

# IILM UNIVERSITY, GREATER NOIDA

## ALUMNI ASSOCIATION

### GUIDELINES

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| <b>Definition</b>                   | <ul style="list-style-type: none"> <li>• The “<b>Association</b>” means the Alumni Association of IILM University, Greater Noida</li> <li>• “<b>Alumnus</b>” means an ex-student of the University, who has obtained a degree from IILM University, Greater Noida.</li> <li>• The “<b>General Body</b>” means the General Body of the Association.</li> <li>• The “<b>Management Committee</b>” means the Executive Committee of the Association.</li> <li>• An “<b>Honorary Member</b>” means any person other than an Alumnus, who has been elected by the General Body of the Association. All regular faculty members of IILM University will deem to be “Honorary Member” of the Association till they hold a regular position at the Institute.</li> <li>• The “<b>Financial Year</b>” of the Association shall be reckoned every year from 1st April to 31st March of the following year.</li> </ul>  |
| <b>Process of Member Nomination</b> | <ul style="list-style-type: none"> <li>• Any student who successfully obtains any degree from IILM University, Greater Noida automatically becomes a Life Member of the Association from the date of award of the Degree/Provisional Degree on payment of the appropriate membership fees of Rs. 100 yearly</li> <li>• The membership fee in respect of all the members would be decided by AGM every year. The mode of collection of the membership fees would be decided from time to time by AGM every year.</li> </ul>   |
| <b>Termination of Membership</b>    | <ul style="list-style-type: none"> <li>• When a member passes away, their membership automatically ends</li> <li>• If a member is deemed unable to fulfill their duties due to health or mental capacity issues, they may be terminated.</li> <li>• Any criminal conviction or involvement in illegal activities may be grounds for membership termination</li> <li>• If a member is found to have provided false or misleading information during membership application or during the course of their membership, it may lead to termination.</li> <li>• Engaging in activities or conduct deemed unethical or disruptive to the association may result in termination.</li> <li>• If a member consistently fails to participate in the association’s activities, meetings, or events, their membership may be terminated</li> <li>• Members who do not adhere to the rules, guidelines, and regulations of the association can face termination of their membership</li> <li>• If a member fails to pay the annual membership fee, their membership may be terminated.</li> </ul> |

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| <b>Tenure of committee</b>        | <ul style="list-style-type: none"> <li>If the society needs to be dissolved, it must follow the procedures laid down under the Societies Registration Act, and this process will be conducted under the supervision of the authorities.</li> </ul>   |
| <b>Total Members of Committee</b> | <p><b>General Body:</b> The general body consists of all alumni, and they have the right to participate in meetings, vote, and contribute to decision-making processes.</p> <p><b>Management Committee:</b> This is the governing body that oversees the operations, with a team elected to manage activities, finances, and events on behalf of the alumni. The committee ensures the smooth functioning of the society.</p> <p>Composition of the Managing Committee: The managing committee will be formed by the general body, consisting of 7 members, including:</p> <ul style="list-style-type: none"> <li>- 1 President</li> <li>- 1 Vice-President</li> <li>- 1 Treasurer</li> <li>- 1 Secretary</li> <li>- 2 Members</li> </ul>  |
| <b>General Body</b>               | <p><b>Formation and Meetings:</b></p> <ul style="list-style-type: none"> <li>The general body is formed by the members of the association.</li> <li>Meetings are held periodically to discuss matters related to the society's functioning. The general body must convene at least <b>once a year</b>.</li> </ul> <p><b>Quorum and Notice Period:</b></p> <ul style="list-style-type: none"> <li>A quorum of 2/3 of the total members is required to conduct meetings.</li> <li>The notice period for meetings must be a minimum of <b>15 days prior to the meeting</b>.</li> </ul> <p><b>Special General Meetings:</b></p> <ul style="list-style-type: none"> <li>Special meetings can be called, if necessary, subject to the same quorum and notice period rules.</li> </ul> <p><b>Rights and Duties of General Body Members:</b></p> <ul style="list-style-type: none"> <li>The general body is responsible for making key decisions about the association's activities, approving budgets, and electing members of the management committee.</li> <li>Members have the right to vote on important issues, including changes to the rules and regulations</li> </ul> |
| <b>Managerial Body</b>            | <p><b>Formation of the Managerial Body:</b></p> <ul style="list-style-type: none"> <li>The managerial body is formed through elections from within the general body. The positions in the managerial body include key roles such as president, vice president, secretary, and treasurer.</li> </ul> <p><b>Election Procedures:</b></p> <ul style="list-style-type: none"> <li>Elections are held to appoint the managerial body members, and the elections should be conducted with fairness and transparency. Elections are to be held in accordance with the procedures set out in the society's bylaws.</li> </ul> <p><b>Responsibilities of Managerial Body Members:</b></p>   |

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|                                       | <ul style="list-style-type: none"> <li>● <b>1st Responsibility:</b> To manage the day-to-day operations of the association.</li> <li>● <b>2nd Responsibility:</b> To ensure that the association's activities align with its objectives.</li> <li>● <b>3rd Responsibility:</b> To ensure financial accountability, including auditing the association's accounts.</li> </ul> <p><b>Tenure of Office Bearers:</b></p> <ul style="list-style-type: none"> <li>● The office bearers serve for a term of <b>2 years</b>, after which elections are held to appoint new members.</li> </ul> <p><b>Rights and Responsibilities of Office Bearers:</b><br/>The office bearers of the <b>Management Committee</b> have defined rights and responsibilities, including:</p> <ul style="list-style-type: none"> <li>● <b>President:</b> Leads and represents the committee, ensuring all activities align with the association's goals.</li> <li>● <b>Vice-President:</b> Assists the President and takes charge in their absence.</li> <li>● <b>Secretary:</b> Manages the communication and record-keeping of the association, organizes meetings, and communicates decisions.</li> <li>● <b>Treasurer:</b> Responsible for managing the financial aspects of the society, including financial planning and reporting.</li> <li>● <b>Other Members:</b> Contribute to organizing events, making decisions, and assisting in the day-to-day functioning of the society.</li> </ul> <p><b>Rights of the Managerial Body:</b></p> <ul style="list-style-type: none"> <li>● The managerial body members have the right to make decisions on behalf of the association and manage all operational aspects of the society.</li> </ul> <p><b>Filling Blank Seats</b></p> <ul style="list-style-type: none"> <li>● If any positions in the <b>Management Committee</b> become vacant (e.g., due to resignation, absence, or other reasons), the <b>blank seats</b> must be filled.</li> <li>● The process to fill these seats includes <b>elections</b> or <b>appointments</b> from the General Body or the Management Committee, based on the rules outlined in the document.</li> </ul> |
| <b>Separate Room as Alumni Cell</b>   | NA  |
| <b>Approving Authority</b>            | The vice-chancellor of IILM University, Greater Noida   |
| <b>Accounts of Alumni Association</b> | <p><b>Society Account Access:</b></p> <ul style="list-style-type: none"> <li>● The Treasurer holds the responsibility for the financial management and access to the society's accounts.</li> <li>● Other committee members, such as the President and Secretary, may have access to the society's financial records for oversight and coordination purposes.</li> <li>● The financial records, including membership fees and donations, are to be tracked by the Treasurer, and all transactions will be subject to scrutiny by other committee members.</li> </ul>  |

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| <b>Budget Audit</b> | <ul style="list-style-type: none"><li>● The Budget Audit section mentions that the society's financial activities, including income and expenses, will be audited by a qualified external auditor.</li><li>● This ensures transparency and accountability for the association's financial dealings.</li><li>● The audit will verify that the funds are used in accordance with the objectives of the association.</li></ul> |
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