

THE CONSTITUTION OF SARAIGHAT COLLEGE ALUMNI ASSOCIATION

How to be the Member of the Alumni Association:

Only the students who studied at Saraighat college are eligible to opt for the membership of the Alumni Association. The Members have to subscribe and contribute minimum fees of Rs. 100/- (One Hundred rupees) in the Accounts of the Alumni Association, or can pay directly to the General Secretary and other office bearers of the Association and will collect its voucher against the payment. The Alumni can also donate Books, teaching equipments or any other E-learning equipment.

Subscriptions, Donation etc. All the members are liable to subscribe lump-sum amount as membership fees-subscription or donation may also be labeled to subscribe towards the society so fixed by general meeting from time to time for Collection of funds. The fund the society will be collected from membership subscription/fees, donation from members/well-wishers, grants from any Govt. organization and from its own resources, if any.

Control of fund: A bank Account will be opened in the name of the society in a Nationalized Bank. This shall be run jointly by the President and Secretary of the Association.

2. PROCEDURE OF THE GENERAL MEETING:

- i) The general meeting of the Association will sit at least once in a year.
- (ii) The Association will convene meeting as per approval of the Executive Committee or the President.
- (iii) A notice to be issued one month before of the scheduled meeting specifying date, time, venue, enclosing the agenda of the meeting.
- (iv) The meeting will be presided over by the President of the Association, or in his absence by Vice President of the Association.
- (v) The President can postpone or adjourn the meeting for the time being as may be thought fit, subject to the provision of rules& regulation.

3. QUORUM OF THE GENERAL MEETING:

The quorum of the general meeting will be formed in the presence of 2/3rd members of the total members, but no quorum is needed in case of adjourned meeting.

4. ELECTION PROCEDURE OF THE EXECUTIVE COMMITTEE:

The Executive Committee will be constituted through democratic procedure by either selection or election.

5. SHORT DESCRIPTION OF THE EXECUTIVE COMMITTEE:

Primarily the Executive Committee consists of seven members which include: **President-1, Vice President-1, Secretary-1, Joint Secretary-1, Assistant Secretary-1, Treasurer-1, and 1 Member**, subject to increase in due course if felt necessary.

6. THE TERM OF THE EXECUTIVE COMMITTEE:

The term of the executive committee will be for 3 years. However, if required the Executive body and the office bearers may continue for another six months till the new executive body takes charge. The general body may also prematurely appoint new executive body.

7. PROCEDURE OF RE-ELECTION OF THE MEMBERS OF THE EXECUTIVE

COMMITTEE:

After expiry of ex-committee, a new body will be formed at the General Meeting. If the elections are found to be illegal, the executive body will be dissolved and should be reformed by 2/3rd majority of the members of the General body. If any member violates the law of the Association, the General body may drop him/her and co-opt new executive member at the disposal of the General Meeting.

8. PROCEDURE OF THE MEETING OF THE EXECUTIVE COMMITTEE:

The Executive Committee meeting will be held least once in every three months or so, for the smooth functioning and management of the Association. Notice of all ex-body meeting, whether annual or special, shall be issued to all members by the Secretary, at least fourteen days in advance of the meeting. In case of special meeting, the notice shall specify the nature of the business to be transacted. Office Bearers will send all communication by e-mail. Postal communication will only be sent if there is any difficulty in electronic communication. Acknowledgement of all electronic communication should be within one week.

9. QUORUM OF THE MEETING OF THE EXECUTIVE COMMITTEE:

In pursuance of 2/3rd members of the total executive members, the quorum of the executive committee will be formed, but question of quorum in case of adjourned meeting does not arise.

10. EXPULSION OF UNDESIRABLE MEMBER:

If any member goes against the rules and regulations of the Association, then he/she will be suspended/expelled from the Association.

11. AUDITOR:

Qualified auditor will be appointed by the executive committee for a term of one year, who shall audit the account of the Association, at least once in a year, and Annual "Audit Report" will be submitted to the Association.

12. LEGAL PROCEDURE:

According to the provision laid in the Section 6 of the Society Registration Act. XXOT 1860, the society may sue or may be sued in the name of the President or General Secretary of the Society/Association.

13. DISSOLUTION:

If necessary, the society may be dissolved and the properties remaining after dissolution may be handed over according to provision laid down in the section 13 & 14 of the Societies Registration Act, XXI of 1860.

14. GENERAL MEETING:

Venue: Head Office of "SARAIGHAT COLLEGE ALUMNI ASSOCIATION", Changsari Assam.

The first Executive Meeting was held on 20-12-2022 under the President ship of Tabibar Rahman to discuss the under mentioned agenda.

Agenda of the Meeting

- Forming of the new NGO of "SARAIGHAT COLLEGE ALUMNI ASSOCIATION".
- Objectives of forming the new NGO.
- Forming of the new Executive committee.
- The Social Worker Tabibar Rahman presided over the meeting and the Secretary

Munindra Lahkar spoke about the aims and objectives of the meeting.

Resolution No 1- A general meeting held for the Welfare of the community and formed a new Organization named as "SARAIGHAT COLLEGE ALUMNI ASSOCIATION" for Socio-Cultural Development of the Society.

Resolution No 2:- A Managing committee is selected by the members as follows.

Resolution No 3:- A resolution passed to submit the proposal to the society of Registration, Government of India and the power has been vested to the President and the Secretary.

Resolution No 4:- A handover letter has been handed by the principal of the Saraighat College in their Letter Head with their (Principal's) seal and signature.

Resolution No 5:- Memorandum of Association (MOA) have been made and the same have been approved in the General Meeting. The Memorandum of Association should be submitted to the Register of the Society for approval.

Resolution No 6- The joint Bank Account in the name of the "SARAIGHAT COLLEGE ALUMNI ASSOCIATION" with the signatory authority of the president, Tabibar Rahman and the Secretary Munindra Lahkar.

Resolution No 7:- The Organization's Pad and Seal have to be prepared and the responsibility are in the hands of the President and the Secretary. The meeting concluded with the vote of thanks by Tabibar Rahman.

The Executive Committee of the Saraighat College Alumni Association:

- 1.** TABIBAR RAHMAN - **President**, Academic Session 1995-1998
- 2.** PRADIP NATH- **Working President**, Academic Session 1989-1991
- 3.** MUNINDRA LAHKAR- **General Secretary**, Academic Session 1987-1993
- 4.** RATUL NATH – **Joint secretary**, Academic Session 1989-1993
- 5.** SEHNAZ RABBANI - **Asst. Secretary**, Academic Session 2013-2018
- 6.** SYED RAJIKUL HUSSAIN -**Treasurer Member** Academic Session 1998-2002
- 7.** JYOTSNA LAHKAR- **Teacher** ; Academic Session 2006-2009