

BYE LAWS

I. DEFINITIONS

In these Rules, unless the context otherwise requires:

- a. "Act" means The Societies Registration Act, 1860.
- b. "College" means the Bhaskaracharya College of Applied Sciences
- c. "Executive Committee/Body" means the Governing Body/Office Bearers of the Society and includes Principal and Alumni Committee Convener of the college (Ex-Officio), President, Secretary General and the Treasurer. The Office Bearers may appoint other persons in the Executive Committee, if needed and the designations will be given to them like Vice President, Joint Secretary etc. provided however no person shall hold office for more than two years except for Principal and Alumni Committee Convener of the college.
- d. "Financial year" of the Association shall be reckoned every year from 1st April to 31st March of the following year.
- e. "General Committee/Body" - Bhaskaracharya College of Applied Sciences, Alumni Society shall have a minimum of 7 members including the founder members/subscribers of the Memorandum. The subscribers of the Memorandum shall be called the first members of the General Committee.
- f. "Members" includes the members of Executive Committee as well as General Committee.
- g. "Society" means Bhaskaracharya College of Applied Sciences, Alumni Society.

II.(1) GENERAL COMMITTEE/BODY

Introduction

The General Body shall be the supreme authority which will approve/ratify the decisions of Executive Committee. The General Body shall consist of ex-students having obtained a degree from the

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college and who have applied for being the member of the society as per the admission process described below. The General Body shall include the founder members/subscribers of the Memorandum. The subscribers of the Memorandum shall be called the first members of the General Committee.

A. Eligibility for becoming a member of General Body/Committee (for members other than subscribers):

- (i) The applicant be an alumni of the college i.e. the applicant must have successfully obtained any degree from the Bhaskaracharya College of Applied Sciences. While enrolling as member, concerned person should submit either mark sheet / degree as a proof.
- (ii) The applicant must have paid/deposited the admission fees and annual membership fees within the prescribed time.
- (iii) The applicant must have done something towards the attainment of the objectives of the Society or must have the zeal to do so.
- (iv) The applicant must apply in writing containing information required from time to time.

B. Admission Procedure:

- (i) The applicant willing to be a member of the General Committee must apply in writing containing all information and supporting documents as required from time to time.
- (ii) The Executive Committee shall be responsible for receiving and further processing of the applications.
- (iii) The application will be examined and placed before the General Committee.
- (iv) The General Committee may accept/reject the application and the decision of General Committee shall be final.
- (v) The approval or rejection of the application shall be conveyed to the applicant. It shall not be bound to assign any reasons for its decisions.

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(vi) Once the application gets approved then the applicant's name is entered in the register of members as maintained by Society.

C. Kinds/ Types / Categories of Members:

The Society shall consist of two different categories of members as under:

- (i) **Life Members** - A person may be admitted as a life member on payment of one time prescribed fees and such person shall continue to be the member of the Society for his life.
- (ii) **Ordinary Member** - A person may be admitted as ordinary member on payment of one time prescribed admission fees and annual subscription fees.

D. Membership Fees and Annual Subscription

- (i) The rates for membership of the Society and the annual subscription shall be as under:

| S. NO. | TYPE OF MEMBER | ADMISSION FEES | ANNUAL SUBSCRIPTION |
|--------|-----------------|----------------|---------------------|
| 1. | Life Member | Rs. 3100/- | - |
| 2. | Ordinary Member | Rs. 1100/- | Rs. 500/- |



- (ii) The above said admission fee and an annual renewal fee may be changed by the Executive Committee from time to time.
- (iii) The renewal fee shall be valid only for the particular financial year and should be paid before 31st March of the following year.
- (iv) The membership of a defaulting member shall be deemed to be under suspension after the due date (31st March) and such member shall not be entitled to cast his vote during the elections of the Society held during the said year.
- (v) The suspension of membership on account of default in payment of the annual subscription may be revoked after he has cleared the default along with 18% interest on the amount payable.

E. Cessation of Membership:

The membership of the Society shall cease on the following grounds:

- i) Not depositing the requisite Membership Renewal Fee in time.

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- ii) Work against the aims and objects of society.
- iii) Mismanagement and lack of co-ordination amongst the office bearers and member/s of the Society and thereby causing harm to the society.
- iv) On the death of the member or resignation from membership.
- v) Declared to be unsound mind or
- vi) Convicted of an offence involving moral turpitude.
- vii) On ceasing to be the member of the society.

F. Re - Admission:

- i) A person who has ceased to be a member may apply for re-admission to the Executive Committee.
- ii) The Executive Committee shall have the sole right to take appropriate actions as they may deem fit.

G. Powers, Duties & Functions of General Committee:

- i) To carry the objects of the society.
- ii) To formulate, consider and adopt policies of the society.
- iii) To elect the members of Executive Committee from amongst the members of the General Committee or from outside.
- iv) To adopt the Annual Report, Statement of Accounts and sanction the budget estimates presented by the Executive Committee especially by the Treasurer.
- v) To consider and ratify all the decisions taken by the Executive Committee.
- vi) To explain and interpret the Bye Laws of the Society and to take decision on any point if not covered under the Bye Laws.
- vii) To amend or repeal Bye Laws as and when considered necessary but the same is endorsed/ approved by a minimum of two-third

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majority of the members of the General Body present in such meeting.

viii) To have powers to frame bye-laws and rules which are consistent with the Act.
No such amendment shall be incorporated which may have the effect of altering basic features of the Constitution. Any amendment in the Memorandum or Rules will be carried out in accordance with the procedure laid down in Section 12 & 12 A of the Societies of Registration Act.

ix) To exercise such other powers and to perform such other duties as are incidental and expedient to carry out the aims and objects of the society.

x) To enforce the penalty or disciplinary action for any violation of the Rules and Regulations or other good governance policies of the society.

H. Rights and Privileges of Members:

Every member of the Society shall enjoy the following rights and privileges:-

i) Right to receive notice.

A member shall be entitled to receive notice for every Annual General Meeting & Special General Meeting and to attend the same.

ii) Right to vote.

A member shall be entitled to vote in all Annual General and Special Meetings.

iii) Right to Election.

A member shall be entitled the right to contest the elections, to elect and to be elected.

iv) Right to receive copy of Bye-laws.

A member may ask for a copy of the Bye-laws of the Society and Receipt and Payment Account & Balance Sheet of the Society.

v). Right to give suggestions.

A member shall be entitled to give any suggestion for discussion.

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II. (2) Meetings of Members of General Committee

A. Calling of Meetings:

The Annual get-together of the General Committee shall be held every year on the 31st day of May every year at a place and time to be decided upon by the President and Secretary General.

Proper Notice signed by the Secretary General of the Society should be served to all the members of the Society including the Principal and Alumni Committee Convener of the college at least 20 days before the holding of Annual General Committee Meeting/Special General Committee Meeting.

The information of annual get-together may simultaneously be given by an advertisement in Newspaper having circulation in the National Capital Territory of Delhi and neighboring towns or by any other mode as the Secretary General may deem fit.

B. Agenda of Annual General Committee Meeting:

Minutes, Annual Report, the statement of accounts and all relevant papers on the subjects mentioned on Agenda shall be circulated to all the members present at the meeting. The agenda of the Annual General Body Meeting shall include:

- i) Confirmation of the minutes of the previous Annual General Body Meeting and of the Special General Body Meeting, if any.
- ii) Consideration and adoption of the Secretary General's Annual Report on the working of the Society.
- iii) Consideration and passing of the Audited Statement of Accounts of the year and the budget for the next year as submitted by the Treasurer.
- iv) Appointment of Auditors and fixing their remuneration.
- v) Election of the Executive Committee, office-bearers, Committee members whenever due.
- vi) Consideration of the Annual Calendar.
- vii) Approval of the decisions of the Executive Committee.
- viii) Amendment(s) of the Bye Laws (if any)

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- ix) Any other matters with the permission of the Chair.
- x) Any matter affecting the welfare of the society, which the President may bring or allow to be brought before it. This shall include discussion about development activities and analysis of programmes and policies of the Society.

C. Special General Committee Meeting:

Special General Committee Meetings may be summoned at any time by the Secretary with permission of the President and can cover all the items of Annual General Committee Meeting except the clause II(1)B. (ii) to (iv) above. The Agenda should be mentioned in the notice of the Meeting and no member shall discuss any subject other than that of which the Meeting is convened.

D. Chairman of Meetings:

PRINCIPAL (ex-officio) shall be the Chairman of Meetings of Members of Committee by default.

E. Quorum of Meetings:

Atleast 15 members of the General Committee must be present to form the quorum required for holding the meeting

F. Requisition Special Meeting by members of General Committee:

If more than one third of the members of the General Committee send request for a meeting to the Secretary General/President then President may convene a meeting. If the Secretary General/President fails to convene a meeting within thirty (30) days of receipt of requisition letters, the requisitionists may convene the meeting by themselves giving a clear thirty (30) days' notice. The decisions of a requisition meeting should be approved by two third of the voting members present and voting.

G. Voting

Voting will be based on the concept of one person-one vote. All the members of the General Committee shall have equal right of voting. Majority voting will decide the matter. However, the PRINCIPAL shall cast the deciding vote in case of tie of votes.

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III.(1) MANAGEMENT COMMITTEE / EXECUTIVE COMMITTEE/ OFFICE BEARERS

The management, administration and enforcement of its rules, regulations and bye-laws shall be vested in the Executive Committee.

A. Composition:

Executive Committee will consist of total 5 members.

The Officials of Executive Committee shall be composed of

| | | |
|------|---|-----------|
| i. | Principal of the college (ex-officio) | - 1 (one) |
| ii. | Alumni Committee Convener of the college (ex-officio) | - 1 (one) |
| iii. | President | - 1 (one) |
| iv. | Secretary General | - 1 (one) |
| v. | Treasurer | - 1 (one) |

The Office Bearers may appoint other persons in the Executive Committee by themselves, if needed and the designations will be given to them like Vice President, Joint Secretary, Joint Treasurer etc. provided however no person shall hold office for more than two years except for Principal and Alumni Committee Convener of the college.



B. Tenure of Office:

- The elected Executive Committee members shall hold the office for one term of Two Years.
- Elected members shall hold office from the conclusion of Annual General Meeting in which they are elected till the conclusion of Annual General Meeting of the year following the next year.
- The first members of the Executive Committee shall however hold the office from the date of registration of this Society till the conclusion of Annual General Meeting of the year following the next year.
- The office-bearers have to retire from their post on attaining the age of 70 years.

C. Vacancies:

- The office of a member of the Executive Committee shall fall vacant
 - If he/ she resigns from their office by a notice in writing.

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- (b) If the member is sanctioned for disciplinary offence.
- (c) By death
- (d) If he becomes lunatic or of unsound mind.

ii) The Executive Committee shall have the power to fill up vacancy by co-option from amongst the members of General Committee and that will remain good until the next election.

III.(2) Meetings of Members of Executive Committee:

A. Agenda of Meetings:

Executive Committee Meetings shall be held at least once a year. Executive Committee Meetings may be called by the President if and when needed on any issue as may be considered necessary by the members of Executive Committee.

On any issue of very urgent nature and under special circumstances when a meeting of the Executive Committee cannot be convened, the Secretary General with the permission of the President may obtain the approval of the members of the Executive Committee (as the case may be) by circulation and act accordingly, provided the majority members favour the proposal so circulated. But such cases must be placed at the next meeting of the General Committee for formal ratification and record.

B. Calling of Meetings:

Proper Notice signed by the Secretary General of the Society should be served to all the members of the Society including the Principal and Alumni Committee Convener of the college atleast 15 days before the holding Executive Committee Meeting.

C. Chairman of Meetings:

PRINCIPAL (ex-officio) shall be the Chairman of Meetings of Members of Executive Committee by default.

D. Quorum of Meetings:

Atleast 3 members of the Executive Committee must be present to form the quorum required for holding the meeting

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| Types of Meetings | Notice Period | Quorum |
|---------------------------------------|---------------|-------------------|
| GENERAL COMMITTEE | | |
| i. Annual General Committee Meeting | 20 clear days | 5 representatives |
| ii. Special General Committee Meeting | 15 clear days | |
| EXECUTIVE COMMITTEE | | |
| i. Executive Committee Meeting | 15 clear days | 3 representatives |

E. Voting

Voting will be based on the concept of one person-one vote. All the members of the Executive Committee shall have equal right of voting. Majority voting will decide the matter. However, the PRINCIPAL shall cast the deciding vote in case of tie of votes.

F. Power, Functions & Duties of Executive Committee:

- i) To carry out the day to day functioning of the Society and to follow the directions of the members of the General Committee.
- ii) To conduct the meetings of the General Committee and report all the decisions and actions.
- iii) To consider and approve the Annual Report, Statement of Accounts and sanction the budget estimates before presenting the same to the General Committee.
- iv) To fill in vacancy/ vacancies caused in the Executive Committee before the expiry of his/her term due to resignation, death, lunacy etc.
- v) To approve the appointment of office staffs as per requirement, to determine their powers and duties as well as to approve their dismissal or suspension.
- vi) To collect, procure, accept and receive subscriptions, donations, goods or assistance in kind, gifts and endowments, and raise funds by adopting all lawful means.
- vii) To approve the quantum of admission fee, renewal fee, registration fee, competition fee, etc.
- viii) To enter into, vary or carry out and cancel contracts on behalf of the society.

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- ix) To depute the Secretary General or any other member or members to act on its behalf with full authority to sign any deed or documents or to give valid and effective discharge of duties.
- x) To be the principal body to resolve and decide all disputes regarding the admission of members.
- xi) To fix the contribution to be made by each member of the Society for achieving the main objectives of the Society.
- xii) To perform any duties assigned by the General body.
- xiii) To delegate any of its powers to any person or persons, to constitute or form subcommittees consisting of such members of the society as it thinks fit.

G. Power, Functions & Duties of Office Bearers:

PRINCIPAL:

- A. To act as the Constitutional and Executive head of the society for the execution / implementation of the rules, regulations and bye-laws of the society to achieve its aims and objects.
- B. The Principal shall exercise superintendence and oversee the functioning of the General Body and the Executive Committee, and guide the society in all activities.
- C. To preside over all the meetings of the Executive Committee and General Committee and other society meetings, as required.
- D. The Principal shall have power to nominate any member from Executive Committee to preside over the meetings in his absence.
- E. The Principal shall have a decisive vote in case of a tie in addition to the mandatory vote.
- F. The Principal may appoint such other members in the Executive Committee as considered necessary for carrying out the objectives of the Society and give them the designations like Vice President, Joint Secretary etc.

PRESIDENT:

- A. The President shall assist the Principal in his aforesaid responsibilities. Presidents shall officiate as Chairman in the absence of the Principal.

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Jisha Agarwal

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SECRETARY GENERAL:

The Secretary General shall perform the duties assigned to him/her, from time to time by the President or the General Committee.

TREASURER:

- i) The Treasurer shall be in charge of all the funds, finance and accounts of the society.
- ii) To maintain and keep proper books and accounts in respect of all sums of money received and expended by the society and its assets and liabilities.
- iii) To prepare and present the statement of accounts of the income and expenditure of the society duly audited by a Chartered Accountant in the meeting of the Executive Committee and General Committee for approval.
- iv) To make all payments of the society after the connected bills and vouchers have been duly checked by him/ her and passed for payment by the Secretary General.
- v) To prepare and place the budget before the General Committee.
- vi) To perform such duties as may be specially assigned to him/ her by the General Committee or the Executive Committee.

IV. ELECTION:

Election shall be held once in every two years at the Annual General Committee Meeting to elect the Executive Committee members from amongst the applicants.

The model election schedule and norms are as follows:

(a) Submission of nomination papers by the candidates in person for the posts.

(b) The nomination has to be proposed and seconded by any member of the General Committee.

(c) Two candidates cannot be elected for the same post.

(d) No member shall be qualified to file nomination for any post of the Society if he/ she is proven guilty in an offence which is of serious nature.

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SECRETARY GENERAL:

The Secretary General shall perform the duties assigned to him/her, from time to time by the President or the General Committee.

TREASURER:

- i) The Treasurer shall be in charge of all the funds, finance and accounts of the society.
- ii) To maintain and keep proper books and accounts in respect of all sums of money received and expended by the society and its assets and liabilities.
- iii) To prepare and present the statement of accounts of the income and expenditure of the society duly audited by a Chartered Accountant in the meeting of the Executive Committee and General Committee for approval.
- iv) To make all payments of the society after the connected bills and vouchers have been duly checked by him/ her and passed for payment by the Secretary General.
- v) To prepare and place the budget before the General Committee.
- vi) To perform such duties as may be specially assigned to him/ her by the General Committee or the Executive Committee.

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- (b) The nomination has to be proposed and seconded by any member of the General Committee.
- (c) Two candidates cannot be elected for the same post.

- (d) No member shall be qualified to file nomination for any post of the Society if he/ she is proven guilty in an offence which is of serious nature.

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(e) When the number of contesting candidates for any post is equal to the number of posts to be filled, all such contesting candidates shall be deemed to be duly elected unopposed to those posts, and it shall not be necessary to conduct election for such post.

If the contesting candidates for any post are more than the vacancies to be filled, then election shall be held by secret ballot.

(f) In case of a vacancy, the vacancy can be filled by members of Executive Committee.

V. FINANCES

A. Source of Income:

The fund of the society shall consist of:

- i) Admission Fee
- ii) Yearly Fee
- iii) Royalty Fee
- iv) Donations
- v) Aid/ Grants from government or institutions or departments
- vi) Sponsorship
- vii) Competition Fee
- viii) Loan from bank/ other approved sources
- ix) Interest from banks or other properties

B. Bank Account:

- i) The society may open any number of Bank Accounts in any banks as approved by the Executive Committee.
- ii) The bank account of the Society shall be operated by the Treasurer with the President and Secretary General jointly or severally as decided by the Executive Committee.

C. Audit:

The accounts of the society shall be audited at least once a year by an Auditor appointed by the General Committee. The Auditor shall be a Chartered Accountant and their remuneration shall be fixed by the Executive Committee.

D. Investment and Utilization of Funds of the Society

The funds and income of the Society shall be solely utilized for carrying out the objectives of the society and no portion of it shall be utilized for

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payment to the members by way profit, dividend, commission, interest etc.

VI. REGISTER OF MEMBERS AND MINUTES OF THE MEETINGS:

The Executive Committee handling management of the Society shall cause to maintain the following books:-

- i) Register of Members giving the names and addresses of the Members of the Society.
- ii) Minute Book containing the proceedings of the meeting of the Managing Committee including AGM of the Members of Society.
- iii) Minute Book containing the proceedings of the General Meeting of the Managing Committee of the Society.
- iv) The register of Members of the Minute Book containing the proceedings of Managing Committee and General Meeting can be inspected by members on request in writing to the Secretary of the Society. No member shall, however, be entitled to copy any extract from the said register without prior permission of the Managing Committee.

VII. SECRECY

Every office bearer of the society, officials, employees, or any other person involved in the working of the society shall, before entering upon his/her duties, be deemed to have pledged himself/herself to observe a secrecy respecting crucial matters of the society and thereby pledge himself/herself not to reveal any of the matters that may come to his/ her knowledge during the discharge of his/her duties except when required to do so by the Executive Committee or by the law of the land.

VIII. MISCELLANEOUS

- i) The society may sue or be sued in the name of Society only. A lawsuit can only be filed within the jurisdiction of the place where the office of the society is situated.
- ii) Outgoing office-bearers and Committee shall handover the ~~charge~~ of the office to the incoming office-bearers at the end of the ~~election~~ meeting of the General Committee. The records etc. shall be handed

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over within 21 days from the date of meeting of the General Committee with detailed list of things/ records to be handed over.

- iii) Any office-bearer or persons holding any posts with the Society shall resign immediately in writing to the society if in any criminal case is filed against that person where the charges have been framed by any Court in India, in respect of an offence which is of serious nature under the Indian Penal Code / Prevention of Corruption Act, in which there is punishment of imprisonment of more than 2 years.
- iv) All admitted Members shall abide by the Rules and Regulations of the society.
- v) After election, within 14 days of the holding of A.G.M., a list of office bearers and members of the Executive Committee of the Society shall be filed with the Registrar of Societies, Delhi, giving their names addresses and occupations in accordance with Section 4 of the Societies Registration Act.

IX. RESIDUARY POWERS

Any matter not provided for in these Rules shall be dealt with by the General Committee.

X. DISSOLUTION

The society shall not be dissolved except by a vote of majority of $\frac{3}{4}$ members present at a Special General Committee Meeting called for the purpose and as per the provisions laid down U/s 13 & 14 of the Societies Registration Act, 1860 as applicable to the State of Delhi.

CERTIFICATE:

CERTIFIED THAT THIS IS THE CORRECT COPY OF RULES AND REGULATIONS OF THIS SOCIETY.

AMIT
VERMA
PRESIDENT

DIVYA
AGGARWAL
VICE PRESIDENT

SUNIL SHARAN
YADAV
SECRETARY

VAIBHAV
AGGARWAL
TREASURER

अमित वर्मा
मिना/AJAY SINGH MEENA
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संस्कार विभाग/राजस्व/प्रतिक्रिया/The Patent Office
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