

# KOLHAN UNIVERSITY ALUMNI ASSOCIATION'

## **Rules and Regulations**

These rules shall be called the "Rules and Regulations" of the "**Kolhan University Alumni Association**".

### **1. DEFINITIONS :**

In these rules, unless the context otherwise requires

- (a) "The Society" means the "**Kolhan University Alumni Association**".
- (b) "Governing Body" means the body elected by General Body of the society for the management of the society.
- (c) "Financial Year" means 1st April to 31st March.
- (d) "General Body" means Meeting of the all regular members of the Society.
- (e) "Office bearer" means :
- (f) "Act" means Society Registration Act 21, 1860.

### **2. MEMBERSHIP :**

A person who is a citizen of India, mentally & physically sound, above the 18 yrs. of age, having no criminal record whatsoever shall apply for the Membership of the Society. The application will be forwarded to General Body which alone shall be entitled to accept or reject it. The General Body may reject any application without assigning any reason for the same.

### **3. TERMINATION OF MEMBERSHIP :**

The membership of the society shall be terminated in case of :-

- (i) Death.
- (ii) Resignation addressed to the President or Secretary in writing and accepted by the Governing Body.
- (iii) Becoming of unsound mind or insolvent.
- (iv) Conviction for a criminal offence involving moral turpitude; or
- (v) Failure to attend three consecutive meetings without proper leave of the Governing Body.
- (vi) If any member does any thing against the rules and regulations of the society, misbehaves, shows in disciplinary work, miss uses the fund of the society, unsatisfactory result of their work, the Secretary will have the right to suspend such type of members from their membership.

### **4. FORMATION OF THE GOVERNING BODY :**

- (i) The affairs of the "**Association**" shall be managed by a Governing Body which shall consist of .....seven..... members comprising of a President, a Secretary, a Treasurer and four Executive Members, all elected by the General Body through secret voting.
- (ii) The Tenure of Governing Body shall be **Five Years**.
- (iii) Outgoing non-official members of the Governing Body shall be eligible for re-nomination for another term but not more than two terms in total which may be or may not be consecutive.
- (iv) In case of any dispute, conflict, non-functioning or unsatisfactory functioning of the "**Kolhan University Alumni Association**", the matter shall be referred to the General Body whose decision shall be binding on the Society.
- (v) Any vacancy of the membership of the Governing Body, caused by any reason, shall be filled in by the Governing Body from the members of the General Body. But the person so appointed shall hold office only for the un-expired period of the term of the membership and in that appointed approval of General Body shall be must in the coming meeting of the General Body.

Umesh Kumar Nayak  
Treasurer

Manoj Rawt  
Secretary

Dangi Soren  
President

5. **POWERS AND FUNCTIONS OF THE GOVERNING BODY :**

The powers and functions of the Governing Body shall be as follows :-

- (i) To serve as the policy making and the supervisory body for the society.
- (ii) To enlist the continued co-operation and support of voluntary agencies, welfare organizations, workers' unions, industrial establishments, development agencies, etc. for the programs.
- (iii) To establish such centers and sub-centers as are necessary to organize and implement the program.
- (iv) To setup such sub-committees as are found necessary.
- (v) To periodically review and from time to time assess, the programs implemented by and through the Society with a view to effect modifications and improvement.
- (vi) To assess the financial requirements of the Society in keeping with its objectives and approve the budgetary estimates.
- (vii) To exercise overall supervision and to ensure that the money spent achieves the objectives and that targets are reached.
- (viii) To appoint all categories of staff for conducting the affairs of the Society, to fix the amount of the remuneration, to define their duties and to grant allowances and other emoluments.
- (ix) Generally, to take all such measures as may be found necessary, from time to time, to promote the objectives for which the Society has been setup.

6. **POWERS, FUNCTIONS AND DUTIES OF THE OFFICE BEARERS :**

(A) **PRESIDENT**

- (i) The President shall be the honorary head of the society.
- (ii) He/She shall preside over all the meetings of the Governing Body.
- (iii) He/She shall have the power to convene ordinary and extraordinary meetings.
- (iv) He/She shall have powers to invite any other person to attend to the Governing Body meetings as a special invitee.
- (v) He/She shall have the right of casting a vote in case of equal division.
- (vi) He/She shall convey the decision of the Governing Body to the Secretary.

(B) **SECRETARY**

- (i) Subject to any orders, rules and byelaws of the society, the Secretary of the Society shall be responsible for the proper administration of the affairs of the Society under the direction and guidance of the Governing Body.
- (ii) The Secretary shall be the executive head of the Society.
- (iii) The Secretary shall prescribe duties of all the members of the staff of the Society and shall exercise supervision and disciplinary control as may be necessary under the rules.
- (iv) The Secretary shall maintain a record of the minutes of all the meetings of the Governing Body and shall be responsible for the proper execution and implementation of the decisions of the Governing Body and Committee.
- (v) The Secretary shall entrust responsibility for activities to the Programs functionaries proportionately to ensure their full and potential participation. He/She shall also hold regular meetings with the staff member, particularly with the programs functionaries to plan and implement and to review the activities as allocated.
- (vi) The Secretary will initiate action for conducting and periodically updating socio-economic profiles and survey and for identifying areas, locations and target groups for planning and formulation of the work plan. Make appointment of staff officer for proper running of the society affairs programmes.
- (vii) The Secretary will initiate action for assessment of learning needs and requirements of training for identified groups and in areas selected for programs operation.
- (viii) The Secretary will initiate action for developing and maintaining a system for identification, selection and training of resource and the instructors.

Umesh Kumar Nayak  
Treasurer

Manoj Raut  
Secretary

Dajal Sora  
President

(C) **TREASURER**

- (i) Treasurer of the society will be responsible for the fund management of the Society.
- (ii) He/She will be responsible for Bank Transactions.
- (iii) He/She will be responsible for Accounting and Auditing of the fund of the Society.
- (iv) He will keep all the records of Income and Expenditure of the Society.

7. **POWERS AND FUNCTIONS OF GENERAL BODY :**

**Formation of General Body :** General Body consist of all the members who have taken membership of the Society.

**Power and Function of General Body** will be as follows :-

- (i) Election of the office bearer and Members of the Governing Body.
- (ii) Ratification of annual plan, annual budget, annual audit report, annual progressive report, etc.
- (iii) Appointment of auditors for audit of annual accounts.
- (iv) To take decision on the amendments of name of the Society, memorandum of Association, Rules & regulations.
- (v) To take decision for dissolution of the Society.
- (vi) Ratification of audit report and to discuss about the income and expenditure of Society.
- (vii) To discussion over other issues with the prior permission of President.

8. **MEETING OF THE GENERAL BODY:**

- (i) Annual General Meeting of the General Body will be held every year, preferably in the month of April. Special or Emergency meeting of the General Body can be convened any time.
- (ii) **Requisitional Meeting** :- Requisitional meeting of the General Body will be convened within 30 (Thirty) days by the Secretary on the demand of 1/3<sup>rd</sup> majority of the members of the General Body in which signature of the requisite members and topic for discussion in the meeting will be mentioned clearly. If the Secretary failed to convene the meeting within 30 days, requisite members have power to convene the requisitional meeting by informing other members and take the decision on the topic clearly mentioned for the requisitional meeting.
- (iii) **Quorum** :- One more of half of the members (*i.e.* 50% + 1) of the General Body will form a quorum for the meeting. No meeting will be held in absence of quorum.
- (iv) **Information of General Body Meeting:-**
  - (a) Members of the General Body will be informed at least 10 days before the meeting of the General Body.
  - (b) Information of the meeting will be given by the registered post or by information-register with signature of receiver.

9. **MEETING OF THE GOVERNING BODY :**

- (i) Every meeting shall be Presided over by the President, and in the absence of the President, any senior most shall preside over that meeting.
- (ii) 3/5<sup>th</sup> members of the Governing Body present at any meeting shall constitute the quorum. No meeting shall take place in the absence of the Secretary except in unavoidable circumstances when the next senior most staff member will act as substitute.
- (iii) An emergency meeting of the Governing Body shall be summoned in extraordinary circumstances. On such occasions, the members shall be given at least 3 days notice. Discussions that have taken place at the emergency meeting need to be placed before the full meeting of the Governing Body when it meets next.
- (iv) In case of a difference of opinion among the members and where there in an equal division, the President shall have a right of casting a decisive vote.
- (v) The Governing Body shall necessarily meet at least twice in a financial year.
- (vi) Members will be informed 7 days before the meeting of the Governing Body
- (vii) In case of emergency meeting, members should be informed 48 hours before the meeting of Governing Body.

Umesh Kumar Nayak  
Treasurer

Manoj Raut  
Secretary

Daji Saen  
President

**10. SOURCE OF INCOME:**

- (i) Admission Fee and Membership subscription.
- (ii) Sum received through gift, grants, and contributions, donations by legal sources either movable or immovable.
- (iii) Grants made by or through the Central/State Government, Private sector, any individuals and other legal sources.
- (iv) In case of foreign funding prior permission of home deptt. govt. of india will be taken.
- (v) Registration on NITI Darpan portal (<https://ngodarpan.gov.in>) within four weeks after registration of association would be done.

**11. FUND MANAGEMENT AND OPERATION OF THE BANK ACCOUNT:**

- (i) Fund received from the different sources will be deposited in the account of the society in Nationalized Bank or Post Office.
- (ii) Treasurer and Secretary, or President, will jointly operate the Bank Account of the society, in which Treasurer's signature is must.
- (iii) The account of the society shall be audited annually by the auditor appointed by the General Body.
- (iv) The audited statement of accounts should contain income and expenditure statement, receipts and payments, assets and liabilities, balance sheet and utilization certificate, etc.

**12. AUDIT OF ACCOUNTS:**

- (i) Treasurer will keep the records of accounts (income and expenditure) and made it audited every year by the auditor appointed by the General Body.
- (ii) If Inspector General of Registration desires to audit the account of the society, he can appoint any recognized auditor and the fee for the same will be borne by the society.
- (iii) Audit report will be uploaded with the consent of general body.

**13. AMENDMENTS IN RULES & REGULATION:**

Any amendments of the rules and regulation of the Society will be passed by majority of the Governing Body and it will be ratified by the General Body with 3/5<sup>th</sup> majority. Amendments should be in conformity with the corresponding Rules of Society Registration Act 21, 1860 and Jharkhand Society Rules.

**14. INSPECTION OF RECORDS:**

All the records of the Society will keep safely in the office of the Society in custody of the Secretary. Any member/ Government official can inspect the records with the prior permission of Secretary.

**15. LEGAL PROCEEDINGS :**

The society may sue or be sued in the name of the Secretary.

**16. WINDING UP OR DISSOLUTION OF SOCIETY AND MANAGEMENT OF FUNDS AFTER DISSOLUTION :**

- (i) If there is need of winding up or merger or dissolution of Society, resolution to this effect is first passed in a Governing Body and then this resolution will be forwarded to the General Body meeting specially convened by the President of the Governing Body. Majority of 3/5<sup>th</sup> members of the General Body take a decision in this matter and the society will be dissolved after a second special meeting with the majority of 3/5<sup>th</sup> members of the General Body.
- (ii) After dissolution/ merger of the society, all the properties (movable & immovable), after fulfilling the liabilities, shall be donated to the other society having the same objects or shall be given to the Government of Jharkhand by the majority of 3/5<sup>th</sup> members of the society.
- (iii) In the matter of dissolution/merger Section-13 and 14 of the Societies Registration Act-21, 1860 shall strictly be followed.

Umesh Kumar Nayak.  
Treasurer

Manoj Kant  
Secretary

Dangi Saun  
President

17. **OTHERS :**

Any matter relating to the affairs of the society is not expressly provided for, in these Bye-laws or Rules & regulations framed there under shall be dealt with in accordance with the provisions of Societies Registration Act-21, 1860 and rules framed their in. In future Society will follow all the criteria of Central/State Government.

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This is Certified that this the true copy of Rules and regulation of the society named "**Kolhan University Alumni Association**"

  
Treasurer

  
Secretary

  
President