

AAIRD CONSTITUTION

Alumni Association of IRD (AAIRD)

Institute of Research & Development (IRD)

1. Name:

The name of the Association shall be "ALUMNI ASSOCIATION OF INSTITUTE OF RESEARCH & DEVELOPMENT GFSU" (hereinafter referred to as "AAIRD" or "The Association", as the case may be).

2. Aims and objectives of The Association:

The Association will be a non-profit making Society with the following aims and objectives:

- 2.1 To uphold the democratic and inclusive traditions of IRD and to strive for their furtherance, through all the activities of AAIRD, including the organization of Annual and periodic Lectures/Seminars/Symposia etc. centered around themes that deepen our understanding and appreciation of the values enshrined in the Preamble of the University;
- 2.2 To foster close relationship between IRD Alumni and the University;
- 2.3 To recognize and identify the role of IRD Alumni as important stakeholders in the continuing quest to provide excellence in education by way of academic and technical collaborations;
- 2.4 To realize the enormous benefits that may come from the engagement of IRD Alumni with the University and seek their support in identifying strategic directions for IRD;
- 2.5 To provide opportunities for community service and to act as good will ambassadors of IRDAA
- 2.6 To serve as effective interlocutors in upholding the cause of peace and disarmament and in promoting friendship and co-operation between peoples and nations across the world and in providing appropriate material and intellectual support to the University, particularly in locating and augmenting its frontline research areas;
- 2.7 To provide academic and professional interaction and networking among IRD Alumni and endeavor to create career opportunities for the IRD student community;

- 2.8 To organize socio-cultural events and interactions between Alumni and their family members;
- 2.9 To honor distinguished Alumni of IRD who have excelled and contributed in their respective domains; and,
- 2.10 To have “Chapters of The Association” within India and outside India for furtherance of the objectives of The Association;

3. Seat of IRD office

The seat and office of The Association shall be located within IRD campus and the operations of The Association shall be carried out through this office.

4. Eligibility for Membership of IRD

The Membership of IRDAA shall be open to those:

- 4.1 Who have been full-time former students of IRD and have acquired a graduate/ post-graduate or M. Phil./Ph.D. degree from IRD;
- 4.2 Who have been former students and remained continuously registered for at least four full semesters in a single specified academic programme of IRD.(It is clarified that those who were students of the Institutions affiliated to IRD and/or have obtained degree in that capacity are not eligible to be members of AAIRD);
- 4.3 In case these former students re-register in IRD for completion of an academic programme they may continue to be the member of AAIRD only after the completion of their academic programme;
- 4.4 Who have worked in IRD as a post-doctoral fellow for at least two years in continuity;
- 4.5 A visiting Faculty of the IRD can also be a member of AAIRD
- 4.6 Who have been conferred honorary degrees by GFSU. However they will not have any Voting rights.

PROVIDED THAT the Director of IRD shall be “Ex-officio Patron of AAIRD” and in that capacity shall enjoy all the privileges of a member. However, he/she will not have the voting rights in any of the meetings of The Association;

PROVIDED FURTHER THAT the Chief Advisor (Alumni) should be a faculty member or visiting faculty of the IRD and a former student of IRD can also be a member of AAIRD.

5. Membership Registration and Fee

Those who qualify for the membership of AAIRD, under Clause 4 of the Constitution may register themselves, with the office of AAIRD, by filling up a registration form (either personally or electronically) and by making a payment of Rs. 250 as annual and Rs. 500 as life membership. The Non-Resident members living outside India shall pay US\$100 or equivalent as life membership fee.

6. General Body

- 6.1 The General Body, consisting of all the registered members of AAIRD, shall be the supreme body of The Association and shall meet at least once in a year at Gandhinagar.
- 6.2 One tenth of the total membership will form the quorum of the General Body meeting. In case there is no quorum at the prescribed date, time and venue of the meeting, the meeting shall be adjourned and shall be resumed after 30 minutes when no quorum will be required.

PROVIDED THAT in case of the meeting meant for carrying out any amendment in the Constitution of AAIRD, there must be a quorum of one sixth of the membership at the beginning of the meeting and then the amendment(s) may be carried out with two third of the members present and voting in favor of the amendment(s).

- 6.3 The General Body shall have the power to consider and decide all matters relating to AAIRD and provide a broad policy framework towards the functioning of AAIRD.
- 6.4 The General Body shall also elect an “Executive Committee” (hereinafter referred to as “EC”) to carry on with the activities of AAIRD. The tenure of the elected E.C. will be two years, from the date on which it assumes the charge.
- 6.5 All the registered members of AAIRD will have voting rights and will be eligible to be elected to the Executive Committee. No member should be elected to EC for more than two terms consecutively.
- 6.6 The agenda of the meeting shall be prepared by the General Secretary, with the approval of the Executive Committee. However, the members of General Body can also get an item(s) on agenda included by making a written request in advance or by raising the point at the end of the meeting, under “Any Other Item with the permission of the Chair”.

7. Executive Committee

- 7.1 The management of AAIRD shall be vested in an Executive Committee comprising of eleven members elected by the General Body for two years.
- 7.2 It shall meet as many times as it may deem fit to carry out effectively the activities of AAIRD; provided that it shall meet at least twice a year.
- 7.3 The composition of EC shall be as under:
- (a) President (One) Ex-Officio, Director
 - (b) Vice President (One)
 - (c) General Secretary (One)
 - (d) Joint Secretary (One)
 - (e) Treasurer (One) One Faculty from IRD
 - (f) Members (six)
 - (f) Chief Advisor, Alumni Affairs, IRD (ex-officio member, without voting right)

PROVIDED THAT those who are office-bearer of any employees/staff association of IRD or are part of IRD administration shall not be members in the Executive Committee of AAIRD.

8. Vacancies and Expulsions

Vacancies: In case of a vacancy arising in the EC, the same may be filled i) by nomination, in case the remaining period of the EC is less than 6 months; ii) by election, in case the remaining period of EC is 6 months or more.

Expulsions: In case a member is found to work against the interest(s) of AAIRD or is found involved in serious misbehavior, he/she may be suspended by the Executive Committee of AAIRD, after serving him/her Show Cause Notice, providing opportunity to explain his/her conduct. This would be subject to further consideration of the next General Body meeting which may decide to revoke the suspension or expel him/her from the EC or the primary membership of AAIRD for a period specified by the GBM.

9. Powers and Functions of the Executive Committee

The Executive Committee shall have the following powers and functions:

- 9.1 It shall have the power to nominate IRD Alumni as Special invitees. These special invitees shall have no voting rights in EC.
- 9.2 All decisions in the EC will be taken by simple majority of the members present and voting, except in case of disciplinary action against a member which will be decided by the two-thirds of the members present and voting;
- 9.3 The agenda of the meeting shall be prepared by the General Secretary, with the approval of The President. However, the members of EC can also get an item(s) on agenda included by making a written request in advance.
- 9.4 The EC shall have financial powers to carry out its activities, subject to the provision in the Annual Budget placed before the General Body. The EC shall have the powers to (i) open a bank account; (ii) to receive and spend money and to maintain proper accounts
- 9.5 The EC shall frame Rules and Guidelines under this Constitution for AAIRD as well as for the Chapters of AAIRD.

10. Duties and powers of the Office Bearers

10.1 President

- a. The President shall be the custodian of the property and interests of The Association and shall have all the powers to manage and promote the 'Aims and Objectives' of The Association, in accordance with this Constitution and the Rules to be framed hereunder.
- b. He/she shall decide the date, time and venue of the meeting(s) in consultations with the General Secretary, and accordingly the General Secretary shall convene the meetings of EC/ General Body/ Extra ordinary meeting/requisitioned meeting.

PROVIDED THAT in case a requisition is made for the meeting of the General Body, he/she must take a decision fixing the date, time and venue, within fifteen days of the receipt of the request in this regard.

- c. He/she shall preside over the meetings of EC, General Body and the Extra Ordinary/ Requisitioned meetings of the Association.

PROVIDED THAT while presiding the meetings he/she will have “Casting Vote” only.

- d. In case of any ambiguity in the interpretation of any clause or sub-clause of AAIRD the interpretation decided by the majority of the EC members shall be operative.
- e. The President or the Secretary will be co-signatory with the treasurer for issuing cheques and the President will also be a co-signatory for the annual statement of the account of the Association, Annual report of the Association and the Annual budget.

10.2 Vice President

- a. In the absence of President the Vice President shall exercise all the powers and functions of the President.
- b. He/she shall perform such other duties and functions as may be entrusted to him by the EC.

10.3 General Secretary

- a. The General Secretary shall carryout the decisions of the EC and General Body of The Association.
- b. He/she shall convene the meetings of the EC, General Body and Special/requisitioned meetings, as per the date, time and venue in consultation with the President and shall record the minutes of the meetings.
- c. He/she shall maintain the Register of names, addresses and occupations of the AAIRD and EC members.
- d. The General Secretary shall make all correspondences, and coordinate the preparation and distribution of publications of The Association.
- e. He/she shall maintain all the records, documents minutes of the meetings of the General Body, EC and Annual Reports etc.
- f. He/she shall handle matters such as Annual Statements of Accounts, Annual Budget, and shall ensure the audit of accounts of The Association carried out by the Auditor, appointed by the EC.
- g. He/she shall prepare Annual Report of the Association, every year, for presenting in the meetings of EC and General Body.

- a. The Joint Secretary shall work with the General Secretary in the management of The Association.
- b. The Joint Secretary shall act for the General Secretary in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the EC.

10.5 Treasurer

- a. The Treasurer shall be responsible for the maintenance of the financial records and accounts of The Association.
- b. The Treasurer shall operate the funds of The Association jointly with the General Secretary/President.
- c. He/she shall be a co-signatory with the General Secretary / President in financial matters such as Annual Statements of Accounts, Annual Budget and cheques etc.
- d. He/she shall prepare and present the Annual Budget, Annual Statement of Accounts in the meetings of the EC / General Body

11. Accounts of the Association

The Accounts of the Association shall be maintained in a nationalized bank, jointly operated by the President with the Treasurer. All the decisions in this regard are vested with the EC.

11.1 Auditor

The accounts of The Association shall be audited at least once a year by an Auditor. The Auditor shall ordinarily be appointed by the General Body.

11.2 Audit of the accounts An auditor shall examine the Annual Statement of accounts of The Association and shall have access to accounts and vouchers and related records during the audit. The auditor having examined the accounts shall submit a separate and independent report to the General Secretary for placing it in the EC / General Body.

12. AAIRD Logo and Website

Information relating to the activities of AAIRD, including membership details, will be made available

online on AAIRD website. AAIRD website shall form part of the official IRD website and it shall have its own logo with IRD insignia scripted on it. If required, AAIRD may have an independent website also. No other body or agency shall, without due authorization from AAIRD shall use IRD alumni insignia.

13. Amendments

13.1 The amendment in the Constitution of AAIRD can be made in by the General Body by not less than two third of the members present and voting.

PROVIDED THAT no amendment will be deemed to have been carried out unless there is a quorum of one sixth of the AAIRD membership, at the beginning of the General Body meeting.

13.2 The notice for the meeting, along with the amendment proposed by the EC shall be issued at least 30 days before the date of the meeting. It may also be uploaded on the AAIRD website.

13.3 The members of the General Body will have right to suggest changes in the amendment(s) proposed by the EC in writing and in advance to the EC.

14. Rights and Privileges of the members

The members of The Association:

14.1 Will be provided an alumni photo-identity card with the membership number inscribed on it.

14.2 Will have privilege to use the infra-structural facilities like IRD libraries, swimming pools, sports complex, gymnasium, canteens, convention halls and other general facilities that are accessible to the general community of IRD on payment of the applicable fee, if any.

14.3 Will have the privilege of participating in conferences, seminars, cultural activities, memorial lectures etc. organized by IRD.

14.4 Will have the privilege to obtain a temporary car sticker upon request of alumni member as per applicable rules.

14.5 Will have a complimentary subscription to 'IRD News' upon request by the member.

15. Meetings of AAIRD

- 15.1 At least one meeting of The Association shall be held during each calendar year which will be called 'Alumni General Body Meeting' by giving 45 days' notice with the agenda of such meetings to all the members and also specifying the date, time and venue. The detailed agenda note, if required may follow.
- 15.2 Other 'General' or 'Extra ordinary' meetings of General Body may be called by the General Secretary in consultation with the President by giving 14 days prior notice along with the agenda of such meeting to all the members and also specifying the date, time and venue.
- 15.3 The General Body meeting/ Extra-ordinary meeting can also be requisitioned by making written/on line request, by at least 50 members. Such a request to be addressed to the President of the Association and he/she on receipt of such a request shall ask the General Secretary to convene the requisitioned meeting within a month.
- 15.4 One tenth of the total members should be the quorum required for the meeting. In case, there is no quorum at the prescribed time, date and venue, the meeting may be adjourned and may be resumed after 30 minutes when no quorum would be required. However, in case of the meeting which may have Amendment(s) in the Constitution of AAIRD on its agenda, the quorum of one sixth of the total members of AAIRD, would be required even when the adjourned meeting is resumed after 30 minutes.
- 15.5 The minutes of the meetings, recorded by the General Secretary, shall also be signed by the President and circulated to all the members, within one month of the meeting, either by placing it on the website of AAIRD or by sending it through e-mails or both. Objections, if any, may be communicated by the member(s) to the General Secretary within a month.
- 15.6 The minutes of the previous meeting should be placed in the next meeting by the General Secretary for confirmation, along with a brief action taken report on those points on which action by the EC may be required.

16. Call for AAIRD meetings and decision making

The meetings of The Association mentioned herein above under clause 9, 13 and 15 shall be convened in the manner as specified therein. However, emergency meetings may be called at a shorter notice as determined by the Executive Committee.

All the decisions in The Association or EC meetings will be taken by majority of votes of the members present and voting. In case of equal voting the Chairperson will have the casting vote.

17. Chief Advisor, Alumni Affairs, IRD

The Chief Advisor (Alumni Affairs) nominated by the IRD Administration shall be the ex-officio member of the EC and shall form an official link between the Alumni and the IRD community in furthering the purposes of AAIRD. He/she should be a former student of IRD who is serving in IRD in his/her capacity as a faculty or academic staff member.

All correspondences with AAIRD may be made at:

Alumni Association of IRD (AAIRD)

IRD Administrative Block,

Gujarat Forensic Sciences University

Gandhinagar -382007, INDIA

E-mail: info@irdgfsu.in

Website: [Http://www.irdgfsu.in](http://www.irdgfsu.in)