

# OLD STUDENT ASSOCIATION

## GOVT. DEGREE COLLEGE DRANG AT NARLA DISTRICT MANDI (HP)

### CONSTITUTION, MEMORANDUM AND ARTICLES OF ASSOCIATION

1. Name of the Association: - Old Students's Association(O.S.A) Govt. Degree College Drang at Narla, District Mandi, HP.
2. Registered Office: - Govt. Degree College Drang at Narla, District Mandi, HP.
3. Area of Operation: - Sub- Division Office Padhar.
4. Aims and Objectives:-

1. To do the needful to the cause of education in the institution as decided by the members of the executive committee by majority of votes from time to time.
2. To hold periodic re-unions of the Old Students to help maintain links with their Alma-mater.
3. To highlight the healthy traditions of the College in the field of Academics, cultural activities and sports.
4. To foster fellowship and friendship amongst the old student association of this college.
5. To serve as a link between the past and the present so as to give healthy directions to the coming students.
6. To co-operate with the college administration for the betterment of the institution.
7. To arrange periodic lectures from old students to the new students in their respective fields of specialization.
8. To organize medical check-up camps, blood donation camps, Eye camps and other program related to the medical awareness.
9. To educate Yoga to the youth and the society.
10. To provide co-operation in the implementation of literacy campaign in the society.
11. To give honour to the sportsman, artists, social workers and brilliant students and senior citizens.
12. To help the poor and needy children of the society.
13. To strengthen old Indian Culture and to maintain the old traditions of the college with present situation.
14. To retain the old structure and heritage of the college.
15. To do any other activities necessary for the achievement of the aims and objectives of the association.

## 5. Membership

Any Ex-student of this college is eligible to become a member of the association provided be above 18 years of age, is not lunatic, is not a bankrupt, is not a convict involving the offence of moral turpitude.

## 6. Categories of member

**A) Founder members:-** Founder members are those members whose names first appear in the association and who are instrumental in forming the association and such members shall continue to be founder members throughout their life unless they resigned or otherwise becomes ineligible to be a member.

**B) Ordinary members:-** Ordinary member means a member who gives the annual subscription of Rs.

**C) Life Member:-** Life members are those member who will be enrolled as such by the executive committee and who will pay Rs. 1000/- as membership fee.

## 7. Executive Committee

There shall be executive committee consisting of the following office bearers, which shall be duly elected by the general house of the association in accordance with the constitution, rules and bye-laws made there under the overall control of the General House.

a) President.

b) Vice President.

c) General Secretary.

d) Jt. Secretary.

e) Treasurer

Sexual Harassment Committee

f) President

g) Vice President

h) Principal of the College shall be the member of the executive by virtue of his office.

## 8. Term of the executive body:-

The executive body of the association will be elected for a period of Two year.

## 9. Meeting of the General House:-

A General meeting of the association called the annual general meeting shall be held once in a year on the date, place and time as decided by the executive body from time to time

## 10. Meeting of Executive Body

A meeting of the executive body shall be held once in every 3 months as such place, date and time as decided by the executive body in that regard.

## 11. Powers and functions of the Executive Body

The executive body will take every step to achieve it's objectives and will be responsible for the smooth working of the society, Property and record of the society.

The executive body will keep the record and information, to maintain the records of receipts and expenditure, to prepare the accounts to convey meetings to follow and execute the directions and decisions of the general house, to achieve it's aims and objectives, to submit annual statements of income and expenditure and to prepare budget to maintain membership register to look after and manage the to get all accounts audited after every year, to circulates minutes of every meeting, to prepare the agenda of the meetings, and to check out the programs of the achievement of aims and objectives of the society, to make amendments in the constitution from time to time and to do all such acts which are necessary for the achievement of the aims and objectives and also for the betterment of the society.

## **12. Duties, responsibilities, powers and functions of the Officer bearers:-**

### **A. PRESIDENT**

#### **Administrative Powers**

The President shall preside over the meeting of the executive body as well as of the general house, shall have power of giving ruling in the meeting, shall be responsible for maintaining decorum in the meeting/s, shall be competent to expel a member on the charge of indiscipline, nominate a person as office bearer of the executive body when the seat falls vacant during the term of executive body with prior approval of the executive body.

#### **Financial Powers**

The president shall be empowered to spent or sanction such sum as may be allowed by the general house from time to time and until general house is convened is empowered to spent Rs. .... at a time in the interest of the society for day today expenses and shall be responsible to render the account of that amount to the general secretary and treasurer.

#### **General Powers**

The President has power to exercise all the powers of any member of office bearers in case of emergency and to take the decision for the betterment of the society.

### **B. VICE PRESIDENT**

In the absence of the President, Vice President shall perform all the powers, duties of the president.

### **C. SECRETARY**

The general secretary shall be responsible to carry out the decisions, directions, policies and programs of the society, shall conduct all correspondence, prepare reports, to keep proper records shall also be responsible to file and to defend cases instituted by and against the society and to do all that which is required to protect the interest of the society, to prepare the minutes of the meetings, to implements the decisions of the executive body and the general house, to release press statements and also to do all that which the executive body requires him to do to achieve the aims and objectives of the society..

### **D. Jt. SECRETARY**

Joint Secretary shall perform all the duties and power of the secretary in his absence.

### **E TREASURER**

The treasurer shall be responsible to keep the true and accurate account of the society. He shall be empowered to keep an amount of Rs. .... as imprest money. He shall also be responsible to prepare the balance sheet of the society. The treasurer shall also place the detail of income and expenditure of the society in every meeting of the executive body of the society for information and approval of the executive body.

## **13. EXPENDITURE**

The fund of the society shall be utilized for the achievement of the aims and objectives of the society or on such matters as decided by the executive body or general house from time to time.

## 14 OPERATION OF FUND

The account of the society shall be opened in some nationalized bank or any other bank as may be decided by the executive body. The account shall be operated by any two of the following executive members.

- a) President.
- b) Secretary.
- c) Treasurer.

## 15. AUDIT

The account of the society shall be audited by the chartered accountant after each financial year and the president and the secretary are authorized to engage the services of some auditors in this regard.

## 16. MEETINGS

Meeting of the general house shall be held once in the year on such time, date and place as decided by the executive body from time to time. An extra ordinary meeting of the General House can be called at any time to discuss the matter of vital importance touching the affairs of the society. For meeting of the general house prior notice of 21 days will be given to the members along with agenda to be transacted in the meeting shall be given to the members on his given address and information shall also be placed on the notice board of the office of the society. The meeting of the executive body shall be held once in three months at such place, date and time as decided by the executive body from time to time and for this meeting a prior notice of 15 days is required which will be given to the members at their given address or on telephone.

## 17. QUORUM

The quorum of the meeting shall be 1/3 members of the members and if the quorum is not complete within half an hours of the time of meeting then the meeting shall be adjourned for one hour and if the quorum is not complete then there will be no need of the quorum and the business will be transacted by the members present it may be specified here that the for the meeting requiring the amendment in the constitution the 2/3 member shall form the quorum.

## 18. AMENDMENT

Amendment in the constitution shall be made only by 2/3 majority of the members.

## 19. DISQUALIFICATION

No member of the executive body shall be disqualified except by a no confidence motion moved and passed by 2/3 members of the executive and after serving notice on the concerned member and after affording him the due opportunity of being heard.

This constitution has already been finalized in the meeting of the society after discussion.

  
Secretary

## CERTIFICATE

This is to certify that all the members of the Old Student Association i.e. Society are above 18 years of age and are neither bankrupt nor of unsound mind and all are having the intention for the betterment of society.

  
President  
Old Student Association  
Govt. Degree College  
Orang at Narla Distt. Mandl (H.P.)

  
Secretary