



**CONSTITUTION OF THE ALUMNI ASSOCIATION OF
GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**

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Article I:

1. **a. Name**

The name of the Association shall be the ‘Alumni Association of the General Sir John Kotelawala Defence University’, hereinafter referred to as ‘the Alumni Association’.

b. Emblem

The Emblem of the Alumni Association shall be as depicted in the First Schedule.

Article II: Office

2. The registered office and place of business of the Alumni Association shall be the General Sir John Kotelawala Defence University, Kandawala Estate, Ratmalana hereinafter referred to as ‘the University’ or KDU or such other address as may be decided by the Executive Committee from time to time.

Article III: Objectives

3. The objectives of the Association shall be as follows: -

a. To encourage, foster and promote close relations between the University and its alumni;

b. To promote the interest of the alumni body in the affairs of the University;

c. To assist the alumni in promoting the general interest and well-being of the University;

d. To ensure that projects are initiated and developed for the benefit of the alumni and the University;

e. To assist and support the efforts of the University in obtaining funds for its development;

f. To provide a medium through which alumni may support and advance the pursuit of academic excellence at the University;

g. To provide and disseminate information regarding the University, its faculties, staff, graduates, diplomates and students to the alumni;

h. To express opinions and act as deemed necessary on issues of relevance to the University, the members of the Association, and national interest.

i. To support foster the bondage of officers/day scholars within intakes/batches of the Alumni.

j. To support any member of the Alumni, in the event such assistance is sanctioned by the Executive Committee.

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Article IV: Patrons

4. There shall be a Patron and a Vice-Patron of the Alumni Association and they shall be respectively the Chancellor and the Vice Chancellor of the University.

Article V: Membership

5. There shall be two categories of members: -

a. **Ordinary Members.** The following shall be entitled to become Ordinary Members:

(1) Students who had followed degree courses or post graduate degree courses at KDU or then Kotelawala Defence Academy (KDA).

(2) Persons who are or had been members of Academic Staff of KDU or KDA.

(3) Persons who are or had been members of the Administrative Staff of KDU or KDA at executive level.

b. **Honorary Members:**

Any person who has rendered distinguished service to the University, nominated by the Executive Committee and elected by the General Membership of the Association.

6. All above categories of members are subjected to the following:

a. All Ordinary Members of the Association shall have the right to vote, right to elect office-bearers and to propose and second candidature of another member and to receive all communications from the Secretary of the Association.

b. Only the ordinary members have a right to be nominated as office-bearers of the Association.

c. The posts of office bearers shall be filled by persons who become eligible for Ordinary Membership in terms of Article V, Paragraph 5.a only.

d. The membership fees will be as prescribed by rules made by the Executive Committee from time to time (Rules No 12 – Annex 'B').

e. Any Ordinary Member (except those who have obtained Life Membership) who has not paid his annual subscription fee for a consecutive period of three years shall automatically cease to be a member.

f. Application for membership shall be proposed and seconded by two members of the Association and submitted to the Executive Committee for consideration.

g. All applications for membership shall be on the prescribed form by the Executive Committee.

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h. The Executive Committee shall have the right either to accept or reject any application for any reason, which they think, is justifiable.

i. Any person who in the opinion of Executive Committee has conducted himself in a dishonourable manner shall not be eligible to become or remain as a member of the association.

7. A member may resign by communicating his resignation to the Secretary of the Association.

8. The Executive Committee shall have the power to terminate the membership of any member who becomes disqualified to be a member in terms of Paragraph 6,i above, subsequent to his becoming a member of the Association.

Article VI: Office -Bearers and Executive Committee

9. The Office-bearers of the Association shall be the following: -

- a. The President;
- b. Five Vice Presidents;
- c. The Secretary;
- d. The Assistant Secretary;
- e. The Treasurer;
- f. The Assistant Treasurer.

10. The Executive Committee of the Association (or Ex-Co) shall consist of the following persons: -

- a. The office-bearers of the Association (10);
- b. The immediate past-President of the Association;
- c. The ten elected members

11. Office of the President, Three of the Vice Presidents (One from each Service), Secretary, Treasurer and Assistant Secretary of the Association mentioned in Paragraph 9 shall be held by serving members of the Tri Services. Out of the Two remaining Vice Presidents one (01) shall be a Retired Member from Tri Services and the other one (01) shall be a Day Scholar alumnus.

12. Out of ten elected members mentioned in Paragraph 10.c above, at least two (02) members shall be serving officers (whose rank should be above Major and equivalent in the other Services respectively), three (03) retired members from Tri Services, two (02) Academic/Administrative Staff and three (03) Day Scholar alumni. Duties and Responsibilities of Office Bearers are at Annex 'A'.

13. The election of office bearers and members to the Executive Committee shall take place once in two years at the Annual General Meeting of the Association with the following guidelines:

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- a. If the incumbent President ceases to hold office for any reason whatsoever, the Executive Committee shall appoint a Vice President who shall be a serving member of the armed services to act as the President for the time being.
- b. In the event of Vice Presidents expressing their inability, the executive committee shall appoint a suitable member of the Executive Committee to act the office of the President.
- c. No person shall hold the post of President for two consecutive terms.
- d. If a vacancy occurs in the Executive Committee during the year, the Executive Committee shall appoint a suitable person to fill that vacancy.
- e. The administration, direction and management of the Office of the Association shall vest in the Executive Committee.
- f. The Executive Committee shall meet as often as possible at least once in every quarter that may be necessary to carry out their duties and functions.
- g. The quorum for any meeting of the Executive Committee shall be Ten (10) and the Committee shall regulate the procedure with regard to its meetings and transactions of business at such meetings.
- h. A decision of the majority of the members of the Executive Committee shall be deemed to be a decision of the Executive Committee.
- i. The members of the Executive Committee shall consult each other by holding meetings and or by circulation of papers or via cyber space or in any other manner decided by them.
- j. Any members of the Executive Committee who absent himself from three consecutive Executive Committee meetings without approval of the Committee shall be considered as having vacated his post and the Executive Committee shall fill such vacancy as per the provision of Annex 'B' (Rules) Paragraph 11.

Article VII: Standing Committees

- 14. The Executive Committee, if needed, may appoint Standing Committees on the following.
 - a. University Development;
 - b. Student Relations;
 - c. Continuing Education;
 - d. Elections and Constitutional matters related to the Association;
 - e. Social and Welfare matters.
- 15. The Executive Committee of the Association may, in addition to the above-mentioned Standing Committees, appoint any other Committees for specific purposes.

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16. The Executive Committee shall appoint each of the Standing Committees for a period of one year. Members of such Committees are eligible for re-election.

17. Each of the Standing Committee shall consist of five members, at least one of whom shall be a member of the Executive Committee. The Chairman of such a Standing Committee shall be a member of the Executive Committee.

18. The President and the General Secretary of the Association shall be ex-officio members of each Standing Committee, in addition to the other members of each Standing Committee.

19. The members of the respective Standing Committee, who will submit the minutes of the meetings to the General Secretary, shall elect the Secretary of each Standing Committee.

Article VIII: Alumni Clubs and Associate Chapters

20. Alumni Clubs and Associate Chapters (Regional Chapters, Overseas Chapters and Overseas Regional Chapters) may be formed with the approval of the Executive Committee, as provided for in the By -laws framed under this Constitution.

a. Associate Chapters may be established in the following manner and shall be opened to all individuals who qualify for ordinary membership as defined in Article V.

(1) Regional Chapters - In provinces of Sri Lanka.

(2) Overseas Chapters - One for any particular country.

(3) Overseas Regional Chapters - Different regional/geographical areas of a particular country that has an Overseas Chapter.

b. The purpose and the objectives of the Alumni Clubs / Associate Chapters shall reflect the basic objectives and values of the Association.

c. All activities of the Alumni Clubs or Associate Chapters shall be coordinated by the Association.

d. The Chairmen or the Secretary/ Secretaries of the Alumni Club or Associate Chapter shall submit annual report to the Association, one (01) month prior to the AGM of the Association, for consideration.

e. Any fundraising activity of Alumni Club or Associate Chapter shall be undertaken in the name of the particular Alumni Club or Associate Chapter and shall be commenced only upon written approval of the Association.

Article IX: Meetings

21. The Annual General Meeting shall be held every year, not later than three months after the end of the fiscal year of the Association, at a time and a place fixed by the Executive Committee or virtually during any unavoidable circumstances.

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22. A Special General Meeting of the Association shall be convened physically or virtually by the General Secretary of the Association if directed by the President or upon a written request signed by not less than twenty members to consider any matters specified by the President or in such written request.
23. The Executive Committee shall meet at least four (04) times a year; once in every quarter either physically or virtually.
24. The quorum at an Annual General Meeting of the Association shall be hundred (100) members of the Association. The quorum at a Special General Meeting convened on a written request as referred to in Paragraph 22 of this Article IX shall be fifty (50). The quorum at a meeting of the Executive Committee shall be ten (10).

Article X: Financial Matters and Contracts

Cheques, Deposits and Funds

25. All cheques, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the Treasurer and either by the President or the Honorary Secretary.
26. All funds of the Association shall be deposited to the credit of the Association in a state bank as the Executive Committee may decide from time to time.
27. The Executive Committee may accept on behalf of the Association any gift for a general or for a special purpose of the Association. Such a gift shall become the property of the Association, and shall be duly inventoried and accounted for.
28. There shall be established and maintained a special fund to be known as the Alumni Association KDU -
- a. In the Alumni Association KDU, there shall be deposited:
 - (1) All membership fees received by the Association,
 - (2) Other funds the Executive Committee may direct from time to time.
 - b. Any withdrawal from the Alumni Association KDU shall be restricted only to the interest accrued from the capital fund. Such withdrawals shall be authorised by the Executive Committee of the Association.
29. a. Expenditure from the funds of the Association may be made only by an Affirmative vote of at least two-thirds of the whole number of members of the Executive Committee including those not present.
- b. The fiscal accounting period of all funds of the Association shall coincide with that of the Association.

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Article XI: Fiscal Year

30. The Fiscal Year of the Association shall be from the first day of April to the thirty first day of March.
31. The accounts of the Treasurer shall be in respect of the Fiscal Year of the Association and shall be audited at the end of the Fiscal Year by a registered auditor or a firm of auditors approved by the Executive Committee. The Treasurer shall;
- a. Table the financial position of the Association at meetings of the Ex-Co and at General Meetings.
 - b. Table an audited statement of account at the Annual General Meeting.
32. The accounts of the Association shall be audited by a board of three members appointed by the general body at the Annual General Meeting.
33. All receipts shall be banked in credit of the relevant accounts.
34. Cheques shall be signed by the Treasurer and either by the President or the Honorary Secretary.
35. The cash in hand shall not exceed Rs. 5,000/= at any given time.
36. A petty cash imprest may be maintained. It shall not exceed Rs.10,000.00 at any given time.

Article XII: Seal

37. The Executive Committee shall provide a corporate seal, which shall be a circular die with the words GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY ALUMNI ASSOCIATION round the outer edge with a representation of the crest of the University in the centre.
38. The Honorary Secretary shall be responsible for the safe custody of the seal.
39. The seal of the Association shall not be affixed to any document except by the Secretary in the presence of two persons one of whom shall be the President and the other a Vice President of the Association.

Article XIII: Rules

40. The Executive Committee may with the approval of two third of its members present, make Rules to regulate the work of the Association, the Executive Committee, and any of the standing committees with regard to:
- a. The procedure at their meetings
 - b. The manner of reaching their decisions
 - c. Any other matters which in the opinion of the Executive Committee requires to be governed by a set of Rules.

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41. The Executive Committee may amend, modify or rescind any Rule made by them. Detailed Rules are at Annex 'B'.

Article XIV: Amendments

42. This Constitution shall not be amended except with the approval of at least two-thirds of the members present or seventy-five, whichever is higher, and voting at the Annual General Meeting or a specially convened meeting, provided however, that notice shall be given to each voting member of the Association at least two weeks in advance of the meeting.

Article XV: Dispute Resolution

43. All disputes shall be settled amicably in the spirit and brotherhood of the University, failing which such dispute shall be referred to the Vice Chancellor of KDU, whose decision shall be final and conclusive and binding upon all members.

Article XVI: Continuity of the Association and Transitional Provisions

44. All present life and annual members shall continue to be such members after verification by the Secretary. If there is any doubt with regard to the enrolment or category of membership the decision of the Executive Committee shall be the final.

45. All funds, properties and assets held by the association under the previous constitution shall continue to be held by the association under this constitution.

Article XVII : Interpretation

46. **'Association'** means the Alumni Association of the General Sir John Kotelawala Defence University.

47. **'Constitution'** means the Constitution of the Alumni Association of the General Sir John Kotelawala Defence University and unless otherwise expressly excluded, will also include the Rules.

48. **'Ex-Service Officers'** means Commissioned Officers of the Tri Services who are retired or resigned from the Service or released from Active Service.

49. **'Financial Year'** means 1st day of April of a year to 31st day of March of the succeeding year.

50. **'Student'** means any person who had followed a graduate degree course or post graduate degree course at KDU or KDA including those who followed degrees from the University of Moratuwa and University of Colombo through then KDA.

51. **'Immediate Past-President'** means the person who had held office as President immediately prior to the election of a new President.

52. **'Service Officers'** means serving Commissioned Officers of the Tri Services including the Officers of the Regular Reserve, Volunteer Force and Volunteer Reserve who are mobilized.

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53. **‘University’** means Kotelawala Defence University (KDU) and its predecessor, Kotelawala Defence Academy (KDA).

54. Words in the masculine gender shall include both the masculine as well as the feminine gender.

55. Term of office of Office Bearers and Executive Committee members means two years, provided however that the Office Bearers and Executive Committee members shall continue to be in office until the next Annual General Meeting is held, where in case, it is not held before the lapse of two years.

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FIRST SCHEDULE

ARTICLE 1, Paragraph 1.b

**EMBLEM OF THE ALUMNI ASSOCIATION OF
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ANNEX 'A'

DUTIES AND FUNCTIONS OF OFFICE BEARERS

The duties and responsibilities of the Office Bearers shall be as follows:

1. The President shall;
 - a. Be the Head of the Association and act for and on behalf of the Association in all official matters.
 - b. Preside at meetings of the Executive Committee, Special General Meetings and Annual General Meeting (AGM). In his absence the most senior Vice President shall preside.
 - c. Represent the Association in all official functions.
 - d. Be responsible for the proper conduct of the Association and for the implementation of all decisions taken by the Executive Committee and the General Membership.
 - e. Shall oversee the work of the Secretary and the Treasurer and ensure that they perform their duties and functions in the best interest of the Alumni Association.
 - f. Shall carryout a proper Handing Over/ Taking Over of duties on cessation /assumption of office within fourteen (14) days.
2. Vice Presidents shall;
 - a. Preside (one of them) at meetings during the absence of the President.
 - b. Represent the President and the Association at official functions if the President is not available.
 - c. Assist the President in the proper conduct of the Association's affairs, by performing functions /tasks that shall be assigned by the President to each of the Vice Presidents.
3. The Honorary Secretary shall;
 - a. Be responsible to summon all meetings (physical/virtual) of the Association.
 - b. Prepare the agenda for the meetings in consultation with the President.
 - c. Maintain proper and true records of all meetings ie. Annual and Special General Meetings and Executive Committee Meetings.
 - d. Attend to all correspondence of the Association and table all relevant documents at Executive Committee and other meetings.

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- e. Process all applications for the membership, to maintain and updated record of the members.
 - f. Implement decisions taken by the Executive Committee.
 - g. Prepare and present annual report and table the Annual Report for approval by the Executive Committee Meeting, one calendar month prior to be taken up at the Annual General Meeting.
 - h. Shall be responsible to summon all meetings of the Association with the approved agenda.
 - i. Shall be responsible for all items of the inventory, belonging to the Association and maintain a true and accurate record of all items.
 - j. Shall request the Assistance Secretary in writing to act for him during his absence.
 - k. Only the Secretary is authorized to use the seal of the Association.
 - l. The Secretary shall be responsible for the safe custody of the seal of the Association.
4. The Treasurer shall;
- a. Be the custodian of the finances of the Association.
 - b. Maintain necessary bank accounts of the Alumni Association and maintain a proper system of accounting.
 - c. Maintain proper and accurate records of all payments, receipts and disbursements of income and expenditure in accordance with the accepted accounting standards and practices.
 - d. Table financial position of the Association at all meetings. To table a statement of accounts of the previous month at Executive Committee Meetings.
 - e. Table and audited statement of accounts at the Executive Committee meeting preceding the Annual General Meeting in order to obtain approval to be presented to the Annual General Meeting.
 - f. Prepare the Association's Annual Budget and cash flow.
 - g. Shall sign cheques and all relevant bank documents on behalf of the Association along with the President or the Honorary Secretary.

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- h. Shall submit all relevant account books, records and documents to the auditors as and when called for.
 - i. To ensure the safe custody all cheque books, account books, fixed deposit certificates and all accounts related documents.
 - j. Shall maintain a Property Book of all properties of the Alumni Association and notify any changes to the President.
 - k. With the approval of the President, shall delegate such authority as is necessary to the Assistant Treasurer.
 - l. Shall do a proper Handing/Taking Over of duties on cessation /assumption of office within fourteen (14) working days.
5. Assistant Secretary;
- a. Shall act for the Secretary during his absence with the approval of the President.
 - b. Shall assist the Secretary in all duties and functions assigned to him.
6. Assistant Treasurer;
- a. Shall assist the Treasurer in all the duties and all functions assigned to him.
 - b. Shall act for the Treasurer during his absence, with the approval of the President.
7. The Executive Committee;
- a. The Executive Committee is the supreme executive body of the Association.
 - b. Executive Committee is answerable to the general body for its activities.
 - c. Executive Committee shall report their activities to the general body.
8. Liaison Officers (LOs)
- a. The Association shall have one LO each to liaise with the Army, Navy, Air Force and Day Scholar Alumni.
 - b. As LOs, they shall so conduct themselves to promote the objectives of the Association and improve the membership of the Association.
 - c. They shall take instructions from the Ex-Co.
 - d. They shall report their activities to the general body through the Ex-Co.

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ANNEX 'B'

RULES

The Rules of the Association are as follows:

1. The President shall exercise the powers normally incidental to that position. He shall have responsibility for the interpretation and clarification of all procedural questions, which may arise. He shall preside at all meetings of the Association and of the Executive Committee. In his absence, the Association or the Executive Committee shall elect one of the Vice Presidents to preside.
2. The Vice Presidents shall execute the duties delegated to them by the President.
3. The Secretary shall be responsible for recording minutes of all meetings and keeping all records of the Association and of the Executive Committee.
 - a. He shall have the responsibility for giving notice of meetings of the Association to all its members and notice of Executive Committee meetings to such Executive Committee members.
 - b. At least fifteen days' notice of the Annual General Meeting shall be given at the Agenda for the Annual General Meeting and minutes of such previous meetings shall be sent with the notice of the Annual General Meeting.
 - c. Where a Special General Meeting is summoned at the direction of the President or on a written request by a number of members of the Association, as provided for in Article IX, Paragraph 22 of the Constitution, the Secretary shall give at least twelve days' notice specifying the date, time and venue of such meeting and the business to be transacted thereof. In the case of an Executive Committee meeting, he shall give twelve days' notice together with the agenda for such meeting and the minutes of the previous Executive Committee meeting.
 - d. The Secretary shall maintain an up-to-date Membership Register, which shall be made available at all general meetings of the Association.
 - e. The Secretary shall prepare and present the Annual Report at the Annual General Meeting.
4. The Treasurer shall keep the financial records of the Association. He shall demand and receive all money due to the Association and deposit those received in the bank or banks as in Article X, Paragraph 26 of the Constitution. He shall have the power to retain in hand for current expenses of the Association a sum of money as may be decided by the Executive Committee from time to time. The Treasurer shall assist the Executive Committee and any other committee referred to in Article VII in the financial planning of the Association. He shall also prepare and present the audited Annual Statement of Accounts.
5. The outgoing President, Secretary, Treasurer and other relevant office-bearers shall hand over all documents, materials and inventory items under their charge to the respective new office-bearers and obtain proper authentication.

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6. The Committee on University Development shall from time to time inquire into and report on the conditions prevailing in the University in relation to buildings, facilities and environment with a view to guiding future development. The Committee may suggest how financial assistance and co-operation may be obtained to implement such development programs.
7. The Committee on Student Relations shall promote relations between the alumni and the students of the University.
8. The Committee on Continuing Education shall act as a consultative and advisory committee to the University on Continuing Education and shall promote understanding among the alumni about Continuing Education. The Committee shall from time to time make recommendations on this subject to the Executive Committee and shall consider such related matters as the Executive Committee may refer to it.
9. The Committee on Elections and Constitutional Matters shall be in charge of conducting elections of office-bearers and of the Executive Committee members of the Association, and shall make recommendations for any modification or amendment to the Constitution or Rules.
10. The Committee on Social and Welfare Matters shall be responsible for promoting social activities among the alumni as well as between the alumni and the students of the University by organizing social events as well as promoting the welfare of the alumni.
11. All office-bearers and other members of the Executive Committee shall be elected at the Annual General Meeting. If there is more than one candidate for any post, such election shall be held in the manner decided by the Association at such meeting.
 - a. In the event of any post of office-bearer falling vacant, the Executive Committee shall appoint a member from the Executive Committee to fill such post until the next Annual General Meeting.
 - b. In the event of any post of an Executive Committee member other than an office-bearer falling vacant, the Executive Committee shall invite a suitable member from the general membership to fill such post until the next Annual General Meeting.
12. The annual subscription for any member shall be Rs.1,000/- provided that a member who pays Rs. 5,000/- shall become a Life Member. The Association shall keep in a fixed deposit at a state financial institution all monies received for Life Membership. Only the interest of such deposits may be used for expenses.
13. In the interpretation of any of the Articles in the Constitution or any of the Rules in the Annexes and in any matter not provided for therein, the decision of the Executive Committee shall be final.