

RULES AND REGULATIONS
OF
ALUMNI OF RANCHI AGRICULTURAL COLLEGE / BIRSA
AGRICULTURAL UNIVERSITY

1. **Interpretation:** In these Rules and Regulations unless there be anything in the subject or context inconsistent therewith:

(a) The "Society" means association of old boys of Ranchi Agricultural College /Birsa Agricultural University(in Agriculture faculty only) and which shall be known as "Alumni of Ranchi Agricultural College(A.R.A.C)"

(b) The "Members" means the members of the Society for the time being, and who have been so registered in the books of the Society.

(c) The "President", "Vice-President", "Secretary" and "Treasurer" means those respective office-bearers for the time being of the Society.

(d) The "Members of Executive Committee" means such members so designated for the time being.

(e) "Life Members" and "Ordinary Members" means the life members and ordinary members respectively of the Society as registered in its Book of Members for the time being.

(f) The "Annual General Meeting" and "Special General Meeting" means only such general meetings of the Society as are convened and held only under the rules of the Society in force.

(g) The "Meeting" means all meetings other than the Annual General Meeting and Special General Meeting of the Society.

(h) A "Resolution" means a resolution of the Society duly passed and adopted.

(i) The "Seal" of the Society means the Official seal of the Society.

(j) "Year" means the official year of the Society as may be determined by the Executive Committee from time to time.

(k) "Committee of Management" means the "Executive Committee" of the Society.

2. **Membership:** All persons who have been awarded degree/post-graduate degree in Agricultural Science in any of its branches from *Ranchi Agricultural College/Birsa Agricultural University* and have subscribed to the aims and objects of the Society subject to the approval of the Executive Committee will be entitled to be its members on payment of their membership fee and annual subscription fixed from time to time by the Executive Committee. The decision of the Executive Committee in this regard shall be final and binding.

(a) Any member whose subscription has remained in arrears before the holding of Annual General Meeting or Special General Meeting shall not be entitled to exercise the voting rights at the Annual General Meeting or Special General Meeting as the case may be.

(b) **Membership Fee and Annual Subscription:**

[i] One time Membership Fee of Rs.300/- shall be payable by the eligible members for registration of his membership.

[ii] Annual Subscription of Rs.100/- shall be payable by the members before the Annual General Meeting. Arrears of subscriptions, if any, shall also be payable.

(c) **Life Membership:**

Life membership of the Society may be granted on payment of Rs.1000/-, in place of Annual Subscription, besides the Registration Fee.

3. **Register of Members:** The Society shall maintain at its registered office a Register of its Members and shall enter therein, within 15 days after the admission of a member or cessation of his membership, as the case may be, the following particulars:

(a) The name, father's name and postal address and also his Telephone/Mobile No., Fax No., e-mail.

(b) The date on which the member was admitted.

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(c) The date on which a member ceased to be such member.

3A. Removal of Members: The name of a member of the Society whose fees shall be in arrears may be removed from the Register of Members on three months notice to such member, and, whose name has been so removed from the Register of Members shall not be eligible for re-admission as a member unless he pays all arrears for which his name has been so removed from the Register of Members.

3B. Resignation by Member: Any member may resign his membership by serving a written notice to that effect to the President or the Secretary, but any dues payable by the member to the Society on the date of resignation shall be payable by him.

3C. Ceasation of Membership: The membership shall cease in case of death or insolvency of any member.

4. Rights of Members:

(a) Each member shall have one vote at every meeting.

(b) All the members of the Society shall be entitled to participate in the meetings, functions and gatherings of the Society.

(c) All the members shall have right to inspect the books of accounts, book containing minutes of proceedings of Annual or Special General Meetings and Register of Members of the Society.

(d) All the members of the Society shall be bound by the Rules and Regulations and/or byelaws, which may be framed from time to time.

5. Patrons:

The Vice-Chancellor of Birsa Agricultural University will be the Patron of the Society. Besides, the Executive Committee may, according to such terms and conditions, as it shall decide from time to time, admit as **Patrons**, those persons who are likely to help in furthering the objects and cause of the Society either through their professional knowledge and experience and / or through financial assistance.

6. Committee of Management or Executive Committee:

The members of the Executive Committee shall be elected in the Annual General Meeting. The members of the Executive Committee shall be composed and constituted from amongst the members of the Society as follows:-

(A) The President, three Vice-Presidents, Secretary and Treasurer to be elected at the Annual General Meeting ;

(B) Besides, three Members of the Executive Committee shall also be elected in the same Annual General Meeting.

The Executive Committee, thus, will have nine members in all.

7. A member or an office-bearer of the Executive Committee may resign by making a request in that respect in writing addressed to the President or the Secretary of the Executive Committee before the expiry of his term.

8. A member who is an undischarged insolvent or who has been convicted of any offence in connection with the formation, management or of the affairs of the Society or of any offence involving moral turpitude shall not be entitled to be a member of the Executive Committee.

9. In case of any vacancy in the Executive Committee, including the office-bearers caused by the removal or disqualification under these rules or by death or resignation of any office-bearer during his term as member or office-bearer another member or office-bearer may be appointed in his place and stead by the remaining members and the office-bearers of the Executive Committee and such appointed member or office-bearer shall hold the office only for the unexpired portion of the said member's or office-bearer's term.

10. Members of the Executive Committee shall be eligible for re-election.

11. The Executive Committee shall meet at least twice in a year. Other meetings of the Executive Committee may be held either upon the advice of the President or on the request of at least three members of the Executive Committee.

12. (a) The quorum for the meeting of the Executive Committee shall be three members present in person.

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(b) If within half an hour of the time appointed for a meeting a quorum is not constituted, the meeting shall stand adjourned for an hour at the same time and place and thereafter the members present shall constitute the quorum.

(c) The absence, without leave of any member of the Executive Committee for three consecutive meetings and/or for a continuous period of six months, whichever is more, shall entitle the Executive Committee to remove such member from the Executive Committee.

(d) The Executive Committee may pass a resolution by circulation. Such resolution passed, whether by majority or unanimously, shall be equally valid and shall be construed as if passed at a meeting duly called and convened for the purpose and such resolution shall be entered by the Secretary in the Minute Book of the meetings of the Executive Committee.

13. The Executive Committee shall be empowered with any, every and all functions pertaining to the administration, control and management of the Society and will decide on all questions and more particularly the Executive Committee acting collectively shall have power to:

(a) Represent the Society.

(b) Acquire and transfer property, movable, immovable or both, assume obligations and conclude agreements of any nature.

(c) Appoint the personnel of the Society, determine their remuneration, salaries and other service conditions and also to terminate their services, dismissal or otherwise and take disciplinary action as necessary.

(d) Open and operate bank accounts, deposit, withdraw or invest funds, issue, accept, sign, endorse and deliver cheques, drafts, letters of credit and in general any other negotiable instrument. Such banking accounts, as and when opened, shall be operated jointly by the Treasurer and President, ~~or Secretary~~.

(e) Determine and incur expenses in general and administer the finances of the Society and to raise, receive and accept funds, subscriptions, donations and money and all kinds of gifts and charities.

(f) Decide on the establishment of branch offices of the Society.

(g) Exercise control over the books and funds of the Society, prepare and submit the annual report, the balance sheet, and the income and expenditure account of the Society to the General Meeting.

(h) Frame bye-laws relating to the internal administration of the Society.

(i) Decide on any, every and all matters pertaining to or in connection with the administration of the Society and the successful pursuance of the aims and objects.

(j) To make arrangements for organizing and publishing bulletins, journals or other publications and to hold and organize classes, lectures, meetings etc. under the direct supervision and guidance of the Executive Committee.

14. The President shall preside over and direct the meetings of the Executive Committee. But if in any meeting the President be not available to preside within 30 minutes of the time fixed for the meeting the Vice-President present shall preside and if he is also not available the members present shall elect one of them as Chairman of the meeting.

15. **Delegation of Authorities:** - The Executive Committee may delegate its powers and authorities referred to in these rules to a sub-committee of two or more persons appointed from amongst the members of the Society, if necessary. In each of such sub-committees the President, the Secretary and the Treasurer shall always remain *ex-officio* members.

16. **General Meetings:-** The general body of the members shall be the supreme authority of the Society in respect of all its activities and more particularly to decide on:

(a) Amendments and/or additions to the memorandum of the Society and these rules.


(b) Election of the President, Vice-Presidents(3 nos.), the Secretary, the Treasurer and three members of the Executive Committee besides appointment of the Auditors and their remuneration.

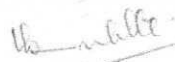
(c) Approval of the Annual Report, Balance Sheet and the Income and Expenditure Account, with or without amendment.

(d) Collaboration or amalgamation of the Society with any other society or fund pursuing similar objects.

(e) Dissolution of the Society and disposal of fund upon dissolution as hereinbefore mentioned.

17. The Annual General Meeting shall be convened by the Executive Committee regularly once a year within the three- months following the end of the Society's accounting year provided that for any







reason if it not be practicable to convene the Meeting within the aforesaid period, the Executive Committee shall have power to extend the date of such Annual General Meeting for a further period not exceeding three months and it will not continue to act during this period but more than 15 months shall elapse between the two Annual General Meetings.

18. The Executive Committee may, whenever it deems necessary, call an Extraordinary or Special General Meeting. 1/3rd members of the Society may also requisition for General Meeting in writing stating the purpose for which they are requisitioning the Meeting bearing signature of these members and in this event the Secretary will be bound to call the Meeting.

19. The notice for the General Meeting shall be sent by Registered post to the members of the Society or by local notice in person at least 10 days prior to the date of the meeting and at least 5 days in case of adjourned meeting. The notice must indicate the place, date and hour thereof, as well as the items of agenda.

20. The General Meeting, whether Annual or Extraordinary, shall not discuss or decide on any matter which are not included in the agenda, save and except with the permission of the President.

21. The quorum for the General Meeting shall be one more than the 1/2 of the membership strength. In the event such quorum is not complete within half an hour of the time appointed for the meeting the General Meeting shall stand adjourned for one hour at the same place and at such adjourned meeting the members present shall constitute a quorum.

22. The General Meeting shall be presided over by the President and in his absence by the Vice-President I/c Jharkhand, Bihar or Other areas successively. If any of the Vice-Presidents is also not available, the members present shall elect from amongst themselves a Chairman for the Meeting. The decision of the General Meeting shall be recorded in minutes, entered into a special book maintained for the purpose, duly signed by the President of the Meeting.

23. The decision of the General Meeting including the election of the members of the Executive Committee shall be taken by show of hands or secret ballot, as the President may desire, by majority of the votes of the members present.

24. President:-

(a) The President shall guide and supervise the various activities of the Society. He shall preside over meetings of the Executive Committee and at the Annual General and other General meetings. He shall be the Head of the Society. The rulings of the President at the Executive Committee meetings shall be final and binding on all questions raised.

(b) The President in case of emergency may exercise all the powers and perform all the functions required to be exercised and performed under these Rules and Regulations by the Executive Committee provided always that all the actions taken by the President shall be placed in the next Executive Committee Meeting immediately following the exercise of such powers and functions by the President.

(c) The President in case of emergency if he thinks fit may also dissolve the Executive Committee and appoint an *ad hoc* Executive Committee provided, however, that the Committee so appointed by the President under this sub-rule shall function only until the new Executive Committee is elected at the next Annual General Meeting immediately following the appointment of such *ad hoc* Executive Committee by him.

25. Vice-Presidents:-

(a) The three Vice-Presidents elected shall be each in-charge for membership promotion representing Jharkhand State, Bihar State and Other areas respectively. They shall keep contacts with the Alumni brothers and sisters residing in their respective zones, apprise them regarding objects and activities of the Society and help them in becoming active members of the Society.

(b) They shall also identify special abilities and achievements of various members of their respective zones and apprise the Executive Committee about the same.

(c) A Vice-President shall exercise all powers vested in the President while conducting General Meeting or Executive Committee meeting.

26. Secretary:-

The Secretary shall be the Executive Officer of the Society. He or she shall carry on the administrative work of the Society, receive all letters and documents addressed to the Society,

prepare correspondence, and keep all books and records of the Society. He shall keep record of the affairs of the Society and issue calls for various meetings.

27. Treasurer:-

The Treasurer shall be responsible for collecting dues to the Society, effect all payments, keep appropriate records and books, facilitate audit of the books, and help the Executive Committee in the financial administration of the Society.

28. Members of Executive Committee:-

(a) Members shall actively participate in the Executive Committee meetings.

(b) A Member may be nominated to a Sub-committee appointed by the President with some objective and in that case he shall act as such member of the Sub-committee to the best of his abilities.

(c) A Member may be required by the President to help in conduct of General or Executive Committeemeetings in which case he shall assume the responsibility for furthering the cause of the Society.

29. Audit:-

(a) At each Annual General Meeting a qualified Auditor shall be appointed. The Auditor shall submit a Report on the Income and Expenditure account and Balance Sheet of the Society presented by the Executive Committee. The minutes of the meetings of the Executive Committee and of the General Meeting, books of accounts, the correspondence and in general all records of the Society as well as any data required for carrying on the audit shall, upon a requisition by the auditors, be submitted to them.

(b) Inspector General of Registration, whenever deemed expedient or necessary, may appoint any Chartered Accountant for audit of the accounts of the Society and in that event fee and other costs of the Chartered Accountant will be borne by the Society.

30. Casting Vote:-

In all matters to be decided by a simple majority in General Meetings, casting vote of the President shall prevail in case of equality of votes.

31. Financial Year:-

The financial year of the Society shall commence on 1st day of January and end with 31st day of December according to English calendar year.

32. Income of the Society:- The source of income of the Society is Membership Subscriptions and donations, Gifts etc. by the members and others.

33. Investments:- The funds of the Society, besides being invested in the investment authorized by law for the time being in force relating to the investment of the TRUST FUNDS may also be invested in fixed deposit account with a scheduled bank or banks as may from time to time be decided by the Executive Committee.

34. Inspection of Records: All the records of the Affairs of the Society shall be in the custody of the Secretary and may be made available for inspection with his permission to any member of the Society/ authorised Government official.

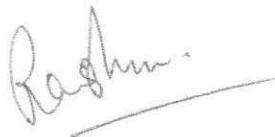
35. Amendments in Memorandum & Rules: Amendments in Memorandum and Rules & Regulations of the Society may be done only through a Resolution passed in General Meeting by 3/5th of the total members present and voting and in accordance with relevant provisions of the Societies Registration Act XXI, 1860 and the Jharkhand State Rules framed under the Act.

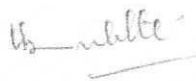
36. Dissolution of the Society: (a) If for any reason, the Executive Committee comes to a conclusion that the Society has to be dissolved, an agenda to that effect must be brought before the General Meeting and such Resolution be passed by 3/5th majority of the membership.

(b) Upon dissolution, the liabilities of the Society shall be adjusted first and then the balance of the assets shall be transferred to a Registered Society operating with similar objectives in Jharkhand State on the basis of a resolution passed by General Body with 3/5th majority and after obtaining necessary permission u/s 13 & 14 of the Societies Registration Act 21 of 1860. The assets shall not be distributed amongst members or outsiders.

37. Suits and Proceedings:- The Society may sue or be sued in the name of its Secretary.

38. Indemnity:- Every member of the Executive Committee or any sub-committee, auditor and other office bearer or servant of the Society shall be indemnified against all liabilities arising out of acts and things done by him in performance of the duties entrusted, by way of damages or otherwise, and

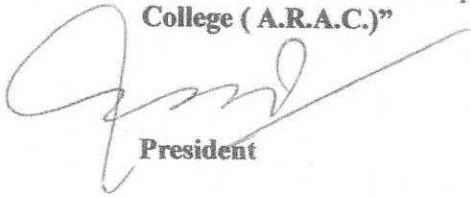







all losses, charges and expenses which he may incur or become liable by reason of any contract entered into or any act or deed done by him as such member, auditor, officer or servant in any way or about the discharge of his duties.

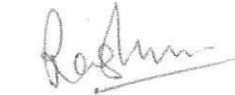
CERTIFIED to be a true copy of the Rules and Regulations of "Alumni of Ranchi Agricultural College (A.R.A.C.)"



President



Treasurer



Secretary