

RULES & REGULATIONS
OF
CAMBRIAN HALL ALUMNI ASSOCIATION (CHAA)

13, YOUNG ROAD, DEHRADUN

- 1. Name of the Society** : Cambrian Hall Alumni Association (CHAA)
- 2. Address of the Society** : 13 Young Road, Dehradun.
- 3. Area of Operation** : Dehradun
- 4. Membership& Types of Members:**

MEMBERSHIP:

Any person who has studied in Cambrian Hall School and interested in the objects of the Society and prepared to be bound by the Constitution thereof shall be entitled to apply for Membership.

Every person desirous of becoming a member of the Society shall submit his application in writing to the society with his (or her) name, address, telephone, telex and facsimile number. The applicant shall specify the category of Membership for which application is made.

The Executive Committee shall, if necessary constitute a Membership Committee to deal with the matters relating to the Membership of the Society.

TYPES OF MEMBERS:

a) Life Members:

Signatories to the memorandum of the society or any person nominated by them shall be life members of the society. Each member will pay life membership fees of Rs.10,000/-.

b) Ordinary Member of the Society:

Ordinary member will be those persons who will enjoy full voting right at the general body meeting of the Society. Each member will pay annual subscription fees of Rs. 1000/-, however the students passing out will pay Rs 500/- per annum for the first 5 years and thereafter Rs. 1000/- per annum.

c) Honorary Members:

Any person, whose connection with the Society is deemed to be useful, may with the consent of the Governing Body be elected or appointed as honorary member of the Society. Such member shall not, however be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.

5. Termination of Membership:

Any member shall cease to be a member:

- a) If he/she shall die or found to be of unsound mind, or
- b) If he/she is an undischarged insolvent or has applied to be adjudicated insolvent or,
- c) If he/she has been convicted by a court or tribunal of competent jurisdiction for any offence involving moral turpitude or,
- d) On tendering his/her resignation or,
- e) If he/she act against or subverts the activities of the association/society or engages himself/herself on acts which are prejudicial to the interests of the association/society.
- f) If he/she has defaulted in payment of Annual Subscriptin in continuation for five years.

6. BODIES OF ASSOCIATION/ SOCIETY: There will be two parts of the society:

1. General Body
2. Managing committee

1. GENERAL BODY:

a. FORMATION: The General Body will be comprised of all members of the society.

b. MEETINGS: The General Body meeting (Annual General Meeting) shall be held at least once in a year. Extra ordinary meeting or special meeting may be held as and when necessary.

c. NOTICE OF MEETING:

Notice for meetings shall be served by the Secretary of the Association in writing by email or post to all the members not less than 14 (fourteen) days prior to the date of the meetings specifying the time, place day and hour of the Meeting.

d. QUORUM FOR THE GENERAL MEETING:

Presence/majority of 1/3rd members of the general body or 20 (Twenty) members whichever is less would constitute the quorum of the meeting.

e. DATE OF ANNUAL GENERAL MEETING:

The managing committee shall determine the date, time and venue of the annual general meeting.

The business to be transacted at the Annual General Meeting shall be:

- To confirm the minutes of the last Annual General Meeting and Special Meeting, if any
- To adopt with or without modification the report of the Governing Body of the Society for the previous year.
- To pass the audited accounts of the society.
- To elect the member of the Managing Body of the society; and
- To appoint the Auditors for the Society.

f. DUTIES AND POWERS OF THE GENERAL BODY :

The General Body shall elect the members of the managing committee, approve the accounts and appoint the auditors in the Annual General Meeting. Apart from this, the General Body is also empowered to amend the byelaws of the society by calling an Extraordinary General Meeting. The General body shall fulfill and carry out the aims and objects of the society and take part in the annual meetings of the society and shall also pass the various resolutions put forward by the managing committee.

2. MANAGING COMMITTEE:

a. FORMATION OF MANAGING COMMITTEE

The managing committee of the Association shall consist of :

1 President, 1 Vice President, 1 Secretary, 1 Joint secretary, 1 Treasurer, 1 Joint Treasurer and 10 other members. Total 16 members

b. MEETING OF THE MANAGING COMMITTEE:

A Meeting of the managing committee shall be held at quarterly i.e one meeting in each quarter at such place, date and time as the President or Vice President/Secretary may determine to review the affairs of the society.

c. NOTICE OF MEETING:

The members of the managing committee shall be notified in writing or by email of the meeting not less than 7 (seven) days prior to the appointed date of meeting and shall specify the venue, date and hour of the meeting.

d. QUORUM AND NOTICE FOR THE MEETING OF THE GOVERNING BODY:

Presence/Majority of $2/3^{\text{rd}}$ (two third) members of the managing committee including the president/Secretary shall be considered the quorum for meeting.

e. CASUAL VACANCY:

Appointments of any vacancies in the managing committee due to the death of a member or otherwise would be made by the members of the managing committee.

f. DUTIES AND RIGHTS OF THE MANAGING COMMITTEE:

Administration, entering into agreements, management, funds, supervision, and consideration of application for membership and initiation of the programs shall vest in the managing Committee and whenever necessary it may delegate its powers to office bearers or sub committees to initiative and execute programmes. The Managing Committee shall have the following special powers and duties:

- To conduct all types of meetings
- To determine the duties of the office bearers and employees subject to these regulations.
- To appoint, remove and suspend paid officers and servants and to fix their salaries and duties.
- To maintain all of the accounts.
- To look after and manage all the property of the society.
- To determine the policies and priorities of the society.
- To issue general instruction and guidelines to the members of the society on any matter concerning the policy of the society.
- To frame rules and regulations for the proper conduct of the business from time to time of the society.
- To coordinate the work of the society at all the locations and levels.

- To promote the aims and the objectives of the society and the execution of direction and guidelines formulated by the general body from time to time.

g. TENURE OF MANAGING COMMITTEE:

The terms of the managing committee shall ordinarily be for 2 years. The members of the managing committee shall be elected after every two years by the General Body.

7. POWER AND DUTIES OF MANAGING COMMITTEE:

A. PRESIDENT:

- i. The president of the Society shall hold the office for 2 years. On completion of his term, as per Memorandum, the Vice President shall take over from him as the President. The election of the next Vice President shall be at the Annual General Meeting of the Society.
- ii. The President and in his absence the Vice President, shall preside over a meeting of the managing Committee. If at any meeting neither the President nor Vice President is present within the time appointed for holding the meeting, the members present shall choose one of their members to preside over that meeting.
- iii. The managing Committee shall have the power:
 - To appoint any sub-committees including the Membership Committee and such sub-committee may be permanent or temporary for management of funds or for any special purpose as the Executive Committee may determine.
 - To frame the rules for the management of the Society, and to determine all questions of General Policy.
 - To make recommendations for framing rules and regulations for the proper management of the society and to recommend such changes for the approval of the General Body.
 - To pay the costs, charges and expenses preliminary and incidental to the promotion, formation, establishment and registration of the society. Thereafter to keep proper accounts of the society and to have the same audited. The Financial year will be from 1st April to 31st March.
 - From time to time, to appoint and at its pleasure to remove or suspend, such officers, clerks, agents, and servants to enable an infrastructure to achieve the objective of the society.
 - To purchase all articles and things which may from time to time be required by the society and to pay for the same in cash or otherwise as may be deemed expedient.
 - To purchase, take on lease, rent or otherwise acquire any land, building, houses or other immovable property as may be required or deemed expedient on the part of the society and to compromise or submit to arbitration the same actions and suits as the Executive Committee in their discretion as may think fit.
 - To make and give receipts and other discharges for money payable to the society and for claims and demands of the society. Thus to manage the funds under its control and apply its income for attaining the objects of the society.

- To commence, institute, prosecute, and defend all such actions and suits as the Executive Committee may deem necessary or expedient on the part of the society and to compromise or submit to arbitration the same actions and suits as the Executive Committee in their discretion may think fit.
- To determine the manner, in which the bills, notes, receipts, acceptance, endorsements, cheques, releases contracts and documents shall be signed, entered into modified, confirmed, executed or cancelled by or on behalf of the society.
- To accept on behalf of the society, bequests, donations, grants and transfer of properties from the Public, Societies or Institutions for attaining the objects of the society. To invest any money belonging to the society with such banks and other institutions as it may think fit from time to time, and to authorize the President, Vice President, Secretary or Members to Jointly operate any Accounts under the signature of any two of them.
- To exercise any other functions or duties as may be necessary for the furtherance or execution of the declared objects of the society.

B. VICE PRESIDENT:

The vacancy in the members of the executive committee will be filled by the co-option of the Vice President in the absence of the Secretary the Vice President will keep the records of the proceedings of the meeting of the General Body and managing committee. All the power of the President as declared in 7 above shall vest with the Vice President in the absence of the President.

C. SECRETARY:

The duties of the secretary shall be:

- To call meeting at general body/managing committee with the consent of president/chairman.
- To keep records of the proceedings of the meeting of the General Body and managing committee
- To maintain the minutes of all meetings duly signed and numbered.
- To maintain list of members of the society and data pertaining to their activities.
- To prepare the Annual Report and submit it to the General Meeting.
- To carry on correspondence on behalf of the association/society/managing committee.

D. TREASURER:

The treasurer shall collect and receive all subscriptions, donations, contribution etc. and grant receipts in respect thereof. He shall maintain and keep cash books and such other accounts and vouchers as are necessary and get them audited from the auditor annually.

E. MEMBERS:

Those who are elected by the General Body and who will form the quorum of the managing committee and help the office bearers in their work will constitute the members.

8. AMENDMENTS/CHANGE IN THE MEMORANDUM AND THE SOCIETY ARTICLES:

Any amendment in the Memorandum of Association or Rules and regulations of the society may be made in accordance with Section 12 of the Societies Registration Act, 1860.

9. ACCOUNTS/FUNDS:

The Governing Body shall cause true accounts to be kept:-

- i. Of all moneys received (and the source thereof) and expended by the Society and the matters or purpose in respect of which such receipts and expenditure take place.
- ii. Of all the assets and liabilities of the society and in such accounts assets held upon any special trust and receipts and payments on account of such trust shall be entered separately and apart from all other assets, receipts and payment.
- iii. Of all sales and purchases by the society and of the stock of goods as also all income and expenses, so as to give a true and fair view of the state of the affairs of the Society and to explain its transactions, and
- iv. The bank account of the society will be operated by the joint signature of the President and the Secretary/Treasurer.

10. ANNUAL LIST OF GOVERNING BODY AND BALANCE-SHEET:

Every year the balance-sheet and income and expenditure account along with the annual list of the Governing Body will be submitted in the office of the Deputy Registrar u/s 4 of the Society Registration Act 1860.

11. AUDIT OF THE SOCIETY:

The Books of accounts of the society shall be audited by a Chartered Accountant who shall be appointed by the Managing Committee for the Purpose. He shall prepare a Balance Sheet and Income and Expenditure accounts and submit it to the society along with a Report showing the exact state of the financial affairs of the society.

12. LEGAL DUTIES:

- i. Legal Duties and Legal matters relating to the society shall be dealt with or processed in the name of the "PRESIDENT" of the society and the jurisdiction of the Court shall be Dehradun.
- ii. To enter into an agreement with the Governing or other authorities and organization when deemed necessary for its purpose.
- iii. We the undersigned members of the Governing Body and subscribes to the Memorandum of Association do hereby certify that the above is a correct copy of the Regulation of the society.

13. DOCUMENTS AND RECORDS OF THE SOCIETY:

- i. Accounts Books & Registers
- ii. Minutes Books
- iii. Membership Registers
- iv. Membership fee Account Books.
- v. Receipt Books.
- vi. Full or Part Time employees' attendance register.
- vii. Seal or stamp of the society.

14. DISSOLUTION:

The society shall be dissolved as per the provisions laid down under section 13 and 14 of the Societies Registration Act, 1860.

15. JURISDICTION:

All disputes of the society shall come under the courts of Dehradun Jurisdiction.