

RULES AND REGULATION
OF
"Y.B.N UNIVERSITY ALUMNI ASSOCIATION"

1. Definition:-

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| (i) | Society Name | :- | "Y.B.N UNIVERSITY ALUMNI ASSOCIATION" |
| (ii) | Committee Name | :- | Executive body of the society. |
| (iii) | Financial Years Means | :- | 1 April to 31" March. |
| (iv) | General body means | :- | Body of ordinary members of the society. |
| (v) | Office Bearers means | :- | President, Secretary & Treasurer. |
| (vii) | Act means | :- | Society Registration Act. 21.1860 |

2. **MEMBERSHIP:**


A person who is a citizen of India, mentally & physically sound, above the 18 yrs. of age, having no criminal record whatsoever shall apply for the Membership of the Society. The application will be forwarded to General Body which alone shall be entitled to accept or reject it. The General Body may reject any application without assigning any reason for the same.

3. **Termination of membership of society:-**

- a) After death
- b) Resignation from membership
- c) Mentally disorder.
- d) Punished by court.
- e) Intentionally broken the rule and regulation
- f) Vested interest
- g) Immoral character
- h) Absence in three consequent meetings
- i) Non payment of membership fee.

4. **Executive body:-**

- (i) The affairs of the Society shall be managed by a Executive body which shall consist of 09 members comprising of a President, a Secretary, a Treasurer and 6 members.
- (ii) There will be executive members including office bearers whose term in office will be of three Years. They will be elected by the general body.
- (iii) Outgoing non-official members of the Executive body shall be eligible for re-nomination for another term but not more than two terms in total which may be or may not be consecutive.
- (iv) In case of any dispute, conflict, non-functioning or unsatisfactory functioning of the Society the matter shall be referred of the General Body whose decision shall be binding on the Society.
- (v) Any vacancy of the membership of the Governing Body, caused by any reason, shall be filled in by the Executive body from the members of the General Body. But the person so appointed shall hold office only for the un-expired period of the term of the membership and in the appointed approval of General Body shall be must in the coming meeting of the General Body.



5. **Power and functions of Executive body :-**

The Powers and functions of the Executive body shall be as follows:-

- (i) To serve as the policy making and the supervisory body for the society.
- (ii) To enlist the continued co-operation and support of voluntary agencies, welfare organizations, workers unions, industrial establishments, development agencies etc. for the programs.
- (iii) To establish such centers and sub-centres as are necessary to organize and implement the program.
- (iv) To setup such sub-committees as are found necessary.
- (v) To periodically review and from time to time assess, the programs implemented by and through the Society with a view to effect modifications and improvement.
- (vi) To assess the financial requirements of the Society in keeping with its objectives and approve the budgetary estimates.
- (vii) To exercise overall supervision and to ensure that the money spent achieves the objectives and that targets are reached.
- (viii) To appoint all categories of staff for conducting the affairs of the Society to fix the amount of the remuneration, to define their duties and to grant allowances and other employments.
- (ix) Generally, to take all such measures as may be found necessary, from time to time, to promote the objectives for which the Society has been setup.
- (x) Executive committee will have the power to discontinue the amenities of any members/dweller if he/she doesn't pay the maintenance charges / other miscellaneous charges for more than three months.


6. **Power and functions of the office bears :-**

(I) **PRESIDENT:-**

- (a) Manage the affairs of the Association.
- (b) Preside over the meetings of Executive Committee & General Body.
- (c) Have a casting vote in case of tie.
- (d) Represent or ensure the representation of the society on all occasions & at all places where such representation is necessary & called for.

(II) **SECRETARY :-**

- (a) He/she shall supervise the General administration of the association subject to the direction & overall guidelines of the Executive Committee.
- (b) To issue notice of all the meetings.
- (c) To record & keep the minutes of all the meetings in register & signed by all the member present.
- (d) To conduct the correspondence relating to the Association with various authorities & other forums.
- (e) To present the Annual Report to the General Body.
- (f) To empower to withdraw common facilities by any member in case of anything hamper the harmony of the society or complaint received by member against him/her subject to get approval from Executive Committee within a week.



(IV) **Treasurer :-**

- (a) To maintain proper books of accounts of the society. maintain bill vouchers & supporting documents.
- (b) Disburse the required payment of the society with the approval of Executive Committee/ President
- (c) To keep with him Rs. 7,500/- as petty cash to meet the emergent expenses & shall deposit any surplus into Bank.
- (d) Reconcile Bank Statement with Bank Books every month.
- (e) To report to the Executive Committee about defaulting members who have failed to pay their subscription/dues
- (f) Assist the Auditors in Auditing the accounts & present in the Annual General Meeting.
- (g) For the purpose of accounting financial year will be from 1st Day of April to 31st day of March.

7. **Power and functions of general body :-**

- (i) Elect members of executive body including office bearers.
- (ii) To take decision of amendment of the memorandum and by laws of society.
- (iii) To appoint auditor to audit account of the society.
- (iv) To pass the budget and projects and their audit reports.
- (v) To pass resolution for dissolution of society.

8. **General body meetings:-**

I. There will be annual meeting of the general body will be called once in a year

II. Special meetings of general body can be called any time.

III. **REQUISITIONAL MEETING :-**

Requisitional General body meeting be should be called by the Secretary 30 days of the written application of 1/3 members with their signature and to pies /points of discussion. If the Secretary does not call the meeting within 30 days then the applicant members shall have sight to take decision.

IV. **Quorum:**

Quorum for the all meetings of the general body will be one more then the half of total members (50%+1).

V. **Notice of meeting -**

A. notice of all meetings of general body will be given at least 10 days before the meeting.

B. Notice of meeting can be given by registered post, e-mail.

9. **Meetings of executive body :-**

Executive body will met every second Saturday of each month Executive body can pass resolution relating to the society by 3/5 majority of the members present. The executive body in their meeting will elect office bearers of the society from executive members.

10. **Sources of income :-**

The society will arrange funds and resources from the following:-

- (i) From the subscriptions monthly & annual, of members and their contribution in the fund of society.
- (ii) Contribution and donation from the public.
- (iii) Grant made by or through the Central\State Government, Private Sector,, any individuals and others.
- (iv) All income of the taken by legal sources in respect of S.R.Act. 1860.



- (v) After getting permission of Home Affairs, Govt. of India Foreign aid and grant can be taken by the society.
- (vi) After registration of society under S.R.Act. 21,1860 society will get registered within 4 weeks on NITI AAYOG (N.G.O. DARPAN PORTAL)
11. **Arrangement of fund/operation bank of account :-**
All the revenue of society will be deposited in an bank/post office account opened in the name of the society. Opening of the bank account done by joint signature of president ,secretary and treasurer as well as withdrawal of the of the money is only done with name of the treasurer.
12. **Audit:-**
(i) The account of the society will be maintained regularly and every year it will be audited by the auditor appointed by the general body.
(ii) Inspector General of Registration, Jharkhand Ranchi, whenever desires, can get the account of the society audited by Chartered Accountant whose expenditure will be borne by the society.
(iii) After approval of General Body Society will submit Audit Report on Departmental Portal
13. **Amendment :-**
Any amendment in the memorandum and by-laws will be made only after the resolution of the general body passed by 3/5 (three fifth) of members and complied with relevant provision of Society Registration Act, 21-1860 & Jharkhand Society Rules.
14. **Inspection of Accounts :-**
All books of the Society will be kept in the custody of Secretary at the registered office of the society where any member / Government officer, with the previous consent can inspect the same.
15. **Legal Action :-**
Any legal proceedings by or against the society will be instituted in the name of the Secretary.
16. **LEGAL GUIDELINES & INSTRUCTIONS :**
Our society will fulfill all the current & future criteria set by the Government of India / State government.
17. **Dissolution of the society and arrangement of the Property after dissolution:-**
(i) By any reason the executive body feels the necessity of dissolution of the society then executive body after a resolution to this effect, will put it before the special meeting of the general body. By the majority of 3/5 member of the general body of decision on the dissolution taken and society will be dissolved after the confirmation by the 3/5th members of the general body of the Society in second special meeting.
(ii) After the dissolution of the society all the Property remaining after clearing all the liability will not be given to any member or any external person but by the majority of 3/5th Member of the society will be given to a Society with similar object Registered in Jharkhand or to Jharkhand Government.




- (iii) At the time dissolution Section 13 and 14 of Society Registration Act, 21-1860 will be fully complied.

18. OTHERS :

Any matter relating to the affairs of the society is not expressly provided for, in these Bye-laws or Rules & regulations framed there under shall be dealt with in accordance with the provisions of Societies Registration Act-21, 1860 and rules framed their in.

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


President


Secretary


Treasurer