

ANNEXURE "C"

"NCRD STERLING INSTITUTE OF MANAGEMENT ALUMNI ASSOCIATION " Rules & Regulations

(1) Definition Of Terms Used In Bye-Laws :-

The organization shall be known as "NCRD STERLING INSTITUTE OF MANAGEMENT ALUMNI ASSOCIATION " and shall hereinafter be referred to brevity sake as the organization or the society.

(2) Area Of Operation :-

The area of operation will be all over India.

(3) Accounts To Be Kept :-

Accounting year of the Trust will be from 1st April, to 31st March.

The members shall keep and maintain regular accounts of the trust properties and income, .And shall audited by qualified Chartered Accountant regularly. and shall get the accounts audited and filed with the Assistant Charity Commissioner, Thane Region, Thane, in accordance with the provisions of the Maharashtra Public Trusts Act-1950.

(4) Membership :-

Any person who is above 18 years, who shall be willing to join the organization and who shall subscribe to the objects of the association shall apply for membership in writing. The application shall be considered and approved by the Managing Committee within one Month from the date of receipt. The power to accept or reject the application shall vest with the Managing Committee. The Member will get an certificate on yearly basis if he/she demands it, depending upon his/her contribution.


President


Secretary


Treasurer

(5) **Membership Fees** :- Rs./- per year membership fees.

(6) **Termination Of Membership** :-

Membership shall be discontinued on account of

- a. Death or insanity of the Member.
- b. Resignation of the member if accepted.
- c. Indulgence of the member in illegal matter considered against the social objectives the Society.
- d. On his resignation from membership by a letter addressed to the secretary.
- e. On his becoming insane or insolvent.
- f. On his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of a society or a body corporate of any offence involving moral turpitude.

(7) **General Body Meeting – Powers And Functions** :-

- a. The Annual General Body Meeting shall be called once every year by giving notice of 15 days before the date of the meeting.
- b. Discussion on the information if any given by the members if laying down of a resolution take place only if the members give a notice to the secretary 4 days before the date of meetings.
- c. Any resolution passed in the General Body Meeting cannot be altered or cancelled within a period of two months.

Powers:

- a. To elect the President for General Body Meeting.
- b. To approve the expenses and the report of income and expenditures of the society.
- c. To appoint the Auditor and decide on their remuneration.
- d. For the fulfillment of the objective change the policies or develop new programmes accordingly.
- e. To appoint the committee members for Five years.


President


Secretary


Treasurer

(8) Notice Of The General Body Meeting And Quorum :-

The notice or the General Body Meeting shall be given 15 days before the actual date of the meeting starting therein the day, date, place and time.

Minimum $3/5^{\text{th}}$ of the total members is required to be present for the meeting which shall be the quorum. However if there is no quorum due to the absence of members, the meeting shall be adjourned for half an hour and shall commence its business thereafter on the same day and at the same place and with the same agenda and the members present shall form the quorum.

(9) Extra Ordinary General Body Meeting And Its Functions :-

The Extraordinary General Body Meeting can be called if and only if minimum $2/3^{\text{rd}}$ members of the society give written notice to the President such meeting shall be preferably called within one month from the date of receipt of such notice. Quorum and the rules shall be as per General Body Meeting.

The meeting can be called by giving a prior notice of seven days of the date of the meeting for discussion of the at most urgent and important matter. Minimum $2/3^{\text{rd}}$ of the total members are required to be present for the meeting.

In case of vacancy of the post caused in Managing Committee within a period of two months or election, a General Body Meeting shall be (ailed for filling up the post).

Any change or alteration in the programme shall be discussed and the opinion of the members given in the Extra Ordinary General Meeting shall be followed accordingly.

(10) Managing Committee And It Is Set Up :-

Managing Committee shall he at following members and for administrative purpose its set up will be as under :-


President


Secretary


Treasurer

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- | | | | |
|----|-------------------|---|----|
| 1. | President | - | 1 |
| 2. | Vice President | - | 1 |
| 3. | Secretary | - | 1 |
| 4. | Treasurer | - | 1 |
| 5. | Committee Members | - | 17 |

Total shall be Minimum 7 and Maximum 21 members. First Managing Committee will be of 11 members.

(11) Terms Of Managing Committee And Procedure Of Electing Office Members :-

1. The Managing Committee shall be elected by the vote by ballot method.
2. The Managing Committee shall be elected after every 5 Year.
3. The Postponement of elections shall be decided in the General Body Meeting.
4. For conducting the elections the members shall have to appoint an election officer who will look after the procedure of the election and have control over the election.
5. The duty of the election officer shall be over only after announcing the name of the elected members.
6. The election officer shall have the authority to reject the application of a candidate for the reasons of non-payment of fees misbehaviors etc.

(12) Office Bearers Of Managing Committee And Their Duties :-

A) President:

1. Will be the Head of the associate.
2. To call the meeting of the association.
3. To grant permission to discuss other topics which are other than regular programme of the association.
4. The final decision shall be given by the president. In case of equal votes the power of granting permission to the regulation passed by the members shall also remain in the hands of the president.


President


Secretary


Treasurer

5. To look after the overall working of the association.
6. To suggest the secretary to call the meeting of the society.
7. To give final decision on the complaints and problems received from the members.
8. To Chair all Meetings.
9. Appoint members on different committee.
10. Assign work / tasks to the office bearers.

B) Vice President :

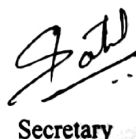
To help President & To look after the overall working of the association along with president.

C) Secretary :

The Secretary shall try his/her best and retain the goodwill of association as well as help in obtaining donations and donors for the association. The Secretary shall Call and decide on the programme of the meeting by the approval of the president/ Vice President.

1. Write the minutes of the meeting.
2. Look after and control the work of the society under the guidance of president and vice president.
3. Call urgent meetings with the prior permission of the president/Vice president.
4. Solve the doubts of members and give appropriate answers of their written queries.
5. In case of misbehavior of members take appropriate action by bringing it before the Managing Committee.
6. Look after the affairs and the correspondence of the association.
7. Look after the work of the staff of the society take appropriate decision at that moment and take approval to it later in the next General Body Meeting.


President


Secretary


Treasurer

D) Treasurer :

1. Keep the accounts of the society.
2. Operate Bank transactions with the Joint Signatures of either the President or Vice President.
3. Look after the accounts of the society and deposit of funds in bank.
4. Completion of the work assigned by the Managing Committee.
5. Prepare the Balance Sheet, Profit & Loss Account and present it before the members.

E) Member :-

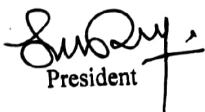
1. Conducting Frequent Communication with Members, coordinators,
2. Maintain proceedings of work done in each village.
3. They shall help in arranging functions and doing day to day routine work to all other Managing Committee member. They shall perform all the responsibility entrusted to them.

(13) Meeting Of The Managing Committee And Meeting On Requisition :-

1. The Committee shall meet once in 3 months.
2. If any member wants to give any information or pass a resolution, he should give a written notice three days prior to the date of meeting.
3. In case of work of utmost importance a meeting on requisition can be called anytime so that proper decision and action can be taken on time.
4. Requisition meeting will have equal full powers like Managing Committee Meeting.

(14) Notice To The Managing Committee And Quorum :-

Members shall be given a notice of at least Seven days prior to the date of Managing Committee Meeting 2/3rd members shall form quorum of Managing Committee Member.


President


Secretary


Treasurer

(15) Rules for Election of Managing Committee :-

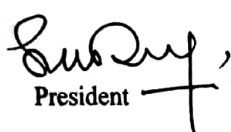
1. Any members of the society who desire to work in agreement with aims and objects can contest the election for Managing Committee.
2. Election will be held by show or Lomb/Secret ballot papers.
3. When there will be equal votes on both the sides, President has his casting vote in addition to his own vote.
4. At least he should complete five years of membership.

(16) Procedure Of Reappointment Of Managing Committee In Case Of vacated post :-

In case of any Post vacated due to any reason, the remaining committee members can reappoint the member for the same post by majority, till the next tenure.

(17) Powers And Duties Of The Managing Committee:

1. The affairs of the society shall be looked after by the Managing Committee.
2. The Managing Committee shall finalized the list of regular members.
3. Discussion on the information if any given a notice to the secretary three days prior to the date of meeting.
4. The Managing Committee shall look after the financial affairs of the society and manage its fixed as well as current assets and also provide receipts for the consideration and donations received.
5. To approve receipts and payment of the society and also prepare the budget and the report of the proceeding year with the help of the Treasurer.
6. The Managing Committee can make a proposal for the amendment of the constitution of the society.
7. The managing Committee can appoint staff for society decide on terms and condition of work salaries perks and promotion. If a worker misbehaves the Managing Committee has a right to


President


Secretary


Treasurer

take appropriate action only after giving an opportunity to the worker of being heard and on consideration thereafter the Managing Committee shall take the final decision.

8. The Managing Committee shall arrange the programme which have been altered or introduced by the General Body Meetings.
9. The Managing Committee shall work for the fulfillment of the objectives of the society and shall provide the necessary finance and requirement.
10. For fulfillment of objectives the Managing Committee shall communicate with the other societies and try to have relations with these societies.
11. The Managing Committee may publish books pamphlet and periodicals to reach the members of the society and collect funds for the programmes of the society.
12. The Managing Committee shall prepare the sub-classes of society.
13. The Managing Committee shall arrange the programmes and shall collect funds for the same.

(18) Sources Of Income Of Society :-

Income sources at the Society will be as under :

1. Subscription from all the members.
2. Grants and Subsidies from Governments.
3. Donations, from donors and well wishers.
4. Donations will be accepted in cash and kind.
5. Income from movable and immovable property.
6. Interest on bank accounts fixed deposits through other investments.

(19) Objective Based Provision For Expenditure :-

The expenditure shall be based on the decision taken by the Managing Committee from time to time.


President


Secretary


Treasurer

(20) Provision For Loans And Deposits :-

For the financial development and programmes the Managing Committee can take loans as well accept deposits with prior permission of the Charity Commissioner, Maharashtra State, Mumbai.

(21) Provision Regarding Purchase And Sale Of Immovable Property:-

The Managing Committee shall look after the management of the fixed and current assets. Managing Committee shall have authority to sale purchase and lease out the current and fixed assets of the society with the prior permission of the Charity Commissioner. Maharashtra State, Mumbai.

(22) Operation Of Bank Account And Other Financial Matters :-

Bank Accounts will be open in any banks. The bank transaction shall be made with joint signatures of any two persons out of the Presidents, Vice President, Secretary and Treasurer.

(23) Maintenance Of Register Of Members :-

A register of member shall be maintained as per schedule 15A. 4 & 4A under the provision of Societies Registration Act 1860 Maharashtra. Where in details such as name, address, age qualification. Experience etc. of each member shall be recorded. This register shall remain in the custody of the President.

(24) Provision For Amendment In Rules And Regulations :-

The Rules & Regulations shall be changed according to the suggestions of the members and only those Rule & Regulations which will be approved by vote of or more than 3/5th of members present in a General Meeting of which notice has been given to all members seven days before the date of meeting will be effective. The finalizations shall take place according to the Sec. 12, 12 (a) of the Societies Registration Act, 1860.


President


Secretary


Treasurer

(25) Provision For Change In The Name And Objects Of The Society:-

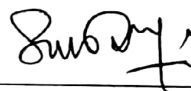
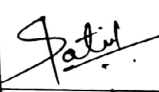

The Memorandum of Association, Rules & Regulations shall be changed with approval of 3/5th of members present in a General Meeting of which notice has been given to all members seven days before the date of meeting will be effective. The finalizations shall take place according to the Sec. 12 & 12 (a) Societies Registration Act, 1860.

(26) Dissolution Of The Society :-

If the society is to be dissolved for any reason whatsoever the fixed and the current assets shall be donated to any other society, working with the same objectives, The General Body Meeting shall take proper decision on this matter. The decision shall be taken according to Sect.13 & 14 of the Societies Registration Act 1860.

CERTIFICATE

CERTIFIED that this is the correct and true copy of
**“NCRD STERLING INSTITUTE OF MANAGEMENT
ALUMNI ASSOCIATION ”**

Sr. No.	Name	Designation	Signature
1.	Dr. Prashant Sharad Gudawar	President	
2.	Mr. Shridhar Dhondiba Patil	Secretary	
3.	Dr. Sandeep Jayaram Ponde	Treasurer	

Place : *Thane*

Date : *23-08-2018*


President


Secretary


Treasurer

ANNEXURE "D"

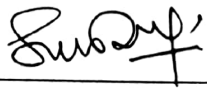

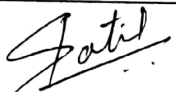
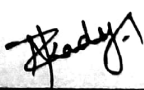

To,
The Asst. Registrar of Societies,
Thane.



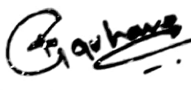

Sub.:- Society Registration Act 1860 consent letter of the members of Managing Committee for registration of "NCRD STERLING INSTITUTE OF MANAGEMENT ALUMNI ASSOCIATION".

Sir,

We the below signatories are the first members of the Managing committee of "NCRD STERLING INSTITUTE OF MANAGEMENT ALUMNI ASSOCIATION " and state that we have gone through the Memorandum of Association and Rules of the Association and that we have filed our Respective signatures with hands there to kindly register a society under registration Act 1860 and appoint us as first Managing Committee.

Yours Faithfully,

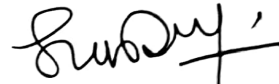
No	Name	Signature
1.	Dr. Prashant Sharad Gudawar	
2.	Dr. Jayalekshmi Ramchandran Nair	
3.	Mr. Shridhar Dhondiba Patil	
4.	Dr. Sandeep Jayaram Ponde	
5.	Mr. Shabbir Strijuddin Mujawar	
6.	Mr. Pratik Neelkanat Kadu	
7.	Mr. Dheeraj Jawahar Gupta	

8.	Mr. Bhavin Kirtikant Waghela	
9.	Mr. Asit Vasudeo Chaurasia	
10.	Mr. Abhijit Bhalchandra Gavane	
11.	Mr. Ajinkya Prakash Mhatre	


Place : Thane

Date : 23-08-2018

I know the aforesaid presence who have signed in my presence.



(DR. PRASHANT SHARAD GUDAWAR)


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23 AUG 2018