

**REGULATIONS OF  
ALUMNI ASSOCIATION OF GOVERNMENT  
GENERAL DEGREE COLLEGE CHAPRA  
MEMBERSHIP**

**1. ADMISSION:**

- a) The signatories of the memorandum of Association & Office bearers of the Governing Body of the Society shall be first members of the Society.
- b) The Governing Body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the Memorandum of Association and Regulation of the society and who in the opinion of the Governing Body will be interested in an advancement of the object of the Society.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body may refuse to any person as member without assigning any reason therefore.

**2. TYPES OF MEEMBERS :**

- i) **Honorary members:** Any person, whose connection with the society is deemed to be useful, may with the consent of such person be elected as Honorary member of the Society. Such members shall not, however, be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.
- ii) **Ordinary members:** Any person qualified to be a member and paying prescribed ordinary membership fee may be admitted as ordinary members of the society.

**3. CESSATION OF MEMBERSHIP:**

Any member shall cease to be a member (a) on the acceptance of his resignation from membership, (b) on his becoming insane insolvent, (c) on his conviction of any offence in connection with the offence involving moral turpitude.

**4. REGISTER OF MEMBERS :**

The society shall maintain a Register of members containing the name, address and their Occupations, the date of admission and of cessation of membership. The Register will be kept Open for inspection of the members of Society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

**5. RIGHTS AND OBLIGATIONS OF MEMBERS:**

Any ordinary member of the society has the right (a) to select and to be elected in any election of the society, (b) to submit suggestion for discussion to the Governing Body and sub – committee on any matter relating to Society, (c) to inspect the accounts and the proceedings of the meetings of the society on appointment with the secretary, (d) to pay his subscription within the prescribed time. Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have voted each.

Sajid Tarabder



## 6. **EXPULSION & REMOVAL:**

Frequent actions of any member, if found by the Governing Body is detrimental to the interest and is in violation of the rules and regulations of the society, he may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges trumped ask him to submit his statement of defense within a month. On receipt of the explanation 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.

## **GOVERNING BODY**

### 1. **Composition election/appointment, resignation/removal, terms of office:**

There shall be a Governing Body consisting of not less than 07 members. The office bearers of G.B. shall comprise of President, Vice-President, Secretary, Asstt. Secretary, Treasurer and other Committee members. The office bearers & other Committee Members shall be elected at the A.G.M.

The resignation and removal of the G.B. members shall be dealt with as has been prescribed as in the case of others members noted herein before.

The terms of office of the G.B. shall ordinarily be one year unless it is dissolve/terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charges which shall under no circumstances be more than 30 days from the date of election.

### 2. **MEETING**

A meeting of Governing Body shall be held at least once in three months at such place, date and time, as the President or the General Secretary may determine. Any four members of the Governing Body may requisition the meeting and General secretary shall summon the same within seven days and feeling which the President on the requisition may do so proved no business other than specified in the notice shall be transacted at such meeting.

### 3. **NOTICE AND QUORUM**

7 days notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body, Emergency meeting may called to on 24 hours notice. 1/3 members personally present shall constituted a quorum for the meeting and if a quorum is not present within 30 minutes of the time, members present shall adjourn the meeting

### 4. **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 members having one vote. The President or the Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.



## **5. POWER AND DUTIES OF THE GOVERNING BODY:**

The Governing Body shall have general power supervision and conduct over all the affairs of the society and particular shall discharge of the following duties: (i) To appoint sub - committee with such power and duties as may be considered necessary or expedient. (ii) To accept donation, gift, subscription, movable property for the object of the Society. (iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society prior approval at AGM. (iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks. (v) To co-opt not more than two members to the Governing Body. (vi) To appoint a person or persons on payment to assist the secretary/Treasurer in the maintenance of account, etc. (vii) 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.

### **SAFE CUSTODY OF PROPERTIES**

1. The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the Society.
2. The funds of the society shall be kept in banks/post office/Mutual Funds and be invested in any securities specified under sec.20 of the Indian Trust Act 1882

### **BOOKS OF ACCOUNT & INSPECTION**

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

### **ACCOUNTING YEAR**

The accounting year of the society shall be from 1<sup>st</sup> day of April of each year to 31<sup>st</sup> day of March of following year.

### **BANK OPERATION:**

The Banking accounts of the society shall be operated by the, Secretary, President, Treasurer or any two of them jointly.

### **GENERAL MEETING**

#### **Annual General Meetings:**

**Notice:** The General Secretary shall annually call the Annual General Meeting as per Sec. 16 of W.B.S.R. Act-1961 giving at least 14 days notification to all members. The notice shall contain the place date, day and time of the meeting.

**Agenda:** The business to be transacted at the A.G.M. shall be (a) To confirm the minutes of the last A.G.M. and of special general meeting if any, (b) To adopt with or without modification the report of the working of the society for the previous year. (c) To pass audited accounts of the society for the previous year ended. (d) To appoint qualified Auditor or Auditors, (e) To transact such other business as may be brought forward by giving 14 days previous notice from any member, (f) To conduct election when dew.

Quorum of the meeting, 1/3<sup>rd</sup> members personally present at the commencement of the meeting shall constitute the quorums.

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

Sajid Tarabdar



### **SPECIAL GENERAL MEETING**

A special meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least 7 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 2/3<sup>rd</sup> of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisitions shall hold such meeting provided no business other than those specified in the notice shall be transacted.

### **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, amendment etc. of the memorandum an regulations be carried out it accepted by the three fourth of the members present at the meeting.

### **DUTIES OF THE OFFICE BEARERS**

**PRESIDENT:** He shall (a) preside over all meetings of the society, (b) Take all Disciplinary action such as removals, dismissal etc. in consultation with the Governing Body, (c) Advice the Secretary in any matter requiring urgent attention, (d) call emergent meeting.

**VICE-PRESIDENT:** In the absence of the President, the Vice-President shall perform all the duties of the President.

**SECRETARY:** He shall (a) convene all meeting of the society, (b) Maintain minute books of all meetings, (c) Issue general circular and notices, (d) receive all applications for membership which shall be placed before the Governing Body, (e) Sign on behalf of the Society all receipts for all sums received as subscription etc. (f) Sign and give pay order on all bills for payments, (g) Get the accounts of the society audited by a Chartered Accounts, (h) Ensure compliance with statutory requirements, transact all other business subject to the direction of the Governing Body.

**ASSTT. SECRETARY:** In the absence of the General Secretary , The Asstt. Secretary shall perform all the duties of the Secretary.

**TREASURER:** He shall (a) collect and receive sorts of subscriptions, donation and deposit of money and grand receipts thereof, (b) Maintain and keep each book and such other accounts as are necessary, (c) Operate bank account jointly either with the Secretary or the President, (d) Prepare the budget in consultation with the Secretary for consideration of the Governing Body.

### **MAINTENANCE AND AUDIT OF ACCOUNTS**

The Society shall maintain books of accounts as required under Sec. 15(1), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Sec. 15(2) of the Act.

### **SUIT & LEGAL PROCEEDINGS**

All suits and legal proceedings by or against the society shall be in the name of Secretary or such person as shall be appointed by the Committee.

Sajid Tarafdar



## ALTERATION OF MEMORANDUM & REGULATIONS

The memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passes by 3/4<sup>th</sup> member in a general meeting called for the purpose.

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

## DISSOLUTION OF SOCIETY

Subject to the provisions of sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modification thereof, the Society may be dissolved by a resolution to that effect passed by 3/4<sup>th</sup> members of the Society at a general meeting. The said meeting shall also decide the manner of dissolution the assets of the society remaining on the date of dissolution shall under no circumstance, be distributed among the members but the same shall be transferred to other societies having similar objectives.

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.

Signature of three members of the Governing Body:

1. Sonali Khatun
2. Sajid Tarafder
3. Biplob Saha

Date: 27<sup>th</sup> The day of March 2024.