



BY – LAW
Alumni Association
College of Agriculture
Bhubaneswar
(AACAB)



Faculty Hall, Administrative Building,
College of Agriculture, BBSR P.O:
Suryanagar, P.S: Khandagiri, Dist:
Khordha, Odisha
PIN: 751003



RULES AND REGULATIONS / BY-LAWS OF “ALUMNI ASSOCIATION, COLLEGE OF AGRICULTURE, BHUBANESWAR”

1. NAME OF THE SOCIETY

The Society shall be known as “**Alumni Association, College of Agriculture, Bhubaneswar**” (AACAB), hereafter referred to as the "Association"

2. ADDRESS OF THE REGISTERED OFFICE OF THE SOCIETY

The office of the society shall be situated at **Faculty Hall, Administrative Building, College of Agriculture, P.O: Suryanagar, P.S: Khandagiri, Dist: Khordha, Odisha, PIN: 751003**

3. DEFINITIONS

In these by-laws unless the context otherwise requires :

- “Association” means the “Alumni Association, College of Agriculture, Bhubaneswar” (AACAB) registered under the Societies Registration Act, 1860.
- “Executive Committee” means the Board of Managers. The Executive Committee of “Alumni Association, College of Agriculture, Bhubaneswar” (AACAB), registered under Societies Registration Act will constitute the Executive Committee under the Act.
- “Financial Year” means the year commencing on the 1st day of April and ending on the 31st day of March next year.
- “General Body” means the Body consisting of all the members of the “Alumni Association, College of Agriculture, Bhubaneswar” (AACAB).
- “Advisory Committee” means the committee which may be formed to advise the Executive Committee.
- Sub-Committee means the committees formed from among the members of the Association to discharge certain allocation of work headed by one of the Executive Members of the Executive Committee.
- “Office” means a portion of the building within the “College of Agriculture, Bhubaneswar” complex allotted to the Association by the Dean of College of Agriculture, Bhubaneswar for the purpose of office of the Association.
- He & His include and mean both genders, singular or plural.



- a) “Common expenses” means :
- i) All sums lawfully assessed against the members by the Association
 - ii) Expenses agreed upon as common expenses by the General Body
 - iii) Expenses declared as common expenses by the provisions of this Act or by the declaration or by the By-Laws of the Association

All expression used but not defined herein shall have the same meaning as assigned to them in the Act.

4. NATURE OF ASSOCIATION

It is a non-political and non-profiteering social organisation

5. AIMS AND OBJECTIVES OF THE ASSOCIATION

- a) To bring together the graduates and post-graduates students of the College of Agriculture, Bhubaneswar and to promote fellow feeling among them.
- b) To foster a sense of community, co-ordination and links amongst the members inter se and between the members and other such organised bodies at colleges and universities.
- c) To support and assist the alumni with regard to placement and career developments, provide useful guidance for future career build up by keeping contact with government and university authorities and other NGOs and corporate bodies.
- d) To coordinate with the government, universities, farming communities and other organisations in developing sound policies for the progress of agriculture and allied professions.
- e) To coordinate with similar other associations in and outside India and elsewhere having common objectives.
- f) To encourage co-curricular, extra-curricular and socio-cultural activities between the members of the Association.

6. POWERS OF THE ASSOCIATION

To achieve these objects the Association shall have the following power amongst others :

- a) To enter into any arrangement or agreement with Government Authorities, Colleges, Universities, ICAR or any authority, or any other organization that may seem conducive to the Association’s objectives or any of them and to obtain from any such authority rights, privileges, concessions and aids, the Association may think desirable to obtain, and to carry out, exercise and comply with such arrangement, agreement, rights, privileges and concessions in the interest of the Association.
- b) To accept any request, gift, donation or subscription towards or to accumulate and provide a fund or an endowment and to invest the same and apply the income arising there from or to the purchase thereof for any of the objects of the Association.
- c) To sell, improve, manage, develop, exchange, lease or let under lease or sub-let, mortgage, dispose of or otherwise to deal with all or any part of the property of the Association.
- d) To engage the services of persons or to appoint any person in employment, fix the remuneration thereof and to terminate their services for the purpose of the Association.



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- e) To prepare a list of valid voters and to calculate the number of voters for or against any decision and declare the same in the General Body meeting.
 - f) To determine, assess and receive the monthly contribution towards common expenses payable by the members.
 - g) To open, operate and close accounts in any Scheduled Bank.
 - h) To invest the money and property of the Association not required immediately for the purpose of the Association in such securities or in such manners as may from time to time be determined.
 - i) To raise funds for the Association as provided for in the Act and Rules.
 - j) To provide for and do any other thing for the administration of the property.
 - k) To pay subscription / donation to other organization in the interest of the Association.

7. POWERS OF THE GENERAL BODY

The General Body consists of all the members of the Association. The final authority of the Association shall vest in General Body of the members. General Body shall be the supreme authority of the Association and shall have such powers as are not specifically vested in the Executive Committee. The General Body has power to revise, alter, amend or in any other manner modify any of the decisions or actions taken by the Executive Committee, by voting of members present in the General Body Meeting.

8. MEMBERSHIP

- a) A person passing out from College of Agriculture, Bhubaneswar with a degree (B.Sc. (Ag) / M.Sc. (Ag) / Ph.D.) shall be eligible to be a Registered Member of the Association by paying a required membership fees as mentioned herein.
- b) Life membership is ₹ 500/- for inland members and \$20 (20 US Dollars) in case of overseas members.
- c) Separate fees should be payable by PATRONS as fixed by the General Body.
- d) Each Member shall furnish details of information as per the prescribed form (Annexure-I) of the Association and shall pay the membership fee to the Association as decided in the meeting of the General Body.

9. CONDITION AND STATUS OF MEMBERSHIP

- a) A member who fails to pay his contribution towards common expenses as assessed by the General Body of the Association or any other dues of the Association by the specified date, shall not be entitled to vote at any meeting or the General Body or Executive Committee.
- b) He/She shall not be entitled to seek election for any post of the Executive Committee till all his arrears are cleared.
- c) Any member whose present address is changed, is required to furnish the same immediately to the Executive Committee of the Society; failing which the address earlier submitted by him to



the Society shall be considered as his address for correspondence and any notice or letter sent to the member in that address shall be considered sufficient for all purposes.

10. DUTIES AND OBLIGATIONS OF MEMBERS

It shall be the duty of every member of the Association:

- a) To abide by the Constitution / By-Laws and rules of the Association.
- b) To strive for achievement of the aims and objectives of the Association by active participation in all matters of common interest.
- c) To discharge his/ her duties and obligations as envisaged under the Rules and By-Laws of the Association.
- d) To promote the spirit of common brotherhood amongst the members.
- e) To pay regularly his / her dues of the Association.
- f) To reimburse the Association for any expenditure that may have been incurred by it for the benefit of the Association.
- g) No Member, shall do any work, thing, act or conduct himself / themselves in such a way, that may reasonably cause irritation, annoyance or disturbance to any other member and which may be detrimental to the interest of the Association or is in contravention to any laws of the land.

11. EXECUTIVE COMMITTEE

- a) The members of the Executive committee of the Association shall be elected once in biennial year by the voting of members only in the General Body.
- b) The Executive Committee of the Association consists of 18 (Eighteen) members including the Ex-Officio member. Immediately after the Annual General Body Meeting, where the Executive Committee have been elected / selected / nominated or co-opted, shall hold its first meeting (for which no prior notice is required).
- c) The Dean, College of Agriculture will be the **Ex-Officio President** of the Association.
- d) The General Body shall elect the following office bearers:

Sl. No	Designation	Number
1.	Executive President	1
2.	Vice President	1
3.	General Secretary	1
4.	Treasurer	1
5.	Joint Secretary	1
6.	Members representing College of Agriculture, Bhubaneswar	1
7.	Members representing Departments of Agriculture, Horticulture & Soil conservation, Govt. of Odisha (1 from each Department)	3
8.	Members representing professionals either serving in or retiring from Non-Govt. / Public / Private Sector undertakings and Organizations	7
9.	Member from among the alumni residing outside the state	1
10.	Member from among alumni residing overseas	1
11.	TOTAL	18



- e) For all subsequent Executive Committee to be formed, there shall be 18(eighteen)who shall be elected / selected / nominated or Co-opted in the Annual General Body Meeting directly to the respective designations.

12. TENURE OF THE OFFICE BEARER

The tenure of the office of the Executive Committee shall be for two years i.e. from 1st April of the first year to 31st May of the 3rd year. But in the event, there is delay in formation of the new Committee, the old committee shall continue to hold office till the newly elected / selected / nominated or co-opted Executive Committee takes over the charge.

13. MEETINGS

a) *Annual general body meeting* :

Annual General Body meeting shall ordinarily be held latest by 31st May of each year. In special circumstances, it may be held either at a later date but not after 30th June or at an earlier date not before 1st March of the same year. The Secretary shall issue 30 days notice in writing to all members intimating the date, time and agenda specifying the nature of business to be transacted at the meeting. A copy of the notice shall be pasted in the notice board of the Association and uploaded in the website for perusal by the members. Notice sent through under certificate of posting / E-mail / Fax to the members at their present address, furnished to the Society, and shall be considered as sufficient in regards to service of the notice.

At the annual General Body meeting usually the following business shall be transacted amongst others:

- i) Confirmation of the minutes of the proceedings of the previous Annual General Body meeting and Special General Body or Extra Ordinary General Body meeting, if any.
- ii) Consideration, adoption and approval of the Annual Report of the Secretary with modification, if any.
- iii) Consideration, adoption and approval of the statement of Accounts (as passed by the Executive Committee) presented by the Treasurer with modification, if any.
- iv) Appointment of Auditors / Legal Retainer / Expert Advisors, if necessary, for the next year and fixation of their fees / service charges.
- v) Consideration of other business including amendment of the Constitution, if any, as would be suggested by the Executive Committee.
- vi) Consideration and approval of the annual budget / supplementary budget of the Association as passed by the Executive Committee for the next Financial Year presented by Secretary with modification, if any.
- vii) Election / Selection / Nomination / Co-Option of members of the Executive Committees as suggested by the Executive Committee.
- viii) To transact such other business as has been given notice by the members having rights and duly proposed and seconded. The notice shall be given so as to reach the office of the Association at least three days before the schedule date of the meeting.



ix) Any other matter with permission of the Chair and the proceedings will be sent to the Registrar of the Societies, Bhubaneswar and other Organizations.

b) ***Special general body meeting***

A special General Body Meeting may be called at any time by either of the following procedure.

- i) By order of the Executive President or Ex-officio President.
- ii) By a decision of the Executive Committee.
- iii) Upon receipt by the Secretary of a requisition signed by not less than 10% of members. (All resolutions intended to be moved at such requisitioned meeting shall be sent in writing to the Secretary)

c) ***Extra ordinary general body meeting***

Where the Executive Committee deems it necessary, the meeting of the General Body may be called at any time to transact any business, such meeting shall be known as Extra Ordinary General Body Meeting. In this meeting no business other than that specified in Agenda shall be considered.

14. NOTICE FOR THE GENERAL BODY MEETING

Not less than 7 (Seven) days notice shall be given by the Secretary to all members for any meeting of the General Body, except the Extra Ordinary General Body meeting for which 3 (Three) days clear notice is required. Such notice shall specify the date, time and agenda of the meeting. The notice of any General Body Meeting shall be pasted in the notice board of the Association. Notice to the members may be delivered personally through employees of the Association and the members receiving it should sign in the register / book concerned. Notice to those who did not receive them personally may be sent to members through post preferably by 'under certificate of posting' / e-mail / Fax. But accidental / non-receipt of notice by any member shall not invalidate the proceeding of any meeting.

15. QUORUM FOR THE GENERAL BODY MEETING

- a) Necessary quorum for any meeting of the General Body shall be one third of the members of the Association. The quorum for any General Body Meeting of College of Agriculture, Bhubaneswar Alumni Association shall be 1/3rd of the effective members or minimum of 50 members.
- b) There shall be no quorum for deferred meetings.
- c) If there is no quorum within 15 (Fifteen) minutes of the scheduled time of the meeting then the meeting shall be postponed for half an hour (30 minutes) and in the event there is no quorum, the meeting shall be adjourned and fresh notice shall be given by the Secretary for the said meeting fixing some other date in consultation with the Executive President.

16. FUNDS & INVESTMENT ETC. OF THE ASSOCIATION

Funds of the Association required for day-to-day use shall be deposited in any Scheduled Bank, as may be approval by the Executive Committee, in the name of the Association. Such



Bank account(s) shall be operated under the joint signature of any two of the office-bearers jointly namely the Secretary and Treasurer.

Surplus funds which is not required for immediate use, may be invested in such a manner that the Association shall derive maximum possible interest out of it but subject to condition that the amount so invested can be withdrawn within a short span of time to meet the necessity of the Association. Investment made to create immovable property shall be made with the approval of the General Body.

Accounts of the Association shall be audited every year by a qualified Auditor or a Chartered Accountant, appointed in the General Body Meeting. But, for the beginning year, the Auditor may be appointed by the Executive Committee.

17. DECISION BY MAJORITY OF VOTE

Every matter before any meeting of the Association shall be decided by number of votes for or against any decision. Vote can be cast only by the members having voting rights as per the Rules and Regulations & By-Laws of the Association.

18. SUITS BY AND AGAINST THE ASSOCIATION

The Association may sue or be used in the name of the President or the Secretary. The Executive Committee of the Association may appoint any member / office – bearer to represent the Association for any such occasion. However, the jurisdiction shall be limited to the courts at Bhubaneswar and Odisha High Court only.

19. AMENDMENT OF THE BY-LAW

Any amendment felt necessary to any part / clause of the By-Laws of the Society, requires $\frac{2}{3}$ rd majority of members present in the General Body Meeting. For this purpose 30 days notice should be given by the Secretary to the members.

20. ELECTION OF OFFICE BEARERS

- a) Every registered member (after paying membership fees only) has the right to vote and such a member will be called "Voting Member" hereafter.
- b) The election is to be held only in General Body Meeting at the expiry of tenure.
- c) The Ex-Officio president will act as Returning Officer. Election will be conducted by three nominated members as nominated by the Executive Body.
- d) The members will be notified & can file nominations for different positions of the Executive Body in the General Body Meeting of the Association.



- e) The returning officer shall scrutinize the nomination papers and prepare the ballot paper accordingly.
- f) Election will be conducted during the General Body Meeting.
- g) Counting and declaration of the results will be made on the day of the General Body Meeting.
- h) The expenses required for election process will be met from the Association fund.

21. DUTIES OF THE OFFICE BEARERS

a) **Executive body**

- i) It will execute all decisions of the General Body
- ii) It will formulate the programme of the Association
- iii) It will decide and approve all financial transactions, including preparing annual Budget.

b) **Executive president**

- i) He is the Executive Head of the Association
- ii) He can spend and pass vouchers of all expenditure.
- iii) Sub-Committee can be formed by him whenever necessary with approval of the Executive Committee.

c) **Ex-officio president**

He will discharge all the duties of the Executive President in his absence or being authorized by the Executive President.

d) **Vice-president**

It will execute the function of the Executive President in his absence during the Executive Committee Meeting and shall discharge all responsibility of the Executive President.

e) **General secretary**

- i) He shall be in charge of the office of the Association and shall be answerable to the Executive Committee for all duties assigned to him.
- ii) He will act as the Chief Executive of the Association.
- iii) He shall be responsible for ensuring correspondence and keeping the correspondence, minutes, documents, books and records of the Association.
- iv) He shall be an Ex-officio member of all sub-committees.
- v) He shall be the joint signatory in Bank Cheques with Treasurer.
- vi) He can spend and pass the voucher up to ₹ 5,000/- (Rupees Five thousand only).
- vii) The General Secretary can sue or be sued on behalf of the Association.

f) **Treasurer**

- i) He will maintain the accounts of the Association and shall ensure that proper record and accounts are maintained.
- ii) He will be responsible for fund raising and collection of membership fees.
- iii) All monetary receipts shall be signed by the Treasurer.
- iv) Bank transactions shall be made under the joint signature of the General Secretary and Treasurer.

g) **Joint secretary**

The Joint Secretary shall be responsible for membership drive in different sectors such as OUAT, Govt. Departments, Banks, Public and Private sectors, thereby helping the smooth



Annexure-I

ALUMNI ASSOCIATION
COLLEGE OF AGRICULTURE, BHUBANESWAR-751003
Web: cabbsouat.org, E-mail: cabbsouat@gmail.com, Mob. - 09437559676

PROFORMA FOR REGISTRATION OF LIFE MEMBERSHIP

Name of the Alumni (In capital letter)		Affix passport size photo
Date of Birth (DD/MM/YYYY)		
Blood Group (Tick group & +/-)	O / A / B / AB + / -	
Tick first degree obtained from this College	B. Sc. (Ag.) / M.Sc. (Ag.) / Ph. D.	
Year of the above degree		
Present occupation (In details)		
Contact Number (Land & mobile)		
E-mail		
Present address (Current and occupational address with Pin Code)		
Tick mode of payment for life membership (Registration Fees ₹500/- for Inland members & \$20 (USD) For Overseas members)	CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> D.D. <input type="checkbox"/> NET BANKING <input type="checkbox"/> Our Bank: SBI, OUAT Campus Branch, A/C No. : 32264040728 IFSC Code : SBIN0003341 Branch Cod : 003341 MICR Code : 751002013 Cheque or D in favour of ALUMNI ASSOCIATION OF COLLEGE OF D AGRICULTURE, BBSR - 751003 payable at any bank of Bhubaneswar AGRICUL	
Details Of Mode Of Payment	CASH : Receipt No..... Date..... CHEQUE : Ch. No..... Date..... D.D. : DD No..... Date..... NET BANKING (Transfer details).....	

DECLARATION

I solemnly declare that the information furnished above by me is true to the best of my knowledge and belief. I solemnly promise to abide by the laws & regulations of the ALUMNI ASSOCIATION, COLLEGE OF AGRICULTURE, BHUBANESWAR.

PLACE:

DATE:

FULL SIGNATURE

OPINION REPORT (for office use only)

The Executive committee of the Alumni Association, College of Agriculture, Bhubaneswar has been pleased to ACCEPT / REJECT your application.

GENERAL SCERETARY