

Adopted Constitution of SINP Alumni Association

(After modification in AGM on 17.12.2009)

1. **Name of the Organisation** : "SAHA INSTITUTE OF NUCLEAR PHYSICS ALUMNI ASSOCIATION"
Abbreviated Name : "SINP ALUMNI ASSOCIATION"

Note : The word "Institute" or "SINP" occurring anywhere in the following document shall mean "Saha Institute of Nuclear Physics"

2. Membership :

1. All persons who have served the Institute in the Research and teaching positions for more than one year are eligible to be a member of the Alumni Association.
2. All the post M.Sc. students who have completed the one year Associateship Diploma course are eligible to be a member of the Association.
3. All the Research fellows who have completed their Ph.D. from the Institute under the guidance of a Faculty Member of the Institute are eligible to be a member of the Association.
4. All the Engineers who have served the Institute for at least one complete year are eligible to be a member of the Association.
5. All the Pool Officers, Visitors and Research Associates who have served the Institute in Research and Teaching Categories for one year or more, are eligible to be a member of the Association.
6. Notwithstanding the above categories if there be anyone who is not covered above but has a factual record of his/her Association with Research and Teaching activities of the Institute for more than one year is also eligible to membership subject to an approval of the general body of the Association.

3. Aims and Objectives :

1. To provide a common meeting ground and forum for a get-together of
2. the members of the Association.
3. To extend cooperation for the fulfillment of the aims and objectives of the Institute.
4. To organize discussion sessions, seminars, entertainment programs on
5. various topics covering Science, Technology, Literature, music and Fine Arts singly or jointly with other fraternal organizations of the Institute.
6. To initiate discussions on Science and Educational policies of the
7. country and communicate its enlightened views to the relevant authorities.
8. To facilitate writing an authentic history of the Institute starting from its early days.

Note : The Alumni Association shall not be involved in the internal matters of the Institute.

4. Membership Subscription:

Onetime Subscription will be Rs. 1000/ for members resident in India and other SAARC countries. The Subscription for members in other countries will be US \$ 200/- or its equivalent. Subscription in cash or cheque shall be payable to "SINP Alumni Association".

5. Rules for Functioning :

- **General Body of the Association** : It will comprise the entire enrolled members of the Association. This will be the highest decision making body to look after the fulfillment of the Aims and objectives of the Association.
- **Executive Committee** : The Executive committee will execute the day to day activities of the Association under the broad guidance of the General body.
- Composition and Functions of the Executive Committee(E.C.) :
- The executive Committee will be composed of 9 (nine) members elected each year in the Annual General Meeting (AGM) of the Association. For convenience the AGM shall be held preferably on the Foundation Day of the Institute i.e. 11th. January each year.
- The term of the Executive Committee (E.C.) shall be normally one year or from one AGM to the next AGM.

- The nine members elected in the AGM will convene an Executive Committee Meeting soon after the AGM to elect the Office Bearers for the next one year.
- The Office Bearers will be as follows :
 - 1. President,**
 - 2. Vice-President**
 - 3. Secretary**
 - 4. Joint Secretary**
 - 5. Treasurer**

6. Functions of the Office Bearers :

- President Shall preside over all the Meetings of the Association (both Executive Committee (E.C.) and General Body(G.B.) meetings) and help the decision making process of the E.C.
- Vice-President shall execute all the functions of the President in case the President is absent
- Secretary shall be the main functionary of the Association. His/ Her duty shall be to execute/implement all the decisions taken in the General body meeting in accordance with the advice of the Executive Body. He/She will convene both the E.C. and G.B. meetings. He/She shall initiate all necessary programs to further the cause of the Association as approved by the Executive committee. He/She has to prepare the agenda, venue and date of the General Body meetings in consultation with the E.C. The secretary will convene the Executive Body meetings in consultation with the President or the Vice-President in case the President is absent. The secretary shall be responsible for recording the minutes of both the E.C. and G.B. meetings, keeping and maintaining the Office records with the active assistance of the Jt. Secy.
- Joint Secretary shall execute all the functions of the secretary in case of his/her absence.
- Treasurer shall be responsible for keeping all the accounts of the association. He/She will be responsible for making all payments as approved by the Secretary/ President. He/She along with the Secretary shall be responsible for the Annual Audit of the Association to be made by the two internal auditors nominated in the AGM of the preceding year. He/She shall also be responsible for the Fund Raising and maintenance of the Bank Accounts of the Association.
- In addition to all responsibilities assigned as above, the President/Secretary in consultation with the E.C. can involve other members in any specific tasks for the smooth functioning of the Association.

7. Quorum, Agenda and Frequency of the Meetings :

Quorum for G.B. Meetings : One fourth of the total enrolled membership of the association or 25 members whichever is lower shall form the quorum of the G.B. meetings. In absence of the President/ Vice-President in a G.B. meeting any amongst the members present can be elected to chair that meeting.

Quorum for the E.C. Meetings : Presence of 5 members out of 9 shall form the quorum of the E.C. meetings. In absence of the President/Vice-President in an E.C. meeting, any E.C. member can be elected to chair the meeting.

Adjourned Meeting : Both in Case of G.B. and E.C. meetings the meeting shall be adjourned for want of quorum. The adjourned meeting can be held after a gap of at least half an hour or at a later date at the same venue. Adjourned meeting will not require any quorum.

Frequency of G.B. Meetings: There should be at least one G.B. meeting in a calendar year i.e. the AGM. However the E.C. can call more G.B. meetings if such necessity arises. Moreover, there shall be provision for calling requisitioned G.B. Meetings, if a written request is made to the

President/Secretary for the discussion on a specific agenda on the signatures of at least 20 members of the Association. Such requisitioned meeting shall be called, after discussion in the E.C., within one and a half months from the date of requisition.

Frequency of E.C. meetings : There should be at least 3 E.C. meetings in a year. At least 5 members of the E.C. can also requisition an E.C. meeting on a specific agenda through a written request to the President/Secretary. This meeting shall be called within a fortnight from the date of requisition.

Agenda of G.B. Meetings : The AGM shall have the following statutory agenda :

- Confirmation of the minutes of the Previous AGM/G.B. meeting as the case may be.
- Secretary's Report highlighting the activities in the intervening period and the fund situation.
- In the AGM there must be agenda for the nomination of the two internal Auditors for the following year, the election of the next E.C., Budget proposal for the following year and the Audited statement of Accounts for the preceding year.
- Moreover the agenda should also accommodate specific discussion on matters that the members might ask for verbally or in writing.

Decision Making in the E.C. & G.B Meetings : All decisions shall be arrived at after thorough discussions by consensus or by majority opinion as per the best traditions of democratic institutions.

Fund Raising or Donations : The Executive Committee is authorized on behalf of the Association to raise funds by way of advertisement/ grants/donations from the Parent Institution (SINP), other Govt. or Non Govt. Institutions, Commercial organizations, Members of the association and other individuals for execution of the programs .

Office of the Association : The Office of the Association shall be at the Saha Institute of Nuclear Physics, 1/AF Bidhannagar, Kolkata-700 064, India.

Note : To use Saha Institute as the Office of the Association, prior approval of the Authorities of SINP has to be sought. It will also be necessary to ask for a two Module space and other minimum infrastructural facilities necessary to run the Office.