

the Registrar of Societies Delhi of the names, address and occupations of the members of the Executive Committee.

11.2.10 The Executive Committee may terminate the membership of any of its members, in case he fails to attend two consecutive meetings of the said Committee without informing leave of absence. In case a member fails to inform about his/her absence, the Executive Committee shall have power to grant leave of absence to any member.

11.2.11 The Executive committee shall be empowered to propose motions at any time of the year for the purpose of consideration for voting by the general body.

#### **12. Powers & Duties of the office bearers:**

All Office Bearers who are appointed to their office will be ex-officio members of the Executive Committee, shall be elected as detailed in Clause 18.2 below for a period of three years. However, a person may be re-elected and hold the same office up to a maximum of 2 consecutive terms.

##### **The President:**

The President shall be elected by the Electoral College the Chief Executive of the Association. He shall be a life member of the Association. The President shall preside over the meetings of the Board as well as the General Body. He shall make announcements regarding General Meeting of Governing Body and proposed amendments to the Constitution and/or By-Laws as advised by the Executive Committee. In case of equality of votes in any meeting he shall have a casting vote. He shall supervise work of other office bearers of the society.

##### **Vice President**

The Vice President shall be elected by the Electoral College. He shall be life members of the Association. He shall

- (1) Discharge the duties of the President during his/her absence and
- (2) Other tasks as assigned by the Committee.

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Certified (as per S.P. Act 1960)

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For Registrar of Societies

### Secretary

The Secretary, who shall be elected by the Electoral College and shall be a life member of the association, The Secretary shall convene the meetings of the Executive Committee as well as the General Body and shall maintain the minutes of the meetings. He shall also represent the Association in various bodies of the Institute. On behalf of the Committee, He shall oversee -

- (1) The functioning of the registered office of the Association
- (2) The execution of the decisions and policies made by the General Body and its Committee(s).
- (3) To keep the Minutes of all meetings of the General Body and the Executive Committee.
- (4) To carry out the directions of the General Body and the Executive Committee.
- (5) To conduct correspondence on behalf of the Association.
- (6) To give notice of all meetings of the General Body and the Executive Committee.
- (7) To exercise administrative control over the office of the Association.
- (8) He shall perform all other functions as may be assigned to him/her.

### Joint Secretary

The Joint Secretary shall be elected by the Electoral College. He shall be life member of the Association and shall

- (1) Discharge the duties of the Secretary during his/her absence.
- (2) Any other tasks as assigned by the Committee.

### Treasurer

The Treasurer shall be elected by the Electoral College. He shall be a life member of the Association. The Treasurer shall oversee all the financial matters of the Association, such as

Abhinav Jain

Prakash

Rajesh

Certified by the Registrar of Societies

For Registrar of Societies

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(1) He shall collect subscriptions, gifts, grant / aids / donations etc., from the members, general public.

(2) He shall also be responsible for keeping and maintaining true and correct accounts of the society.

(3) He shall be responsible for making all records available for the scrutiny to the auditor and shall be responsible for presenting the Statement of Accounts in the Annual General Body meeting (AGBM).

#### **Executive Members**

The two elected members of the executive committee shall represent Alumni at large. Members shall be responsible for carrying out duties assigned by the committee.

#### **13. Financial year:**

The financial year of the society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March, of every year.

#### **14. Source of Income and Utilization of Funds**

14.1 The Association may receive funds, donations, and financial assistance from any non-political source for the furtherance of its objective.

14.2 The Executive Committee shall determine the expenditure, which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure. In this connection, within 30 days of the Annual General Meeting, a meeting of the Executive Committee will be held with the President of the Association in which a program of major activities for the coming year will be discussed and finalized, including budgetary allocation. The President shall preside over this meeting. All the income of the society shall be utilized towards the aims and objects of the society.

14.3 The income of the society from its property of donations, whatsoever derived shall be applied solely towards the promotion of the objects of the society as set out in its Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the persons who at any time are or have been members of the society or to any of them or any person claiming through any of them.

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For Registrar of Societies

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**15. Operation of Bank Account**

All amount received on behalf of the Association shall be placed in the name of the Deen Dayal Upadhyaya College Alumni Association in an account to be maintained in a bank to be approved by the Executive Committee. Any two out of the Patron or Convener of Alumni Committee or Treasurer or President or General Secretary of the Alumni Association shall operate the bank account.

**16. Audit of Accounts**

The accounts of the society shall be audited by the qualified auditor every year to be appointed by the Governing Body.

**17. Filling up Casual Vacancies**

The Executive Committee shall have 7 elected members, who shall be elected to office for a 3-year term. Election for any vacate position shall not be held, any vacancy should be filled by the executive committee members mutually hence term of Executive committee shall be expired together.

Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, removal or otherwise, may be filled by co-option by the Executive committee or appointment of another member by the committee and the member so co-opted or appointed shall hold office for the balance term of the member being replaced. Such co-opted/appointed member shall be treated on par and have all the rights as enjoyed by the elected members. If a vacancy arises in the office of the President/Secretary/Treasurer, the Executive Committee shall elect a new President/Secretary/Treasurer from amongst its own members who will hold office for the balance term of executive office.

**18. Election**

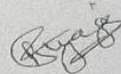
18.1 All the elected posts of the Executive Committee shall be filled by the elections every three years. Elections shall be conducted by an Election Officer, appointed 90 days in advance, by the Patron.

18.2 On behalf of the General body, the Election Officer shall be responsible for receipt, scrutiny, acceptance and display of nominations, the acceptance of withdrawals and the actual conducting of the elections.

18.3 The Election Officer shall be a permanent employee of the Institute.

ABHINAV KUMAR





Certified True Copy  
Date: 26/9/18  
For: Secretary of Institute



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18.4 Only life members of the Association who have not been suspended or have been proven with misconduct and cheating can contest the elections.

18.5 All life members of the association shall have the right to vote, propose, second a candidate for the elected positions of the executive committee. All the Alumni fulfilling the eligibility criterion for a given post shall have the right to be a candidate for the same.

18.6 Nominations shall be invited, on prescribed formats by the Election Officer, at least two months in advance from the date of election, by the General Circular to all members and Chapters.

18.7 Every nomination shall be required to be duly proposed and seconded by life members of the Association and shall contain a proper consent of the nominee. No member shall be eligible to be reelected to any post of the Association for more than two consecutive terms.

18.8 After the closing date of the nominations, all valid nominations for all the posts shall be brought to the knowledge of the members of the General Body by the Election Officer.

18.9 In addition to voting by members present in person, voting may also be done by secure e-mail and or postal voting. The tally of the e-mail and postal votes shall be taken in advance but will be publicly revealed by the Election Officer just after taking the vote of the members present in the AGBM.

18.10 Results of the voting shall be announced by the Election Officer.

18.11 The new Board shall take over the charge of the Association within one month of the election.

**19. Annual list of Managing / Governing Body (Section 4 of the Act)**

Every year a list of the office bearers and members of the governing body of the society shall be filed with the Registrar of Societies, Delhi as required under section 4 of the Societies Registration Act, 1860.

**20. Legal Proceedings (Section 6 of the Act):**

20.1 The Society may sue or be sued in the name of the President / General Secretary as per provision laid down under section 6 of the Societies

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For Registrar of Societies

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Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

20.2 No member of the executive committee shall be answerable or personally liable for any loss arising from the administration or application of the funds and properties of the society unless such loss or damage is caused through willful default or breach of trust or culpable negligence on his part.

## **21. Amendment (Section 12 & 12A of the Act)**

### **21.1 Amendment in Bye Laws**

21.1.1 Amendments can be made in the meeting of General Body with the simple majority.

21.1.2 Proposals for amendments to by-laws may be made by any member of the Association in accordance with section 11.2.4 of the by-laws.

21.1.3 The Executive committee shall be empowered to bring proposals for amendments in accordance with section 11.2.11 of the by-laws.

21.1.4 The Executive Committee is also empowered to provisionally amend any of the by-laws, effective immediately upon approval by at least 2/3rd of the votes cast by the members, with the necessary quorum. However the provisional amendment should be brought to the General Body for approval/ratification within 6 months and before the end of the term of the Executive Committee. All provisional amendments of by-laws shall be notified to members of the General Body immediately upon the decision of the Executive Committee.

### **21.2 Amendment in Memorandum**

Any amendment in the Memorandum of Association or rules will be carried out in accordance with procedure laid down under section 12 and 12A of the Societies Registration Act, 1860.

## **22. One time Resolution**

Since the Alumni Association of College is at a nascent stage, the Patron of Institute shall nominate the executive Committee from date of incorporation to

31 March 2016

Certified

For the Patron of Institute

APRIL 17/17  
[Signature]

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23. **Dissolution and Adjustment of Affairs (Section 13 & 14 of the Act)**

If the society needs to be dissolved it shall be dissolved as per provision laid down under section 13 & 14 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

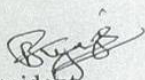
24. **Application of the Act**

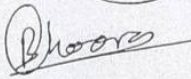
All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the National Territory of Delhi.

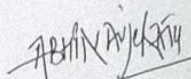
25. **Essential Certificate**

Certified that this is the correct and true copy of Rules and Regulations of the Society.

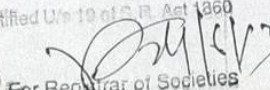


  
President

  
General Secretary


  
Treasurer

Certified Under 19 of S.R. Act 1860

  
For Registrar of Societies

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विषय Rules & regulations

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For the  
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