

Govt. College Kumarsain Alumni Association (GCKAA)

1. **Name of the Society:** The Name of the society will be “Govt. College Kumarsain Alumni Association (GCKAA)” hereinafter referred to as the Association.
2. **Registered Office:** The Registered office of the association shall be situated in Himachal Pradesh at Govt. College Kumarsain, Distt. Shimla.
3. **Area of Operation:** Sub Division Kumarsain, Shimla, H.P.
4. **Objectives**

- I. To develop strong relationships and keep alumni engaged through regular communication and involvement opportunities.
- II. To gather funds from alumni through events and campaigns to support college projects and needs.
- III. To highlight alumni successes to enhance the institution's visibility and attract prospective students and partners.
- IV. To collect alumni insights to improve the college's programs and services.
- V. To invite alumni to volunteer, mentor, and contribute their skills to support the institution.

CHAPTER-I

DEFINITIONS

In these regulations unless the context otherwise requires:

- (a) **The Act** - means the H. P. Societies Registration Act.2006
- (b) **The Association** - means the Govt. College Kumarsain Alumni Association (GCKAA)
- (c) **Member** - means a person who has been admitted as member of the Association according to the regulations there of and continues to be a member of the Association.
- (d) **Executive body** - means the exclusive body of the association for the time being constituted to be constituted as hereinafter provided.


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(e) **Year** - mean the financial year commencing on 1st.April and ending with 31st.March of the next following year.

(f) **General Body** - mean all the members of the Association during office hours.

(g) **General Meeting**- General Meeting means the meeting of the general body. To ask the executive body to consider any proposal/matter affecting the Association and shall also be entitled to place before the General Body meeting any proposal/matter for its consideration.

CHAPTER-II

RULES AND REGULATIONS FOR THE MEMBERSHIP OF THE OSA

i) **Membership:** The membership of the association will be open to any person who has studied in Govt. Degree Kumarsain, Shimla at least for one year and Degree holder since its inception in June, 2014

- a) Who has been admitted in the college and passed out from the college.
- b) Who is faculty member and also Ex student of the college.
- c) Principal of the college will be Ex-officio member and patron of the association

Any such person may apply to become a member of the association on the prescribed form after paying the prescribed fee. Further provided that a person who, for the time being, is enrolled as a student in the Govt. College Kumarsain cannot be a member of the Association so long as he/she is pursuing the said degree programme.

ii) Membership Fee:

- a) Enrolment fee/ Registration fee will be Rs. 100.
- b) Renewal fee will be Rs. 50 Rs. per annum
- c) Life time fee Rs.1000.

iii) Termination of Membership:

- a) On the death of a member
- b) If he or she voluntarily resign from the association and communicating his/her intention to do so in writing to the president or secretary of the association
- c) If he/ she works against the interest of the association and repeatedly violates any regulations of the association

- d) if he/she has been convicted of any criminal offence
- e) If he/she fails to pay the dues/ registration fee.
- f) If a member applies for or is adjudged as an insolvent by the court of the competent jurisdiction.

Provided that no member shall be removed from the membership of the association under sub clause (c) unless he/she has been given reasonable opportunity of being heard by the executive body.

iv) Rights and Privileges of the Members of the Association:

- a) Attend all General meetings and to speak and vote.
- b) Be eligible to enjoy all the beneficial schemes of the Association
- c) He/she can inspect the minute's book containing the proceedings of General body meeting and book of the accounts of the association during the office hour. But before inspection he/she will have to give in writing 15 days prior notice to secretary of the association.
- d) To ask the executive body to consider proposal/matter affecting the Association and shall also be entitled to place before the General Body meeting and proposal/matter for its consideration.

CHAPTER-III

EXECUTIVE BODY

1. Composition: There shall be executive body of the association consisting of the following:

- a) Patron: Principal of the college shall be Ex-officio patron of the association.
- b) President.
- c) Vice-President.
- d) Secretary (Nominated)
- e) Joint-Secretary
- f) The Treasurer (Nominated)

- g) Elected Executive Member (Maximum 3)
- h) Co-opted Executive Member (Maximum 3; Nominated)

2. Elections to the Executive Body:

- a) Elections of office Bearers and the elected Executive Members of the Executive Body shall be held in the General-Body Meeting of the Association on or before the expiry of the term of the existing governing body.

In the event of candidates, for any post, securing equal number of votes, the result will be declared by draw of lots. Provided, that the Secretary and the Treasurer shall be nominated by Patron out of those members, who are in the employment of Government College Kumarsain.

- b) The Office Bearers and the Executive Members thus elected shall, within 10 days from the date of their elections, Co-opt to the Executive Body three prominent personalities, from amongst the members of the association, after obtaining their consent in writing.

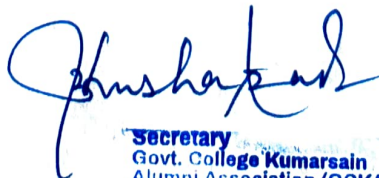
3. Term:

- a) The office bearers and the Executive Members of the Executive body shall hold office for a term of 3 years but will be eligible to stand for re- election/ co-option or can be allowed to continue for 1 more term by Executive Committee.
- b) The term of office can be extended by Patron by 6 months.
- c) A vacancy in the Executive Body shall be deemed to have occurred in the event of death, resignation or absence from 3 consecutive meetings, without prior leave and by reason of termination of membership. Such a vacancy occurring in the Executive Body may be filled by the remaining members of the Executive Body by nomination for the remainder of the term.

- 4. **Removal:** any office bearer of the Association can be removed from office by the General Body by passing a resolution supported by simple majority of the members present and voting.



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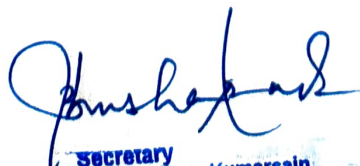
5. **Disqualification:** No member of the Association, who is a defaulter in respect of any arrears or dues to the Association, shall be entitled to stand for election of any office bearer or executive membership or be co-opted/nominated as executive member or participate in the meeting of Executive body.

6. **Power and Functions of the Executive Body:**

- a) The affairs of the Association shall be carried on and managed by the Executive Body which shall exercise all the powers and functions of the Association unless otherwise vested in General Body under the Regulations.
- b) Without any prejudice to the generality of the aforesaid provisions the Executive Body shall exercise the following power and functions:
 - i. To acquire by gift, purchase, exchange or otherwise, land, building or other movable or immovable property together with all rights appertaining thereto.
 - ii. To construct and maintain building on the land acquired vide para 6 b(i) above including on existing land of the college provided express permission of higher authorities is sought by Patron and with right to alter or repair or improve them and to equip them suitably.
 - iii. To enter into contract for and on behalf of the association.
 - iv. To receive money, securities, instruments and/or any other movable property for and on behalf of the Association.
 - v. To sue, prosecute and defend all legal proceedings for and on behalf of the Association.
 - vi. To grant receipts, to sign and execute instruments and documents and to endorse or discount cheques or other management of the property, assets and affair of the association.
 - vii. To assign from time to time such functions and duties and delegate all or any of their powers to any person, committee or committees.
 - viii. To invest the money and the funds of the association and to vary the investments as and when it may deem necessary or proper in accordance with the bye laws framed in this behalf.



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- ix. To grant fellowship , scholarship or other monetary assistance , on such terms and conditions as it may prescribe , to such persons as it may select for the carrying of any research investigation or study in a subject in which the association is interested.
- x. The Executive Body shall have power to make by laws for such other purpose as may be found necessary and shall have power to repeat amend and modify the bye -laws.

7. **Power and Functions of the Office Bearers :** The power and functions exercisable by the office bearers are as under :

a) Patron :

- 1. The President /Secretary of association will secure concurrence of patron to call meeting of executive body, general body or any other activity of association.
- 2. Principal as patron will be ex- officio member of executive with full voting powers.
- 3. Executive of association will involve in activities of association only after express permission of Patron.
- 4. Principal as Patron through secretary of association will be sole custodian of record of association.
- 5. The cheques/cash books maintained with the assistance of treasurer will be finally submitted to Principal /patron for signing.

b) President : The president , in consultation and with concurrence of patron and other members of executive body , shall have the following powers , functions and duties:

- i. To appoint from time to time such employees on such terms and conditions as decided in executive meeting to carry out the activity undertaken by the Association.
- ii. To exercise control over the employees of the Association including the power of dismissal.
- iii. To appoint from time to time sub committees including, if need be persons other than the members of the Executive body and to assigned and/or delegate there such powers, duties and functions as he may deem fit.


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- iv. The president shall exercise general control over all the activities of the association and shall have power to convene the meetings of the Executive Body and the General Body as provided under these regulations with concurrence of patron.
- v. The president shall preside over the meetings of the Executive Body and General Body to which Patron will be witness.
- c) **Vice-President:** In the absence of the President the Vice-President will exercise the powers, functions and duties of the president.
- d) **Secretary:** The secretary shall have the following power and duties:
- i. To receive all communications on behalf of the association.
 - ii. To maintain record/minutes of all meetings.
 - iii. To issue notices of all meetings with prior express permission of Patron and lay down the agenda to be discussed in all meetings.
 - iv. To prepare the Annual Report on the working of the Association for the previous year and present it in the Annual General Meeting after having been discussed and approved by the Executive Body.
 - v. To spend up to Rs.5000 without prior sanction of the Executive Body. Unless otherwise decided by the Executive Body the Secretary shall be competent to file suit(s) or any other proceedings on behalf of the Association and also authorized to sign and verify pleadings or petition or application and sign Vakalatnama(s) etc. which may be required in and legal proceedings or to institute legal proceedings before the Court or any other Judicial administrative or quasi-judicial authority.
 - vi. To maintain a register of members and other books as required by the Act and the rules and regulations.
- (e) **Joint Secretary:** In the absence of the Secretary the Joint Secretary shall have all the powers, functions and duties as are exercised by the Secretary.
- (f) **The Treasurer:** The treasurer shall have the following powers and duties:
- i. To operate the account of the Association jointly with Patron.
 - ii. To keep and maintain all accounts of the Association and get same audited.
 - iii. To arrange for the collection of subscription, donations or membership fee etc.
 - iv. To prepare statement of Accounts of the Association of the Proceeding year.

- v. To take all necessary steps to maintain and preserve the property of the Association.
- vi. To attend to any other duties relating to the funds of the Association as may be assigned by the Executive Body.

8. Meeting of the Executive Body:

- a) All meetings of the Executive Body of the Association shall be held at Govt. College Kumarsain.
- b) The Executive Body shall meet at least once in every six months for the transaction of the affairs of the Association. Every matter will be decided by the Executive Body by the majority votes. In case of tie the Patron shall have casting vote.
- c) All meetings of Executive Body shall be presided over by the President or in his absence by the Vice-President. The patron will be witness to all meetings of association.
- d) Notices of the Meeting of the Executive Body with agenda for such Meetings shall be circulated to the office bearers and member of the Executive Body at least 7 days before the date of such meeting. In case of emergency the period of notice may be treated as relaxed.
- e) A meeting of the Executive Body shall be normally be convened by the President or the Secretary in case a request is made at least by five Executive members including office bearers the Secretary shall convene the meeting within a period of 15 days from the date of receipt of the request with express permission of Patron.
- f) The quorum for the meeting of the Executive Body shall be 1/3rd members of Executive Body out of which at least 3 shall be the office bearers. If within half an hour of the meeting quorum is not present the meeting shall stand dissolved and meeting is automatically adjourned for a week. The re-assembled meeting will be valid despite the want of quorum provided the meeting is attended by at least 3 office bearers.



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CHAPTER-IV

MEETINGS

1. Meeting of the General Body

Types of Meeting: The meeting of the general body will be two types:

- a) **Annual General Meeting:** A meeting of General Body as annual general meeting shall be held every year by the Executive Body for transacting then following business:
- Consideration and adoption of the Annual Report on the working of the association prepared and submitted by the Executive Body.
 - Consideration and approval of the Audit Annual Account of the Association submitted by the Executive Body.
 - Elections to the next Executive Body as and when these are due.
 - Any other item mentioned in the notice of the meeting or on the spot with the Permission of the Chair.

b) **Special General Meeting :**

A general body meeting other than Annual General Meeting shall be Special General Meeting. Such meeting may be convened.

- By the President or by a simple majority of the members of the Executive Body as and when deemed necessary.
- By the Executive Body on a requisition signed by at least 25 members or 1/10th of the total members of the association, whichever is lower. The requisition must mention the matter to be discussed in the meeting. The secretary must convene Special General Meeting within 30 days of the receipt of the requisition. At least 14 days notice of the meeting must be sent to the every member of the association. If the Secretary fails to convene the meetings within 30 days from the date of receipt of the requisition the requisitionist make themselves hold the meeting within the next 30 days.


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2. Notice of the meeting :

Unless otherwise provided elsewhere under the regulations 30 days notice of the general meeting must be given to all the members of the Association.

3. Quorum:

The quorum of the general body meeting shall be $1/6^{\text{th}}$ of total members of association. If the quorum is not present within half an hour, the meeting shall stand dissolved. The next general body meeting shall be convened within fortnight and the number of the members present shall constitute the quorum.

4. Procedure of the General Meeting:

- a) A general meeting of the association shall be held at Govt. College Kumarsain, Shimla, H.P.
- b) Except where a general meeting called by the requisitionist all general meetings shall be called by the president as and when he deems necessary or on a resolution passed by the Executive Body with concurrence of Patron.
- c) A general meeting shall be presided over by the president or in his absence by the Vice-President. In the absence of both the members present in the meeting shall elect one of them to preside over the meeting.
- d) All decisions in general meetings shall be made by resolutions passed by the simple majority of members present and voting.
- e) Voting in General meeting shall normally be by voice votes or by show off hands except for elections to the executive body which shall be by secret ballot, unless the members unanimously resolve otherwise provided that voting by way of secret Ballot shall be held in other matters also where the same is demanded by at least 20% members present in the general meeting.
- f) The proceedings of the general meetings shall be recorded in the proceeding book to be maintained for the purpose by the Secretary.



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CHAPTER-V

MISCELLANEOUS

1. Funds:

The capital/income of the association shall be through:

- i) Enrollment fee/ Renewal fee or through Life time membership
- ii) Financial contribution from donors and grant in aid from Public/ Govt. Institutions.
- iii) Income from gifts, legacies of movable and immovable properties and
- iv) Income from other activities of association including publications etc.

2.Operation of Funds:

The funds will be utilized on the advice of the Executive Committee and shall be operated by any two of the three members authorized by the Association:

- i) Secretary of the Association.
- ii) Treasurer of the Association.
- iii) Any other member authorized by the executive.

3.Audit: The Executive Committee shall nominate two persons to audit the accounts of Association. The annual audit report shall be placed in the Annual General Meeting of association.

4. Liabilities: No member of the association shall be personally liable for any debt or other liabilities, obligations incurred in the name of and on behalf of the association.

5. Amendments: Proposals for amendment of the by laws and regulations should be brought by the executive body in general house meeting of the association .If the proposals to amend are passed by 2/3rd members of the general house then these will become the part of the bylaws from the date of notification by the Executive Body.

6. Seal: There shall be a common seal of society(the association) which shall be kept under the custody and control of the president and or the secretary. The seal of the society shall not be affixed to any instrument except pursuant to a resolution of the Executive Body and in the presence of 2 members of the Executive Body who shall sign every instrument to which the seal is affixed in their presence and every such instrument shall be countersigned by the secretary or president.



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7. **Dissolution:** In the event of dissolution/ winding up of the association which shall be done by a resolution in the general meeting of the association the entire funds of the association, including the corpus fund, reserve fund, assets movable and immovable if any shall be transferred to Govt. College Kumarsain Welfare Fund and Students Amalgamated Fund in equal proportion.
8. For any other item not specified in the rules and regulations of the association the decision of the Executive Body shall prevail.
9. Till the new Executive Body is constituted in accordance with the provisions in Chapter III of the association's regulations the following shall be the office bearers and members of the Executive Body of the Association:

I. **Patron: Dr. Rajesh Dhorta, Principal**

II. **President: Sh. Naveen**

III. **Vice-President: Miss Alisha**


IV. **Secretary: Dr. Bhushan Azad**

V. **Joint-Secretary: Mrs Anu**

VI. **Treasurer: Mrs Mridula Kashyap**


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