

# Bylaws of the NIPER RAEBARELI ALUMNI ASSOCIATION

FIRST BYLWAS

NIPER RAEBARELI ADOPTED ON JULY 09 2023

***NIPER RAEBARELI ALUMNI ASSOCIATION***  
***(By-laws of the Association)***

**1. Scope**

The Alumni Association of NIPER Raebareli is a non-profit, non-political organization of the students and associated members of the National Institute of Pharmaceutical Education and Research (NIPER), Raebareli India.

**2. Definition**

- a. The “Association” means the Alumni Association of NIPER Raebareli.
- b. The name of the association shall be NIPER Raebareli Alumni Association.
- c. The “Institute/NIPER” stands for National Institute of Pharmaceutical Education and Research (NIPER), Raebareli.
- d. The “General Body” means the General Body of the Association, NIPER Raebareli
- e. The “Executive Board” means the Executive Board of the association, NIPER Raebareli.
- f. The “Society” stands for the Society of The NIPER Raebareli Alumni Association.
- g. The “Alumnus/Alumni” means an ex-student of the NIPER Raebareli, who has obtained degree/diploma/fellowships as described in NIPER Act/Statute of the NIPER Raebareli.
- h. An “Honorary Member” means any person other than an alumnus who has been elected by the General Body of the Association, NIPER Raebareli.
- i. The “Patron” means Patron of the Association, NIPER Raebareli
- j. The “President” means the President of the Association, NIPER Raebareli
- k. The “Chairperson” means the chairperson of the association, NIPER Raebareli.

**3. Objectives**

The objectives of the association are:

- i. To act as a platform for interaction with the Alumni of the Institute.
- ii. To engage in such Academic and Social activities as shall contribute towards promoting liaison between the Alumni and the Institute.
- iii. To take up the activities of common interests of Alumni, e.g.,
  - a) Organizing meetings, seminars, short duration refresher courses, discussions;
  - b) Conferences and other programs;
  - c) Promotion of professional interests of its members;
  - d) Inform the members about the recent developments in the field of research and education;
  - e) To publish booklets, journals, magazines and other materials for promoting the objectives of the association;
  - f) Any other activities, which the members of the association decide upon, to further the achievement of the objectives of the association;
  - g) To achieve on its own or in conjunction with other organization(s) all or any of the objectives of the association;
  - h) To facilitate and encourage the alumni to contribute to the institute’s efforts for achieving excellence in academics and research through raising funds or sharing

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knowledge and expertise of its members in areas pertaining to academics, infrastructure, industry interaction and any other area that alumni and the institute feel appropriate;

- i) Connect to the Alma Mater for its development;
  - j) To encourage to setup fellowship(s) or some monetary assistance for the current student of the Institute as case by case basis;
  - k) To invest and deal with the funds and moneys of the association.
4. The organization is organized exclusively for charitable, educational and/or scientific purposes.
5. Office of the association

Office of Alumni Association of NIPER Raebareli shall be in the campus of the Institute and is subject to change depending on change in the campus location of the Institute.

6. The patron (on recommendation of executive board by majority vote) shall have the authority to dissolve the association in any extremely unpleasant situation.
7. All the income, earning, movable or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the memorandum of association and no portion there shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever, to the present /past members and their close relatives. No member of society shall have any personal claim on any movable or immovable properties of society or make any profit, whatsoever, by virtue of his membership. The association shall be authorized and empowered to pay reasonable compensations for services rendered and to make payments and distributions in furtherance of the objectives set forth above.
- 8. Patron**
- a) The Director, NIPER Raebareli shall be the ex-officio Patron of the association.
  - b) The Patron shall be Non-Executive Head of the association.

**9. EXECUTIVE BOARD**

- a. PURPOSE: The purpose of the executive board is to conduct the affairs of the association in accordance with the constitution.
- b. FORMATION:

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S. No.	Position	No. of Members	Type
1.	Chairperson (Dean, NIPER Raebareli)	01	<i>Ex-officio</i>
2.	President	01	Nominated/Elected
3.	Vice-President	01	Nominated/Elected
4.	Secretary	01	Nominated/Elected
5.	Secretary (Headquarter)	01	Nominated/Elected
6.	Joint Secretary (National/Overseas)	02	Nominated/Elected
7.	Executive members (Non-Institutional)	06	Nominated/Elected
8.	Executive members (Institutional)	05	Nominated/Elected
9.	In-charge, Placement	01	<i>Ex-Officio</i>
10.	Faculty Coordinator (Alumni affairs)	01	Nominated

- c. The faculty coordinator (Alumni affairs) shall be nominated by the Patron on the recommendation of Chairperson.
- d. The Executive Board shall hold a regularly scheduled meeting at least twice in a year to discuss the matters related to Alumni Association.
- e. The Executive Board members shall be nominated/elected for two years (other than ex-officio members). Every year half of the members shall be nominated/elected in the Executive Board. The outgoing executive members may be re-nominated/re-elected in the Executive Board on the same or another position.
- f. Nominations from the eligible members of the alumni membership (as defined in clause 10 subsection a) of the association shall be sought at least a month before the scheduled annual General Body meeting. Final nominations shall be made by the Executive Board and the majority of the Executive Board members should agree on the particular nomination. The new executive board shall take over the operations of the Association from the day of nomination. Initial members of the board shall be proposed by the Institute from the alumni of the Institute.

**10. MEMBERSHIP:** Any person meeting one of the following criteria shall be eligible to be a member of the association. The association shall have the following categories of members:

- a) **Alumni Member:** Any person who has received degree/diploma/fellowships (as described in NIPER Act/Statute of the Institute) from the NIPER Raebareli shall be eligible to enroll as Alumni member.

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- b) **Associate Members:** An associate member may be either as
  - i. Patron: The Director of NIPER Raebareli shall be the ex-officio Patron of the association.
  - ii. All faculty members and academic staff including Visiting Faculty of the NIPER Raebareli shall be eligible to become Associate Member.
- c) **Honorary Member:** An honorary member may be either as
  - i. Any person honored by the Institute, or who has rendered exemplary service, either towards the development of the Institute or to technology, can be an honorary member of the association, based on a prior approval of the executive board in consultation with the Patron.
  - ii. Ex-Patrons of alumni association automatically become Honorary Members after they cease to be the Director of NIPER Raebareli.
  - iii. All the faculty shall become Honorary Members after superannuation from the Institute or cease the contract with the Institute.
- d) **Guest Member**
  - i. Any student who has completed one year/semester of the course (as described in NIPER Act/Statute of the Institute) from the Institute shall automatically become a Guest Member of the Association. The Guest Members are eligible for alumni membership after completion of the course and due payment of the membership fee if any. The tenure of the Guest Members shall be terminated immediately after the completion of the course, or he/she leaves the institute or course without completion.
  - ii. Any other employee of the Institute can be a guest member after prior approval of executive board and payment of the membership fee.

**11. GENERAL BODY:**

- a. The General Body shall consist of all the members of the Association as defined in Clause 8, 10a, 10b and 10c. The general body shall meet, at least once a year, at a time and place in accordance with the recommendation of the bylaws of the Association.
- b. The general body shall consider the President's report of the past year's activities, the president-elect's budget and plan of activities for the next year, approval of accounts, election of members of the executive committee, appointment of auditors, legal advisors and any other matters arising from time to time.
- c. The general body shall meet on one day before the convocation of NIPER unless the change is notified to the members well in advance. This meeting referred to as the annual general meeting shall statutorily consider the following:
  - i. Approval of previous year's accounts.
  - ii. Introduction of new office bearers.
  - iii. Election of the members of the executive committee.

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- d. The honorary secretary shall, upon being requested in writing by the executive committee or by at least 15 members of the association, call an extraordinary meeting of the general body for which at least 2 weeks' notice along with agenda shall be circulated to all the members.
- e. The quorum for the general body shall be 20 members present in person or virtual. In case the quorum is not complete, the chairperson shall adjourn the meeting and reconvene it after 30 minutes, at which time, the members present will constitute the quorum and there will be no minimum requirement.
- f. All the resolutions put to vote at the general body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of votes the `Presiding Officer` shall have the casting vote.
- g. In case the executive committee is satisfied that a member/honorary member has been working against the interests of the association/the profession it may recommend the termination of the membership of the concerned member/honorary member to the general body which shall have the powers to do so.

**12. ROLES AND RESPONSIBILITIES:**

- a) **Chairperson:** Chairperson shall be overall custodian of the Association. All the activities of the Association will be carried out with the prior approval of the Chairperson.
- b) **President:** Taking view-points of all alumni members on regular basis and suggesting on activities to be done by alumni Association. President will represent the Alumni Association in other forum and Institute.
- c) **Faculty Coordinator (Alumni Affairs):** Shall be responsible for advising about the activities of the association and discussing with the other executive board members in executing the same prior consent of the faculty advisor shall be taken for any kind of proposal. In the absence of the Chairperson, the faculty advisor will be the deciding authority.
- d) **Vice President:** Taking view-points of all alumni members on regular basis and suggesting on activities to be done by alumni association. In absence president vice-president will assume to be president of the Association.
- e) **Secretary:** Execution of the activities planned and shall call and conduct meeting of the Executive Board and General Body for the same with prior permission of President and Chairperson. The secretary shall act as a convener and shall represent the Association in any gathering. The secretary shall also appoint anyone to represent the Association in gathering. In absence of Secretary, any of Secretary (headquarter) or nominated by him/her shall act as a secretary in General body meeting and Executive Board meetings.
- f) **Secretary (headquarter):** Shall keep the minutes of the executive board meetings; ensure proper documentation of the records required by the government and other agencies.

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He/She shall also be responsible for publishing notices, banners and pamphlets regarding the activities of the association. He/she shall maintain liaison between the Alumni, the Association and the Institute. He/she also shall be responsible for any other duty assigned by the Chairperson/President/Secretary of the Association. Secretary (headquarter) shall act all his/her duty in co-ordination with the secretary of the Association. The Secretary of the Association shall be well informed by Secretary (headquarter).

- g) **Joint secretary (Non-Institutional National):** Shall encourage all alumni activities conducted outside the Institute by local chapters and communicating the minutes to the secretary. He/She shall also coordinate with members of the executive board and shall act as advisory to secretary on execution of association activities. Joint-Secretary (Non-Institutional National) shall act all his/her duty in co-ordination with the secretary of the Association. The Secretary of the Association shall be well informed by Joint-Secretary.
- h) **Joint Secretary (Overseas):** Shall encourage meetings overseas by deputizing members in different countries and keep the minutes of meeting. Joint-Secretary (Overseas) shall act all his/her duty in co-ordination with the secretary of the Association. The Secretary of the Association shall be well informed by Joint-Secretary (Overseas).
- i) **Media Advisor (PRO, NIPER):** Shall be responsible for covering all institutional alumni activities and promoting the association wherever possible with prior approval of the Chairperson.
- j) **Web-Master:** Institute's computer cell shall act as web master. Web master shall be responsible for updating and maintenance of the website. All new information or the activity on the web shall be posted after approval of Faculty coordinator, and/or Chairperson.
- k) **In-charge, Placement cell:** Participate in Executive Board meetings; keep their viewpoints in decision making. He/she also shall advice the Association on activities to be done by the Association in better placement of Alumni and students at the Institute.
- l) **Executive Members:** Participate in the executive board meetings; keep their view-points in decision making. The executive board shall hold a regularly scheduled meeting at least twice in a year to discuss the matters requiring and guidance.

**13. ACCOUNTS OF THE ASSOCIATION**

- a. The Association may receive funds, donations, bequeath and financial assistance in kind (stock) from any non-political source for the furtherance of its objective.
- b. The Executive Board shall determine the expenditure, which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure. In this connection, a meeting of the Executive Board will be held with the Patron of the association in which a proforma of the major activities for the coming year will be discussed and finalized including budgetary allocation. The Patron shall preside over that meeting. Once the budget has been approved, the responsibility for the proper utilization of funds will be to

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that of the Chairperson of the Association. The Chairperson may seek the advice of Patron, if necessary. All investments will be ratified by the General Body at its next meeting.

- c. All the money received on behalf of the association shall be placed in the name of the NIPER Raebareli Alumni Association in an account to be maintained in a bank to be approved by the executive board. The Chairperson shall have power to approve the expenditure upto Rs 1,00,000/- and those above shall require approval from the Patron. After approval, any of two of the Chairperson, Secretary (headquarter) and Treasurer shall sign all cheques upto Rs. 1,00,000/- and those above Rs. 1,00,000/- shall require the signature of the Patron of the Association.
- d. The Association's financial year shall end on March 31<sup>st</sup>. The executive Board shall direct the account once a year by the auditor/certified chartered account accountant authorized by the General Body at the Annual Meeting.
- e. Faculty Coordinator of the Institute shall act as treasure of the association. He/She will submit financial report of the association at general body meetings. The treasurer will also present the financial status at the executive board meetings. Treasure shall be estimating and raising the funds, incurring all the expenses, and maintaining the record of the same.
- f. The patron is authorized to assign duty to any person other than treasurer to keep records such as receipts and disbursements, collect membership dues, maintain a roster of all the members.

**14. REGIONAL CHAPTERS:**

The Executive Committee may recognize a Chapter of the Association in any city/region. Executive Committee shall recognize 2 Alumnus with good standing from the region as Co-coordinator (Chapter).

**15. AMENDMENTS TO THE CONSTITUTION:**

A motion to amend the constitution shall be submitted by the Executive Board to Association members for consideration. Any constitutional change can only be made in the presence of the following members of the Association: President, Secretary and any three Executive Member (Non-Institutional). Before the final decision, the consent of the other Executive members (at least three each category) should be taken. All decision by the Executive board shall be based on majority vote.

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