

Quantum University Alumni Association
A society under the Indian Societies Registration Act 1860

Rules and Regulations

1. **Patron:** Chancellor, Quantum University, shall be the Patron of QUAA.
2. **Membership:** Any candidates who have been awarded the degree by Quantum University, Dehradun are eligible to be a member of QUAA. The Secretary shall collect the Application form for membership. The powers to accept or reject any application lies with Executive Committee. The life membership of the association shall be a one-time fee of Rs. 1,000/-.

The Membership can be terminated in the following conditions:

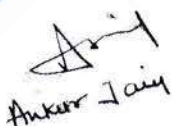
- 2.1. On Death of the member
- 2.2. On his resignation
- 2.3. Convicted in court of law.
- 2.4. Indulged in activities against the Alumni Association.
- 2.5. On his/her becoming insane or insolvent
- 2.6. On violating the rules of the society
- 2.7. Indulged in anti-national activity.
- 2.8. Threat to the interest and image of Quantum University.
- 2.9. As per decision of the Patron
- 2.10. Any other misconduct which is likely to bring disrepute to the society and University.

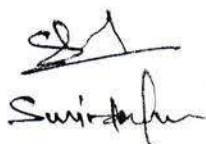
The patron shall have the power to accept or terminate any membership and pass necessary instruction to the QUAA Executive Committee.

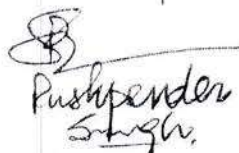
3. **General body and its function:**

- 3.1. **Formation of General Body:** General body consist of all the members.
- 3.2. **Meeting:** The Society will hold an Annual General Meeting **once** every year, though special or extraordinary general meeting can be held at any time during the year when ever needed.
- 3.3. **Notice:** 15 days prior to the meeting a notice shall be served by Secretary via email/ SMS/ web portal. Emergency meeting can be called at a short notice of 7 days.
- 3.4. **Agenda:** The agenda of the general body meeting shall be decided in an earlier meeting. All agendas need prior approval by the Patron of the society.
- 3.5. **Quorum:** Presence of two third number of members of the executive committee would constitute the quorum of the meeting.
- 3.6. **Annual General meeting:** The officials shall determine the date, time and venue of the annual general meeting in consultation with the Patron.


Registrar
Quantum University


Ankur Jain


Swinakar


Pushpender
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- 3.7. **Duties and Powers:** The general body shall fulfill and carry out the aims and objects of the society and take part in the annual meetings of the society and shall also pass the various resolutions put forward in the meeting.

4. Executive Committee and its functions

- 4.1. **Formation of Executive Council:** The executive council shall include the President, Vice President, Secretary, Treasurer and four nominated members. Total 8 members. One Such nominated member shall be the person holding the position of Head, Dept of External Program (DEEPRO) at Quantum University or as decided by the Patron and shall hold office at the pleasure of the Patron.

At least one such nominated member should preferably be female. However, in case of unavailability of a female member, the position may be filled by a male member.

- 4.2. **Meeting:** The Executive Committee Meeting (ECM) shall meet once every month, online or offline, to conduct the business of QUAA. It shall be the responsibility of the secretary to notify the meeting. The Patron shall be a special invitee as all such meetings and may invite the Executive Council meet if required.
- 4.3. **Notice:** For the Executive Committee Meeting (ECM), a 07 days prior notice or shorter notice with the permission of the Patron shall be served for the meeting via email/ SMS/ web portal by the secretary. Emergency General Meeting (EGM) can be called at a short notice of 7 days. The notice shall specify the venue date and hour of the meeting.
- 4.4. **Agenda:** The agenda of the ECM shall be finalized post approval of the Patron.
- 4.5. **Quorum:** Presence of 50% members of the Executive Council including the President/Secretary would constitute the quorum of the meeting for the monthly meeting. However, for ECM presence of 20 members, online or offline, shall be mandatory.
- 4.6. **Voting:** All questions arising at a meeting shall be decided by a majority of votes of the members present and voting. Each Member shall have one vote. Member has voting right provided he has paid up all the dues at the time of voting.
- 4.7. **Tenure & Reimbursements:** The maximum tenure of each Executive Council member shall be 2 years except for the Head, Dept of External Program (DEEPRO) at Quantum University who is the member of the Executive Committee owing to his engagement at the said position with Quantum University. No payment shall be made for holding any office of the QUAA Executive Council. There shall be no travel allowance or dearness allowance or reimbursement of any expenses of personal nature for any member.
- 4.8. **Appointments:** Appointment to fill up any vacancy in the Executive Council for any reason given in 2.1 to 2.10 shall be made by the Patron.
- 4.9. **Duties and Powers:** The Executive Council shall conduct and manage all the business and affairs of the society subject to the university and QUAA rules, regulations and by-laws made from time to time. Executive Council shall exercise such powers, do such acts only for the benefit of the Association, University and society.

The Executive Council shall have the following special powers and duties -

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Swinder

Prabinder Singh

Navneet

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Anshu

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- 4.9.1 To conduct all types of the meetings.
- 4.9.2 To maintain all the accounts.
- 4.9.3 To look after the properties of the QUAA.
- 4.9.4 To determine the policies and the priorities of the QUAA.
- 4.9.5 To issue general instruction and guidelines to the members of the QUAA.
- 4.9.6 To follow rules and regulations for the proper conduct of the business from time to time of the QUAA.
- 4.9.7 To coordinate the work of the society at all the locations and levels.
- 4.9.8 To promote the aims and the objectives of the university and the society and the execution of direction and guidelines formulated.
- 4.9.9 To determine the roles & responsibilities of the office bearers and employees subject to the regulations.

5. Executive Council Members and their Powers & Duties

- 5.1. **Patron**- Patron will render the advice/guidance to the association as and when required from time to time in the matters as deems appropriate. He shall act as mediator between the University and the QUAA. In case of disagreement between the members of the Executive Council the dispute may be referred to the Patron for his opinion whose counsel shall prevail. The patron and the university will have access to the books of accounts of QUAA at any point of time. The Patron shall have a veto power in the Society's work to ensure compliance with the objectives.
- 5.2. **President** - He shall preside over the meetings of General body and Executive council, guide, conduct and control the activities of the society as per the university rules and regulations. All the proceedings of Executive Council and GBM will be regulated and convened by the president and the decision of the president in collaboration with the university officials will be final. The president shall be appointed by way of **nomination by the Patron** as per recommendations received.
- 5.3. **Vice-president**: The vice-president shall assist the president in conduct of the affairs of QUAA and shall act as president in his/her absentia. The Vice president shall be appointed through **nomination by the Patron** as per recommendations received.
- 5.4. **Secretary**: The secretary will maintain the regular update of members of the society. He/ she shall call the meeting of Executive Council and General body in consultation with the members of EC and the University. He/ she shall circulate the minutes of meeting and shall also be responsible for the preparation, publication and distribution of all the QUAA activity news. The Secretary shall be appointed through **nomination by the Patron** as per recommendations received.
- 5.5. **Treasurer**: Treasurer shall be responsible for maintaining the records and account of the association under the heads of income and expenditure. He/ she shall be responsible for presenting the document to the university and presenting in General Body Meeting and Executive Council meeting. He/ she shall ensure that all the receipts and vouchers related to the expenditure of QUAA are regularly kept and maintained. He/ she shall maintain the accounts audited by auditors appointed. He/ she shall also be responsible for preparing the annual report of income and expenditure of the society for presenting. The Treasurer shall be appointed through **nomination by the Patron** as per recommendations received.

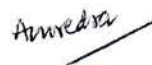

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6. Termination of Executive Committee Members

A Member of the committee shall cease to be as such:-

- 6.1. If he/she resigns and his resignation is duly accepted by the Executive Committee, if the committee shall take a decision on resignations within a period of three months.
- 6.2. If he/she is absent without reasonable cause for 3 consecutive Executive Committee meetings.
- 6.3. If he is removed by a resolution of the Executive Committee on valid grounds such as
- 6.4. Continued lack of co-operation with the management committee.
- 6.5. Continued lack of interest in the work and activities of the association.
- 6.6. Utterance made, acts done prejudicial to the best interest of the associations in the opinion of the Executive committee, such resolution of the Executive committee shall be final and binding on the person affected and shall not be questioned in any court of law. However, the affected person or persons may appeal before the subsequent General Body for reconsideration.
- 6.7. By decision of the Patron

7. Alumni Office:

It shall be preferred to be located in the campus of Quantum University, Roorkee, unless desired by the Patron to be outside for logistical or disciplinary reasons.

8. Operation of the Bank Accounts:

The fund of the QUAA society may be kept at any bank or post office. The drawing of fund from the account will be allowed with the signatures of the Patron or any person authorised by him through written consent. The fund shall be withdrawn only to meet the aims and objective of the QUAA.

9. Annual List of Executive Council and Audited Financial Statement:

Every year the balance sheet and Income and Expenditure account along with list of the annual list of the Executive council as at end of each financial year will be submitted to the university and in the office of the Deputy Registrar. The financial year for the society shall mean period of 1st day of the April to the following 31st day of March other than the year of incorporation.

The audit of the Financial Statements shall be conducted by auditors appointed by the Patron.

10. Fund and Accounts:

The QUAA will arrange funds for pursuing the activities of the society through:

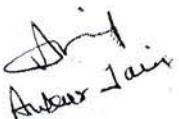
- Subscription from members
- Donation by members.
- Other sources

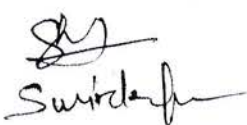
The funds of the society may be deposited in fixed/term deposits and other Government schemes which will be helpful in future for growth of the fund used by the society. The account of the society shall be maintained in a scheduled/private bank in Roorkee/ Dehradun only.

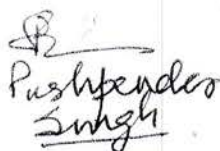
11. Documentation and Record of the association:

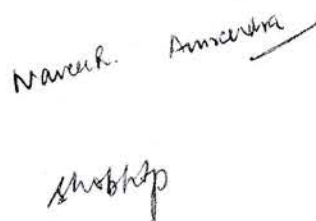
- List of Members


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- Minutes of Executive Council meeting and General Body Meeting
- Stock register of consumable and non-consumable items
- All receipts and vouchers of expenditure and donations
- Cash book and ledger
- Hard copies of all publications
- Report of the society.

12. **Chapters:**

The QUAA shall have National and International chapters. All the chapters shall be governed by the rules and regulations of the QUAA. The chapters shall be free to organize self-funded activities as per their own event calendar prepared in discussion with the EC. Separate bye laws may be drafted for chapters by the EC and the University and shall be approved by the Patron.

13. **Settlement of the dispute:**

All disputes within the QUAA to be settled only through arbitration by a three-member committee of the University setup by the Patron. However, in case of financial irregularities and fraud by any member of the QUAA, the legal proceeding may be initiated within the Jurisdiction of Dehradun.

14. **Others:**

All the incomes, earnings, movable and immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the memorandum of association and no profit there of shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members.

No member of the society shall have any personal claim in any movable or immovable properties of the society or make any profit whatsoever by the virtue of its membership.

15. **Website of the Association**

A website of the Association is to be duly created and all notices, information, etc. are to be uploaded for the information of the members. It shall be the responsibility of the Convener / Secretary.

16. **Amendments**


Any of the provisions of the bylaws may be amended (with prior approval of the Patron) by two-third majority of the members present and voting at the General Body meeting of the Association or as may be approved by the Patron of the society.


17. **Savings**

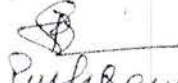
In case of any difference of opinion regarding the meeting or the construction of any word or sentence, the opinion of the Patron of the association shall be final and binding on all.

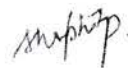

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