

**NAVODAYA ALUMNI ASSOCIATION OF ODISHA (NAAO)**

**1. Registered as Society:**

Navodaya Alumni Association of Odisha (hereinafter referred to as the NAAO) is an independent society of associations of JNV alumni association in Odisha registered on *DDDDDD*, vide certificate No. *NNNNN* under the Societies Registration Act, 1860.

**2. Office:**

The NAAO shall maintain its registered office at the\_\_\_\_\_.

**3. VISION:**

To unite and create a socially conducive and symbiotic platform among all JNV alumni associations in Odisha for the betterment of alma-maters, members, and society at large.

**4. MISSION:**

The mission of NAAO is to link all JNV alumni associations in Odisha to develop synergistic plans to help and support all JNV, students, staff, members and society as a whole to achieve its vision, and to enable JNV alumnus add value to society.

**5. OBJECTIVES:**

The objective of NAAO shall be

- i. Establish the spirit of fraternity among all JNV alumni associations of Odisha by enabling alumni to engage with its fellow members and its alma-mater at different walk of life – social, cultural, political and economic.
- ii. Provide platform for alumni to organize themselves in the interest of its alma-mater and the alumni.
- iii. Securing the co-operation and active support of the Alumni from individual school associations in carrying out the aims and objectives of the NAAO.
- iv. Create synergy among alumni by establishing different units/wings specializing in their respective endeavors.
- v. The NAAO will work for educational and social development of the society, state and nation as a whole.

**6. MEMBERS**

- i. Registered individual JNV alumni body of the state of Odisha will be a member of NAAO.
- ii. Membership shall be granted on the basis of Application by the individual JNV alumni or upon invitation by NAAO, to be decided on case to case basis by the Governing Council (GC) of NAAO.
- iii. NAAO GC may consider to invite unregistered JNV alumni association in Odisha to become the member of NAAO on Ad-hoc basis for an interim period, not exceeding two years.

**7. GENERAL BODY**

- i. All represented members of individual JNV alumni body shall form the General Body (hereinafter referred to as the GB) of NAAO.

- ii. Individual JNV alumni Body can send maximum 7 members as representatives to NAAO, of which at least one person has to be a male member and one person has to be a female member
- iii. The 7 members will be in the format of (6+1) where 1 represents the member to represent at the Governing Council from the school.
- iv. If any member is found to be representing from two JNV alumni bodies at a particular time, then it will be subject to automatic rejection and the respective schools shall be requested by NAAO to replace the member.
- v. The General Body will be reconstituted every two years. Hence, individual Schools would need to send representation every two years, upon request of NAAO.
- vi. The General Body shall be the supreme body of NAAO in taking decision on any matter relating to the NAAO and on all matters brought before them by the Governing Council of NAAO or by any member of NAAO. The General Body shall function in accordance with By-Laws of the NAAO.

## 8. GOVERNING COUNCIL

- i. Governing Council (hereinafter referred to as the GC) shall consist of one member representation from each member of NAAO i.e. JNV Alumni Body.
- ii. The GC shall have financial powers to carry out its activities, subject to the provision in the annual budget placed before and approved by the General Body.
- iii. The GC shall frame Rules and Guidelines as per the By-laws for NAAO.
- iv. The GC will be reconstituted every two years. Hence, individual Schools would need to send representation every two years, upon request of NAAO.
- v. Office Bearers as mentioned in clause 9 of the By-Law shall constitute the core of the GC which will be responsible for the day to day functioning of NAAO.
- vi. For finalization of decision at GC, minimum 2/3rd voting in favor of the decision will be accepted.
- vii. The membership of any particular GC member shall be allowed for maximum 2 consecutive terms.
- viii. GC will constitute one Advisory Council consisting of 5-10 members, representing GB. GC would seek advice on any specific topic on time to time basis.
- ix. GC will set up a Disciplinary Committee (DC) on case to case basis as on when required. The Disciplinary Committee will be confined to matters related to GB members only. It will never interfere in to individual school matters, until and unless the school requests so and the GC takes a decision in this regard. DC will submit its report and recommendation to GC for taking action.
- x. Immediate past President and Secretary of the NAAO may represent to GC as the Ex-Officio Member.

## 9. OFFICE BEARERS

NAAO shall function through its office bearers which shall be filled by elections in the General Body of NAAO

- i. Every member of Governing Council shall be eligible to be elected as the office bearer.
- ii. The term of the office bearers will be for two years and will be reconstituted through election every two years.
- iii. Following will be the structure of the office of NAAO:
  - a. One President

- b. Two Vice Presidents
  - c. One Secretary.
  - d. Two Joint Secretaries
  - e. One Treasurer
  - f. Two Joint Treasurers
- iv. In case of any emergency situation, GC can take a decision to fix additional responsibility to any of its office bearer till the next Election.
- v. The General Body shall appoint all the Office Bearers through elections, which shall be conducted as per the procedure laid down in the By-laws of the NAAO.

## **10. Roles and responsibilities of the office bearers:**

### **i. President**

- a. President shall preside over the meetings of the GC as well as the General Body. In his absence, the Vice-President shall preside at the meeting General Body and the GC and exercise all such powers. In the absence of the President and the Vice-Presidents, the General Secretary shall preside at the meetings of General Body Meeting and the GC and exercise all such powers.
- b. Subject to the provisions of the By-Laws of the NAAO, he/she shall make announcements regarding meetings of General Body, elections and proposed amendments to the Constitution and By- Laws.
- c. He / She may allocate suitable responsibilities to other members of the GC.
- d. In case of tie between members present in a meeting of General Body and GC on any agenda or issue, the President or in his/her absence Vice President or any other person, who is presiding the meeting in his/her place, shall have the casting vote
- e. Subject to any subsisting interpretation given by the GC, the President or in his/her absence Vice President or any other person, who is presiding the meeting of General Body or GC, shall have authority to interpret the Constitution and the Bye-Laws of the NAAO for the purpose of conducting the meeting and deciding the questions arising at such meetings.

### **ii. Vice Presidents:**

- a. The GC or the President may assign any responsibility to Vice Presidents. In the absence of President, one of the Vice Presidents shall preside over meetings of the General Body and the GC and exercise all powers of the President. One of them, as decided by the GC, shall also discharge the duties of the President during his/her absence.
- b. He/she shall perform such other duties and functions as may be entrusted to him by the GC.

### **iii. Secretary:**

- a. The Secretary shall attend to the day to day correspondence and communications to and from NAAO.
- b. Maintain official records of the NAAO.
- c. He / She shall maintain and keep or cause to be maintained and kept all records of the NAAO, including register of members, elections, minutes and agenda and all other records of the meetings of the General Body, GC and committees and sub-committees constituted by General Body, GC or President.
- d. He / She shall be responsible for calling Meetings of the GC or the office bearers in consultation with the President.

- e. He /She shall along with the treasurer also be responsible for file all returns under the Societies registration Act, 1860 and rules made there-under and any other law mandating filing of returns.
- iv. Joint Secretary:
  - a. The Joint Secretary shall assist the Secretary in discharging his / her duties.
  - b. He/She shall carry out such other duties as may be assigned to him / her from time to time by the GC.
  - c. He / She shall assume charge as General Secretary in the absence of the General Secretary on the written direction of President or GC.
- v. Treasurer:
  - a. The Treasurer shall advise the GC on financial matters, supervise all financial transactions and shall be responsible for maintenance of the financial records and accounts of NAAO.
  - b. The Treasurer shall operate the funds of The NAAO jointly with the Secretary/President
  - c. He/She shall be responsible for collection of grants and donations received by the NAAO and compilation of Statements of Accounts.
  - d. He/She shall be responsible for audit of accounts and making all records available for the scrutiny, to the auditor.
  - e. Presenting Annual Accounts and Audit Report before the GC and in the Annual General Body meeting.
  - f. Ensure that all accounts books are maintained properly and are up to date.
- vi. Joint Treasurer:
  - a. The Joint Secretary shall assist the Treasure in discharging his / her duties.
  - b. He / She shall carry out such other duties as may be assigned to him / her from time to time by the GC.
  - c. The Joint treasurer shall act for the treasurer in his/her absence on the written direction of President or GC.

## **11.ELECTION COMMITTEE**

- i. A five member's election committee (hereinafter referred to as the EC) shall be constituted to conduct the election process for the office bearers.
- ii. Each JNV alumni body shall nominate one member for EC on request of NAAO.
- iii. The five members for the EC shall be selected through lucky draw among the nominated members from each JNV alumni body.
- iv. Five members will select one among them as the head of the EC.
- v. EC will be constituted every time, NAAO has an election and after the election is over, the EC will cease to exist.
- vi. EC is responsible for the smooth and fair conduct of election for the elected members of the NAAO.

## **12.Conduct of Election**

- I. The EC shall be responsible for receipt of nominations, acceptance of withdrawals, scrutiny of nominations, hearing of objections against nominations, actual conducting of elections and announcement of election results in the meeting of General Body.
- II. Within thirty days of appointment, the EC shall notify the schedule of elections.

III. The detailed procedure for election shall be laid down by the GC in consultation with EC.

### **13.FINANCE**

- I. Annual Registration Fees for individual JNV alumni bodies shall be as follows:
  - a. A JNV alumni Body which is below 7 years old will pay Rs. 1000.00
  - b. A JNV alumni Body which is below 10 year old will pay Rs. 3000.00
  - c. A JNV alumni Body which is above 10 year old will pay Rs. 5000.00
- II. NAAO shall open account(s) in scheduled bank(s) as decided by the GB/GC. The bank(s) shall be authorized to honor all cheques, bills, drafts etc. presented before them and to act upon their direction.
- III. The President, Secretary and Treasurer of NAAO shall be the signatory of its Bank Account. Out of the three, at least two persons need to sign for any bank transaction.
- IV. Any amount below Rs 10000 can be withdrawn by President/ Secretary without prior approval of GC, maximum for four times within a financial year, but with prior intimation to GC in writing.
- V. GC shall decide and appoint one finance auditor every year to carry out the annual audit. Auditors shall present their report to the GC, who shall place the same with its report in the Annual General Body Meeting (AGBM) for the consideration and approval of the General Body.
- VI. All investments of the funds of the NAAO, including receipts of deposit and all deeds and documents relating to any of the properties of the NAAO, shall be kept for safe custody with the Secretary or with a bank as approved by the GC.
- VII. The Secretary and Treasurer shall be responsible for timely Return filing of NAAO.
- VIII. There shall be temporary termination of membership of a JNV alumni body from GB if school body is not paying registration fees for two consecutive years.
- IX. Any donation above 10K will be received thru DD/Cheque/RTGS/NEFT.
- X. None of Office Bearers and Members of the GC/GB shall be entitled to stipend, salary and pay from the NAAO. However, they shall be entitled to reimburse themselves or pay and discharge out of the Funds of the NAAO expenses incurred and payment made by them in or about execution of the objectives of the NAAO or in relation thereto with the approval of the GC.
- XI. Every office bearer shall be indemnified out of funds of the NAAO against all losses and expenses incurred in the bona-fide discharge of his/her duties, except when it happens through his/her own willful neglect or dishonesty or mala-fide intention while discharging his/her duties or action resulting from willful disobedience of the law, bad faith or gross negligence.

### **14.Vacancies and Expulsions:**

- i. A member of the GC may tender resignation to the President or Secretary which shall be placed before the GC in its meeting, who shall be competent to take decision in the matter. As soon resignation is accepted, the concerned member shall cease to hold office.
- ii. An Office Bearer, Member of the GC shall be deemed to have vacated office if he/she is adjudicated or adjudged insolvent or is convicted by a court of law in any country for any offence involving moral turpitude or becomes of unsound mind or physically unfit or unable to act as such.

In case of a vacancy arising in the Office bearers, the same may be filled

- iii. By the next officio member in hierarchy, immediately after the vacancy till the GC/GB formally appoints someone.
- iv. By nomination thru GC from among the members of GC, in case the remaining period of the GC is less than 6 months. Such nominated persons shall hold office till the next election
- v. By election, in case the remaining period of GC is 6 months or more.
- vi. **Expulsion:** In case an office bearer/GC member is found to work against the interest(s) of NAAO or is found involved in serious financial irregularities or serious misconduct or remain absent in 3 consecutive GC meetings without valid reasons and without prior intimation, he/she may be suspended temporarily by the GC, after serving him/her Show Cause Notice, providing opportunity to explain his/her conduct. This would be subject to further consideration of the next General Body meeting which may decide to revoke the suspension or expel him/her from the GC or the primary membership of NAAO for a period specified by the GB. The decision of the GB will be with 2/3<sup>rd</sup> majority only.

## **15.Meeting and Communication**

### **i. General Body Meeting**

- a. There will be one Annual General Body Meeting every year. Other than this, GC may convene General Body meetings as and when necessary for more special purpose meetings.
- b. Extraordinary meetings of the General Body may be convened at the request of not less than one-third of the total members, requested for it thru written communication to GC.
- c. The quorum of Annual General Body Meeting (AGBM) shall be more than half members of its total strength of the General Body, personally present, among whom at least three office bearers must be present.
- d. President shall preside the GB meeting. In absence of the President, Vice-President shall preside the meeting.
- e. Notice for the General Body meeting shall be issued 4 weeks in advance by the secretaries/president of NAAO.
- f. Absence of Any School representation in the General Body meeting for two consecutive meeting without prior intimation (of 7 days) in written, will be considered as Defunct Membership and the concerned JNV alumni has to apply afresh for the membership.
- g. However, under certain unavoidable circumstances, the JNV alumni body may choose to send a member to represent (other than the 7 representatives) with a prior intimation to NAAO. Such member will join the NAAO GB meeting on ad-hoc basis without any voting rights.
- h. Any JNV alumni body is allowed to send only three ad-hoc members to any GB meeting.

### **ii. Governing Council Meeting**

- a. GC shall meet on need basis for the execution of NAAO objectives on time to time basis but minimum once in a quarter.
- b. Special Meetings of the GC may be convened on written request of not less than one third members of the GC.
- c. The quorum for conducting any GC meeting shall be 2/3<sup>rd</sup> members of its total strength, personally present, among whom at least three office bearers must be present
- d. President shall preside the meeting. In absence of the President, Vice-President shall preside the meeting.

- e. In case of unavoidable circumstances, in the absence of a particular GC member from a particular JNV alumni Body, another GB member may be permitted to represent the school, with prior intimation in written to NAAO office bearers.
- f. Notice for the Governing Council meeting will be issued 2 weeks in advance by the secretaries/president of NAAO.

**iii. Any other meeting**

- a. There will be an annual alumni meet for all the alumnae of every JNV of Odisha.
- b. Notice for this meet shall be issued 2 months in advance by the secretaries/president of NAAO.
- c. GC can call for any other meeting as deemed fit for any special purpose.

**iv. Mode of communication**

- a. All official communication/correspondence shall be carried out through e-mail and can be supplemented through any other social networking sites Facebook/WhatsApp based on the need. All communication will be filed in a register.
- b. The notice of the General Body meeting/GC meeting shall be communicated thru e-mail to GB/GC members and published on NAAO website.
- c. The notice for Annual Alumni meet shall be communicated through e-mail to all JNV alumni associations of Odisha and shall be published in two newspapers and on NAAO website.

**v. Responsibility:**

- a. President, Secretary and Joint Secretary (in absence of secretary) shall be responsible for making any correspondence for NAAO.

**16.Amendment:**

- i. Any of the provisions of the By-laws may be amended by two-third majority of the members present and voting at the General Body meeting.
- ii. The notice for the meeting, along with the amendment proposed by the GC shall be issued at least 30 days before the date of the meeting. It may also be uploaded on the NAAO website.
- iii. The members of the General Body will have right to suggest changes in the amendment(s) proposed by the GC in writing and in advance to the GC.
- iv. Minimum one third members of the GC and at least from 3 schools can propose amendment to By-laws on written request to GC for consideration.
- v. One third member of the GB can also propose any amendment to By-laws on written request for consideration.