



## St.Xavier's College (Calcutta) Alumni Association (Rules and Regulations)

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St . Xavier's College (Calcutta) Alumni Association  
30,Park Street ,Room No.5,Calcutta 700016

### Rules and Regulations

(As amended upto 11 th Annual General Meeting held on 26.06.'99)

1. In these Rules and Regulations unless there is anything repugnant to or inconsistent with the subject or context or it is not otherwise specified the meanings of the following words and phrases shall be as defined below:

- a) "**The Association**" means The St. Xavier's College(Calcutta) Alumni Association.
- b) "**Member**" means a member of the Association for the time being.
- c) "**Associate**" means an associate of the Association for the time being.
- d) "**Governing Council**" means the Governing Council of the Association for the time being and constituted / to be constituted as hereinafter mentioned .
- e) "**Year**" means the financial year commencing from 1<sup>st</sup> April and ending with 31<sup>st</sup> March of the next following year.
- f) "**The Secretary**", "The Office Bearers" and "Council Members" means the Honorary Secretary, The Honorary Office Bearers including the Secretary, the Honorary Governing Council Members including the office bearers, respectively, of the Association for the time being.
- g) "**The College**" means the ST. XAVIER'S COLLEGE, CALCUTTA
- h) "**The Council**" means the Governing Council of the Association.
- i) Any masculine reference shall also include feminine reference viz. he should include she.
- j) "**The General Body**" shall constitute the ordinary and the Teacher Members of the Association.

2. **Objects:** The objects of -

The Association shall be those laid out in the Memorandum of Association.

### 3. The Governing Council

The Governing Council will comprise of 22 (twenty-two) \* members including 10 (ten) Office Bearers, 6 (six) elected Council members, 5 (five) co-opted members # and 1 (one ) Editor \*,as per details given below, in which the management of the Association shall be entrusted :-

i) **The President** - This will be an ex-officio post held by the Principal of the College. The President shall chair all Governing Council and General Body meetings.

ii) **Three Vice Presidents** - These posts will be held by members of the Association, who are also important public figures. The senior-most Vice President available will act in the place of the President in the President's absence. If, however, all the three Vice Presidents are also absent any member of the Governing Council selected/elected for the purpose will chair meetings.

iii) **The Secretary** - Who will be the Chief Executive Officer and the member of the Association.

iv) **Three Assistant Secretaries** - Who will assist the Secretary and be members of the Association. The senior-most Assistant Secretary available will also act in place of the Secretary and exercise all his powers in the Secretary's absence.

v) **The Treasurer** - Who will be responsible for all financial matters relating to, and be a member of the Association, including the maintenance and arrangement for the audit of the Accounts of the Association.



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vi) **The Assistant Treasurer** -Who will assist the Treasurer in the day to day financial operations of the Association and in such other duties related to the Office of the Treasurer.

vii) **Six Council Members** - Out of which one member shall be elected from the Teacher members of the Association and one member shall be elected from and by the Student Associates, the other five Council members shall be ordinary members and shall be elected by them.

viii) **Five Co-Opted Members** - A maximum of five members can be co-opted by the Governing Council every year as and when the Council feels necessary. These members once co-opted will have full voting rights and will continue with the governing Council till the expiry of the term of the Council .#

ix) **The Editor** of the newsletter of "We Xaverian" be nominated to the Governing Council in its first meeting or at the earliest and he shall thereafter be responsible for the timely publication of the newsletter. In the absence of the Editor, the Assistant Editor, if any, may attend the meetings.\*

For the purposes of Counseling, co-ordination and continuity the Governing Council shall normally have, unless otherwise precluded, four permanent Special Invitees as per details furnished below, although the Council at its discretion may invite other person(s) for specific purposes/meetings etc., provided, however, that such Special Invitees will only have an advisory an enabling function and not an Executive role and as such, they shall have no voting power.

i) The Vice Principal in the charge of the Morning Department of the College.

ii) The Vice Principal in the charge of the Day Department of the College.

iii) The erstwhile Secretary of the Association who had held the post in the immediately preceding Council, if applicable (e.g. it will not be possible in the case of the first Governing Council) and unless he continues to be a member of the existing Governing Council.

iv) The erstwhile Treasurer of the Association subject to the same restriction and clarifications in (iii) above.

N.B.- The permanent Special Invitees shall also be required to attend all General Body meetings as well. However in General Body meetings the last two of the Special Invitees shall have their normal voting powers etc.

The first Governing Council including the office bearers shall comprise of the following persons as stated in the Memorandum of Association and in view of the circumstances they shall hold office until the 31<sup>st</sup> March 1986 :-

1. Fr. J. A.D'Souza President	St. Xavier's College
2. Mr. P.S.Sen Vice-President	18/1B,Dover Lane,Cal 29
3. Mr. Anil Chatterjee Vice-President	14/10,Golf Club Rd,Cal 33
4. Mr. Dilip Roy Chowdhury Vice-President	P4 64,Keyatala Rd,Cal 29
5. Mr. Sunando Sen Secretary	555 'N' Block New Alipore,Cal 53



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6. Mr. Rajib S Beed 14,Srinath Das Ln,Cal 12  
Assistant Secretary
7. Mr. Rama Prasad Shome 54/4D,Hazra Rd,1st Flr,Cal 19  
Assistant Secretary
8. Mr. Pradip Kumar Gutgutia 2,Princep St,Cal 72  
Assistant Secretary
9. Mr. Navneet Kumar Gupta 48,Sambhu Nath Pandit St,Cal 25  
Treasurer
10. Dr. A.S.Chakraborty Saptarni Flat No.26F,  
Council Member  
58/1 Ballygunje Circus Rd,Cal 79
11. Dr. Ranjan Roy 24 Mahendra Bose Ln,Cal 3  
Council Member (Teacher)
12. Mr. Biswajyoti Dasgupta 97,Senhati Colony,Behala,Cal 34  
Council Member
13. Mr. Sanjiv Lamba 38,Chandni Chowk St,Cal 72  
Council Member (Student)
14. Miss Achena Roy Chowdhury 4A Ronaldstay Rd,Flt 7,Cal 27  
Council Member
15. Mr. Kundendu Kumar Sengupta 6B R N Mukherjee Rd,Cal 1  
Council Member

#### **4.Term of Office:**

The Council members shall normally hold office for one year subject to finalisation and audit of Accounts, which should be completed within a maximum period of three months from the end of the financial year, except in the case of voluntary resignation or retirement, for whatever reason, removal by the Governing Council for non-attendance in executive meetings as specified elsewhere or removal by resolution passed by majority votes of the members present at an Annual General Meeting or in Special General Meeting or Requisitioned Extra-ordinary General Meeting in which the proposal for such removal must be expressly included in the Agenda for the concerned meeting. Any vacancy in such office(s) shall be filled up by co-option by the remaining members of the Governing Council although in case of removal of any council member(s) including office bearers in a General Body Meeting, such vacancy shall be filled up by majority vote in the concerned Meeting.

Provided, however, that apart from the President, no other office bearers shall be eligible for immediate re-election for the same post after completion of two consecutive terms in office and no council member shall be eligible for immediate re-election after completion of four consecutive terms in Council, a part of which may have been as an office-bearer. Such office bearers or council members shall once again become eligible for re-election after the lapse of one year from relinquishing their earlier incumbencies. Finally provided, that any council member who has been removed from his post, as mentioned above, shall not be eligible to stand for election to the council within a period of five years from such removal.\*

#### **5.Election of the Governing Council**

The Governing Council shall comprise of fifteen members including the office bearers and they shall be elected by the majority of Ordinary and Teacher members present at the Annual General Meeting of the Association to be normally held latest within 30<sup>th</sup> September of that



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year. The office bearers apart from the President and one of the Council members must first become ordinary/teacher members before qualifying for election.

However ,as mentioned in Rule 3 ,one Council member must be elected from the Teacher members by the ordinary and Teacher members and one council member must be elected from and by the Student Associates . Provided however , that a member who qualifies to be both an Ordinary as well as a Teacher member shall be eligible to stand for election either as an Ordinary or a Teacher member but shall not be allowed to hold both the posts simultaneously. There shall be elected amongst the fifteen Council members , 3 Vice Presidents, 1 Secretary, 3 Assistant Secretary and 1 Treasurer by the General Body as outlined in Rule 3 and restrictions in respect of re-election as spelt out in Rule 4 shall also apply.

### **6.Membership**

#### **a)Types of members and associates**

The Association shall have the following two types of members and following two types of Associates :-

i) Any person who has completed at least one year of any recognized University or Council Degree course of study which shall include Intermediate and Plus Twelve courses , at St. Xavier's College ,Calcutta and is no longer a student of the College at the material time will be eligible to become an **Ordinary Member** of the Association .Provided ,however , that any person who is eligible to become an Ordinary member may also opt to become a **Life Member** by paying a lumpsum subscription fee at a time ,which shall be fixed by the Governing Council and which for the time being shall be Rs 500/=.

ii) Every past and present member of the St. Xavier's College Faculty will be eligible to become a **Teacher member** of the Association . However, if a teacher member is also eligible to become an Ordinary member ,he will be considered to be both an Ordinary and a Teacher member on a pari passu basis ,although membership fees etc. will be chargeable only on the basis of a single class of membership.

iii) Any person who is now prosecuting any recognized University Degree or Council course of study at St. Xavier's College , Calcutta will be eligible to become a **Student Associate** of the Association .

iv) The Governing Council of the Association may invite any person to become an **Honorary Associate** of the Association for a period of one year at a time , if the Council feels it fit to extend such invitation in the interests of the Association , such Hon'y membership being renewable on a year to year basis.

v) The spouses of Life Members will become automatically **Associate Members** of the Association with all the rights and privileges as mentioned in Rule 6 of Rules and Regulations.#

#### **b)Method of becoming Members or Associates**

All persons desirous of becoming members or associates must believe in the objects of the Association and shall have duly fill in an application form , as may be prescribed for the purposes by the Governing Council from time to time and submit the application alongwith the prescribed Registration fee , if any, and subscription fee for one year by post or in person at the Registered Office of the Association during the scheduled office hours against proper receipt to be issued by the office. A person shall be considered to have become a Member or an Associate ,after completion of the formalities mentioned above , immediately if he pays the



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prescribed fees etc. in cash or Money Order and obtains a receipt therefore and in case he pays by cheque or postal order as soon as the proceeds thereof are collected by the Association and the name and the other particulars of each Member or Associate must be entered into the General Register of Members and Associates within fifteen days of the concerned person's becoming a member or an Associate and he shall also be issued with an identity card at the earliest possible time. Notwithstanding whatever has been stated above , a person may be refused from becoming a member or an Associate or alternatively his membership may be terminated in the following eventualities , but notice of such refusal or termination must be conveyed to the person concerned by any member of the Governing Council in writing within fifteen days of such refusal or termination :--

i) Any person who is guilty of moral turpitude or likely to be prosecuted for such an offence.

ii) Any person who is an undischarged insolvent.

iii) Any person who has been convicted of any offence in connection with the formation , promotion , arrangement or conduct of affairs of a society or a body corporate or any person who has been expelled by a society or body corporate for such an offence.

iv) Any person who seeks to become or has become a member or an Associate of the Association under false pretence or on the basis of false representation.

v) Any person whose behavior or conduct may deemed to be contrary to the interests of the Association may be refused admission or expelled from the Association , if the Governing Council so decides by 2/3<sup>rd</sup> of the Council members present and voting in the particular Council meeting and provided such decision is ratified by a majority of the members in the next following General Body Meeting .

vi) A Member or Associate shall forfeit his membership or Associateship if his annual subscription fees are not paid within 30th May of the concerned year and continues to neglect payment of such fees within a further period of thirty days of posting of the last of the two Reminder letters to that effect which should be sent to him under certificate of posting .

vii) Finally , a Member or an Associate of the Association may cease to be so from the date he informs the Association of his intention to withdraw from the Association with or without attributing any reason thereof .

Provided however that any person whose Membership or Associateship has been refused or terminated on any of the eventualities outlined in the immediately preceding sub-clauses(i) to(v) shall be permanently debarred from becoming a Member or Associate in future while any person whose Membership or Associateship has been terminated or voluntarily given up as outlined in the immediately preceding sub-clauses (vi) and (vii) shall be eligible for re-admission on the payment of Late Fee amounting to one-fourth of the membership subscription after the lapse of one year from the date of such voluntary resignation respectively.



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c) Under certain circumstances in the interests of the Association enrollment of new Member and /or Associates may be stopped for a temporary period not exceeding twelve months provided such stoppage is approved by majority vote in a General Body Meeting .

#### **d) Registration fees and Membership Subscriptions etc.**

Any person wishing to become a Member or an Associate of the Association shall be required to pay Registration fees and Annual subscription to be fixed by the Governing Council from time to time. Such fees and Annual subscriptions will , however , not be required to be paid by Honorary Associates . No Registration fees will be chargeable for the time being and Annual subscription for both ordinary and Teacher Members for the time being will be Rs 20/= and for Student Associates it will be Rs 10 /= per year i.e. upto the immediately following 31<sup>st</sup> March , provided however any Annual subscription paid prior to 31<sup>st</sup> March 1985 shall be valid upto the 31<sup>st</sup> March 1986 for the purpose of convenience and in view of the circumstances. However, with the approval of the General Body taken on the basis of majority votes the Governing Council may in a General Body Meeting may impose , enhance or reduce Registration fees and Annual subscriptions ( on a prospective basis ) at any time . The Governing Council shall also have the right to change any other fees or subscriptions for participation in various activities or for availing of various services organised by the Association and for the charging of such fees or subscriptions ,the approval of the General Body would not be required .

Membership fees for the Association as revised on 26.06.1999 is as follows:\$

- a)Life Membership fees Rs 2000/-
- b)Ordinary Membership fees Rs 200/- p.a.
- c)Student Membership fees Rs 50/- p.a.

#### **e) Rights of Members and Associates**

A Member shall have,subject to the other provisions of these Rules and Regulations, the following rights and privileges:-

- i) To elect by majority vote the Governing Council of their choice barring the President which will be an ex-officio post and the Student Associate elected to the Governing Council by the Student Associates of the Association .
- ii) To participate in all activities and enjoy all the amenities of the Association on a "First come first served" basis.
- iii) To discuss and vote on any matter referred to in the General Body Meeting by the Governing Council or any matter raised thereat by any Member or Associate.
- iv) To receive any matter printed or otherwise circulated by the Association and to use such souvenirs like cuff-links , ties etc. which may be supplied by the Association , either free or against a price.
- v) To inspect the Register (s) of Members and Associates , the Minute Books containing the proceedings of the General Body Meetings and the Books of Accounts of the Association during office hours and after proper requisition of 15 days in writing to the Secretary.
- vi) To request clarification from the Secretary or the Treasurer ,as the case may be in writing ,relating to anything connected to the items mentioned in (v) above ,such clarifications being furnished within thirty days of receipt of the request in writing.

Although the Student Associate elected to the Governing Council shall have all the rights and privileges as mentioned above , the other Student Associates will enjoy only the rights



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mentioned against sub-clauses (iv) and (v) above , although they only will be eligible to vote for the Student Associates to be elected to the Governing Council and also to attend and participate in all General Body Meetings except for the purpose of voting and standing for elections.

The Honorary Associates shall have the right to attend and participate in all General Body meetings , although not for the purposes of voting and standing for elections and also the right to enjoy the facilities outlined in sub-clauses (ii) above .

#### **7. Types of Meetings and Voting powers thereat**

In the Governing Council Meeting , one of the which at least must be called in each calendar quarter , all the members shall have one vote each and in the case of a tie the chairman of the meeting shall have an additional casting vote . In the general Body Meetings , which will include the following types of Meetings. all the Governing council Members as well as the remaining ordinary and Teacher Members shall have one vote each and in the case of a tie the Chairman of the meeting shall have an additional casting vote :-

i) **Annual General Meeting (AGM)** will be held once a year for the purposes of submission of the outgoing Secretary `s Annual Report , submission of the Audited Annual Accounts by the Treasurer and the passing thereof and to consider any other agenda that may be included in the Notice of the Meeting and / or any other agenda with the permission of the Chair . The Election of the next Governing Council shall also be made in the AGM.

ii) **Special General Meeting (SGM)** may be held as many times as deemed necessary the Governing Council for discussing any agenda that may be included in the Notice of the Meeting and/or any other agenda with the permission of the chair.

iii) **Requisitioned Extra-ordinary General Meeting (REGM)** -The ordinary Teacher Members may requisition a R.E.G.M. for discussion of specific agenda by giving written notice to that effect to the Secretary and duly signed by at least seventy-five of the Ordinary and/or Teacher members. The Secretary must convene such REGM within 30 days of the receipt of such written notice by him and after taking all necessary steps connected to the convening of an AGM or SGM, provided however , no unspecified or Miscellaneous Agenda can be discussed in such REGM . Further if the Secretary fails to convene the requisitioned R.E.G.M. as above , the aggrieved members may request the President and/or any other council Member to convene such R.E.G.M.,in writing and in case even after the lapse of 45 days from the date of receipt of such request by the President and/or a Council Member ,such a Meeting is not convened the Governing Council shall stand automatically dismissed and any ordinary/ Teacher member shall be entitled to convene a R.E.G.M. for the purpose of electing a fresh Governing Council.

Voting at all types of meeting will normally be by voice votes or by a show of hands except for elections which shall always be by secret Ballot . Voting may also be by secret Ballot in special circumstances as may be decided by the Governing Council or if such secret Ballot is sought by at least fifteen Members present at General Body Meeting . Voting by proxy shall ,however , not be permitted.

#### **8. Management.**

The Governing Council shall carry on the business or affairs of the Association in accordance with its objects and may from time to time make and alter rules and bye-laws. All



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decisions taken at a Governing Council meeting shall be by the majority of the Council members present and voting either by voice vote, show of hands or secret ballot in special circumstances. The President will act as the Chairman of all governing Council meeting as also the General Body Meeting, and in his absence, the senior most Vice President present shall act in his place and if none of them are present, then the Council members shall elect the Chairman to Chair in such meetings. In the case of a tie the Chairman of the concerned meeting shall have an additional casting vote. The rules regarding Notice and Quorum of Meetings are separately covered. The Governing Council, or its nominee shall have the rights to conduct or organize and initiate all activities of the Association and may also assign or delegate any of their powers and duties to any committee or committees consisting of such members, Associates or other persons as they may appoint for such purpose. Local Branch committees outside Calcutta comprising of ordinary members may also be formed subject to the approval and under the direction of the Governing Council for the same objects.

### **9.Casual Vacancy**

If during any year, any member of the Governing Council dies, resigns or retires or becomes incapable of discharging his duties as Council Member on account of any disability, the remaining Council members may fill up the temporary vacancy by co-option until the next Annual General Meeting of the Association where fresh election shall be held. The same procedure will be followed to fill up the Casual Vacancy caused by the removal of the Governing Council member which may be done if the concerned Council member absents himself from three consecutive Council Meetings or a period of four months whichever is longer, without proper leave of absence and such removal is sought by the President and five other Council members for the better functioning of the Association.

### **10.Quorum**

The quorum of the Governing Council meeting shall be seven including at least three office bearers and for General Body meeting it shall be fifty which shall include the Council members present at the concerned General Body meeting.

In the absence of the required Quorum after half an hour of the scheduled time in a Governing Council Meeting, the Meeting may be adjourned to such time as may be decided by the Council Members present. An adjourned meeting can never be considered to be new meeting unless agreed upon by two-third of the Council Members present and no new Agenda shall be incorporated to the original Agenda.

In the case of a General Body Meeting, if the required quorum is not there after half-an-hour from the scheduled time for the said meeting, the meeting will stand adjourned to the same day in the following week and at the same time and same place. However the restriction on the place shall not be mandatory and the venue may be altered on the basis of a suitable notice being displayed at the Association office. At such an adjourned meeting there shall be no restriction on quorum and the members present may transact the original meeting Agenda.

### **11.Vesting of the Property**

All the properties of the Association shall vest in the Governing Council as Trustees of the Association and the Council shall apply the same or their proceeds by sale or otherwise to promote and advance the subjects and aims of the Association. Any money or moneys of the Association may be invested in such securities or investments or Bank Accounts as the Council may consider fit, subject to the stipulations of the West Bengal Societies Registration Act, 1961



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### **12. Disposal of the Property**

The Governing Council shall have full authority to dispose off the property of the Association in such manner as they deem fit and also have the right to dispose off , vary or alter the investments made by them , from time to time , for the benefit of the Association.

### **13. Ways and Means**

The Governing Council shall determine and provide ways and means for carrying out the objects

and purposes of the Association and for the maintenance of the servants and volunteers of the Association by suitable remuneration or otherwise and also to incur other expenses for the smooth and proper functioning of the Association .

### **14. Validity of the Proceedings of the Meeting**

The Governing Council may act for all purposes notwithstanding any vacancy in their number , and proceedings at any meeting of the Council shall be valid and effectual notwithstanding that it may be afterwards discovered that any member of the Council has been informally elected or is not properly qualified .

### **15. Powers of the Governing Council**

A) In addition to all the powers hereby expressly conferred upon the Council and without prejudice to the generality of the foregoing powers and provisions and the law , the Governing Council shall have the following rights and powers and must hold at least one meeting in each calendar quarter :--

- i) To manage the properties and assets of the Association .
- ii) To expend the money and funds of the Association in such manner as they shall consider most beneficial for the purposes of the Association and to invest them in the name of the Association ,and to vary and sell or transpose any such investments and to expend the proceeds of any such sale for the purposes of the Association
- iii) To create or to accept the management of any trust or endowment in which the Association is interested.
- iv) To acquire in the name of the Association by gifts , purchase , exchange , lease , and to build up , pull down , rebuild add to, alter , repair ,improve , lease out , sell or dispose of , or otherwise deal with any land , building or other immovable property with all rights appertaining thereto and equipment thereon for and on behalf of the Association.
- v) To enter into contracts for and on behalf of the Association .
- vi) To receive money , securities , investments , instruments and / or other movable property as contribution , donation or otherwise for and on behalf of the Association.
- vii) To sue , prosecute and defend all legal proceedings for and on behalf of the Association.
- viii) To grant receipts , to sign and execute instruments and documents and to endorse or discount cheques or other negotiable instruments through their accredited agents , as may be necessary or proper for carrying on the management of



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the property, assets and affairs of the Association.

ix) to institute a Provident Fund or other Funds for the benefit of the employees and servants of the Association and

manage the same .

x) To assign from time to time such functions and duties and delegate all or any of their powers to any person , committee or committees .

xi) To make from time to time , to repeat or alter bye-laws as to the management of the Association and as to the conduct

of the Governing Council or any committee or sub-committee , and as to any matters or things within the powers and

under the control of the Council provided that the same shall not be inconsistent with the Memorandum and Regulations of

the Association as also the West Bengal Societies Registration Act , 1961 and / or other laws .

xii) Generally to do all the things necessary or expedient for the due conduct of the business or affairs of the Association

not herein otherwise provided for .

**The various office-bearers in the Governing Council shall have the rights and duties specified below in addition to other rights and duties specified or implied elsewhere in the Regulations:-**

1) **President** -- a) To occupy the chair at all meetings of the Association .  
b) Not to allow anything to be done which is inconsistent with the prevailing memorandum of the Association and the regulations of the Association as well as in contravention to any law of the land .  
c) To sign and authenticate the proceedings of any meeting to be prepared by the Secretary or any person acting on behalf of the Secretary .  
d) To have vote in case of a tie .  
e) To sign all negotiable instruments and to operate the Bank Accounts of the Association jointly with the Treasurer .

2) **Vice-President** -- The senior-most Vice President present and / or available shall have all the rights and duties of the President in his absence except for item (e) above .

3) **Secretary** -- a) To look after and run the day to day affairs of the Association .  
b) To propose the Agenda and issue notices of the meetings.  
c) To carry on correspondence on behalf of the Association and to arrange the preparation of the Minutes of all meetings and get them signed by the President after affixing his own signature thereto.  
d) To sign all receipts , releases , discharges and all deeds and documents on behalf of the Association and to exercise all the powers vested in the Governing Council ,except as otherwise specified herein .  
e) To prepare the Annual report of the Association .



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f) To sign all negotiable instruments and to operate the Bank Accounts of the Association jointly with the Treasurer.

g) To spend upto Rs 1000/= without the previous sanction of the Governing Council.

h) To initiate or act on behalf of the Association in all legal matters and be responsible for all statutory

and legal obligations of the Association , as also for the observance of the various Regulations and By

-laws of the Association.

i)To delegate specifically any of the above , except for item (f) above, rights and duties to another

Council /Ordinary / Teacher Member.

4) **Assistant Secretaries** -- The senior-most Assistant Secretary present and / or available shall have all the rights and duties of the

Secretary except for item (c) and (f) above .

5)**Treasurer** -- a) To keep and maintain the Book of Accounts of the Association .

b) To be responsible for the maintenance of all the properties of the Association and record thereof .

c) To pass payments according to the Budget of the Association passed by the Governing Council.

d) To sign all negotiable instruments and to operate the Bank Accounts of the Association jointly with

the President or the Secretary of the Association .

e) To authorise all payments other than budgeted payments jointly with two other members of the

Governing Council.

f) To arrange for the audit of Accounts of the Association.

g) To place before the Governing Council , from time to time , statements and Accounts showing the

financial position of the Association .

### 16. **Minutes**

The Secretary shall cause Minute Books to be kept of the proceedings of all meetings of The Association and shall cause entries to be made therein of all resolutions passed unanimously or put to the vote and the result of the voting and any such Minutes signed by the Secretary and the President, or any other person present and acting on their behalf in their absence, shall be sufficient evidence of the due passing of any resolution and the amount of majority voting in favour thereof.

### 17. **Bankers**

Bankers shall be appointed or changed by specific resolutions of the Governing Council and cheques on behalf of the Association shall be jointly signed by The Treasurer and the President or the Secretary.

### 18. **Accounts**

The Council shall cause true accounts to be kept through The Treasurer.



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- i ) of all moneys received and the source thereof and expended by the society and the matters or purpose in respect of which such receipts and expenditure take place; and
- ii ) of all the assets and liabilities of the society and in such accounts assets held upon any special trust and receipts and payments on account of such trust shall be entered separately and apart from all other assets, receipts and payments; and
- iii ) of all sales and purchases by the society and of the stock of goods, as also of all incomes and expenses, so as to give a true and fair view of the state of society's affairs and to explain its transactions.

#### **19. Register of Members, and Books of Accounts, and Inspection thereof**

The Council shall maintain a register of members and other books as required by the Act and the Rules and Regulations, and the same as also the books of accounts of the society shall be open to inspection by the members of the society at all reasonable times during the usual business hours as laid down by the bye-laws and notices from time to time by the Council, as per stipulations laid down in this regard in paragraph 6(E) (v)

#### **20. Statement of Accounts**

The Council shall lay before the Annual General Meeting of the society in each year a Receipts and Payments A/c. and an Income and Expenditure A/c. and a Balance Sheet for the year ending 31st March. Such accounts and balance sheet shall be accompanied by a Report of the Council as to the state of affairs of the society and a Report of the Auditors. A copy of such balance sheet together with a copy of other statement of accounts and the said Reports shall, not less than fifteen clear days' before the date of the meeting before which such balance sheet and accounts and reports are to be laid, be sent to all members, auditor and other persons entitled to receive notices of general meeting of the society.

#### **21. Auditors**

The Council shall appoint every year before hand, Auditor of the society who shall be a Chartered Accountant, who shall check and audit the accounts of the society and prepare the balance sheet once a year and submit to the society a report showing the exact state of the financial affairs of the society .

#### **22. Notices**

A notice may be served upon any member either personally or sending it through the post in a pre-paid letter sent under certificate of posting addressed to such member at any of his registered addresses for service, if any. In the latter case it shall be deemed to have been served at the time when the letter containing the same would have been delivered in the ordinary course of post except in the case of a notice of a meeting when it shall be deemed to have been served at the expiration of twenty-four hours after the posting of such notice and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and posted. The accidental omission to give notice of a meeting to or the non-receipt of a notice of meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.

#### **23. Length of Notice for Calling Meetings**

A General Body Meeting of the society shall be called by giving not less than fifteen days' clear notice in writing and a Council Meeting may be called by giving not less than seven days' notice



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in writing. Notices of such meetings shall contain a statement of the business to be transacted thereat along with the Reports and Statement of Accounts as aforesaid. However, emergent Council Meetings may even be convened at 24 hours notice given by any council member.

### **24. Seal**

The Council shall provide a common seal for the purposes of the society which shall be kept under the custody and control of the President and/or the Secretary. The seal of the society shall not be affixed to any instrument except pursuant to a resolution of the Council and in the presence of two members of the council who shall sign every instrument to which the seal is affixed in their presence and every such instrument shall be countersigned by the Secretary or President.

### **25. Amendments**

Subject to the provisions of the West Bengal Societies Registration Act, the rules and the provisions of the memorandum of the Association of the society, the regulations of the society may be altered by the votes of three-fourths of the ordinary members of the society present at a General Meeting of the society convened according to the regulations. Voting by proxy shall not be allowed. Amendment of the bye-laws may be made by the Council by a simple majority.

### **26. Dissolution.**

In the event of dissolution / winding up of the Association which shall be done by a resolution of the General Body of the Association at a General Meeting. The entire fund of the Association including the Corpus fund, general reserve and all the residue funds, shall be spent for charitable purposes or donated to a charitable organisation and in no event any amount of the said funds shall be spent for the benefit of any of the members of the Association at the time of such dissolution / winding up.<sup>#</sup>

27. For any other item not specified in the Rules and Regulations of the Association, the decision of the Governing Council shall prevail.

\$ Resolution passed in A.G.M. dated 26th June '99

\* Resolution passed in A.G.M. dated 26<sup>th</sup> July '97

# Resolution passed in A.G.M. dated 10<sup>th</sup> August '96

**We the undersigned members of the Governing Council and subscribers to the Memorandum of Association of the "St. Xavier's College (Calcutta) Alumni Association", do hereby certify that the above is a correct copy of the Regulations of the said Society or Association.**

**Signed this ..... day of ..... 19..... at Calcutta.**

**Witnesses to the signatures hereunto :**



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