

## DIMAPUR GOVERNMENT COLLEGE ALUMNI ASSOCIATION

### CONSTITUTION

#### ART - I : NAME

The Name of the Association shall be Dimapur Govt. College Alumni Association (Hereafter referred to as the Association)

#### ART - II : OFFICE

The official address shall be: Alumni Unit, Dimapur Govt. College, Oriental Colony, Dimapur - 797112, Nagaland.

#### ART - III : AIMS AND OBJECTIVES

- a. To work for the all round development of Dimapur Govt. College.
- b. To promote co-operation between the Alumni and the College.
- c. To further the image and reputation of the College in the society.
- d. To look after the interest of the Alumni of the College.
- e. To be a non-profitable organization.

#### ART - IV : POLICY

- a. The Association shall be purely for the development of the College and free from any political, religious or sectarian considerations.
- b. The Association shall present suggestions to the College authority for the welfare of the College and shall not interfere in the administrative matters and the day to day functioning of the College.
- c. The Association shall not work in any manner which may prejudice the interest of Dimapur Govt. College.

#### **ART – V : MEMBERSHIP**

- a. All graduates of Dimapur Govt College and all persons who have been in attendance as students of the College.
- b. The General Body must meet at least once in a year. (calendar year)

#### **ART – VI : EXECUTIVE COMMITTEE**

- a. The Executive Committee shall consist of the Alumni Committee appointed by the Principal of the College and the Office Bearers of the Alumni Association.
- b. The Executive Committee shall meet once in six months.
- c. All important matters shall be discussed by the Executive Committee and necessary action shall be taken to fulfill the aims and objectives of the Association.
- d. All important decisions shall be communicated through circulars to the members.

#### **ART – VII : OFFICE BEARERS**

1. The following shall be the Office Bearers of the Association:
  - a. President
  - b. Vice - President
  - c. General Secretary
  - d. Assistant General Secretary
  - e. Finance Secretary
  - f. Treasurer
  - g. Information & Publicity Secretary
2. These Office Bearers shall be nominated from amongst the Members of the Alumni Association by a Selection Committee which shall consist of three members appointed by the incumbent President.
3. The term of the Office Bearers shall be Three years. Incumbent office bearers will be eligible for selection to the next term.

## ART – VIII : DUTIES AND FUNCTIONS OF THE OFFICE BEARERS

### 1. President:

- a. The Association shall function under the overall supervision of the President.
- b. The President shall preside over the meetings of the Association, Executive Committee and all other functions that may be organized by the Association.
- c. The President may call an Emergency meeting of the Executive Committee. (If the need should arise).

### 2. Vice – President:

- a. He/she shall assist the President in the working of the Association.
- b. He/ she shall discharge the duties of the President in his absence.

### 3. General Secretary:

- a. He/she shall be the custodian of all the records and documents of the Association.
- b. He/she shall call and arrange the meetings of the Executive Committee and the Association in consultation with the President.
- c. He/she shall record the minutes of the meetings of the Executive Committee and the Association.
- d. He/she shall maintain an up-to-date register of all the members of the Association.

### 4. Assistant General Secretary:

- a. He/she shall assist the General Secretary with the execution of works endorsed to him/her.
- b. In the event of the General Secretary's absence from office, the Assistant Secretary shall automatically act as the General Secretary.