

IBOTOMBI INSTITUTE OF EDUCATION ALUMNI ASSOCIATION



BYE-LAWS

**IBOTOMBI INSTITUTE OF EDUCATION
KHA NAOREM LEIKAI, CANCHIPUR
PIN-795 003**

IBOTOMBI INSTITUTE OF EDUCATION ALUMNI ASSOCIATION KHA NAOREM LEIKAI, CANCHIPUR, IMPHAL WEST

BYE-LAWS

1. **Name** : Ibotombi Institute of Education Alumni Association (IIEAA)
2. **Office** : Ibotombi Institute of Education, Kha Naorem Leikai, Canchipur.
Imphal West, Manipur. Pin 795 003,

3. Objectives :

The objectives for which the Association is established are:

- i) To provide a forum for the alumni of Ibotombi Institute of Education (IIE) for interaction and networking between the present and future alumni of the institute on a continuing basis.
- ii) To foster the spirit of love, affection and gratitude for the Institute.
- iii) To systematically uplift the image and status of the Institute, regionally, nationally and internationally.
- iv) To become the voice of the alumni in all matters related to the betterment of the Institute.
- v) To maintain the honour and dignity of the fellow alumni as well as to maintain solidarity amongst the ex-students of the Institute by promoting social and cultural association amongst themselves.
- vi) To maintain an up-to-date register of alumni of the Institute with their profession and addresses.
- vii) To raise funds from its members and other individuals and organizations for supporting the academic and physical growth of the institute and to strengthen the IIEAA.
- viii) To associate with the Institute for arranging and holding annual re union of the past and present students.
- ix) To support professional/academic development of the institute.
- x) To help the Institute to organize national and international seminars/workshops/lectures etc. on selected topics.
- xi) To award Scholarship and Aid to the needy students of the College and promote career guidance, interaction with industry and continuing education.
- xii) To provide assistance and facilities for all round development of the College.
- xiii) To promote and encourage friendly relations among all the members of the Association.

- xiv) To organize annual meet of the Alumni Association, apart from the Biannual General meeting.
- xv) To take up such other activities as may be consistent with the objectives of the Association.

4. Membership:

4.1 Alumni Member:

All Alumni of Ibotombi Institute of Education shall be eligible for regular member of the Association. **They will have voting rights.**

4.2 Associate Member:

The following shall be eligible for Associate Member of the Association.

- i) All members of the teaching and non-teaching staff of the College who are not Alumni of Ibotombi Institute of Education working in regular or temporary basis.
 - ii) All ex-members of teaching and non-teaching staff of the College who are not Alumni of Ibotombi Institute of Education.
 - iii) Any well-wisher of the College, who is neither an alumni nor a working/ex-employee of the College.
 - iv) All associate members shall have participatory rights in discussion, be member of the sub-committees, can act as advisors and can be co-opted as members of various committees **but shall have no voting rights.**
- i) **In case of both Alumni Member and Associate members, the membership may be Annual or Life time.**

5. Membership Fee:

- Membership fee shall be decided by the Executive Committee of IIEAA and shall be payable in advance.
- All Alumni Member can be a life member by paying life membership fee after clearing arrear annual membership fee, if any.
- Membership fee may be revised as determined by the Executive body from time to time.

6. Termination of Membership:

- A member of the Association shall be considered to be terminated if he/she has not paid membership fees more than for two years.

- A member of the Association shall cease to be a member if he/she has tendered his/her resignation by a notice in writing.
- Membership shall also be liable to be terminated if a member is guilty of such conduct as is grossly injurious to the Association and the institution or if he acts in unruly contravention of the rules and regulations of the Association.

7. Organisation:

The association shall have the following organization:

(7.1) General Body: There shall be general body of the Association consisting of all members of the Association.

- i) The General Body shall be supreme authority in all matters concerning the affairs of the IIEAA.
- ii) The General Body of the Association shall hold the Annual General Meeting at least once a year.
- iii) A prior notice of clear 21 days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the President.
- iv) An emergent meeting of the General Body can only convened by the President for compelling reasons at a short notice.
- v) Special General Body Meeting may be called by the Executive Committee to discuss any specific purpose or any urgent matter.
- vi) Simple majority ($\frac{1}{3}^{\text{rd}}$ of the total members) shall form quorum for any meeting of the General Body. If the meeting is adjourned due to insufficient number of members present, the adjourned meeting can be convened within 15 days to transact the same business and the members.
- vii) The President will preside over general meetings. In his absence, the Executive President may preside over such meetings. In the absence of both the President and Executive President the Vice-President will preside over the meetings.

(7.2) The duties of the General Body shall be:

- i) To set guidelines for the executive committee so as to achieve the objectives of the Association.
- ii) To consider and adopt the Annual Report and Audited Account of the Association to be presented to the general meeting by the Secretary on behalf of the Executive Committee.

- iii) To approve the Budget for the following year.
- iv) To elect office bearers and members of the Executive Committee.
- v) To transact any other business with the permission of the President.

(7.3) **Executive Committee:** Executive Committee which shall comprise of following members:

- a) President –1
 - b) Vice-President – 1
 - c) General Secretary – 1
 - d) Assistant Secretary – 1
 - e) Treasurer – 1
 - f) Member – 3
 - g) Ex-Office Members – 3
- i) The term of the Executive Committee is two years. The General election/selection will be held in every two years.
 - ii) All the members of the Executive Committee shall be elected/selected once in every two years by the general body members.
 - iii) The Principal, Ibotombi Institute of Education shall be the Ex-Office Chief Advisor of the Association and shall be present in the Executive Committee Meetings.
 - iv) The immediate past President, General Secretary and Treasurer shall be an ex-officio member.
 - v) No elected/nominated office bearer shall hold office for more than two consecutive terms.

(7.4) **Election/Formation of the IIEAA:**

- i) Simple procedure adopted by the College Administration shall be followed to elect/ select the Executive Committee of IIEAA
- ii) Election/ Selection for the Portfolios of the IIEAA shall be held from among the general members of the executive committee.
- iii) All the alumni members will have the voting power in electing the Executive Body of IIEAA.

(7.5) Powers and duties of the Executive Committee:

i) Chief Advisor:

The Chief Advisor as the Head of the institute shall give necessary approval of the decisions of the Alumni Association by observing administrative regulations. He will be present in the General Body Meetings. The Chief Advisor shall have no voting power.

ii) President:

The President shall preside over the Executive Committee Meeting and the General Body Meetings. The President shall have the voting power.

iii) Vice President:

The Vice President shall act for the President in absence of both the President and the Executive President. He shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

iv) General Secretary:

- The Secretary should attend all the activities as approved by the Executive Committee.
- To be in charge of all the administration and to arrange proper safe custody of all documents and other properties belonging to the IIEAA.
- To sanction and incur contingent and other expenditure within the limits prescribed or approved by the Executive committee.
- The Secretary should be responsible for carrying out all correspondence and preparation and convene the meetings of the Executive and General body, maintain the membership register and the minutes of all meetings.
- The Secretary should be responsible for preparation of an Annual Report, a copy of the Balance Sheet & certificate of the auditor's report of the previous year and to be presented to Annual General Body meeting of the IIEAA
- The Secretary shall perform such functions as the committee may determine from time to time.

v) Treasurer:

- The Treasurer shall be responsible for the maintenance of the financial records & accounts of the Association.

vi) Assistant Secretary:

- The Assistant Secretary will assist the Secretary in the management of the activities of the Association. The Assistant Secretary shall act for the Secretary in the absence of the secretary.

8. Funds of SCAA:

- i) The membership fees received by the Committee will constitute the IIEAA fund.
Membership fee:
Annual membership fee for Alumni Member may be =Rs. 200/-
Annual membership fee for associate membership may be =Rs. 100/-
Life Membership fee (only the Alumni Members) may be =Rs. 1000/-
- ii) The Association may raise funds for pursuing the objectives of the Association through any other source approved by the Executive Committee. Such funds shall be used only for the specific purposes. Their diversion to any other purpose or transfer to the general fund of the IIEAA shall be done only with the approval of the general body.
- iii) The fund raising activities shall have prior approval of the College Management in black and white along with the proposed project.

Banking operation:

The accounts of the Association shall be maintained in any scheduled bank in Imphal to which membership fees, donations and other income shall be credited. Financial year of the Association shall be from April 1 to March 31.

The bank account shall be operated jointly by any two of one is the Treasurer and anyone of the following:

- a) President
- b) General Secretary

9. Audit and Accounts:

The accounts of the Association shall be audited once in a year by an Auditor to be appointed by the Executive Committee.

10. Amendments:

If any Regular Member proposes to make amendments to the clauses of the Bye-Law for the better, the proposal shall be submitted to the Secretary within 21 days before the annual general body meeting and the same shall be presented to the general body meeting for approval. The By-Law can be amended by a two-thirds majority of those Regular Members of alumni present and by voting in General Body Meeting.