

CONSTITUTION

**PATKAI CHRISTIAN COLLEGE ALUMNI ASSOCIATION (PCCAA)
P.O. CHUMUKEDIMA, DIMAPUR, NAGALAND,
NAGALAND -797103**

ARTICLE: 1

NAME

- 1.1 The Name of this Association shall be “**ALUMNI ASSOCIATION PATKAI CHRISTIAN COLLEGE (AAPCC)**” hereinafter called the **Association**.

ARTICLE: 2

AIMS and OBJECTIVES

- 2.1 The Aims/Objectives of this Association shall be;
- 2.1.1 To establish, promote and carry on an Association for the Alumnus and to maintain and promote unity and fellowship among the Alumni.
 - 2.1.2 To maintain a close rapport with the Alma Mater, Patkai Christian College (Autonomous) by providing a 'feedback' to it and collaborating in its growth and development.
 - 2.1.3 To further or to assist in furthering the interests of Members and the College.
 - 2.1.4 To generate resources for furtherance of the aims of the Association and for the development & advancement of the College, its students, graduates and Faculty /staff, and for such other purposes incidental or conducive to the aims of the Association as the Association deems fit; and to give support/financial assistance to the College for the academic and infrastructural development as the Association deems fit.
 - 2.1.5 Contribute to the College's vision of being recognized among the leading institutions of higher learning in dissemination of knowledge, research and innovation.
 - 2.1.6 To do all such lawful things as are incidental or conducive to the general good of society and to the attainment of the aims of the Association.

ARTICLE: 3
MEMBERSHIP

3.1 REGISTRATION OF MEMBER;

- 3.1.1 To become a member of the Association, one should have Graduated from the Patkai Christian College (Autonomous)
- 3.1.2 Formal application is needed to become a member of the Association.
- 3.1.3 There shall be a registration fee to become a member.
- 3.1.4 Membership fee shall be determined by the Executive Committee and ratified by a simple majority vote at the General Body Meeting.

3.2 TERMINATION OF MEMBERSHIP;

- 3.2.1 Membership will be terminated on following grounds:
 - 3.2.1.1 On the death of the Member.
 - 3.2.1.2 On the Member becoming mentally unsound.
 - 3.2.1.3 On the Member violating the rules of the Association.
 - 3.2.1.4 On the Member committing any serious misdeed punishable by law.
 - 3.2.1.5 On the Member submitting his resignation and acceptance of same by the Executive Committee.

3.3 RIGHTS OF MEMBERS;

- 3.3.1 Registered members have the right to:
 - 3.3.1.1 Vote during meetings and elections of the Association.
 - 3.3.1.2 Hold office as per the provisions laid down by the constitution.
 - 3.3.1.3 To receive the official news organ and other communications.
 - 3.3.1.4 Enjoy other facilities granted by the Association.

ARTICLE: 4
ORGAN OF THE ASSOCIATION AND THEIR FUNCTIONS

4.1 The Association shall have an Executive Committee consisting of the following:-

- 4.1.1 President.
- 4.1.2 Vice President:
- 4.1.3 Secretary.
- 4.1.4 Joint Secretary.
- 4.1.5 Treasurer
- 4.1.6 Ex-Officio members –
 - 4.1.6.1 Principal, Patkai Christian College.
 - 4.1.6.2 Vice President, Alumni Association Chapters
 - 4.1.6.3 Coordinators, Districts of Nagaland.
 - 4.1.6.4 Past President(s).
 - 4.1.6.5 A Distinguished Alumnus.
 - 4.1.6.6 Finance Secretary, Alumni Association Chapters

4.2 PRESIDENT: Powers & functions.

- 4.2.1 S/He represents the Association in all its dealings.
- 4.2.2 S/He convenes the General Body Meeting, the Association Committee meetings and all other meetings of the Association. S/He prepares the agenda for these meetings and presides over them.
- 4.2.3 To authorise use of the funds of the Association according to the budget approved by the General Body Meeting.
- 4.2.4 S/He ensures that all committee members carry out their duties diligently and in keeping with the regulations
- 4.2.5 After every major activity, s/he conducts an evaluation of it. Besides that, once in six months s/he makes an assessment of the overall performance of the Association (membership, finances, formation, deliberations carried out, etc).
- 4.2.6 To supervise and coordinate activities of the Secretariat of the Association.

4.3 VICE PRESIDENT: Powers & functions.

- 4.3.1 To initiate the establishment and organization of Alumni Chapters
- 4.3.2 To induct alumni and undertake extension activities
- 4.3.3 To coordinate activities of the various Alumni Chapters
- 4.3.4 In the absence of the President, the Vice President (Resident) shall perform the functions of the President.

4.4 SECRETARY: Powers & functions.

- 4.4.1 S/He keeps up-to-date the list of the members and the list of all the past students of the College.
- 4.4.2 S/He prepares and sends out notices for meetings of the Executive Committee and of the General Body Meeting.
- 4.4.3 S/He attends to the correspondences.
- 4.4.4 S/He acts as the public relations person for the Association.
- 4.4.5 S/He draws up the minutes of the meetings of the Committee and of the General Body Meeting, and presents the same at the meetings.
- 4.4.6 S/He prepares the chronicles and statistics of the Association and maintains the documentation pertaining to the Association.
- 4.4.7 S/He looks after and preserves the archives of the Association, taking special care to file all correspondence and to keep them up-to-date.
- 4.4.8 S/He keeps the President informed of all happenings in the Association and ensures that no decision is made or any correspondence goes out of the office without the President's knowledge and consent.
- 4.4.9 On the completion of his tenure, s/he hands over all files and documentation regarding the Association to the incoming Secretary.

4.5 JOINT SECRETARY; Powers & functions.

- 4.5.1 S/He takes the place of the Secretary in his/her absence.
- 4.5.2 S/He is present at all Committee meetings and assists the Secretary in his/her duties.
- 4.5.3 S/He will assist the secretary in all matters pertaining to the Association.

4.6 TREASURER/ FINANCE SECTERY: Powers & functions.

- 4.6.1 S/He receives membership fees, subscriptions, donations and any other income, and accounts for the same.
- 4.6.2 S/He prepares the internally audited Statement of Accounts to be approved by the General Body Meeting.
- 4.6.3 S/He maintains the registers and books of accounts and carries out the financial acts.
- 4.6.4 S/He deposits the money of the Association in a Bank account in the name of the Association which is to be operated by three signatories (President, Secretary & Treasurer).
- 4.6.5 Acts as the custodian of the inventory of property of the Association.
- 4.6.6 On completion of his/her tenure, s/he hands over to the incoming treasurer all registers, books, cash and documents relating to finance.

4.7 EX-OFFICIO MEMBERS: Powers & functions.

- 4.7.1 The Principal of Patkai Christian College, Ex officio, whose functions shall be:
 - 4.7.1.1 To observe key issues initiated by the alumni and relate them to the relevance of Patkai Christian College.
 - 4.7.1.2 To convey to the Executive Committee of proposals worth considering.
- 4.7.2 Vice-Presidents of Alumni Chapters;
 - 4.7.2.1 The Vice-Presidents of the Association Chapters shall represent their respective chapters in the meeting of the Executive committee and the General Body Meeting.
 - 4.7.2.2 S/He shall ensure the fulfilment of all the aims & objectives of the Association.
 - 4.7.2.3 S/He shall attend to the correspondence of the chapter.
- 4.7.3 **Coordinators at District level in Nagaland;**
 - 4.7.3.1 S/He shall be selected during the General Body Meeting for a period of two years.
 - 4.7.3.2 S/He shall be responsible to mobilise, register and update the enrolment of membership at the respective District.
 - 4.7.3.3 S/He shall be responsible to mobilise membership fee and other resources on behalf of the Association; any amount received on behalf of the Association shall be deposited to the Association's Account immediately.
 - 4.7.3.4 S/He shall liaison between the Association and the Alumnus at the respective District(s).

ARTICLE: 5
ELECTIONS & TERMS OF OFFICE FOR EXECUTIVE COMMITTEE

- 5.1 The Office Bearers of the Executive Committee shall be elected during the General Body Meeting.
- 5.2 Office bearers shall be elected by a simple-majority-vote, of the members present at the time of voting.
- 5.3 The term of office for the office bearers shall be two years and shall resume duty at the close of the regular meeting of the General Body Meeting at which they were elected, and end at the close of the succeeding regular meeting at which a new Executive Committee was elected.
- 5.4 Any position that falls vacant between regular General Body Meetings may be filled by a majority vote of the Executive Committee, until the close of the next regular General Meeting.

ARTICLE: 6
GENERAL BODY MEETINGS

- 6.1 The General Body shall be the highest authority of the Association and is composed of all the Voting Members. When the General Body Meeting is in recess, all matters concerning the Association shall be decided by the Executive Committee. All General Body Meetings shall be held at such time and place as the Executive Committee shall decide.
- 6.2 The President or his/her Vice shall chair the General Body Meeting.
- 6.3 The Association shall hold Annual General Body Meeting at least once a year.
- 6.4 The Association shall specify the meetings as such in the notices calling for a General Body Meeting apart from the Annual General Body Meeting.
- 6.5 Extraordinary General Body Meetings may be called on receipt of a written request of at least ten (10) Voting Members stating the subject or subjects for discussion. Fourteen (14) days' notice of such meeting shall be given to all Voting Members entitled to attend and vote there at.
- 6.6 Every Voting Member personally present at any General Body Meeting and entitled to vote shall have one vote.
- 6.7 At any General Body Meeting a resolution put to the vote of the meeting shall be decided by a majority of votes of the Voting Members personally present and, in the case of an equality of votes, the chairman of the meeting shall be entitled to a second or casting vote.
- 6.8 At any General Body Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before the declaration of the result of the show of hands) demanded by at least two Voting Members personally present, and unless a poll is so demanded, a declaration by the chairman of the meeting that a resolution has, on a show of hands, been carried or carried unanimously, or by a particular majority, or lost, shall be conclusive.
- 6.9 If a poll is demanded, it shall be taken in such manner as the chairman of the meeting directs, and the result of the poll shall be treated as the resolution of the meeting at which the poll was demanded.
- 6.10 **The General Body shall have the following functions:**
 - 6.10.1 To give recognition to each qualified Chapter
 - 6.10.2 On the proposal by the Executive Committee, to decide the membership fees
 - 6.10.3 To determine special projects that shall be financed independently of the general expenditure
 - 6.10.4 To consider and approve proposals for any short or long term development plan of activities, and strategies for implementation;

- 6.10.5 To receive, review and evaluate reports on implementation of projects and any other reports submitted to the General Body Meeting by the Executive Committee, and issue appropriate directions for compliance by the competent organs or officers of the Association
 - 6.10.6 To consider and approve proposals by the Executive Committee to appoint a Committee to perform special tasks
 - 6.10.7 To consider and approve the budget of the Association
 - 6.10.8 To consider and approve auditor's reports, audited accounts and financial statements relating to the accounts of the Association presented by the Treasurer
 - 6.10.9 To receive and consider draft resolutions from the Executive Committee for any issue or question of which this Constitution makes inadequate or no provision for its resolution.
- 6.11 One third of those members who have confirmed to attend the meeting shall form the Quorum.
- 6.12 The General Body shall appoint the Auditors.

ARTICLE: 7
FUNCTIONS OF THE EXECUTIVE COMMITTEE

- 7.1 In the execution of its functions; the Executive Committee shall:
 - 7.1.1 Serve as a policy and executive group to facilitate the work of the Association between meetings of the General Body, and to take such actions and policies of the General Body Meeting;
 - 7.1.2 Consider and approve proposals by the President to appoint a Committee to perform special tasks;
 - 7.1.3 Consider the budget of the Association before it is presented to the General Body Meeting;
- 7.1.4 One third of the members of the Executive Committee shall form the Quorum.
- 7.1.5 The outgoing Executive Committee shall nominate a distinguished alumnus as an ex-officio member of the Executive Committee for a period of two years.

ARTICLE: 8
ALUMNI CHAPTERS

- 8.1 **Alumni Chapters of the Association shall be as follows :**
 - 8.1.1 The Association shall have chapters as deemed fit and necessary at places both within the Country and abroad.
 - 8.1.2 A group of alumnus shall qualify to be registered as a Chapter after approval by the General Body Meeting;
 - 8.1.3 Each Chapter shall operate in accordance with the functions of the Association as spelled out in of this Constitution;
 - 8.1.4 Each Chapter shall have a Committee comprising the following office bearers:
 - 8.1.4.1 The Vice President, who shall perform the functions of the Association's President stipulated in Article 4 at the Chapter level;
 - 8.1.4.2 The Joint Secretary, who shall perform the functions of the Association's Secretary stipulated in Article 4 at the Chapter level; and
 - 8.1.4.3 The Finance Secretary who shall perform the functions of the Treasurer stipulated in Article 4 at the Chapter level.
- 8.2 Elections and terms of office for Alumni Chapter Committee members shall be as follows:
 - 8.2.1 Office bearers for the Chapters shall be elected during the General Meeting of the Chapters;
 - 8.2.2 Office bearers shall be elected by a simple majority vote from among the members of the Chapters;
 - 8.2.3 The term of office for office bearers shall be two years and shall resume duty at the close of the regular meeting of the General Meeting at which they were elected and end at the close of the succeeding regular meeting at which a new Chapter Committee was elected;
 - 8.2.4 Any position that falls vacant between regular General meetings may be filled by a simple majority vote of the members of the Chapter until the close of the next regular General Meeting of the Chapters;
 - 8.2.5 Each Chapter shall develop its own program of activities based on the annual plan of the Association; and

- 8.2.6 Chapters shall remain in constant contact with the Secretariat of the Association and its Executive Committee.

ARTICLE: 9
PROPERTY RIGHTS

- 9.1 All movable and fixed assets of the Association shall be entered in a register, which shall be reported during the General Body Meeting.
- 9.2 The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or profits to its members.

ARTICLE: 10
FINANCIAL MATTERS

- 10.1 The Association shall generate its income from –
- 10.1.1 Membership fees and subscriptions;
 - 10.1.2 Contributions by well-wishers;
 - 10.1.3 Donations and grants from Governments, bilateral donors and non-governmental organizations; and
 - 10.1.4 Fund raising activities taken under the authority of the Executive Committee.
- 10.2 The Executive Committee shall open an account in the name of Alumni Association Patkai Christian College (Autonomous) and all funds of the Association shall be deposited in that account.
- 10.3 There shall be three signatories to the Account and these shall be the, President, the Treasurer and the Finance Secretary of PCCAA.
- 10.4 A portion of the Association's fund shall be allocated for discharging the duties of the Secretariat as well as for certain exigency cases. Annual allocation of this portion shall be sanctioned under the authority of the General Body, annually.
- 10.5 Donors shall make donations for specific functions or activities of the Association.
- 10.6 All accounts, records and documents of the Association shall be open for yearly auditing by an auditor approved by the General Body Meeting.
- 10.7 Alumni Chapters shall open Bank accounts respectively.

ARTICLE: 11
LEGAL MATTERS

- 11.1 The Executive Committee shall appoint a lawyer that shall handle disputes and all other legal issues involving the Association.
- 11.2 The Executive Committee shall appoint a Legal Advisor to assist in any legal matters with the approval of General Body Meeting for a period of two years at a time.

ARTICLE: 12
IMPEACHMENT

- 12.1 A group of at least 20 (twenty) signatories of voting members can initiate for removal of any member of the Executive Committee for misconduct or violation of the Rules/provision/s of this Constitution by submitting a petition to the Executive Committee stating the reasons in detail for the removal of any member/s from the Executive Committee.
- 12.2 The Executive Committee shall call for an Extra Ordinary General Body Meeting by giving at least 30 (thirty) days notice explaining the subject in advance to all the members and a show cause notice to the person/s against whom the petition is moved.
- 12.3 The General Body Meeting shall give equal opportunity to all aggrieved parties to explain their respective positions.
- 12.4 The General Body Meeting shall dispose the matter as deemed fit if resolved amicably otherwise not less than two third majority votes of the total membership shall adopt the resolution for the impeachment of any member of the Executive Committee.
- 12.5 Failure to reply or appear in person to the show cause notice within 30 (thirty) days, decision shall be taken ex-parte.
- 12.6 The decision of the General Body Meeting shall be final and binding.

ARTICLE 13:
SECRETARIAT OF THE ASSOCIATION

- 13.1 The address of the Association is:
ALUMNI ASSOCIATION PATKAI CHRISTIAN COLLEGE (AAPCC)
P.O. Chumukedima, Dimapur, Nagaland – 797 103
- 13.2 There shall be a post of Director to be appointed by the Executive Committee with the prior approval of the General Body Meeting.
- 13.3 The Director shall manage the Secretariat and new positions be created as deemed necessary by the Executive Committee which shall be ratified by the simple majority of the General Body Meeting.
- 13.4 The Executive Committee shall fix remuneration for the Director and any other staff from time to time which shall be ratified by the simple majority of the General Body Meeting.
- 13.5 The duties of the Director shall be –
 - 13.5.1 To coordinate the day to day affairs of the Secretariat;
 - 13.5.2 To work in close collaboration with members of the Executive Committee and Alumni Chapter Committees in the execution of their specific tasks; and
 - 13.5.3 To perform such other duties as the Executive Committee may deem necessary to be performed by the Director.

ARTICLE: 14

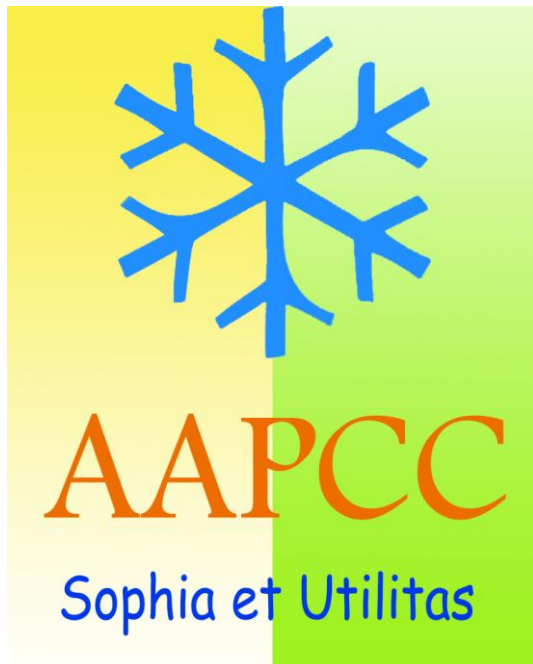
MOTTO

14.1 The Motto of the Association shall be: *Sophia et Utilitas*

ARTICLE: 15

LOGO

15.1 The Logo of the Association shall be:



ARTICLE: 16

AMENDMENTS

16.1 This Association Constitution may be amended, altered, or added to at any duly called Association meeting after observing the under mentioned conditions;

- 16.1.1 Members proposing amendments to this Constitution shall inform the Secretary of the Executive Committee three months prior to the next General Body Meeting.
- 16.1.2 The Secretary of the Executive Committee shall table the proposed amendment during the Executive Committee meeting.
- 16.1.3 Amendments shall be tabled during the General Body Meeting and a two thirds majority vote of the members present shall be required to pass an amendment to the Constitution during the General Body Meeting.