

Nitra Chosh
Apurba Das

THE WEST BENGAL SOCIETY REGISTRATION ACT-1961

**RULES AND REGULATIONS
OF
ALUMNI ASSOCIATION OF NAKSHAL BARI COLLEGE**

I. MEMBERSHIP

- (a) The signatories to the Memorandum of the Association and the office bearers of the Executive Committee of the society shall be the members of the society.
- (b) The Executive Committee may admit any person who attained the age of 18 years.

The categories for membership of the association are:-

(i) ORDINARY MEMBERS:- Any person qualified to be a member may be admitted as ordinary member of the society. Application for membership should be in prescribed form of the association duly recommended by a member of the Executive Committee subject to approval of the Executive Committee.

(ii) HONORARY MEMBERS:- Any person whose connection with the society is deemed to be useful may with the consent of such person may be admitted as honorary member provided they agree to abide by the Rules and Regulations of the Association subject to approval of the Executive Committee. Such member shall not however be entitled to vote.

(iii) LIFE MEMBER:- Any person if not disqualified for other reason by paying at a time Rs-5,000/- or any other amount as may be decided by the Executive

Mitra Choth
Apr 20 2021

Committee from time to time can be a life member of the society subjects to approval of the Executive Committee.

2. SUBSCRIPTION

For the purpose of fixing the rate of admission fee and monthly membership subscription, the Executive Committee shall decide in the general meeting from time to time.

3. CESSATION OF MEMBERSHIP

A member of the society may cease to be a member on the following:-

- (a) On his resignation from membership by a letter addressed to The General Secretary.
- (b) On his becoming insane.
- (c) On his conviction of any criminal offence, guilty or moral turpitude.
- (d) On default in payment of monthly subscription consecutively for six months.

4. REGISTER OF MEMBERS

The society shall maintain a register of members containing the name, addresses, age and their occupations, the date of admission, the date of cessation and other as may be considered necessary. The register will be kept open for inspection of the members of the society on requisition. All entries required to be made therein shall be entered within 7 days.

5. RIGHT AND OBLIGATION OF A MEMBER.

- (a) All members of the society shall be entitled to be present and take part in the discussions in all General Meetings of the society and valid

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Apr 16, 2015

member(excluding honorary members) if not otherwise disqualified shall have the right to vote for electing Executive Committee members in annual general meeting.

(b) Every member shall have the right to enjoy and participate in the activities of the society

(c) To pay his subscription within the prescribed time.

(d) Defaulting members shall not be allowed to take part or vote at any meeting.

6. COMPOSITION & ELECTION OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be elected by the valid general members of the society in the General Meeting and the members of the Executive Committee shall not be less than 9 (Nine) members which shall be composed of as President, Vice President, Secretary, Asst Secretary, Treasurer, Adviser and 3 other general members. The office bearers shall be elected by the executive committee from amongst themselves.

7. MEETING

A meeting of Governing Body shall be held at least once in three months at such place, date and time as the President or Secretary may determine.

8. NOTICE AND QUORUM

7 days' notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice. 1/3rd members personally present shall constitute a quorum of the meeting.

9. PROCEDURE OF THE MEETING

Mitun Choudhary
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The President or in his absence the vice President shall preside over all meeting of the Governing Body and in their absence members present shall elect a Chairman of the meeting. All question before the meeting will be decided by a majority of Votes.

10. POWER AND DUTIES OF THE GOVERNING BODY

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and shall discharge the following duties:

- (i) to accept donation, gift, subscription, movable or immovable property for the objects of the society.
- (ii) to keep proper accounts of the society and to open Bank account in the name of the society in one or more Banks.
- (iii) to conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object.
- (iv) Society can acquire property both movable and immovable for the use of the society

11. SAFE CUSTODY OF PROPERTIES

1. The Governing Body shall be responsible for the safe custody of the properties and assets of the society.
2. The funds of the society shall be kept in banks/ post offices/Mutual Funds and securities specified under Sec. 20 of the Indian Trust Act, 1882.

12. BOOK OF ACCOUNT & INSPECTION

The books of account and other statutory books shall be kept at the registered office and shall be opened for inspection by the members at such time and place as the Governing Body directs on a written request made by any member.

Amra Chugh
Amra Das

13. ACCOUNTING YEAR

The accounting year of the society shall be from 1st day of April of each year to 31st day of march of following year.

14. GENERAL MEETING

Annual General Meeting

Notice: The secretary shall annually call the annual general meeting as per provision of W.B.S.R. Act 1961 giving at least 14 day's notice to all members.

The notice shall contain the places, date, day and time of the meeting

Agenda: the business to be transacted at the A.G.M/ shall be as follows:

(a) to confirm the minutes of the last A.G.M and of special general meeting if any,

(b) to adopt with or without modification the report of the working of the society for the previous year

(c) to pass audited account of the society for the previous year ended

(d) to appoint qualified Auditor

(e) to transact such business as may fix by the Governing Body

(f) to conduct general election

Quorum of the meeting: 1/3rd members personally present at the commencement of the meeting shall be constitute the quorum

Manner and method of Voting: the chairman of the meeting shall decide the manner and method of the voting at the outset of the meeting.

15. SPECIAL GENERAL MEETING:

A special general meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for special general meeting.

Nitika Choudhary
April 2023

16. DUTIES OF THE OFFICE BEARERS

President : He shall (a) preside over all meeting of the society

(b) take all disciplinary action such as removals, dismissals etc. in consultation with the governing body.

(c) advice the secretary in any matter requiring urgent attention

(d) call emergency meeting

Vice President : In the absence of the President, the Vice-President shall perform all the duties of the President.

Secretary : He shall (a) convene all meeting of the society:

(b) maintain minute Books of all meeting

(c) receive all applications for membership which shall be placed before the Governing Body;

(d) sign on behalf of the Society all receipt for all sums received as subscriptions etc;

(e) sign and give pay order on all bills for payments ;

(f) get the account of the society audited by a chartered Accountant :

(g) ensure compliance with statutory requirements:

Asst. Secretary: In the absence of the secretary, the Asst. Secretary shall perform all the duties of the secretary

Treasurer : He shall (a) collect and receive all sorts of subscription, donations and deposit of money and grant receipt thereof

(b) maintain and keep cash Book and such other accounts as are necessary (c) operate bank account jointly either with the secretary or the president ; (d) prepare the budget in consultation with the secretary for consideration of the Governing Body.

Mitra Ghosh
Apmba Das

After dissolution the funds and assets of the society will be transferred to a society duly registered having same aims and objectives.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the regulation of the society.

Signature of the three members of the governing body

1. Mitra Ghosh

2. Apmba Das

3. Sijit Mondal

Dated day of, 2018.