

## RE-5

### **REGULATIONS OF SIKKIM UNIVERSITY ALUMNI ASSOCIATION** **[Approved by the Executive Council in its 20<sup>th</sup> meeting held on 28.06.2014** **vide resolution No. EC20.4.3]**

*(Under Clause 38 of SU Statutes and Ordinance OE-5)*

#### **1. Definitions:**

- a) "Governing Body" means the body which will manage the affairs of the society under the regulations.
- b) "Member" means the individual or the institutions or the body corporate admitted as the member of the society.
- c) "Memorandum of the Association" means the Memorandum of Associations as under Part I of the present set of documents with the objects and names of the first members of the Governing Body including therein.
- d) "President" (or Chairman or Chairperson as the case may be) means the formal head and includes one who acts as the formal head for the time being.
- e) "Vice President" (or Working president or Vice Chairman or Vice Chairperson as the case may be) means one who is next or the formal head and acts as formal head in absence of the regular formal head.
- f) "Regulations" means the present document.
- g) "Secretary" (or General Secretary) means the Principal Executive Officer of the society as well as the Governing Body.
- h) "Assistant Secretary" means the Principal Executive Officer of the Society in case the regulars Principal Executive Officer is not available.
- i) "Treasurer" means the person who shall supervise the management of funds of the society to the extent empowered by the Governing Body.

#### **2. Governing Body:**

##### **2.1 The composition of the Governing Body:**

The Governing Body shall comprise minimum of 7 (seven) members. The Office bearers shall include President (or Chairman or Chairperson), Vice President (or Working Presidents or vice-President or Vice-Chairperson), Secretary (General Secretary), Assistant Secretary and Treasurer. The remaining persons shall be members of the Governing body.

##### **2.2 Manner of election or appointment:**

The members of the Governing Body shall be elected by the general members in the annual general meeting every three years (or at a regular interval of specified number of years). The elected members in equal number to the number of post of office bearers shall be appointed to the posts of different office bearers in the Annual General Meeting or in the First meeting of the Governing Body of the newly elected members.

Removal of any member of the governing body shall automatically apply if the concerned member disqualifies himself or herself by virtue of his/her act.

Removal of any member of the Governing Body shall also be effected for anti-society activities prejudicial to the interest of the society. However, in such cases, the concerned members shall be afforded reasonable opportunity of self-defense by serving upon him show-cause notice. The reply to the show-cause notice should be submitted within three weeks and on receipt of the same it shall be examined by the Governing Body. In case, the member does not reply within 3 weeks, the Governing Body shall examine the papers and records substantiating the proof of the member's anti-society activities. The decision of the Governing Body in respect of the concerned member's removal shall be binding upon him. However, no consequential

damage or loss in case of subsequent withdrawal of removal of the member by the Governing Body shall be granted.

**2.3 Term of Office of the members of the Governing Body, the President, Secretary and other officers:**

The terms of office shall be 3 years (or such number of years as may be decided upon) and in consonance with 2.2. *ibid.*

The old Governing Body shall make over charge to the newly elected Governing Body within 30 days from the date of election.

**3. Membership:**

**3.1 Admission to membership:**

Any person including an artificial juridical person eligible to enter into a contract irrespective of the gender, faith or caste may be admitted as a member of the society provided he/she agrees to be guided by the Memorandum of Association and regulations of the Society.

The Governing Body shall be satisfied that the member admitted has interest in the advancement of the objects of the organization and thereby Governing Body shall be the final authority to admit or refuse to admit a person as a member.

The above shall not be applicable to the first members of the Governing Body as they happen to be automatically the only members of the society at the time of registration of the society and till new members are admitted.

**3.2 Resignation and Removal of members or automatic cessation of membership:**

Para 2.2 as applicable to the members of the Governing Body shall apply to all members of the society.

**3.3 Classes of members:**

**a) Individual Member:** An Individual qualified to be a member of the society in terms of Para 3.1 *ibid* may be called an individual member of any of the following categories viz.,

i) *Ordinary Member* –by paying ordinary membership fee as may be determined by the society from time to time and enjoying voting right;

ii) *Honorary Member* - by accepting the offer of membership of honour or dignity without voting right.

iii) *Associate Member* –by making himself eligible to avail of certain services on payment of the periodic requisite fees as may be fixed by the society from time to time and without enjoying voting rights.

iv) *Life member*: by paying life membership fee as may be determined by the society from time to time and enjoying voting right.

**b) Institutional (or corporate) Member:** An artificial juridical person or body corporate interested in the advancement and furtherance of the objects of a society may become the institutional (or Corporate) member by paying such membership fee as may be fixed by the society from time to time. The Chief Executive or any other officer as may be nominated by the concerned society shall represent the society and enjoy the voting rights on behalf of the society.

**3.4 Rights and obligations of Members:**

- a) To cast vote or to be elected (if member has voting right) in the society's election.
- b) To suggest ways for the society's improvement.
- c) To inspect accounts and proceedings with prior appointment.

- d) To clear all dues relating to the membership in time.
- e) To uphold self-esteem and hold the society in high esteem.

**4. Maintenance of register of members and facilities for inspection thereof by the members:**

The Society shall maintain the register of members and any member may requisition for the register and the register shall be open for his/her inspection on the appointed date and time in the registered office.

**5. The Safe custody of the property of the society, including the manner of keeping or investing and money of the society:**

- a) The property of the society shall be deemed to have been vested in the Governing Body and Governing Body shall manage its affairs properly.
- b) The funds and the money of the society shall be kept or invested in banks, post offices and other institutions as may be decided by the Governing Body of the Society from time to time in the best interest of the Society.
- c) Operations of such financial accounts shall be done jointly by the Secretary and the Treasurer.

**6. Meeting and Voting:**

**6.1 Classes of meetings and incidence of meetings**

- a) **Governing Body Meeting:** At least one meeting of the Governing Body shall be held in a year. More than 50% of the members shall be in positions to requisition a meeting of the Governing body which shall be convened by the Secretary within 7 days failing which the requisitionists themselves shall call such meeting and the decision of the meeting shall be binding upon the Governing Body.
- b) **Annual General Meeting:** The Annual General Meeting shall be convened by the Secretary every year. The agenda of the meeting shall include (i) confirmation of the proceedings of the last annual general meeting (ii) acceptance of the annual report on the activity of the society (iii) acceptance of the audited accounts of the immediately past accounting year, (iv) any other matters of importance and (v) election, if due.
- c) **Extra-ordinary General Meeting:** The Governing Body shall convene an Extra-Ordinary General Meeting in case the next Annual General Meeting is not due to be held in future, to take up such issues which require general members' participation such as settlement of a constitutional crisis, settlement of a matter which may cause harm to the interest of the society, any change or amendment required in the memorandum of Association or Regulations of the society, etc.
- d) **Special General Meeting on Requisition:** More than two thirds of the total members enjoying voting rights may requisition such meeting. The Governing Body shall convene such meeting within 4 weeks from the date of requisition. In case of the Governing Body does not convene the meeting, the requisitionists themselves shall call the meeting and decisions taken in the meeting shall be binding upon the society.

**6.2 Quorum:**

One third members personally present shall constitute quorum in all the above four classes of meetings under 6.1 *ibid*.

**6.3 Method of Voting:**

In case of the voting for election in the Annual General Meeting the Chairman of the meeting shall explain the method of voting and the manner of election. In case of other meetings, voting shall be applicable only if there is tie on any issue of decision

making. The Chairman of the respective meetings shall have a casting vote in those meetings.

**6.4 Period of Notice:**

- a) The Meeting of the Governing Body shall require 7 days' notice specifying place, time and items of discussion. In case of emergent meeting, no notice, if mutually agreed upon by the members, shall be required.
- b) The annual General Meeting shall require 21 clear days' notice specifying venue, date and time of the meeting.
- c) The Extraordinary General Meeting shall require 14 clear days' notice specifying venue, date and time of the meeting
- d) The special General Meeting on requisition shall require 7 days' notice specifying venue, date and time of the meeting.

**6.5 Proxy:**

Proxy shall not be accepted in any election.

**6.6 General Procedure of Meeting:**

All classes of meetings shall be chaired by the President (or Chairman or Chairperson) of the society and in his/her absence by the Vice President of the society or any other person so selected. Majority decision shall prevail with Chairman's casting vote, if need be.

**7. The Maintenance and audit of Accounts:**

**7.1** Accounts of all expenditures of the association shall be maintained and audited periodically.

**7.2 Accounting Year:**

The Accounting year of the society shall be the financial year commencing from 1<sup>st</sup> April of the year to 31<sup>st</sup> March of the Next Year.

**7.3 Auditor**

The accounts shall be audited by a qualified auditor.

**7.4 Books of accounts and Inspection thereof:**

The books of accounts and other statutory books are to be kept at the registered office and shall be open for inspection of any member on written request at the appointed date and time.

**8. Proceedings of Meetings and Inspection thereof:**

Proceedings of all meeting shall be carefully minuted in bound registers to be separately maintained for each class of meetings and kept at the registered office of the society. All proceedings shall be countersigned by the respective Chairperson of the meetings.

The proceedings shall be open for inspection of any member on written request at the appointed date and time.

**9. Power and Duties of the Governing Body:**

The Governing Body shall have the following powers and duties for the efficient management of the affairs of the society.

- a) To appoint employees of the society on such terms and contract as may be determined by the Governing Body.
- b) To form sub-committees for the specific purpose for the fulfillment of the objects of the society.
- c) To deal with the property of the society in the best interest of the society.

- d) To generate fund through gifts, donations and acquire property both movable and immovable in the name of the society for perpetuating the existence and activities of the society.
- e) To manage the funds and liquid assets of the society in the possible manner.
- f) To attend to members' grievances having attached top apriority to the matter.
- g) To remain duty bound and vigilant about all statutory requirements of the society.
- h) To transact all other business that may come on different situations.

**10. Duties of the office-Bearers:**

**10.1 President/Chairman/Chairperson**

- a) To act as the formal head of the society.
- b) To chair all meetings
- c) To lead in the matters of disciplinary actions in consultations with the Governing Body.
- d) To advise secretary and other office bearers as leader of the team.
- e) To call emergent meetings.
- f) To decide on special matters with prudence and dignity.

**10.2 Vice-President**

In absence of the President, the above duties of the president under 10.1 ibid shall apply to Vice-President.

**10.3 Secretary:**

- a) To convene all meetings of the society.
- b) To maintain minute books in proper order.
- c) To process membership proposals and place them before the Governing Body.
- d) To issue notices and circulars.
- e) To issue pay order and counter sign receipts.
- f) f). To assist President in all matters of statutory requirement.
- g) To maintain accounts and arrange audit with the help of the treasurer.
- h) To ensure efficient handling of all statutory and special matters.
- i) To keep in touch with the Governing Body and not take decisions unilaterally.

**10.4 Assistant Secretary:**

In absence of the Secretary, the above duties of the Secretary under 10.3 ibid shall apply to Assistant Secretary.

**10.5 Treasurer:**

- a) To account for all receipts such as subscriptions, donations, grants and any other deposits and current receipts and also all payments in the nature of capital and revenue payments.
- b) To maintain cash book, ledger and other books of accounts.
- c) To plan funds of the society and prepare budgets annually.
- d) To act as joint signatory with Secretary in relations to Bank Accounts of the Society.
- e) To discharge all other functions related to finance as may be delegated to him.

**11. Alteration of Memorandum of association and regulations of the Society:**

The provisions of section 8 and 9 shall be compiled with whenever any part of the Memorandum or Regulations shall be taken up for alteration, modification, deletion or addition etc. The Governing Body shall be authorized to process the matter subject to the approval of the general body.

**12. Amalgamation with any other Society:**

In case the society intends to amalgamate with any other society in future for jointly fulfilling certain objects, the Governing Body shall be authorized to process the matters subject to the approval of the general body.

**13. Name of the Society to be Prominently shown:**

The Society shall display its name outside the registered office and in all such places wherever the business of the society is carried on. Also, the society shall have a seal with its name engraved hereon. All documents executed of the society shall have the society's name mentioned there.

**14. Suit and Legal Proceedings**

All suits and legal proceedings by or against the society shall be in the name of the President, the Secretary, or any other office Bearers as may be authorized by the Governing Body. All legal proceedings should be under the jurisdiction of the Sikkim High Court.

**15. Dissolution of the Society:**

The Society may be dissolved by a resolution to be passed by three-fourth members of the society at a general meeting.

If after the disposal and settlement of the property of the Society and its claims and liabilities, there are surplus assets such assets shall not be paid to or distributed amongst the members of the society but shall be given to some other registered society to be determined by the votes of three-fourths of the members.

Signed by us, all of us being the first members of the Governing Body as our acceptance to the Regulations of the Society.

Sl No	Signature	Name	Post Held
1			
2			
3			
4			
5			
6			
7			

Dated:

## MEMORANDUM OF ASSOCIATION

1. Name of the Society: **SIKKIM UNIVERSITY ALUMNI ASSOCIATION**
2. The registered office will be located at:  
**Sikkim University**  
**6<sup>th</sup> Mile, Samdur**  
**P.O. Tadong**  
**Gangtok**
3. The objects of the society [In terms of section 38 of the Sikkim University statutes, 2006]:
  - a) To acquire, establish, start, run, maintain or manage University's research units, institutes, gardens, libraries, etc for the benefit of the general public.
  - b) To arrange and organize lectures, debates, discussions, seminars and excursions for the diffusion of knowledge.
  - c) To participate in the designing and development of University curriculum.
  - d) To publish or cause to be published useful literature, papers, magazines, books etc.
  - e) To study, cultivate and demonstrate the art of science and technology.
  - f) To promote the advancement of literary, cultural, scientific and technical education.
  - g) To inculcate literary and scientific culture amongst the youth.
  - h) To teach the general public techniques through which they would be able to augment their income.
  - i) To help in the studies of natural resources and to collaborate with other institutes for such studies.
  - j) To propagate scientific culture and awareness through education and research.
  - k) To work towards educating the common people about environment and ecology.
  - l) To help the needy people of all communities in their pursuit for higher studies.
  - m) To collect and preserve manuscripts, scriptures, sculptures, antiques, natural history specimens, mechanical and scientific instruments and designs.
  - n) To engage and assist in such other philanthropic activities as may be deemed necessary and appropriate by the Governing Body of the Society.
  - o) To collect donations, aids, subscriptions, etc for the purpose of the Society.
  - p) To construct, maintain, improve, develop and alter any building, house or other works necessary for or convenient for the purpose of the Society.
  - q) To do all such acts, deeds, matters and things as may be deemed incidental or conducive to the foregoing objects. The income and properties of the Society whatsoever derived or obtained shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid to or divided amongst any of its members by way of profits provided that nothing herein contained shall prevent in good faith or remuneration of any officers or servants or employees of the Society or of other person(s) in return of any previous services rendered to the Society.

### Declarations

- A. The Association shall not take up any object for the purpose of earning of its members.
- B. The income generated from the association or properties built out of the associations' fund shall not be utilized for consumption of or distribution amongst members of the association and these shall be ploughed back to the activities of the association in their entirety for furtherance and fulfillment of the objects of the association.

4. The names of the First Members of the Governing Body:

Sl No	Name	Address	Post held in the Association
1.			President
2.			Vice-President
3.			Secretary
4.			Assistant-Secretary
5.			Treasurer
6.			Executive-Member
7.			Executive-Member

5. We, undersigned persons being associated with the foregoing objects, hereby subscribe our names to the present Memorandum of Association and intend to file it along with the copy of the Regulation for registration of the association as a Society:

Sl No	Name	Address	Occupation	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Witness to the Signature as above:

Signature with date:

Name:

Address: