

A BRIEF PROFILE OF THE COLLEGE

Govt J.Buana College, Lunglei was established in 1983 and was provincialised by the Govt of Mizoram on October 2007. It is permanently affiliated to Mizoram University and is now 2f and 12b category under UGC. It is also an accredited college under NAAC.

The institution is named after Shri J.Buana (L) who was a Padma Shree Awardee. He came up with a handsome donation of Rupees Two Lakhs for its management at its infant stage. Being established to cater to the needs of the locality and the poorer section for higher education, it is providing education to hundreds of students. Most of the graduates from this college are able to find employment in various services within and outside the state.

The College is an Under Graduate Co-ed Arts & Commerce College offering Core subjects in English, Mizo, History, Geography, Economics, Education, Political Science and Public Administration. With the active cooperation of all the faculty members, the institution is producing good academic results and has now earned recognition all over the state.

VISION & OBJECTIVE

The vision of the college is to impart quality education and to develop the personality of the students. The college motto “Service, Diligence, Honesty” is the guiding light of the college in its endeavour to achieve excellence in teaching and learning processes. It also tries its level best to bring about awareness among the students regarding service to the society. The main mission and objective of the college is therefore to produce quality human resources who would be employable in all areas and would prove to be good citizens for the country.

ARTICLE 1 DEFINITIONS

In this Constitution, unless the context otherwise requires – “J. Buana College” means Government J. Buana College, Lunglei.

“Alumni” means -

- (i) all graduates of Government J. Buana College, Lunglei;
- (ii) all persons who have studied at Government J. Buana College, Lunglei for a minimum of one semester or one term; and
- (iii) recipients of honorary degrees from Government J. Buana College, Lunglei.

ARTICLE 2 NAME

- (1) The name of the Association shall be JB College Alumni Association (hereinafter referred to as the “Association”).
- (2) The Association shall be a non-political and non-profit making organization.
- (3) The Association’s mission, goals and objectives shall be to support the development of Government J. Buana College, Lunglei thereby indirectly contributing to the development of the College.
- (4) The Association shall have a seat in the Government J. Buana College, Lunglei Council Meeting and shall be represented by the President and General Secretary.
- (5) The motto of the Association shall be “Dream bigger, Do Greater”.
- (6) The Association shall have a logo.

ARTICLE 3

MISSION STATEMENT, GOALS AND OBJECTIVES OF THE ASSOCIATION

- (1) The Mission Statement of the Association shall be “To contribute to the development of Government J. Buana College, Lunglei and its alumni through improvement and development of curricula and programs, provision of financial and material support and enhancing networking and career development among the alumni.”
- (2) The goals of the Association shall be -
 - (i) to contribute towards the improvement of the current as well as the development of new curriculum and programs at Government J. Buana College, Lunglei;
 - (ii) to raise financial and material resources for efficient and effective teaching and learning as well as the general well being of students and staff at Government J. Buana College, Lunglei; and
 - (iii) to develop and help maintain active alumni interactions and enhance the image of Government J. Buana College, Lunglei through self-enrichment, career development and role modeling in the wider society.
- (3) The objectives of the Association shall be –
 - (i) to enhance and maintain links among members of the alumni and between alumni and Government J. Buana College, Lunglei;
 - (ii) to provide support to Government J. Buana College, Lunglei, Library by donating and or assisting the library access documentary resources;
 - (iii) to provide incentives such as rewards and prizes to the student’s of Government J. Buana College, Lunglei who secure Gold Medal in final academic session on any stream under Mizoam University;
 - (iv) to provide advice on the improvement of Government J. Buana College, Lunglei curricula, programs and to create and support projects deemed necessary at Government J. Buana College, Lunglei;

- (v) to devise ways and means of raising funds for the Association and Government J. Buana College, Lunglei;
- (vi) to encourage alumni to develop their respective careers through use of college resources and support from staff; and
- (vii) to initiate seminars, lectures and other academic functions for the benefit of alumni and Government J. Buana College, Lunglei.

ARTICLE 4

POWERS AND FUNCTIONS OF THE ASSOCIATION

- (1) In pursuance of its aims and objectives and for the better and proper performance of its functions under this Constitution, the Association shall have powers to -
 - (i) engage in any activity or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfillment of the aims and objectives of the Association as set out in this Constitution;
 - (ii) solicit donations, gifts and other forms of material aid acceptable to the Association for the purpose of meeting the financial requirements and other needs of the Association in furtherance of its aims and objectives;
 - (iii) exercise any other power, perform any other function or do any other activity that may lawfully be so exercised, performed or done by the Association for carrying out, or giving effect to, the purpose for which the Association is established; and
- (2) make rules prescribing –
 - (i) the rates and modes of payment by individual or institutional members which shall apply from time to time in respect of membership fees and other contributions/donations towards the funds of the Association;
 - (ii) the circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated; and
 - (iii) such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honor and dignity of the Association as well as efficacy in its operations.

ARTICLE 5

OFFICE BEARERS OF THE ASSOCIATION AND THEIR FUNCTIONS

The Association shall have an Office Bearers consist of the following –

- 1. the **President** whose functions shall be-
 - (i) to chair meetings of the Executive Committee and the General Assembly;
 - (ii) to authorize use of the funds of the Association according to the budget approved by the General Assembly;
 - (iii) to supervise and coordinate activities of the Office of the Association; with the approval of the Executive Committee, shall have powers between Executive Committee meetings to appoint Committees, representatives of the Association on joint.
- 2. the **Vice President** whose functions shall be –
 - (i) to initiate the establishment and organization of Alumni Members
 - (ii) to recruit alumni and expand projects;
 - (iii) to coordinate activities of the various Alumni Members;
 - (iv) in the absence of the President, to perform functions of the President.

3. the **General Secretary** whose functions shall be -

- (i) to act as secretary at meeting of the Executive Committee;
- (ii) to take minutes during the meeting of the General Assembly;
- (iii) to act as custodian of all the records of the Association;
- (iv) to be the public relations person for the Association;
- (v) to monitor fulfillment of activities of the Association and prompt different offices accordingly; and
- (vi) to publicize income-generating activities of the Association.

4. the **Assistant General Secretary** whose functions shall be -

- (i) to handle issues of publicity for the Association;
- (ii) to coordinate the production of the newsletter and other publications of the Association;
- (iii) in the absence of the General Secretary, to perform the functions of the Secretary; and
- (iv) to publicize income generating activities of the Association.

5. the **Treasurer** whose functions shall be -

- (i) to act as the custodian of the finances of the Association;
- (ii) to act as the custodian of audit records;
- (iii) to act as the custodian of the inventory of property for the Association;
- (iv) to prepare and report to the Executive Committee the Association's regular financial documents and statements;
- (v) to prepare the draft annual budget of the Association for presentation to the Executive Committee and the General Assembly;
- (vi) to ensure that accounts are audited by Auditors of the Association; and
- (vii) to make financial transactions on behalf of the Association.

6. the **Finance Secretary** whose functions shall be-

- (i) to be custodian of merchandising initiatives;
- (ii) to organize fundraising activities for the Association;
- (iii) to report to the Executive Committee on fundraising projects of the Association;
- (iv) to coordinate fundraising activities organized by Alumni Chapters; and
- (v) in the absence of the Treasurer, to perform the functions of the Treasurer.

7. the **Information & Publicity Secretary-**

- (i) to publish on social media about the various reports/activities of the Association;
- (ii) To inform all the members concerning upcoming, ongoing activities;
- (iii) Notify the meetings (General Body, Emergency) venue and times.

ARTICLE - 6 MEMBERSHIP

1. The Association shall consist of active and honorary members.
2. Membership fees shall be determined by the Executive Committee and ratified by a simple majority vote at the General Assembly.
3. All members of the Association shall be bound by the provisions of this Constitution, and its interpretation as made by the Executive Committee and its members.
4. Membership shall cease upon resignation by writing to the President of the Executive Committee.
5. The Executive Committee shall have the right to terminate membership for any member whose conduct is deemed to be prejudicial to the good name of the Association.
6. Those who are willing to be a member of the Association shall pay Membership fees for the terms of two years.
7. Active Membership -
 - (i) The active membership shall consist of former undergraduate and graduate students of Government J. Buana College as further defined below.
 - (ii) The undergraduate alumni membership shall consist of those who have attended and successfully completed at least one academic year in Government J. Buana College.
 - (iii) The graduate alumni membership shall consist of those who have been awarded a graduate college degree from Government J. Buana College in any of the graduate programs offered by the College.
8. Honorary Membership -

Honorary membership shall consist of the following:

- (i) Those who have received an honorary degree from the College.
- (ii) Those friends and benefactors of the University whose services the Association may desire to recognize and who shall be recommended by the Executive Committee and approved by the Office Bearers of the Association.

ARTICLE - 7 EXECUTIVE COMMITTEE MEMBERS

The Office Bearers of the Association shall appoint Executive Committee Members for the term of one (1) year from the Members of the Association. Total numbers of Executive Committee Members shall not exceed more than 30 members.

1. Functions of the Executive Committee Members shall be-
 - (i) to work in liaison with the Dean of Students at Government J. Buana College to develop projects addressing the needs of students;
 - (ii) to coordinate student scholarships and awards sponsored by or through the Association;
 - (iii) to report to the Executive Committee on programs of the Associations directly benefiting students;
 - (iv) to initiate student-alumni activities.
 - (v) to coordinate academic and self-enrichment programs the alumni.
 - (vi) to coordinate alumni awards or prizes sponsored by or through the Association.
 - (vii) to propose and develop projects for the improvement of Government J. Buana College campus in collaboration with the administration of Government J. Buana College.
2. the **Principal** of Government J. Buana College is the ex officio of the Association, whose functions shall be-
 - (i) to observe key issues initiated by the Association and relate them to the relevance of Government J. Buana College.
 - (ii) to convey to the Executive Committee proposals worth considering.
 - (iii) to advise the Executive Committee on the policies and regulations of the Mizoram University.

3. **Adviser/Legal Adviser** : Three (3) Advisers and two (2) Legal Advisers shall be appointed by the Office Bearers of the Association, functions shall be-
- (i) To advice Office Bearers of the Association.
 - (ii) Terms of Adviser shall be one (1) year.
 - (iii) To attend Office Bearers / Executive Committee when needed by the Committee
 - (iv) During the Interim period Adviser shall hold the Office of the Association.

ARTICLE - 8 ELECTIONS AND TERMS OF OFFICE OF OFFICE BEARERS

- (i) The Elected Office Bearers shall be elected from the Executive Committee Members of the Association only.
- (ii) Office Bearers of the Executive Committee shall be elected during the General Assembly by the members of the Association.
- (iii) Office Bearers shall be elected by a majority vote.
- (iv) the terms of office for office bearers shall be two (2) years.
- (v) Handing over of charge to newly elected Office Bearers shall be conducted during 15 days from the day of Election.

ARTICLE - 9 OFFICE OF THE ASSOCIATION

1. The Office of the Association shall be based at Government J. Buana College campus and the postal address shall be JB College Alumni Association , P.O. Box 796701, Lunglei.
2. The Office Administrator shall manage the Association and new positions be created as deemed necessary by the Executive Committee.
 - 2.1. The duties of the Office Administrator shall be –
 - (i) to coordinate the day to day affairs of the Office;
 - (ii) to work in close collaboration with members of the Executive Committee and Alumni Members in the execution of their specific tasks; and
 - (iii) to perform such other duties as the Executive Committee may deem necessary to be performed by the Office Administrator.

ARTICLE 10 GENERAL ASSEMBLY

1. The General Assembly shall be a gathering to be answerable to the entire membership of the Association. The General Assembly shall be attended by -
 - (i) all members of the Association who shall attend the General Assembly meeting as voting delegates;
 - (ii) the ex-officio member of the Executive committee.
 - (iii) partners and organizations that support the Association who shall be invited to attend by the Secretary of the Executive Committee but such delegates shall have no voting rights.
 - (iv) The President or his vice shall chair meetings of the General Assembly.
 - (v) Ordinary meetings of the General Assembly shall be held annually.
 - (vi) The Executive Committee, by two-thirds vote, may call for an extra-ordinary General Assembly upon request from more than half of the members of the Association.
 - (vii) Voting at the General Assembly shall be by the members and may be by show of hands or by secret ballot.
 - (viii) The Chairman of the session shall have a casting vote in addition to his deliberation vote.

**ARTICLE 11
FINANCIAL MATTERS**

- (1) The Association shall generate its income from -
 - (i) membership fees ;
 - (ii) contributions by well wishers;
 - (iii) donations and grants from Governments, bilateral donors and non-governmental organizations; and
 - (iv) fund raising activities taken under the authority of the Executive Committee.
- (2) The Executive Committee shall open an account in the name of **JB College Alumni Association** and all funds of the Association shall be deposited in that account.
- (3) There shall be three signatories to the Account and these shall be the Treasurer, the President and the General Secretary.
- (4) A portion of the Association's fund shall be allocated for discharging the duties of the Alumni Office.
- (5) The Executive Committee shall open an account for the Endowment Trust Fund which shall be a Trust run by the Association;
- (6) Donors shall make donations for specific functions or activities of the Association.
- (7) All accounts, records and documents of the Association shall be open for yearly auditing by an auditor approved by the Executive Committee.

**ARTICLE 12
PROPERTY RIGHTS**

- (1) All movable and fixed assets of the Association shall be entered in a register, which shall be reported during the General Assembly.
- (2) The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or profits to its members.

**ARTICLE 13
AMENDMENTS**

- (1) Members proposing amendments to this Constitution shall inform the Secretary of the Executive Committee three (3) months prior to the next General Assembly.
- (2) The Secretary of the Executive Committee shall table the proposed amendment during the Executive Committee meeting.
- (3) Amendments shall be tabled during the General Assembly and a two thirds majority vote shall be required to pass an amendment to the Constitution during the General Assembly.

**ARTICLE 14
DISPUTES**

- (1) The Executive Committee shall appoint a lawyer that shall handle disputes and all other legal issues involving the Association.

**ARTICLE 15
DISSOLUTION**

- (1) The Association shall be dissolved by a resolution passed by not less than two thirds of Executive Committee Members.
- (2) If upon dissolution of the Association there shall remain any property whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to Government J. Buana College.