



NOWGONG GIRLS' COLLEGE

ALUMNAE ASSOCIATION

ROLES AND RESPONSIBILITIES

ARTICLE I

NAME

Section 1.

(a) The name of this organization shall be Nowgong Girls' College Alumnae Association (NGCAA).

Definitions

Nowgong Girls' College as NGC

Alumnae Association as AA

Governing Body as GB

ARTICLE II

LOCATION

Section 1.

(a) The location of this organization shall be

Nowgong Girls' College Alumnae Association (NGCAA)

Haibargaon, Nagaon-782002

Assam, India

ARTICLE III

PURPOSE

Section 1.

(a) The objective of this organization is to offer resources to assist in perpetuating NGC.

(1) Resources may be defined as increasing networking among students, identifying future GB members, supplying additional financial resources and discovering unique abilities that may be used to improve NGC.

Section 2.

(a) This organization shall function under the direction of the Executive Committee and in close coordination with the NGC authorities.

ARTICLE IV

MEMBERSHIP

Section 1. Membership

(a) The eligibility for membership of this organization shall consist of the students' of NGC who have passed out from the Institution.

ARTICLE V

EXECUTIVE COMMITTEE

Section 1. Members

(a) The Executive Committee shall consist of:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Assistant Secretary
- v. Treasurer
- vi. 4 Advisors
- vii. Members
- viii. Invited Members

(b) Election of the Executive Committee:

- i. The President and the Vice President shall be senior members of the alumnae with sufficient experience.
- ii. The secretary shall be an ex-officio Executive Member, provided he/she was not removed from his/her post in the Association prior to completion of her term.
- iii. All office bearers and members of the Executive Committee shall be elected except the ex-officio Executive Member.
- iv. The Treasurer and at least one of the Executive members have to be stationed in the vicinity of Nagaon.
- v. The Members are nominated from the passed out students.
- vi. The Invited Members will be co-opted by the Executive Committee, if it feels that such persons may be of help in attaining the objectives of the Association.

(c) The Executive Committee will typically convene at least once a year, although the Secretary may call an emergency meeting whenever necessary with the approval from the President.

ARTICLE VI

FINANCES

Section 1. Receipts

- (a) All membership applications and contributions shall be sent to the office of the NGCAA.
- (b) All funds shall be deposited in the General Fund of the Alumnae Association.

Section 2. Disbursements

- (a) Printing and mailing information concerning the NGCAA.
- (b) Maintenance of the College Canteen “SWAD”
- (c) Annual Reunion expenses.
- (d) Scholarships, Awards, etc.
- (e) Extension Activities
- (f) Workshops, Seminars, Talks, etc.
- (g) Any other heads has approved by the Executive Committee

ARTICLE VII

REUNION

Section 1.

- (a) The Annual Reunion of the Association shall take place during the annual Session of the Executive Committee.

ARTICLE VIII

AMENDMENTS

Section 1.

- (a) A regular resolution must be passed with the support of at least 50% of the membership to make specific changes or alternations to the existing bye laws.
- (b) A minimum of the two-third of the majority votes of the members present is required for the amendment to be accepted.
- (c) All members must receive the proposed rule change before it is put on the agenda for the general meeting of the Executive Committee.