



**H.P. Agri-varsity Alumni Association (HP-AAA),  
Palampur–176 062  
Himachal Pradesh, India**

## **CONSTITUTION**

(Rules & Regulations)

### **Explanation:**

- i)** HP-AAA means H.P. Agri-varsity Alumni Association, Palampur.
- ii)** University means CSK Himachal Pradesh Krishi Vishwavidyalaya, Palampur.
- iii)** Constitution means the constitution of HP-AAA

### **1. NAME OF THE ASSOCIATION**

The name of the Association shall be “HP Agri-varsity Alumni Association” of the CSK Himachal Pradesh Krishi Vishwavidyalaya\*, Palampur-176 062 (H.P.) and herein after called HP-AAA and the location of the head office of the association will be office of Students’ Welfare Officer. No change of the name of the association shall be made without the consent of not less than 2/3 of its total members, by a resolution at a general meeting convened for the purpose of changing its name. Notice of the change of name and its effect shall be dealt in accordance with the provision of Section 11 & 12 of the H.P. Societies Registration Act 2006.

### **2. AIMS AND OBJECTIVES**

- (a) To foster a fellow feeling amongst the alumni of CSK HPKV, Palampur to promote and safeguard their interest and to provide an occasion annually for their meeting to enable them to discuss matters of common interest and to renew the bonds of affection with the alma matte.
- (b) To create corpus fund of the association for the welfare activities.
- (c) To bring out publications relevant to aims and activities of the Association.
- (d) To acquaint the members with the recent advances in agriculture and allied sciences, so as to make them more serviceable to the nation.
- (e) To maintain and promote the overall image of the University as a premier centre of excellence in agriculture and allied sciences.
- (f) To establish liaison between university level association with similar other bodies existing in the university or at the national level.
- (g) To generate funds for the establishment of an “Alumni House”

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- The expression CSK HPKV, Palampur includes all the constituent colleges of the University.

### **3. MEMBERSHIP**

- 3.1 Life membership fee of Alumni Association prescribed will be Rs.500/- which can be revised from time to time.
- 3.2 Every former student of the CSK HPKV, Palampur, who has obtained any UG and/or PG degree from any constituent college of CSK HPKV, will be treated as "Life Member" of the Association, if he/she has paid the prescribed membership fee of the Association.
- 3.3 Any former or present faculty member of CSKHPKV, Palampur who is not covered under Section 3.2 and has served the University for at least three years period can become life member of the Association on payment of prescribed membership fee.
- 3.4 The Students' Welfare Officer shall have to be a life member by paying the requisite fee to perform as President, HP-AAA.

### **4. TYPE OF MEMBERS**

#### **4.1 Chief Patron**

The Vice-Chancellor of CSK HPKV will be the Chief Patron of the Association.

#### **4.2 Patrons**

All the Deans of the University will be Patrons of HP-AAA

#### **4.3 Life Members**

Former students, present and former faculty members who have paid life membership fee, as described above in Section 3.

#### **4.4 Student Members**

Every current student of the CSKHPKV, Palampur will be the student member of the HP-AAA as long as he/she pays the prescribed membership fee as described above in Section 3.

### **5. GENERAL BODY**

All members who have paid upto date prescribed membership fee shall constitute the General Body. The members shall have one non-transferable vote. The General Body shall be supreme body of the Association and shall have absolute control over the affairs, properties and assets of the Association. All members of the General Body shall carry one vote each. The General Body shall have powers to amend the constitution, etc. The quorum of the General Body shall be 10% of the total membership. Where matters relating to the amendment of the constitution of the association are to be decided, the quorum shall be 3/5 of the members present in the

general meeting called for this purpose. All decisions shall be taken by a simple majority of the members present. The president shall also have a casting vote in addition. The General Body shall be convened by the Secretary. A notice of at least 10 days containing the agenda to be discussed shall be given for the purpose. The Executive Council constituted under Section 6 below may decide to hold a meeting of the General Body by giving a shorter notice in case of emergency.

The powers of the General Body shall be:

- (a) Approval of the programme of activities of the society prepared by the Executive Council of the ensuing year.
- (b) Election, if any, in the prescribed manner of the members of Executive Council other than the nominated members.
- (c) To amend the constitution of the Association.
- (d) To decide the amount of admission fee and membership fee for the different types of memberships as mentioned in Section 3 and 4 thereof.
- (e) To elect the members of the Executive Council and to frame rules for such elections.
- (f) To consider audit report and annual report of association and to appoint an auditor to audit the accounts of the association and approve the account as per section 34 of the H.P. Societies Registration Act 2006.
- (g) To approve the code of conduct for the members.
- (h) To attend to all matters not specifically delegated to the Executive Council for furtherance of the objectives of the Association.
- (i) Consideration of any other matter which may be brought in by the approval of General Body.

## **6. EXECUTIVE COUNCIL**

The Executive Council shall consist of not less than three elected members of association by resolution passed by majority of persons present and entitled to vote at an annual general meeting of the association. The term of Executive Council or of its members so elected shall not exceed two years. The members of Executive Council of association shall be eligible for re-election.

Provided that a member of Executive Council may be removed by general body in meeting specially convened for such purpose by a simple majority of votes of the members present after affording such member an opportunity of being heard. The association shall maintain records as per section 15 of the H.P. Societies Registration Act 2006.

Sr.No.	Designation	Description	Number
I.	<b>Chief Patron</b>	Vice-Chancellor of CSK HPKV, Palampur	One
II.	<b>Patrons</b>	All the Deans of the University	N + Dean PGS
III.	<b>President</b>	The Students welfare Officer, CSK HPKV, Palampur will be the President of HP-AAA	One
IV.	<b>Vice-Presidents</b>	One Senior most faculty member (must be an alumnus of the respective college) each from all the constituent Colleges of the university on rotation basis	N
V.	<b>Secretary</b>	To be elected from University Head Quarter	One (Elected)
VI.	<b>Joint Secretary</b>	To be elected from University Head Quarter	One (Elected)
VII.	<b>Honorary Secretary</b>	To be nominated by the Chief Patron	One
VIII.	<b>Treasurer</b>	To be elected from University Head Quarter	One (Elected)
IX.	<b>Councilors</b>	Distinguished alumni of the University to be nominated by the Chief Patron	Six

**N= Number of colleges**

#### **7. Chief Patron**

Wherever any deviation is required/observed and provision thereof is not specified in the constitution, the decision of Chief Patron shall be final.

#### **8. Patron**

Patron will assist the Chief Patron in smooth functioning of Executive Council.

#### **9. President**

The Students Welfare Officer, CSK HPKV, Palampur will be the President of the Association. In his absence, the Sr most Vice-President will look after the Association.

#### **10. Vice-Presidents**

Vice-Presidents will assist president.

**11. Secretary** He/she will be responsible for all activities of the Association and will be elected as described in section 6.

**12. Joint Secretary**

He/she will help the Secretary in promoting the cause and activities of the Association. He/she will be elected as described in section 6.

**13. Honorary Secretary**

He/she will be a retired alumnus to be appointed by the Chief Patron in consultation with President. He/she will be responsible for promotion of the business of the Association.

**14. Treasurer**

He/she will be responsible for the collection of funds and the maintenance of accounts. He/she will be elected as described in Section 6.

**15. Election of members of Executive Council**

- (a) For the offices of Secretary, Joint Secretary and Treasurer, nominations shall be restricted only from the serving faculty of the CSK HPKV, who are life members of the Association. For these three offices, President of the Association will invite the nominations in prescribed proforma, at least 15 days in advance of the annual meeting of the General Body. Withdrawal, if any, will be allowed within a week's time after the last date of nominations. Thereafter, in the event of more than one nomination for any office, the election will be done by the General Body.
- (b) The other members of the Executive Council will be nominated as described in Section 6.

The Executive Council will be formed only amongst life members of the Association and shall consist of the following:

**Office Bearers**

- (i) President, Vice-President, Secretary, Honorary Secretary, Joint Secretary and Treasurer
- (ii) Councilors

The President of the Association will preside over the Executive Council meetings. However, Chief Patron will preside over the meeting, if he/she is present in the meeting and President will help in executing that meeting.

The Executive Council shall appoint every year an Editorial Board to look after the regular publications of the Association.

The functions of the Executive Council shall be

- (a) To attend the matters relating to membership of the Association.
- (b) To arrange and hold the annual meeting or other meetings of the General Body.
- (c) To attend to matters of common interest.
- (d) To establish NRI unit of HP-AAA
- (e) To arrange social get-together of the members and their families.
- (f) To take steps towards the furtherance of the objectives of the Association subject to such directions as may be issued by the General Body from time to time.
- (g) To receive, to have custody and to spend the funds of the Association and manage the properties of the Association acquired as private property outside the University. The properties means both the moveable and immovable and to manage the properties means and include to acquire the properties and to dispose of, transfer, alienate by way of sale, mortgage, pledge, hypothecation, lease or in any other manner whatsoever to raise funds/loans from Banks/financial institutions or any other source.
- (h) To sue and defend all legal proceedings on behalf of the Association.
- (i) To co-opt any member of the association to fill any vacancy in the Executive Council caused by resignation, expulsion or due to any reason, whatsoever.
- (j) Any other matter for furtherance of the interest of the Association.

## **16. FUNDS/RESOURCES**

### **a) Subscription**

Funds collected through fee from students' members and life members as mentioned in Section 3.

### **b) Donations**

The Association can accept donations on the specific approval of the Executive Council.

**c)** Grants/Aids received from Government or Private Agencies/NGOs/Foreign aids or from other Departments.

**d)** Borrowings from members and/or other sources including Commercial Banks/Financial Institutions.

## **17. ANNUAL LIST OF MANAGING COMMITTEE**

Once in every year, a list of office bearers and members of the Executive Council shall be filed with the Registrar of Societies, Himachal Pradesh, (office nearest to Palampur) as required under Section 34 of The H.P. Societies Registration Act 2006.

## **18. POWERS TO SPEND**

a) The Secretary can allow expenditure up to Rs.2500/- on a single item.

b) For any expenditure exceeding Rs.2500/- or above on a single item, approval of the President shall have to be obtained.

## **19. LEGAL PROCEEDINGS**

The Association may sue or be sued in the name of the Secretary.

## **20. MEETINGS**

- a) The meetings of the association may include the programme for the occasion scientific symposium, poetic symposium, other cultural, social and sports events and lunch on meeting with the present students or any other programme approved by Executive Council.
- b) All the meetings will be convened by the Secretary in consultation with the President.

## **21. Meeting of General Body and Executive Council**

The Executive Council shall meet at least once in every three months and the General Body shall meet at least once in a financial year. The association shall keep and maintain records in the minute's book, of all proceedings of general body meeting and also every meeting of its governing body. Such minutes shall be communicated to all members invited for meeting within 30 days of the said meeting. In annual general body meeting, the report of the management of the society for the previous financial year together with an audited copy of balance sheet and expenditure account and auditor's report shall be submitted for approval.

## **22. Special General Body Meeting**

- (a) A special general body meeting shall be called at any time by the President or on the written requisition of a simple majority of members of Executive Council, within one month of the requisition on proposed agenda. This shall also be called if there is a written requisition from the 1/5<sup>th</sup> of members of association.
- (b) At the instance of the Registrar .

## **23. ACCOUNTS AND INVESTMENT OF FUNDS**

The treasurer shall ensure proper maintenance of records and accounts and issue regular receipts for the money/funds received on behalf of the Association. All the money so collected shall be deposited in an account with SBI-HPAU, Palampur. The account shall be operated in for the ease of the objectives of the Association jointly by the Treasurer and the President.

The association may invest or deposit its funds

- a) Post Office Saving Schemes or
- b) In any securities specified in Section 20 Indian Trust Act 1882(2 of 1882) or
- c) In shares or the securities of any other registered association/society or
- d) With any bank or person carrying the business of banking approved for this purpose by the Registrar
- e) Or in any other mode which is approved by General Body of the Association.

#### **24. LIABILITY**

The liability of the Association shall be limited.

#### **25. FINANCIAL YEAR**

The financial year of the Association will be from April to March.

#### **26. DISSOLUTION AND ADJUSTMENT OF AFFAIRS AND AMALGAMATION AND DIVISION OF ASSOCIATION**

If the Association needs to be dissolved or amalgamated, it shall be dissolved or amalgamated as per Chapter 8 of the H.P. Societies Registration Act 2006.

#### **27. TRANSFER OF INTEREST/MEMBERSHIP**

The interest/membership of the association is non-transferable. No claim for the refund of share/membership shall be entertained after the death of a member.

#### **28. DISQUALIFICATION OF MEMBER**

A person shall be disqualified for being a member of Executive Council if on, the date of election, he – i) is disqualified for such appointment by an order of court or the Registrar for causing loss to association or retaining property of association or any other reasons detrimental to the interest of association; or

ii) He/she has been convicted of a cognizable offence and sentenced to a term exceeding three months

or

iii) He/she has incurred any of the disqualification, as may be prescribed.

iv) A General Body member shall also be disqualified, if the Executive Council is satisfied that he/she is working against the interest of the association.

#### **29. DISPOSAL OF SHARE/MEMBERSHIP OF EXPELLED, RESIGNED OR INSANE MEMBERS.**

When a member of association is expelled or resigned or becomes insane, His/her membership shall not be transferred to any other person.

#### **30. APPLICATION OF THE ACT**

All the provisions of The H.P. Societies Registration Act 2006 will be applicable.

#### **31. NON-PROFIT CHARACTER OF THE ASSOCIATION**

The Association will work exclusively for the benefit of its members and shall not strive for profits. Eventual profits, if any, may be used for purposes endorsed by the memorandum of the Association. Members will receive no portion of profits. Any property remaining after meeting all the debts and liabilities of the Association, shall not be paid or distributed among the members in any form, but shall be given to CSKHPKV, Palampur. However, if there remains some deficit in the assets of the Association, the same shall be shared by all the members of the Association.



The Association will have neither profit motive nor its profit shall be distributed among the members. The association may consider in appropriate circumstances to give aid/relief by way of donation to government, any other association or its member subject to the approval by majority of the members of Executive Council.

### **32. NOTICES**

All notices regarding convening meeting of General Body, Executive Council, special meeting or for any other purpose may be given by post or electronic media or on the website of the association.

**33.** The Association shall have its own website and that will be updated regularly.

**34.** Any member of association may be liable to be sued as a stranger in relation to injury/loss to the association and if he/she commits an offence as described under section 24, 25 and 26 of The H.P. Societies Registration Act 2006.

### **35. Restriction on transfer of property.**

No immovable property shall be acquired or transferred by way of sale, gift or otherwise by the association without the previous approval of its General Body as per section 26 of H.P.Societies Registration Act 2006.

### **36. PROCEDURE FOR PUBLICATIONS FUNDED BY ALUMNI ASSOCIATION**

All publications related to social, cultural, technical aspects etc. to be brought out with the funds provided by the Association will be decided by the Executive Council of the Association. Any life member of the Association desirous of publishing relevant document can submit the same to the Secretary, HP-AAA, the Executive Council will consider the submitted document and, if approved, will be handed over to the Editorial Committee for its publication in a specified period of time. Then 50 percent of the cost of printing may be given in advance to the Editorial Committee. The balance amount will be paid after the submission of the published document along with proper bills.

**Secretary**

**President**

H.P. Agri-varsity Alumni Association (HP-AAA),  
CSK Himachal Pradesh Krishi Vishvavidyalaya,  
Palampur-176 062 (H.P.)

**LIFE MEMBERSHIP FORM**

space for  
photograph

1. Name:
2. Father's/Husband Name:
3. Present Address:
4. Date of Birth:
5. Present Occupation with address of organization:
6. Cell No.
7. E.Mail ID:
8. Name of Degree completed from CSKHPKV  
along with year of completion:
9. Participation in sports/extra co-curricular  
activities at CSKHPKV:

Signature

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For Office Use Only

Membership Fee paid vide Receipt No.

Dated:

Life Membership No.:

Signature