

## **MEMORANDUM OF ASSOCIATION**

The Name of the Society is “SBS OLD STUDENTS ASSOCIATION”.

The office of the Society shall be situated in the premises of Sardar Bhagwan Singh Post Graduate Institute of Biomedical Sciences & Research, Balawala, Dehradun.

### **1. AIMS AND OBJECTIVES**

- (i) To do all acts in the interest and for the benefits of Sardar Bhagwan Singh Post Graduate Institute, Balawala, and the fraternity of Old SBS. Without restricting in any way the generality of the above objective, the aims and Objectives of the society shall inter alia include the following:
- (ii) Take over the assets and liabilities of the existing unregistered “SBS Old Students association”.
- (iii) To promote and maintain closer bonds of goodwill and friendship amongst all members of the fraternity and render assistance to them and their dependents in all aspects.
- (iv) To hold up the traditions and values of the Institute and ensure that they continue to foster and grow.
- (v) To do that all is necessary to protect and enhance the reputation of the Institute to generate public and government awareness and support for the Institute and assist the institute as may be necessary in its day-to-day activities, in particular to achieve excellence in academics and other spheres of educational and Institute activities.
- (vi) To assist in furthering the objectives of “SBS Old Students Association” by various acts including nominating, if required members of the society to the board of Governors of the Institute or any other committees that may be set up from time to time.
- (vii) To open chapters in various cities all over the country and abroad and frame rules for such chapters.

### **2. RULES & REGULATIONS**

- (i) The name of the Society is “SBS OLD STUDENTS ASSOCIATION”.
- (ii) The objectives of the Society are set out in its Memorandum of Association and be altered, extended or abridge as required by Executive Committee.

### **3. MEMBERSHIP**

#### **3.1 LIFE MEMBERS**

- (i) All former students of Sardar Bhagwan Singh Post Graduate Institute, Balawala are eligible to become life members of the SBS Old Students Association, provided they were in SBS Institute for a complete Course.
- (ii) Members who rejoin the Institute to persue PG courses or any other higher degree shall be temporarily disallowed membership for the duration of the course and may rejoin after the said period. No fee shall however be charged in such cases. . Research Scholars however, shall be the member of Alumni Association.

#### **3.2 ASSOCIATE MEMBERS**

- (i) The Director, Manager, HOD’s and teaching staff of SBS, Balawala, Dehradun. shall be the Associate members of the association.
- (ii) The Associate members shall pay no subscription fee.
- (iii) The Associate members shall have no voting rights.
- (iv) The Associate Members shall continue to be so, till they enjoy the confidence of the Executive Committee.

### **3.3 TERMINATION/SUSPENSION OF LIFE MEMBERS**

- (i) Membership of the Society may be suspended by the Nominating Committee, on being satisfied, prima facie, of the unbecoming conduct of a member.
- (ii) Membership of the Society may be suspended by the executive Committee, in case a member is convicted of a criminal offence involving moral turpitude.
- (iii) Such suspension must be placed before the ensuing General Meeting, which shall determine whether the same is revoked continued or the membership terminated.

### **4. MEMBERSHIP FEE**

- (i) Life Membership subscription shall be decided from time to time by the Executive Committee.
- (ii) The present life membership fee is Rupee 1500/-

### **5. MANAGEMENT**

The affairs of the Society Shall decided from time to time by Executive Committee.

### **6. NOMINATING COMMITTEE**

The Board of Governors, Director, Manager, Head of the departments, and teaching staff of SBS the immediate past & present President of the old Students' Association executive Committee, shall be the members of the Nominating Committee. The Chairman Board of Governors shall be the Chairman of the Nominating Committee. Its duties and functions will be as under:-

- (i) To guide and assist the Executive Committee in furthering the aims and objectives of the society.
- (ii) To determine all questions regarding the general policy of the society.
- (iii) To nominate/appoint members any committees or societies as the need arises.
- (iv) To nominate the 8 (eight) members of the Executive Committee from the panel of nominations received.

### **7. EXECUTIVE COMMITTEE**

#### **7.1 MEMBERS**

THE Executive Committee shall comprise the following;

- (i) President - 1
- (ii) Immediate Past President
- (iii) President-elect (Shall assume the post of President in the next E.C.)- 1
- (iv) Vice President - 1
- (v) General Secretary -1
- (vi) Members - 8
- (vii) Treasurer
- (viii) Any vacancy in a committee shall be filled in the next general meeting.
- (ix) No member shall continue to be member if he or she resigns.
- (x) The members so nominated to the executive committee shall have tenure of two years or till the date of next election is held and new E.C. is Duly constituted.

#### **7.2 Elections & Nominations**

- (i) Elections shall be held every two years for the post of **President Elect, and General Secretary**. Elections may also be held for the Post of **President** incase of resignation of President Elect of the Previous E.C. A member may contest election to any of the posts only if he/she has been a member of the E.C.

- (ii) The Nominating Committee shall appoint a election officer for the same.
- (iii) Nominations shall be called two months in advance.
- (iv) Voting shall be held on the general body meeting on completion of two years of the E.C .
- (v) The mode of election shall be with the count of Hands. Ballot papers may however be used if the Election Officer Wishes to.
- (vi) Nominations shall be invited for the post of Eight **E.C. members** for approval/recommendation of the Nominating Committee , and members nominated so shall be declared by the Election officer on the Annual General Meeting.
- (vii) The election Officer may call for nomination from the floor of the AGM incase no nominations are received for any post.
- (viii) The **Vice President** shall be Nominated by The President of The E.C.
- (ix) The **Treasurer** shall be chosen from amongst the E.C. members with Consent of the President.

### 7.3 DUTIES AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

The executive committee shall take all such steps as may be necessary for the proper management and administration of the property and funds of the society, which will include:

- (i) Making rules and regulations for the conduct of meetings and affairs of the society and adopting and varying the same from time to time.
  - (ii) Receiving grants, subscription, donations, holding functions and promoting activities etc. for raising funds to achieve the objectives of the society.
  - (iii) Managing and regulating the finance, accounts, investments, property of the society and for that purpose appointing such agents as it may think fit.
  - (iv) Appointing coordinator of the Society.
  - (v) Appointing activities incidental to the running of the society.
  - (vi) Grant of scholarship to deserving students for such period and amounts as the Executive Committee may decide.
- The President shall hold the office for a period of one term only and shall not be eligible for re-election for six years after completion of his/her term.

### 8. ACCOUNTS

- (i) The books of accounts shall be kept in the office of the society or at such other places as the Executive Committee thinks fit.
- (ii) The Bank account of the society shall be operated by a person as appointed by the Nominating Committee at the Annual General Meeting.
- (iii) Copies of audited accounts shall be available for inspection by members at the Annual General Meeting.

### 9. MEETINGS

#### 9.1 **General body Meeting**

- (i) General Body Meeting is to be held ONCE in a year.
- (ii) The General Secretary shall call for General Body meeting with consent of the president, with a Advance notice of minimum one month.

#### 9.2 **Executive Committee meeting**

- (i) The E.C. Meeting is to be held minimum FOUR times in the year.
- (ii) Quorum: The presence of 50% members including the president and General Secretary shall form a quorum.

- (iii) Pre intimation of minimum 14 days shall be mandatory for Executive Committee meetings., however emergency meetings maybe called at shorter notice.
- (iv) All E.C. members must confirm their presence/unavailability minimum 7 days in advance to the General Secretary
- (v) Presence of President and General Secretary will be mandatory for EC and GB meetings. The Vice President may However preside over meetings as and when required.
- (vi) EC membership could be terminated if any member fails to attend three consecutive meetings. The final decision however to be made by Executive Committee.

## **10. OFFICIAL YEAR**

The official year of the Old SBS Association will be from November to November every year.

## **11. APPOINTMENTS**

If felt necessary, the Executive Committee may appoint a paid Executive Committee may appoint a paid Executive Secretary/other officials who shall not be members of the Executive Committee. They shall assist the President and Secretary in the administrative work.

## **12. LOCAL CHAPTERS**

- (i) Local Chapters of the Association maybe formed in Foreign countries, States, UT s, Cities where members are working/residing. Consent of minimum 20 members will be required for opening of new local Chapters, which comprises of One Convener and Three Executive Committee members In the Governing body.
- (ii) The proposal for new chapters shall be sent to E.C. for the approval .
- (iii) The aims & objectives shall be the same as that of parent body and promoting them at local level.
- (iv) The convener of the local chapter should give pre information regarding any activities being organized.
- (v) Funds to active chapters may also be allocated by the SBSOSA E.C. for organizing activities in the Welfare of the Institute or SBSOSA. Such proposals must be sent in advance for consideration in the E.C. meetings. The President may however at discretion may allocate up to Rs. 15000/- for such activities .
- (vi) No additional membership fee can be charged from the alumni members for local chapters , however voluntary donations maybe accepted..
- (vii) The annual report and the audited statement of accounts shall be given to the General Secretary of the Association.
- (viii) The Local Chapters must contribute 30% of their earning s to the parent body.