

RULES AND REGULATIONS OF GOVT. SERCHHIP COLLEGE ALUMNI

1. NAME OF THE SOCIETY

Name of the Society shall be **Govt Serchhip College Alumni**.

2. DEFINITIONS

In these “Rules and Regulations”, unless there is anything repugnant in the subject or context –

- a) The ‘Society’ means Govt Serchhip College Alumni.
- b) The ‘Board’ means Board of Administrators of the Society.
- c) The ‘Administrators’ or ‘Admins’ means members of the Board.
- d) The ‘Executives’ means the member of the Executive Committee of the Society.
- e) The ‘Governing Body’ means the Governing Body of the Society which is administered by the Board and consisting of the Executives.
- f) The ‘President’ means Chairman/Chairperson of the Board.
- g) The ‘General Body’ means the General Body of the Society.
- h) The ‘Member’ means the member of the General Body.
- i) The ‘Founder Members’ means the members of the first Governing Body.

3. MEMBERSHIP

The membership of the Society is open to any person who has attained the age of maturity and fulfils the terms& conditions of the Society but subject to the approval of the Governing Body. If the Government servant is desirous of becoming a member of the Society, he/she will have to inform the appropriate authority in the Government prior to joining the Society. If the membership is not approved by the Governing Body, the reason of refusal for the membership shall be communicated to the person/applicant concerned.

4. ADMISSION FEE & SUBSCRIPTION

The Admission Fee and the Subscription shall be as under unless otherwise revised by the Governing Body:

- a) **Admission Fee:** There will be no separate new admission fee, except for re-admission as mentioned in Section 6 of this Rules and Regulations.
- b) **Subscription:**
 - i) Rs.100/-per year for all primary members.

5. TERMINATION OR CESSATION OF MEMBERSHIP

The Governing Body of the Society shall have the powers to expel/terminate a member or/and members from the membership of the Society, on the following grounds:

- a) On his/ her death,
- b) On his/ her written resignation,
- c) If he/she is found to be involved in any anti-social activity.
- d) If he/she is adjudged by a competent court of law to be a criminal offender or unsound mind.
- e) If he/she is found guilty by the Governing Body by means of anti-propaganda of the activities of the Society.
- f) If he/she fails to pay the subscription or contributions for three months from the due date.
- g) If he/ she has not attended three consecutive meetings without proper intimation to the Society.
- h) If he/she disregards the Rules and Regulations or the decisions of the Governing Body.
- i) If five (or more than five) members make a written complaint against any member, the Governing Body is authorized to take the decision of terminating of such member from the membership of the Society. This rule will not be applicable to the Founder Members.

The reason of termination/cessation from the membership of the Society shall be communicated to the member concerned. The member expelled from the membership of the Society, shall have no right to enjoy the "Rights & Privileges" mentioned in Section 8 of this Rules and Regulations.

6. RE-ADMISSION

In case, any member of the Society is expelled by the Governing Body on the ground of Section 5(b), (c), (e), (f), (g) and (h) of this Rules and Regulations, he/she can be readmitted, provided the Governing Body permitted his/her re-admission. The re-admission will be confirm after payment of a sum of Rs. 50/- only.

7. REGISTER OF MEMBERS AND FACILITIES

The Society shall maintain a Master Register of its members and shall enter therein the member identification number, name, date of birth, sex, address, marital status, contact number, email, date of enrollment and date of termination of the members.

8. GENERAL BODY DEFINED

All the members of the Society will constitute the 'GENERAL BODY' of the Society.

9. GENERAL BODY

- a) **MEETING:** The annual General Body Meeting shall be called in the month of April (or as and when the Governing Body will decide in the Governing Body Meeting called for this purpose) every year.

- b) **NOTICE:**Not less than 14 days clear notice shall be given to the members before the date of the General Body Meeting, enclosing the agenda specifying date, time, place and issue/issues to be discussed.
- c) **QUORUM:**The quorum of the General Body Meeting shall be 2/3rd of the total strength of the General Body members. If the required quorum is not attended in any meeting it shall be adjourned for a further period of 15 days. At such adjourned meeting, no quorum shall be required.

10. RIGHTS & PREVIDEDGES OF MEMBERS

All and every member of the Society –

- a) Have one vote at every meeting.
- b) Shall be entitled to participate in the meetings, cultural or/and educational functions and other lawful gatherings, called/arranged by the Society.
- c) Have right to collect the identity card after depositing the required/prescribed fee (fixed by the Governing Body from time to time).

11. DUTIES OF THE MEMBERS: All and every member of the Society shall –

- a) Administer the oath of the office and loyalties to the Society and/or its constitution.
- b) Elect the elected seats of Governing Body of the Society.
- c) Attend the General Body meetings regularly.
- d) Give the necessary information to the Society pertaining to any matter which is necessary to be known by the Society.
- e) Not indulge in activities which are prejudicial to the Rules& Regulations of the Society.

12. GOVERNING BODY

The Governing Body will be made up by Administrators and Executives of the Society. The management and administration of all affairs of the Society, including the management and control of all branches and clubs/sub-committees, and the control and supervision of any other activities taken up by the Society together with all its property of any nature or sort, except those comes under the direct control of the Board, as guided and advised by the Board, shall rest in the hands of the Governing Body.

a) **STRENGTH**

The strength of the Governing Body (including Board members and Executive Committee members) shall not be less than 11 (eleven) and not more than 26(twenty-six).

b) **TERM**

The term of every Governing Body shall be one year.

c) **NOTICE**

Minimum seven days clear notice shall be required for the Governing Body Meeting enclosing the agenda specifying date, time, place and issue/issues to be discussed. Meeting can be cancelled by 24 hours notice.

d) **QUORUM**

The quorum of every Governing Body Meeting shall be 2/3rd (two-third) of the total strength of the Governing Body.

e) **MEETING**

Governing Body Meeting shall ordinarily be held once in three months regularly but shall be held at least once every year (or as and when the Governing Body may decide from time to time).

f) **URGENT MEETING**

The Urgent Governing Body Meeting may be called by the 24 hours notice but quorum for the Urgent Governing Body Meeting shall be 2/3rd of the total strength of the Governing Body..

13. COMPOSITON OF THE GOVERNING BODY

The Governing Body shall consist of the Executives and the members of the Board as under:

- | | | |
|------------------------|---|--------------|
| a) President | – | One |
| b) Vice President | – | One |
| c) Secretary | – | One |
| d) Assistant Secretary | – | One |
| e) Treasurer | – | One |
| f) Finance Secretary | – | One |
| g) Executive Members | – | From 5 to 20 |

14. TERMINATION OF MEMBER OF THE GOVERNING BODY

Any member of the Governing Body can be terminated from the office on the same grounds of Section 5 of this Rules and Regulations.

15. FUNCTIONS & POWERS OF GOVERNING BODY:

- The Governing Body shall be responsible for the management and administration of all affairs of the Society, and is also authorized to appoint any member to look after any particular matter/function/institute/activity or the property/properties of the Society.
- All the decisions shall be taken by the majority votes of the members present.

- c) Any executive member/members or the office bearer/office bearers (authorized by the Governing Body) shall execute all agreements and contracts, and sign bonds as well as receipts or legal documents on behalf of the Society.
- d) The Governing Body shall have all powers as are the powers of the Society, mentioned in the Memorandum of the Society and in this Rules & Regulations.

e) The Governing Body shall have also the following powers:

- i) To prepare Plans, Projects and Programmes to attain the Aims and Objects of the Society.
- ii) To receive, to have keep in custody of, and to expend the funds or any moveable properties and to manage the same.
- iii) To appoint, control and terminate such staff as may be required for effective and efficient management of the affairs of the Society.
- iv) To appoint Election Officer and his/her powers to complete the election process.
- v) To arrange finance, if required from Bank(s), Institutions or/and Individual on reasonable terms and conditions and the Governing Body as a whole is liable for its return.
- vi) To publish literature and to propagate the system to approach the public pertaining to upliftment/attainment of the aims and objects of the Society.
- vii) To accept donations, charities, loans, grants, properties, etc. from the members, public, other Associations or Agencies and from Government or/and Semi-Government department/agencies.

16. RESTRICTION ON HOLDING OFFICE

No person who is an undischarged insolvent or who has been convicted of any offence under the law shall be entitled to be a member of the Governing Body. Permission/sanction from the prescribed authority shall be obtained by the Government Servant holding an elective office in the Society.

17. POWERS AND DUTIES OF OFFICE BEARERS

a) PRESIDENT:

- i) President shall preside over all the meetings of the society.
- ii) At 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 decide the matter/subject.
- iii) The President shall have the power to allow inclusion of any subject/matter in the agenda for the discussion in the course of Proceeding/Meeting.
- iv) He/she will sign all the papers/letters, on behalf of the Society to conduct its correspondence.

b) VICEPRESIDENT:

There shall be one VicePresident to assist the President of the Society. The President may delegate all or any of his power to the Vice President. The VicePresident shall enjoy all the powers of the President in the event of his/her absence.

c) SECRETARY:

- i) He/she will summon and attend the meetings of the Governing Body and the General Body, with the direction of the President of the Society.
- ii) He/she will record the minutes of proceeding or meeting of the Governing Body and the General Body, and have them duly signed by the members who attend the meeting.
- iii) He/she will prepare all necessary documents called by the Governing Body or by the President.
- iv) He/she will prepare the Membership Register showing full particulars of all members of the Society.

d) ASSISTANT SECRETARY:

There shall be one Assistant Secretary to assist the Secretary of the Society in his/her work. He/she will perform all the duties as desired by President and/or the Secretary. He/she shall enjoy all the powers of the Secretary in his/her absence.

e) TREASURER:

- i) All assets and funds of the Society shall remain under the care and management of the Treasurer.
- ii) He/she shall maintain accounts of all money which is received and/or paid by him/ her on behalf of the Society.
- iii) He/she shall make disbursement in accordance with the directions of the Governing Body.
- iv) The Treasurer will ordinarily hold a cash balance not exceeding of Rs. 5000/- (or the amount which may be fixed by the Governing Body from time to time) to meet the emergent needs of the Society. All cash, in excess of the above amount (or amount fixed by the Governing Body), shall be deposited in any Nationalised Bank/Banks, selected by the Governing Body Meeting.
- v) Any payment in excess of Rs. 5000/- will be made through Bank cheque only.

f) FINANCE SECRETARY:

- i) He/she shall keep Account Books of all the Society's fund and shall record all receipts and expenditures of the Society.
- ii) He/she shall transfer the money received by him/her on behalf of the Society to Treasurer within 7 days.

- iii) He/she shall make budget plan for all activities of the Society.
- iv) He/she will get audited the accounts of the Society by qualified auditor, appointed by the Governing Body.

18. FILLING UP OF CASUAL VACANCIES

Any casual vacancy amongst the Office bearers and the Executive Members of the Governing Body, arising from death or otherwise, shall be filled by the resolution passed by the Governing Body.

19. APPEALS

All the appeals shall be preferred to the General Body of the Society and the decision of the General Body shall be final. The decision of the General Body shall be communicated to the member concerned.

20. ELECTION

The General Body in its Annual Meeting will elect its President and all the office bearers and also the 20 Executive members every year by secret ballot papers or by show of hands as the Election Officer may decide. Voting by proxy will not be allowed. Simple majority of vote shall be declared as elected.

21. SOURCES OF INCOME OF THE SOCIETY

All the income of the Society shall be utilized only for the promotion and upliftment of the Aims and Objects of the Society. Sources of income of the Society are as under:

- a) Admission Fee and Subscription from members.
- b) Donations and Special Contributions.
- c) Registration/entry fees during any conference/functions/events organized by the Society.
- d) Bank or any other financial institutional interest.

22. PROPERTY OF THE SOCIETY

All moveable and immovable properties belonging to the Society shall be vest in the Governing Body of the Society (including all moveable and immovable properties of branches and clubs) but shall be referred to as the property of the Society. The Society shall maintain register for recording details of the properties.

23. GIFT

Any kind of gift received from any person/agency/organisation for a specific purpose shall not be used for any other purpose without the consent of the donors or Registrar, Firms and Societies.

24. FINANCIAL YEAR

The financial year of the Society shall start from the first day of April to 31st day of March, every year.

25. AUDIT

The accounts of the Society shall be audited by the qualified auditor (Chartered Accountant or persons approved by the Registrar, Firms and Societies) every year.

26. MANAGEMENT OF FUNDS:

- a) All the income of the Society shall be deposited in the Nationalised Bank/Banks identified by the Governing Body.
- b) Bank account/accounts shall be operated by joint signatures of the President, Secretary and Treasurer of the Society.
- c) The Society shall keep proper books of accounts in which all sums of money received, source thereof, expenditure and objects or purpose, the assets and liabilities of the Society shall be entered.

27. INSPECTION OF ACCOUNTS AND OF THE PROCEEDING OF THE MEETINGS

All the members of the Society shall have the right to inspect Books of Accounts and proceedings of the meetings of the Society, if and when required.

28. SUBMISSION OF ANNUAL REPORTS/RETURNS

Once in every year, a list of the Governing Body of the current year, Annual Activities Report, certified by the President and Secretary, and Auditor's Report and Balance Sheet for the previous year duly audited and signed by qualified auditors shall be filed in the office of the Registrar, Firms and Societies, Mizoram, Aizawl as it is required under Section 18 of the Mizoram Societies Registration Act, 2005.

29. DISSOLUTION

If the Society needs to be dissolved, it shall be dissolved as per provisions laid down under the section 25 and 28 of the Mizoram Societies Registration Act, 2005.

30. LEGAL PROCEEDINGS

The Society may sue and/or be sued in the name of the President, the Secretary or any Office Bearer authorized by the Governing Body on its behalf.

31. AMENDMENT

Any amendment in Memorandum of Association and Rules and Regulations of the Society must have prior signatory approval by all members of the Board and will be carried out in accordance with Section 9 of the Mizoram Societies Registration Act, 2005.

32. APPLICATION OF THE ACT

All the provisions under all the Sections of the Mizoram Societies Registration Act, 2005 shall be applicable to this Society.