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# CHOITHRAM COLLEGE OF NURSING, INDORE

## ALUMNI ASSOCIATION

### BYELAWS

#### AIMS & OBJECTIVES

1. To promote and encourage friendly relations between the members of the association.
  2. To create a spirit of cooperation amongst the members.
  3. To promote and safeguard the interest of the association and its members.
  4. To invest the money and manage the properties of the association in such a manner as may be determined by the association with the consent of the president.
  5. To frame, form, alter, revoke, re-enact, the rules from time to time towards the interest of the association.
  6. To arrange meetings/conferences/activities/cultural functions/foreign trips for visiting educational institutions for the upliftment of the association and its members.
  7. To provide scholarship and rewards to help the poor and needy students of the college.
  8. To create a centralized information centre for the benefit of the members for the placement activities.  
[www.cconursing.com](http://www.cconursing.com), [alumni2007ccon@yahoo.in](mailto:alumni2007ccon@yahoo.in).
- The income from the property of the association whatsoever derived shall be solely towards the promotion of the objectives of the association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or otherwise what so ever to the members of the association.

#### MEMBERS

- a) All students of CHOITHRAM COLLEGE OF NURSING, INDORE who have passed out the B.Sc Nursing or M.Sc Nursing examination from this institute.
- b) All the faculty members of CHOITHRAM COLLEGE OF NURSING, INDORE will be associate members.

#### MEMBERSHIP FEE

- a) To become the life member of this association the student has to pay Rs.1000 by cash /DD/ crossed check in favour of Alumni Association, Choithram College of Nursing, payable at Indore. The members shall be provided with membership card and copy of the rules and regulations.
- b) Associate members will pay Rs. 500/- as fee and they will not be eligible to vote and to contest the election.

#### ADVISORY BODY

Executive committee may take advice in case of any confusion arising with regard to its functioning from the following members of Choithram College of Nursing which constitute the advisory body of alumni association, Choithram College of Nursing

- a) Principal
- b) Vice- Principal
- c) Professors
- d) Lecturers

#### EXECUTIVE COMMITTEE

- a) President
- b) Vice- President
- c) Secretary
- d) Joint secretary
- e) Treasurer
- f) Joint Treasurer

#### FUNCTION OF THE EXECUTIVE COMMITTEE CHOITHRAM ALUMNI ASSOCIATION

- a) To examine the annual estimates and expenditure of the Association.
- b) To audit the accounts of the Association.
- c) To make recommendation to the Advisory Body related to the financial matters of the Association.
- d) To make additional rules and byelaws for day today functioning of the Association

#### MEETING OF THE EXECUTIVE COMMITTEE

- a) The executive committee shall meet at- least once in a year that is preferably in December.
- b) The minutes and proceedings of the executive committee shall be recorded by secretary and shall be read over and circulated to members through electronic media to save on postage and to the executive members by post.
- c) 2/3 members shall form the quorum of the meeting but no quorum will be required on an adjourned meeting.

• **RIGHTS & DUTIES OF OFFICE BEARERS**

- a) President: The president shall preside over the meeting of the association and in case of any dispute / abnormal situation; the decision of the President will be final.
- b) Vice- President: In the absence of the President, Vice- President will perform the powers of the President.
- c) Secretary: She/ He shall execute and carry out all the resolution of association. She/ he will prepare agenda and maintain records/ registrations of membership and minutes of meeting as well.
- d) Joint secretary: She/He shall be responsible for performing the duties in consent with the secretary. In Her/His absence she/ He will perform duties of Secretary.
- e) Treasurer: The treasurer will be responsible for the maintenance of accounts- records (expenses and receipts) and to get it audited every year.
- f) Joint Treasurer: She/He shall be responsible for performing the duties in consent with the Treasurer. In Her/His absence she/ He will perform duties of Treasurer.

• **TERMS OF THE OFFICE**

- The President & Vice- President will chair for 2 years continuously whereas the other members will hold the office for 1 year and they should have membership of at least 5 years.

• **FUNDS**

- All funds of the association shall be maintained in the State Bank of Indore, Choithram College of Nursing, Indore and it will be operated by the President & Secretary/Treasurer.

• **GENERAL BODY (CONSISTING ALL MEMBERS OF ASSOCIATION)**

- The Treasurer shall submit the income and expenditure accounts before the general body with a balance sheet containing a summary of the assets and liabilities for the perusal of the association.
  - Secretary will present the overall activity of the association.

• **DISSOLUTION OF ASSOCIATION**

- If upon winding up or dissolution, there remains after the satisfaction of all its debit and liabilities, any assets or funds whatsoever the same shall not paid to or distributed amongst the members of the association, but it shall be given or transferred to Choithram College of Nursing, Indore. The issue of dissolution or winding up the association at a special meeting of the general body but the final decision will rest with the President.

**ELECTION OF THE COMMITTEE**

The election will -----

- All office bearers and members of the executive committee shall be elected/ nominated from amongst the life members.
- The office bearers of the Association will be the graduates / postgraduates who have got membership of 5 years and shall be elected by the General body from amongst the members.
- The procedure for the election of the office bearers of the Association shall be regulated according to the Bye- laws of the Association.