

REGULATIONS OF WELHAM OLD BOYS' SOCIETY (1983-84)

Name

The name of the society is and shall be WELHAM OLD BOYS' SOCIETY (hereinafter referred to as "WOBS").

Address

The address of the society is Welham Boys' School, 5-Circular Road, Dehra Dun, Uttaranchal, 248001.

Areas of Operation

Dehra Dun (Uttarakhand)

Memorandum of Association of the Welham Old Boys' Society

A. CLASS OF MEMBERS

- I. Any person who has studied in the Welham Boys' School and interested in the objects of the Society and prepared to be bound by the constitution thereof shall be entitled to apply for Membership (as per the following guidelines).
- II. Members of the Society shall be classified as Ordinary Members, Affiliated Members and Honorary Members
- III. Ordinary Member of the Society: Ordinary Member will be those persons who are responsible to initiate the idea and form the society. They will enjoy full voting right at the general body meeting of the society. Each member will pay life membership fees of Rs. 10,000/-. In addition all such members will be required to pay for facilities such as the "Oliphant" (School news letter weekly), Get-togethers, etc.
- IV. Affiliated Members: Any staff member who taught for minimum of Five years and is interested in the objects of the Society and is

prepared to be bound by the constitution thereof shall be entitled to membership of the society. The Principal may kindly advise the Society of those staff members who have completed Five years teaching at the School. Such staff members may at the discretion of the Executive Committee be invited to join as “Affiliate Members”. Staff Members who became Housemaster/Head of Department, but left before completion of five years, will also be eligible. Such members shall not however be eligible to be members of the Governing Body nor shall be entitled to vote in any meeting.

- V. Honorary Members: Any person, whose connection with the society is deemed to be useful, may with the consent of the Governing body be elected or appointed as Honorary member of the Society. Such member shall not, however be eligible to be member of the Governing Body nor shall be entitled to vote in any meeting.

B. APPLICATION FOR MEMBERSHIP

- I. Every person desirous of becoming a member of the society shall submit his application in writing to the society with his (or her) name, address, telephone, telex and facsimile numbers. The applicant shall specify the category of Membership for which application is made.
- II. The Executive Committee shall, if necessary constitute a Membership Committee to deal with all matters relating to the Membership of the Society.

TERMINATION OF MEMBERSHIP

Any member shall cease to be a member:

- On his resignation from membership by a letter addressed to the Secretary.
- On his becoming insane or insolvent.
- On his conviction of any offense in connection with the formation, promotion, management or conduct of a society or a body corporate or any offense involving moral turpitude.
- On death.
- For frequently refusing or not following the decision taken by the Executive Committee.
- When activities of any member are considered prejudicial to the interests of the association.

WINGS OF THE SOCIETY:

General Body | Executive Committee

GENERAL BODY: Will be formed of all members as defined under article 4 above

GENERAL MEETING OF SOCIETY:

There shall be two kinds of general meeting of the Society, namely (a) Annual General Meeting and (b) Special or Extraordinary General Meeting. The Society shall hold an Annual general meeting once in every year in the month of October each year or as early as possible thereafter and not more than fourteen months apart. At least fourteen days notice specifying the time, place day and hour shall be given to every ordinary member of the society. A special or Extraordinary General Meeting of the Society shall be convened by the Secretary if two-third ordinary member of the Society require such a meeting specifying the nature of the business to be transacted at the meeting. On receipt of such notice the Secretary, shall hold such a meeting within

twenty one days thereof. In case of default by the Secretary the requisitionists may hold such a meeting provided that no business other than the business specified in the notice shall be transacted.

BUSINESS TO BE TRANSACTED AT THE ANNUAL GENERAL MEETING

- The business to be transacted at the Annual General Meeting shall be:
- To confirm the minutes of the last Annual General Meeting and Special Meeting, if any;
- To adopt with or without modification the Report of the Governing Body of the Society for the previous year;
- To pass the audited accounts of the Society;
- To elect the members of the Governing Body of the society; and
- To appoint the auditors for the Society.

QUORUM FOR THE GENERAL MEETING

No business shall be transacted at any general meeting of the Society unless there is a quorum of members present at the commencement of the business. The quorum shall be 20 members present in person.

A. **COMPOSITION OF THE GOVERNING BODY** There shall be a Governing Body (also called the Executive Committee) consisting of not less than eight members and not more than 18 members (including office-bearers) in which the management of the Society shall be entrusted and vested. The first members of the Governing Body, including the office bearers, of the society are as stated in the Memorandum of Association of the Society 1 President, 1 Vice President, 1 Secretary, 1 Treasurer, and four other members. The term of members will be two years after which he shall have to seek re-election.

By convention an Executive Committee shall stand down after completion of 4 continuous years in office. They may stand again for elections after a gap of 4 years and so on.

B. MEETING OF THE GOVERNING BODY

A meeting of the Governing Body shall be held at least thrice in the year at such place, date and time as the President or Vice President may determine. Any three members of the Governing Body and the Secretary shall summon the same within seven days, failing which the President or the requisitionists may do so, provided that no business other than that specified in the notice shall be transacted at such meeting.

C. QUORUM AND NOTICE FOR THE MEETING OF THE GOVERNING BODY

The quorum of the meeting of the Governing Body shall be one third. At least seven days' notice of the meeting specifying the place, date, time and the general nature of work and business to be transacted shall be given to every member of the Governing Body. Emergency meeting may be called on 24 hours notice.

D. CASUAL VACANCY

If during any years, any member of the Governing Body dies, retires or becomes incapable of discharging the affairs or business of the Society, the president of the society may fill up the vacancy temporarily by co-option until the election of such member at the Annual General Meeting of the society.

E. POWER AND FUNCTION OF THE EXECUTIVE COMMITTEE

Administration, entering into agreements, management, funds, supervision, consideration of application for membership and initiation of the programmes shall vest in the Executive Committee and whenever necessary it may delegate its powers to office bearers of sub committees

to initiate and execute programme. The Executive Committee is empowered to make its own bye-laws.

F. THE EXECUTIVE COMMITTEE WILL ALSO BE RESPONSIBLE FOR THE FOLLOWING:

To do the needful in the achievement of the objectives of the society stated as per the Memorandum. To issue appeals and applications for money and funds in furtherance of the objects of the society and to accept fees, gifts, donations, subscriptions of cash and securities and of any property either movable or immovable. To undertake and accept the management of any endowment or trust, fund or donation.

G. MANAGEMENT

- i. The Governing Body shall carry on the business or affairs of the Society in accordance with its objects and may from time to time make and alter rules and bye-laws for the management of the objects, and as to the meetings of the Governing Body, the mode of convening the same and the conduct of business thereat and otherwise as they may think fit and may also assign and/or delegate any of their powers and duties to any committee and committees of such members as they appoint for such purposes.
- ii. Any member desirous of proposing any alteration or addition to the Articles or Memorandum of the Society may do so by submitting a Resolution proposing the changes to the Secretary. These will then be discussed by the Executive Committee and put up at the AGM (subject to 2 months notice of receiving the Resolution before the said AGM) and will be carried only subject to Two- Thirds of the members present and voting in favour at the AGM.
- iii. Officers of the Society shall consist of a President, Honorary Secretary and members of the Executive Committee.

iv. The business of the Society may be transacted by correspondence.

H. The Executive Committee may delegate specific responsibilities to Individual Members of the Society as may be found necessary from time to time.

I. PROCEDURE OF THE MEETING OF THE GOVERNING BODY

The President or in his absence, the Vice President shall preside over all meeting of the Governing Body, and in their absence the members present shall elect a President of the meeting. All questions will be decided by a majority of votes. The President shall have a second vote or casting vote in addition to his own vote in the case of any equality of votes.

REGIONAL CHAPTERS

A. The society will have Regional Chapters at Delhi, Bombay, etc. The Executive Committee shall determine from time to time the jurisdiction of the Regional Chapters and the states and Union territories of the Republic of India to be affiliated to the respected regional chapter or for chapters formed abroad.

B. REGIONAL COMMITTEE

Each Regional Chapter shall have a Regional Committee. Each Regional Committee shall have preferably 3 Members elected from the respective region at the Annual get-together of the Regional chapter (or by phone/correspondence).

The Regional Committee shall have the power to co-opt any member of the Society falling under the respective Regional Chapter to fill up a

casual vacancy in the Regional Committee ceasing to hold such status. Any such member of the Society so co-opted as a member of the Regional Committee shall hold office up to the date on which the member in whose place he is appointed would have held office had it not been vacated by such member. The terms of Executive Committee and Regional Committee need not be co-terminus with each other. The Regional Committee shall exercise such powers as are delegated to them or conferred upon them by the Executive Committee and the exercise of such powers shall be in accordance with the bye laws or rules made by the Executive Committee.

C. POWER AND DUTIES OF GOVERNING BODY MEMBERS PRESIDENT & VICE PRESIDENT

A. The President of the Society shall hold the office for 2 years. On completion of his term, as per convention, the Vice President shall take over from him as the President. The election of next Vice President shall be at the Annual General Meeting of the Society.

B. The President and in his absence the vice President, shall preside over a meeting of the Executive Committee. If, at any meeting neither the President nor Vice President is present within fifteen minutes after the time appointed for holding the meeting, or if the members present shall choose one of their number to preside over that meeting.

C. The Executive Committee shall have the power:

D. To appoint any sub-committees including the Membership Committee and such sub-committee may be permanent or temporary for management of funds or for any special purpose as the Executive Committee may determine.

E. To frame the rules for the management of the Society, and to determine all questions of General Policy.

F. To make recommendations for framing rules and regulations for the proper management of the Society and to recommend such changes for the approval of the General Body.

G. To pay the costs, charges and expenses preliminary and incidental to the promotion, formation, establishment and registration of the Society. Thereafter to keep proper accounts of the Society and to have the same audited. The Financial Year will be from 1st April to 31st March.

H. From time to time, to appoint and at its pleasure to remove or suspend such officers, clerks, agents and servants to enable an infrastructure to achieve the objectives of the Society.

I. To purchase all articles and things which may from time to time be required by the society and to pay for the same in cash or otherwise as may be deemed expedient.

J. To purchase, take on lease, rent or otherwise acquire any land, building, houses or other immovable property as may be required or deemed expedient on the part of the Society and to compromise or submit to arbitration the same actions and suits as the Executive Committee in their discretion may think fit.

K. To make and give receipts and other discharges for money payable to the Society and for the claims and demands of the Society. Thus to manage the funds under its control and apply its income for attaining the objects of the Society.

L. To commence, institute, prosecute and defend all such actions and suits as the Executive Committee may deem necessary or expedient on the part of the Society and to compromise or submit to arbitration the same actions and suits as the Executive Committee in their discretion may think fit.

M. To determine the manner in which the bills, notes, receipts, acceptances, endorsements, cheques releases, contracts and documents shall be signed, enter into modified, confirmed, executed or cancelled by or on behalf of the Society.

N. To accept on behalf of the Society, bequests, donations, grants and transfer of properties from the Public, Societies or Institutions for attaining the objects of the society. To invest any money belonging to the Society with such Banks and other institution as it may think fit from time to time, and to authorize the President, Vice President, Secretary or Members to jointly operate any Accounts under the signatures of any two of them.

O. To exercise any other functions or duties as may be necessary for the furtherance or execution of the declared objects of the Society.

VICE PRESIDENT

The vacancy in the members of the executive committee will be filled by the co-option of the Vice President in the absence of the Secretary the Vice President will keep the records of the proceedings of the meeting of the General Body and Executive Committee. All the powers of the President as declared in 9(I) above shall vest with the Vice President in the absence of the President.

SECRETARY

The duties of the secretary shall be

A. To keep records of the proceedings of the meeting of the General Body and Executive Committee.

B. To maintain list of members of the society and data pertaining to their activities.

C. To prepare the Annual Report and submit it to the General Body.

TREASURER

The treasurer shall collect and receive all subscriptions, donations, contributions etc. and grant receipts in respect thereof. He shall maintain and keep cash books and such other accounts and vouchers as are necessary.

TERMS OF OFFICE

The office bearers and members of the Governing Body shall hold office until resignation or retirement or removal by ordinary resolution of members present at the Annual General Meeting of the Society. Any casual vacancy amongst the members of the executive committee arising from death, resignation, removal or otherwise may be filled by co-option by the President. The member so co-opted shall hold office for the unexpired portion of the term of office of the member causing the vacancy.

ELECTION OF THE GOVERNING BODY

The members of the Governing Body shall be elected by the majority of ordinary members present at the annual general meeting of the Society to be held in the month of October every year.

AMENDMENTS/CHANGE IN THE MEMORANDUM AND SOCIETY ARTICLES

Subject to the provisions of the Uttar Pradesh/Uttaranchal Pradesh Societies Registration Act, the rules and the provisions of the Memorandum of Association of the Society, may be altered by the votes of three-fourths of the ordinary members of the Society present at a general meeting of the Society convened according to the regulation. Voting by proxy shall not be allowed. Amendment of the bye-laws may be made by the Governing Body by a simple majority.

MINUTES

The Governing Body shall cause minute books to be kept of the proceedings at general meeting of the society and it shall also cause entries to be made therein of all resolutions duly passed in the meeting. Any such minutes signed by the President or by a member of the Governing Body present at the meeting shall be sufficient avoidance of the due passing of any resolution of and the amount of the majority voting in favour thereof.

REGISTER OF MEMBERS

The Society shall maintain a Register of members containing their names, addresses and occupations, the date of their admission and the date of cessation of their membership. The Register will be kept open for inspection by the members of the Society on requisition.

ACCOUNTS/ FUNDS

1. The Governing Body shall cause true accounts to be kept:-
2. Of all moneys received (and the source thereof) and expended by the Society and the matters or purpose in respect of which such receipts and expenditure take place.

3. Of all sales and purchases by the Society and of the stock of goods as also all incomes and expenses, so as to give a true and fair view of the state of the affairs of the Society and to explain its transactions and

4. The bank account of the society will be operated by the joint signature of the President and the Secretary.

AUDIT OF THE SOCIETY ACCOUNTS

The Governing Body shall appoint every year before-hand auditor of the Society, who shall be a Chartered Accountant. He shall check and audit the accounts of the Society and prepare a Balance Sheet once a year and submit it to the Society along with a Report showing the exact state of the financial affairs of the Society.

DOCUMENTS AND RECORDS OF THE SOCIETY

1. (Accounts Books & Registers)
2. Books of the Minutes of the Meeting.
3. Membership Registers
4. Membership Fee Account Books.
5. Cash Book, Ledger and Stock Books.
6. Receipt Books.
7. Full or Part Time employees' attendance register.
8. Seal or stamp of the society.

DISSOLUTION

In the event of dissolution of the society entire property of the society will be dealt with or disposed of under article No. 13 and 14 of the Society Registration Act, 1860.

LEGAL DUTIES

1. Legal Duties and legal matters relating to the Society shall be dealt with or processed in the name of the “PRESIDENT” of the society and the jurisdiction of the court shall be Dehradun.
2. To enter into an agreement with the Government or other authorities and organizations when deemed necessary for its purpose.
3. We the undersigned members of the Governing Body and subscribers to the Memorandum of Association do hereby certify that the above is a correct copy of the Regulations of the Society.