

'DPSN Alumni, Delhi Public School, Numaligarh'

Title & Address

The name of the Association shall be '**DPSN Alumni, Numaligarh**' and it shall be referred to hereinafter as "**The Association**" registered address of the Association shall be Delhi Public School, Numaligarh, Dist: Golaghat Assam-785699.

Delhi Public School, Numaligarh shall be referred to hereinafter as "**The School**".

Aims & Objectives

- ✓ To foster camaraderie and esprit de corps among former students of the School.
- ✓ To build up traditions the School and the Country can be proud of.
- ✓ To help Delhi Public School, Numaligarh in its growth by suggesting and contributing in its image building and share their experiences with staff and students.
- ✓ To follow the careers of former students of the School and give them help, counsel and guidance whenever necessary.
- ✓ To organize and unite all the members of the Association and to regulate their relation with the School.
- ✓ To raise, borrow or secure such money or monies by subscription, donations or loans from the members or others or financial institution etc. as may be considered necessary, for the furtherance of the objectives of the Association and to have accounts with Banks for the purpose.
- ✓ To invest and to deal with the money/monies of the Association not immediately required, in such a manner as may from time to time be determined.
- ✓ To organize social, cultural and educational activities for members and for their families.
- ✓ To consult, cooperate or federate with similar/other Associations or bodies in India/outside.
- ✓ To delegate representative/s to bodies in which the Association or members may be interested from time to time.
- ✓ To edit and publish, if possible voicing amongst other matters, views of the members and containing matters of interest to them, for circulation amongst all members and other persons interested in the Association.

Membership, Admission etc

The membership of the Association shall be open to all ex-students of Delhi Public School, Numaligarh having completed at least one academic session there at, on payment of Admission fees and subscription as may be decided by the General Body of the Association from time to time. Subscription fee shall be payable yearly provided he agrees to abide by the Rules and Bye-laws existing and/or may be made by the Association from time to time. The Admission fee and the yearly subscription for the present are Rs.500/- and Rs.300/- respectively.

All eligible ex-students as on 31.03.2021 are admitted ipso facto members provided they pay/have paid membership fee to the Treasurer.

Membership of any member of this **Association** whose subscription/dues are in arrears for a period exceeding 5 years shall stand terminated.

A member whose membership is terminated may be re-admitted to membership subject to approval of the Executive Committee and on payment of all his/her arrears of subscriptions/overdues if any and re-admission fees equivalent in amount to twice the admission fees.

A member of **the Association** shall be entitled to all benefits that **the Association** may decide to give to its members, including the right to vote or contest, provided he/she is not in arrears to the Association as on the date of the nomination.

A member of the Association who is in arrears with the subscription of dues shall not be entitled to any benefits until all arrears have been paid.

A member, if he so chooses, may become a Life Member by paying Life Membership Fee at one instance. The Life Membership Fee for the present is Rs.5000/-. A Life Member will be exempted from paying the yearly subscription fee. Any member who pays one time donation of Rs.25, 000/- and above shall be known as PATRON member.

All school staff will be ex-officio members of the 'Association' and will be exempted from payment of any Admission Fees /Subscriptions. They will however pay for the school magazine if the School authorities so decide along with any other activity specific contributions.

ORGANISATION

The affairs of the Association shall be conducted through :-

General Body

Executive Committee

General Body and its functions:

The General Body will comprise of all members and will be a permanent organ exercising all control over the affairs of the Association. **Broadly, the functions of the General Body will be :-**

- (a) to elect members of the Executive Committee and office bearers;
- (b) to transact all business under the constitution that is duly brought before it;
- (c) to receive and adopt the Annual Report and statement of accounts;
- (d) to appoint Auditor/s.

Executive Committee:

Subject to the supervision and control of the General Body, all affairs of the **Association** shall be carried out by the Executive Committee and office bearers not exceeding 11 members as detailed below:-

a)	Chairman (Principal)	One
b)	President	One
c)	Vice-President	One
d)	Secretary(Staff)	One
e)	Joint Secretary (Organization)	One
f)	Joint Secretary (Publication)	One
g)	Joint Secretary (Cultural)	One
h)	Treasurer(Staff)	One
i)	Members(One from class XII)	Three

The Principal of Delhi Public School, Numaligarh, Dist: Golaghat, Assam-785699 shall be the Chairman of the Association.

The Secretary shall be elected among the permanent and in service teaching staff of The School.

Treasurer post will also be represented by school staff. Office-bearers and the Executive Committee members will be elected as per the standard procedure.

Should a vacancy occur in the Committee it may be filled by the Executive Committee by co-option, the number of such co-opted members not exceeding four at any time.

The term of office-bearers and Executive Committee shall be for two years from the date the Committee resumes office.

One member of the Committee shall be elected from current class XII.

GENERAL BODY MEETING

Annual General Body Meeting of the Association shall be held each year and the interval between any two meetings shall not exceed 12 months. As per subsequent amendment, the meeting will be held on the Sunday nearest to Christmas in the month of December.

An extraordinary General Body Meeting of the Association may be held: (a) When deemed necessary by the Executive Committee. OR
(b) When requisitioned by not less than 30% of the total membership.

Notice of 60 days shall be given for all general meetings.

20% of the total membership or 50 members, whichever is less, shall form the quorum for the General Body Meetings. In case a General Body or extraordinary General Body Meeting is postponed for want of quorum; at the next such meeting quorum will not be necessary.

Every member present shall have one vote. Decision at the General Body Meeting will be taken by simple majority. The Chairman will have the casting vote.

Members who are not able to attend the General Body or Extra-Ordinary General Body Meetings may communicate their views on the Agenda to the General Secretary for information of the members present and for discussion.

The proceedings of every meeting shall be recorded by the Secretary the book of proceedings of the 'Association' and shall be signed by the Chairman of the meeting within a reasonable period in token of his having been satisfied of its correctness.

Notice of Resolutions proposed to be moved in the Annual General Body Meeting shall reach the Secretary General at least 50 days prior to the date of meeting. The Secretary General then shall circulate copies of the proposed and admitted resolutions to all members sufficiently in advance of the meeting.

EXECUTIVE COMMITTEE MEETING

The Executive Committee shall meet at least twice in a year.

A meeting of the Executive Committee may be called

(a) by Secretary when deemed necessary OR

(b) when requisition is made by not less than 50% of the members of the Committee except the Chairman.

Ordinarily notice of 30 days shall be given for all meetings of the Executive Committee except for emergent purposes.

Five members present shall form the quorum.

Decisions at the Executive Committee will be taken by simple majority, each member having one vote; the Chairman will have the casting vote.

ELECTIONS

Election of the Office bearers and other members of the Executive Committee shall be made at the Annual General Body Meeting by the members present and voting. For the post of office-bearers all the paying members of the Association present at the Annual General Body Meeting will be entitled to vote and/or contest.

No member shall hold more than one post in the Executive Committee at a time.

The Secretary shall act as Election Commissioner for conducting the election.

The Joint Secretary (organization) shall furnish the Election Commissioner with a list of eligible voters as on the date of election. If, however, any member's name is left out and/or brought to the notice of the Election Commissioner, he being so satisfied may include such names on the electoral list.

The Secretary shall base his electoral list on the Register where each member attending the Annual General Body Meeting will enter the particulars under his signature and the Secretary shall scrutinize for adherence to the provisions.

Subject to the provisions of the Constitution the Election Commissioner shall have the right to frame such rules and fix up such programmes as may be necessary for him to conduct the election independently in a free and fair manner. The election Commissioner shall submit his report on the conduct of the election in the General Body Meeting convened after the election.

DUTIES OF OFFICE BEARERS

The Chairman :

The Chairman shall preside over all meetings of the Association and of the Executive Committee preserve order, sign all minutes and shall be allowed to give the casting vote only. The Chairman shall have power if necessary, to call special meeting of the Executive of General Body Meeting of the Association whenever necessary. The nominee Chairman shall function in place of the Chairman in his absence.

The Secretary :

The Secretary General shall convene Executive Committee/General Body Meeting, will arrange to take minutes of all such meetings, conduct all correspondence, convene all meetings and exercise supervision of the affairs of the Association including its account. He shall have power to engage, in consultation with the Chairman, subject to the approval, or confirmation of the Executive Committee assistance for organizational purposes.

The President and Vice-President:

The President shall help the Chairman in his work and shall co-ordinate the work of the Association under the guidance of the Chairman. He shall also carry out all the duties of the Chairman in the absence of both the Chairman and nominee Chairman. The Vice-President shall function in place of the President in his absence.

The Joint secretary:

The Joint Secretary/ies shall help the Secretary in his work and co-ordinate the work of the Association in their respective field under the guidance of the Secretary.

Treasurer/:

The Treasurer shall be responsible for the General Funds of the Association. He shall make payments towards all expenditure sanctioned by the authorized office-bearers/Executive Committee within the financial powers to be decided by the Executive Committee from time to time and shall also keep a correct account of receipt and expenditure. He shall prepare a Balance Sheet annually showing clearly every item of receipt and expenditure. He may be authorized by the Executive Committee of the Association for collection of voluntary donations from the members if the exigencies of the situation so require. The Assistant Treasurer will help the Treasurer in collections, accounting etc. under his guidance.

It is intended that the Office-bearers and committee members should work as a close-knit team and share duties and responsibilities as would be decided from time to time by the Chairman/Executive Committee.

The financial powers for expenses out of the general Funds will be as under for the present :-

- | | | |
|------------------------|-------|------------------------------------|
| i) Executive Secretary | | Upto Rs.1000/- in one transaction. |
| iv) Chairman | | Upto Rs.5000/- in one transaction. |
| v) General Body | | Any amount exceeding Rs.5000/-. |

When the exigencies of the situation so require, the Executive Committee of the Association may authorize the Secretary to call for voluntary donations from its members.

GENERAL FUND

The General Fund of the Association shall consist of the subscription from the members, donations, borrowings etc.

They shall be deposited in account/s with Banks. in the name of the Association. The accounts so opened with Bank may be operated by any two of the following, out of whom one must be Executive Secretary.

- Chairman
- Secretary
- President
- Treasurer

The Executive Committee's authorization for the purpose will be furnished to the concerned Bank/s immediately after each election. The Executive Committee shall reserve the right to withdraw such authorization as and when felt necessary. The Secretary or member of the Executive Committee authorized by the Committee shall not keep more than Rs.1000/- with him for current expenses.

OBJECTS OF WHICH THE GENERAL FUNDS CAN BE EXPANDED.

Subject to the provisions of the General Funds of the Association shall not be spent on any object other than the following :-

1. Meeting expenses.
2. Establishment charges.
3. Correspondences.
4. Any other purpose specifically approved by the Executive Committee.
5. Any purpose specifically approved in the Annual General Body Meeting or in an Extra Ordinary General Body Meeting.

AUDIT

The annual accounts of the Association shall be audited by an Auditor nominated for the purpose by the Executive Committee annually. The audited accounts shall be placed before the General Body Meeting for due ratification.

The auditor shall be nominated amongst the members of the Association in the first Executive Committee Meeting of each calendar year and the auditor so nominated shall not be a Member or Office Bearer of the Executive Committee.

REGISTER OF MEMBERS

The Association shall keep a register of its members containing their names, address and particulars of their family profession etc.

The Register shall be kept open for inspection by any member/s of the Association at the office of the Association during office hours.

INSPECTION OF BOOKS OF ACCOUNTS

The Books of accounts of the Association shall be open to the inspection of any members at the Office of the Association during working hours.

AMENDMENT OF CONSTITUTION

The constitution may be amended, altered, replaced, rescinded or added to at any time by two-thirds majority of the members present at General Body Meetings provided previous notice of at least 60 days is given to the members of the proposed alterations.

DISSOLUTION OF THE ASSOCIATION

The Association shall not be dissolved except by the vote of majority of two thirds members present at a General Body Meeting called for the purpose.

The funds of the Association after meeting all the liabilities shall be disposed of in accordance with the decisions arrived at the Dissolution Meeting.