

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

1. NAME OF SOCIETY: JNV ALMUNI ASSOCIATION, NAICHANA

2. REGISTERED OFFICE ADDRESS:

House No.- B108B, second floor,
Sun city Rewari - 123401

3. DEFINITIONS:

- i. "Bye-laws" means the Bye-laws of a Society.
- ii. "Society" and "Association" used in same meaning.
- iii. "Collegium" means an intermediate body consisting of elected representatives of members of a Society and required to be constituted in cases where the number of members exceeds three hundred.
- iv. "Due date" means and refers to the date on which the term of a Collegium or Governing Body of a Society expires and by which the elections of the successor body should be completed.
- v. "Documents" means and includes register of members, books of accounts, returns, annual returns, other statutory registers, summons, notice, requisition, order, other legal processes, whether issued or kept in pursuance of this or any other Act or otherwise.
- vi. "Elected member" means a member of a Society who is duly elected to the Collegium or as an office-bearer of the Governing Body.
- vii. "Financial year" means the period commencing from the 1st day of the month of April of a year and ending with the 31st day of the month of March of the following year.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- viii.** “General Body” means the body of all members of a Society.
- ix.** “Governing Body” means President, General Secretary, Treasurer and four (04) executive members responsible for the management of day-to-day affairs of the Society.
- x.** “Government” means the Government of the State of Haryana.
- xi.** “Major” means a person of twenty one years of age or above.
- xii.** “Member” means a person who fulfils the eligibility criteria for becoming a member of a Society, as specified in the Act and has been admitted as a member of the Society in accordance with its Bye-laws.
- xiii.** Alumnus: Each student who has passed out of the school, with at least one year of stay at school, de facto is defined as an alumnus.
- xiv.** “Memorandum” means the Memorandum of Association of a Society as originally framed and as amended, from time to time.
- xv.** “Office bearer” means and includes the President, General Secretary, Treasurer to give directions in regard to the conduct of the business of the Society.
- xvi.** “Special resolution” means a resolution passed in a meeting of the General Body or the Collegium, as the case may be, in which at least forty per cent of the members entitled to vote are present and the resolution is approved by three-fifth of the members so present and voting.
- xvii.** “State” means the State of Haryana.

4. AIMS & OBJECTIVES:

- i. To bring all the past students of school under a single forum for exchange of experience and dissemination of knowledge.
- ii. To promote and protect the interests of the school and its students (both the past and the present students)
- iii. To render financial aid to deserving poor students in the school.
- iv. Establishment and maintenance of necessary infrastructure for improving the knowledge and skill set of students.
- v. To help the students decide their career path by conducting seminars, workshops, and conferences in the school. This also includes updating them about the competitive exams, opportunities in each field.
- vi. To provide coaching to students of 9th to 12th class for Engineering, Medicine and other competitive exams.
- vii. To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- viii. To co-operate with the school in literary, cultural and sports activities.
- ix. To help the members of the Association in employment and service matters.
- x. To create and establish Alumni endowments for granting prizes, scholarships and medals to the students showing high proficiency in their studies, sports and extra-curricular activities and to honor past students of the school.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- xi.** To bring out magazines, souvenirs and newsletters highlighting the activities of the school and its Alumni.
- xii.** To collect funds by subscriptions, contributions, donations and gifts from members, non-members, Government, institutions and philanthropists for furtherance of the above aims and objectives.
- xiii.** To extend compassionate loan to meet fee and other expenses in case in the premier institutions of the country.
- xiv.** To promote other matters beneficial to prospects of the Association.
- xv.** The Association shall carry out its major activities in the within the territory of the State of Haryana.

5. MEMBERSHIP:

- i.** An alumnus shall be eligible to become a member of Society, if he is :-
 - a)** 21 years of age on the date of admission;
 - b)** subscribes to the aims and objects of the Society
 - c)** is not an insolvent or of unsound mind or have not been convicted of an offence involving moral turpitude, punishable with imprisonment of one year or more.
- ii.** Has to pay one-time fee of Rs 200 during registration and annual subscription fee of Rs. 1000 as and when solicited by governing body.
- iii.** Every registered member gets the access to the alumni network. He/ she has entitled to all benefits mentioned in aims & objectives. The membership fee collected will be utilized for the good of the school children. There will be absolute financial transparency and

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

accountability. Information on every rupee spent from the association will made available to every member of Association.

- iv.** Every alumnus admitted as a member shall be issued an identity card by the Association containing the photograph and particulars.
- v.** The honorary members represent the school. At least one and maximum three permanent teachers of school shall be appointed by the Principal as honorary members of society. Preferably one honorary member should be the in-charge of alumni affairs of school.

6. ADMISSION PROCEDURE (for all kind of membership) :

- i.** The admission of an alumnus as a member of the Society shall be decided by its Governing Body from time to time.
- ii.** An alumnus willing to be a member of the Society has to submit an application in prescribed form and along with supporting documents (at least single year mark-sheet of school or recommendation of honorary members based on school records) to the General Secretary duly filled in and signed.
- iii.** The President/General Secretary shall examine the application and place the same before the Governing Body for a decision.
- iv.** The Governing Body may accept or reject the application and the decision of the Governing Body in this regard shall be final. The reason for rejection shall be communicated to applicant by General Secretary.
- v.** The approval of the Governing Body shall be intimated to the member, his name shall be entered in the register, to be maintained in such

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

manner and form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be issued an identity card.

7. AFFILIATION :

- i. Sister associations of the other district of Haryana and other state of union territory of India having common aims and objectives may be granted affiliation on their request subject to the approval of governing body.
- ii. An annual affiliation fee of Rs.5000 shall be charged from the affiliated associations and would be further annually renewed subject to payment of this amount.
- iii. Affiliation may be cancelled in case the non-payment of renewal fee.
- iv. Association governing body reserves the right to de-affiliate the affiliated association at any time without assigning any reason.
- v. Association can also seek affiliation with other associations with same motive by the approval of governing body.

8. IDENTITY CARD FOR EVERY MEMBER:

Every alumnus admitted as member shall mandatorily be issued an identity card containing his/her photograph, brief particulars and membership category, duly signed by General Secretary.

9. RIGHTS AND OBLIGATIONS OF MEMBERS:

- i.** All the members of the Association shall be bound by the rules and regulations of the Association as contained in its bye-laws and amended from time to time.
- ii.** Every member shall have a right to cast his vote at the elections of the Association provided such member is not a defaulter in payment of any dues of the Society.
- iii.** Every member of the Association shall have the right to inspect the documents containing the minutes of the proceedings of the General Body and Governing Body and register of members of the Association on any working day by giving a notice of seven days addressed to General Secretary.
- iv.** Every member shall inform the General Secretary about any change in his address and contact number which shall be duly recorded in the register of members of the Society and upon which the society shall issue a fresh Identity Card to such members. The address/contact number in the register will be the final source to contact the member.

10. CESSATION OF MEMBERSHIP:

Any person admitted as a member shall cease to be a member of the Society in the following events:

- i.** Attracts the provisions contained in Section 22 of the Act.
- ii.** Upon his/her acting contrary to the aims and objectives of the Society;

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- iii. Upon such member being found guilty of a financial misappropriation of the funds of the Society
- iv. Upon indictment and directions for removal by the District Registrar/Registrar General of Societies;
- v. The final decision of ceasing a member decided by the Governing Body.
- vi. In case a member is expelled by the General Body the same can be re-admitted provided the member concerned pays all up to date dues, the decision of the General Body shall be final.

11. GENERAL BODY:

- i. Every alumnus admitted as a member shall be a member of the General Body of the Association and shall be entitled to cast his vote for the election of the Governing Body of the Association unless he is in arrears of payment of any dues of the Society.
- ii. Every member shall cast his vote in election in presence and no proxy voting shall be allowed.

12. MEETINGS OF GENERAL BODY:

- i. A meeting of the General Body of the Society will be held as and when required. However, at least one meeting of the General Body of the Association, called as the Annual General Meeting (AGM) will be held in a year preferably on the Alumni Meet Day in JNV, Naichana for

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

consideration and adoption of the duly audited annual accounts of the Association in addition to transaction of any other business of the Association as may be required.

- ii. The Governing Body of the Association may convene an extra-ordinary meeting of the General Body at any time after giving due notice either of its own or within 45 days of receipt of a written requisition along with reasons for convening such meeting, from at least 1/10th of the members of the General Body.
- iii. For any meeting of the General Body, a clear notice of at least 6 days along with a copy of the agenda of the business to be transacted date, time & venue of the meeting will be given to the members of the General Body.
- iv. A meeting of the General Body may also be convened at a shorter notice, if agreed to, be a majority (at least above 40% of the total members) of the members of the General Body.
- v. Quorum for the meeting of the general body will be 10% of the total members.
- vi. The proceedings of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the General Secretary and will also be signed by the President.

13. POWERS, FUNCTIONS & DUTIES OF THE GENERAL BODY:

- i.** To guide the Association in determining and fulfilling its aims and objectives.
- ii.** To decide the policy matters such as change of name of the Association, amendment in the Memorandum and bye-laws, approval of annual accounts, disposal of immovable assets of the Association and all such other acts as may be required under the Haryana Registration and Regulation of Societies Act, 2012.
- iii.** To elect the members of the Governing Body.
- iv.** To remove any member from the Governing Body and according approval to the continuation of a person appointed as a member of the Governing Body against a casual vacancy.

14. Governing Body:

- i.** Composition: The Governing Body shall consist of a total seven (07) member initially, as under –
 - a)** President
 - b)** General Secretary
 - c)** Treasurer
 - d)** Executive Member -04

The Governing Body may further be enlarged as per need of the Association.

- ii.** Election of the Governing Body:
 - a)** The term of the Governing Body shall be three years from the date of the approval of its election by the District registrar.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- b)** The Governing Body will declare the schedule of the elections and appoint the Returning Officer for conduct of elections and also notify/display a list of members of the General Body entitled to vote at least 30 days prior to the holding of the General Meeting for conduct of elections. The Governing Body shall also send notices for holding elections of the Governing Body to all the members, conveying the date, time, venue & the manner. The information with respect to holding of elections for the Governing Body shall also be sent to the District Registrar to appoint an observer, if he so desires.
- c)** Any objection raised against the list of members of the Association entitled to vote shall be decided by the Returning Officer in consultation with the office bearers. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning Officer shall, thereafter, invite nominations to be filled within the period prescribed in the schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the office bearers and the executive member of the governing body.
- d)** The Returning Officer will display a list of the contesting members on the notice board of the Association. The Returning Officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on showing the identity card issued by the Association.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- e) After closing hours on the date of the poll, the Returning Officer will declare the results and constitute the Governing Body of the Association. A list of elected office bearers and executive members of the Governing Body, duly signed by the Returning Officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- f) The members of the Governing Body shall not be entitled to any remuneration for rendering services to the Society.

15. CASUAL VACANCY IN THE GOVERNING BODY:

Any vacancy arising on account of resignation or death of any member of the Governing Body or for any other reason may be filled up by the Governing Body, if required, from amongst the members of the General Body.

16. MEETINGS OF THE GOVERNING BODY:

- i. The meetings of the Governing Body will be held as and when required. However, the Governing Body shall meet at-least once in every quarter and there will be minimum four meetings of the Governing Body in a financial year.
- ii. A clear notice of three days of every such meeting will be given by the General Secretary of the Governing Body to the office bearers and executive members before the date appointed for the meeting.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

Nonetheless, the Governing Body may meet at shorter notice, whenever so required.

- iii. The quorum of the meetings of the Governing Body shall be at least 50 percent (%) of the total members of the Governing Body.
- iv. The proceedings of every meeting of the Governing Body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be placed for confirmation and signature by all the office bearers and executive members present in the meeting.

17. POWERS, FUNCTIONS & DUTIES OF THE GOVERNING BODY:

- i. The Governing Body will be responsible for achieving the aims and objectives of the Society and shall work in the best interest of the Society, for which it shall be empowered to deploy the funds & assets of the Association for the stated purpose.
- ii. The Governing Body will be competent to raise funds and purchase property, movable and immovable, on free-hold or lease basis in its name, as decided by it.
- iii. The Governing Body shall have full charge of all immovable properties and moveable assets belonging to or vested in the Society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the General Body of the Association.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- iv. The Governing Body shall be competent to invest in the manner it considers appropriate in the best interests of the Association and it shall be competent to borrow or mortgage the properties on behalf of the Association.
- v. To create provision for engagement of regular or part-time employees of the Association to look after the secretarial, accounting and other functions in a seamless manner.

18. POWERS, FUNCTIONS , DUTIES OF OFFICE BEARERS AND EXECUTIVE MEMBERS:

The administration of the Association shall vest in the hands of Governing Body of seven (07) members consisting President, General Secretary, Treasurer, and four (04) executive members. No individual can take any decision without consulting the Governing Body.

Governing body preferably meet before Alumni day, to discuss the agenda for the next year and also to evaluate ourselves about what we have done in the past year. The decisions of the Governing Body shall be final and binding in all matters related to the Association.

i. President:

- a) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- b)** To preside over all the meetings of the General Body and of the Governing Body and to regulate the proceedings of such meetings.
- c)** To supervise and guide the overall activities towards the aims and objectives of the Society.
- d)** The President will have no right to vote in decision making of governing body. However At time of any subject (except election) if the total votes of the groups of members happen to be equal in number, the President has the power to cast his vote to decide the issue.
- e)** President shall be the competent authority to appoint staff members and to fix their remuneration after getting approval from Governing Body.
- f)** In the absence of the President, General Secretary shall act as President or President may nominate any member of the Governing Body with the consultation of honorary members to act as president in his/her capacity.
- g)** He shall work in close coordination with honorary member for all work and activities of the society.
- h)** He should share an annual report to the Principal of school and General Body about the work & activities completed and progressing through contribution from Association.
- i)** Ensuring dissemination of agenda of the meeting to all shareholders.

ii. **General Secretary:**

- a) To ensure proper and transparent functioning of the Association and Governing Body.
- b) To receive, scrutinize, and place applications for membership of the society before the Governing Body and to enter the names of the members, it approved, in the register of members under his initials and to intimate the members about the same and issue the identity cards to the members so admitted
- c) To convene meetings of the General Body and Governing Body with the consent of the President and serve proper notices as prescribed under these bye-laws.
- d) To attend all the meetings of the General Body and the Governing Body and assist the President in conducting the meetings and record proceedings of all the meetings.
- e) To prepare annual report of the society and place it before the Governing Body along with audited annual accounts of the society, for approval to place the same before the General Body in the Annual General Meeting.
- f) To keep and preserve all the records of the Society/Governing Body.
- g) To help and assist the President in looking after the complete affairs of the society and in attaining aims and objectives of the Society.
- h) To ensure timely filing of all statutory returns/documents in the office of the District Registrar and such other authorities as may

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

- i)** To be the custodian for safe custody of common seal of the Association and affix the same, whenever required, as per the authorization of the Governing Body.
- j)** To conduct correspondence on behalf of the Association and Governing Body and to sign letters and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k)** To prepare before announcing of the date of election and the Annual General Meeting, the list of all the members eligible to vote, duly updated and to place it before Governing Body.
- l)** Act as the overall in-charge of the administration and execution of all the programs of the Society including financial affairs, creation of posts, fixation of salaries/remuneration/allowance etc. make appointment/engagement of staff, make purchases on behalf of the Governing Body and do all other such things as may be necessary in the furtherance of the aims and objectives of the Society in accordance with the delegation by the Governing Body from time to time.
- m)** He shall represent the association in any legal action of the association.
- n)** To transact such other business as may be deemed necessary and entrusted to him by the Governing Body.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- o) In absence of General Secretary, any Member of the Governing Body nominated by President in consultation with honorary members without binding will act as General Secretary.

iii. Treasurer:

- a) To keep accounts of all financial transaction of the Association and of all the sums of money received and spent by the Society and maintain records of receipts and expenses relating to such matters, and of assets, credits and liabilities.
- b) To get the accounts of the Association audited by chartered accountant appointed by the Governing Body at the close of the financial year, annually.
- c) To submit to the Governing Body through General Secretary, the audited annual accounts of the society, preferably fifteen days before the annual Alumni Meet.
- d) To act as the overall custodian of all the books of accounts of the society, financial statements, receipts books, expense vouchers, bank pass books, cheque books, cash etc.
- e) To furnish the necessary financial information to the Governing body whenever required.

iv. Executive Members:

- a) Invitation to all the meetings of Governing Body called by General Secretary.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- b)** Approval/disapproval to all the decision of office bearers through recording their vote.
- c)** An inspection of records of Society any time, General Secretary is duty bound to provide any information solicited by the members.

19. CESSATION OF MEMBERS OF THE GOVERNING BODY:

An office-bearer and executive member of the Governing Body shall cease to be a part of Governing Body:

- i.** Upon submission & acceptance of his resignation.
- ii.** If he is removed by a resolution passed in the meeting of the General Body.

20. EXCLUSION FROM THE EMPLOYMENT OF IN SOCIETY:

- i.** No member of the Society shall be in full-time or part-time employment of the Society.
- ii.** No dependent or family member or close relative of the office bearers and executive members of Governing Body shall be engaged as an employee of the Society.
- iii.** Every office-bearer and executive members of the Governing Body shall make a declaration in case any person in the employment of the Society is his close relative.

21. AMENDMENTS IN MEMORANDUM, BYE-LAWS ETC.:

Any amendment in the Memorandum of Association and Bye-laws, or change of name, amalgamation or division of the Society will be done only with the approval of the General Body by way of a special resolution. The intimation of any such amendment or change, along with attested copy of requisite documents, shall be filed in the office of The District Registrar by the General Secretary within such time as may be prescribed under Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

22. MANAGMENT OF ASSETS AND FUNDS OF THE SOCIETY:

- i. The sources of income of the Association will include receipts on account of membership fee, interest, donations, gifts, grants etc.. The Association can also raise funds through interest-free short term loans from its members or from scheduled banks on interest. Loan from the Scheduled Banks on interest will be taken only for purchase or creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- ii. The Governing Body will prepare and approve an annual budget of the Association on the basis of its estimated income and the capital & revenue expenditure during first quarter of the financial year and shall also place a copy thereof before the General Body in its Annual General Meeting for information.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- iii. The Bank accounts of the Association will be jointly operated by President and General Secretary with Treasurer.
- iv. All assets and funds will belong to the Association and vest in the Association.
- v. All receipts and payments of the Association shall be made through Bank Instruments (i.e. DD/Pay Order/Cheque/Bank Transfers-IMPS,RTGS /Smart Payments etc.) including all receipts towards the Membership Fees and Donations from the members. However, The Governing Body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

23. ACCOUNTS OF THE SOCIETY:

- i. The Treasurer and Auditor of the Association will be responsible for keeping and maintaining proper books of accounts i.e. Cash Books, Ledger etc. as required under Income Tax laws and any other authority including the Institute of Chartered Accountants of India at its registered office with respect to all sums of money received and expended by the Association and the assets and liabilities of the Association.
- ii. The books of accounts of the Association shall be open to inspection during the business hours by the Registrar General/Registrar/District Registrar or any officer authorized by them and by any member of the Association.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- iii. The annual accounts of the Association will be signed by all the office-bearers and executive members of the Society.
- iv. The Governing Body will appoint a chartered accountant, who shall not be a member of the Governing Body or family member of any member of the Governing Body, for auditing the accounts and filing of income tax return of the Society for each financial year, at such remuneration as may be determined by the Governing Body.

24. AMALGAMATION OF THE ASSOCIATION:

The Association may amalgamate itself with any other Society established with the identical aims and objectives or allow any other Society to amalgamate with itself by a Special Resolution passed in this behalf in accordance with the provisions contained in Section 51 of the Act and rule 25 made there under.

25. DISSOLUTION OF THE ASSOCIATION:

- i. The Association may resolve to dissolve itself in accordance with the provision contained in the Act and the rules made in case it becomes difficult to carry on with the operations of the Association, or it becomes insolvent or for any other pressing and unavoidable reasons.
- ii. In the event of dissolution of the Association, no assets of the Association shall devolve amongst the members of the Association.

BYE-LAWS OF JNV ALMUNI ASSOCIATION NAICHANA

- iii. Association assets and properties shall be first used to liquidate any liabilities and the left over properties/assets, if any, shall be transferred to Jawahar Navodaya Vidyalaya (JNV), Naichana.
