

**प्राणीशास्त्र केन्द्रिय बिभाग अल्मुनाइ एशोसियन**  
**त्रिभुवन् बिश्वबिध्यालय**

**Alumni Association of Central Department of Zoology, Tribhuvan University**

**(AACDZ-TU)**

**निर्देशिका २०७५**

**Directives 2019**

**Preamble**

We, the Alumni of Central Department of Zoology, Tribhuvan University (CDZ-TU), appreciating the opportunity to have attended CDZ-TU, find it important to form an organization that shall promote the interests, welfare and educational aims of CDZ-TU and its alumni by establishing and maintaining a mutually beneficial relationship in the area and across Nepal, do hereby promulgate and declare these directives.

**Article 1. Name**

The name of this organization shall be “Alumni Association of Central Department of Zoology, Tribhuvan University (AACDZ-TU)”, hereinafter referred to as “the Association”.

**Article 2. Mission Statement and Purpose**

The mission of the Association shall be to unite all CDZ-TU graduates into one network for the purpose of development of CDZ and fostering and facilitating fellowship and communication among the present and former students, faculty, and staff members of CDZ-TU.

The purpose of the Association is to:

- a. Encourage, foster and promote close relationship between the CDZ-TU and its alumni and amongst the alumni themselves.
- b. Promote the welfare, interests, educational, professional and social aims of CDZ-TU and its alumni.
- c. Encourage continuing engagement among the alumni, between the alumni and students, and also with other zoologists.
- d. Assist and support the efforts of the CDZ- TU in its development and to advance the pursuit of academic excellence.
- e. Assist with coordinating all volunteer-driven alumni activities.
- f. Present the opinions and recommendations of the alumni to the University and shall serve as a resource for CDZ-TU in advancing its mission.
- g. Present the opinions and recommendations of the alumni to the concerned government authorities for promoting the welfare of its members.
- h. Disseminate information regarding the University, its graduates, faculties and students to the alumni.

### **Article 3. Policies**

The Association shall be a non-profit, noncommercial, and nonpolitical organization closely work with the patronage of the Central Department of Zoology, Institute of Science and Technology, Tribhuvan University.

### **Article 4. Governance**

- a. **General Assembly:** The ultimate control of the affairs of the Association shall be vested in general assembly and shall be exercised, subject to the control of general assembly, by the executive committee.
- b. **Executive Committee:** The executive committee comprises of 15 members including President (1), Vice-president (3), General Secretary (1), Secretary (1), Treasurer (1) and Members (8).
- c. **Advisory Board:** The advisory board comprises of Chief advisor (1), advisors (4) and ex-officio member/s (delegate/s, alumni affairs of TU). Ex-officio member/s is/are non-voting members.
- d. The executive committee shall be authorized to act for the Association between annual meetings. Its duties shall be those provided in the directives.
- e. The executive committee is hereby empowered to make directives or standard operating rules of procedures, as it may deem necessary and to amend the same from time to time.
- f. The executive committee shall decide the specified location of central office of the Association in TU premises.

**4.1 President:** The president shall have all the powers to manage and promote the ‘Aims and Objectives’ of the Association, in accordance with these directives. The president shall

- a. Chair meetings of the Executive Committee and the General Assembly;
- b. Decide the date, time and venue of the meeting(s) of EC/General body/Extra ordinary meeting/requested meetings with consultation with general secretary, and
- c. Supervise and coordinate activities of the Secretariat of the Association.

**4.2 Vice President:** The vice president shall:

- a. Exercise all the powers and functions of the President in absence of president,
- b. Perform such other duties and functions as may be entrusted to him by the EC, and
- c. Initiate the establishment and organization of Alumni Chapters and coordinate activities of the various Chapters.

**4.3 General Secretary:** The general secretary shall:

- Act as secretary at meeting of the Executive Committee and General Assembly,
- Convene the meetings of the EC and General Body, as per the date, time and venue in consultation with the President, and
- Document the minutes of the meetings of the General Body, EC and Annual Reports, etc. and maintain all the records;

**4.4 Secretary:** The joint secretary shall

- a. Work with the General Secretary in the management of the Alumni Association;
- b. Act for the General Secretary in his/her absence.

- c. Make all correspondences, and coordinate the preparation and distribution of publications of the Association; and
- d. Prepare Annual Report of the Association, every year, for presenting in the meetings of EC and General Body.

**4.5 Treasurer:** The treasure shall be responsible for the maintenance of the financial records and accounts of the Association.

#### **Article: 5. Membership**

- a. There shall be four kinds of membership in the Association: Alumni members, Associate members, Life members and Honorary members.
- b. All graduates of CDZ-TU can become Alumni members of the Association.
- c. All non-graduates enrolled at CDZ-TU who remained registered for at least two years in a single specified academic program at CDZ-TU can become Associate members.
- d. Honorary membership may be conferred to those persons, who have rendered distinguished service to CDZ-TU or have achieved extraordinary recognition in the field of Zoology or substantially contributed to the Association.
- e. Only Alumni members shall be eligible to vote in the Association elections and hold office.
- f. By the unanimous vote of executive committee, any membership can be terminated.
- g. Membership fees shall be determined/revised by the executive committee.

#### **Article 6. Meetings**

Meetings shall be held as set forth herein and as provided in the directives:

- a. General assembly meeting shall hold at least once in a year in the date fixed by the executive committee. A quorum constitutes one fourth of the current active members of the Association.
- b. The executive committee shall hold at least four regular meetings each year. A quorum constitutes a majority of the current executive committee for the purpose of conducting the business at a regular meeting.
- c. The president may schedule a special meeting of executive committee at any time issuing the prior notice of 48 hours via any recognized form of communication.
- d. The executive committee shall call special meeting of general assembly on written request from one fourth of the assembly members. Notification of such special annual meetings must be issued at least 15 days prior to convening of such meeting.

#### **Article 7. Alumni Chapters**

- a. The executive committee can authorize any community of ten (10) or more alumni members residing abroad to organize country-wise alumni chapter with the approval of general assembly.
- b. The chapters shall regularly inform their activities and provide copies of written communications sent to the chapter members to the executive committee.

- c. The chapters can use any university logos or trademarks only after the due approval from the concerned authority.

#### **Article 8. Logo and Website**

- a. Information relating to the activities of the Association, including membership details, shall be available online at website.
- b. The website of the Association shall form part of the official CDZ-TU website and it shall have its own logo with CDZ-TU insignia scripted on it (see Annex 1).
- c. No other body or agency shall, without due authorization from the Association shall use CDZ alumni insignia.

#### **Article 9. Financial management**

- a. The Association shall generate its income from:
  - Membership fees and subscriptions;
  - Contributions by well-wishers;
  - Donations and grants from Governments, bilateral donors and non-governmental organizations; and
  - Fund raising activities taken under the authority of the Executive Committee.
- b. The Executive Committee shall open an account in a national bank, jointly operated by the President/General Secretary with the Treasurer. All the decisions in this regard are vested with the EC.

#### **Article 10. Amendments**

- a. This directive may be amended by a two-thirds majority of the alumni members of the Association present at an annual meeting, or at any special meeting called for this purpose.
- b. Notification of such amendments must be sent to the alumni members at least 15 days prior to any scheduled ratification meeting.

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**All correspondences with AACDZ may be made at:**

Alumni Association of Central Department of Zoology, Tribhuvan University  
(AACDZ-TU)

Alumni Affairs Office

University Campus, Central Department of Zoology,  
Tribhuvan University, Kirtipur, NEPAL

E-mail: [alumni@cdztu.edu.np](mailto:alumni@cdztu.edu.np) / [alumni.cdztu@gmail.com](mailto:alumni.cdztu@gmail.com)

Phone. +977-01-4331896

Website: [www.cdztu.edu.np/aacdztu](http://www.cdztu.edu.np/aacdztu)

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# Annex 1

