



Alumni
Silapathar Science College
Amritpur, Silapathar – 787059
District – Dhemaji (Assam)

o/c



Rules & Regulations (Bylaws) of Alumni, Silapathar Science College

1. **Name of Association** – The name of the Society shall be – “Alumni, Silapathar Science College”.
2. **Registered office of the Association** – The Registered office of the association shall be situated at Silapathar Science College
3. **Definitions–**
 - A. Associations means – “Alumni, Silapathar Science College”.
 - B. “Act” means the Societies Registration Act. 1860
 - C. “Founder Members” – means and includes the subscribers to the Alumni.
 - D. “Members” means the persons whose names are already appearing in membership register maintained by the association and all those persons who are hereafter admitted to the various categories of members of the association by the managing committee and whose names are so recorded in the membership register.
 - E. “The Managing Committee” – means the managing body of the alumni.
 - F. “Year” means the period commencing from 1st April of any calendar year and ending on 31st March of the following calendar year.
 - G. Masculine gender and the singular number respectively include the feminine gender and plural number and vice versa.
 - H. “Rules” means Rules now registered or amended from time to time by the managing committee and accepted by the General Body.
 - I. “Chapter” means representations wings of each constituent Institution in India or Abroad.

4. **Membership**

Any Graduate, Postgraduate (Degree/Diploma), Diploma or Certificate Degree Student having passed from the constituent institutions/Colleges/department Schools run by all colleges covered under sections 12(B) and 2(f) of the UGC act.

Alumni Life Patron Members (ALPM)

- a) Alumni Member, who pays donation, in cash or any kind worth Rs. 10,000/- or more shall be Alumni Life Patron Members (ALPM).
- b) Having Voting rights.
Present or Past staff of the institution run by the Silapathar Science College and their Associate organizations who pay Rs. 500/- are eligible to derive benefits of the membership notified from time to time.
- c) The Donors, philanthropists, sponsors who way donations in cash or kind worth RS. 20,000/- or above are eligible to become the Patron Members (TPM) for the period of five years.
- d) The patron members shall drive the notified benefits from time to time.

5. **Managing committee:**

- a) The Managing committee shall consist of 10 members of which Registrar of the University shall always by ex officio member of the Management committee.
- b) The management and control of all affairs of the society shall vest in the Managing committee.
- c) The tenure of the Managing Committee shall be of 3 Years.
- d) The election of the Managing Committee shall be held before the General Body meeting scheduled during the 3rd year.

Principal

Principal

Silapathar Science College
Silapathar-787059

President

President
ALUMNI

Silapathar Science College
Amritpur, Silapathar-787059

Secretary

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ALUMNI

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- e) The election will be held as per the provisions under the rules. Ex-office Member of the Management Committee shall act as are Election Officer.
- f) i. To be eligible as a member of the Managing committee one should have been Alumni Member who have attended at least 70% of the meeting/functions held during the period of last five years end.
- ii. Should not have been involved in anti-university/anti-association activities.
- iii. Should not have been involved in matters that are sub judice or otherwise.

1. Vacancy Membership –

The following circumstances shall cause a vacancy in the membership.

- A. Death
- B. Resignation
- C. Insanity
- D. If any member is acting against the interest of the society/University
- E. Involved in matters that subjudice or otherwise
- F. Or any act that is considered contrary to the tradition and code of conduct, in such events and if after giving opportunity for explanation, the Managing committee shall decide with 2/3rd Majority of the present members to remove such member.
- G. Coram: Minimum 4 (Four) members of the managing committee will be required for the quorum purpose.

6. Filling up of Vacancies

Any vacancy occurring in the mid of tenure amongst Managing committee on account of death, resignation, removal, insanity or retirement, shall be filled up by co-opting eligible alumni member till the period of next election by the president.

7. Powers and functions of the Managing Committee

- A. All the properties of Association, movable or immovable or any rights relating thereto shall vest in the Managing committee and shall be held by it for and on behalf of the Association. The properties so held shall be used exclusively for the purposes of the Association.
- B. To solicit, obtain, accept, donations contributions, subscriptions, grants, gifts devices and bequests from the donors or any person, firm, corporation, society, trust or from other institution interested in any of the objects of the association or from central Govt., State Govt. and any authority, official, semi-official or others.
- C. To acquire by gift, purchase, exchange, lease, on hire, requests by will or otherwise however any land building, estimates, playgrounds, park and property movable and immovable and any estate or interest for the furtherhence of all or any of the objects of the association.
- D. To accept and receive fund in any manner whatsoever cash or immovable properties, unconditionally or subject to any condition, from any donor for the further of any one or more of the objects of the society.
- E. Managing Committee shall have power to expand funds of the Association for purposes of the Association and the money not required for immediate expenditure for the purpose of the Association may be invested in such manner and in such securities, deposits and investment as may be permissible under section 11 (5) of the income tax Act, 1961 and the other relevant laws applicable to charitable society from time to time.

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President
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Secretary
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- F. The Managing committee may enter into contract; arbitration agreement(s) on behalf of the association in relation to any matter concerning the Association, directly, or indirectly, and may authorize one or more of its members to pursue arbitration proceedings.
- G. To appoint one or more sub-committees for specific purpose for specific duration and to appoint officers and personnel for routine, day-to-day management and administration
- H. To become the member of any other bodies of persons, association or persons, institutions, societies and bodies corporations for the benefit of the Association.
- I. To remunerate the office personnel for routine work and remunerate office bearers for the expenses incurred to conduct Association work.
- J. To do all such other lawful acts, deeds or things as are incidental or conducive to the attainment of any of the objects of the Association.

8. Office Bearers

There shall be a president, Vice-president, secretary, Joint Secretary, Treasurer and two members of the Managing Committee of which at least one shall be a lady member. Hon'ble VC or his / her nominee shall always be ex officio president of the Management Committee of the association. Another officer of the University nominated by BOM shall always be ex officio member of the Management committee

A). President

The president shall preside over General Body and Managing committee meeting and shall generally supervise the function of Association.

B). Vice- President

The vice - president shall assist the president in his official duties and also discharge the duties and responsibilities of the president, in his absence.

C) Secretary

- a) The secretary shall maintain minutes of the meeting.
- b) Maintain various registers of the department.
- c) Send notices, convene the Managing committee meeting, the General Body Meeting and the Extraordinary Meeting along with the agenda of the meeting with supporting documents.

D) Joint Secretary

Joint Secretary shall assist the secretary in all matter and carry out functions in his/her absence.

E) Treasurer

Following are the functions of the treasurer.

- a) To maintain Books of Accounts.
- b) To prepare Receipts and payment accounts.
- c) To prepare Bank Reconciliation statement.
- d) To prepare Trial Balance and Balance sheet.
- e) Annual Statutory post audit.
- f) Submit the financial position to the managing committee as well as to the general body.
- g) To file the annual return & submit to the charity commissioner with Annual Progress report.
- h) To prepare and present annual budget estimates of the Association to the managing committee for its approval.

i) Any other duties that may be entrusted by the managing committee from time to time.

Handwritten signature
Principal
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Handwritten signature
President
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Secretary
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F) Members

There shall be provision for members of which at least one member shall be lady member and The Registrar of the University shall be the Ex Officio Member of the Association.

9. Meetings

(A) Managing Committee

- a) The managing Committee of the association shall ordinarily meet twice in a year on clear notice of seven days for reviewing the working of the society. However, it may, meet more often if so required.
- b) The Secretary shall have powers to convene an emergent meeting of the members on giving at least three days of prior notice.
- c) The quorum for the meeting of the Managing committee shall be four and its decision shall be by a majority vote. In case there is no sufficient quorum the meeting shall be adjourned for half an hour and thereafter no quorum is required and business the meeting shall be transacted with the members present.
- d) In case of any emergency, any resolution may be accepted by circulation among all the members and such resolution circulated and adopted by majority of members shall be effectual and bringing as if this resolution had been adopted in a regular meeting of the Managing committee.

(B) General Body

An annual General Meeting of the general body shall be held within six months of close of financial year on a clear notice of fifteen days unless due to unforeseen circumstances it has to be postponed.

The quorum for the General body meetings shall be one-third of the total members. In case there is no sufficient quorum the meeting shall be adjourned for half an hour and thereafter no quorum shall be required for conduct of the business of the meeting.

The following business shall be transacted at the Annual General body Meetings:

1. Consider and approve Annual Report of the Association.
2. Examine and adopt audited accounts including balance sheet & income & expenditure statement for the preceding year.
3. Consider and sanction budget estimates of capital/ revenue expenditure of the ensuring year.
4. Appoint statutory auditors and fix their remuneration.
5. Review working of the association & lay down General policy and future program for the Guidance of all concerned.
6. Consider any other matter placed before it with the permission of the President.
7. To consider and approve the amendments in the constitution suggested by the managing committee.

Principal
Silapathar Science College
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(C) Extraordinary General Meeting

1. An Extraordinary General Meeting of the association may be called, at any time, by the President and shall be convened by Secretary on requisition of at least half the members of the managing committee to consider any matter relating to an affair of the association such a meeting shall be convened within fourteen days of the receipt of the aforesaid requisition.

President
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Secretary
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2. A clear notice of fifteen days is given for the Extra-ordinary General Meeting.
 3. The quorum of Extraordinary General Meeting shall be one-half of total members.

(D) Chapters of the Alumni Association

Each of the constituent college / Institution / Department / School of Silapathar Science College Alumni shall have its respective Chapters and shall be called as "Alumni, Silapathar Science College"

11. Financial Year

The financial year of the association will be from 1st April to 31st March.

12. Bank Account

The Managing Committee may from time to time open, maintain and operate in the name the association a banking accounts or accounts with any Nationalized Bank or Scheduled bank. Such Account shall be operated under the signatures of the President, Secretary & treasurer. Out of three any two will jointly sign the bank cheque and finance related matters.

13. Audit of Accounts

The accounts of the association shall be audited once a year by the auditor/Finance officer or Accounts officer of the Alumni, Silapathar Science College.

14. Annual List of Members

Once every year, on or before the fourteenth day, succeeding the day on which the annual General Meeting is held, a Jest shall be filled with the Registrar of societies-Of the names, Addresses and occupations of the members of the association.

Subject to the approval of the Managing Committee, the Secretary shall have full power to institute, conduct, and defend compromise. Refer to arbitration of abandon legal proceedings for or against the association, through any member or other person specially authorized for the purposes in accordance with section VI of the Societies Registration Act, 1860.

16. Rules, Regulations and By-laws

The managing committee by majority of three-fifth of members of General Body may frame by-laws and regulations and consider any amendment of such rules and by-laws. The meeting shall be called after giving fourteen days clear notice to members, with circulation of the proposed by-laws/additions/amendments.

17. Dissolution

If any time it becomes necessary to dissolve the association, Managing Committee may, by majority of three-fifth of the total number of its members, for the time being, dissolve accordingly and shall at the same time transfer the funds/movable or immovable property to Alumni, Silapathar Science College endowment fund which shall be used for betterment of present/past students.

[Signature]
President
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[Signature]
Principal
Silapathar Science College
Silapathar-787059

[Signature]
Secretary
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In the event of dissolution of the association, the procedure laid in Section 13 and 14 of the societies Registration Act, XXI of 1860 apply provided that funds and property shall in no case revert back to the donors or members of the association and no dissolutions, the property of the association shall be vested, transferred or applied to charitable institutions having objects similar to that of the association.

18. Applicability clause

All the provisions of the societies Registration Act, XXI of 1860, as extended to the State of Assam, will apply to this association. We, the undersigned, three members of the Managing Committee of the association "Alumni, Silapathar Science College" do hereby certify that the above is a correct copy of the Rules and Regulations of the said association.


Principal
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President
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Secretary
ALUMNI
Silapathar Science College
Amritpur, Silapathar-787059

We the undersigned are desirous of forming a society in pursuance of this memorandum of Association-



Sl. No.	Name & full signature	Address	Occupation	Designation	
1	Mr. Pranab Jyoti Chungkrang	Vill: Silapathar Junaki Nagar P.O/P.S: Silapathar-787059 Dist. Dhemaji-Assam	Head Assistant, Silapathar Sc.College	President	
2	Mr. Biswajit Pegu	Vill: Chekaimukh P.O: Burisuti P.S: Silapathar-787110 Dist. Dhemaji-Assam	Self-employed	Vice-President	
3	Mr. Jatin Pait	Vill: Naharani Kuli Gaon P.O: Bauli P.S: Silapathar Dist. Dhemaji-787057 (Assam)	Field Officer (DM) Sissiborgaon Revenue Circle, Sissiborgaon	Secretary	
4	Mr. Bicky Sahu	Silapathar Town, Opp. of Radhakrishna Mandir, P.O/P.S: Silapathar Dist. Dhemaji-787059 (Assam)	Self-employed	Treasurer	
5	Mr. Horish Pait	Vill: Natun Mising Gaon P.O/P.S: Silapathar Dist. Dhemaji-787059 (Assam)	Self-employed	Joint Secretary	
6	Mr. Jadav Morang	Vill: Ayengia Bali P.O: Akajan P.S: Silapathar Dist. Dhemaji-787059 (Assam)	Self-employed	Cultural Secretary	
7	Mr. Raghav Barailly	Vill: Phulbaripathar P.O/P.S: Silapathar-787059 Dist. Dhemaji-Assam	Research Scholar	Magazine Secretary	
		Vill: Bamgaon P.O/P.S: Silapathar-787059 Dist. Dhemaji-Assam	Self-employed	Executive Members	

Signature
President
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Principal
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