

CONSTITUTION

1. **Name of the Society:** Name of the society shall be

"RAM LAL ANAND COLLEGE ALUMNI ASSOCIATION"

2. **Membership** : The membership of the society is open to every alumnus of Ram Lal Anand College who fulfills all the qualifications prescribed in these Rules and Regulations of the Society. Membership of The society is always subject to the approval of the Governing Body of The Society whose decision shall be final.

3. **Qualifications of the members:** The applicant for membership:-

- Should have attained the age of majority in accordance with laws applicable in India.
- Should be a graduate in any branch of studies offered by Ram Lal Anand College, New Delhi.
- Should be a good moral character.
- Should not have been convicted for any criminal Act in the past.
- Should have paid the requisite membership and other fees along with his/her written application form.
- Should conform to any other qualifications which are laid down by the governing body from time to time.

All the aforesaid qualifications are compulsory and are not optional. If any person is interested in becoming/continuing to be a member is unable to fulfill any of the above qualification, his/her membership shall be rejected immediately on the ground of "not qualified. If any applicant gives false information for becoming a member of "The Society" his/her membership shall be declared as null and void retrospectively from the date he has acquired the membership and all the benefits given to him/her shall be recovered and withdrawn from him/her in whichever manner the governing body so decides.

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4. Subscription	: The admission fee and the subscription for membership shall be as under:
(a) Resident Indian	: Rs. 500/- (life time membership) And Rs.250 for 5 years (renewable after five years on request)
(b) Non Resident Indian	: US \$50 (life time membership)
5. Refusal	: The governing body of the society may refuse any person for the membership, provided reasons for refusal shall be communicated to the person concerned in writing with reasons.
6. Founder Members:	The members of first Governing Body shall be the Founder Members of "The Society" and shall remain members of it for the two consecutive years. If they not seeking election in the next subsequent year, shall be deemed to have become the mentors of the society.
7. Termination	: The Governing Body of "The Society" shall have the powers to expel/terminate a member or/and members (except the founder members), from the membership of "The Society" on the following grounds:- <ul style="list-style-type: none"> • on his/her death. • on written resignation with one-month notice. • if adjudged by any court of law to be a proclaimed offender and/ or of unsound mind. • if found to be involved in anti-social activities or in activities prejudicial to the interest of the Society. • if fails to pay the subscription charges as per Clause 4 above. • if disregards Rules and Regulations or disobey the decisions of the Governing Body.

The decision of the Governing Body regarding the termination from the membership of "The Society" shall be communicated to the member concerned along with reasons. Before every termination of the membership, the said member shall be issued a show cause notice and if desired by him/her shall be given a hearing. The decision to terminate the membership will become effective after the approval of the same by the President as well as by the Patron in consultation with the Alumni Committee Convener of the College.

8. Dispute : Any dispute among the members of "The Society" or any other dispute within "the Society" or from outside "the Society" shall be first heard by a "Dispute Resolution Committee (DRC)" constituted by the Governing Body of "the Society". The composition of this Committee shall be odd in number. The decisions of the majority of members shall be deemed to be decisions of the said Committee.

9. Appeals: All the appeals arising out of decisions of DRC shall be referred to the Governing Body of "the Society" and while hearing the appeals the Alumni Committee Convener and the Patron shall be the part of the Appellate Authority/Governing Body.

10. Alternative Dispute Resolutions: If any party to the dispute is not satisfied with the decision of the appellate body, he/she shall have second appeal only through any of the Alternative Dispute Resolutions, i.e Arbitration, mediation, etc. And in that case, both the parties shall recommend one name each to the panel of the Arbitrators/mediators/etc. The said panel of two Arbitrators/mediators may elect, select, and appoint a third member. If there is no consensus to the appointment of the third member, the decision of the Governing Body by two third majorities or such quorum as is required if it is a case of adjourned meeting will be final and binding on the parties to the dispute.

11. General Body Defined: All the members of "The Society" who are not otherwise disqualified under the rules, will collectively constitute the "General Body" of the society.

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12. General Body Meetings:

a. Types of Meetings:

(i) **Annual General Meeting** (AGM) of The Society will be held on a fixed day i.e. first Sunday of the month of December of every year at 11.30 A.M. in the college premises. No prior notice of this meeting will be required. The Governing Body may, to ensure a larger participation, however issue a notice of this meeting especially, when any matter is planned to be taken up under 'any other item'. Such notice may be issued by any generally accepted communication mode such as fax, email, courier, post, sms, whatsapp, advertisement in national daily news paper etc. The following business will be transacted at the AGM:

- Ordinary Business
 - Presentation of President's Annual Report
 - Adoption of the Annual Audited Accounts, duly approved by the Governing Body after submission by the Treasurer.
 - Election of office bearers (except Treasurer) and members of the Governing Body (after every year).

- Special Business

Any other matter deemed fit by the Governing Body.

(ii) **Special General Meeting** may be convened by Governing Body to transact business of urgent nature. A notice of not less than 7 days shall be given duly specifying the agenda of the proposed meeting in a manner as is provided for a notice of AGM.

(iii) **Requisitioned Meeting:** One tenth of the members or 25 members, whichever is higher, (but eligible to contest and vote on the date of signing the requisition), can requisition a meeting to transact a business of high

importance and of such nature which cannot await the next AGM. The General Secretary shall issue the notice of the requisitioned meeting within a month of the date of the submission of the requisition to him even if consent of the President cannot be obtained . If the General Secretary fails to call the requisitioned meeting 25 members collectively signing may issue the notice of the meeting. Notice may be given as provided in 12(a)(i) above. This meeting will not be able to transact any business in the absence of Quorum. At least 25% of the requisitionists shall with prior approval of the Patron summon by a written notice of at least 15 days prior to meeting in a manner as provided in 10(a)(i) above.

- Place of meetings: General Body Meetings shall be held at the college premises in the presence of the Alumni Committee Convener and/ or the Patron or their representative but failing the presence, the meeting can commence only after 30 minutes.
- Quorum: The quorum of General Body Meeting shall be 1/10th(one tenth of the total strength of the General Body Members of the society or 25 members required for meeting whichever is higher. If the quorum is not complete, then the meeting shall be adjourned for one hour, no quorum would be compulsory. Any decision taken in the said adjourned meeting irrespective of required strength or quorum shall be conclusive and binding, the quorum will be subject to revision from time to time by the General Body.

13. **Rights & Privilege of Members:** All and every member of "The Society":-

- (a) Shall be entitled to participate in any meeting, or in any cultural/educational functions and other gathering, called/arranged by the Society.
- (b) Have right to inspect the Member's Register of the Society after giving sufficient notice and after taking the Permission of the Secretary upon giving valid reason for the inspection of the said Register.
- (c) Any other right that may be added to the list from time to time by the Governing Body.

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14. Duties of the Members: All and every members of "the Society' shall:

- (a) elect the Governing Body of "The Society"
- (b) attend the General Body Meetings regularly.
- (c) give the necessary information to the "The Society", pertaining to any matter which is necessary to be known to the "The Society".
- (d) make payment of all dues to The Society within the prescribed time.
- (e) not indulge in activities which are prejudicial to the aims and objectives and /or Rules and Regulations of "The Society".
- (f) maintains the decorum and secrecy of "The Society" and not leak out the information as discussed in the meetings of "The Society".
- (g) not discuss the internal matters of "The Society" with any person from the general public or who is not associated with The Society.
- (h) in case of any dispute, before approaching the court of law; exhaust all the remedies made available under the Rules and Regulations of "The Society", including any mechanism provided.
- (i) any other duty that may be added to the list from time to time by the Governing Body.

15. Patron, Alumni Committee Convener and Governing Body:

A. Patron of the Society:

Principal of Ram Lal Anand College (hereinafter called "The College") will be the Patron of the society. The Principal may intervene and decide for any activity which, in the opinion of the Statutory Staff Council of the College, is likely to affect adversely the interest of The College. The Principal can even dissolve the Governing Body of the society if, in the opinion of the Statutory Staff Council of the college, formed under ordinance XVIII 6-A of the Delhi University Act, it is found to be working against the interest of The College/ The Society provided further that the Governing Body of The Society will place on record its version of the same.

B. Staff Advisor:

The convener of the alumni committee, which is a staff council committee, will be the staff advisor of the alumni association and will coordinate the working of The Society with the college administration. The Governing Body of the Society will keep the Staff Advisor abreast with all the activities of the Society. It will be the duty of the Staff Advisor to keep the Patron informed of the proposed activities of The Society.

C. Alumni Committee

The Alumni Committee is a Staff Council Committee. It may comprise of Professors, Associate Professors and Assistant Professors (permanent or adhoc) of the college.

D. Governing Body:

There shall be a Governing Body of the Society to look after and to manage the day to day affairs of the Society. It shall consist of minimum 8 and maximum 20 members including the office bearers.

Functions:

The Governing Body shall be the representing body of "The Society". Governing Body shall be responsible for the management and administration of all the affairs of "the society". Governing Body shall perform the following functions:

- To take necessary steps for the implementation of all the programs and policies drawn by the general body.
- To approve the necessary expenditure to meet the day to day requirements of the society.
- To take decisions on application for membership.

- To appoint committee for disposal of any business of the society or for advice on any matter pertaining to the society.
- To arrange finance if required from other bank(s), institutions or individual on reasonable terms and conditions and the governing body as a whole is liable for its return.
- To appoint, terminate and fix duties of any staff.
- To receive, to have custody of and to expand the funds of the society and manage the properties of the society.
- To sue and defend all legal proceedings on behalf of the society.
- To take all such other legal steps which may appear beneficial for the smooth and better management of Society.
- The following is the present structure, strength of the Governing Body:-

PRESIDENT	ONE
VICE PRESIDENT	TWO
GENERAL SECRETARY	ONE
JOINT SECRETARY	TWO
TREASURER	ONE
EXECUTIVE MEMBERS FROM	SEVEN TO TWELVE

16. Term, Notice, Quorum and Meetings of the Governing Body:

- Term: The term of every Governing Body shall be one year. However, the term of the first Governing Body shall be two years .In case there is a need for extension of tenure ,the term of the Governing Body could be further extended by six months at the most in consultation the Convener of the Alumni Committee
- Notice: Minimum 7 days' notice shall be required for Governing Body Meeting.
- Quorum: Quorum of every Governing Body Meeting shall be $1/3^{\text{rd}}$ of the total strength of the Governing Body. If the quorum is not complete then the meeting shall be adjourned to the same day and

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time next week and no quorum would then be compulsory and the decisions taken at the adjourned meeting shall be conclusive and binding.

- Meeting: Governing Body Meeting shall be held at least once in three months and not more than 90 days shall elapse between the two meetings. It will be incumbent upon the Alumni Committee Convener/ Patron/ their representative to attend such meetings.
- Urgent Meeting: - The Urgent Governing Body meeting may be called by giving 24 hours notice in writing, telephone or e-mail/sms/whatsapp but the quorum for the said Urgent Governing Meeting shall be 1/3" of the total strength of the Governing Body of The Society. If the quorum is not complete then the meeting shall be adjourned for one hour and in the meeting held after one hour, No quorum (provided at least 2 persons are present) would be compulsory and the decision taken in that meeting shall be final. Any member who is unable to attend for valid reasons such as being out of station, ill health etc will have an option to communicate on the agenda through email and the same will be given due consideration.
- Decisions: All the decisions shall be taken by the majority votes.

17. Powers of Governing Body: -

- The Governing Body shall have the powers as are the powers of the Society, mentioned in the Memorandum of the Society and in the Rules and Regulations. The Governing Body shall also have the following powers:
 - To prepare, execute plans, projects and programs which are in consonance with the aims and objects of the Society.
 - To appoint an Election Officer and grant him/her powers to complete the process of Election.

- To organize Talks, Seminars, Meetings, Conferences, Conventions, Press-Conferences and other gatherings from time to time.
- The Governing Body is also authorized to appoint any office bearer/executive member or any other member, by co-opting him, to Look after any particular activity. Such person may be called Consultant / Convener of the project. The said member shall attend meeting connected with the said project and if the project is completed or abandoned, the said member, except the office hearer/executive member, would cease to be holding any status in the governing body.
- Any other power/function that may be added to the list from time to time by the Governing Body.

18. POWERS & DUTIES OF THE OFFICE BEARERS:

A. PRESIDENT:

- President shall preside over all the Governing Body and General Body meetings of The Society.
- At the time of voting, on any matter/subject (except Election), if the total votes of the groups of members happen to be equal in number, the President has the power to cast an extra vote to break the tie.
- President shall have the Power to allow inclusion of any subject/matter in the agenda for discussion In the course of proceeding/meetings.
- President on behalf of The Society will sign all the papers/letters/agreements/ MOUs and other documents.

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B. VICE PRESIDENT

- There shall be two Vice Presidents of "The Society" to assist the President; VP1 and VP2.
- The Vice Presidents (VP1 and VP2) shall enjoy all powers and duties of the President in his/her absence.

C. GENERAL SECRETARY

- The General Secretary shall be responsible for smooth functioning of the activities of the Society.
- General Secretary shall summon and attend the meetings of the General Body.
- General Secretary shall prepare the Membership Register as well as the Minutes Book to record the minutes of the proceedings of the General Body Meeting.
- All correspondence of the Society with members, and college being the sole responsibility of the General Secretary.

D. JOINT SECRETARY

- There shall be two Joint Secretaries to "the Society". One Joint Secretary shall assist the General Secretary in his/her works whereas the Second Joint Secretary shall assist President in his/her business.
- Additionally, President/General Secretary may delegate/authorize any Joint Secretary with any other responsibility.

E. TREASURER

- All the funds of the "Society" shall remain under the care and management of "Treasurer of The Society".
- Treasurer shall maintain the accounts of all monies which are received and/or paid by him/her on behalf of "The Society".

- Treasurer shall make disbursement in accordance with the direction of Governing Body.
- The Treasurer shall ordinarily hold a cash balance not exceeding Rs. 2500/- (or the amount which may be fixed by the Governing Body of "The Society from time to time) to meet the emergent needs relating to "The Society".
- All the cash excess of the above amounts (or the amount fixed by the Governing Body) shall be deposited in the bank account opened and maintained by "The Society" as stated below.
- Treasurer shall ensure complete audit of The Society's accounts within a maximum period of two months from the close of financial year.

F. EXECUTIVE MEMBERS

- The Executive members are bound to inform 'The Society' in writing/e mail/SMS if he/she is not able to attend any particular meetings of the Governing Body and/or General Body.
- Executive Member may be terminated by the Governing Body if he/she does not attended three consecutive meetings of the Governing Body without Intimation and being granted leave of absence.

19. Re-Admission: In case, any member of "the Society" is expelled by the Governing Body on account of Non Payment of the subscription, he can be re-admitted, provided the member concerned pays all up to date dues with the permission of the Governing Body.

20. Financial year: The Financial year of the society shall be from 1st April to 31 March, of every year. However, the First Financial Year shall comprise of the period 1st January, 2018 to 31st March, 2019.

21. Source of Income and Utilization of funds: Admission fee & Subscriptions, donations, Special Contributions, Grant-in-aid, gifts from the members, Programs/publications of the society, grants by the College and the general public shall be the source of income of the society. All the Income of the society shall be utilized towards the aims and objects of the society.

22. Operation of Bank Account: The funds of the society shall be kept in the bank account with the College banker only. Bank account of the society shall be operated jointly by any two of these three:

The President or the General Secretary (in case of the unavailability of the President and the Treasurer (Compulsory) .

23. Audit of Accounts: The accounts of the society shall be audited by the qualified auditor every year before 30th June of the relevant Financial Year by a fellow member of ICAI to be appointed by the Governing Body.

24. Filling up Casual Vacancies: Any casual vacancy amongst the office bearers and executive members of the Governing Body shall be filled by Resolution passed by the Governing Body. Such appointment(s) for a period not exceeding one year from the day of Governing Body Resolution shall be confirmed by the General Body in its ensuing General Body Meetings. However, such appointee shall cease to function from the day of the General Body meeting if the said meeting declines to confirm the aforesaid appointment

25. Election: The General Body in its Annual General Meeting shall elect its office bearers and members of the Governing body except Treasurer who shall be a teacher of the College preferably an alumnus of the College and shall be nominated by the College Principal. Persons who passed out from the College at least 5 years prior to the date of election will be eligible for becoming the President, and Vice-President, Persons who passed out from the College at least 4 years prior to the date of election/nomination will be eligible for becoming General Secretary ,Joint Secretary and Treasurer. As regards executive members of Governing Body no such condition will apply. However, no Office Bearer can hold the same office for more than two consecutive terms of one year each. This limitation will not apply to the Executive members of the Governing Body. Election of the office bearers and the members to the Governing Body, shall be held by secret ballot papers/or by show of hands as the Election officer may deem fit and proper. The election Officer may adopt

such procedure which will be in consonance with the normal standard procedure adopted by other societies. Any decision so taken by the Election Officer to conduct the election will not be questioned by any individual member or in consortium during the process of election. If any member has had any grievance in regard to the mode and method adopted by the election officer to conduct the election, he/she may question the same only after the election process is conducted and the results are announced. The grievance may be addressed to the Patron. The decision of the Patron can be challenged further only before the mechanism provided under the present Rules and Regulations and not by approaching any court of law.

26. Annual list of Managing/Governing Body (Section 4 of the Act)

Once in the month of April every year a list of the office bearers and the executive members of the governing body of the society shall be filed with the Registrar of Societies, Delhi as required under section 4 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

27. Legal Proceedings (Section 6 of the Act): The Society may sue or be sued in the name of the President/General Secretary as per provision laid down under section 6 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

28. Jurisdiction: In case of any kind of dispute anywhere in India or any other country, only Delhi Courts/tribunals/commissions/forums or any other authority shall have jurisdiction.

29. Amendment (section 12 & 12A of the Act)

Any amendment in the Memorandum of Association or rules will be carried out in accordance with procedure laid down under section 12 and 12A of the Societies Registration Act, 1860 as applicable to National Capital Territory Delhi, from time to time and as and when required by the General Body and/or the Governing Body. Those amendments shall be final and binding on the approval of both the bodies. In case of any dispute in regard to the amendment, final decision shall lay in the hands of the Permanent

Representatives. The amendment will come into force only when approved by the Patron after consultation with Statutory Staff Council of the College.

30. Dissolution and adjustment of Affairs (Section 13 & 14 of the Act)

If the society needs to be dissolved it shall be dissolved as per provision laid down under section 13 & 14 of the Societies Registration Act: 1860 as applicable to the National Capital Territory of Delhi.

31. Application of the Act:

All the provisions under all the sections of the societies Registration Act: 1860 as applicable to the National Capital Territory of Delhi shall be applicable to the society

32. Essential Certificate:

Certified that this is the correct and true copy of Rules and Regulations of the Societies.

Rajendra
PRESIDENT

Law.
GENERAL SECRETARY

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TREASURER