

GUIDELINES FOR THE SYNOD COLLEGE ALUMNI ASSOCIATION

1. NAME:

The name of the Association shall be “**SYNOD COLLEGE ALUMNI ASSOCIATION**” to be herein after called ASSOCIATION. It will be an ASSOCIATION OF PAST STUDENTS OF Synod College with its head office in Synod College, Jaiaw, Shillong.

2. AIMS AND OBJECTIVES:

- (i) The Association shall be a non-profit making, non-political, non-governmental organization (N.G.O) of the past students of Synod College.
- (ii) The Association shall strive for all-round developmental of Synod College and foster better understanding among the members and undertake programmes and issues relevant to the healthy growth of the society. The Association shall take active part in the various developmental programmes to be undertaken by Synod College authorities in future.

3. MEMBERSHIP:

Any students who have passed out at least one examination from the College will be considered as a past student. A past student of Synod College, can be a member of the Association by paying the prescribed enrolment and membership fee.

4. FUNDS:

- (i) The funds of the ‘Association’ shall comprise, the enrolment fee, annual membership fee, special contribution from members, donations, subscriptions and grants from any organisation private or Government for specific purpose. The Annual subscription may be revised by the General Body in its Biennial General Meeting.
- (ii) The funds of the Association shall be deposited in a bank and jointly operated by the General Secretary, President, the Treasurer, authorised by the Executive Committee through a resolution.

- (iii) All expenditures shall be made as per the directives of the Executive committee and all accounts after being duly audited shall be placed before the Biennial Conference.

5. POWER AND FUNCTIONS OF THE OFFICE BEARERS:

The President:

- (a) The President shall preside every meeting of the Executive Committee and General Conference of the Association. The President may however delegate this responsibility to the Vice President or other Committee members as the situation demands.
- (b) The President shall monitor follow up actions or resolution adopted by the Executive committee or the General Conference.

The Vice President:

The Vice President shall assume the power and responsibility of the President if his/her absence:

General Secretary:

- (a) The General Secretary shall be responsible to convene and issue notices for both Executive and General meeting and shall also prepare the agenda in consultation with the President.
- (b) The General Secretary shall be in constant touch with the President between committee meetings.
- (c) The General Secretary shall record the minutes of the meeting and maintain a proceeding book.
- (d) The General Secretary shall attend to all necessary Correspondence of the Association and shall also prepare the annual report of the association.

Assistant Secretary:

- (a) The Assistant Secretary shall assist the Secretary in all the related work of the Association.

- (b) The Assistant Secretary shall assume the responsibility of the Secretary in his/her absence or as approved by the Executive Committee.

Treasurer:

- (a) The Treasurer shall maintain all the accounts and shall also maintain the cash book of the Association.
- (b) The Treasurer shall also present the audited financial report annually.

Publicity Secretary:

- (a) The Publicity Secretary shall be responsible for promoting the image of the Association and shall also be responsible for any publicity work of the Association which may arise from time to time.

Adviser:

The role of the Adviser is advisory in nature. The Adviser shall be responsible in ensuring that the Association does not deviate from its aims and objectives.

The Executive Committee:

The Executive Committee shall consult the advisor whenever there's a need for council and advice.

6. AMMENDMENT:

The constitution shall not be amended or modified except by a motion moved at the Biennial General Conference, with seven days notice and passed by a majority of not less than two-thirds of the members present and voting.

7. DISSOLUTION:

The Association shall not be dissolved except by a special resolution moved in a Biennial or special conference with One month's notice for such a resolution and passed by at least two-thirds majority of the members present and voting in the conference. In case of dissolution, the assets and

property of the Association, after all debts and liabilities having been cleared shall be handed over to Synod College Authorities.

Notwithstanding the provisions of the constitution, the first Executive Committee of the Synod College Alumni Association (S.C.A.A) is formed on the 15th July, 2004 and the constitution of this Association as written above is hereby adopted and made effective with immediate effect.

The Names of the first Member of the Governing Body

| Sl.No | Names | Address | Designation |
|--------------|------------------------|--|---------------------|
| 1. | Mr. R.A.Lyngdoh | Lower Mawprem, Shillong-02 | President |
| 2. | Prof. B.D.Majaw | Mawlai Iewrynghep, Shillong-08 | Vice President |
| 3. | Dr.(Mrs.) A.P.Warjri | Synod College, Shillong-02 | Secretary |
| 4. | Prof. M.D. Wanswett | Synod College, Shillong-02 | Asst. Secretary |
| 5. | Mr. K. Nongkhlaw | Lumkshaid, Lower Mawprem, Shillong-02 | Treasurer |
| 6. | Rev (Dr) M.J.Hynniewta | Laitumkhrah- Nongrimmaw Shillong. | Adviser |
| 7. | Prof. C.Pariat | Synod College, Shillong-02 | Executive member |