

CONSTITUTION

1. **Name of the Society** : **School of Studies Alumni Association
Jiwaji University, Gwalior**
2. **Office of the Society** : C/o Sangeeta Shukla, Zoology Department,
SOS Jiwaji University, Gwalior (M.P.)
3. **Jurisdiction of the Society** : Gwalior, Madhya Pradesh
4. **Objects of the Society** :

1. To provide an organisation through which the alumni of the SOS can keep in touch with the Institute, faculty, staff and students of the SOS Jiwaji University Gwalior.
2. To enable the alumni to take part in such activities of the Institute as may contribute to the general improvement of the status of the SOS Jiwaji University and alumni.
3. To award prizes and scholarships for students of the SOS Jiwaji University on the basis of merit, and render financial aid to deserving poor students, studying at the SOS Jiwaji University.
4. To render financial aid to deserving alumni in cases of compassionate circumstances.
5. To bring out a magazine periodically, highlighting the activities of the SOS Jiwaji University and its alumni.
6. To help the alumni to get advice from the SOS Jiwaji University on various technical problems that they may come across in their work.
7. To establish coordination between all alumni and to increase feeling of cooperation and coordination among each other.
8. To render economic and all types of cooperation to all alumni and their children for their welfare.
9. To honour and give award to SOS Alumni students for doing extra ordinary work in any field.
10. To render assistance to poor disabled women and to extend all types cooperation to deserving candidates who became victim of natural calamity in the interest of society.
11. Career counselling for SOS Jiwaji University students.

5. **Membership** : Society will have members of following categories.
 - (a) Patron Member: The person who will donate Rs. 51000/- in one instalment will become patron member of Society.
 - (b) Life Member: The person who will donate Rs.5000/- or more will become life member.
 - (c) Ordinary Member: Person paying Rs. 500/- per annum as subscription to the society will be ordinary member. Ordinary member will be only for the period for which subscription was paid by him.
 - (d) Honourable Members: Managing Committee of the Society can nominate person/persons for the period committee deem fit but such members will have no right to cast their vote.
6. **Eligibility for membership** : Every person who wish to become a member will have to apply in writing to the managing committee. Committee will have full right to accept or reject their request.

7. **Members :**
The society shall consist of the following persons as its members:
- a. Every person receiving a degree from school of studies Jiwaji University, Gwalior.
 - b. The academic staff and technical assistants of the SOS.
 - c. The visiting academic and technical staff of the SOS.
8. **Ceasing of the Membership :** A member of the association shall cease to be a member on the happening of any of the following events.
- (i) Death (ii) Insanity (iii) Not paying amount of subscription as indicated in rule 5.(iv) to give Resignation and its acceptance (v) Decision of the managing committee for ceasing membership, after finding member in involving moral turpitude. Decision should be communicated to the member in writing.
9. A register shall be kept in office which will consist following details.
- (i) Name, residence, occupation and dated initials of every member.
 - (ii) Date and receipt number from which membership was granted.
 - (iii) Date from which membership was ceased.
10. (a) **General Body :** General Body will consist only members of categories shown in rule 5. The General body meeting of the Society shall be held as per requirement but it will be compulsory at least once in a year. Managing Committee will decide date and venue of the meeting and will intimate to each member before 15 days of the date of meeting. Quorum for General body will be 3/5 of total members. First General body shall be held with in three months from the date of registration in which office bearers of the society will be elected. In case General body meeting is not held the registrar will have right to call General body meeting under supervision of responsible officers for electing office bearers.
- (b) **Managing Committee :** Meeting of the managing committee shall be held every month. The Agenda and date of meeting must be intimated to each member before seven days. Quorum for managing Committee will be 1/2 of total members. In case quorum is not complete the meeting can be postponed for one hour and then meeting can be held on the same day and at the same place without observing quorum.
- (c) **Particular :** If at least 2/3 members of total members apply in writing for conducting meeting then General body meeting will be called for discussing subject decided by members. On passing resolution the copy will be sent to the registrar with in fourteen days. Registrar will have right to issue necessary instructions and guidelines to the committee.
11. **Power and duties of General Body :**
- (i) To approve annual report and the audited statement of accounts for the previous financial year ending 31st March.
 - (ii) To manage permanent assets and funds of Society.
 - (iii) To appoint auditor for next financial year.
 - (iv) To discuss subjects placed by Managing Committee.
 - (v) To approve income expenditure statements of institutions run by Society.
 - (vi) To approve Budgets.

12. **Constitution of Managing Committee** : Patron member will be officio member of society. Following office bearers and member of Managing Committee will be elected from list of members whose names are entered in register as per rule 5 (a) (b) (c) and majority (i) President (ii) Vice-President-2 (iii) Secretary-2 (iv) Treasurer (v) Joint Secretary-2 and 10 members.
13. **Tenure of Managing Committee** : Tenure of Managing Committee will be three years. Committee will work until new managing committee is not formed for period not exceeding six months after approval from General Body.
14. **Power and duties of Managing Committee** :
- (a) To fulfill the objects for which committee is formed and to ensure necessary arrangement for achieving targets.
 - (b) To submit annual audited statement of accounts before General Body meetings.
 - (c) to make payment of pay allowances to employees of institutions run by committee and its subordinate institutions. To make payment of taxes on properties of Committee.
 - (d) To appoint employees teachers etc.
 - (e) To perform other important items as the General Body may decide from time to time.
 - (f) All properties of institution will be in the name of executive committee.
 - (g) Committee will not acquire or transfer property without written permission of registrar.
 - (h) An extra ordinary General Meeting may be called for considering amendment in General Body meeting. After passing amendment by 2/3 members the proposal will be sent to the registrar for approval.
15. **Powers of President** : President shall preside all meetings of General Body and Managing Committee and will arrange meeting of Managing Committee in General Body with Secretary. Vote of President shall be decisive on all subjects matters placed in meeting.
16. **Powers of Vice President** : In the absence of President Vice-President shall preside all meetings of General Body and Managing Committee. All powers of President will be exercised by him.
17. **Powers of Secretary** :
- (i) To call meeting of General Body and Managing Committee from time to time and submit all applications and suggestions received.
 - (ii) To arrange audited income expenditure statement and placing it before General Body for approval.
 - (iii) To prepare and examine all papers/documents and intimating results to Managing Committee.
 - (iv) Secretary will have power to sanction expenditure amounting to Rs. 50000/- in one time.
18. **Powers of Joint Secretary** : In the absence of Secretary, Joint Secretary will exercise all powers of Secretary and will also do all works done by Secretary.
19. **Powers of Treasurer** : To keep complete record of Committee and to submit before Secretary or Managing Committee for approval.

20. **Bank Account** : All funds of institution will be kept in notified Bank or post office. Money can be drawn only by Joint Signatures of President or Secretary and Treasurer for meeting day today expenditure Treasurer can keep amount not exceeding Rs. 50000/-
21. **Information required to be sent to Registrar** : As the rule 27 list of Executive Committee will be filed with in 15 days from. Annual General meeting and as per rule 27 audited statement of accounts will be sent along with prescribed fees.
22. **Amendment** : Any amendment can be passed with at least 2/3 votes of total members in General Body. If necessary Registrar Firms and Societies can make amendment in the interest of institution which will be binding on all members.
23. **Winding up** : Winding up or dissolution of the institution will be by 3/5 votes of total votes. On dissolution all properties will be handed over to institution of similar object. All action will be taken as per provisions.
24. **Assets** : All assets will be in the name of association no property can be transferred sold or donated without written permission of Registrar.
25. **Bank Account** : All funds of association will be kept in notified Bank or post office and time to time money will be deposited and with drawn from these accounts.
26. **Calling of Meeting by Registrar** : As per registered rules of association and on not calling annual meeting by office bearers Registrar Firms and Societies will have right to call for meeting. Registrar will also decide subjects which will be discussed in meeting.
27. **Dispute** : President is authorised to resolve any dispute after obtaining approval from General Body. If parties are not satisfied with the decision matter will be sent to registrar for decision. Decision of the Registrar will be final and binding on all members. In disputes arising in meeting or Managing Committee meeting final decision will be given by Registrar.

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