings of EC/ General Body/ Extra ordinary meeting/requisitioned meeting through respective Secretary(s)/ Joint Secretary.

PROVIDED THAT in case a requisition is made for the meeting of the General Body, he/she must take a decision fixing the date, time and venue, within fifteen days of the receipt of the request in this regard.

c. He/she shall preside over the meetings of EC, General Body and the Extra Ordinary/ Requisitioned meetings of the Association.

PROVIDED THAT while presiding the meetings he/she will have "Casting Vote" only.

d. In case of any ambiguity in the interpretation of any clause or sub-clause of AACC the interpretation decided by the majority of the EC members shall be operative.

e. He will also be a co-signatory for the annual statement of the account of the Association, Annual report of the Association and the Annual budget.

f. Be the official spokesman of the alumni

b. Executive President

a. Executive President shall exercise all the powers and functions of the President.

b. He/She shall co-ordinate/evaluate the activities of the sectional Secretaries.

c. He/she shall perform such other duties and functions as may be entrusted to him by the EC.

d. He/she shall be a co-signatory with the President, Chief Secretary along with Finance Secretary in financial reports such as Annual Statements of Accounts, Annual Budget etc. and shall ensure the audit of accounts of The Association carried out by the Auditor, appointed by the EC.

e. Act as President in case of incapacitation or resignation of the President subject to article on elections and by-elections.

- f. Be an ex-officio member of all committees
- g. Be the official spokesman of the alumni

c. Vice-President

- a. The Vice President will be in co-operation with the Executive President in implementation project/programmes.
- b. He/She will guide/assist the Secretaries for better governance of the Association and to submit new project and plan to achieve the aims and objectives of the Association.

d. Chief Secretary

- a. The Chief Secretary shall carryout the decisions of the EC, SC and General Body of the Association.
- b. He shall be the custodian of all the records of the different activities of the Association along with the President.
- c. He/she shall convene the meetings of the EC, General Body and Special/requisitioned meetings, as per the date, time and venue in consultation with the President and shall record the minutes of the meetings through the Secretaries.
- d. The Chief Secretary shall make all correspondences, and coordinate the preparation and distribution of publications of the Association.
- e. He/she shall be a co-signatory with the President, Executive President along with Finance Secretary in financial reports such as Annual Statements of Accounts, Annual Budget etc. and shall ensure the audit of accounts of The Association carried out by the Auditor, appointed by the EC.
- f. He/she shall prepare Annual Report of the Association, every year, for presenting in the Meetings of EC and General Body.
- g. He/She will also perform all the functions which may be required to be performed from time to time for effective working of the association.
- h. The Chief Secretary shall operate the funds of The Association jointly with the “THE PRINCIPAL” of CNB College. Accordingly he/she will authorize to operate funds as co-signatory with the “THE PRINCIPAL” of CNB College.

- i. He/she will prepare and present the Annual Budget, Annual Statement of Accounts in the meetings of the EC ,SC and General Body
- j. He shall co-ordinate/evaluate the activities of the sectional Secretaries.
- k. He shall be the publisher of all the publications of the Association and he shall be responsible for this.
- l. Be the official spokesman of the alumni

e. Secretary (s)

i. Secretary (Administrative)

- a. Deal with all correspondence to the Alumni.
- b. Issue notices of meetings of both the Executive Committee and General Meetings.
- c. Prepare and circulate the agenda for Executive Management Committee Meetings and General Meetings.
- d. Keep records and minutes book of all meetings.
- e. Receive items of agenda from the members in the form of motions to be considered in the Annual General meetings.
- f. Play the role of the public relations officer.
- g. He/she shall maintain the Register of names, addresses and occupations of the AACC and EC members.
- h. The Secretary will carry out and attend to all activities as approved by the Executive Committees.

ii. Assistant Secretary (Administrative)

- a. The Assistant Secretary (Administrative) shall work with the Secretary (Administrative) in the management of The Association.
- b. The Assistant Secretary (Administrative) shall act for the Secretary (Administrative) in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the Secretary (Administrative) as well as EC.

iii. Secretary (Cultural & Sports)

- a. He/She will Organize and conduct all Cultural & Sports activities under the guidance of EC.
- b. In conjunction with the President, Executive President and Chief Secretary, He/She will draft the association budget for cultural & sports development of the college as well as the society concern.
- c. Deal with all correspondence to the Alumni.
- d. He/She will carry out and attend to all activities as approved by the Executive Committees.

iv. Assistant Secretary (Cultural & Sports)

- a. The Assistant Secretary (Cultural & Sports) shall work with the Secretary (Cultural & Sports) in the management of The Association.
- b. The Assistant Secretary (Cultural & Sports) shall act for the Secretary (Cultural & Sports) in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the Secretary (Cultural & Sports) as well as EC.

v. Secretary (Media & Communication)

- a. He/She responsible for providing an account of all Media activity & Publishing of Press Release of the Association and prepare an update on the demographic of the alumni members. Takes minutes for all executive Committees meeting and the Annual General Body meetings Decision and brings them to public through various media houses. He/She acts as the Chair of the Media Committee/ Press Meet and be the official spokesman of the alumni.
- b. Deal with all correspondence to the Alumni.
- c. The Secretary will carry out and attend to all activities as approved by the Executive Committees.
- d. In conjunction with the President, Executive President and Chief Secretary He/She will draft the association budget for respective field.

vi. Assistant Secretary (Media & Communication)

- a. The Assistant Secretary (Media & Communication) shall work with the Secretary (Media & Communication) in the management of The Association.

- b. The Assistant Secretary (Media & Communication) shall act for the Secretary (Media & Communication) in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the Secretary (Media & Communication) as well as EC.

vii. Secretary (Literary & Publication)

- a. He/She must take initiatives to arrange seminars, workshops, competition, conferences and lectures of eminent persons of different fields, publications of booklets, magazines newsletter, books and /or journals, Souvenir to encourage a positive attitude of the society towards the educational, social and environmental problem.
- b. Deal with all correspondence to the Alumni.
- c. The Secretary will carry out and attend to all activities as approved by the Executive Committees.
- d. In conjunction with the President, Executive President and Chief Secretary He/She will draft the association budget for respective field.
- e. He/She will be the official Editor of all types of publications that published by the Association subject to such work entrusted to him/her by the EC.

viii. Assistant Secretary (Literary & Publication)

- a. The Assistant Secretary (Literary & Publication) shall work with the Secretary (Literary & Publication) in the management of The Association.
- b. The Assistant Secretary (Literary & Publication) shall act for the Secretary (Literary & Publication) in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the Secretary (Literary & Publication) as well as EC.

ix. Secretary (Finance)

- a. He/She will submit the financial report of the year from an Audit Officer or chartered Accountant in the Annual General Meeting. He will assist **Chief Secretary** to maintain the register for the income and expenditure of the Society.
- b. In conjunction with the President, Executive President and Chief Secretary He/She will draft the association budget.
- c. He/She shall be responsible for the maintenance of the financial records and accounts of The Association.
- d. For promotion of welfare, intellectual, moral, physical and cultural advancement of the society he/she will device and draft projects.
- e. Deal with all correspondence to the Alumni.
- f. The Secretary will carry out and attend to all activities as approved by the Executive Committees.

x. Assistant Secretary (Finance)

- a. The Assistant Secretary (Finance) shall work with the Secretary (Finance) in the management of The Association.
- b. The Assistant Secretary (Finance) shall act for the Secretary (Finance) in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the Secretary (Literary & Publication) as well as EC.

f. Joint Secretary

- a. The Joint Secretary shall work with the Chief Secretary in the management of The Association.
- b. The Joint Secretary shall act for the Chief Secretary in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the EC or by Chief Secretary.

g. Organizing Secretary(s)

- a. He/she shall maintain the Register of names, addresses and occupations of the AACC and EC members.
- b. He/she shall liaison among the alumni of the AACC and EC members.
- c. He will maintain good relation with all the people who help and wishes to achieve the aims and objectives of the Association.
- d. Deal with all correspondence to the Alumni.
- e. The Secretary will carry out and attend to all activities as approved by the Executive Committees.

h. Office Secretary

- a. The Office Secretary will maintain the all official records, official matters and good relation with all the people who help and wishes to achieve the aims and objectives of the Association.
- b. Deal with all correspondence to the Alumni through online or offline.
- c. He/She will be act as Alumni Liaison office bearer of the association.

i. Executive Member

- a. They will have a part in taking any collective decision in the interest of the Association & will assist the President, Executive President, Chief Secretary, Vice-President and Secretary & other office bearers in day to day functioning of the society.

j. Batch Representative [Year wise 3 (three) nos. active alumni preferably 1 lady]

- a. They will have a part in taking any collective decision in the interest of the Association
- b. He/she shall liaison among the alumni of the AACC and EC members.

k. Nominated members : Current General Secretary of CNB college Student Union

- a. He/She will have a part in taking any collective decision in the interest of the Association
- b. He/she shall liaison among the alumni of the AACC and Student of CNB College.

20. Procedure of Formation of the Executive Committee:

- I. The Executive Committee will be formed in the General Meeting. The members of the Executive Committee will be selected or elected by the Governing Body.
- II. If necessary, election may also be held.

11.1 MODE OF ELECTION:

Election of the office bearer and the members of the Executive Committee will be held at the General meeting. Voting will be by show of hands or by secret ballot if so desired by the majority of members present at the meeting. Each member present at the meeting will have one vote for each post, the President having an additional casting vote which he will use only in case of a tie of votes. No proxy will be allowed. There will be no postal ballot. Elections will be held every three years.

11.2 ELIGIBILITY CRITERIA FOR CONTESTING CANDIDATES

1. The candidate must be a regular full time alumnus of the Association with no due record in membership fee.
2. A candidate shall not be allowed to contest for more than one office bearers of the Executive Committee.
3. The candidate shall not have any record of legal offences or any other disciplinary action and / or convicted of any criminal offence or misdemeanor.
4. No candidate shall be qualified to contest as an office bearer of the Executive Committee if his / her name is struck off from the membership of the Alumni Association for reasons other than arrears of the Membership fees

11.3 ELECTION PROCESS:

1. It is recommended that the entire process of elections, commencing from the date of filing of nomination papers to the date of declaration of results, including the campaign period, should not exceed 7days.
2. Original Alumnus Identity Card (containing clear photograph)
3. Identity Card of proposer and supporter
4. The candidates shall have to submit original documents enlisted above before the perusal of the Returning Officer or before his duly authorized agent as and when asked by the Returning Officer.
5. The Chief Patron shall appoint 01 (one) Returning Officer and 02 (two) Assistant Returning Officers from among the Donor/Honorary members/Advisors members of the Association who shall oversee the conduct of the entire election.
6. The General Election to the different office bearers of the AACC shall ordinarily be held every after 3 years of tenure or otherwise if any compulsion arise. Generally In the month of December, Election/selection will be held provided that the decision in this regards EC will be taken by simple majority of the members present in the last Executive Body Meeting.
7. The Returning Officer shall notify calling for filing of nomination along with the schedule of the election at least 01 (one) weeks prior to the date of election as per Annexure „A“.
8. The Screening Committee consisting of 03 (three) advisory members of the Association appointed by the Returning Officer shall perform the screening of the all the nomination

received. The Screening Committee shall prepare a list of eligible candidates recording in writing the reason(s) for cancellation of any nomination (if any). After final scrutiny of the list of eligible candidates, the Returning Officer shall notify the list.

9. The Central Election Office will be located in the office of the Association or as per -the notification suggested in Annexure „A“.
10. The election shall be through secret ballot either electronically or through printed ballot.
11. A time window of 04 (four) hours preferably from 11:00 AM to 3:00 PM may be allotted for casting votes.
12. Only valid members of the Association can cast their votes.
13. The ballot boxes after voting shall be submitted to the Returning Officer by the concerned Presiding Officers and the Polling Officers for keeping in safe custody before counting.
14. The Returning Officer shall appoint appropriate number of members from amongst the Donor/Honorary members/Advisors who shall conduct the counting of votes in presence of the contesting candidates and his / her 02 (two) representatives and submit the voting results directly to the Returning Officer. Ordinarily the counting shall begin and concluded in the same day of casting votes.
15. The Returning Officer shall declare the results of the General Annual Election.

12. Accounts of the Association

The Accounts of the Association shall be maintained in a nationalized bank, jointly operated by the Chief Secretary and The Principal of CNB College. All the decisions in this regard are vested with the EC. The Society may have more than one account. There will be a separate Account for Foreign Contribution (Regulation) Act 1976(if necessary).

12.1 Auditor

The accounts of The Association shall be audited at least once a year by an Auditor. The Auditor shall ordinarily be appointed by the General Body.

12.2 Audit of the accounts

An auditor shall examine the Annual Statement of accounts of The Association and shall have access to accounts and vouchers and related records during the audit. The auditor having examined the accounts shall submit a separate and independent report to the Chief Secretary for placing it in the EC / General Body.

13. Collection of fund

- i. Membership fees.
- ii. Special Contribution from any firm, organization, company will be received.

- iii. Donation: Those who are interested in the aims and objectives of Society can donate to the Society and the Society will accept the sum and receipt will be issued.
- iv. Grant-in-aid from State Government and Central Government.
- v. Grant-in-aid or contribution from foreign countries under Foreign Contribution (Regulation) Act 1976.
- vi. Deposit of the members in various schemes of the Organization.
- vii. Loan from banks and other financial institutions and Public sector when necessary.
- viii. Collection from the well wisher of the Association. However, receipt will be given to them.
- ix. By other sources and activities of the Association.
- x. By holding fun fair, Charity show, theatre show, cultural show, etc. and other legal sources.
- xi. By selling and publishing books and journals and by other means adopted by the executive committee.

14. Application of Fund

The fund will be utilized in the uplift of the Association and to achieve the aims and objectives for which the AACC is established.

15. AACC Logo and Website

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

16. Amendments

16.1 The amendment in the Constitution of AACC can be made in by the General Body by not less than two third of the members present and voting.

PROVIDED THAT no amendment will be deemed to have been carried out unless there is a quorum of one sixth of the AACC membership, at the beginning of the General Body meeting.

16.2 The notice for the meeting, along with the amendment proposed by the EC shall be issued at least 30 days before the date of the meeting. It may also be uploaded on the AACC website.

- 16.3** The members of the General Body will have right to suggest changes in the amendment(s) proposed by the EC in writing and in advance to the EC.

17. Rights and Privileges of the members

The members of The Association:

- 16.1 Will be provided an alumni photo-identity card with the membership number inscribed on it.
- 16.2 Will have privilege to use the infra-structural facilities like CNBC libraries, sports complex, canteens, convention halls and other general facilities that are accessible to the general community of CNBC on payment of the applicable fee, if any.
- 16.3 Will have the privilege of participating in conferences, seminars, cultural activities, memorial lectures etc. organized by CNBC.
- 16.4 Will have a complimentary subscription to 'CNBC News Letter/Journal/CNBIAN' upon request by the member OR on payment of the applicable fee.

18. Meetings of AACC

- 18.1 At least one meeting of The Association shall be held during each calendar year which will be called 'Alumni General Body Meeting' by giving 30-45 days notice with the agenda of such meetings to all the members and also specifying the date, time and venue. The detailed agenda note, if required may follow.
- 18.2 Other 'General' or 'Extra ordinary' meetings of General Body may be called by the Chief Secretary in consultation with the President/Executive President by giving 7-14 days prior notice along with the agenda of such meeting to all the members and also specifying the date, time and venue.
- 18.3 The General Body meeting/ Extra-ordinary meeting can also be requisitioned by making written/on line request, by at least 50 members. Such a request to be addressed to the President of the Association and he/she on receipt of such a request shall ask the Chief Secretary to convene the requisitioned meeting within a month.
- 18.4 One tenth of the total members should be the quorum required for the meeting. In case, there is no quorum at the prescribed time, date and venue, the meeting may be adjourned and may be resumed after 30 minutes when no quorum would be required. However, in case of the meeting which may have Amendment(s) in the Constitution of AACC on its agenda, the quorum of one sixth of the total members of AACC, would be required even when the adjourned meeting is resumed after 30 minutes.
- 18.5 The minutes of the meetings, recorded by the Chief Secretary/Secretary(s), shall also be signed by the President and circulated to all the members, within one

month of the meeting, either by placing it on the website of AACC or by sending it through e-mails or both. Objections, if any, may be communicated by the member(s) to the Chief Secretary within 15 Days.

18.6 The minutes of the previous meeting should be placed in the next meeting by the Chief Secretary for confirmation, along with a brief action taken report on those points on which action by the EC may be required.

19. Call for AACC meetings and decision making

The meetings of The Association mentioned herein above under clause 9, 15 and 17 shall be convened in the manner as specified therein. However, emergency meetings may be called at a shorter notice as determined by the Executive Committee. All the decisions in The Association or EC meetings will be taken by majority of votes of the members present and voting. In case of equal voting the Chairperson will have the casting vote.

20. Discipline

1. For purposes of this constitution, discipline shall mean compliance to the rules of proper conduct as embodied in this constitution, by-laws and any other rules as shall be formulated from time to time by the relevant Committee.
2. Discipline among members in the conduct of the affairs and operations of AACC shall be enforced by the Executive Committee.

(a) Composition of the Disciplinary Committee

The Executive Committee shall appoint disciplinary committee made up of at least three members of the Executive Committee and two ordinary members to determine measures to be taken against errant members.

(b) Offences

The following shall constitute offences:

1. Negligently refusing to attend meetings.
2. Portrayal of disruptive or unruly behavior in meetings or by lawful evidentiary proof.
3. Conduct likely to bring the Alumni into disrepute or prejudice the well being of the Alumni activities, services or facilities.
4. Withholding or embezzling or misappropriation of Alumni funds

21. Legal procedure:

According to the provision laid down in the section 6 of the “Societies Registration Act XXI of 1860” the Association may sue or may be sued in the name of the President or Chief Secretary of the Association of the Governing Body.

Members of the Drafting Committee of the Constitution

The Drafting Committee for framing the AACC constitution was appointed on 11th October 2016. The committee comprised of six members.

1. **DR. DEBAJIT BORAH**
2. **SHRI NABAJYOTI RAJKHOWA**
3. **SHRI ABHIJIT NATH**
4. **SHRI SAURAV JYOTI SARMA**
5. **SHRI PORAG KUMAR DAS**

All correspondences with AACC may be made at:

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