

**NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM
(NLUJAA) ALUMNI ASSOCIATION REGULATION
NATIONAL LAW UNIVERSITY, ASSAM
GUWAHATI - 781031**

1. **Name of the Association:** The name of the association shall be " NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM ALUMNI ASSOCIATION" and shall be referred to as the ASSOCIATION for the purpose of the Regulation.
2. **Office:** The registered office of National Law University and Judicial Academy, Assam Alumni Association shall be located at the National Law University and Judicial Academy, Assam, Amingaon, Hajo Road, Guwahati – 781031.
3. **Jurisdiction:** The jurisdiction of the Association shall be all over India, but any dispute/case/suit shall be subject to the jurisdiction of the Courts in Guwahati only.
4. **Objectives:**
 - i. To provide a forum for the Alumni of the University.
 - ii. To engage in such academic and social activities as shall contribute towards promoting liaison between the Alumni and the University.
 - iii. To further the cause of legal research and discussion.
 - iv. To keep alive love, spirit, affection and gratitude for our alma mater.
5. **Patron:** The Vice-Chancellor of the National Law University, Assam shall be the Ex-Officio Patron of the National Law University and Judicial Academy, Assam Alumni Association.
6. **Membership of the National Law University and Judicial Academy, Assam Alumni Association:** The Alumni Association shall have the following categories of members:
 - i. Life Members
 - ii. Associate Members
 - iii. Honorary Members
7. **Eligibility Criteria:**
 - i. Life Members: Those who have been awarded any Degree or Diploma by National Law University, Assam are eligible to become Life Members.
 - ii. Associate Members: Faculty members of National Law University and Judicial Academy Assam, who have served at least one year are eligible to be Associate Members as long as they are in National Law University, Assam, or the faculty member who are superannuated from NLUJA, Assam. They will not have voting rights and they are not eligible to be considered for Distinguished Alumni Award.
 - iii. Honorary Members: All past Vice-Chancellors of the National Law University and Judicial Academy, Assam, are Honorary Members. They will not have voting rights and they are not eligible to be considered for Distinguished Alumni Award.
Note: All existing donor members are Life Time Members
8. **Membership Fee:** The Membership Fee as decided by the Executive Committee from time to time will prevail.
9. **Cessation of Membership:** A member of the Association shall cease to be a member if he/she resigns from his/her membership or is found to be of unsound mind or is convicted by a court for any offence on moral grounds or expelled by the Executive Committee for compelling reasons.
10. **Admission of Members:**

Alumni Register:

 - i. The National Law University and Judicial Academy, Assam Alumni Association shall maintain a Register of all members showing the date of admission, name, address and dates of changes of one class of Membership to another class of Membership.

- ii. Any member of National Law University and Judicial Academy, Assam Alumni Association shall be entitled to inspect the Register of the Association Members after due service of a notice, upon which the Secretary of the NLU, Assam Alumni Association will intimate his intention at least fifteen days prior to the date of the inspection.

11. Privileges: Life Members, Associate Members and Honorary Members shall be entitled to:

- i. receive a copy of all publication of the NLUJA, Assam Alumni Association
- ii. participate in the activities of the NLUJA, Assam Alumni Association or its chapters or centres.
- iii. participate in the General Body Meeting of the NLUJA, Assam Alumni Association with right to vote in the case of Life Members
- iv. nominate, propose and second members for office of the Executive Committee

12. Organization of the Association:

- i. Patron: The Vice-Chancellor of the NLUJA, Assam will be the Patron to the Association.
- ii. General Body: The general body of the Association comprises of all Active Members.
- iii. Executive Body: There shall be an Executive Body to manage the affairs of the Association.
- iv. Local Chapters:
 - a. There may be local chapters/Body of the Association in India and abroad
 - b. The membership of the local chapters will be governed by the University Alumni Association Regulation
 - c. These local chapters shall not be under the financial control of the registered office of the Association in Guwahati.

13. General Body:

- i. The General Body shall consist of all life members of the Association.
- ii. The Association shall hold an Annual General Meeting at least once a year and not more than 18 months shall elapse between successive Annual General Meetings.
- iii. A prior notice of clear 30 days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the President.
- iv. An emergency meeting of the General Body can only be convened by the President for compelling reasons at a short notice.
- v. Thirty (30) members or one-third of the total strength of the General Body, whichever is lower, present in person shall form a quorum for any meeting of the General Body. Members can also attend the meeting without being present in person but through real-time and secure communication as approved by the Executive Committee. The minutes of the meeting have to be signed by all the attending members and returned by post or fax.
- vi. The duties of the General Body shall be:
 - a. to set guidelines for the Executive Committee so as to achieve the objectives of the Association.
 - b. To consider and adopt the Annual Report and Audited Accounts of the Association.
 - c. To approve the budget for the following year
 - d. To elect office bearers and members of the Executive Body.
 - e. To transact any other business with the permission of the President.

14. Executive Body: The Executive Body shall consist of:

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| i. | President | 1 |
| ii. | Vice-President | 1 |
| iii. | Secretary | 1 |
| iv. | Treasurer | 1 |
| v. | Executive Members | 3 |
| vi. | Representative of Student Members | 1 |
| vii. | Invited Members | |

14A. Election of the Executive Committee:

- i. The President and the Vice President shall be senior members of the alumnus/alumni with sufficient experience.
- ii. The Secretary shall be an ex-officio Executive Member, provided he/she was not removed from his/her post in the Association prior to completion of his/her term.
- iii. All office bearers and members of the Executive Committee shall be elected except the ex-officio Executive Member.
- iv. The Treasurer and at least one of the Executive Members have to be stationed in the vicinity of Guwahati.
- v. The procedure for the election of the office bearers of the Association shall be regulated according to the Bye-Laws of the Association.
- vi. The Representative of Student Members (henceforth abbreviated as *ROSM*) is nominated from the batch who are in their final year of study by the SBC for one year. The nomination is done in the beginning of every odd semester. If the *ROSM* leaves before the completion of his/her term, it is the responsibility of the SBC to nominate another person.
- vii. The Invited Members will be co-opted by the Executive Body, if it feels that such persons may be of help in attaining the objectives of the Association.

14B. The Executive Body will ordinarily meet at least twice a year but the Secretary may call an emergency meeting at any time, with the consent of the President. Members can also attend the meeting without being present in person through real-time and secure communication as approved by the Executive Body. The minutes of the meeting have to be signed by all the attending members and returned by post or fax.

A prior notice of 14 days shall ordinarily be given to the members for convening an Executive Body meeting

The quorum for the Executive Body meeting shall be four. In case quorum is not attained meeting shall be adjourned.

In case any vacancy arises in the Executive Body, the Executive Body shall fill this vacancy by nomination/co-option.

The Executive Body shall have all powers with regard to management and promotion of the objectives of the Association according to the directives, if any, of the General Body.

The office bearers and members of the Executive Body, except the *ROSM*, shall normally hold office for two years.

Except the *ROSM* and the Invited Members all other office bearers/members of the Executive Body have voting rights.

15. Powers and Duties of the Office Bearers:

15.1 President:

- i. The President shall preside over Executive Body meetings and the General Body meeting.
- ii. The President shall cast his/her vote in case of a tie over a certain issue.
- iii. He/she shall have all the powers for the management and promotion of the objectives of the Association.
- iv. The President shall have discretionary powers to take any decision and report to the Executive Body for ratification.

15.2 Vice President:

- i. The Vice President shall exercise the powers and duties of the President in his/her absence.
- ii. The Vice President shall render advice to the Executive Body with regard to promotion of the objectives of the association.

15.3 Secretary:

- i. The Secretary shall assist the Executive Body in the management of the activities of the Association.
- ii. The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.
- iii. Within fourteen days after holding the Annual General meeting, the Secretary shall file the following information with the Registrar of Association:
 - a. List of names, addresses and occupations of the members of the Executive Body.
 - b. An Annual report of the previous year
 - c. A copy of the Audited Accounts and certificate of the Auditor's Report.

15.4 Treasurer:

- i. The Treasurer shall be responsible for the maintenance of the financial records and accounts of the association.
- ii. The Treasurer shall operate the funds of the Association jointly either with the president or the Secretary.

15.5 Executive Members:

- i. The Executive Members shall assist the Executive Body in the delegation of their responsibilities.

15.6 Representative of Student Members (ROSM):

- i. The ROSM should attend all activities approved by the Executive Body.
- ii. The ROSM shall act as a communication link between the students of the Institute and the Alumni Association.
- iii. ROSM will assist the Secretary in the delegation of his/her responsibilities.

16. Amendment of the Regulations:

- i. Amendment to the regulations shall be carried out only at the General Body Meeting with a minimum quorum of fifty (50) members or one-third of the total strength of the General Body, whichever is lower.
- ii. A minimum of the two-third of the majority votes of the members present is required for the amendment to be accepted.
- iii. The proposed amendment to the rules and regulation shall be circulated to all the members as an agenda item for the General Body meeting.

17. Finances and Account:

- 17.1 There shall be two separate accounts viz. the Corpus Account and the Development Account.
- 17.2 The Association shall raise funds for promoting the objectives of the

Association through:

- i. Subscription from the members - which shall be deposited to the Corpus Account.
The rates of the subscription shall be governed by the Bye-Laws of the Association.
 - ii. Money obtained by the members for various development activities - which shall be deposited in the Development Account.
 - iii. Any other source approved by the Executive Body - the fund collected through these other sources will be deposited in either of the accounts as per the decision of the Executive Body.
- 17.3 The accounts of the Association shall be opened in any scheduled bank in Guwahati into which all subscription donations and other income shall be credited.
- 17.4 Financial year of the Association shall be from April 1 to March 31.
- 17.5 The funds of the Association may be invested in Government Securities, Bonds and Debentures of registered companies and Financial Institutions under Company's Act, 2013 of fixed deposits in nationalized banks, subject to the approval of the Executive Body.
- 17.6 Withdrawals from the invested funds shall be made only with the approval of the Executive Body.
- 17.7 Only the interest earned on the Corpus Fund can be utilized by the Executive Committee, for attaining the objectives of the Association. This would be subjected to a limit authorized by the General Body.
- 17.8 A larger body "Development Fund Advisory Body" (henceforth abbreviated as DFAB) consisting of the following members along with the Executive Committee members will decide on the usage of the Development Fund:
- i. The Vice-Chancellor
 - ii. The Registrar
 - iii. President of SBC
- 17.9 The Executive Body will be responsible for spending the Development Fund, as per the advice of the donor and/or the DFAB.
- 17.10 If the money is given for a specific earmarked purpose, it must be utilized for that purpose only unless the Executive Body decides otherwise with the advice of the DFAB and with the necessary consent of the donating member. The DFAB may suggest an alternative use of the donation to the donor.

18. Audit of Accounts:

The accounts of the Association shall be audited every year by a Chartered Accountant or Auditor to be appointed by the Executive Body.

19. Suit and Proceedings against the Association:

- 19.1 The President or any office bearer authorized by the Executive Body may sue on behalf of the Association. When the Association is being sued, the president will represent the Association.
- 19.2 No suit or proceeding shall be failed by the reason of any vacancy or change in the holder of the office of the Secretary or any office bearer authorized on its behalf.
- 19.3 Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the property of the President.
- 19.4 Nothing herein shall exempt the President or any office bearer of the Association from any criminal liability, entitle him/her to claim any contribution from property of the Association in respect of any claim paid by him/her on conviction by criminal court unless it is attributable to Association matters.

19.5 No member or the Association shall be sued or prosecuted by the Association except for any injury or loss, damage, detention or destruction of any property of the Association.

20. Records of the Association:

20.1 The following records shall be maintained by the office of the Association:

- i. Roll of Membership
- ii. Minutes of the Executive Body Meetings
- iii. Minutes of the General Body Meetings
- iv. Stock register of non-consumable and consumable items
- v. Cash book and Ledger
- vi. Copies of all publications and reports of the Association

20.2 The records shall include details of all sums of money received and the sources and the sources thereof, and all the sums of money spent.

20.3 Every member of the General Body shall have the right of inspection of records of the Association during office hours.

21. Winding up of the Association:

The winding up of the Association shall be carried out as per the relevant clauses of the Societies Registration Act.

