

**Constitution
Of
Sohra Government College Alumni Association
Sohra.**



1. Name of the Association

The name of the Association shall be Sohra Government College Alumni Association. The Association shall be registered under the provision of Meghalaya Societies Registration Act.

2. Office

The Registered office of the Association shall be situated at the campus of the Sohra Government College; Sohra East Khasi hills District Meghalaya:- 793108

3. Aims and objectives

The aims and objectives of the Association shall be:

- 3.1. Bring the old students of Sohra Government College, Sohra under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of students, advancement in knowledge in general of the members of the Association and the people of the state .
- 3.2 To conduct seminars, conferences, workshops and other academic activities and also to keep in touch with one another of the college faculty, non teaching staff and students.
- 3.3 To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of the college.
- 3.4 To advise and interact with State and Central Government Bodies, Universities and Associations of other academic institutions on matters relating to promotion of higher education, training and management systems and thereby promote the welfare and status of the college.
- 3.5. To collect funds by subscriptions, contributions, donations and gifts from members, non-members, Governments, college and other institutions for furtherance of the above objectives.
- 3.6. To render financial aid to deserving poor students studying at the college.
- 3.7. To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- 3.8. To bring out magazines, souvenirs and newsletters highlighting the activities of the college and its Alumni
- 3.9. To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year.
- 3.10 To carry out such other activities as may be necessary for furthering the above aims and objectives.

4. The name, address and occupation of the members subscribed to the Memorandum of Association are as follows.

Sl No.	Designation	Name and Address	Signature
1	President	Shri Rex Danny Syiemlieh, Maraikaphon Sohra	
2	Vice –President	Shri Milkyway Bynnud Pdengshnong, Sohra	
3	General Secretary	Shri Deming Star Larngap Saitsohpen, Sohra	
4	Joint Secretary	Shri Ethelbert Khongrymmai Nongbah Mawshuit Sohra	
5	Finance Secretary	Smt Insurance Diengdoh Saitsohpen, Sohra	
6	Executive Member	Smt Ferrarie Kharnaier Mawmluh Sohra	
7	Executive Member	Manbha shisha Sawian	
8	Executive Member	Balawankmen Lyngdoh, Khliehshnong Sohra	
9	Executive Member	Smt Philaaisuk Marbaniang, Pomsahmen Sohra	
10	Executive Member	Smt Quilder Rose Nongrum, Khliehshnong Sohra	
11	Executive Member	Smt Memorica Sawian, Maraikaphon Sohra	
12	Executive Member	Smt M.Surong. Mawpun Sohra	
13	Executive Member	Smt Mahima Pradhan. Mawprem Shillong	
14	Executive Member	Shri Vicky Chell Kharmih Khliehshnong Sohra	
15	Executive Member	Dawning Star Kynta. Saitsohpen, Sohra	

5(A). By-Laws

The Association shall consist of the following persons as its members.

5.1. All under Graduates who have passed from the college are eligible to become members of the Association.

5.2. The subscribers to the memorandum shall be the founder members as well as life members of the Association and they will be known as founder. The Principal of the College shall be the Adviser of the Association.

5(B). Membership Fee

- (i) The life time membership fee shall be 2000/-
- (ii) The Annual subscription fee of the member is 250/- per annum



6. Administration

6.1. The administration of the Association shall rest in an Executive Committee, consisting of (1) a President (2) a Vice-President (3) General Secretary (4) a Joint Secretary (5) a Treasurer and (6) Ten Members. All founder Life members shall be the Ex-officio members of the Association. The member secretary of the Alumni Committee of the College shall be an Ex-officio member of the Executive Committee.

6.2. The Members of the Executive Committee shall be elected by the Members of the Association at the Annual General Body Meeting (AGBM) and they shall hold office for a period of three years.

6.3. A committee once elected shall continue to hold office till a new committee assumes charge

6.4. If any vacancy arises in any post on account of resignation, death etc., the Executive Committee may nominate any person to such post from among the members of the Executive Committee. Such nominated persons shall hold office till the next election of the Executive Committee.

6.5. If an Executive Committee Member is absent from three consecutive meetings of the Executive Committee, without prior notice, he / she shall cease to be a member of the Executive Committee.

6.6. The Executive Committee shall have the power to expel a member for willful disregard to the Association rules or misconduct, on provided the member concerned gives an acceptable explanation for his / her misconduct.

7. Election and Tenure of Office

7.1. The mode of election shall be by secret ballot.

7.2. The procedure for election shall be laid down by the Executive Committee.

7.3. All terms of office of the elected members shall commence from the close of the AGBM at which elections were held and shall continue for a period of THREE YEARS or till the close of the third AGBM leaving one in-between, whichever is earlier.

7.4. Members cannot hold the same office for more than two terms.

7.5. In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to elect a member to fill the vacancy.

7.6. However, notwithstanding clause third (7.3) above, the first Executive Committee, shall hold office for a term of four consecutive years for building the Alumni Association on sound footing.

8. General Body Meetings

8.1. The Annual General Body Meeting shall be held every year in the first week of August.

a. to elect the Executive Committee

b. to approve the audited statement of accounts.

c. to deliberate the annual report of the Association, and

d. to consider any amendments to the By-laws.

8.2. The Executive Committee may convene General Body meetings as and when necessary.

8.3. Extraordinary meetings of the General Body shall be convened at the request of not less than one-third of the total members, within two months after receipt of such request.

8.4. The quorum of a General Body meeting shall be one-third of total members or 50 members whichever is less.

8.5. The meeting shall be conducted in the College premises.



9. Executive Committee Meetings

- 9.1. Meetings of the Executive Committee shall ordinarily be convened at least once in 3 months.
- 9.2. Special Meetings of the Executive Committee shall be convened on written request of not less than 7 members of the Executive Committee.
- 9.3. Quorum for a Meeting of the Executive Committee shall be one third of members of the Executive.

10. General Provisions regarding meetings.

- 10.1. Seven days notice shall ordinarily be given for all meetings of the General Body / Executive Committee. The notice of the General Body meeting shall be published in newspapers.
- 10.2. In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee. In the absence of the President and Vice-President, a senior member of the Executive Committee shall preside over the meeting.
- 10.3. All decisions shall be on the basis of majority of votes. In case of equality of votes, the President of the meeting shall have to cast a vote.

11. Powers and Duties of the Executive Committee

- 11.1. The affairs of the Association shall be managed by the Executive Committee.
- 11.2. General Secretary and the President and at least two other members of the Executive committee shall be from amongst the members who are residents of Sohra civil Sub-division.
- 11.3. The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the Association.
- 11.4. The Executive Committee shall have the power to frame By-laws consistent with the aims and objectives of the Association. The provisional Bylaws shall be placed before the next General Body Meeting for ratification.
- 11.5. The Executive Committee shall have power to consider all communications addressed to the Association.
- 11.6. The Executive Committee shall be in charge of and protect the properties of the Association.
- 11.7. The Executive Committee shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.
- 11.8. The Executive Committee shall collect dues / fees from members.
- 11.9. The Executive Committee shall undertake such tasks as will protect the objectives of the association.

12. Duties of Office Bearers of the Association

12.1. Adviser

All matters of dispute shall be referred to the Adviser and his / her decision shall be final and binding on all parties.

12.2. President

12.2.1.1 He shall preside over all the Meetings. He / She may allocate suitable responsibilities to other executive members.

12.2.1.3. He / She shall act on behalf of Association.

12.3. Vice-President

12.3.1. In addition to his / her duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of the President.

12.4. General Secretary

12.4.1 The General Secretary shall attend to the day to day correspondence and communications to and from Association.

12.4.2. Maintain official records of the Association.

12.4.3. Be an ex-officio member of all the Committees of Association.

12.4.4. He / She shall be responsible for calling Meetings of the Executive Committee in consultation with the President.

12.4.6. He / She shall be responsible for filing of annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements.

12.5. Joint Secretary

12.5.1. The Joint Secretary shall assist the General Secretary in discharging his / her duties.

12.5.2. He / She shall carry out such other duties as may be assigned to him / her from time to time by the Executive Committee.

12.5.3. He / She shall assume charge as General Secretary in the absence of the General Secretary.

12.6. Finance Secretary

12.6.1. The Finance Secretary shall maintain the accounts of the Association.

12.6.2. He / She will be an ex-officio member of all Committees involving financial implications and shall be the Chairman of the Finance Committee.

12.6.3. Receive and hold all moneys paid to the Association for the use of the Association

12.6.4. He / She shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.



13. Finance

13.1. Money received as membership fees, donations, subscriptions etc. shall constitute the income of the Association.

13.2. The funds of the Association shall be deposited in nationalized bank(s) in the name of Association and shall be operated jointly by any two of the following Executive committee members: (i) President, (ii) Treasurer and (iii) General Secretary duly authorized by the Executive Committee.

14. Keeping of Accounts

14.1. The Finance Secretary shall keep an account of the general funds of the Association. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.

14.2. The accounts of the Association will be subject to annual audit by a certified Auditor to be appointed by the members in the Annual General Body Meeting. The first auditor shall be appointed by the Executive Committee and He / She shall hold office upto the end of the first Annual General Body Meeting.

15. Audit of Accounts

The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit to persons appointed as auditors. The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts income and expenditure, funds and effects of the Association and shall verify the accounts and vouchers relating thereto.



16. Inspection of Books

16.1. The Register of Members, the Minutes Book and the Books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the General Secretary to produce the same on request by the member, free of cost..

16.2. The General Secretary shall file with Registrar within one month after the date of Annual General Body Meeting -

16.3.1. An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and General Secretary.

16.3.2. A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of the association and

16.3.3. It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the association.

17. Amendments

Any of the provisions of the By-laws may be amended by two-third majority of the members present and voting at the General Body meeting of the Association.

Alumni Chapter of Sohra Government College

The main objective of an Alumni Association is to bridge the gap between the college and the Alumni. The reputation of an educational institution lies on its students past and present. Faculty and Staff also play a vital role. The institution grows when it keeps producing successful graduates continuously, innovative and effective in their fields. As per UGC Quality Mandate, UGC has to take initiatives on one of its verticals, 'Students Career Progression and Alumni Network of Higher Education Quality Improvement Programme'. Under this initiative, Institutions under the purview of UGC are to monitor Student Career Progression at every stage, in the age of 'student centric learning'. More than 80% of students joining higher education terminate their education at the under graduate level. Higher Educational Institutions should have an alumni association whose activities will include participation in the college activities, mentoring the students, leveraging their contacts to support the college and provide financial donations to the college when the need arises. Structures Alumni Associations also help in student's placement and internship.

With this aim in view The First Alumni Meet of the pass students of Sohra Government College was organized on the 9th of November, 2019 at the college Campus. The General Body Meeting held on this day formed the Alumni Association of Sohra Government College. The meeting was presided by G.S.Kharwanlang the College Representative and the Member Secretary of the Alumni body. The Principal of the College Dr A.L Lyngdoh being the Adviser of the Alumni body welcomed the Ex- students of the college and said that the Alumni Association is another pillar that can strengthen the college in the coming years.



Figure 1: The Principal in the first Alumni meet explaining the importance of Alumni Association.



Figure 2: The Alumni office bearer and members during its first meet 2019.

