

RULES & REGULATIONS

Of

THE ALUMNI ASSOCIATION OF DE NOBILI SCHOOL, DIGWADIH

Interpretation:

In these Articles unless there be something in the subject or context inconsistent there-with

- (a) "The Act" means The Society & Registration Act, 1860 as amended from time to time or any statutory
- (b) "The Association" means "The Alumni Association of De Nobili School-Digwadih".
- (c) "The Seal" means common seal of the "Association".
- (d) The office means the registered office for the time being of the Association
- (e) The month means as English Calendar Month
- (f) The Committee means the Executive Committee.
- (g) The President means, inter alia Chief Executive of the Association.
- (h) The Secretary means, inter alia, the Managing Member
- (i) The Treasurer means inter alia Managing Member in control of finance
- (j) The Members means the Life Members for the time being whose names have been duly entered in the register of the members in accordance with the provisions of these Articles and who have not ceased to be members by virtue of any such provision.

1. MEMBERSHIP

1.1 ADMISSION

- 1.1.1 The Signatories to the memorandum of Association of 'THE ALUMNI ASSOCIATION OF DE NOBILI SCHOOL, DIGWADIH' shall be the First members of the Society.
- 1.1.2 Any student currently above 18 years of age, who was granted admission to De- Nobili School Digwadih at any point of time and had studied there for at least one year thereafter shall qualify to be termed as an alumni and is eligible to become a life member of the De- Nobili School- Digwadih Alumni Association
- 1.1.3 Governing Body of the Society may recommend & invite any person, whose connection with the Society is deemed to be useful and interested in the aims and objects of the Society may be elected to become an Honorary Member of the Society for such time period as decided by the Governing Body and they shall not be required to pay any subscriptions or admission fee or be under any liability in the event of the Society being wound up.
- 1.1.4 Honorary Members shall be entitled to receive the annual report of the Society and to attend and speak but not to vote at any general meeting held during the continuance of their membership, nor to stand for election to the Governing Body of the Society nor represent the Society in any legislative or public body nor to nominate anybody for election either to the Governing Body or any legislative or public body in which the Society is represented, they may, however attend upon the invitation of the President or Secretary.
- 1.1.5 Inclusion of any member of the Society, the person shall duly filled up the Application Form duly signed along with life membership fees of Rs. 500/-.
- 1.1.6 Be it mentioned here that the decision of the Governing Body as regards admission or refusal of membership of any Member or Associate shall be absolute and final

THE ALUMNI ASSOCIATION OF DE NOBILI SCHOOL, DIGWADIH

1.2 SUBSCRIPTION

Any person, qualified to be a member as specified hereinafove and paying membership fee payable at the time of admission as onetime payment, subject to determination from time to time by the Governing Body of the Society may be admitted as member of the Society

1.3 CESSATION

Any member of the society shall cease to be a member on the following occasions:

- (a) On the acceptance of his resignation from membership;
- (b) On his becoming insane or insolvent;
- (c) On his conviction of any offense in connection with the formation, promotion, management or conduct of affairs of a society or a body corporate or of any offence involving moral turpitude.

1.4 REGISTER OF MEMBERS

The society shall maintain a Register of members containing the names, addresses and their occupations, the date of admission and cessation of membership. The Register will be kept open for inspection of the members of society on requisition.

1.5 RIGHTS & OBLIGATIONS

Any member of the society shall have the following rights:-

- (a) To elect and to be elected in any election of the society;
- (b) To submit suggestion for discussions to the Governing Body and sub-committee on any matter relating to society;
- (c) To inspect the accounts and the minutes of the proceedings of the meetings of the society on appointment with the Secretary;
- (d) To pay his subscription fee within the prescribed time;
- (e) Defaulting members shall not be allowed to take part or vote in a meeting;
- (f) Members shall have one vote each;
- (g) To cease to be member of the society after due intimation in writing to the Governing Body.

1.6 EXPULSION AND REMOVAL

If the Governing Body finds that action(s) of any member is detrimental to the interest and is in violation of the rules and regulations of the society. It may after due enquiry, suspend or expel the said Member from the membership. In that case the Governing Body shall first serve the member concerned with a show cause notice showing therein the charges framed and ask him to submit his statement of defense within 15 Days. On receipt of the explanation, the Governing Body may decide by 2/3rd majority of the body members present and voting in the particular body meeting and provided such decision is ratified by a majority of the members in the next following general body meeting.

If no reply to the show cause notice is received within 15 Days, the Governing Body may take an ex-parte decision. For any act of expulsion or termination, no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

2. GOVERNING BODY

2.1 COMPOSITION

Governing Body shall consist of 13 members who would be elected by the general members of the society in the annual general meeting. The Office bearers comprising of President, Vice-President, Secretary, Joint secretary and Treasurer and shall be elected by the Governing Body from amongst themselves in the first meeting of the Governing Body.

2.2 TERMINATION / CESSATION OF MEMBERSHIP

A member of such body shall cease to be a member if -

- a) He resigns by a letter addressed to the Secretary;
- b) He absents himself from three consecutive meetings of the Governing Body without obtaining leave or without any reasonable grounds;
- c) He is convicted of any offence in connection with the formation, promotion, management or conduct of affairs of a society or a body corporate or of any offence involving moral turpitude;
- d) Membership shall be ceased automatically in case of death of member.

2.3 TERM OF ELECTION

All members of the Body shall retire at every interval of four years following their election when the new Governing Body shall be formed.

2.4 MEETING OF THE GOVERNING BODY

A meeting of Governing Body shall be held at least once in three months or earlier as may be deemed necessary at such place, date and time as the President or the Secretary may determine.

2.5 NOTICE

Meeting of the Governing Body may be called by the President/Secretary specifying the place, time and general nature of work and business to be transacted and on a written request by any one-third members by giving a notice of at least seven days.

2.6 QUORUM

7 days notice of the meeting specifying the place, time and general nature of work and business to be transacted shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice. One-Tenth members personally present in Dhanbad shall constitute a quorum for the meeting and if a quorum is not present, the members present may adjourn the meeting for one hour. The members present can then start the meeting after one hour and proceed with the agenda to complete any routine matter.

2.7 PROCEDURE OF THE MEETING

The President or in his absence the Vice-President shall preside over all meetings of the Governing Body and in their absence, members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President or the Chairman shall have a

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2.8 POWER & DUTIES OF THE GOVERNING BODY

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties

- (i) To summon all the meetings of the society
- (ii) To appoint sub-committee with such power and duties as may be considered necessary or expedient.
- (iii) To accept donation, gift, subscription, movable or immovable property for the attainment of the objects of the society;
- (iv) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society as deemed necessary or expedient for the use of the society
- (v) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks.
- (vi) To conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object

3. DUTIES OF OFFICE BEARERS

3.1 PRESIDENT

The President shall perform the following duties:-

- (a) To preside over all meetings of the society;
- (b) To take all disciplinary actions such as removals, dismissal etc. in consultation with the Governing Body
- (c) Call emergent Meeting.
- (d) To have a casting vote in case of a tie
- (e) Any other act, deed or thing in the interest of advancement of the object of the Society.
- (f) The President shall also perform such other duties as may be incidental to the Office of the President.

3.2 VICE-PRESIDENT

The Vice-President shall assist the President in all affairs of the society. In the absence of the President, the Vice-president shall perform all the duties of the President.

3.3 SECRETARY

The Secretary shall perform the following duties:-

- (a) To convene all meetings of the society;
- (b) To maintain minute books of all meetings
- (c) To issue general circular and notices;
- (d) To receive all applications for membership which shall be placed before the Governing Body.
- (e) To sign on behalf of the society all receipts for all sums received as subscription etc;
- (f) To sign and give pay order on all bills for payments;
- (g) To transact all other business subject to the direction of the Governing Body.
- (i) Perform all such duties as are incidental to his office.

3.4 JOINT SECRETARY

Joint secretary shall work under the direct control and advice of the committee and discharge such duties as may be assigned to him by the Governing body from time to time. He shall perform all duties of the secretary in his absence.

3.5 TREASURER

The Treasurer shall perform the following duties -

- (a) To collect and receive all sorts of subscriptions, donations and deposit of money and grant receipts for money thereof.
- (b) To maintain and keep cash book and such other accounts as are necessary;
- (c) To prepare the budget in consultation with the secretary for consideration of the Governing Body.

4. SAFE CUSTODY OF PROPERTIES

All properties movable or immovable shall vest with the Governing Body. The funds shall be kept in any Scheduled Bank or Banks as the Governing Body may determine and the said Banking Accounts shall be operated jointly by any two among the President, Vice-President, Secretary and Treasurer.

5. CORPUS FUND

The expenses for organizing any meetings/programs of any nature shall be collected separately by way of sponsorships or contribution from participating delegates. The corpus fund and any interest thereof of Life Membership Fee shall exclusively and primarily be used only for any statutory registrations of the Association with Government and/or any such agencies as deemed fit as per requirements arising from time to time in the benefit and betterment of the Association to be decided by the Executive Committee.

6. ACCOUNTING YEAR

The accounting year of the Society shall be from 1st April to 31st March of the every year.

7. ANNUAL GENERAL MEETING

7.1 NOTICE

The society shall hold an annual general meeting every year and not more than 15 months shall elapse between two successive A.G.M. At least 21 days notice specifying the place, date, day and time of the meeting shall be given to every member of the society.

7.2 AGENDA

The business to be transacted at the A.G.M. shall be:

- (a) To consider the report of the Governing Body;
- (b) To confirm the minutes of the last Annual General meeting and of special meeting, if any;
- (c) To consider the audit report and audited statements of accounts;
- (d) To pass annual budget and the program of activities for the next year;
- (e) To elect members of the Governing Body and such other office bearers as the meeting may think fit;
- (f) To appoint committees/ sub-committees, if necessary;
- (g) To transact any other business that may be laid before the meeting by the Governing Body;
- (h) To appoint qualified Auditor.

7.3 QUORUM OF THE MEETING

The quorum of the general meeting and governing body meeting shall be One more of half of the members (i.e 50%+1) of the General body will form the quorum for the meeting. No meeting will be held in absence of the quorum.

7.4 MANNER AND METHOD OF VOTING

The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

7.5 SPECIAL GENERAL MEETING

A Special General Meeting or Requisitional meeting may be convened by the President or the Secretary at any time in view of urgency of the matter. At least 30 days notice shall be given to every member for special general meeting. Members may request the Governing Body for special General Meeting by placing a requisition signed by 1/3rd majority of total members. In that case the Secretary shall convene a special general meeting within 30 days from the receipt of such notice. In default by the Secretary, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transacted.

7.6 EXTRA-ORDINARY GENERAL MEETING

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration or amendment of the memorandum/regulations of the Society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations would be carried out if it is accepted by the 3/4th of the members present at the meeting.

8. SOURCE OF INCOME

- i) Entrance fees, subscription fees and donations.
- ii) Grants from government and non-governmental institutions.
- iii) By organizing fund raising cultural programmes.
- iv) Loans and donations received from any individual, organization or any government institution.

9. MAINTENANCE & AUDIT OF ACCOUNTS

The society shall maintain books of accounts at the office of the association or at any other place(s) as the governing body may think fit. The accounts shall be audited by a duly qualified auditor. Audit will be adopted in AGM for its approval.

10. INSPECTION OF BOOKS OF ACCOUNTS

The Secretary of the association shall be responsible for the maintenance of the books of Accounts. Any member or any government officer who wants to inspect the books of Accounts must take a prior permission from the Secretary of the association.

11. SUITS AND LEGAL PROCEEDINGS

All suits and legal proceedings by or against the society shall be in the name of the President, the Secretary or

12. SEAL OF THE SOCIETY

The Society shall have a common seal which shall be in the custody of the Secretary and shall be used only under the authority of the resolution of the Governing Body and every deed or instrument to which the seal is affixed shall be attested for and on behalf of the society, by two (2) Governing Body Members and Secretary or any other person authorized by the Society in that behalf and chronological record of use of the Seal shall be maintained in a register kept for the purpose.

13. ALTERATION OF MEMORANDUM & REGULATIONS

The Memorandum and Regulations may be altered, modified, rescinded or added with votes of 3/5th of the members in an EGM called for this purpose.


The Governing Body shall have powers to make, alter, modify or rescind such Regulations as may be considered necessary in the interest of smooth functioning of the society.


14. DISSOLUTION OF SOCIETY


Subject to the provisions of the Societies Registration Act, 1860 or any statutory modifications thereof, the society may be dissolved by a resolution to that effect passed by 3/5th members of the society at a special general meeting called for the purpose. The said meeting shall also decide the manner of disbursement of the funds and assets of the society, if any remaining after dissolution.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Regulations of Society.

Certified to be true copy of Regulations of the Society

1. 
.....
(PRESIDENT)

2. 
.....
(SECRETARY)

3. 
.....
(TREASURER)

Members of the Governing Body

Dated, the 30th Day of Sep, 2018