

RULES AND REGULATIONS

SPA Bhopal Alumni Association, School of Planning and Architecture, Neelbad Road, Bhauri, Bhopal-462030

1. NAME OF THE SOCIETY:

The name of the society shall be "SPA, BHOPAL ALUMNI ASSOCIATION" and shall be referred to as the ASSOCIATION subsequently in these articles.

2. ADDRESS:

SPA, BHOPAL ALUMNI ASSOCIATION SPA, BHOPAL-462030 Madhya Pradesh, India

3. JURISDICTION:

The jurisdiction of the Association shall be all over India, but any dispute/case/suit shall be subject to the jurisdiction of the Courts in Bhopal only.

4. MEMBERSHIP:

Ex-students who have received degree(s) awarded by the Institute are herein referred to as alumni and those who have paid the membership fee are defined as Active Members and shall be eligible for membership of the Association. In addition to this following shall also be members of the Association:-

- (a) Dean of Student Affairs and Dean of Planning and Development as ex-officio Honorary Members.
- (b) Students who are in their final year of study in the School as Student Members.

Only Active Members shall have voting rights.

5. CESSATION OF MEMBERSHIP:

A member of the Association shall cease to be a member if he/she resigns from his/her membership or is found to be of unsound mind or is convicted by a court for any offence on moral grounds or expelled by the Executive Committee for compelling reasons.

6. ORGANIZATION OF THE ASSOCIATION:

- (a) *Patron:* Director of SPAB will be the Patron to the Association.
- (b) *General Body:* The General Body of the Association comprises of all Active Members.
- (c) *Executive Body:* There shall be an Executive Committee to manage the affairs of the Association.
- (d) *Local Chapters:*

- i. There may be local chapters of the Association in India and abroad.
- ii. The membership with the local chapters will be governed by the Bye-Laws of the Association as applicable in Bhopal.
- iii. These local chapters shall not be under the financial control of the registered office of the Association in Bhopal however, Annual audit report has to be submitted to overall alumni Association and to be passed by the General Body.

7. AIMS AND OBJECTIVES OF THE ASSOCIATION:

Following are the aims and objectives of the Association:

- (a) Foster the spirit of brotherhood and comradeship among the alumni.
- (b) Disburse scholarships to the outstanding students.
- (c) Raise funds for various welfare and other schemes.
- (d) Provide a forum for the alumni to exchange ideas on academic, cultural and social issues confronting School.
- (e) Look after the interests of the alumni.
- (f) Publication Alumni News for realizing objectives of the Association.
- (g) Arrange social and cultural functions.
- (h) Open branches of Association in various parts of the country and abroad.
- (i) Perform all other acts in furthering objectives of the Association.

8. GENERAL BODY:

- (a) The General Body shall consist of all active members of the Association.
- (b) The Association shall hold an Annual General Meeting at least once a year, preferably between February and May, and not more than 18 months shall elapse between successive Annual General Meetings.
- (c) A prior notice of clear 30 days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the President.
- (d) An urgent meeting of the General Body can only be convened by the President for compelling reasons at a short notice.
- (e) Thirty (30) members or one-third of the total strength of the General Body, whichever is lower, present in person shall form a quorum for any meeting of the General Body. Members can also attend the meeting without being present in person but through real time and secure communication as approved by the Executive Committee. The minutes of the meeting have to be signed by all the attending members and returned by post or fax.
- (f) *The duties of the General Body shall be:*
 - i. To set guidelines for the Executive Committee so as to achieve the objectives of the Association.
 - ii. To consider and adopt the Annual Report and Audited Accounts of the Association.
 - iii. To approve the budget for the following year.
 - iv. To elect office bearers and members of the Executive Committee.

- v. To transact any other business with the permission of the President.

9. EXECUTIVE COMMITTEE:

(a) *The Executive Committee shall consist of:*

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. 3 Executive Members
- vi. Representative of Student Members
- vii. Invited Members
- viii. One honorary member nominated by the Patron.

(b) *Election of the Executive Committee:*

- i. The President and the Vice President shall be senior members of the alumnus/alumna with sufficient experience.
- ii. The immediate past Secretary shall be an ex-officio Executive Member, provided he/she was not removed from his/her post in the Association prior to completion of his/her term.
- iii. All office bearers and members of the Executive Committee shall be elected except the ex-officio Executive Member.
- iv. The Treasurer and at least one of the Executive members have to be stationed in the vicinity of Bhopal.
- v. The procedure for the election of the office bearers of the Association shall be regulated according to the Bye-Laws of the Association.
- vi. The Representative of Student Members (henceforth abbreviated as ROSM) is nominated from the batch in their final year of study by the Student Council for one year. The nomination is done in the beginning of every odd semester. If the ROSM leaves before the completion of his term, it is the responsibility of the Student Council to nominate another person.
- vii. The Invited Members will be co-opted by the Executive Committee, if it feels that such persons may be of help in attaining the objectives of the Association.

- (c) The Executive Committee will ordinarily meet at least twice a year but the Secretary may call an emergency meeting at any time, with the consent of the President. Members can also attend the meeting without being present in person through real time and secure communication as approved by the Executive Committee. The minutes of the meeting have to be signed by all the attending members and returned by post or fax.
- (d) A prior notice of 14 days shall ordinarily be given to the members for convening an Executive Committee meeting.
- (e) The quorum for the Executive Committee meeting shall be four. In case there is not quorum, the shall be adjourned.
- (f) In case any vacancy arises in the Executive Committee, the Executive Committee shall fill this vacancy by nomination/co-option.

- (g) The Executive Committee shall have all powers with regard to management and promotion of the objectives of the Association according to the directives, if any, of the General Body.
- (h) The office bearers and members of the Executive Committee, except the ROSM, shall normally hold office for two years.
- (i) Except the ROSM and the Invited Members all other office bearers/members of the Executive Committee have voting rights.

10. POWERS AND DUTIES OF THE OFFICE BEARERS:

- (a) *President:*
 - i. The President shall preside over Executive Committee meetings and the General Body meeting.
 - ii. The President shall cast his vote in case of a tie over a certain issue.
 - iii. He shall have all the powers for the management and promotion of the objectives of the Association.
 - iv. The President shall have discretionary powers to take any decision and report to the Executive Committee for ratification.
- (b) *Vice President:*
 - i. The Vice President shall exercise the powers and duties of the President in his absence.
 - ii. The Vice President shall render advice to the Executive Committee with regard to promotion of the objectives of the association.
- (c) *Secretary:*
 - i. The Secretary shall assist the Committee in the management of the activities of the Association.
 - ii. The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.
 - iii. Within fourteen days after holding the Annual General meeting, the Secretary shall file the following information with the Registrar of Association: a. List of names, addresses and occupations of the members of the Executive Committee. b. An Annual report of the previous year c. A copy of the Audited Accounts and certificate of the Auditor's report.
- (d) *Treasurer:*
 - i. The Treasurer shall be responsible for the maintenance of the financial records and accounts of the association.
 - ii. The Treasurer shall operate the funds of the Association jointly either with the President or the Secretary.
 - iii. He/She should get the accounts audited and put up before the General Body and the Executive Committee for its approval.
- (e) *Executive Members:* The Executive Members shall assist the Executive Committee in the delegation of their responsibilities.
- (f) *Representative of Student Members:*
 - i. The ROSM should attend all activities approved by the Executive Committee.
 - ii. The ROSM shall act as a communication link between the students of the Institute and the Alumni Association.
 - iii. He will assist the Secretary in the delegation of his/her responsibilities.

11. AMENDMENT OF THE RULES AND REGULATIONS:

- (a) Amendment to the rules and regulations shall be carried out only at the General Body Meeting with a minimum quorum of fifty (50) members or one-third of the total strength of the General Body, whichever is lower.
- (b) A minimum of the two-third of the majority votes of the members present is required for the amendment to be accepted.
- (c) The proposed amendment to the rules and regulation shall be circulated to all the members as an agenda item for the General Body meeting.

12. FINANCES AND ACCOUNT:

- (a) There shall be two separate accounts viz. the Corpus Account and the Development Account.
- (b) The Association shall raise funds for promoting the objectives of the Association through:
 - i. Subscriptions from the members - which shall be deposited to the Corpus Account. The rates of the subscription shall be governed by the Bye-Laws of the Association.
 - ii. Money obtained by the members for various development activities - which shall be deposited in the Development Account and this has to be maintained separately by the Alumni Association.
 - iii. Any other source approved by the Executive Committee - the fund collected through these other sources will be deposited in either of the accounts as per the decision of the Executive Committee.
- (c) The accounts of the Association shall be opened in any scheduled bank in Bhopal into which all subscription donations and other income shall be credited.
- (d) Financial year of the Association shall be from April 1 to March 31.
- (e) The funds of the Association may be invested in Government Securities, Bonds and Debentures of registered companies and Financial Institutions under Company's Act 1956 of fixed deposits in nationalized banks, subject to the approval of the Executive Committee.
- (f) Withdrawals from the invested funds shall be made only with the approval of the Executive Committee.
- (g) Only the interest earned on the Corpus Fund can be utilized by the Executive Committee, for attaining the objectives of the Association. This would be subjected to a limit authorized by the General Body.
- (h) A larger body "Development Fund Advisory Body" (henceforth abbreviated as DFAB) consisting of the following members along with the Executive Committee members will decide on the usage of the Development Fund:
 - i. Director, SPAB
 - ii. Dean of Students' Affairs, SPAB
 - iii. Dean of Planning and Development, SPAB
 - iv. General Secretary, Student Council
 - v. General Secretary, SPA Bhopal Alumni Association.

- (i) The Executive Committee will be responsible for spending the Development Fund, as per the advice of the donor and/or the DFAB.
- (j) If the money is given for a specific earmarked purpose, it must be utilized for that purpose only unless the Executive Committee decides otherwise with the advice of the DFAB and with the necessary consent of the donating member. The DFAB may suggest an alternative use of the donation to the donor.
- (k) Alumni Association has the power to allocate funds to SPA, Bhopal for construction, creating departments, sponsor student related and approved by SPAB-activities.
- (l) Alumni Association has the powers to set up award for best students in various disciplines and issue loans/subsidy through patron.

13. AUDIT OF ACCOUNTS:

The accounts of the Association shall be audited every year by a Chartered Accountant or Auditor to be appointed by the Executive Committee.

14. SUIT AND PROCEEDINGS AGAINST THE ASSOCIATION:

- (a) The President or any office bearer authorized by the Executive Committee may sue on behalf of the Association. When the Association is being sued, the president will represent the Association.
- (b) No suit or proceeding shall fail by the reason of any vacancy or change in the holder of the office of the Secretary or any office bearer authorized on its behalf.
- (c) Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the property of the President.
- (d) Nothing herein shall exempt the President or any office bearer of the Association from any criminal liability; entitle him/her to claim any contribution from property of the Association in respect of any claim paid by him/her on conviction by criminal court unless it is attributable to Association matters.
- (e) No member or the Association shall be sued or prosecuted by the Association except for any injury or loss, damage, detention, destruction or sale of any property of the Association without prior approval of the General Body.

15. RECORDS OF THE ASSOCIATION:

- (a) The following records shall be maintained by the office of the Association
 - i. Roll of Membership
 - ii. Minutes of the Executive Committee Meetings
 - iii. Minutes of the General Body Meetings
 - iv. Stock register of non-consumable and consumable items
 - v. Cash book and Ledger
 - vi. Copies of all publications and reports of the Association
- (b) The records shall include details of all sums of money received and the sources and the sources thereof, and all the sums of money spent.
- (c) Every member of the General Body shall have the right of inspection of records of the Association during office hours.

16. WINDING UP OF THE ASSOCIATION:

The winding up of the Association shall be carried out as per the relevant clauses of the Societies Registration Act.