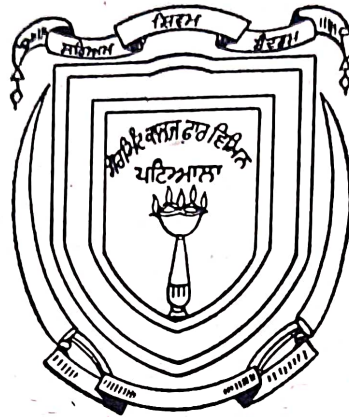


O.S.A. GCG

CONSTITUTION



OLD STUDENTS' ASSOCIATION

Govt. College For Girls
PATIALA

Telephone : 70631

CONSTITUTION

THE OLD STUDENTS' ASSOCIATION GOVERNMENT COLLEGE FOR GIRLS, PATIALA (Pb.) (MEMORANDUM & ARTICLE)

Memorandum of the Association

me : The Name of this association shall be Old Students' Association, Govt. College for Girls, Patiala (Pb.)

Head Office

The Head Office of the Association shall be located at Govt. College for Girls, Patiala. (Pb.)

Aims and Objects

The aims and objects of the Association are as under :—

- (i) To foster cordial relationship among the members themselves, with the old students of the College, with Old members of the staff and with the present members of the staff and students.
- (ii) To provide opportunity to Old Students of the College to maintain their association with their alma-mater and to take interest in its development, expansion and all round improvement and welfare.
- (iii) To honour the Old Students who have won eminent place in various walks of life.
- (iv) To institute running shields, trophies and to award medals in order to promote and enrich the academic, sports and cultural life of the college.
- (v) To arrange quarterly/annual meets and hold functions to raise funds to be utilised for the benefit of the alma mater and its students.

- (vi) To look after the welfare of the alma mater and the alumni and to float various schemes for financial assistance in the form of stipends and loans to help the present needy and deserving students to pursue their studies in or outside the college.
- (vii) To do all other things deemed necessary or proper for the benefit and advancement or achievement of all or any of the aims and objects of the association.

4. Articles of the Association

- (i) The membership of the association shall be open to all the old students who have been on the rolls of Government College for Girls, Patiala as regular students of the College.
- (ii) The membership of the association is also open to the present and former faculty members of Govt. College for Girls, Patiala.
- (iii) The Association shall consist of
 - (a) Life Patrons
 - (b) Life Members
- (iv) Every member shall :
 - (a) Subscribe to the aims and objects of the association.
 - (b) Pledge to abide by the constitution, discipline and decisions of the association.
- (v) Subscription and Membership Fee
 - (a) Life Patron :

A member who pays Rs. 2,000/- in lump sum shall be a life Patron of the Association. Such a member shall be exempted from any levy or subscription on special occasions when members may be required to pay for meeting expenses etc.

(b) Life Member :

A life member shall be required to pay Rs. 200/- in lump sum as subscription for the membership.

Disqualifications :

A member of the Association or Executive Committee shall cease to be a member in case of :—

- (a) Death, resignation from membership or insanity.
- (b) Conviction in an offence, involving moral turpitude.
- (c) Non-payment of dues.
- (d) On disciplinary grounds, anti-association activities.

5. General Body :

All the members of the Association will constitute the General Body of the Association.

Quorum :

The Quorum of the General Body for election purpose will be 10% of the total membership of the General Body.

Meeting of the General Body and Executive :

Meeting of the General Body will normally be held once a year and of the executive twice a year or whenever required by the President or by at least 1/3 members in case of the Executive meeting and 1/10 of members of the general body in case of the meeting of the General Body.

The meeting of the Executive Committee/General Body shall be called by the Secretary with the approval of the President by giving 7 days and 10 days notices respectively at such place and on a date and time as may be convenient to the members whenever necessary to carry out the objects and purposes of the Association. These meetings either of the General Body or the Executive Committee may be summoned at a short notice also at the discretion of the President.

Annual General Meeting and Functions of the General Body

- (a) The annual general meeting of the general body of the association shall be held at least once a year in the first week of April or at a later date to be decided by the Executive Committee to do the following :

- (i) To elect office bearers and members of the Executive Committee when elections are due.
- (ii) To approve and sanction the budget for the coming year and to approve expenditure incurred during the previous year.
- (iii) To approve and pass any amendments in the laws of the Association provided one month's notice is received for any such amendments before the annual general meeting.
- (iv) To appoint two persons out of the members of the Association who are not members of the Executive Committee as Auditors to check and audit the account of the Association and the same will be placed in the next annual general meeting of the association.
- (v) To lay down the general policy for the working of the Executive Committee of the Association.

6. Executive Committee :

The Executive Committee of the Association will consist of the following office-bearers and members and it shall manage and conduct the affairs of the association :—

- (i) Patron (Principal, Ex-Officio).
- (ii) President.
- (iii) Vice President.
- (iv) Secretary.
- (v) Jt. Secretary.
- (vi) Finance Secretary.
- (vii) 15 Members including three members of the teaching staff of this college (to be co-opted by the Executive) out of those who have not been the students of Govt. College for Girls, Patiala.

Functions of the Executive Committee

The general management of the affairs of the association

shall be vested with the Executive Committee which will carry out the work of the association according to the decisions, policy and programme as laid down by the association.

Powers

The Executive Committee shall also have the power :

- (a) To frame, alter and repeal rules, regulations and bye-laws for the proper conduct of the business of the association, subject to the approval of the general body.
- (b) To exercise general control over finances of the association.
- (c) To co-opt members if it deems necessary.
- (d) To fill casual vacancies of its members and office bearers during the term of office pending approval of the general body or till the regular election is held to this office.

Election :

Except the Patron, all the members of the executive including office bearers, shall be elected for a period of three years (but can be re-elected), at a meeting of the general body by a simple majority through a single non-transferable vote. The election will be held by secret ballot or voice-vote as decided by the general body. The simple majority shall be reckoned on the basis of members present and voting. In case there is a vacancy in any office, the President shall nominate the incumbent who will continue to hold the office till the regular election to the office is held and that election will be for the remaining period of the term of the office concerned.

Note :—The President, Vice-President, Jt. Secretary and Executive members may be elected from the members of the Association but Secretary and Finance Secretary shall be elected from amongst the members of the Association who serve on the staff of Govt. College for Girls, Patiala at the time of election in the interest of smooth running of the association. In case of transfer of the office Secretary and Finance secretary outside Govt. College for Girls, Patiala, the office held by him/her will be deemed to have fallen vacant.

(7) Secretariat of the Association :

The association and the Executive Committee shall have a common Secretariat consisting of the following :—

- (1) The Principal of Govt. College for Girls, Patiala who shall be ex-officio Honorary Patron of the Association. (2) President (3) Vice President. (4) Secretary. (5) Joint Secretary. (6) Finance Secretary.

Functions :—

1. Implementation of the decisions of the Executive Committee and the General Body of the Association.
 2. Maintenance of the Office records and accounts in the way prescribed by the Executive Committee or as required by the constitution of the Association.
 3. Co-ordination of the activities of the various bodies/wings of the Association.
 4. Holding of functions and looking after the arrangements in connection thereof.
 5. Effective distribution of information pertaining to the activities of the association and press publicity if need be.
 6. Any other function assigned to it by the Executive Committee of the association in pursuance of the objectives and aims of the association.
- (iv) All the decisions by the Executive Committee shall always be taken by a majority vote of the members present voting (Quorum 1/3 of the members) and in case of a tie, the President shall have a casting vote.

9. Financial Year

The financial year of the association shall be from 1st of April to 31st March of the following year.

Funds :

- (a) All the funds of the association shall be kept in saving bank fixed deposit account in the State Bank of Patiala,

G.C.W. Branch, Patiala, or in any other Scheduled Bank or Post Office as may be decided by the President/Secretary or as may be decided by the Executive Committee.

- (b) The money may be collected through means other than membership fee and donations as may be decided by the Executive/General Body of the Association from time to time.
- (c) A sum of Rs. 250/- will be given to the Secretary to meet day to day expenses, as imprest advance for postage etc. for which he shall maintain a regular account.
- (d) All the accounts of the Association shall be maintained in mercantile system.

10. Duties and Functions of the Office Bearers.

- (1) **Patron** :— She will render advice and guidance in the working of the association.
- (2) **President** :—(1) The President will guide, conduct and control the activities of the association in accordance with the constitution and decisions taken by the association from time to time.
- (2) She will have a casting vote in case of a tie, She will have no vote otherwise.
- (3) She shall regulate the proceedings of the executive meetings and the general body, interpret the rules and regulations and give findings on doubtful or contested points and her interpretation shall be final.
- (4) She shall sign the minutes of the meetings and other important documents on behalf of the association.
- (5) The President will preside over the meetings of the Executive and General Body of the association.

In the absence of the President and Vice President or both, the Executive or General body may elect any other person as chairman/chairperson to preside over the meeting.

(6) The President is authorised to :-

- (i) Sanction any amount within the sanctioned budget.
- (ii) Sanction up to Rs. 500/- subject to the later approval of the Executive Committee for any expdt. beyond the budget allotment which may be urgently needed for carrying out the aims and objects of the association.

3. Vice President

The Vice-President will act as President in the absence of the President and will have the same powers as those of the President when acting in that capacity.

4. Secretary :

- (i) She will carry out the day to day business of the association and of the various sub-committees.
- (ii) She shall call the meetings of the Executive and General Body in consultation with the President and will issue notices and circulate agenda for all the meetings.
- (iii) She will maintain records of all the proceedings of the association and the executive committee and prepare and present the report of the activities of the association in the meetings of the General Body.
- (iv) She will take steps to strengthen it and improve its working.
- (v) She will also attend to any other matter which may be entrusted to her by the President/Executive Committee of the Association. She may keep Rs. 250/- as imprest with her and spend that sum in anticipation of the approval of the Executive.
- (vi) She will buy miscellaneous articles for the maintenance of the office.

5. Joint Secretary :

She will assist the Secretary in her work and will act as Secretary in her absence.

6. Finance Secretary :

1. She shall maintain regular accounts of the various funds of the association under the heads of income and expenditure.
2. The Finance Secretary shall ensure that necessary accounts and vouchers are regularly kept and maintained.
3. She shall operate the bank account jointly with the President/Secretary as may be decided by the Executive.
4. She may keep cash up to Rs. 250/- as imprest.
5. She will prepare annual report of the income and expenditure of the association which will be presented at the meetings of the General Body of the association for approval.
6. She will make payments of the bills, sanctioned by the Secretary or the President.
7. She will put the accounts and books before the meeting of the Executive Committee for scrutiny and before the auditor for checking and accounting.
8. She will prepare budget in consultation with the President and Secretary for the approval of the General Body.
9. She shall maintain a regular roster of the members of the association.

11. Amendments

The memorandum and articles of the constitution of the association can be amended by a 2/3rd majority of the members present and voting at the meeting of the General Body. An Amendment can only be moved with the permission of the Presiding Officer at the meeting of the General Body.

12. The Association Shall be a Registered Body.

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Adoption of the Constitution.

This constitution was passed and adopted by more than one hundred Old Students of Govt. College for Girls, Patiala at a meeting, held on.....in the college.

.....The constitution became operative from the same date i.e.

11. Amendments
The amendments and articles of the constitution of the Association shall be submitted by a five member committee of the Association.