

Barisha High School Alumni **Association**

Office: -133, D. H. Road, Post: - Barisha, Kolkata- 700008.

Constitution of the Association

1. In these Rules and Regulations unless there is anything repugnant to or inconsistent with the subject or context or it is not otherwise specified the meanings of the following words and phrases shall be

- a) **“The Association”** means The Barisha High School Alumni Association. With abbreviation as **“BHSAA”**, and its membership will be open to all Ex-students who successfully passed the 10th or 12th board exams i.e. Madhyamik (Secondary) or Uchcha Madhyamik (Higher Secondary) from the school irrespective of their residence anywhere in India or abroad. The organization hereafter shall be referred as ‘BHSAA’.
- b) **“Member”** means a registered member of the Association for the time being.
- c) **“Executive Committee”** means the Elected body by the General members of the Association for the time being and constituted / to be constituted as hereinafter mentioned.
- d) **“Year”** means the financial year commencing from 1st April and ending with 31st March of the next following year.
- e) **“The General Body”** shall constitute the ordinary Members of the Association.

2. **Office-** The office of the association shall be located at the premises of Barisha High School, 133, Diamond Harbour Road, Behala Chowrasta, Kolkata- 700008, West Bengal.

2.1 **Motto of the Association** are (a) FRATERNITY (b) INTEGRITY (c) HUMANITY (d) HEALTHY CULTURE

2.2 **Aims and Objectives:** The association shall be non-political and non-sect area in nature. The principal aims and objectives of the association shall be: -

- a) To conduct activities to promote and uphold the glorious tradition of our school;
- b) To get associated with the development activities of our school as and when required;
- c) To help the poor and meritorious students of the school financially and provide free coaching as far as possible;
- d) To conduct the social work with a view to develop consciousness among the people for pollution-free environment.

- e) To engage the members in creative activities in art, culture, literature etc. and to build a strong harmony;
- f) To restrain trend of school-leaving of poor students in mid-session and counseling of parents;
- g) To organize the “BHSAA,” Re-Union Day on the 23rd January of every year as a social and cultural event.

3. The Executive committee:

The Executive Committee will comprise of 10 (Ten) Office Bearers, and 15 (Fifteen) elected Executive members, and co-opted members, as per details given below, in which the management of the Association shall be entrusted: -

- a. **The Chairman** - This will be an ex-officio post held by the existing Head Master of the school. This post is an Honorary post without having any voting right. He/ She will be the liaison between BHSAA and School regarding various development schemes including different benevolent activities for betterment of the school from time to time.
- b. **The President** - Who shall be elected by the General Body of the Association. The President shall preside all Executive committee and General body meetings for the time being.
- c. **Three Vice Presidents** - These posts will be elected by members of the Association. The senior-most Vice President available will act in place of the President in President's absence. If, however, three Vice Presidents are also absent then any member of the Executive committee selected/elected for the purpose will chair meetings for the time being.
- d. **The Secretary** - Who will be the Chief Executive Office Bearers and elected by the members of the Association for a time being.
- e. **Two Assistant Secretaries** - They will assist the Secretary and be elected by the members of the Association. The senior-most Assistant Secretary who will be available, also act in place of the Secretary and exercise all their powers in the Secretary's absence for the time being.
- f. **The Treasurer** - Who will be responsible for all financial matters relating to, and elected by the members of the Association, including the maintenance and arrangement for the audit of the Accounts of the Association for the time being.
- g. **The Assistant Treasurer** - Who will assist the Treasurer in the day-to-day financial operations of the Association and in such other duties related to the Office of the Treasure, and elected by the members of the Association for the time being.
- h. **Executive Members:** - Members will be elected by the General members of the Association for a time being,
- i. **Co-Opted Members** - A maximum 4 (Four) members can be co-opted in the Executive committee by sanction with the General Body as and when the Executive Committee feels necessary. These members once co-opted will have full voting rights and will continue with the Executive Committee till the expiry of the term of the Executive committee.
- j. **Advisory Member** - The Executive committee may invite senior members for specific purposes/meetings etc., that such Special Invitees will only have an advisory an enabling

function. The Special Invitees shall also be required to attend all General Body meetings as well.

- k. **Auditor-** One **Internal Auditor** shall be elected by the General Members at Annual General Meeting for the internal checking of the Accounts for the time being.

The first Executive Committee including the office bearers shall comprise of the following persons as stated in the Memorandum of Association and in view of the circumstances they shall hold office until the 31st March 2025: -

1.		Barisha High School	Chairman
2.			President
3.			Vice-President
4.			Vice-President
5.			Vice-President
6.			Secretary
7.			Assistant Secretary
8.			Assistant Secretary
9.			Treasurer
10.			Assistant Treasurer
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4. Election of the Executive Committee

The Office bearers (except the Chairman) and the Executive Committee shall be elected by the majority of the General members at the Annual General Meeting of the Association to be normally held on or before 30th June of that year. There shall be elected amongst the Executive Committee, President one post, Vice Presidents three post, Secretary one post, Assistant Secretary two post, Treasurer one post, and Assistant Treasurer one post by the General Body as outlined in Rule 3.

4.1. Procedure for Election:

The election shall be held for 9 (nine) office bearers (Chairman's post being Ex-officio) and 15(Fifteen) Executive members as mentioned in Rule 3 in accordance with the following procedure: - Simultaneously with fixing a date, time and venue of the Annual General Meeting to be held by the Executive Committee to constitute an Election Commission comprising of maximum 5(Five) members form General member of the association. Those 5 (Five) members will not be conferred any voting rights in the election process. The Secretary will issue a Notice of such Meetings with agenda also stating the constitution of the Election Commission with

names, address and phone numbers of the members thereof and inviting the members to propose in writing their own names as candidates for the post mentioned by him/her. Such a proposal must evidence or be accompanied by the **consent of the proposed candidate** and shall also be **seconded by a member**. Filling of nomination, eligibility to seek election, propose and second: “RESOLVED that the proposal and/or nomination will have to be submitted in the **prescribed nomination form** in (Annexure I) to be available from the association’s office and/or can be downloaded from the association website.” Such proposals should be submitted to the Chairman of the Election commission in person so as to reach at least 5 (five) clear days before the scheduled date of the Annual General Meeting. No proposal of any candidature shall be accepted at the Annual General Meeting unless there has been no proposal or dearth of proposal(s) due to withdrawal(s) or otherwise for some post(s).

- 4.1.2. No member shall propose and/or second more than one candidate for the relevant election. No member of the election commission shall offer himself/herself as a candidate or propose or second or campaign for any candidate at the relevant election.
- 4.1.3. The Election Commission will verify the validity of the proposals received by it and Withdrawals, if any, of his/her candidature by a candidate received by the Election Commission three day before at the Annual General Meeting shall also be reported by it. List of the valid contesting candidate will be prepared two day before as scheduled date of election as well as Annual General Meeting.
- 4.1.4. In the case of there being valid proposals more than the post/posts respectively mentioned in item (b) to (h) of Rule 3 herein before, an election will be held for the post/posts mentioned in the concerned item.
- 4.1.5. The reference to ordinary members in the context of election or voting shall be deemed to include the Life Members also.
- 4.1.6. The election to be held during the AGM will be held by voice votes or raising of hands Provided however that if a poll is demanded by more than 50(fifty) members present the election shall be by secret ballot by those present and qualified to vote.
- 4.1.7. The result of the election shall be reported by the Election Commission at the Annual General Meeting and the Chairman of the election commission will accordingly declare the formation of the newly elected Executive committee.
- 4.1.8. Upon the close of the Annual General Meeting the newly elected Executive committee shall take over the management of the affairs of the Association.

5. Membership

The membership of the Association shall be open to any person who was a student of the school. In other words, it shall remain open to all students who successfully passed the 10th or 12th board exams i.e. Madhyamik (Secondary) or Uchha Madhyamik (Higher Secondary) as a student of the school.

Type of members: The Association shall have the following types of membership: -

- a) **General Member** -Any Alumni who has completed Madhyamik of WB Board of Secondary Education or HS Council or both through Barisha High School will be eligible to become a Member by paying a Annual subscription fee which shall be fixed by the Executive Committee. In case of recently passed Alumnus, the subscription will be at a subsidized Rate. The Association thinks at least 10(Ten) years to settle one’s career after successfully passing the board examination.

b) **Life Membership-** Any individual will be eligible for a membership who become a Life member by paying lump sum subscription fee at a time which shall be fixed by the Executive Committee from time to time.

[Note: - The subscription and Registration fees structure is subject to revise at AGM or Extra ordinary General Meeting.]

c) **Method of becoming Members** - All Ex-students desirous of becoming members must believe in the objectives of the Association and shall duly fill in an application form, as may be prescribed for the purposes by the Executive committee from time to time and submit the application on line or off line along with the prescribed Registration fee, if any, and subscription fee for one year by post or in person at the Registered Office of the Association during the scheduled office hours against proper receipt to be issued by the office. A person shall be considered to have become a Member, after completion of the formalities mentioned above, immediately if he pays the prescribed fees etc. in cash or online mode and obtains a receipt therefore and in case he pays by cheque as soon as the proceeds thereof are collected by the Association and the name and the other particulars of each Member must be entered into the General Register of Members within fifteen days of the concerned person's becoming a member and he shall also be issued with an **Identity Card** at the earliest possible time. Notwithstanding whatever has been stated above, a person may be refused from becoming a member or defaulter for a calendar year then His/Her membership may be terminated in the following eventualities, but notice of such refusal or termination must be conveyed to the person concerned by the Executive Committee in writing within fifteen days of such refusal or termination: --

Any person who is guilty of moral turpitude or likely to be prosecuted for such an offence.

- i. Any person who is an undischarged insolvent.
- ii. Any person who has been convicted of any offence in connection with the formation, promotion, arrangement or conduct of affairs of the Association or a body corporate or any person who has been expelled by the Association or body corporate for such an offence.
- iii. Any person who seeks to become or has become a member of the Association under false pretense or on the basis of false representation.
- iv. Any person whose behavior or conduct may be deemed to be contrary to the interests of the Association may be refused admission or expelled from the Association, if the Executive committee so decides by 2/3rd of the Executive members present and voting in the particular Executive meeting and provided such decision is ratified by a majority of the members in the next following General Body Meeting.
- v. A Member shall forfeit His/Her membership if His/Her annual subscription fees are not paid within 30th September of the concerned year and continues to neglect payment of such fees within a further period of thirty days of posting of the last of the two Reminder letters to that effect.
- vi. Finally, a Member of the Association may cease to be so from the date he informs the Association of His/Her intention to withdraw from the Association with or without attributing any reason thereof.

a) Under certain circumstances in the interests of the Association enrollment of new Members may be stopped for a temporary period not exceeding twelve months provided such stoppage is approved by majority vote in a General Body Meeting.

d) Registration fees and Membership Subscriptions etc.

Any Alumnus wishing to become a Member of the Association shall be required to pay Registration fees and Annual subscription to be fixed by the Executive Committee from time to time. Such fees and Annual subscription of the members will be fixed at General Body Meetings.

e) Rights of General Members

A Member shall have, subject to the other provisions of these Rules and Regulations, the following rights and privileges: -

- i. To inspect the Register (s) of Members , the Minute Books containing the proceedings of the General Body Meetings and the Books of Accounts of the Association during office hours and after proper requisition of 15 days in writing to the Secretary.
- ii. To request clarification from the Secretary or the Treasurer, as the case may be in writing, relating to anything connected to the items mentioned in (i) above, such clarifications being furnished within thirty days of receipt of the request in writing.

The Advisory member shall have the right to attend and participate in all General Body meetings, although not for the purposes of voting and standing for elections.

6. Types of Meetings and Voting powers threat

a) **Annual General Meeting (AGM)** will be held once a year for the purposes of submission of the outgoing Secretary's Annual Report, submission of the Audited Annual Accounts by the Treasurer and the passing thereof and to consider any other agenda that may be included in the Notice of the Meeting and / or any other agenda with the permission of the Chair. The Election of the next Executive committee shall also be held in the AGM.

b) **Special General Meetings (SGM)** may be held as many times as deemed necessary the Executive Committee for discussing any agenda that may be included in the Notice of the Meeting and/or any other agenda with the permission of the chair.

c) **Requisitioned Extra-ordinary General Meetings (REGM)** -The ordinary Members may require a R.E.G.M. for discussion of specific agenda by giving written notice to that effect to the Secretary and duly signed by at least seventy-five of the Ordinary members. The Secretary must convene such REGM within 30 days of the receipt of such written notice by him and after taking all necessary steps connected to the convening of an AGM or SGM, provided however, no unspecified or Miscellaneous Agenda can be discussed in such REGM. Further if the Secretary fails to convene the requisitioned R.E.G.M. as above, the aggrieved members may request the President and/or any other Executive Member to convene such R.E.G.M. ,in writing and in case even after the lapse of 45 days from the date of receipt of such request by the President and/or a Executive Member ,such a Meetings are not convened the Executive committee shall stand automatically dismissed.

Voting at all types of will normally be by voice votes or by a show of hands. Voting may also be by secret Ballot in special circumstances as may be decided by the Executive committee or if such secret Ballot is sought by at least 40(forty) Members or 3/4th majority of members present at the General Body Meeting on that particular day whichever is higher. Voting by proxy shall, however, not be permitted. Voting for elections shall be as provided in Rule 4.1 hereof.

7. Management

The Executive committee shall carry on the business or affairs of the Association in accordance with its objects. All decisions taken at a Executive Committee meeting shall be by the majority of the Executive Committee members present and voting either by voice vote, show of hands or secret ballot in special circumstances. The President will act as the Chairman of all Executive committee meetings as also the General Body Meetings, and in his/her absence, the senior most Vice President present shall act in His/Her place and if none of them are present, then the Executive Committee members shall elect the Chairman to Chair in such meetings. In the case of a tie the Chairman of the concerned meeting shall have an additional casting vote. The rules regarding Notice and Quorum of Meetings are separately covered.

8. Casual Vacancy

If during any year, any member of the Executive Committee dies, resigns or retires or becomes incapable of discharging His/Her duties as Executive Member on account of any disability, the remaining Executive members may fill up the temporary vacancy by co-options mentioned Rule 3(i) until the next Annual General Meeting of the Association where fresh election shall be held.

9. Quorum

The quorum of the Executive Committee meetings shall be 7(seven) including at least three office bearers and for General Body meetings it shall be 15% of the total general members which shall include the Executive members present at the concerned General Body meetings, in case the quorum is not complete, the President shall adjourn the meeting and reconvene it after 15 minutes, at which time, the members present will constitute the quorum and there will be minimum requirement

10. Vesting of the Property

All the properties of the Association shall vest in and be in the safe custody of the Executive committee as well as Association registered office. Any money or moneys of the Association may be invested in such securities or investments or Bank Accounts as the Executive committee may consider fit, subject to the stipulations of the West Bengal Societies Registration Act, 1961

11. Disposal of the Property

The Executive committee shall have full authority to dispose of the property of the Association in such manner as they deem fit and also have the right to dispose of, vary or alter the investments made by them, from time to time, for the benefit of the Association.

12. Ways and Means

The Executive committee shall determine and provide ways and means for carrying out the objectives and purposes of the Association and for the maintenance of the servants and volunteers of the Association by suitable remuneration or otherwise and also to incur other expenses for the smooth and proper functioning of the Association ..

13. Powers of the Executive Committee

In addition to all the powers hereby expressly conferred upon the Executive Committee and without prejudice to the generality of the foregoing powers and provisions and the law, the Executive committee shall have the following rights and powers and must hold at least one meeting in each calendar quarter: --

- i) To manage the properties and assets of the Association.
- ii) To expend the money and funds of the Association in such manner as they shall consider most beneficial for the purposes of the Association and to invest them in the name of the Association, and to vary and sell or transpose any such investments and to expend the proceeds of any such sale for the purposes of the Association
- iii) To create or to accept the management of any trust or endowment in which the Association interested
- iv) To acquire in the name of the Association by gifts, purchase, exchange, lease, and to build up, pull down, rebuild add to, alter, repair, improve, lease out, sell or dispose of, or otherwise deal with any land, building or other immovable property with all rights appertaining thereto and equipment thereon for and on behalf of the Association.
- v) To enter into contracts for and on behalf of the Association.
- vi) To receive money, securities, investments, instruments and /or other movable property as contribution, donation or otherwise for and on behalf of the Association.
- vii) To sue, prosecute and defend all legal proceedings for and on behalf of the Association.
- viii) To suggest from time to time, to repeat, add to or alter the Rules and Regulations as to the management of the Association and as to the conduct of the Executive committee or any committee or sub-committee, and as to any matters or things within the powers and under the control of the Executive Committee provided that the same shall not be inconsistent with the Memorandum and Regulations of the Association as also the West Bengal Societies Registration Act, 1961 and / or other laws.
- ix) Generally, to do all the things necessary or expedient for the due conduct of the business or affairs of the Association not herein otherwise provided for.

The various office-bearers in the Executive Committee shall have the rights and duties specified below in addition to other rights and duties specified or implied elsewhere in the Regulations: -

President –

- a) To occupy the chair at all meetings of the Association.
- b) Not to allow anything to be done which is inconsistent with the prevailing memorandum of the Association and the regulations of the Association as well as in contravention to any law of the land.
- c) To sign and authenticate the proceedings of any meeting to be prepared by the Secretary or any person acting on behalf of the Secretary.
- d) To have vote in case of a tie.
- e) To sign all negotiable instruments and to operate the Bank Accounts of the Association jointly with the Treasurer.

Vice-President -- The senior-most Vice President present and / or available shall have all the rights and duties of the President in His/Her absence except for item (e) above.

Secretary –

- a) To look after and run the day-to-day affairs of the Association.
- b) To propose the agenda and issue notices of the meetings.
- c) To carry on correspondence on behalf of the Association and to arrange the preparation of the Minutes of all meetings and get them signed by the President after affixing His/Her own signature thereto.
- d) To sign all receipts, releases, discharges and all deeds and documents on behalf of the Association and to exercise all the powers vested in the Executive committee, except as otherwise specified herein.
- e) To prepare the Annual report of the Association.
- f) To sign all negotiable instruments and to operate the Bank Accounts of the Association jointly with the Treasurer.
- g) To spend up to Rs 1000/- without the previous sanction of the Executive committee.
- h) To initiate or act on behalf of the Association in all legal matters and be responsible for all statutory and legal obligations of the Association, as also for the observance of the various Regulations and By-laws of the Association.

Assistant Secretaries -- The senior-most Assistant Secretary present and / or available shall have all the rights and duties of the Secretary except for item (c) and (f) above.

Treasurer --

- a) To keep and maintain the Book of Accounts of the Association.
- b) To be responsible for the maintenance of all the properties of the Association and record thereof.
- c) To pass payments according to the Budget of the Association passed by the Executive committee.
- d) To sign all negotiable instruments and to operate the Bank Accounts of the Association jointly with the President or the Secretary of the Association.
- e) To authorize all payments other than budgeted payments jointly with two other members of the Executive committee
- f) To arrange for the audit of Accounts of the Association.
- g) To place before the Executive Committee, from time to time, statements and Accounts showing the financial position of the Association.

14. Minutes

The Secretary shall cause Minute Books to be kept of the proceedings of all meetings of The Association and shall cause entries to be made therein of all resolutions passed unanimously or put to the vote and the result of the voting and any such Minutes signed by the Secretary and the President, or any other person present and acting on their behalf in their absence, shall be sufficient evidence of the due passing of any resolution and the amount of majority voting in favor thereof.

15. Bankers

Bankers shall be appointed or changed by specific resolutions of the Executive Committee and cheques on behalf of the Association shall be jointly signed by The Treasurer and the President or the Secretary.

16. Accounts

The Executive Committee shall cause true accounts to be kept through The Treasurer.

- i. of all moneys received and the source thereof and expended by the Association and the matters or purpose in respect of which such receipts and expenditure take place; and
- ii. of all the assets and liabilities of the Association and in such accounts, assets held upon any special trust and receipts and payments on account of such trust shall be entered separately and apart from all other assets, receipts and payments; and
- iii. of all sales and purchases by the Association and of the stock of goods, as also of all incomes and expenses, so as to give a true and fair view of the state of Association's affairs and to explain its transactions.

17. Register of Members, and Books of Accounts, and Inspection thereof

The Executive committee shall maintain a register of members and other books as required by the Act and the Rules and Regulations, and the same as also the books of accounts of the Association shall be open to inspection by the members of the Association at all reasonable times during the usual business hours as laid down by the bye-laws.

18. Statement of Accounts

The Executive committee shall lay before the Annual General Meeting of the Association in each year a Receipts and Payments A/c. and an Income and Expenditure A/c. and a Balance Sheet for the year ending 31st March. Such accounts and balance sheet shall be accompanied by a Report of the Executive committee as to the state of affairs of the Association and a Report of the Auditors. A copy of such balance sheet together with a copy of other statement of accounts and the said Reports shall, not less than 7 (Seven) clear days before the date of the meeting before which such balance sheet and accounts and reports are to be laid, be sent to all members, auditor and other persons entitled to receive notices of general meetings of the Association.

19. Auditors

The Executive committee shall appoint every year before hand, Auditor of the association who shall be a Chartered Accountant, who shall check and audit the accounts of the association and prepare the balance sheet once a year and submit to the Association a report showing the exact state of the financial affairs of the Association.

20 Length of Notice for Calling Meetings

A General Body Meeting of the association shall be called by giving not less than Fifteen days' clear notice in writing and a Executive Committee Meeting may be called by giving not less than seven days' notice in writing. Notices of such meetings shall contain a statement of the business to be transacted thereat along with the Reports and Statement of Accounts as aforesaid. However, emergent Executive Meetings may even be convened at 24 hours' notice given by the Executive Committee.

20. Seal

The Executives shall provide a common seal for the purposes of the Association which shall be kept under the custody and control of the President and/or the Secretary. The seal of the Association shall not be affixed to any instrument except pursuant to a resolution of the Executive Committee and in the presence of

two members of the Executive Committee who shall sign every instrument to which the seal is affixed in their presence and every such instrument shall be countersigned by the Secretary or President.

21. Amendments

Subject to the provisions of the West Bengal Societies Registration Act 1961, the Rules framed thereunder and the provisions of the Memorandum of Association of the Society, the Rules and Regulations of the Association may be altered by exercising voting rights of three-fourths of the ordinary members of the BHSAA and voting at a Special Annual General Meeting of the Association convened according to the regulations. Voting by proxy shall not be allowed.

22 Dissolution.

In the event of dissolution / winding up of the Association which shall be done by a resolution of the General Body of the Association at a Special Annual General Meeting. The entire fund of the Association including the Corpus fund, general reserve and all the residue funds, shall be spent for charitable purposes or donated to a charitable organization and in no event any amount of the said funds shall be spent for the benefit of any of the members of the Association at the time of such dissolution / winding up.

23. For any other item not specified in the Rules and Regulations of the Association, the decision of the Executive committee shall prevail.

We the undersigned members of the Executive Committee and subscribers to the Memorandum of Association of the “Barisha High School Alumni Association”, do hereby certify that the above is a correct copy of the Regulations of the said Association.

<u>S/No.</u>	<u>Name</u>	<u>Address:</u>	<u>Designation:</u>
<u>1</u>			President
<u>2</u>			Vice-President
<u>3</u>			Vice-President
<u>4</u>			<u>Jt. Secretary</u>
<u>5</u>			<u>Jt. Secretary</u>
<u>6</u>			<u>Asst. Secretary</u>
<u>7</u>			<u>Treasurer</u>
<u>8</u>			<u>Executive Committee</u> <u>Member</u>
<u>9</u>			<u>Executive Committee</u> <u>Member</u>

Signed this..... 2024. at Barisha, Kolkata.

Witnesses to the signatures hereunto:

Sd/- _____

Sd/- _____
PRESIDENT

BESAA