



# THE ALIGARH MUSLIM UNIVERSITY ALUMNI ASSOCIATION IN THE UNITED KINGDOM

## CONSTITUTION

### 1. NAME

The name of the Association shall be "The Aligarh Muslim University Alumni Association (AMUAA) in the United Kingdom".

The expression "Alumni" shall mean the former students, of the former Mohammadan Anglo Oriental College or the Aligarh Muslim University, Aligarh.

### 2. CENTRAL OFFICE

The office of the Association in the UK shall be situated in London and the President's home address may act as official address of the Association or the executive committee may nominate any other executive committee member's home address as official address.

### 3. AIMS AND OBJECTIVES

The following shall be the aims and objectives of the Association:

- a. To promote the welfare and progress of all Human beings.
- b. To promote and support educational, literary, social and cultural activities.
- c. To promote and propagate the educational ideals of the Aligarh Muslim University and its founder, Sir Syed Ahmad Khan.
- d. To render financial assistance to deserving students at Aligarh and elsewhere.
- e. To uphold, support and foster Aligarh brotherhood through social contact and fellowship.
- f. To maintain contact and foster co-operation with other Aligarh Alumni Associations elsewhere.
- g. To foster and promote the Aligarh spirit and Aligarh traditions.
- h. To create a Charitable Trust.

- i. To promote equality, providing equal opportunities to all, valuing diversity and ensuring that the members and everyone associated with the Association treat each other and all others with dignity and respect and are committed to challenging discrimination.

#### **4. MEMBERSHIP**

- a. Whosoever has been educated at the former MAO College, the Aligarh Muslim University or any of its allied institutions for at least one academic year, and is not currently a student at Aligarh, shall be eligible to become a member of the Association. The membership will only be deemed as confirmed after the subscription has been received and the Executive Committee has approved of the membership.
- b. Spouses of Alumni and their sons and daughters not under the age of 18 years shall be eligible for Associate Membership.
- c. The Executive Committee shall have the power to confer Associate Membership upon anyone who has been associated with the Aligarh Movement founded by Sir Syed Ahmad Khan or any friends of the Association who are deemed to have demonstrated a commitment to the objectives and activities of the Association.
- d. Any person who has been an Associate Member of the Association continuously for a period of three years shall be eligible to become a full member of the Association subject to approval by the executive committee.

#### **5. MEMBERSHIP SUBSCRIPTIONS**

- a. The annual membership of the Association shall be £15 (fifteen pounds sterling) and may be increased if so decided by the Executive Committee.
- b. All Alumni of AMU who come to settle in the UK, subject to filling the prescribed membership form, may be offered free membership of the Association for a period of one year but further extension will be possible by paying the required membership fee.
- c. The subscription period shall commence on 1 January and end on 31 December of each year.
- d. Any member who has not paid the full membership for last one year will no longer remain a continuous member. However the former member may apply again to become a new member (subject to the approval by the Executive Committee).
- e. Any member who has not paid the full current subscription or those who have been given one year free membership shall not be eligible to vote at the Annual General Meeting or participate in the elections or be eligible to hold office until

such time as the said member has cleared all outstanding dues or has become a fully paid member.

- f. Any person eligible to become a member of the Association as aforesaid or any person already a member of the Association may become a life member on payment of a single lump sum of £150.00
- g. Associate Members shall also pay £15 (fifteen pounds sterling) annually.

## **6. RIGHTS AND PRIVILEGES OF MEMBERS**

Members shall

- a. Be eligible to hold any office of the Association.
- b. Within the framework of the aims and objectives of the Association, have the right to bring forth any proposals for the consideration of the General Body or Executive Committee.
- c. Have the right to attend the Annual General Meeting and other meetings of the Association and vote at such meetings.

## **7. OFFICE BEARERS**

- a. The following shall constitute the office bearers and the Executive Committee:
  - i. President
  - ii. Vice President
  - iii. General Secretary
  - iv. Treasurer
  - v. 6 Executive Committee members, one of whom may be elected by the Committee as its Senior Member.
- b. The President and nine members of the Executive Committee shall be elected every two years at the Annual General Meeting. All former presidents, unless they choose otherwise, will be full permanent members of the executive committee and will have right to attend the executive committee meetings. Immediately after the Annual General Meeting the Executive Committee shall be convened and shall elect the remaining office bearers.
- c. The President in consultation with the Executive Committee may co-opt up to three (3) members to Executive Committee. However, if due to any reason, all the nine Executive committee seats have not been filled by election the president and the Executive committee members may fill the vacant seats by co-opting more than three members such that the total number of members is twelve.

- d. Any member of the Executive Committee who fails to attend three consecutive meetings without prior notification shall be deemed to have resigned from Committee.
- e. In the event of the resignation or death of any of the office bearers or members of the Executive Committee, Executive Committee shall fill the vacancy/ies.
- f. The Executive Committee has the right to exclude any member of the association if a complaint is made against them or they have deemed to have brought disrepute or harmed the image of the Association.

## **8. ANNUAL GENERAL MEETING and ELECTIONS**

- a. The Annual General Meeting (AGM) shall normally take place in the month of January but not later than 28 February or as soon as possible thereafter each year if the Executive Committee so decides in the light of extraordinary circumstances. As soon as the business of the Annual General Meeting has been concluded with the holding of elections, the term of office of Executive Committee members who held office during the preceding years shall be deemed to have ended. The elections shall be held every two years.
- b. The President shall not hold the office for more than two consecutive terms.
- c. In order to be eligible to contest the elections or nominate and or second another eligible member the member(s) should have been a paid up full member for at least one year.
- d. Nomination papers for the office of President and membership of the Executive Committee duly proposed and seconded shall be lodged with the Honorary Secretary not later than seven days prior to the elections Nomination papers shall be accompanied by a nomination fee of £50.00 for the office of President and £15 for members of the Executive Committee. The elections shall be by secret ballot.

## **9. DUTIES OF OFFICE BEARERS**

### **a. The President**

- i. Shall supervise the general running and administration of the Association
- ii. Shall preside over all meetings of the Executive Committee and of the Association including the Annual General Meeting.
- iii. Shall have the power to call any meeting of the Association without prior consultation with the Executive Committee.

- iv. Shall have the power in an emergency to disburse a maximum of £100 (one hundred pounds sterling) on any project compatible with the aims and objectives of the Association, subject to subsequent ratification by the Executive Committee.

**b. Vice President**

In the absence of the President, the Vice President shall perform the functions of the President.

**c. General Secretary**

- i. Shall be responsible for the smooth running of the Association and shall be its executive officer and shall be in sole charge of the day to day office routine and correspondence.
- ii. Shall represent the Association in all legal proceedings of the Association.
- iii. Shall maintain and keep safe custody of all property of the Association.
- iv. Shall be responsible for arranging and organising meetings of the Executive Committee and of the Association.
- v. Shall, at least two weeks before any meeting, prepare an agenda and circulate it.
- vi. Shall record minutes of all meetings of the Executive Committee and of the Association.
- vii. Shall maintain a list of all members with their addresses and telephone numbers, bringing it up to date at the end of each calendar year.
- viii. Shall present annual report at the Annual General Meeting after approval of the Executive Committee.
- ix. Shall arrange and manage cultural functions.
- x. Shall inform the media about the function.
- xi. Shall send the reports to the media about the functions.

**e. The Honorary Treasurer**

- i. Shall keep and maintain complete accounts of the association.
- ii. Shall issue receipts for subscriptions received by the Association and maintain a record thereof.

- iii. Shall prepare an income and expenditure account with a balance sheet for the information and approval of the Executive Committee, such account and balance sheet should be submitted thereafter to the Annual General Meeting as an Annual Statement of Accounts.

## **10. EXECUTIVE COMMITTEE**

- a. The Executive Committee shall take decisions in all administrative matters, except those, which in its opinion are of such importance as would justify their consideration at the General Meeting.
- b. The duties of the Executive Committee shall be:
  - i. To protect and safeguard the interests of the Association.
  - ii. To employ staff for the general administration of the Association. No staff member shall be a member of the Executive Committee or hold Office therein.
  - iii. To purchase, lease or otherwise acquire any property or any rights necessary for the purpose of the Association.
  - iv. To print and publish books and other documents in the interest of the Association.
  - v. To deal with all such matters as are incidental to the aims and objectives of the Association.
  - vi. To deal with disciplinary matters, where the behaviour of a member or some members has brought or is likely to bring disrepute to the Association. The Executive Committee has the right to suspend the membership until a hearing by the Executive committee has taken place. Such a hearing should not take more than 3 weeks after the notice has been served to the concerned member/members.

## **11. MEETINGS**

- a. The Annual General Meeting shall be held as provided in Clause 8 of the Constitution.
- b. A General Meeting of the Association may be called by a resolution of the Executive Committee.
- c. Meetings of the Executive Committee shall be called by the General Secretary in consultation with the President.

- d. In every meeting resolutions shall be passed by a simple majority vote. In the event of a dispute concerning the meaning or interpretation of any clause of the Constitution, the decision of the President shall be final and binding.
- e. In the event of an equal number of votes being cast for and against any resolution, the President shall have a casting vote.
- f. Voting on resolutions at meetings of the Executive Committee and of Association shall be by show of hands, unless agreed otherwise.
- g. In the absence of the President and the Vice President, the Senior Member shall act as President at meetings and perform all its functions.
- h. The notification of a meeting shall include the agenda.
- i. Fourteen days' notice shall be given for the Annual General Meeting.
- j. Any member who desires that a proposal be included in the agenda of Annual General Meeting shall submit his proposal(s) in writing by giving at least 5 day notice.
- k. At least seven days' notice shall be given for holding an Emergency General Meeting.
- l. At least three days' notice shall be given for a meeting of the Committee, except in the event of an emergency when a meeting of the Executive Committee may be called at shorter notice.
- m. The quorum for a general meeting of the Association including the Annual General Meeting shall be ten (10) or one third of the total paid-up membership at the time of the meeting whichever is less.
- n. The quorum for meetings of the Executive Committee shall be five members.
- o. If the required quorum is not present at a meeting, the meeting will be adjourned. An adjourned General Meeting may be called with a notice of three days. The requirements of a quorum shall not apply to an adjourned meeting, but the business at such meetings shall be restricted strictly to the agenda of the original meeting and no new item or subject shall be introduced or discussed.

## **12. FINANCE**

- a. The Funds of the Association shall consist of subscriptions, donations and funds received from any other source.
- b. The Funds of the Association shall be kept with a bank approved by the Executive Committee. Three officers shall be authorised by the Executive

Committee to act as signatories at the bank, any two of the three to sign all transactions.

- c. The accounts of the Association shall be audited annually prior to the General Meeting by an auditor nominated by the Executive Committee. The annual report shall be submitted to the Annual General Meeting together with the report of General Secretary and Annual Statement of Accounts.
- d. The Auditor may be a member of the Association but shall not hold office or be a member of the Executive Committee of the Association.

### **13. AMENDMENTS, ADDITIONS AND DELETIONS**

- a. Any amendment of, addition to or deletion from any of the clauses of the Constitution of the Association shall be carried out by two thirds majority of fully paid up members present and voting at the Annual or any other General Meeting.
- b. Amendments to the Constitution shall take effect from the date to be decided by the Executive Committee, which should be no later than 12 weeks from the General body meeting in which the amendments were passed.
- c. Any suggested amendments should be tabled 3 weeks before the meeting is scheduled.

### **14. DISSOLUTION OF THE ASSOCIATION**

The Association can be dissolved by a two-thirds majority of the Members at a special General Meeting convened solely for this purpose. Any assets shall be donated to an educational charity at the discretion of the General Meeting.