

NOTIFICATION NO. KU/POL./2021/003

Date: August 02, 2021

Subject: Karnavati University “Rules and Regulations of Karnavati University Alumni Association” (Issue 01 Revision 00)

Karnavati University hereby notifies “**Rules and Regulations of Karnavati University Alumni Association (KUAA)**” as appended herewith, with an aim to establish a global community engaged in promoting active, visible leadership by fostering interaction between alumni, existing students and staff of the Karnavati University.

This policy comes into effect, from the date of issue.

This issues with approval of the Vice Chancellor.



Tariq Ali Sajid
Registrar

Enclosure: **Rules and Regulations of Karnavati University Alumni Association**
(Issue 01 Revision 00)



Karnavati University Alumni Association – KUAA

(Establishing Karnavati University Global Community)

CONSTITUTION

PREAMBLE

The vision of the Karnavati University Alumni Association is to establish a global community engaged in promoting active, visible leadership by fostering interaction between alumni, existing students and staff of the Karnavati University (herein referred to as the “**University**”)

Towards the above vision, the association aims to provide opportunities to its members to create meaningful relationships; social and professional networking; to add value to their growth and development.

ARTICLE – I TITLE

The name of this association shall be “Karnavati University Alumni Association” (herein referred to as the “**Association**”) with its registered office situated at the, Karnavati University Campus, A/907, Karnavati Knowledge Village Uvarsad-Vavol Road, PIN 382422, Ahmedabad .

ARTICLE – II OBJECTIVE OF ASSOCIATION

The association is established for the following purposes, including, without limitation:

- a) To encourage, foster and promote close relations between the University and its alumni and among the alumni themselves,
- b) To form a bridge of opportunities and learning between the alumni and current students,
- c) To provide opportunities for social and professional networking to its members,
- d) To provide educational programs, opportunities, resources and training to its members.
- e) To serve as a medium through which alumni may support and advance the pursuit of academic excellence at the University,
- f) To form, maintain and regulate chapters within India and abroad.

ARTICLE – III BOARD OF GOVERNORS

The “Board of Governors” is the main governing body of the association, which will monitor and regulate the functions and operations of all the chapters in India as well as abroad. This Board shall comprise of the following 5 members:

- a) Vice-Chancellor of the University
- b) Director – Alumni Relations of the University
- c) President Student Council of the University
- d) Association Treasurer – The Association Treasurer shall be the Finance Head of the University
- e) Alumni Representative - The Alumni representative shall be elected and appointed by the majority votes from the members of the association for a term of 1 year.

Note: The President of the University reserves the right to intervene in the decision of the Board of Governors, and such decision shall be deemed to be final and binding on the Board as well as various committees under the association.

ARTICLE – IV CHAPTER

For the smooth progression of the above objectives, and in support of the vision, the association shall form, maintain and regulate chapters within India and abroad. These chapters will be formed city wise with a minimum membership of at least 20 members. A city/area with less than 20 members will be recognized as a Sub-chapter of the Chapter closest in the surrounding area.

ARTICLE – V FUNCTIONS OF THE CHAPTER

The chapter shall perform the following functions:

- a) To carry out the objectives of the Association.
- b) To encourage, maintain and regulate membership in chapter
- c) To engage and participate in the association activities, organized regularly.
- d) To raise funds for the association activities, donations for specific purposes, sponsorships, etc.
- e) To conduct a chapter meeting, every 3 months, to review or plan activities for the growth of the chapter.

ARTICLE – VI CHAPTER COMMITTEE

For the maintenance and the regulations of the chapter operations, a chapter Executive Committee shall be formed which shall comprise 10 executive members. Out of these ten executive members, three will be elected as the Office Bearers for the following positions:

- a) One President
- b) One Vice-President
- c) One Treasurer-cum-Secretary

ARTICLE – VII POWERS AND DUTIES

Section 1 - Chapter Executive Members

- a) The chapter executive committee will provide guidance and expertise to the Office Bearers to fulfill the chapter mission and serve as the advisory body to the Office Bearers in various program developments and major issues.
- b) The Executive committee will elect the Chapter President, Vice-President, and Treasurer-cum-Secretary on a voting basis. The Executive committee will have the right to vote in all the decisions taken by the association to achieve our objectives.
- c) The Chapter Executive committee should participate in all the chapter meetings, events, activities, and gatherings. They will work in close coordination with the Office Bearers.

Section 2 - Chapter President

- a) The President of the Chapter Committee shall preside over all the meetings of the chapter committee and other events or meetings of the chapter.
- b) He/She shall also participate in the Association meetings.
- c) He/She has the right to vote in all the decisions towards the objective of the association in the Chapter.

Section 3 - Chapter Vice-President

- a) The Vice President will act for the President of the Chapter in his/her absence.
- b) He/She has the right to vote in all the decisions towards the objective of the association of the Chapter.

Section 4 - Chapter Treasurer-cum-Secretary

- a) The Treasurer-cum-Secretary, will coordinate with the Department of Alumni Relation at the University for the maintenance of chapter financial records.
- b) He/she shall arrange and coordinate for all the meetings and events of the chapter and shall give proper notice of the same to all the members and will record and maintain the minutes of every chapter meeting, not limited to CAGM.
- c) He /She will report financial standing to the chapter each quarter, shall present the financial and annual report of the chapter in CAGM.
- d) He/She has the right to vote in all the decisions towards the objective of the association in the Chapter.

ARTICLE – VIII ELECTION OF CHAPTER COMMITTEE MEMBERS

- a) The members of the chapter executive committee shall be elected by the Board of Governance of the association in consultation with the Vice-Chancellor of the University, for a term of 2 years. The members of the Executive committee nominate themselves for the position of officer bearer. The office-bearers will be elected on a voting basis for a period of one year.
- b) In the event the office of the President of a chapter is vacated, due to any reason, the Vice President of such respective chapter shall assume the duties of the President until the next annual elections or Chapter Annual General Meeting. And in the absence of both, Chapter President and Vice-President, the Treasurer-sum-Secretary will take charge of the chapter activities.

ARTICLE – IX RESIGNATION or EXPULSION

- a) Any member of the Chapter Committee can resign from their position by serving one month's notice to the Board of Governance, stating their reason for resignation in writing. The member shall also cooperate in the formalities of handing over his responsibilities to the member succeeding him/her.
- b) The Board of Governance shall have powers to expel a member of the chapter committee for willful disregard to the association or for any misconduct on part of the members of the association or university, with an immediate effect to safeguard the objective of the association and the interest of its members.

ARTICLE – X MEMBERSHIP

- a) All students who graduated from the University, faculty of the Institutes, students pursuing the final year of their academic program at University are eligible for the membership of the Association. The membership fee for the financial year 2021-22 shall be free, however, subsequently it shall be paid annually on or before the due date. The membership fee shall become a part of the Association Fund, which will be utilized for facilitating the operations and activities of the association.
- b) The association reserves its rights pertaining to the decision in regards to the Membership, which shall be determined by the Board of Governance in consultation with the Presidents and Vice Presidents of all the chapters.

ARTICLE – XI ASSOCIATION FUND

The association fund comprises the Membership Fee, Contributions and donations which may be solicited from the alumni and any other person or organization for the purpose of the Association under the direction of the Chapter Committee.

A bank account shall be maintained in the name of the Association. All deposits and withdrawals shall be made only through this account only. The account of the Association Fund shall be operated by the Director – Alumni Relations of University and Association Treasurer. An annual fund report shall be generated chapter wise as per the collection from each chapter, respectively, and shall be presented in the Chapter Annual General meeting. Thereafter, such collected funds from the chapter shall be allotted to the same chapter for its operations and functions. The Association fund shall be used exclusively for the purposes of the Association only. The fund collected by the chapter shall be utilized for the operations and activities of such respective chapters only.

ARTICLE – XII CHAPTER ANNUAL GENERAL MEETING (CAGM)

- a) The Chapter Committee shall hold the Chapter Annual General Meeting every year.
- b) President of the Chapter Committee shall preside at this meeting.
- c) The CAGM shall be convened by the Treasurer-cum-Secretary on the recommendation of the Chapter Committee.
- d) The Treasurer-cum-Secretary shall inform the Association members of such a meeting at least 60 days in advance.
- e) All/at least one Board of Governance member (s) shall participate in the CAGM representing the University.
- f) Each member of the chapter committee has a right to vote in the decisions in the CAGM and all/any member (s) of the Board of Governance representing in such a meeting shall have one vote.
- g) All the decisions taken in the CAGM shall be valid if they are made by a majority of votes of the Chapter Committee Members. However, the majority votes must comprise the vote of the member of the Board of Governance.
- h) The Treasurer-cum-Secretary will share Minutes of Meeting along with the Annual Report with all the members after the CAGM. A copy of the same has to be sent to the Department of Alumni Relations at the University.
- i) For all communication, the chapter office address shall be the home address of the Chapter President.

ARTICLE – XIII VISITORS AND GUESTS

Alumni Family members and guests of the members of the chapter are allowed to participate in the chapter events. The general applicable guidelines of the respective event shall be applicable to such visitors and guests. Information about the additional person should be informed well in advance to the secretary of the chapter.

ARTICLE – XIV AMENDMENT

This Constitution may be amended in whole or in part at any annual or special meeting of the Association by the vote in favor of such amendment by not less than two-thirds of the members of the Board of Governance. Such an amendment shall be updated to the members of the association through an electronic publication notice sent on their emails or published on the official alumni portal of the association.

Annexure- 1

Ahmedabad Chapter Executive Committee Members Nomination Form

Please fill this form to nominate yourself to be part of the Executive Committee of the Ahmedabad Chapter.

The Chapter Executive Committee will have Executive members and Officer Bearers.

Kindly check the brochure attached for the roles and responsibilities of different positions.

Section 1: Personal Information

1. **First Name** _____

2. **Last Name** _____

3. **Which School did you graduate from?**

- Karnavati School of Dentistry
- Unitedworld School of Design
- Unitedworld School of Law
- Unitedworld School of Business
- Unitedworld School of Liberal Arts and Mass Communication

4. **Which program were you enrolled in (ex. BBA-LLB, BDes etc)?**

5. **Year of Graduation**

6. **Email**

7. **Contact (Preferably WhatsApp)**

Section 2: Statement of Purpose and Social media handles

8. Why do you want to apply for the mentioned position? (max 250 words)

Please share with us why you are suitable for this position and your agenda behind applying for the above role

9. If selected, what would you bring to the table to ensure Chapter engagement? (max 250 words)

Please mention some of the strategies you would adopt if selected

10. Please tell us about Positions of Responsibility you held before (max 250 words)

11. Additional Information/Suggestion

12. Please share your social media links (LinkedIn and Facebook)

13. Please Attach your Updated Resume

Section 3: Office Bearers

14. Besides Chapter Executive Member, do you wish to apply for the position of Officer Bearers?

- YES
 NO

15. Which position(s) do you wish to nominate yourself for? (if your answer is YES for the above question)

- Chapter President
 Chapter Vice President
 Chapter Treasurer-cum-Secretary

16. Additional Information/Suggestion?

17.

Section 4: Declaration

I declare that the above-listed information is true to the best of my knowledge and that I will be responsible for any deviation from the truth of these facts. I sincerely proclaim that all of the above-mentioned information is true to my belief and I am responsible for its accuracy.

Name _____

Signature

Date

Place