

नवीकरण प्रमाण पत्र क्रमांक 181882

प्रारूप - 9

नियम 8 (2) देखिये

संख्या 854

दिनांक 22/5/2018



सोसाइटी के नवीकरण का प्रमाण-पत्र  
( अधिनियम संख्या 21 , 1860 के अधीन )

नवीकरण संख्या

386

पत्रावली संख्या

एस-11428

दिनांक

2013-2014

एतद्वारा प्रमाणित किया जाता है कि.....श्रीराम.....कॉलेज.....पुरातन.....छात्र.....समिति

अलमासपुर टेलीफोन एक्सचेंज के सामने, परिक्रमा मार्ग, मुजफ्फरनगर। को

दिये गये रजिस्ट्रीकरण प्रमाण-पत्र 1268 दिनांक 15-05-2013 को दिनांक

15-05-2018 से पांच वर्ष की अवधि के लिए नवीकृत किया गया है।

1000 रूपये की नवीकरण फीस संम्यक् रूप से प्राप्त हो गयी है।

जारी करने का दिनांक 22-05-2018

सोसाइटी के रजिस्ट्रार  
उत्तर प्रदेश

संख्या 359 पत्रावली सं०.1 S-11428 दिनांक 15.05.2013



## सोसाइटी-रजिस्ट्रीकरण का

### प्रमाण-पत्र

(अधिनियम संख्या 21,1860 के अधीन)


संख्या 1268 20 13 2014

एतद्वारा प्रमाणित किया जाता है कि श्रीराम कॉलेज पुरातन  
डाक समिति, अलमासपुर टेलीफोन एक्सचेंज के सामने  
परिक्रमा मार्ग मुजफ्फरनगर

को आज उत्तर प्रदेश में अपनी प्रवृत्ति के संबंध में यथासंशोधित सोसाइटीज रजिस्ट्रेशन अधिनियम,  
1860 ई० के अधीन सम्यक् रूप से रजिस्ट्रीकृत किया गया है। यह प्रमाण-पत्र 15-05-2014  
तक विधिमान्य होगा।

आज दिनांक 15 मई दो हजार तेरह को

मेरे हस्ताक्षर से दिया गया ।

  
सोसाइटी के रजिस्ट्रार,  
उत्तर प्रदेश

# MEMORANDUM OF ASSOCIATION

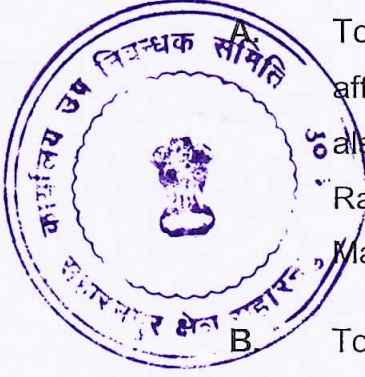
of

## SHRI RAM COLLEGE PURATAN CHHATRA SAMITI

Opposite Almaspur Telephone Exchange, Parikarma Marg,  
Muzaffarnagar (UP)

### 1- Aims and Objectives of the Association

The aims and objectives of the Association shall be:



A.

To provide a forum for the Members of the Alumni Association (herein after referred to as the **Members**) to interact amongst themselves as also with the Principal, Teachers and the present students of Shri Ram College, Opposite Almaspur Telephone Exchange, Parikarma Marg, Muzaffarnagar-251001 (herein after referred to as the **College**),

B.

To bring together the ex-students of Shri Ram College, Opposite Almaspur Telephone Exchange, Parikarma Marg, Muzaffarnagar-251001 (UP) and to promote fellowship amongst them and their families.

C.

To disseminate knowledge and know-how for the mutual benefit of the Members as also for the benefit of the College.

D.

To undertake

(i) Intellectual, academic and cultural activities.

(ii) Sports and games.

(iii) Entertainment programmes.

(iv) Improvements to existing infrastructure of the College.

Social service etc for the benefit of the Members as also of the College and for the society at large, **as detailed under:-**

(a) To create a website of the Association and upload the same on to the Internet so that relevant information

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13/07/2017

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pertaining to the affairs of the Association, can be made available for the benefit of all the Members.

(b) To conduct academic meets such as conferences, workshops, seminars, symposia, lectures by eminent personalities from various walks of life etc. for the Members as also for the present students and/or teachers of the College on various current subjects/topics of interest and relevance.

(c) To institute and award prizes, for the meritorious students of the College in the fields of academics, sports and other extra-curricular activities.

(d) To undertake activities such as career counseling, medical check-up camps and other similar programs for the benefit of the present students of the College.

(e) To institute merit cum means based scholarships for the needy and deserving students of the College.

(f) To mobilize donations from the Members and others for charitable purposes for the benefit of citizens of this country in the event of natural calamities like earthquake, flood etc.

(g) To establish permanent Corpus Fund for providing need based financial assistance to the Members as also the present students of the College for the treatment of diseases and ailments.

(h) To publish magazines and newsletters highlighting the activities and achievements of the Association.

(i) To conduct for the Members, various activities such as get-togethers, sports and games, picnics, excursions, cultural programmes, etc.

E. To undertake any other activity in accordance with and in furtherance to the objectives mentioned at A, B, C and D above.



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*of*

*Vishakha*

*14/11/2023*

*Sharma*

*Rajni*

*Rajni*

*Albana*

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E.

F. With the prior permission of the College's Principal, the school premises and/or facilities may be used /utilized by the Association for holding/ conducting its official programmes, functions or activities, in accordance with the Association's objectives, enumerated herein above.

The College Premises shall not be used or utilized for holding or conducting any personal programme, function or activity of any member of the Association – whether he/she is a General/ Ordinary Member or an Office Bearer/ Committee Member.



2- The affairs of the Association shall be managed by a Managing Committee comprising as one President, one Vice President, one General Secretary, one Joint Secretary, one Treasurer and five Committee Members.

3- In the process of achieving the above objectives, principles of good corporate governance shall be strictly adhered to and the provisions of The Uttar Pradesh Societies Registration Act, 1960 as also the terms and conditions of the Registration shall be followed in letter and in spirit.

4- The Accounting Year of the Association shall be from 1st April of a year to the 31<sup>st</sup> March of next year.

5- All the incomes, earnings, movable and immovable properties of the Association shall be solely utilized and applied only towards the promotion of its objectives as stated herein above and no portion thereof shall be paid or transferred by way of dividends/ bonus/ profits or in any other manner whatsoever, to the present or past Members either directly or indirectly.

6- No Member shall have any claim on any movable or immovable properties or the funds of the Association or make any profit, whatsoever, by virtue of his Membership.

7- The Memorandum of Association and the Bye Laws of the Association shall be duly registered under the Uttar Pradesh Societies Registration Act, 1960.

8- The President of the Association is authorized to correspond with the Registrar of Societies.

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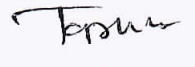



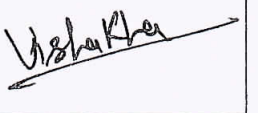
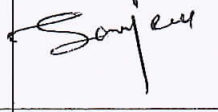

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महाराजपुरा जल प्रक

S.N.	Name	Designation	Signature
1.	<b>Mr Shiva Tyagi</b> S/o Shri Narendra Tyagi R/o Arora House, Kashmiri Colony, Opp. Niranjapur Mandi, Dehradun	President	
2.	<b>Mr Parvinder Dhahia</b> S/o Shri Krishi Pal Dhahia R/o VPO – Jarauda , District Muzaffarnagar	Vice President	
3.	<b>Ms Pooja Choudhary</b> D/o Shri Vinod Kumar Choudhary R/o VPO – Lachhera, District Muzaffarnagar	General Secretary	
4.	<b>Mr Tarun Pal</b> S/o Shri Om Prakash Pal R/o 269, Anand Puri, District Muzaffarnagar	Joint Secretary	
5.	<b>Ms Pooja Rani Panchal</b> S/o Shri Sherpal Panchal R/o 23, Rampuri, Muzaffarnagar	Treasurer	
6.	<b>Mr Gajendra Singh</b> D/o Shri Raghubeer Singh R/o 58/59, Mahaluxmi Enclave, Jansath Road, Muzaffarnagar	Member	
7.	<b>Mohd Islam</b> S/o Haji Ikram R/o Near Khalapar Police Chowki, Muzaffarnagar	Member	
8.	<b>Ms Vishakha Tyagi</b> D/o Shri Vikas Kumar Tyagi R/o 281/1, Brahmapuri, Muzaffarnagar	Member	
9.	<b>Mr Sanjeev Rathi</b> S/o Shri Yogendra Singh R/o VPO - Dudhaheri, Muzaffarnagar	Member	
10.	<b>Mr Nishant Sharma</b> S/o Shri Rakesh Sharma R/o 21, Gazawali, Near District Hospital, Muzaffarnagar	Member	







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# BYE-LAWS AND REGULATIONS

of

## SHRI RAM COLLEGE PURATAN CHHATRA SAMITI

Opposite Almaspur Telephone Exchange, Parikarma Marg,  
Muzaffarnagar (UP)

### 1- Name

The Name of the Society shall be 'Shri Ram College Puratan Chhatra Samiti' (herein after referred to as the Association)

### 2- The Registered Address and contact details

(a) The Registered Address of the Association shall be as follows:-

C/o Principal  
Shri Ram College,  
Opp Almaspur Telephone Exchange,  
Parikarma Marg, Muzaffarnagar-251001 (UP)

(b) The Official Email ID of the association shall be as follows:-

alumni.srcmzn@gmail.com

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### 3- Registration

The Association shall be duly registered under the Uttar Pradesh Societies Registration Act, 1860.

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### 4- Objective

The objective of these Bye Laws is to regulate the functioning of the Association in fulfilling its objectives as enunciated in the Memorandum of Association (MoA), on the principles of good corporate governance and in accordance with the provisions of Uttar Pradesh Societies Registration Act, 1860 as also the terms and conditions of the Certificate of Registration.

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Subject to the provisions of the Uttar Pradesh Societies Registration Act, 1860 and the terms and conditions of the Certificate of Registration, the Association, through its Managing Committee, shall carry on its activities in furtherance to the objectives outlined in the MoA.

#### 5- Management Committee (MC)

The day-to-day affairs of the Association shall be carried on and managed in accordance with the MoA and these Bye Laws, by a Management Committee (herein after referred to as MC) comprising 5 (Five) Office Bearers and 5 (Five) Committee Members , all on honorary basis, as under:-

President	-- 01
Vice President	-- 01
General Secretary	-- 01
Joint Secretary	-- 01
Treasurer	-- 01
Members	-- 05

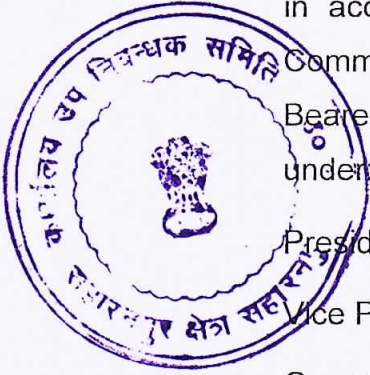
#### 6- Responsibility of Management Committee

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The MC shall be collectively responsible and accountable for the decisions taken and directions given to the Association within the framework of the MoA and Bye-Laws. For the decisions, if any, taken in violation of MoA or the Bye Laws, the members of the MC shall be responsible and accountable not only collectively but also severally.

#### 7- Membership

Any ex-student of Shri Ram College, Muzaffarnagar – 251001 (herein after referred to as the College) and whose age is above 18 (eighteen) years as on the date of his/her Application for Membership of the Association, shall be eligible for the membership of the Association.



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## 8- Categories of Members

There shall be two categories of Members viz. Life Member and Ordinary Member.

## 9- Admission / Enrollment of Members

Admission / enrollment of an ex-student of the College, vide 7 above, either as an Ordinary Member or as a Life Member of the Association, shall be considered by the MC on the basis of the particulars furnished by the applicant in his/her application, in the prescribed form, which is required to be submitted to the General Secretary and on payment of the stipulated Entry Fees and the Annual subscription (in the case of ordinary member) or the stipulated Life Membership fees (in the case of life membership).



## 10- Alumni Register

A Register and/ or an electronic database of Members, incorporating all the relevant particulars, with reference to the membership applications received, shall be maintained at the Registered Office by the General Secretary.

## 11- Change of Address of Member

If a member changes his/ her postal address and/ or e-mail ID, he/ she shall notify his/ her new address / email ID to the General Secretary, in writing. The address/ email ID, in the Alumni Register, shall be accordingly changed. However, if he/ she fails to notify his/ her new address/ email ID, the address / email ID in the Alumni Register shall be deemed to be his/ her current address, for communication purposes.

## 12- Communication with Members

All communications from the Association to the Members shall be through email except where the Member makes a specific request in writing, for alternate means of communication.

Communications to the Members shall be sent by the General Secretary or in his absence or at his request, by the Joint Secretary.

*Signature*  
*of*  
*Joint Secretary*

*Vidya* *Tarun* *7* *Prakash* *Pooja* *Aditya*

### 13- Communication by the Members

Members may communicate with the Association either through post/ courier or through email. All communications to the Association shall be addressed to the General Secretary by designation and not by name.

### 14- Rights and obligations of Members

Members are eligible to

- (i) Receive the Association's publications and e-newsletters.
- (ii) Exercise their vote in the Annual General Body Meeting (AGBM) and Special General Body Meeting (SGBM).
- (iii) Register on the Association's website.
- (iv) Attend and partake in the events and activities that may be conducted by the Association.
- (v) Receive, at the AGBM, Annual Reports and Statements of Accounts.
- (vi) Contest for election to any of the posts in the MC.



Members can avail of the services and initiatives offered from time to time by the Association

Members shall conduct themselves with decency, decorum and dignity and shall abide by the provisions of the MoA and Bye Laws of the Association while representing the Association and participating in the various meetings or events of the Association.

No Member shall say or do anything which will jeopardize the interests of the Association or bring bad repute to it.

### 15- The General Body

The General Body of the Association shall be the **supreme authority** in all matters pertaining to the Association with the exception of day-to-day functioning.

It shall consist of the Members (ordinary members and life members) registered in the Alumni Register.

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## 16- Formation and Functions of Management Committee

- (a) The Office Bearers and the MC members shall be duly elected through a secret ballot in an election to be conducted prior to the commencement of the AGBM by the Returning Officer.
- (b) The MC shall manage and carry on the day-to-day affairs of the Association in accordance with the MoA and these Bye laws.

## 17- Duties and powers of Management Committee

The powers and duties of the MC shall be:

- (a) To raise funds for conducting the various activities of the Association on such terms and conditions as may be determined from time to time by the MC.
- (b) To actively work towards increasing the membership and participation.
- (c) To actively work towards increasing the membership and participation. To actively work towards increasing the membership and participation.



## 18- Duties and Powers of the Office Bearers

### President

The President shall be responsible for the overall functioning of the Association and its MC. He / she shall chair the meetings of the MC and the AGB or the Special General Body of the Association. He/she shall carry out all other tasks and discharge all responsibilities specifically mentioned in these Bye Laws.

### Vice President

The Vice President shall render assistance to the President in the discharge of the latter's duties and responsibilities and shall substitute for the President during the latter's temporary absence.

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महाराष्ट्र उद्योग प्रो

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### General Secretary

- Convene the meetings of the MC, AGB, Special General Body.
- Maintain the minutes of the meetings.
- Maintain the Alumni Register duly updated at any given point of time.
- Look after the correspondence from/to the Association.
- Discharge other responsibilities and duties specifically cast on him/her in these Bye laws.

### Joint Secretary

The Joint Secretary shall render assistance to the General Secretary in the discharge of the latter's duties and responsibilities and shall substitute for the General Secretary during the latter's temporary absence.

### Treasurer

The Treasurer shall be responsible for the financial aspects of the Association. In particular, he/she shall be responsible for the following:-

- The proper up keep of accounts relating to receipts and payments as also income and expenditure.
- Custody of cash and negotiable instruments received, including cheque leaves received from the bank/s, cheque/s received from Members and others towards payment to the Association.
- Maintaining a mirror account of the bank account and reconciling the balances with the bank/s at regular monthly intervals.
- Issue of proper receipts for monies received.
- Receiving and maintaining vouchers/bills/receipts for expenditure incurred.
- Preparation of summarized quarterly statements of accounts for consideration of MC.
- preparation of Annual Statements of Accounts Statements of (a) receipts and payments (b) income and expenditure and (c) balance sheet]
- Preparation of Annual budget and other ad-hoc budgets as and when required.

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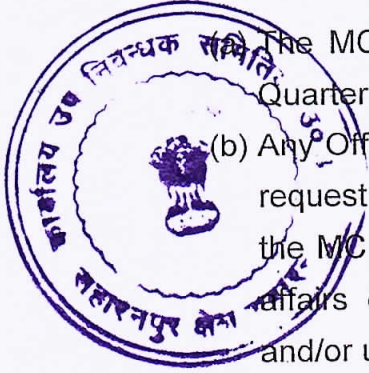
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- (i) Render assistance to the internal and external auditors in their audit work.

### Committee Members

They shall attend the meetings of the MC and render all assistance to the Office bearers in the discharge of their respective duties and responsibilities.

### 19- Management Committee Meetings



The MC shall meet as often as necessary but at least once in a Quarter.

- (b) Any Office bearer or Committee Member, if he/ she so desires, may request the General Secretary, in writing, for convening a meeting of the MC to discuss a particular subject / topic / issue, relating to the affairs of the Association which he/ she may consider important and/or urgent.

- (c) The General Secretary shall convene the meeting within 14 (fourteen) days by sending Notice of meeting so as to reach the Office Bearers and Committee Members at least 7 days in advance, excluding the date of the proposed meeting. The Notice shall be sent by post/ courier or by email to the address/ email ID of each of them as per Association's records. The Notice shall stipulate the venue, date and time of the proposed meeting and indicate the agenda for discussion.

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- (d) The President or, in his/ her absence, the Vice President shall chair the MC Meetings. In the absence of both of them, the General Secretary shall chair the MC Meeting.

- (e) The **quorum** for the MC Meeting shall be 5 (five).

- (f) If the quorum of 5 mentioned above does not include at least any one of the three office Bearers viz. the President, Vice President and General Secretary, the convened meeting of the MC shall not be held.

- (g) The Chairperson of the Meeting shall be responsible for duly recording the minutes of the meeting which shall be certified and signed by him/ her.

Shirajee

19/01/2015

Vishakha

19/01/2015

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Sajeev Kojari

Naloma

- (h) Decisions on each Agenda item shall be taken on the basis of a simple majority of the attendees. In case of a tie, the Chairperson of the Meeting shall exercise his/ her casting vote.
- (i) The General Secretary shall have powers to **invite** a General Member or Members not exceeding 3 (three) to the MC Meeting in order to derive the benefit of the knowledge and experience of the invited members during discussions on the agenda for the Meeting. The invited members shall not have any voting rights and shall not count for quorum.



## 20- Continuous absence from MC Meetings

The MC shall have the power to ask any Office Bearer/ Committee Member who has not attended 3 (three) consecutive meetings of the MC, to explain his/ her reasons there for and if the reasons given are considered not satisfactory, to seek his /her resignation, as an extreme action, subject, however, to adherence to principles of natural justice. If the delinquent Office Bearer or the Committee Member refuses to resign, the MC may recommend his/her removal, to a Special General Body Meeting to be convened for discussing the specific matter.

## 21- Sub committees

In order to utilize the expertise and time of the Office Bearers and the Committee Members and with a view to distributing the various tasks and functions of the MC, Sub Committees may be set up as may be required from time to time over and above the 3 Sub Committees which shall be necessarily formed as given in the structure of the Association (vide **Bye Law No. 15**). The Sub Committees shall have powers only to work out details and recommend proposals to the MC.

## 22- Delegation of Powers

During the temporary leave/ absence of President, General Secretary or Treasurer their powers shall automatically stand delegated to Vice President, Assistant Secretary and Asst. Treasurer, respectively. A

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*Vidya Kalyan* *Treasurer* *12* *Shirajee* *10/05/2020*

delegate Office Bearer shall not have authority to further delegate his/her delegated powers.

**23- Term of Office of the Office Bearers and Members of MC**

The Office Bearers and Members of the MC shall be elected for a period of two years. They shall be eligible for re election. However, they can serve as Office Bearers for not more than two consecutive terms.

**24- Resignation of Office Bearers and Committee Members**

Any Office Bearer or Committee Member may resign at any time by giving his / her reasons therefore. The President shall address his/ her resignation letter to the General Secretary. All other Office Bearers and Committee Members shall address their respective resignation letters to the President.

The decision on the resignations of President, General Secretary and the Treasurer shall be taken by the MC. In the case of resignations of others, the President (in his absence the Vice President) shall take the decision.

**25- Filling up of Vacancy**

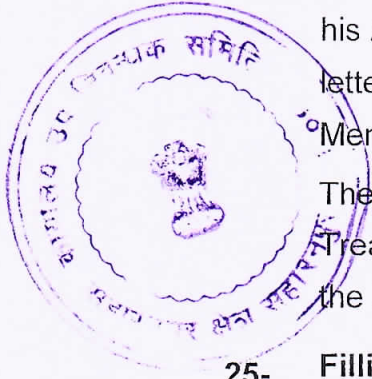
In the event of a vacancy on account of resignation or otherwise, arising midway during any financial year in respect of the President and General Secretary, their vacancies shall be automatically filled by elevating Vice President and Joint Secretary respectively.

The consequential vacancy, on account of resignation or otherwise, of Vice President, Joint Secretary and Treasurer shall be filled by one of the Committee Members, with the approval of the MC.

Vacancy, on account of resignation or otherwise, of any Committee Member shall not be filled up.

**26- The Annual General Body Meeting (AGBM)**

The first AGBM of the Association shall be held within 15 (fifteen) months from the date of registration. The next AGBM shall be held within 6 (six) months after the expiry of the year in which the first AGBM was held. Thereafter, the AGBMs shall be held within 6 (six) months after the expiry of each year.



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2023

डिप्टी रजिस्ट्रार

फर्मे सोसाइटीज तथा चिठ्ठे

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Shreejyoti

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Vidakha

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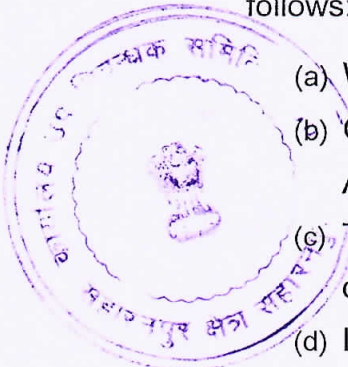
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## 27- Notice of Annual General Body Meeting

The General Secretary shall, with the previous approval of the MC, issue the notice of the Annual General Body Meeting. At least **21 days' advance notice** shall be given for holding the Annual General Body Meeting. The date of the proposed meeting shall be excluded while calculating the 21 days.

The notice shall indicate the Venue, the date and the time of the proposed meeting, as also the agenda for discussion/ business to be transacted, as follows:-

- 
- (a) Welcome address by the President.
  - (b) General Secretary's Annual Report on the activities of the Association followed by discussion and approval.
  - (c) Treasurer's Statements of accounts for the previous year followed by discussion and approval.
  - (d) Introduction of official resolutions, if any, for discussions and decision.
  - (e) Introduction of non official (General Member's) resolution for discussion and decision.
  - (f) Budget for the ensuing financial year followed by discussion and approval.
  - (g) Any other matter with the permission of the Chair.
  - (h) Election of Office Bearers and MC Members, if required and announcement of election results by the Returning Officer.
  - (i) Vote of thanks by Joint Secretary.
  - (j) Brief address by the incoming President.

The Notice shall also contain a Note reading – “ if any member wishes to move any resolution, the same, duly typed and signed by the member and seconded by at least one other member with his/her signature, should be submitted to the General Secretary latest by 4 pm on (the date)”

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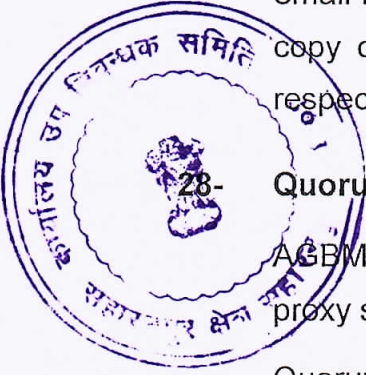
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**NB:** this date shall be minimum 10 (ten) days before the date of the Proposed AGB Meeting(excluding the date of the AGB Meeting).

A copy each of the General Secretary's Annual report and the Audited Statements of Accounts of the preceding financial year shall be supplied to each Member attending the Meeting immediately after the Member writes his/ her name and signs in the attendance register maintained for the purpose. With the availability of computer technology, the General Secretary's Notice of AGB Meeting may be sent by email to the members' email IDs registered with the Association. Similarly, members may send the copy of their resolutions, if any, to the Associations' email ID from their respective IDs, registered with the Association.



### 28- Quorum for the Annual General Body Meeting

AGBM shall be held with the physical presence of the required quorum. No proxy shall be permitted.

Quorum for an AGBM shall be 25 (twenty five) Members, including Office Bearers and MC Members, to be physically present.

### 29- Voting Rights of Members

Every Member, whether Ordinary or Life member, shall have one vote. In case of a tie, the Chairperson of the AGB Meeting shall have the right of a casting vote.

### 30- Eligibility Criteria for contesting in the elections

Any bonafide Member, whether Ordinary Member or Life Member, shall be eligible to contest for any of the positions/ posts in the MC provided he/ she has no outstanding dues towards the Association and that no disciplinary / legal case connected with the affairs of the Association is pending against him/ her, as on the date of his/her filing nomination for the election.

A member seeking election as above can contest for only one post / position.

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### 30- Eligibility Criteria for contesting in the elections

Any bonafide Member, whether Ordinary Member or Life Member, shall be eligible to contest for any of the positions/ posts in the MC provided he/ she has no outstanding dues towards the Association and that no disciplinary / legal case connected with the affairs of the Association is pending against him/ her, as on the date of his/her filing nomination for the election.

A member seeking election as above can contest for only one post / position.

डिप्टी रजिस्ट्रार  
कर्मसं सोसाइटीज तथा  
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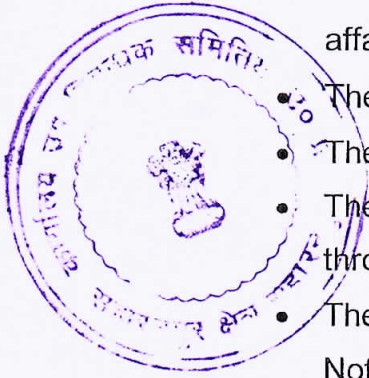
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### 31- Process, methodology and conduct of elections

- The MC shall appoint, 60 days before the date of the proposed AGB Meeting, a Presiding Officer for the purpose of conducting the elections and declaring the results thereof in accordance with the Bye Laws.
- The Presiding Officer so appointed shall be one of the Members of the Association who has no outstanding dues towards the Association and that no disciplinary / legal case connected with the affairs of the Association is pending against him/her.
- The Presiding Officer shall not be a member of the MC.
- The Presiding Officer can also cast his/her vote.
- The Presiding Officer, on being appointed, shall notify the elections through a Notice, duly signed by him/her.
- The notice shall be displayed prominently on the Association's Notice Board at the Association's Registered Office, at least 45 days before the date of the proposed AGB Meeting (excluding the date of the proposed meeting).
- A scanned copy of the Notice shall be sent through email, by the Hon. General Secretary to every Member as per the Alumni Register.
- Once the Association's Website is duly created and uploaded on the internet, the scanned copy of the Notice shall be uploaded on the website. In such a case also the Hon. General Secretary shall be required to send the same by email to the members.



पत्रपत्रिका

17/08/2023

डिप्टी रजिस्ट्रार  
फर्म्स सोसाइटीज तथा चिटम  
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The Notice shall incorporate the undernoted information/points:-

- (a) Names (nomenclature) and number of posts/positions to be elected.
- (b) Last date for filing nomination with him (at least **30 days** before the date of the proposed date of the AGB meeting)
- (c) Date of scrutiny of nominations received and announcement of valid nominations (at least 2 days and maximum of 3 days after the date indicated at 'b' above).
- (d) Last date for withdrawal of valid nominations (at least 2 days and maximum of 3 days after the date indicated at 'c' above).

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- (e) Date of announcement of final list of candidates (1 day after the date indicated at 'd' above).
- (f) Venue, Date, and timing of voting, if required. For the sake of convenience, the process of voting, if required, shall commence at least one hour before the commencement of the AGB Meeting and shall be co-terminus with the commencement of the AGB Meeting)
- (g) Venue, date and time of announcement of results.
- (h) Circumstances under which a nomination and/or a vote shall be considered and declared as invalid.
- (i) The election shall be held through secret ballot by a reliable physical Voting process.
- (j) The candidates contesting for the various posts/positions in the MC may, if they so desire, duly appoint and depute one Member each as his/her representative during the process of voting and counting of ballot papers.

### 32- Special General Body Meeting (SGBM)

- (a) Special General Body Meeting (SGBM) may be convened by the President or at the request of at least one thirds of the number of members of the MC to discuss a certain specified agenda of special nature.
- (b) The SGBM may also be requisitioned by General Members provided at least one tenth of the General Members sign the letter requisitioning the said meeting and indicate therein the special agenda they desire to be discussed and decided upon.
- (c) On receipt of the letter of requisition, the Hon. General Secretary shall deliberate the issue in the meeting of the MC convened specifically for the purpose within 10 (ten) days of receipt of the request for the SGBM and initiate the process for duly convening the SGBM within 40 (forty) days from the date of receipt of the request.
- (d) Quorum for the SGBM, including Office Bearers and MC Members, shall be at least 50 (fifty) Members eligible to vote (as per the Alumni Register) and they shall be physically present.

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- (e) Quorum for Amendments to Bye Laws, in the SGBM, shall be at least 50 members eligible to vote (as per the Alumni Register).
- (f) Bye Laws 30, 31 and 32 shall apply to SGBM, *mutatis mutandis*. If an election to any post / position in the MC is involved then Bye Law 33 shall also apply to the SGBM, *mutatis mutandis*.

### 33- Amendment to MoA and Bye Laws

- (a) Due notice shall be given for convening a Special General Body Meeting to consider an amendment or amendments to the MoA or the Bye Laws.



- (b) The MoA shall be amended only if :-

- (i) the number of votes cast in favour of the proposed amendment is not less than three times the number of votes, if any, cast against the proposed amendment and
- (ii) confirmed by a similar majority of votes at a second Special General Body Meeting convened by the MC after an interval of 30 (thirty) days after the former Meeting.

- (c) Every amendment to the MoA, shall be filed with the registrar within 30 (thirty) day from the date of its passing.

- (d) Any amendment to the MoA, approved in the SGBM, shall have the effect and become operative only after the same is duly registered by the Registrar.

- (e) A Bye law shall be amended only if the number of votes cast in favour of the proposed amendment is not less than three times the number of votes, if any, cast against the proposed amendment

- (f) Every amendment to the bye Laws, shall be filed with the registrar within 30 (thirty) days from the date of its passing.

- (g) Any amendment to the Bye-laws, approved in the SGBM, shall have the effect and become operative only after the same is duly registered by the Registrar.

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15/05/2013

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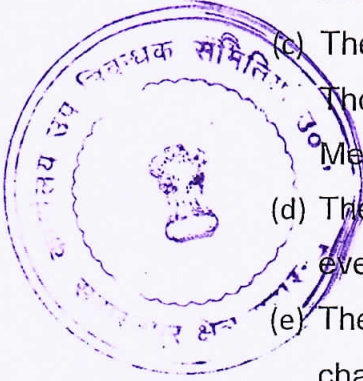
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### 34- Subscription and Fees

- (a) At the time of enrolment as a Member (Ordinary or Life) an enrolment fees of Rs 500/- (Rupees Five Hundred only) shall be payable by the applicant as an one time measure.
- (b) The Annual Membership Fee shall be Rs. 100/- (Rupees One Hundred only).
- (c) The Life Membership Fee shall be Rs. 2100/- (Rupees Two Thousand One Hundred only) at the time of applying for the Life Membership.
- (d) The Membership Fee (Ordinary or Life) is payable by 30th June every year and is payable in advance i.e. for a prospective period.
- (e) The MC shall have the powers to review the fee structure and make changes as may be considered appropriate and fit.



### 35- Bank Account Management

The Treasurer shall arrange to open a suitable account with a **commercial bank** whose branch is conveniently situated, whose timings are suitable and which provides internet banking facility.

The account shall be in the name of the Association and operated **Jointly** by any 2 (two) Officials as under:

Either the Treasurer or the Joint Secretary, **jointly with** either the President or Vice President or General Secretary.

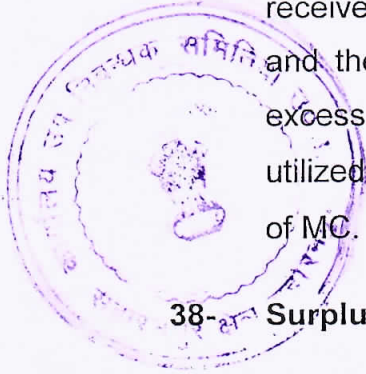
### 36- Budget

The Sub Committee for finance shall prepare the budget and place it before the MC for its consideration and approval. The Budget, approved by the MC shall be presented to the Annual General Body meeting for its consideration and approval.

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### 37- Funds

Money received from members towards registration fees, annual or life membership fees, donations and subscriptions received from Members and others, interest received on savings bank account and dividend or interest received on investments, shall be the sources of income of the Association and the aggregate of these shall constitute the Association's Fund. The excess of income over expenditure shall be held as General Reserves and utilized as per Bye Law 40 by the Finance Sub Committee with the approval of MC.



### 38- Surplus funds not to be distributed amongst the members

Surplus funds i.e. excess of income over expenditure, available at the end of any financial year, shall not be distributed as dividend or in any other manner amongst the members but shall be used as Reserve and utilized for future activities of the Association.

### 39- Funds Management

The Treasurer shall be responsible for the effective management of the Association's funds, through lucrative savings and investments and applying financial prudence, for optimum gain/ profit for the Association. Bonafide loss, if any, on investments shall be explained with reasons and steps contemplated for avoiding such loss in future.

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### 40- Acquisition and Management of Assets

(a) The MC shall have powers to approve acquisition, by way of investments, movable assets such as negotiable instruments, shares, debt securities, Fixed deposit receipts etc. In approving these acquisitions, financial prudence shall be applied.

(b) Proposal for the acquisition of any immovable property shall be approved or rejected at a Special General Body Meeting, convened specifically for the purpose, after a threadbare discussion and

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debate, studying the Benefit –Cost Analysis and duly considering the necessity, usefulness, feasibility and advantages of such acquisition.

#### 41- Expenditure control and sanctioning powers

Within the approved budgetary provisions, proposed expenditure, if otherwise in order, may be sanctioned as under:-

- Up to Rs. 5,000/- by the Treasurer (or in his/ her absence by the Joint Secretary)
- Above Rs. 5,000/- and up to Rs. 10,000/- jointly by the Treasurer and the General Secretary.
- Above Rs. 10,000/- and up to Rs 20,000/- by the Finance Sub Committee.
- Above Rs. 20,000/- and up to Rs . 50,000/- (Fifty Thousand only) by the MC.
- Above Rs. 50,000/- by the General Body.

The MC shall have the powers to review the above sanctioning powers and make changes as may be considered appropriate and fit.

If a proposed expenditure, in excess of the sanctioning power, but within the sanctioning power of the next higher authority, is required to be sanctioned due to emergency or urgency, such sanction shall be got ratified by the next higher sanctioning authority at the very next meeting of the MC/ General Body.

In case of exceptional circumstances (like complying with court directions or statutory requirements,) or urgency or emergency, the MC may sanction the expenditure exceeding Rs. 50,000/- subject to ratification by the General Body at its next meeting.

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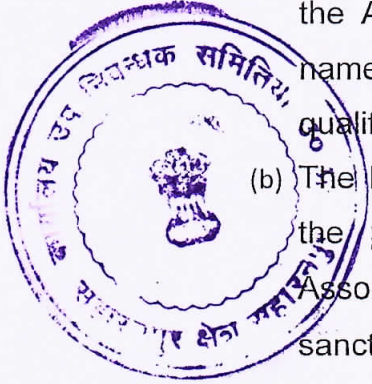
#### 42- Expenditure on account of Tax and other statutory payments

Expenditure on account of Taxes and other statutory payments may be sanctioned by the MC. This expenditure shall get priority over other payments/expenditure.

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#### 43- Internal Audit

(a) The name of a General Member of the Association (other than an Office Bearer or Committee Member of the Managing Committee), preferably with Finance/Accounts/Commerce background shall be recommended by the MC to the Annual General Body for appointment as the Internal Auditor for the ensuing financial year of the Association. The AGB may either approve the recommended name or consider and appoint another General Member with the qualification stated above, to be the Internal Auditor.



(b) The Internal Auditor, so appointed by the General Body shall have the powers to peruse the various books of accounts of the Association, vouchers/ bills/ receipts evidencing expenditure, sanctions obtained for the expenditure, bank statements movable assets and such other particulars or documents as he/ she may deem fit and necessary for the purpose of Audit.

(c) The Internal Auditor shall audit the accounts and submit his/her Report thereof, to the President, as follows – (i) for the Half Year ending 30th September by 31<sup>st</sup> October (of same calendar year) (ii) for the Quarter ending 31st December by 15<sup>th</sup> January (of next calendar year) and (iii) for the year ending 31st March by 1st May (of same calendar year).

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18.05.2013

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(d) The appointment of internal Auditor shall be on honorary basis.

#### 44- External Audit

As required under the Uttar Pradesh Societies Registration Act 1860, the books of accounts of the Association shall be got duly Audited by external Auditor. The External Auditor shall have the powers to peruse the Association's books of accounts and the Annual Statements of Accounts viz. the Statement of Receipts & Payments and the Statement of Income & Expenditure for the year ended 31st March– as also the Balance Sheet as on that date.

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The Sub Committee on Finance shall render all the required assistance to the External Auditor to enable him/ her to complete his/her assignment within a reasonable time of say 7 (seven) days and ensure that the Auditor's certificate is duly obtained.

#### 45- Appointment of External Auditor

The External Auditor shall be appointed by the MC for the Financial Year, the accounts of which would be placed before the next Annual General Body Meeting. No Auditor shall be appointed for 3 (three) consecutive Financial Years.

The Auditor shall, after auditing the accounts of the Association for the relevant period, submit his/ her report to the General Secretary, in the prescribed form, if any, in accordance with the requirements of the provisions of Uttar Pradesh Societies Registration Act, 1860.

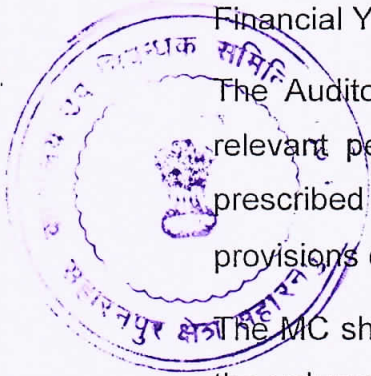
The MC shall fix the Auditor's remuneration / fees taking into consideration the volume of audit work involved and the market relativity. The Auditor's fees, as agreed upon with him/her, shall be paid through a cheque.

#### 46- Resignation and Termination of Membership

Any member shall be free to resign from the primary membership of the Association at any time assigning his/ her reasons there for, provided, he/ she has no monetary dues towards the Association and that no case or investigation relating to the affairs of the Association is pending against him/ her in the Association or in any court of law.

The resignation letter from the Member shall be addressed to the President. The resignation shall not take effect until it has been duly accepted on behalf of the Association by the MC.

The MC of the Association shall consider as 'terminated' the membership of a member on account of his/her criminal conviction or in the event of his/ her unfortunate death or mental disability.



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**47- Expulsion of member**

The President shall have the power to expel a member who willfully disregards the Association's MoA or Bye Laws or indulges in misconduct provided that the principles of natural justice are adhered to and the member concerned is given adequate opportunity to defend himself /herself and explain his/ her position.

**48- Appeal against Expulsion**

A Member, who has been expelled in accordance with the Bye Law 48 above, may appeal to the MC in writing with justification and new grounds, if any, for reconsideration of his/her expulsion.

The MC shall consider and dispose off the Appeal on merits, within a period of two months from the date of receipt of the appeal.

**49- Inspection of Books**

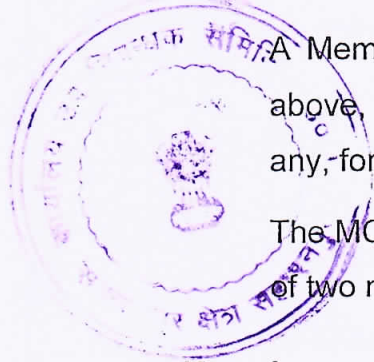
The books of accounts of the Association shall be open to inspection by any bonafide member of the Association at the Registered Office of the Association, during the Office hours.

**50- Subsidiary Rules**

The MC shall have power to frame additional / subsidiary rules /regulations for the smooth conduct of the various activities of the Association as enunciated in the MoA and in accordance with the MoA and the Bye Laws.

**51- Display of Association's documents**

A copy each of the Association's Statements of Accounts , duly Audited and Approved by the Annual General Body, as also MoA and the Bye Laws shall be uploaded on the Association's Website, when created. Till such time, these documents shall be made available to any member, for perusal , at the Registered Office during the Office hours.



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*[Handwritten signatures: Team of Raji John, Sajee, and others]*

**52- Authorised officials for appearing before the Registrar of Societies**

The President and the General Secretary shall be the officials authorized to appear before the authorities under the Uttar Pradesh Societies Registration Act., 1860 or any other statutory or administrative Authority and represent the Association.

**53- Office and Staff**

For administrative convenience the Association shall have an Office at the Registered Address.

Appointment of support staff may be considered if the volume of work involved justifies the requirement of staff. Till such time, the Office Bearers and Committee Members shall themselves, carry on the office work.

The MC shall have the power to appoint employees as deemed necessary, in future for the maintenance and management of the office. The MC shall also have the power to decide on the salaries and benefits for the staff, if employed at the office in future.

As the employer, the Association shall also have the power to remove any staff subject to rules and regulations, that shall be framed to govern their employment.

**54- Filing of Annual Report & other Documents with Registrar of Societies:**

The General Secretary shall file the required number of copy/ copies of the under noted documents, with the Registrar of Societies, Uttar Pradesh at the office of Jurisdiction, before completion of 14 (fourteen) days from the date of Annual General Body Meeting:-

- (a) The Annual Report
- (b) The Audited Statements of Accounts viz. (a) Statement of Receipts and Payments (b) Statement of Income and Expenditure for the financial year ended — and (c) Balance Sheet as on that date.

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- (c) A list showing the names, addresses and occupations of the persons who shall be office bearers and members of the MC, for the next financial year.
- (d) Any other document/s that may be required to be filed.

**55- Amalgamation and Dissolution**

Amalgamation and / or dissolution of the Association, as and when the need arises, shall be in accordance with the relevant provisions of the Uttar Pradesh Societies Registration Act 1860.

**56- Preservation of Records**

The records of the Association, pertaining to primary membership shall be preserved permanently. Other records pertaining to a particular Financial year, shall be preserved for a period of 5 (five) years from the date of the Annual General Body meeting.

Even after the working of the Association is computerized at a later date, it is prudent to maintain records in physical form also till such time the computerized system gets stabilized.

**57- Legal Jurisdiction**

Any dispute with or litigation against the association shall be subject to Muzaffarnagar jurisdiction.

**58- Saving**

In case a Bye law relating to any of the aspects of the functioning of the Association is not found in these bye laws or is ambiguous, the provisions of the Uttar Pradesh Societies Registration Act, 1860 shall prevail.

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