

नियमावली / Rules Of Association

संस्था का नाम / Society's Name :	Allumni Association of Government Degree College Manikpur Chitrakoot
संस्था का पता / Society's Address :	Government Degree College Manikpur Chitrakoot, Chitrakoot, 210208
संस्था का कार्य क्षेत्र / Society's Work Area :	All Uttar Pradesh
संपर्क संख्या / Contact Number :	8707221929

संस्था के सदस्यता एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	शुल्क / Fee	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीवन सदस्य / Life Time Member	1000	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देंगे वे संस्था के आजीवन सदस्य होंगे
सामान्य सदस्य / General Member	1000	जो व्यक्ति संस्था के उद्देश्यों में आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक सदस्यता शुल्क नियमानुसार निस्वार्थ भाव से देते हैं वे संस्था के सामान्य सदस्य होंगे

सदस्यता की समाप्ति / Termination of Membership :

1. मृत्यु हो जाने पर ।
2. पागल या दिवालिया हो जाने पर ।
3. संस्था के विपरीत हानिकारक कार्य करने पर ।
4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
5. नियमित रूप से सदस्यता शुल्क न देने पर ।
6. लगातार तीन बैठकों में अनुपस्थित होने पर ।
7. नैतिक अपराधों में न्यायालय द्वारा दण्डित होने पर ।

संस्था के अंग / Society's Parts :

1. साधारण सभा / General Body
2. प्रबंधकारिणी समिति/ Management Committee

साधारण सभा / General Body :

गठन / Formation :	साधारण सभा का गठन आजीवन सदस्य / Life Time Member, सामान्य सदस्य / General Member को मिलाकर किया जायेगा।
बैठके / Meetings :	साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है । असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा ।
सूचना अवधि / Notice period :	साधारण सभा की सामान्य बैठक की सूचना कम से कम 21 दिन पूर्व व विशेष बैठक की सूचना 07 दिन पूर्व सदस्यों को दी जाएगी ।
गणपूर्ति / Quorum :	साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी ।
विशेष वार्षिक अधिवेशन की तिथि / Special Annual General Meeting Date :	The annual meeting of the General Assembly will be held every year, the date and time of which will be decided by the Managing Committee only.

साधारण सभा के अधिकार एवं कर्तव्य / Rights and Duties of the General Body :

a. The General Body shall consist of all the members of the Association as defined in Clause 3 b. The General Body shall meet every year normally in BUAT. The following shall be the normal items of agenda of this meeting i. Annual Report of the activities of the Association pertaining to the previous year. ii. Previous years accounts and budget proposals for the next year. iii. Election of the members of the Executive Committee /normally every third year iv. Appointment of Auditors v. Appointments of legal advisors, if any. vi. Any other matters concerning the functioning of the Association. c. An advance notice of 15 days shall be necessary for convening the General Body Meeting. In case of any urgency a shorter notice may be given. d. The quorum for the General Body meeting shall be 20 members present in person. e. All the resolutions put to voice at the General Body shall be decided by a majority of vote. In case of equality of votes, the Presiding Officer shall have the right of casting vote. f. The General Body shall nominate / elect 7 /seven members for a period of 3 years to the office of the Executive Committee. g. in the case of vacancies arising in the Executive Committee due to any reason Whatsoever, the General Body shall elect an appropriate number of members to the Executive committee subject to the provision of clause 5.1 c. h. The Chief Patron or in his absence the President or in his absence the Vice President of the Association shall be the Presiding Officer in the General Body meeting of the central unit of the Association. The Chief Patron shall also preside over the General Body meeting and regional chapters. In the absence of the Chief Patron, the President and in his absence the Vice-President of the respective regional chapter will preside over its general body meeting.

प्रबंधकारिणी समिति / Management Committee :

गठन / Formation :

साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबंधकारिणी समिति का गठन होगा जिसमें Coordinator-1, Ex. officio Patron-1, General Secretary-1, Joint Secretary-1, Member-2, President / Ex. officio-1, Treasure-1, Vice President-2 होंगे इस प्रकार कुल संख्या मिलाकर 10 होगी।

सूचना अवधि / Notice period :

प्रबंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 07 दिन पूर्व व विशेष बैठक की सूचना 72 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी।

बैठके / Meetings :

प्रबंधकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अर्जेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा।

गणपूर्ति / Quorum :

प्रबंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी।

प्रबंधकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Manegerial Body :

a. The Executive Committee of the Association shall consist of the following i. The Vice Chancellor, BUAT, shall be the Chief Patron of the Association and shall preside over the meetings of the Executive Committee of the central unit. In his absence the president and in his absence the Vice president will preside over the meetings of Executive Committee. The Chief Patron will also preside over the meetings of Executive Committee of different regional chapters. However, meetings of the Executive Committee of regional chapters shall be presided over by the President of the respective chapter in the absence of Chief Patron of the association and in the absence of the President of the Chapter its Vice President shall preside over. ii. The Registrar, BUAT shall be the President of the Association and shall preside over the meetings of the

Executive Committee of the central unit in the absence of Chief Patron. In his absence the Vice President will preside over the meeting of the Executive committee. iii. The Professors of the University will be the members. iv. The immediate past Chief Patron and President shall be the ex-officio members. v. One member to be nominated by patron/s vi. One member to be nominated by the present Chief Patron vii. The Presidents of different Regional chapters shall be the ex-officio members of the Executive Committee. viii. The office Bearers of the Association shall be nominated/ elected by the members of the executive committee from amongst 09 elected members a. Besides, the Chief Patron, there shall be 8 office bearers in the Executive Committee /from which faculty members shall be elected/ nominated/ of the Association with the following positions, 1. President 2. Vice president 3. General Secretary- Faculty of BUAT 4. Joint Secretary 5. Secretary - Finance 6. Spokesperson 7. DSW b. On or before the Fourteenth Day succeeding the day of the Executive Committee meeting of which office bearers are nominated / elected, a list shall be filed with Registrar of Firms, Societies and Chits- U.P., of the names, addresses and occupations of the officer bearers and the members of the Executive Committee. C. The Executive Committee shall have the right to co-opt members and appoint sub-committees from amongst the General Body from time to time for the execution of specific assignments as required. The total number of such co-opted members shall not be more than 7 at any time. C. i. Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, and removal or otherwise may be filled by co-option by the Executive Committee and the member so co-opted shall hold office till the next Annual General Meeting. C . ii. The quorum for the meeting of the Executive Committee shall be five members personally present. c.iii. The Executive Committee shall manage the affairs of the Association by majority of votes in the committee meeting provided that in case of equality of votes the Presiding Officer of that particular meeting shall have the casting vote. c.iv. The Executive Committee shall meet at least quarterly. The General Secretary shall issue the notice and the agenda of the meeting at least two weeks before the date fixed for the meeting. However, in case of urgent business, an emergency meeting may be called at shorter notice. in such cases, the notice period shall not be less than two days. All decisions taken in such an emergent meeting shall have to be reported in the next Executive committee meeting. c.v. The Executive Committee shall be the Executive Authority of the Association. It shall be responsible for all the finances and funds of the Association. It shall give effect to the plans and programmes of the Association, c.vi. The property-movable and/or immovable-belonging to the Association, shall be vested with the Executive Committee. c.vii. in case the executive committee is satisfied that a member has been working against the interest of the Association, it may recommend the termination of the membership of the concerned member to the General Body which shall have powers to do so.

रिक्त स्थानों की पूर्ति / Fill blank seats :

प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी |

कार्यकाल / Tenure :

प्रबंधकारिणी समिति का कार्यकाल 05साल का होगा |

प्रबंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/
Election Procedure of Management Committee by

The General Assembly will elect the members and office bearers of its Managing Committee.

General Body :

प्रबन्धकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्तव्य / Rights and Responsibilities of office bearer of Manegerial Body :

Prasident / Ex. officio

1. 1. To preside over the meetings of the committee and other ceremonial functions by the Society. i. To decide, change, extend the date for the meeting and to inform the members. ii. To use his discretion in the event of any difference of opinion amongst the Members of the Committee. iii. Act as Chief Executive Officer of the Society. iv. President will be Liaison Officer of the Society. He/She will coordinate with the Govt. NGOs Other Private Societies. v. To Execute the decision taken by the Society. vi. The President shall have power to take decision to meet the emergent situation in the interest of the Society. President will apprise the Governing Body of his/her decisions. vii. Where rules are silent President can make Rules and take decision in the interest of Society. viii. To prepare documents for and on behalf of the Society and to conduct its correspondence. ix. To permit for the membership. x. To prepare annual report of the previous year about the activities and progress, accounts and expenditure as well as Annual Budget and place it before Society. xi. To sanction bills, vouchers, debit-notes, credit-notes, cheques and other documents as tenders, quotations, expenses, purchase etc. of the society by his/her signature. xii. To exercise drawing and disbursing powers. xiii. To sanction salary, wages, tours, traveling etc. xiv. To engage, terminate, dismiss, suspend or penalize any employee/honorary worker with the consent of the Members of the Governing Body. xv. He/She shall be responsible for the collection of fund for the society. xvi. He/She shall look after all financial matters of the Society. xvii. He/She shall be responsible for the maintenance and safe custody of all papers documents and seals etc. pertaining to the Society. xviii. To look after the assets of the society. xix. To survey office and branches of the society. xx. To receive financial and non-financial assistance from the Government, Non Government Organization, International Agencies, Banks and any other legal entity or individual. xxi. To collect offerings, gifts or donations of all kinds, whether from Government, Central or SemiGovernment, all institutions, local bodies or industrial concerns, limited or private, locally within the Union of India or from abroad, which will form part of the funds available to the Society whether the bodies are located in the Union of India or abroad. xxii. To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the buildings of the above Society, necessary or convenient for the purpose of the attainment of the aims and objects of the Society. xxiii. President shall authorize anyone from the Governing Body to preside over the meetings in his/her absence. xxiv. He shall ensure the safety of cash deposits in the Nationalized or Schedule Banks/as decided by the Governing Body. xxv. He/She shall keep up-to date accounts of all the Expenditure and Income

Vice Prasident

2. Vice-President of the society shall enjoy all the powers of the president in his absence

General Secretary

3. Secretary The Secretary shall be nominated by the President from amongst the founder members. The Rights and Responsibilities of Secretary are 1. Appointment or dismissal of paid workers of the association with the approval of the executive body. 2. To take loans for the association with the approval of the executive body. 3. Recording and maintenance of proceedings of all meetings of the association. 4. To call meetings of the General Body and Management Committee. The Secretary will

call the meetings of the executive body as well as the general body, the place and time of which will be fixed in accordance with a duty of management committee and president. The notice of the meetings will be issued individually to each member by the secretary at least 7 days before the date fixed for the meetings. Agenda of the meeting will be approved by the president and will accompany the notice. The notice for the general body meeting will similarly be issued by the secretary at least 15 days before the date fixed for the general body meeting. 5. The day to day working of the association will be looked after and executed by the secretary including but not limited to filing documents with and receiving documents from various Govt./Non Govt. bodies Departments for and behalf of BUCAA

Joint Secretary

4. Joint Secretary The Joint Secretary shall be nominated be the Secretary of the association from amongst the life/ founder member of the association. The Rights and Responsibilities of Joint Secretary are 1. The Joint Secretary shall assist the General Secretary in discharging his/her duties. 2. He or She shall carry out such other duties as may be assigned to him or her from time to time by the Executive Committee. 3. The Joint Secretary shall function as the secretary in the absence of the secretary

Treasure

5. Treasurer The Treasurer shall be nominated by the President amongst the founder members. The Rights and Responsibilities of Treasurer are 1. The Treasurer shall be responsible for accounting of the financial transaction and preparation of all accounts and final accounts of the association. 2. He shall also be responsible to comply with all formalities of revenue department. 3. The Treasurer shall receive all subion and membership fee and shall prepare the budget of the association for the approval of the General Body, he shall also deposit all cheques, drafts to the bank ASAP on behalf of the association, he shall be the authorized person to act coordination with the bank and other financial institution for operating accounts, depositing money, making payments, conducting transaction and all financial affairs on behalf of association. 4. Collaborating with officials to participate in the organisations meetings

Member

6. 1. Electing the one Vice President and 2 members among the founder and lifetime members that will form part of Management Committee. 2. Passing the annual income and expenditure budget. 3. Approval of audited balance sheet and income and expenditure account of the Association. 4. Consideration of such ordinary matters as approved by the President. 5. Ammand the Rules and Regulations by 2/3 rd Majority of members present in the meeting.

Ex. officio Patron

7. All matter of the dispute shall be refferd to the patron and his/her decision shall be final and binding on all parties.

Coordinator

8. संस्था का प्रतिवर्ष आय-व्यय का लेखा जोखा तैयार कर अध्यक्ष के समक्ष प्रस्तुत करना।

संस्था का कोष / Society's Account Access Details:

पदाधिकारी/Post	
1.	GENERAL SECRETARY
2.	PRASIDENT / EX. OFFICIO
3.	TREASURE

आय के स्रोत / Source of Income

1. Foreign Grants
2. Government Donation
3. Government Loan
4. Maintenance amount
5. Membership Fee
6. Other Sources
7. Remittance
8. Self Money Generation

संस्था के नियमों एवं विनियमों में संशोधन की प्रक्रिया / Society's Rules and Regulations Revision Process :

साधारण सभा के २/३ सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

संस्था का कोष/ Society's Account Details:

संस्था का कोष किसी राष्ट्रीय बैंक अथवा शिड्यूल बैंक, पोस्ट ऑफिस, या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा , जिसका संचालन GENERAL SECRETARY या PRASIDENT / EX. OFFICIO एवम TREASURE के संयुक्त हस्ताक्षर द्वारा किया जाएगा |

संस्था के द्वारा अथवा उसके विरुद्ध अदालती से संचालन का उत्तरदायित्व| / Responsibility for court operations of the society by or against :

संस्था द्वारा उसके विरुद्ध संचालित अदालती कार्यवाही ही के संचालन का उत्तरदायित्व संस्था के SECRETARY अथवा उसके द्वारा अधिकृत व्यक्ति का होगा।

संस्था के आय व्यय का लेखा परिक्षण(औडिट) / Budget Audit :

संस्था के आय व्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेगा / The Budget of the society will be audited by a qualified auditor.

संस्था के अभिलेख / Society's records :

1. सदस्यता रजिस्टर / Membership Register.
2. कार्यवाही रजिस्टर / Proceedings Register.
 - a) साधारण सभा / General Body.
 - b) कार्यकारी निकाय / Executive Body.
3. स्टॉक रजिस्टर / Stock Register.
4. लेजर बुक / Ledger Book.
5. कैश बुक / Cash Book.
6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.
7. दान रसीद बुक / Donate receipt book.

विघटन / Dissolution :

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रजिस्ट्रेशन एक्ट की धारा १३ व १४ के अंतर्गत की जाएगी / Society dissociation and termination will be according to Societies Registration Act, under Section 13 and 14.

दिनांक / Date :- 15/09/2023

हस्ताक्षर / Signature :