

**Alumni of College of Biomedical Engineering and Applied Sciences**  
**(ACBEAS)**

**PREAMBLE**

We, the Alumni of College of Biomedical Engineering and Applied Sciences (A CBEAS),

**HONOUR** those who founded / established this college,

**PROUD** of our graduates of CBEAS and the graduates of other universities who are employees of CBEAS with interest of identifying themselves with CBEAS, special members and honorary members,

**RESPECTFUL** of our college and stakeholders,

**RECOGNIZE** the need to promote socio-economic and intellectual interaction between the Alumni and also within the Alumni

**COMMITTED** to establish collaborative links with other Alumni bodies and organizations in Nepal and the rest of the world

**SUPREMACY OF THE CONSTITUTION**

This constitution / document shall be the supreme document of Alumni Association of College of Biomedical Engineering and Applied Sciences (A CBEAS) and any other law, rule or regulation inconsistent with it shall be null and void to the extent of that inconsistency subject to the rules, regulations, act and statutes.

**AMENDMENT OF THIS CONSTITUTION/DOCUMENT**

1. This constitution/document can only be amended by a resolution supported by sixty percent (60%) of paid up members voting in the Annual General Meeting.

**INTERPRETATION OF THE CONSTITUTION/DOCUMENT**

1. This constitution/document is based on the ultimate supremacy of the paid up members of ACBEAS, with regard herein & this constitution shall be interpreted in a manner that:
  - Advances the preamble statement and the principles of intent of this constitution/document.
  - Avoids the technicalities which defeat the purpose of this constitution/document.

2. No person shall arrogate any authority to oneself which does not emanate from this constitution.
3. A person or authority interpreting this constitution may refer to matters and facts, which will assist in the purposive interpretation of this constitution.

### **Definition of Terms**

In this constitution unless the context indicates otherwise,

<b>Alumni</b>	Normally refers to a group of male or female former students. Article 3 of this constitution comprises of various categories of membership
<b>Alumni Association</b>	Is a group of graduates both male and female who have graduated from the same institution and hold their school in high regard.
<b>Budget</b>	A statement of the association's revenue and expenditure, normally annual
<b>Council</b>	Is a group of people appointed or elected to give advice, make rules, and manage affairs of CBEAS as constituted in terms of the University Act
<b>Coordinating Office</b>	An office (normally interim) set up outside the registered office of the association to carry out duties prescribed by the management board.
<b>Executive Committee</b>	A committee comprising alumni management board, co-opted members and one nominee each from the various faculties.
<b>Financial Year</b>	Means the financial year of the university determined under the University act
<b>Graduate</b>	Means a person on whom a degree has been conferred by the Purbanchal University after completion of Bachelor in Biomedical Engineering from CBEAS.

<b>Newsletter</b>	The association's organ of expressing views, opinions and ideas
<b>Committee</b>	Oversees the activities of the Alumni within school
<b>Standing Committee</b>	A committee appointed to carry out a specific duty assigned to it from time to time

### **ARTICLE 1: NAME**

- (a) The Association constituted by these rules shall be known as **“The Alumni Association of College of Biomedical engineering and Applied Sciences,”** hereafter referred to as **“ACBEAS ”**. The name and the logo of the Association shall be registered.
- (b) The Alumni Association shall be a Welfare organization and will strive to promote excellence in scholarship, unique cultural and academic identity of both CBEAS and Alumni. It shall be non-discriminative and impartial.

### **ARTICLE 2: AIMS AND OBJECTIVES**

The following shall be the aims and objectives of the Alumni Association of CBEAS.

- (a) To establish an efficient alumni governance.
- (b) Subject to provisions of the rules and regulations of the College and other relevant statutes, thrive and to enhance the name of the college.
- (c) To promote socio-economic and intellectual interaction between CBEAS and CBEAS Alumni.
- (d) To contribute to the growth and advancement of CBEAS by participating in development projects.
- (e) To form committees of the alumni within the college so as to reach out to the members of a specified specialty.
- (f) To form coordination offices of the alumni within the country so as to reach out to the members.

- (g) To promote, improve and protect the interests of the members and the alumni's welfare.
- (h) To find support for scholarship and academic excellence of CBEAS students.
- (i) To encourage, develop and maintain academic and social traditions unique to CBEAS.
- (j) To establish collaborative links with other alumni bodies and organizations in Nepal and the rest of the world with similar interests.
- (k) To participate in the deliberations in the interest of the alumni and the college.
- (l) To participate in any other worthwhile national development activities.
- (m) To devise ways and means of raising funds for the activities of the alumni.
- (n) To pursue these aims and objectives independent of political, religious, gender, racial, tribal and personal bias or any other attribute of discrimination.

### **ARTICLE 3: MEMBERSHIP**

There are five categories of membership:

1. Ordinary Membership
2. Associate Membership
3. Affiliate Membership
4. Special Membership
5. Honorary Membership
6. Life Membership

#### **(1) Ordinary Membership**

Shall be open to all graduates of CBEAS upon payment of membership and subscription fees which shall be set by the executive council and approved by the members from time to time.

#### **(2) Associate Membership**

Shall comprise graduates of other universities or institutions who are employees of CBEAS with common interest in association and must apply and pay upon acceptance of membership and subscription fees which shall be determined by the executive committee and approved by the Annual General Meeting from time to time.

**(3) Affiliate Membership**

Shall comprise graduates from other universities with interest of identifying with CBEAS upon payment of registration fee to be determined by the Annual General Meeting.

**(4) Special membership**

Shall consist of parents of past/present students, well wishers/friends, and development partners with interest of and growth/development of CBEAS.

**(5) Honorary Membership**

Shall comprise highly placed individuals in society and distinguished for their work which the association can identify itself to meet some objectives of the association. Honorary Members of the alumni shall be:-Chancellor, Council, Vice- Chancellor, Registrar, Assistant Registrar, Professors, Lecturers, Tutors, all present and past members of the teaching staff of CBEAS (including for this purpose, emeritus professors, honorary professors)

**(6) Life Membership**

Ordinary member and friends of Biomedical Education Enrichment in Nepal, fulfilling some requirements can receive life membership.

**CESSATION OF MEMBERSHIP**

A member will cease to exist upon the following

- Death
- When violating disciplinary measures.
- Cessation to make subscription as provided for in this constitution
- Lack of interest towards the college

Any member who ceases to be ACBEAS member shall not be entitled to any refund of subscription fee or any monetary contribution by him or her.

No refund of registration fee will be made to such members and membership will not be transferable.

## **ARTICLE 4: RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS OF MEMBERS**

1. Every member shall respect ACBEAS (including decisions and actions legally made by them) as established in this constitution.
2. Every member shall respect property owned by A CBEAS, College, University and the public. Any member who causes damage to property owned by ACBEAS, College, University or the public should be subject to the disciplinary provisions of ACBEAS and punishment by any other affected parties.
3. Every member shall be required to honor individual and financial obligation to ACBEAS, including and in particular, pay membership fee upon graduating and subsequently change the membership status provided for in the registration form.

### **(a) Ordinary Members**

Shall have the following rights, duties and obligations:-

1. Paid up members who shall get unlimited access to this constitution including
2. To inspect books of accounts upon issuing
3. To attend all General Meetings of the Alumni
4. To participate in activities of the alumni and give assistance in the actions undertaken by it.
5. Elect a person or be elected to any of the organs of the alumni
6. Be nominated or appointed as observers or representatives of the Alumni to any meetings, which the Alumni may be required to participate.
7. To observe the constitution and all the decisions regularly taken by the organs of the Alumni and to express any ideas freely.
8. All paid-up members shall be entitled to benefit from the activities, services and facilities of the alumni; provided that such benefits shall not be by forceful means, misuse of ACBEAS facilities, or any other unlawful means breach of which disciplinary actions will be considered.

### **(b) Associate, Honorary, Affiliate, Special Members and Life Members**

Shall have the same rights, privileges, duties and obligations of ordinary members with the exception of section 5:1 of this article.

## **ARTICLE 5: PRINCIPAL ORGANS AND THEIR FUNCTIONS:**

These shall be:

- (i) Annual General Meeting – AGM
- (ii) Special General Meeting – SGM
- (iii) Executive Committee – EC
- (iv) Newsletter - NL

### **1. ANNUAL GENERAL MEETING (AGM)**

Shall be empowered to:-

- 1. Hold election of management board of the Executive Committee (EC) and any other committees.
- 2. Create standing committees
- 3. Amend and ratify the constitution
- 4. Review the policies of the Alumni
- 5. Declare a vote of no-confidence on any official.
- 6. Approve the budget
- 7. Deliberate on any other matters referred to the assembly

### **2. SPECIAL GENERAL MEETING (SGM)**

Shall be convened to:-

- 1. Conduct by-elections
- 2. Amend the constitution
- 3. Enact disciplinary steps against members and officials
- 4. Execute and participate in projects
- 5. Discuss only the agenda for which the meeting was called.

### **3. EXECUTIVE COMMITTEE (EC)**

Shall be authorized to:-

- 1. Discuss and executive policy matters on behalf of the Annual General Meeting.
- 2. Stipulate regulations for day to day activities of the Alumni

3. Maintain discipline within the Alumni
4. Prepare budget of the Alumni for annual General Meeting.
5. Award scholarships to potential beneficiaries.
6. Disburse finances.
7. Form any other Ad-hoc Committee
8. Discuss Any Other Business referred to it by the Annual General Meeting.

4. **NEWSLETTER**

This shall be the mouthpiece of the Alumni and shall carry the views and news of the Alumni.

**ARTICLE 6: EXECUTIVE COMMITTEE (MANAGEMENT BOARD)**

1. The Executive Committee shall comprise of the following:
  - o Chairperson
  - o Vice Chairperson
  - o Secretary
  - o Treasurer
  - o Members (3)

All of whom shall be fully paid up members of the Alumni and shall be elected at the Annual General Meeting after three years.

The Executive Committee (Management Board) shall normally be dissolved every three years.

2. Any executive management board member who ceases to be a member of the alumni shall automatically cease to be a member of the board, thereof.
3. Any executive management board member may be removed from office under regulations to be determined by the Article referred to as "Discipline".

**Vote of No Confidence in Executive Committee**

1. Any motion proposing a vote of no confidence in the management board member shall originate from only paid up members who shall table it at an Annual General Meeting, after a written notice of not less than fourteen (14) days, to the member who is the subject of the motion, through the alumni officer, stating the grounds of such motion,



and if after the person who is the subject of the motion is given opportunity to respond to it in annual general meeting the motion is supported by not less than half of paid up members present. The executive management committee shall convene a SGM within seven (7) days to approve such resolution by half of the members present in support of all paid up ACBEAS members at the SGM.

2. A motion of no confidence in any executive management board member shall only be moved for
  - Blatant violation of the provisions of this constitution or
  - Gross misconduct or
  - Persistent inability to execute the duties of his or her office as provided in this constitution or
  - Financial mismanagement
3. If a vote of no confidence succeeds, then that management board member loses his or her position and a fresh election is to be held in AGM.
4. This rules shall apply to any office bearer of our various colleges/institute/section, stakeholder or any coordinating office.

#### **ARTICLE 7: DUTIES OF THE EXECUTIVE COMMITTEE:**

##### **(a) The Chairperson shall:-**

1. Be the Executive head of the Alumni
2. Preside over and conduct Annual General Meeting and Special General Meetings of the Alumni, Executive Management Committee Meetings and any other meetings or committees unless prevented by illness and other cause.
3. Be an ex-officio member of all committees
4. Be a signatory to all Alumni financial transactions.
5. Be the official spokesman of the alumni
6. Convene an emergency meeting in consultation with the secretary
7. Be the custodian of the Alumni movable and immovable assets.

##### **(b) The Vice Chairperson shall:**

1. Perform the duties of the Chairperson in the event the latter is absent and while doing so have the same privileges as the Chairperson
2. Act as Chairperson in case of incapacitation or resignation of the Chairperson subject to article on elections and by-elections.

**(c) The Secretary shall:-**

1. Deal with all correspondence to the Alumni.
2. Issue notices of meetings of both the Executive Committee and General Meetings.
3. Prepare and circulate the agenda for Executive Management Committee Meetings and General Meetings.
4. Keep records and minutes of all meetings.
5. Receive items of agenda from the members in the form of motions to be considered in the Annual General meetings.
6. Be a signatory to the Alumni financial transactions.
7. Play the role of the public relations officer.

**(d) The Treasurer shall:-**

1. Receive and bank under the directions of the Committee all money belonging to the alumni
2. Maintain and keep financial records of the Alumni
3. With the approval of the Executive Management Committee, make payments
4. Prepare and present annual audited records to the Annual General Meeting
5. Be a signatory to Alumni financial transactions.

**(e) Member/s shall:-**

1. Carry out various activities as required.
2. Participate actively in meetings and assigned works.

**ARTICLE 8: REPRESENTATION IN THE GOVERNANCE**

The Chairperson shall represent the Alumni in College Management Committee and other meetings when invited by the college management to do so.

**ARTICLE 9: ELECTIONS AND BY-ELECTIONS**

1. The general elections of the executive management board shall, in normal circumstances, be held at the Annual General Meeting every three years.
2. Any ordinary member of the Alumni shall be eligible for election to any one of the vacant posts provided one is fully paid up.
3. Procedure for the elections shall be:-

- All the elections shall be by secret ballot and by majority vote
- In the event of a tie between candidates the ballot shall be repeated until a candidate receives a simple majority
- The elections shall be organized by an Electoral Commission set up by the Executive Management Committee.
- The chairperson of the commission shall be the Returning Officer.
- The nomination papers for the proposed candidate must contain the names and signatures of at least fifteen (15) proposers who must be current ordinary paid-up members of the Alumni.
- Each candidate shall collect the nomination papers from the Secretariat on payment of a non-refundable nomination fee to be decided by the Electoral Commission on or at least seven days before the election date and returned at least two days before the date.

### **SPOILT VOTES**

1. During the counting of ballots papers;
  - A spoilt vote shall not be tallied on to any of the candidates
  - A candidate may voluntarily be personally present and at no time shall a candidate be barred from witnessing the counting of ballot papers.
2. For purposes of this section a spoilt vote shall mean that which is obliterated, or damaged or ambiguous or illegible and it cannot be deciphered which candidate for whom it was cast.

### **ELECTION OFFENCES**

1. An election offence shall disqualify a candidate
2. For purposes of this section, an election offence shall include;-
  - Rigging
  - Harassment
  - Use of forceful means
  - Intimidation
  - Giving false information
  - Campaigning on the polling day and or any other act omission which defeats the tenets of free and fair elections.

### **DISSOLUTION OF THE ELECTORAL COMMISSION.**

1. The Electoral Commission shall stand dissolved, if there is no election petition against election results and hand over their returns to the Alumni Officer.
2. In the event of a petition against election result by any person, the electoral commission shall wait to act on the resolution reached by the Elections Appeals Committee on the said petition before it stands dissolved.

3. The Returning Officer shall prepare and publicize a statement showing persons who have been validly nominated
4. Any decision as to what shall be taken as spoilt shall be taken by the Returning Officer whose decision shall be final.
5. The Returning Officer shall announce the results of the elections as soon as possible after the counting of the ballot papers.

**ARTICLE 10: FINANCE AND INVESTMENTS**

**(a) The sources of the Alumni Finance shall be from:**

1. Membership (Alumni) fee to be decided by AGM from time to time.
2. Subscription fees payable annually to be determined by the Annual General Meeting from time to time.
3. Registration fees for participation in the annual events to be determined by the Executive Committee from time to time.
4. Donations and contributions from friends and well-wishers.
5. Revenues earned from investments e.g. fundraising, grants, advertisements, interest in stocks, shares and bills and business.

**(b) Expenditure**

1. Any expenditure of funds in excess of the provisions of the budget approved by the Executive Committee shall have to be approved.
2. All money received for the purpose of ACBEAS must be applied with thrift and stewardship to provide maximum benefit to ACBEAS.
3. The funds of the Alumni shall be used only for activities in furtherance of the objectives of the Alumni.
4. All money shall be received by and paid to the Alumni Officer who shall deposit to any of the bank(s) approved by the committee.
5. All financial transactions shall be entered into the books of account that shall be availed to the auditor.
6. No payment shall be made out of the bank account without a resolution of the Executive Committee.
7. A petty cash account shall be maintained by the Treasurer with the Alumni Officer for disbursement.
8. Audited financial report shall be submitted in writing by the Treasurer to the Executive Committee for examination and finally to the Annual General Meeting for approval.

## **SIGNATORIES OF THE ACBEAS ACCOUNT:**

ACBEAS account may, subject to approval by the finance and investments committee, operate any type of bank account for convenience and profitability, but in any event the signatories shall be (two signature must but treasurer's compulsory):

1. Chairman
2. Treasurer
3. Secretary

## **BOOKS OF ACCOUNT**

All financial transactions shall be entered into books of account that shall be availed to the ACBEAS auditor.

## **AUDITING OF BOOKS OF ACCOUNTS**

4. The accounts of ACBEAS shall be audited by an Auditor at least four weeks before the A.G.M
5. The books of account and balance sheet shall be approved by the finance and investment parliamentary committee and presented to the auditor who shall make a report for consideration by the executive management committee.
6. The audited accounts and balance sheet shall be published after approval by the executive committee not later than seven calendar days before the A.G.M.

## **ARTICLE 11: DISCIPLINE**

1. For purposes of this constitution, discipline shall mean compliance to the rules of proper conduct as embodied in this constitution, by-laws and any other rules as shall be formulated from time to time by the relevant authority and the ACBEAS.
2. Discipline among members in the conduct of the affairs and operations of ACBEAS shall be enforced by the Executive Committee.

### **(a) Composition of the Disciplinary Committee**

The Executive Committee shall appoint disciplinary committee made up of at least three members of the Executive Committee and two ordinary members to determine measures to be taken against errant members.

### **(b) Offences**

The following shall constitute offences:

1. Negligently refusing to attend meetings.
2. Portrayal of disruptive or unruly behavior in meetings.
3. Conduct likely to bring the Alumni into disrepute or prejudice the well being of the Alumni activities, services or facilities.
4. Withholding or embezzling or misappropriation of Alumni funds

## **ARTICLE 12: TRANSITIONAL ARRANGEMENTS**

1. This constitution will come into force immediately it is approved subject to the provisions of these arrangements.