

**RULES AND REGULATIONS**  
**OF**  
**ALUMNI ASSOCIATION OF XAVIER INSTITUTE**  
**OF SOCIAL SERVICE**

**I. DEFINITIONS:**

In these Rules & Regulations, unless anything in the subject or context inconsistent therewith,

- a) 'Alumni' means those who are eligible to become members of the Association as provided in the Constitution.
- b) 'Society' or the 'Association' shall mean "ALUMNI ASSOCIATION OF XAVIER INSTITUTE OF SOCIAL SERVICE" (AAXISS).
- c) 'Member' shall mean a member of the Association.
- d) 'Act' shall mean "The Societies Registration Act, 1860".
- e) 'Annual General Body Meeting' shall mean the meeting of the members, convened by the Managing Committee every year to discuss and adopt the Annual Report and the Audited Accounts of the Association, also to appoint Auditors and to conduct any other business as may be deemed necessary.
- f) 'Committee' shall mean "The Managing Committee" as described and empowered under these Rules.
- g) 'Rules' shall mean the Rules and Regulations as contained herein as amended from time to time.
- h) 'Financial Year' shall be from the period commencing from the 1<sup>st</sup> day of April every Year and expiring with the 31<sup>st</sup> day of March of the next Calendar Year.
- i) 'Common Seal' shall mean the Seal of the Society.
- j) 'Constitution' shall mean the Memorandum of Association of the Society.
- k) 'Institute' shall mean "Xavier Institute of Social Service", Ranchi.
- l) Managing Committee Shall mean a committee elected every three years by the general body of Alumni Association of XISS(AAXISS)

## II. MEMBERSHIP:

1. The Association shall have the following categories of members:

a) Ordinary Member:

An alumnus/alumna who has received a two-year Degree/Diploma for a two year Post Graduate Course or a Certificate for a course with a minimum of 6 months duration, awarded by the Institute shall be eligible for becoming an Ordinary Member. An Ordinary Member shall be required to pay annual membership fee as prescribed by the Managing Committee of the Association.

b) Life Member:

The following shall be Life Members:

- An alumnus/alumna, who has received a Degree / Diploma for a two-year Post Graduate Course or a Certificate for a course with a minimum of 6 months duration awarded by the Institute and has paid one time membership fee as prescribed by the Managing Committee of Association for Life Membership,
- A faculty, who has served the Institute for at least 5 (five) years and has paid one time subscription for Life Membership as prescribed by the Managing Committee of the Association for Life Membership,
- All Priests, Religious Brothers and Sisters who are the Alumni of the Institute. They shall not be required to pay any membership fee.

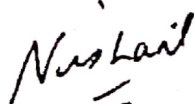
c) Honorary Member:

The following shall be honorary members:

- i) All the former Directors of the Institute;
- ii) All retired faculty who have served the Institute for more than 5 (Five) years; and
- iii) Eminent persons to be decided by the Managing Committee and/or honored by the Institute.

2. A person shall not be eligible for membership of the Association or the membership of an existing member shall cease, if he/she:—

- a. dies or becomes unsound of mind, or declared as bankrupt;
- b. willingly resigns from the membership;
- c. falls to attend three consecutive meetings of the general body of the society without leave of absence;



- d. does not pay annual subscription fee or fail to pay monthly installments of subscription fee, the governing body of the society with the approval of general body. He/she shall be removed such member from its membership after affording him/her opportunity of being heard;
- e. has been convicted by a court of any offence, whether involving moral turpitude or otherwise, and sentenced in respect thereof to imprisonment for not less than six months and a period of five years has not elapsed from the date of expiry of the sentence;

### **III. GENERAL BODY:**

1. All categories of members as aforementioned shall constitute the General Body of the Association.

2. **Meetings of the General Body:**

A meeting of the General Body of the Society may be ordinary or extraordinary. The Annual General Body Meeting (AGBM) of the Society shall be called the Ordinary General Body Meeting. All other General Body meetings shall be called Extraordinary General Body Meetings (EGBM).

3. **Notice Period:**

Notice of at least twenty one days for any meeting of General Body, whether ordinary or extraordinary, shall be given to the members by postal service or courier service or email / print or electronic mode at their addresses registered with the Association, specifying the place, date, time and agenda. The accidental omission to give or non-receipt of such a notice to a member shall not invalidate the proceedings of any General Body Meeting.

4. **Notice:**

Subject to the provisions given in these Rules, the date, time and place of the General Body Meeting shall be notified by the Chairman or Secretary under his/her signature. In case of email notice, email / print or electronic mode emanating from the Chairman or the Secretary shall be deemed to be signed by them.


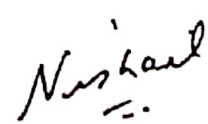

5. **Decisions:**

A motion on any matter for decision in the Annual General Body Meeting (AGBM) or Extraordinary General Body Meeting (EGBM) shall be deemed to have been passed by General Body if supported by a simple majority out of the members present and voting in the AGBM/EGBM provided the quorum is complete. Notwithstanding this provision and any other By-law, if a motion relates to the amendment of Constitution or these By- Laws, it shall be decided in accordance with the provisions of clauses of these rules & regulations.

6. **Annual General Body Meeting (AGBM):**

- a) **Frequency of Meeting:**

The Annual General Body Meeting (AGBM) shall be held once a year at such time and date as the Managing Committee shall determine.



**b) Business:**

The business of the Annual General Body Meeting (AGBM) shall be:

- To receive and to adopt the Association's audited statement of accounts of the preceding year,
- To receive and approve the annual report of the Association with or without amendment,
- To approve appointment of Auditors and terms and conditions of their appointment,
- To elect members of the Managing Committee once in three years, and
- To transact any other business as proposed by the Managing Committee.

**c) Venue:**

Unless otherwise decided by the Managing Committee, all AGBMs shall be held in the Institute.

**d) Quorum:**

- The quorum of Annual General Body Meeting (AGBM) shall be more than 50% of Membership of the General Body, personally present, amongst whom at least two office bearers must be present.
- If the quorum is not complete, the meeting may be adjourned and reconvened at any time after a gap of half an hour, in which quorum shall be eleven members personally present, among whom at least Secretary and Treasurer must be present.
- Even after adjournment, if the quorum is not complete, the meeting may be adjourned and reconvened next day, in which no quorum shall be needed, but any of two i.e. from Chairman, Vice-Chairman, Secretary and Treasurer must be present. Any business relating to amendment in Constitution and these By-laws shall be decided in accordance with the provisions contained in clause of these rules & regulations.

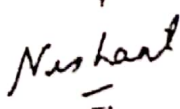
**7. Extraordinary General Body Meeting (EGBM)**

**a) Requisition to Convene:**

Extraordinary General Body Meeting (EGBM) may be convened by the Committee of its own motion or upon a requisition made in writing by not less than 1/3<sup>rd</sup> of total members of the General Body. Such a requisition shall specify the purpose of the meeting and must be signed by all such members and shall be delivered at the Registered Office of the Association. Within a period of thirty days of the receipt of such a requisition, the Managing Committee shall send notice to all members for EGBM specifying the agenda as per the requisition.

**b) Chairman may Convene:**

For the purpose of taking decision of the General Body on a specific matter, the President or the Secretary may also convene Extraordinary meeting of the General Body.



**c) Venue:**

The venue for holding the EGBM shall be the Institute or at such other places as may be decided by the Managing Committee within the city of Ranchi.

**d) Business:**

The business of Extraordinary General Body Meeting (EGBM) shall be confined to the specific matter(s) for which it has been called and no other matter shall become admissible for the discussion.

**e) Quorum:**

The quorum of Extraordinary General Body Meeting (EGBM) shall be the same as applicable to the General Body Meeting as specified herein.

**8. Power of General Body:**

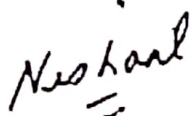
The General Body shall be the supreme body of the Association in taking decision on any matter relating to the Association and on all matters brought before them by the Managing Committee of the Association or by any member of the Association. The General Body shall function in accordance with the By-Laws of the Association.

**IV. VOTING RIGHTS:**

- a) Each Member shall have one vote and in case where the voting on any resolution is to be decided by simple majority and the division of votes is equal, then the Chairman or in his absence any other person, who is presiding over the meeting in his place shall have a casting vote and the person having the casting vote shall not vote in the first instance.
- b) All resolutions, unless otherwise provided under these Rules, shall be determined by the simple majority of the total number of votes cast by the members.

**V. RECORD OF MEMBERS:**

- a) The Secretary of the Association shall maintain a record of all members of the Association in the form approved by the Managing Committee. The record shall be kept open for inspection by all members of the Association and any person authorized by the Committee or as per provisions of the Societies Registration Act, 1860 and rules as applicable. The record shall also be hosted on the website of the Association with appropriate security checks.
- b) Updating of Register and Enrollment of Members – The Managing Committee shall frame guidelines for updating the register of members on a continuous basis.
- c) Notwithstanding the provision of the sub-By-Law above, there shall be no updating of Register after the announcement of the schedule of elections. However, clerical





errors would be allowed to be corrected with the orders of the Election Officer appointed under the provisions of these Rules and Regulations.

**VI. MANAGING COMMITTEE:**

**1. Management of the Association:**

The management of the Association shall vest upon the hands of the Managing Committee to be elected every **3 (Three) Year** by the General Body and shall be carried on in accordance with the rules and regulations as may be framed or modified from time to time by the members of the Association. The size of the Managing Committee shall be a minimum of 11(Eleven) members and a maximum of 15(Fifteen).

The First Managing Committee shall be nominated by the Director of the Institute/ Chairman of the association from amongst the Subscribers to the Memorandum. The members of the first Managing Committee shall be as below:

SL NO	NAME / FATHER'S NAME	FULL ADDRESS (WITH PO & PS)	DESIGNATION
1	Dr. Fr. Alexius Ekka, SJ S/o Lt. Stanislas Ekka	Xavier Institute of Social Service, Dr. Camil Bulcke Path, -Purulia Road, PO Box 07, Ranchi- 834001, Jharkhand P.O.-GPO, P.S.-Lower Bazar	Chairman
2	Mr. Jasbeer Singh S/o Sri. Kripal Singh	Singhi Marg, P.P. Compound, Ranchi P.O.-GPO, P.S.-Chutia	Vice-Chairman
3	Mr. Alok Kumar S/o Mr. K N Gupta	10, Neel Ratan Street, Upper Bazar, Ranchi-834001 P.O.-GPO, P.S.-Kotwali	Secretary
4	Dr. Arup Mukherjee S/o Lt. S.N Mukherjee	Doranda, Darjee Mohalla, River Side, Ranchi -834002, Jharkhand P.O.-Doranda, P.S.-Doranda	Treasurer
5	Mr. Nagendra Singh S/o Lt. Mr. M.P. Singh	C-301, Radheshyam Enclave, TOP Road, New Area, Morabadi, Ranchi- 834008	Member

		P.O.-Bariatu, P.S.-Morabadi	
6	Dr. Amar E. Tigga S/o Lt. N Tigga	Harmu Housing Colony, Tongritoli, Harmu, Ranchi - 834002 P.O.-Doranda, P.S.-Argora	Member
7	Dr. Pinaki Ghosh S/o Lt. Prashanta Ghosh	178, New A.G Co-operative Colony, Kadru, Ranchi- 834002, Jharkhand P.O.-Doranda, P.S.-Argora	Member
8	Mrs. Nidhi Shukla D/o Shri A.D Shukla	W/o Sri Madhikar Pandey, Manoram Nagar, P.O.-P.S.-Dhanbad-826001	Member
9	Dr. Raj Shree Verma S/o Uma Kant Verma	Raj Shree Apartment, Flat No. 26, Vasant Vihar, Near Sahjanand Chowk, Harmu, Ranchi- 834002, Jharkhand P.O.- Doranda, P.S.-Argora	Member
10	Mr. Himalay S/o Mr. Shashi Bhushan Ray	H.no. 189, Amrawati Chutia, Ranchi, PS-Chutia, Ranchi, Dist - Ranchi P.O.-GPO, P.S.-Chutia	Member
11	Ms. Shweta Shalini Hansda D/o Mr. Suraj Kant Hansda	H.No. 219/W, Hansda Cottage, Misir Gonda, Kanke Road, Ranchi, Jharkhand 834008 P.O.-Ranchi University, P.S.-Gonda	Member
12	Mr. Ankit Kumar S/o Dr. Kamal Kant Singh	S/o Dr. Kamla Kant Singh, Rita Mansion, Near Cambridge School, VIII-Silwai, PS- Tatisilwai, Silwai, Ranchi, Tatisilwai, Jharkhand- 835103 P.O.-Tatisilwai, P.S.-Tatisilwai	Member
13	Mr. Nishant Ahuja S/o Mr. Deepak Ahuja	Opp. Road No. 4, Kashyap Complex, Ashok Nagar, Ranchi, Jharkhand 834002 P.O.-Doranda, P.S.-Argora	Member

*(Signature)*

*Nishant* <sup>7</sup> *(Signature)*

## **2. Modality of Membership**

The Association shall function through its Managing Committee (hereafter referred to as the Committee) which shall comprise the following Elected, Nominated, Ex-Officio member and Permanent Invitees:

### **A. Ex-Officio Member**

The Director of the Institute shall be the ex-officio member and the Chairman of the Managing Committee.

### **B. Elected Members**

The General Body, at its meeting in every three years shall elect 10 (Ten) members of the Managing Committee out of which 4 (Four) members shall be elected amongst the nominations received from different chapters of the Association.

### **C. Nominated Members**

The Chairman may nominate one or more members of the Managing Committee up to a maximum of four members.

### **D. Permanent Invitees**

The members of the Faculty Committee and Advisory Committee shall be permanent invitees in the meetings of Managing Committee. The Director may nominate one or more persons as Permanent Invitees to the meeting.

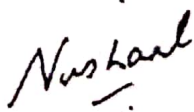
## **3. Term of the Managing Committee:**

The term of the Managing Committee shall be **three years** from the date of assuming office and shall be reconstituted every **third** year through elections except for the first term. With the exception of the Chairman no members of the Managing Committee shall hold office for more than three consecutive terms.

## **4. Powers of the Committee:**

For the purpose of Implementing the decisions taken during its tenure, the Committee shall be empowered to:

- a) Create the required administrative infrastructure for the office of the Association at the Institute and/or at other locations,





- b) Constitute various committees for the purpose of executing its responsibilities more efficiently,
- c) Frame Rules and Regulations for establishment and functioning of the Chapters of the Association
- d) Perform the day to day activities within the Rules and Regulations framed from time to time,
- e) Exercise such other powers as may be described in By-laws of the Association.

**5. Office Bearers:**

The constituted Managing Committee shall elect amongst themselves the following Office Bearers –

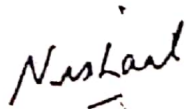
- a. Vice-Chairman
- b. Honorary Secretary
- c. Honorary Treasurer

**6. Duties of Office Bearers:**

a. Chairman:

**The Chairman shall be the Chief Executive of the Association.**

- I. The function of the Chairman is to preside over all the meetings, to see to the right conduct of the meetings and to check that the orders, decisions, resolutions of the Managing Committee and of the General Body Meetings are complied with. He will also supervise the process and conduct any voting and counting of the votes that shall take place from time to time. In the absence of the Chairman, the person nominated by the Chairman from amongst the members of the Faculty committee shall preside over the meetings.
- II. The President along with the Chairman shall convene the meetings of the Committee as well as the General Body and shall maintain or cause to maintain their minutes. In his absence, the Vice-President shall assist the meeting of the General Body and the Managing Committee and exercise all such powers. In the absence of the President and the Vice-Presidents, the General Secretary shall assist the Chairman to preside at the meetings of General Body Meeting and the Managing Committee and exercise all such powers.



- iii. Subject to the provisions of the Constitution and By-Laws of the Association, he shall make announcements regarding meetings of the General Body, elections and proposed amendments to the Constitution and By- Laws.
- iv. In case of tie between members present and voting in a meeting of the General Body and the Managing Committee on any agenda or issue, the President or in his absence Vice Chairman or any other person, who is presiding over the meeting in his/her place, shall have the casting vote.
- v. Subject to any subsisting interpretation given by the Managing Committee, the Chairman or in his absence Vice Chairman or any other person, who is presiding over the meeting of the General Body or the Managing Committee, shall have authority to interpret the Constitution and the Bye-Laws of the Association for the purpose of conducting the meeting and deciding the questions arising at such meeting.

b. **Vice Chairman:**

The Chairman or the Committee may assign any responsibility to the Vice Chairman. In the absence of the President, the Vice President shall function in presiding over the meetings of the General Body and the Committee and exercise all powers of the Chairman. He/She shall also discharge the duties of the President during his/her absence.

c. **Secretary**

- i. The Secretary shall look after the affairs of the Association under the supervision of the Chairman and the President.
- ii. Secretary shall be the head of the Registered Office and the Head Office of the Association. He shall maintain and keep or cause to be maintained and kept all records of the Association, including the register of members, elections, minutes and agenda and all other records of the meetings of the General Body, Committee and sub-committees constituted by the General Body, Committee or the Chairman.
- iii. He shall act as liaison between the Association, different chapters of AAXISS and the Institute on one hand and the Association and the Institute's student body on the other. He shall also represent the Association in various bodies and meetings of the Institute.
- iv. He shall do everything necessary to give effect to the resolutions passed and decisions taken by the General Body and the Committee. He shall keep the

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Chairman and the Committee apprised of the progress made in this respect from time to time.

v. He shall sign all cheques jointly with the Treasurer. In case of absence, on information to the Chairman, the Vice Chairman will function as one of the signatory.

vi. He shall also file all returns under the Societies registration Act, 1860 and rules made there-under and any other law mandating filing of returns.

**d. Treasurer:**

The Treasurer shall advise the Managing Committee on all financial matters, supervise all financial transactions and cause to maintain and supervise account records of the Association. In particular, he shall deal with or take action on the following:

- i. All financial transaction,
- ii. Receipts and Expenditure of the Association,
- iii. Jointly with Secretary or in his absence with the Vice-Chairman sign all cheques.
- iv. Collection of grants and donations received by the Association,
- v. Compilation of Statements of Accounts,
- vi. Audit of accounts and making all records available for the scrutiny, to the auditor,
- vii. Presenting Annual Accounts and Audit Report before the Committee and in the Annual General Body (AGBM),
- viii. Ensure that all accounts books are maintained properly and are up to date,
- ix. Make investment by way fixed deposits and security in banks in consultation with Secretary,
- x. Filing in consultation with Secretary, returns under the Income Tax Act, Foreign Exchange regulation Act and any other prevailing law,
- xi. Ensure that all the due payments are made to the Association and issue all necessary receipts, and
- xii. Keep the Committee informed of the financial condition of the Association.

**7. Disqualification for Managing Committee**

A person shall be disqualified for being a member of the Managing Committee on the date of elections, if he/she:-



- a) is disqualified for such appointment by an order of a Court or Registrar for causing loss to the society or retaining property or for any other reasons detrimental to the interest of society; or
- b) is in arrears of prescribed subscription fee and a period of 45 days is over after delivering notice to such members to such effect.
- c) has been convicted of a cognizable offence and sentenced to a term exceeding three months; or
- d) has incurred any of the disqualification's as may be prescribed by the bye laws and the Act and Rules made thereunder.

**8. Powers of the Managing Committee:**

The Committee shall have full powers and authority to take decisions and action, which may be expedient for meeting the objectives of the Association, and in particular, the following:-

- a) To look after and manage the affairs including the office of the Association,
- b) To manage and expend the funds of the Association in such manner as considered most beneficial for the purpose of realizing the objectives of the Association,
- c) To invest funds in scheduled banks and financial institutions,
- d) To raise funds, including accepting donations and subscription with or without any conditions, and frame guidelines for doing so,
- e) To prescribe and revise Membership Fee including Life Membership fee,
- f) To approve annual budget,
- g) To approve annual audited statement of accounts, audit report and annual report of the previous year and present them before the Annual General Body Meeting (AGBM) for its approval,
- h) To recommend appointment of Auditors and their terms and conditions of their appointment for the approval in AGBM,
- i) To appoint staff for managing the affairs on such terms and conditions as may be considered necessary,
- j) To delegate powers to Office Bearers and other Members of the Managing Committee,
- k) To accept resignation of a member of the Association,
- l) To accept resignation of any of the Office Bearers or other member, whether elected, nominated or ex-officio, of the Committee,
- m) To create, support and promote Local Chapters of the Alumni Association in India and abroad,

- n) To acquire in the name of the Association by gift, purchase, exchange, lease on hire or otherwise any kind of land and building,
- o) To build, construct and maintain buildings of the Association,
- p) To collaborate with any Association, society or Institution having object similar to those of this Association or which may be useful in realizing the objectives of this Association,
- q) To participate and/or enter into contracts on behalf of the Association and to vary and rescind such contracts,
- r) To delegate any of the powers of the Committee to any officer or sub-committee or committee,
- s) To appoint any sub-committee, consisting wholly or partly of members of the Association and may delegate any of its powers to such a committee or sub-committee and prescribe its terms of reference,
- t) To interpret the Memorandum of Association and Rules and Regulations which shall be final and binding upon members,
- u) To use all the proceeds from the property movable and immovable or from the activities of the Association as such. Whosoever desired for the objectives of the Association as mentioned in the Memorandum of Association but to distribute no portion thereof among its members by way of profits, dividends or bonuses.
- v) To take any other action in the interest of the fulfillment of the objectives of the Association.
- w) To frame the By-Laws from time to time as per the need for functioning of the Association.

#### **D. Meeting of the Managing Committee:**

- a) The Committee shall meet as often as required, but at least once in every three months by giving a notice of at least seven days through post or email / print or electronic mode to all members of the Committee at their addresses available with the Association. A shorter notice shall be valid if agreed upon by Chairman.
- b) The notice and agenda for holding meeting of the Committee shall be issued by the Secretary/Vice-Chairman after obtaining the consent of the Chairman or in the absence of the Secretary, by the Chairman.
- c) The quorum at any meeting of the Committee shall be more than fifty percent among whom Chairman or Vice Chairman and Secretary shall be present. If the quorum is not complete in any meeting, next meeting may be convened at any

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time, in which quorum shall be three members personally present, among whom President or Vice President and Secretary must be present.

- d) Meeting by Circulation - For an urgent matter, decision can also be taken by circulating an agenda amongst the members of the Managing Committee by the Secretary after obtaining approval of the President or President himself.

**10. Election of Office Bearers and Elected Members of the Managing Committee:**

- i. First Management Committee will be appointed by the Chairman on Nomination Basis for three years. Further elections will be held as per the procedures laid down in the by-laws.
- ii. All the elected posts of the new Managing Committee shall be filled by elections in the General Body after every 3 (three) year.
- iii. Every member of the General Body shall be eligible to be elected as a member of the Managing Committee.
- iv. Every member of the General Body shall have one vote for each post. Vote by proxy is in no case permitted.
- v. Every member of the General Body shall have the right to cast only one vote for each post, and to propose and second only one candidate for each of the elected positions of the Managing Committee.
- vi. Election Officer - On behalf of the General Body, elections shall be conducted by an Election Officer, appointed by the outgoing Committee at least 30 days in advance and not earlier than 40 days of the expiry of its term. The Election Officer should not be member of the Association.
- vii. All times given in election schedule shall be Indian Standard Time. Interpretations of all the deadlines will be as per the General Clauses Act, 1897.
- viii. The Managing Committee shall, in consultation with and on recommendation of the Election Officer, frame Election rules and procedures governing the conduct of Elections of the members of the Managing Committee.
- ix. Decisions can also be made on general consensus without voting (Dhwanimat).

**11. Filling of unelected post:**

- i. If any of the post of Managing Committee is not filled up during elections, the Incoming Committee shall be competent to nominate a member to fill up the post.

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## **12. Resignation by Members of Managing Committee:**

A member of the Managing Committee may tender resignation to the Chairman or Secretary which shall be placed before the Managing Committee in its meeting, who shall be competent to take decision in the matter. As soon resignation is accepted, the concerned member shall cease to hold office.

## **13. Managing Committee Member's Position Falling Vacant:**

If office of any Officer Bearers and elected Member of the Committee falls vacant after it has been filled, the Chairman in consultation with the Managing Committee shall be competent to make appointment against the vacancy.

**14. An Office Bearer, Elected Member, Nominated Member and Ex-officio Member of the Managing Committee shall be deemed to have vacated office if he/she is adjudicated or adjudged insolvent or is convicted by a court of law in any country for any offence involving moral turpitude or becomes of unsound mind or physically unfit or unable to act as such.**

## **FORMATION OF EXPERT COMMITTEES**

### **1. Faculty Committee:**

Six Faculty members one each from five respective departments namely HRM, RM, IT, Marketing and Finance and the Chief Placement Coordinator of Central Placement Cell of XISS will comprise the faculty committee. The Faculty Committee will assist the Chairman and the President in all their functions. In absence of the Chairman, the nominated member of the Faculty Committee by the Chairman shall convene all the meetings of the Association.

### **2. Advisory Committee:**

The Chairman of the Association may appoint a maximum number of six eminent alumni for advising as and when required for the functioning of the Association.

## **FUNDS OF THE ASSOCIATION**

### **1. Management of Funds:**

- a) All Investments of the funds of the Association, including receipts of deposit and all deeds and documents relating to any of the properties of the Association,

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shall be kept for safe custody with the Secretary or with a bank as approved by the Managing Committee.

b) Subject to the conditions, if any, the Secretary and Treasurer shall deal with and dispose of all properties, whether movable or immovable, and the income thereof in accordance with the direction of the Committee evidenced by a resolution and not otherwise.

c) Subject to the approval of the Managing Committee evidenced by a resolution thereof, all documents whether relating to any immovable or movable property, whether made over to the Association or belonging to the Association including Agreements, Conveyances, Mortgages, Deeds of gifts or leases shall be in the name of the Association and executed by the Secretary or any other Office Bearer authorized by the Committee.

d) The Office Bearers shall be respectively chargeable only for such properties, money, funds, securities, or any other property as they shall respectively receive notwithstanding their signing any receipt for the sake of conformity and

e) shall be answerable and accountable only for their own acts and defaults and not for those of any other members or any other banker, broker, auctioneer, agent or person with whom or into whose hands the money or securities of the Association may be deposited, for the insufficiency or deficiency or any funds or securities and for any other loss under the same, except when it happens through their own dishonesty or willful default respectively.

f) None of Office Bearers and Members of the Managing Committee shall be entitled to stipend, salary and pay from the Association. However, they shall be entitled to reimburse themselves or pay and discharge out of the Funds of the Association expenses incurred and payment made by them in or about execution of the objectives of the Association or in relation thereto with the approval of the President or Secretary.

#### **2. Sources of Funds-**

a) Membership Subscription

b) Sum Received through gifts, grants, contributions, sponsorships and donations by legal sources either movable or immovable.

c) Grants made by or through the Central/ State Government, Private Sector any individual and other legal sources.

d) Revenue earned through sale of Books and Publications

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o) Proceeds from participation fees charged for Conferences, Seminars and Workshops.

n) Return from Investments made in different financial instruments as well and Interest from Bank Deposits.

q) Grants, Donations, Aids from foreign sources subject to fulfillment of conditions and/or permissions from Ministry of Home Affairs, Govt. of India.

#### **Audit of Accounts:**

a) The treasurer shall keep and maintain the accounts of the association and the same shall be audited by a Chartered Accountant appointed by the General Body at its meeting. The first auditor shall be appointed by the Managing Committee of the association.

b) If the IG registration, Jharkhand directs the accounts of the Association audited, the Association shall comply with the same and shall bear the cost of such audit.

The Auditor shall present their report to the Managing Committee who shall replace the same with its report in the Annual General Body Meeting (AGBM) for the consideration and approval of the General Body.

#### **Bank Account:**

The Association shall open account(s) in scheduled bank(s) as decided by the Management Committee. The bank account(s) shall be jointly operated by the Treasurer and Secretary or on his absence by the Vice-Chairman. The bank(s) shall be authorized to honour all cheques, bills, drafts etc. presented before them and to act upon their direction.

The Alumni of the Institute may form one or more chapters at different cities within or outside India which will have its own membership.

The Chapters shall constitute their own Managing Committee comprising President, Vice-President, Treasurer, Secretary and executive members.

Each Chapter is free to form its own Sub-Committee/s.

Each Chapter shall be entitled to nominate one or more of its members for the election of the members of the Managing Committee of AAXISS.



- v. The Chapter shall function on such guidelines and framework as may be decided by the Association from time to time.

**X. AMENDMENT OF MEMORANDUM OF ASSOCIATION AND RULES & REGULATIONS:**

1. Any amendment in Constitution and/or By-Laws of the Association shall be made by General Body in its Extraordinary General Body Meeting (EGBM) or in its Annual General Body Meeting (AGBM), convened in accordance with these By-Laws.
2. Any Resolution for amendment in Constitution and/or By-Laws shall require a majority of minimum of  $3/5^{\text{th}}$  (Three Fifth) of the members present and taking part in voting.

**XI. DISSOLUTION:**

1. For any decision related to dissolution of the Association, consent of Chairman is must.
2. Not less than  $3/5^{\text{th}}$  (three-fifth) of the members of General Body in Extraordinary General Body Meeting (EGBM) shall determine whether the Association be dissolved, forthwith or at any further time agreed upon.
3. If on the dissolution of the Association, there remains after the satisfaction of its debts and liabilities, any property or funds, whatsoever, the same shall not be paid or distributed among the members of the Association or any of them but shall be given to a similar Association of the alumni of the Institute or to the Institute, if there is no Association in existence.

**XII. INDEMNITY:**

Every member of the Committee shall be indemnified out of funds of the Association against all losses and expenses incurred in the bonafide discharge of his/her duties, except when it happens through his/her own willful neglect or dishonesty or malafide intention while discharging his/her duties or action resulting from willful disobedience of the law, bad faith or gross negligence.


**XIII. ARBITRATION**

In case of any dispute arising between the Association and the other party, the provisions of Arbitration Act shall apply.

XIV. APPLICATION OF ACT

The provisions of the Societies Registration Act, 1860 and rules made there under, as amended from time to time, shall apply to this Association.

~~This is to certify that this is the true copy of the~~ Memorandum of Association and Rules  
& Regulations of the Alumni Association of Xavier Institute of Social Service.

  
(Secretary)



*Nusant*

*Amber*