

**CONSTITUTION/ BYE
LAWS OF
ALUMNI ASSOCIATION OF GOVERNMENT POLYTECHNIC,
NAYAGARH.**

GENESIS

Thanks to inspiration and guidance offered by the staff and the Principal of Government Polytechnic, Nayagarh the long expected ALUMNI Association formally saw the light of the day on **27TH May, 2022**

The Bye – Law was drafted by the president of the association to suit the changing time.

ACTIVITIES AND ACHIEVEMENTS

The association has decided to continue the process to do some works of substance for the institutions and the student's community.

Date of Establishment: 27TH May, 2022

Area of Operation:

It shall operate in Nayagarh District and may cover whole of Odisha whenever the association will feel to expand its activities.

**CONSTITUTION OF ALUMNI ASSOCIATION OF GOVERNMENT
POLYTECHNIC, NAYAGARH**

1. **NAME** :The name of the society shall be “**ALUMNI ASSOCIATION OF GOVERNMENT POLYTECHNIC, NAYAGARH**”.
2. **REGISTERED OFFICE:** The registered office of the society shall be Government Polytechnic, Nayagarh, At- Ghasadeipur, Po-Nandighore, Dist.- Nayagarh, Odisha-752081

AIMS AND OBJECTIVES:

- a) To promote and encourage the all-round development of the College.
- b) To create proper atmosphere for inculcating in the students a yearning to achieve learning to their chosen discipline.
- c) To help the authorities in any lawful manner to have all necessary infrastructures like, well- stocked library, well equipped class room etc.
- d) To create awareness among the students not only to acquire proficiency in their field of learning but also the need to acquire and imbibe the attributes of a good citizen to which life they enter after completion of their studies.
- e) To do generally all other acts, things or deeds that may be necessary and/ or incidental for above aims.

OFFICE BEARERS:-

The office bearers of the Association shall be consisted of

President:	01 (One)
Vice President	01 (One)
General Secretary	01 (One)
Joint Secretary	01 (One)
Treasurer	01 (One)
Advisor	02 (Two)
Executive Committee Member :	03 (Five)
TOTAL	10(Ten)

ADVISORY BODY: There shall be an advisory body of the association of two members including the Principal of the Polytechnic as chief advisor.

MEMBERSHIP: Any ex-student of Government Polytechnic, Nayagarh can be a member of the association irrespective of caste, creed, religion or sex provided that (a) if he/ she applies for the membership to the executive committee (b) if he/she agreed to pay an admission fees of Rs. 100 and annual subscription of 100/- (c) if he/she desirous of becoming a member of an association he/she after the in writing to the executive committee and shall become a member after the approval of the committee.

A member shall cease to be a member on (a) death (b) physical or mental incapability (c) by his/her resignation having been accepted by the executive committee (d) if his/her subscription being in arrear for more than two years.

GENERAL BODY: The general body is a permanent body of the ALUMNI Association. The first executive committee shall remain in office for three years from the date of registration and subsequent executive committee shall be constituted by the general body. The general body shall elect among themselves and executive committee in every three-year consisting of one president, one vice president, one general secretary, one join secretary, one treasurer and three executive members. The general body meeting shall be held as and when necessary but at least once in a year. The annual budget and all income and expenditure of the association should be approved by the general body.

EXECUTIVE COMMITTEE: The executive committee of the association shall be consisted of not less than 10 and not more than 20 members elected from among the general body members. All the properties both movable and immovable of the association as well as the management of the affairs of the association shall vest in the executive committee. The member shall hold office for a term of three years and anyone of them is also eligible for re-election.

In case of any causal vacancy in any post on account of death, resignation, expulsion or any other incapacity of work as a member, a new member shall be co-opted in his place by the executive committee.

For the proper conduct of the affairs of the association the executive committee shall hold meetings as and when necessary, by them and there shall be at least one meeting in each six months and it shall keep proper records of all proceedings. Five members, present at a meeting shall form quorum.

The executive committee shall spend money out of funds of the association for the fulfillment of the objectives of the association according to the budget.

The executive committee may frame rules and bye laws and in consistent with the constitution.

All deeds and documents by or in favor of the association shall be in the name of the association.

PRESIDENT:

The president shall be elected for a period of three years. The president shall preside over every meeting of the executive committee, general body apart from the inaugural annual general body meeting. The president shall do all things as decided by the general body and the executive committee from time to time being consistent to the constitution of the Association.

VICE PRESIDENT:

The vice-president shall be elected for a period of three years. The vice-president shall assist the president in the affairs of the association and shall do all other things which shall be assigned to him/her by the president from time to time. The vice-president shall act and perform all the duties of the president in his absence.

GENERAL SECRETARY:

The general secretary shall be elected for a period of three years. The general secretary shall look after all day to day affairs of the association as resolved and passed by the executive committee. He shall incur all necessary expenses in connection with his work after obtaining prior approval of the president. He is also responsible to maintain accounts and cash books, conduct all correspondence of the association, to keep all documents, paper and files belonging to the association in his custody, to operate bank accounts as approved by the executive committee along with the president and the treasurer to sign in all vouchers before payment by the treasurer.

JOINT SECRETARY

The joint secretary shall be elected for a period of three years. The joint secretary shall assist the General Secretary in the affairs of the association and shall do all other things which shall be assigned to him/her by the executive committee from time to time.

TREASURER:

The treasurer shall be elected for a period of three years. He shall receive all subscriptions, donations and record the receipt in the executive committee. He shall also furnish all book papers and all receipt and vouchers, cash books, bank passbook etc. to the general secretary for signature. He shall prepare annual budget and yearly accounts of receipts and expenditure and have the same audited by the auditor and approved by the general body meeting.

AUDITOR

Every year an Auditor shall be appointed by the Executive committee to audit the accounts of the Associations.

DISOLUTIONS:

In any ground, if the association is dissolved and after satisfaction of its debts and liabilities, the balance what so ever shall not be distributed among the members of the association but it shall be donated to any other registered organization having similar objects in particular to Government Polytechnic, Nayagarh.