

## THOMAS JONES SYNOD COLLEGE, JOWAI

### ALUMNI ASSOCIATION CONSTITUTION (ADOPTED ON 3<sup>rd</sup> March 2015)

#### PREAMBLE

Thomas Jones Synod College, the erstwhile Synod College, Jowai came into existence on 5-August -1997, and fulfilled the long cherished dream of many public figure and the people of Jaintia Hills. During the 19 years of service (1997-2015), the college has served the people of the state and Jaintia Hills, in particular, from all sections of the society. The mission and vision of the founders bore fruits through the achievement of the students who have occupied prominent positions of leadership in different fields at the state and National Level. Having come to realize the important role that the College played in their lives, the past students rallied together to form an association in order to render support to the College to meet the challenge of the time and to strengthen its service for the welfare of the people.

Guided by the needs of the society, Thomas Jones Synod College's mission was to promote higher learning and bring college education within the reach of different sections of the society. Its vision is to bring about a harmonious social relationship and development. To mould intellectual competence with moral, social and cultural values, and make them worthy citizens. The Thomas Jones Synod College Alumni Association bears testimony to the achievement of the services rendered by the founders.

#### ARTICLE 1: Name of the Association.

1. The name of the Association shall be "Thomas Jones Synod College Alumni Association" (TJSCAA). It consists of past-students who have voluntarily organized themselves into an Association attached to Thomas Jones College. It was formed on 3<sup>rd</sup> March 2015
2. **Headquarters:** Its Headquarters is at Jowai. The office shall be in Thomas Jones Synod College, Jowai.
3. **Area of Operation:** The area of operation shall be within the state of Meghalaya and the District of West Jaintia Hills in particular.

#### Article 2: Aims of the Association:

1. To uplift the educational standard of the college, by rendering close co-operation to the college authorities, the teaching staff and all other matters connected there-with.
2. To cater to the needs of the student community of the college and to guide them to be better citizens by organizing various welfare programmes and activities targeting this aspect.

3. To create an atmosphere conducive for higher standard of learning.
4. To provide a platform to foster the growth of the association and create better relationship among past student, to work for the development and welfare of the college by sharing ideas and suggestions.
5. To imbibe the students of the college the spirit of intellectual and moral values in their educational pursuits.
6. To maintain and improve the surrounding and environment of the college campus by creating environmental awareness to the students and others who are associated with the college.
7. To bring about development infrastructure for better academic performances.
8. To meet the economic challenges of the time and to generate funds for the development of the college.

### **ARTICLE 3: Enrolment and Membership**

1. Any student who had passed from Thomas Jones Synod College in Class XII Arts/ Commerce, B.A, B.com or equivalent and above can be a member of the constitution.
2. Any past student of TJSC who intend to be a member shall require filling the Membership form.
3. Membership are of two types:
  - (i) Annual membership
  - (ii) Life membership
4. Cessation: Anyone who fails to pay membership fee shall cease to be a member.
5. Suspension/Disqualification: Any member found violating the provisions of the constitution or acting contrary to the interest of the Association shall be suspended/disqualified.

### **ARTICLE 4: Fees**

1. Life members are to pay the prescribe fee of Rs 2000/- (Rupees two thousand) only.
2. Annual members are to pay the prescribe fee annually of Rs 500/- (Rupees Five hundred) only.
3. Annual membership fees for student shall be Rs 100/- (Rupees one hundred) only.
4. Besides the annual and life membership fee, a member of TJSCAA is required to contribute his/her little best for the development of the college. The contribution shall be:

- a). The fee shall be in the custody of the Treasurer.
- b). Members contributing more than membership fee shall be recorded separately.

#### **ARTICLE 5: Rights & Duties of members**

##### **A. Duties:**

1. To uphold the spirit of the constitution
2. To abide by the rules of the constitution

##### **B. Rights:**

1. To vote during election of the association and other communications.
2. To receive the official news of the association of the association and other communications.
3. To participate in all the activities.

#### **ARTICLE 6: Tasks of the Association:**

1. To uphold an Annual General Assembly.
2. To organize educational, social and cultural activities for the students of the college.
3. To organize programmes to develop a sense of responsibility to youngster of the college/ district through NSS/Counseling programmes/ Literacy campaign etc.
4. To organize programmes/participate on the College Foundation day i.e 5<sup>th</sup> August

#### **ARTICLE 7: General Assembly/Annual General Meeting:**

The Association General Assembly shall:

1. elect the Committee Members including the office bearers,
2. fix the membership subscription,
3. pass resolution on the activities of the Association,
4. approve the Annual Report and Statement of Account,
5. remove any member of the EC including office bearers for any genuine reason necessary for removal on the recommendation of the EC.
6. The date for the General Assembly shall be fixed by the Executive Committee and the quorum shall be 1/10<sup>th</sup> of the total membership of the Association.

#### **ARTICLE 8: The Executive Committee:**

*The Executive Committee is the executive organ of the Association. Members of the E.C are elected by the Annual General Assembly and are known as Executive members, which includes the office*

bearers of the Association. The Executive Committee members consist of the office bearers and 15 other members as elected by the Annual General Assembly.

The Executive Members shall:

1. take part in the Committee meetings and the quorum shall be one-third,
2. have the right to vote on any important decision,
3. be assigned special task of the Association,
4. take major decision relating to the Association,
5. cease to be an Executive Member if he/she fails to attend three consecutive Executive Meetings without information,
6. meet once in two/three months and whenever the President deems it necessary.

**ARTICLE 9: Sub-Committee:**

It is purely temporary in nature. It is formed to perform a specific task which may require a few meetings or as the nature of the work demands.

**ARTICLE 10: The Office Bearers of the Associations:**

- (1) President (2) Vice President (3) General Secretary (4) Joint Secretary (5) Treasurer  
(6) Auditor (7) Editor

**1. President:**

**Functions**

- a) Represent the Association in all its dealings.
- b) In constitution with the General Secretary, convenes the Annual General Assembly and the Association Committee Meetings.
- c) Prepares agenda for the meetings and presides over them.
- d) Keeps the members informed on the activities and development of the Association.
- e) Take decision in all activities and correspondence of the Association.

**Power:**

Has the power to grant financial sanction in case of emergency for an amount not exceeding Rs. 10,000 (Ten thousand) at a time.

**2. Vice President:**

**Functions**

- a) Represent the President in his/her absence.



- b) Present at all Committee Meetings and assist the President.

### 3. The General Secretary:

#### Functions

- a) Keeps update record of the members
- b) Prepare and send notices.
- c) Attends to the correspondence of the Association.
- d) Draws up the minutes of the meeting in consultation with the President and present the same at the meetings.
- e) Keeps the President informed of all the development and correspondence of the Association.
- f) Shall disburse payments and maintains account.

#### **Power:**

Shall have the financial power to spend up-to Rs. 5000/- ( Five thousand ) per annum. In case of emergency requiring more than the stated amount, he/ she shall seek the permission of the President, which the latter will seek the post-facto approval of the Executive Committee.

### 4. The Joint Secretary:

#### Functions

- a) Takes the place of the General Secretary in his/her absence.
- b) Present in all Committee Meetings.
- c) Assist the General Secretary in all matters pertaining to the association.

### 5. The Treasurer:

#### Functions

- a) Receive membership fee, donations and any other income.
- b) Prepares the internally audited statement of Accounts to be approved by the Association General Assembly.
- c) Maintains the Registered and books of Account.
- d) Deposited the money of the Association in a Bank Account.

### 6. Auditor: There shall be two auditors.

#### Functions

- a) The auditors shall audit the accounts of the Association at least once a year before the General Assembly.
- b) The Auditors send reports along with the Annual Statements of Accounts to the General Assembly through the Executive Committee.

7. Editor:

**Functions**

The Editor shall publish the Association Bulletin/Magazine.

**ARTICLE 11: Operation of Bank Account:**

- a) The Banks Account of the Association shall be maintained by three signatures: The Presidents, the General Secretary and the Treasurer, and shall be operated jointly by any two.

**ARTICLE 12: Tenure of Office**

1. The tenure of Office shall be two years.
2. Records, Account etc. shall be handed over to the next office bearers at the end of the term.

**ARTICLE 13: Election**

1. Election is to be held once in two years.
2. The election shall be on the basis of direct election by means of secret ballot and single majority.
3. Procedure for the conduct of election shall be made by the EC.
4. Any member of the Association is eligible for election to same post for a maximum numbers of two terms only.
5. In case the post of an Executive member/office bearer falls vacant due to resignation or any other reasons, the Executive Committee has the power to appoint another person, subject to post-facto approval of the General Assembly.

**ARTICLE 14: Legal Proceedings:**

The Association shall sue or be sued in the name of the President and the General Secretary or any of its member authorized by the Executive Committee in a Competent Court.

**ARTICLE 15: The Association Emblem and Motto:**

- a) The Association shall have an emblem with a motto inscribed on it, which will be approved by the AGA.

**ARTICLE 16: The Association Year:**

The Association Year will be with effect from 1<sup>st</sup> January to 31<sup>st</sup> December.

**ARTICLE 17: Amendment:**

The Constitution can be amended from time to time as per requirement by the General Assembly on the recommendation of the EC.