



GOVERNMENT OF JAMMU AND KASHMIR  
**DIRECTORATE OF INDUSTRIES AND COMMERCE**  
(REGISTRAR OF SOCIETIES / FIRMS JAMMU)

1<sup>st</sup> FLOOR, UDYOG BHAWAN, RAIL HEAD COMPLEX, JAMMU.  
TeleFax-0191-2474085 | Email: directorindcomjammu@gmail.com

University of Jammu Alumni Association (UJAA),  
Department of Students Welfare,  
Brig. Rajinder Singh Auditorium, Jammu.

NO: - F&S/CSA/110/ 70

Dated: - 02.05.2025

**Subject: Certified copy of Constitution of the society.**

As approved by the Registrar of Societies Jammu, certified copy of Constitution in terms of Section 19 of Society Registration Act, 1860 in favour of "**University of Jammu Alumni Association (UJAA)**" situated at Department of Students Welfare, Brig. Rajinder Singh Auditorium, Jammu, J&K **registered vide No.110-CSA of 2021 dt.08.02.2022** is enclosed overleaf.

Encl: 12 Leaves

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21/5/25  
For Registrar of Society,  
Jammu. *8*  
**Registrar**  
**Societies / Firms**  
**J&K Govt. Jammu**

# **"UNIVERSITY OF JAMMU ALUMNI ASSOCIATION"**

## **Revised Bylaws**

### **1. Name**

The name of the Association shall be **"UNIVERSITY OF JAMMU ALUMNI ASSOCIATION"** (herein after referred to as "UJAA") and that of **University of Jammu** (herein after referred to as JU). The Association shall be registered under the provision of Jammu & Kashmir Societies Registration Act, 1860.

### **2. University shall mean**

2.1 University of Jammu (established in 1969 by an Act of the State Legislature).

2.2 Constituent College and Offsite Campuses.

### **3. Patron**

3.1 Vice Chancellor of JU shall be the Patron of UJAA.

### **4. Vision**

The Vision of UJAA shall be in consonance with the vision of JU that:

4.1 To create a world-class organization for bringing together all the alumni of the University of Jammu and providing a forum for its members



4.2 To facilitate professional networking for mutual benefit in academic, professional, and/or business areas

4.3 To facilitate and encourage alumni to contribute to the institute's efforts for achieving excellence in academics and research through allocating / raising funds and/or sharing knowledge & expertise of its members in areas pertaining to academics, infrastructure, industry interactions and any other area that the alumni and the institute feel appropriate and,

4.4 To offer expertise, effort and resources to assist not-for-profit organizations dedicated to National development, and thereby contribute to the well-being of society.

### **5. Office**

The office of the UJAA shall be situated at Main Campus, University of Jammu.





## 6. Objectives /Purpose

The University of Jammu Alumni Association shall be an apex body of all other department level alumni associations under the University.

The Alumni Association plays an important role in helping to shape the future of the University by representing the views of its members and contributing to build an engaged and supportive alumni community appropriate to a world class University. The role and objectives of the association are the following:

- 6.1 To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni.
- 6.2 To collect funds for the benefits of the association / University by way of donations, Contributions, membership fees and subscriptions for various activities/*function*.
- 6.3 To act as ambassadors of the University/centres in different parts of the world through its regional organization/ chapters in helping/ coordinating various events.
- 6.4 To organize alumni meetings, events, awards, lectures, fellowships and honours in the University of different places of the world for promoting academic, cultural and social issues.
- 6.5 The affiliated/registered associations/ chapters will be formed at Department/centres region wise. Regional associations/ chapters can organize programmes according to these byelaws.

## 7. Membership:

**7.1 Alumni Member:** Every person who has received a degree/ diploma/ certificate conferred by the University of Jammu, shall be eligible to enrol as Alumni Member.

**7.2 Associate Member:** The academic staff, of the University of Jammu, Jammu other than those falling under category 7.1 above, shall be eligible to become Associate Member.

**7.3 Honorary Member:** UJAA may decide to confer honorary membership to eminent alumni on Senior positions. All those who have been Patrons of UJAA will be honorary members after they cease to hold the position.

**7.4** All eligible persons as per 7.1 of the constitution may register themselves, with the office of UJAA, by filling up a registration form (either personally or electronically) and by making a payment of Rs.3000 as life Membership Fee. The Non-Resident members living



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outside India shall pay US\$-100 as life Membership Fee. However, membership fee shall be subject to change from time to time as approved by the Executive Committee and General Body.

7.5 The Secretary shall scrutinize the relevant information and then approve the membership.

7.6 A registry and/or an electronic database of members shall be kept at the registered office of the association.

7.7 The Executive Committee of UJAA may terminate the membership of any individual in case <sup>of</sup> Mental Disability, or Criminal Conviction.

7.8 Change of Address Notification: If a member changes his/her postal and/or e-mail address, he/she shall notify his/her new address to the Alumni Association Office, and the entry in the registry shall be accordingly changed; but if he/she fails to notify his/her new address, the address in the roll of members or Registry shall be deemed to be his/her address.

7.9 UJAA Communication: All communication to the members will be through e-mail, except where the member makes a request in writing for alternative means of communication.

7.8 In case a member is found to work against the interest(s) of UJAA or is found involved in serious misbehavior, he/she may be suspended by the Executive Committee of UJAA, after serving him/her Show Cause Notice, providing 3 opportunities 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 UJAA for a period specified by the GBM.



## 8. THE GENERAL BODY (GB): ITS ROLE AND FUNCTIONING:

8.1 The **GENERAL BODY (GB)** consists of all Members registered in the membership registry.

8.2 **Member Voting Rights:** Each Alumnus Member falling under clause 7.1 will have ONE VOTE in the GENERAL BODY.

8.3 **Supreme Authority:** The GENERAL BODY shall be the Supreme Authority in all matters pertaining to UJAA.

8.4 **The Annual General Body Meeting (AGBM)** of the Association shall be held no later than 31st December every year, at the University premises or at such notified place and at

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such time and date as the Executive Committee may determine to transact the following business:

**8.4.1 Notice for AGBM:** At least 21 days' notice shall be given for holding the Annual General Meeting. The Secretary's report and the audited statement of accounts of the preceding financial year shall be circulated and/or posted on the Association's website at least seven days prior to the date of Annual General Body Meeting.

**8.4.2 Approval of Annual Report and Accounts:** To approve the annual report and the audited statement of accounts of the Association for the previous financial year ending, 31st March.

**8.4.3 Election of the Executive Committee:** To elect the members of the Executive Committee of the association and office bearers as required.

**8.4.4 Appointment of Auditor:** To appoint auditor or auditors to hold office from the conclusion of one Annual General Body Meeting to the conclusion of next Annual General Body Meeting.

**8.4.5 Resolution of General Matters:** To discuss, and resolve matters of general interest to the members which may be placed before the meeting or any other matter for which seven days notice has been received from any member, subject to the permission of the chair.

**8.5 An Extraordinary General Body Meeting (EGBM)** of the members of the association may be called by the executive committee.

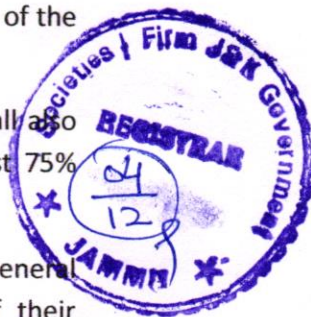
**8.5.1 EC Initiated EGBM:** An Extraordinary General Body Meeting of the members of the association may called by the Executive Committee on its own.

**8.5.2 Members Requested EGBM:** Such Extraordinary General Body Meeting shall also be called at the request made to the Executive Committee in writing by at least 75% registered members of the Association.

**8.5.3 The announcement of the EGBM:** The announcement of Extraordinary General Body Meeting shall be done within one month from the date of receipt of their requisition in writing, and the actual meeting conducted not later than 30 days from the date of the announcement. For holding an Extraordinary General Body Meeting, 30 days clear notice shall be given to the members specifying the business/issue to be transacted.

**8.5.4 Mode, Medium, and Voting at AGBM/EGBM:**

i) AGBMs and EGBMs could be a combination of physical and virtual online meetings.



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- ii) Members can cast their votes on the motions/agenda items, via internet in the POLL which will be kept open for a minimum of 3 days prior to the EGM or AGM. A specific portal be created for the purpose and the chairman shall present the result before the General Body.

## 9. The EXECUTIVE COMMITTEE (EC): COMPOSITION, ITS ROLE, AND FUNCTION

All the affairs of the ASSOCIATION will be managed by an EXECUTIVE COMMITTEE (EC) as per the Clauses below:

### 9.1 Executive Committee (EC) consists of

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Joint Secretary
- 5) Treasure
- 6) Publicity-Secretary
- 7) Executive Members (Six)



9.1.1 All the Office bearers and Executive members of the UJAA shall be elected by the General Body for two years. **However, for the position of Secretary and Treasure only members working in the main campus of the University of Jammu shall be eligible to contest.**

### 9.2 Election of EC Members Including Office Bearers

9.2.1 **Election:** The General Body shall elect, at its annual meeting, office bearers, for positions described in Clause 9.1.1. above.

9.2.2 **EC Position and Election Characteristics:** The following position and election characteristics will be preserved when conducting elections to the EC:

- 1) Global General Elections for EC, with one Common Electorate.
- 2) Each alumnus has ONE VOTE for each position in the EC via one Common Voting mechanism across via the Internet at the UJAA Website, allowing all alumni from all over the world to vote.

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3) Electronic polling will be kept open for a minimum of one week prior to AGBM which will coincide the last date of the polling.

### 9.2.3 Eligibility Criteria for contesting EC elections:

Only the Life Members of the UJAA are eligible to contest for any of the positions in the EC, including office bearers. In any election an alumnus can contest for only one post.

## 9.3 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE OF UJAA

The following shall be the powers and duties of the executive committee of UJAA:

**9.3.1 Execution of Policy and Mission of the Association:** To lay down the policies of the Association and generally to direct and conduct the affairs of the association prudently in the best interests of the association.

**9.3.2 Enhancement of Membership and Alumni Participation:** To actively work towards increasing the membership in UJAA and participation.

### 9.3.3 Fundraising and Funds Management:

I) To raise funds for the management of UJAA on such terms and conditions as may be determined from time to time by the executive committee.

II) To arrange for investment of funds, when necessary, in a timely manner in the interests of the association.

**9.3.4 Organize and Conduct Association Programs and Events:** The executive committee is empowered to manage the services to members of the association to organise special occasions like the Adieu- (Graduands dinner) Alumni Day, and events of National Importance, Seminars etc.

**9.3.5 Formation and Oversight of Project and Function Subcommittees:** To form such sub committees as may be necessary and fix their duties and responsibilities.

**9.3.6 Delegation of Powers:** To delegate powers to a subcommittee or office bearer or a committee member.

**9.3.7 Expenditures Incurrence and Management:** To incur expenditure necessary for running the affairs of the association. Such expenditure shall be generally within the budget approved by the General body of the association However in exceptional circumstances like complying with court directions or statutory requirements, expenditure may exceed budget provisions.



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**9.3.8 Assets Acquisition and Management:** To acquire movable and immovable assets for the association.

**9.3.9 Staff Resource Management:** To appoint, suspend arrange or take any disciplinary action against or dismiss the staff of the association and to prescribe conditions of employment for all paid staff of the association.

**9.3.10 Audits and Financial Accountability:** To arrange for an internal audit and final audit of accounts of the association and to take all actions connected therewith.

**9.3.11 AGBM Convention:** To convene AGBM of the general body and lay before the General Body at the meeting the annual administrative report, the audited statement of accounts and the audited report.

**9.3.12 Legal Proceedings:** To institute defend or to compromise legal proceedings in the interest of the association.

**9.3.13 Subsidiary Rules:** To frame subsidiary rules for the conduct of the business of the association. Such rules to be placed before the General body for Ratification.

**9.3.14 Legal Dispute Settlement:** To negotiate and settle all disputes in the interests of the alumni association.

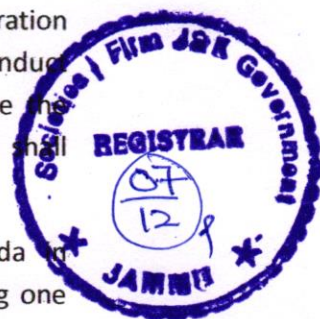
**9.3.15 Distribution of Duties:** The President shall distribute the duties amongst the office bearers evenly amongst all office bearers from time to time for smooth functioning of EC.

## 10. Meetings:

**10.1 Quarterly Meetings:** The association should have an Executive Committee meeting quarterly. Date/day and time will be decided by the President taking into consideration the convenience of all the EC members. The President shall preside over and conduct all the meetings of the committee, as the meeting Chairperson and shall have the power of a casting vote. In the absence of the President the Vice President shall exercise the powers of the President.

**10.2 Setting and Posting of Meeting Agenda:** The Secretary will set the agenda in consultation with other EC members and post the agenda for the next meeting one week ahead of time.

**10.3 Resolution of Differences on Meeting Agenda Items (General & Financial):** In case of differences among the members over any agenda item (General or Financial), the issue will be decided by majority opinion.



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**10.4 Recording of Minutes:** The Secretary will be responsible for recording the minutes of the meeting.

**10.5 Meeting Modes and Medium:** As meetings call for Global participation, meetings should be virtual meetings using internet facilities or audio and video conferences as agreed to by Executive Committee members.

**10.6 Office Bearers Meetings:** President shall convene office bearer's meetings regularly to discuss the issues pertaining to the growth, development and smooth functioning of the association.

**10.7 Quorum** for the Monthly Executive Committee meeting shall be minimum  $\frac{2}{3}$  elected EC members.

## 11. Vacancies

### Stepping Down/ Resigning from the EC

**11.1 Office Bearer Stepping down from Office Bearer position but is still EC Member:** An Office bearer may step down any time for personal reasons and still remain an EC member.

**11.2 Filling of Vacant Office Bearer Positions (as a result of Stepping down):** In case the President steps down, the Vice President will serve as Interim President until the new President is elected. In case the Secretary steps down, the Joint Secretary will function as the interim Secretary, until a new Secretary is elected. The election to fill vacant Office Bearer positions will be conducted simply by the elected EC members amongst themselves within 30 days of vacation of office.

**11.3 Resigning from the Executive Committee:** In case of an office bearer resigning or ceasing to be a member of the Executive Committee for any reasons, the post will be filled from among the elected Executive Committee members. This person will officiate in the next Annual General Body meeting, when a new person will be elected.

## 12. Powers And Duties of Office Bearers

### 12.1 The President

- i) The President shall be elected from and by life members of University of Jammu Alumni Association.
- ii) The President shall have the power to invite a member of the University of Jammu Alumni Association to any meetings of the General Council, the executive committee,



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or the Sub Committee constituted there under. Such an invitee however shall have no voting right.

- iii) The President shall chair the meetings and conduct the affairs of the University of Jammu Alumni Association in accordance with the Byelaws, the rules and standing orders.

## 12.2 The Vice President

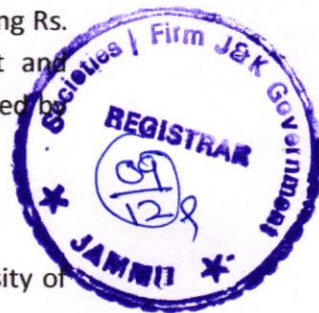
- i) The Vice President shall be elected from and by the life members of University of Jammu Alumni Association
- ii) The Vice President will assist President in all activities. The Vice President shall perform the functions of the president in his absence. The Vice President shall also perform the duties allotted by the President.

## 12.3 The General Secretary

- i) The General Secretary shall be elected by the life members of the University of Jammu Alumni Association in **accordance to the clause no. 9.1.1**
- ii) The General Secretary shall:
  - a. Issue notices of all the meetings in consultation with the President/Patron.
  - b. Keep the minutes of the business meeting and present them for confirmation at the next meeting.
  - c. Sign on behalf of the University of Jammu Alumni Association in all the documents.
  - d. Keep records of all the proceedings of the University of Jammu Alumni Association
  - e. Conduct all the correspondence of the University of Jammu Alumni Association
  - f. The General Secretary shall have the power to sanction an amount not exceeding Rs. 15,000/- (Rupees Fifteen Thousand only) in consultation with the President and Treasurer at a time which is of immediate nature. Such sanctions are to be ratified by the Executive Committee at its next meeting.

## 12.4 The Joint Secretary

- i) The Joint Secretary shall be elected from and by the life members of the University of Jammu Alumni Association.
- ii) The Joint secretary will assist General Secretary in all activities. The Joint Secretary shall perform the functions of the General Secretary in his absence.



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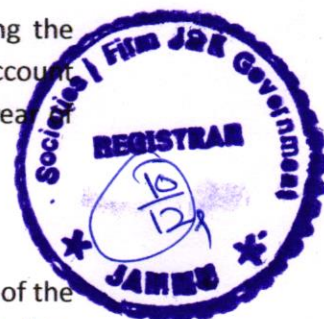
- iii) The Joint Secretary shall also perform the duties allotted by the President/General Secretary.

### 12.5 Publicity Secretary

The Publicity Secretary shall be responsible for giving wide publicity to the formation of UJAA and provide wide coverage in both print and electronic media.

### 12.6 The Treasurer

- i) The Treasurer shall be elected from and by the life members of the University of Jammu Alumni Association in **accordance to the clause 9.1.1**
- ii) The Treasurer shall keep and maintain all records related to accounts of the income and expenditure of the University of Jammu Alumni Association. He/She shall be working as a liaison between alumni and University for rendering the services. Arrange for the purchase of the requisites of the University of Jammu Alumni Association and prepare for the purchase for the requisites.
- iii) Open a savings account in the Banks, or cooperative societies for keeping the advances drawn from the University for various purposes
- iv) Prepare annual budget and present it to the Executive Committee and General Council for consideration and adoption.
- v) Incur expenditure under proper authority for items specifically included among the objectives of the University of Jammu Alumni Association and render monthly account of expenditure incurred and submit the accounts and vouchers relating to the year audit at the end of the year.



### 13. Election Procedure

13.1 A Presiding Officer will be appointed by the Executive Committee for the purpose of the conduct of the elections. The list of the eligible candidates for the various posts shall be clearly communicated and/or posted on the Association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.

13.2 Secret Ballot: The election will be held through secret ballot by a reliable physical and/or electronic, internet-based voting (if possible)

#### 13.3 Term of Office for Elected EC Members and Office Bearers

13.3.1 **Term of Office Bearers:** The office bearers and members of the Executive Committee will be elected for a period of two years.

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**13.3.2 Re-election of EC members and Office Bearers:** Members are eligible for re-election, but can serve as Executive Committee members for a maximum of two consecutive terms, after which they need to have a break of at least one term, before being eligible to contest elections again.

**13.3.3 Interim Transition Period and Caretaker EC:** In the event there is an interim period between the expiry of term of the existing EC, and the installation of the new EC, for whatever reason, the old Executive committee shall be entitled to remain in office as a Caretaker EC, until the next elected EC is ready to take charge of the management of the association including all assets and liabilities as on the date of the take over from the outgoing committee. The period of such Caretaker operation shall not exceed 30 days.

**13.3.4 Limited Role of the Caretaker EC in the Interim Period:** During this interim period the outgoing Executive Committee shall not take decisions on financial or policy matters of the association.

**13.3.5 Extraordinary Termination of EC's Term of Office by General Body:** Not with standing any other clause in the Association bye laws an Executive Committee shall be deemed to have ceased to be in office upon a resolution passed by at least  $\frac{3}{4}$  of Majority of members present at a General Body Meeting attending and voting by a minimum of 100 members (including members present and members online) against such a committee. A Caretaker EC will be appointed by the General Body to continue operation in the interim period, until a new Elected EC takes over. Its role will be as defined in Clause 13.3.3 above.



## 14. Control of funds

**14.1 Funds and its Management:** funds will be raised for the management of UJAA on such terms and conditions as may be determined from time to time by the Executive Committee. Money received from membership fees, donations and other sources shall constitute the income of the UJAA. The financial powers shall be with the Executive Committee. The EC may authorize the Secretary and the Treasurer to jointly operate accounts kept at New University Campus branch of J&K Bank.

**14.2 Expenditures and its Management:** Expenditures shall be generally within the budget approved by the General Body of the association. The Treasurer shall maintain an account of all income and expenditure of the funds of the UJAA.

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**14.3 Auditing Procedure:** The treasure shall be submitting the accounts together with a general statement of the same and all necessary vouchers for audit, to a person appointed as auditor by JU at least once in a year.

## 15. Miscellaneous

**15.1** In case of different interpretations of a rule, interpretation given by the Patron of the UJAA shall be final.

**15.2** Resignation if submitted by any member in writing is to be forwarded to the executive committee for its consideration and taking appropriate action.

**15.3** If the association needs to be dissolved, it shall be as per the provision under the provision of Jammu and Kashmir Societies Registration Act, 1960

**15.4** All disputes arising with regard to the membership, expenditure, audit, and accounts shall be entertained and resolved by the EC of the UJAA. In the event of specific representation against the executive committee itself, the matter will be resolved through an arbitration committee comprising of the three persons nominated by the Patron of UJAA.



## 16. UJAA Logo and Website

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

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