

**MAHAVEER PUBLIC SCHOOL ALUMNI
ASSOCIATION, JAIPUR**

CONSTITUTION (Bye Laws)

1. NAME:

The name of the Association shall be "Mahaveer Public School Alumni Association, Jaipur". In brevity, it shall be known as "Uttam Mahaveer."

2. OFFICE:

The Office of the Association shall be in the premises of Mahaveer Public School, Mahaveer Marg, C-Scheme, Jaipur

3. OBJECTIVES:

The Association shall have the following objectives:

- I. To develop and keep alive the bonds of understanding and fraternity among the Alumni of the School and to explore the ways of helping each other.
- II. To continue the relationship between Alumni and the school and explore the ways in which the Alumni association can contribute and pay their gratitude to the school.
- III. To keep alive and spread in the society the ideals of moral integration, honesty, sincerity and gentlemanliness, which were imbibed in the school.
- IV. The alumni association may take cognizance of calamities and contribute accordingly.



President



General Secretary



Joint Secretary



Treasurer



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- V. Association always abides by the three rights to the founder members – to be consulted, to encourage and to warn, if situation demands.

Note: There shall be no profit motive in the fulfillment of above objects.

4. MEMBERSHIP

The membership of the Association shall be open to such ex-students of the school, who have studied in the school for at least a minimum period of two (2) years.

Provided, that the Executive Committee shall have the power to consider exceptional cases.

An application for membership shall be accepted only in the prescribed form and after verification from the Principal of the School.

5. MEMBERSHIP FEE AND OTHER FUNDS.

The Membership of the Association shall be for lifetime. The initial membership fee shall be Rs. 1,500/-, which shall be decided and revised by the Executive Committee from time to time.

The escrow bank account shall be opened in the name of the association in any nationalized/Domestic-Systematically Important Banks (as classified by the RBI). All authorized signatories' signature/consent is always required to withdraw the funds from the association's bank account. The monies so withdrawn from the association shall seek to fulfill the objectives of the association.



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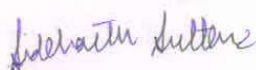
The executive committee of the association shall keep the membership fees as received in secure fixed-income instruments/FDs and no principal amount should ever be expended from it, that is, only the interest as accumulated from the membership fee should be expended.

The Executive Committee may raise and accept funds (through contribution /sale of merchandise) for specific purposes (like Annual meets/gala dinner/supporting societal cause/sponsoring scholarship etc.) all within the ambit of the objectives of the association as mentioned. However, the contributions/donations, sponsorship from any person/association/company or member shall be taken into consideration after making proper records in the books of the association. For any expenses incidental to any function or meeting of the association, only interest of the secure instruments along with the amount raised from the sponsorship/sale of merchandise can be used.

6. TERMINATION OF MEMBERSHIP OF THE ASSOCIATION:

- I. A membership of any member shall be terminated upon breach/violation of any terms and conditions, rules or regulations of the association which are framed and applicable from time to time.
- II. The membership of a member of the Association can be terminated if the Executive Committee considers so in the interest of the Association by a two third vote and the same is approved by the General Body at its meeting.
- III. By tendering resignation.
- IV. On account of becoming insane, or death of the member.


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- V. If, he/she is awarded punishment involving moral turpitude by a competent Criminal Court.

7. ANNUAL GENERAL MEETING:

The Annual General Meeting of the Association shall be held every year generally on 28th of December or as decided by the Executive Committee. The quorum of such a meeting shall be 20 members. A Notice of 15 days shall be required for calling the Annual General Meeting.

8. EXTRA-ORDINARY GENERAL MEETING:

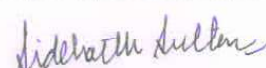
An extra ordinary general meeting shall be called if a requisition in writing with the signature of at least 50 Members or 10% members of the Association whichever is less is made to the General Secretary along with the agenda to be discussed.

The General Secretary, on the direction of the President, can also call extra ordinary meeting of the general body of the Association by giving 7 days' notice along with the agenda to be discussed in the general meeting.

Note: -

1. Any Annual General meeting or extra ordinary meeting, adjourned for want of quorum, shall be held after 30 minutes on the same day, place & date. No notice shall be required for calling the adjourned meeting; no need is required for the quorum for the adjourned meeting.
2. Notice for General Body meeting and the decisions of the meetings shall be disseminated through post/email/social media handles/ local daily newspapers/other relevant information channels.
3. The meeting may be held/attended via online format.


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9. PROCEDURE FOR ELECTION OF THE MEMBERS OF THE EXECUTIVE COMMITTEE.

The members of the Executive Committee shall be elected by the members of the Association at its Annual General meeting.

10. EXECUTIVE COMMITTEE:

Composition:

For registration of this association, initially there will be minimum 07 members or prescribed under the applicable law and thereafter from the next electing committee, there shall be an Executive Committee comprising of 15 elected members, out of which 4 members shall be female. These 13 members shall be elected by the General Body of the Association.

Additionally 1 member shall be nominated by the Managing Committee of Mahaveer Public School, Jaipur.

The Principal of Mahaveer Public School, Jaipur or an appointed person by the Principal shall be the ex-officio permanent member of the committee.

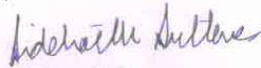
The Members of the Executive Committee, thereafter, shall elect the following office bearers from amongst themselves one-by-one.

- | | | |
|----------------------|---|---|
| 1. President | - | 1 |
| 2. Vice President | - | 1 |
| 3. General Secretary | - | 1 |
| 4. Joint Secretary | - | 1 |
| 5. Treasurer | - | 1 |

The executive members can only apply for a single post.



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Note:

A member must have completed 5 years of membership in the association from the date of its registration, for being elected to the Executive Committee.

Office bearers shall not hold the same post for more than two consecutive terms.

No salary shall be paid to the office bearers.

11. TERM OF THE EXECUTIVE COMMITTEE: -

The term of the Executive Committee shall be 3 years. But this term can be extended for a maximum period of one year, if the Executive Committee passes such a resolution with simple majority. However Executive Committee will continue till the next elections.

12. ELECTION PROCESS: -

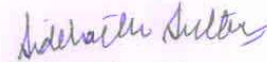
Each member of the association shall cast one vote to the candidate applying for the post of Executive Committee.

Each Member can cast his/her vote through post/email/voting chits/other relevant channels, which shall be kept in the records at the office. Voting records shall be preserved till 90 days or 03 months from the date of last election date.

Member who lives outside Jaipur, Rajasthan for work for gain, with his family member or any reason for which is unable to participate in the election to cast vote, then upon such event Member can cast his/her vote through post/ email/ voting chits/ other relevant channels, such communication is to be made before the 07 days of the election date, so that their votes can be counted as the valid vote for the election.



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Election procedure, rules and regulations shall be guided from time to time and shall commence at least 03 months before the completion of tenure of the office bearers.

13. VOTING RIGHTS:-

The nominated member and ex officio permanent member shall have voting rights limited to the appointment of the staff/staff remuneration/staff conditions of service.

14. MEETINGS OF THE EXECUTIVE COMMITTEE: -

The Executive Committee shall meet at least once in every 6 months. The minimum period required for giving notice for such a meeting shall be 7 days. The notice should be accompanied with the agenda of the meeting.

A meeting of the Executive Committee shall be called, if such a requisition is given by at least 6 members of the Executive committee to the Secretaries of the Association.

The meeting may be held/attended via online format.

15. QUORUM:

The quorum of the Executive Committee Meeting shall be 6 out of which at least 2 should be office bearers.

16. FUNCTIONS OF THE EXECUTIVE COMMITTEE: -

- I. To nominate sub-committees and to allocate work to other members.
- II. To plan and supervise the activities of the Association.


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- III. To sanction all expenses.
- IV. To raise funds and utilize them solely to further the aims of the Association.
- V. To prepare and present Annual Report of the Association at the Annual General Meeting of the Association.
- VI. To provide and approve the remuneration and conditions of service of office staff of the Association.

17. POST HOLDERS

A. PRESIDENT:

ELIGIBILITY:

- I. Any person, who has been a member of the Association for at least 5 complete years and has attained the age of 26 years, shall be eligible to be elected as President.
- II. This however shall not be applicable to the election of the President for the first two terms after the formation of the Association.

POWERS & DUTIES:

- I. To preside over the meetings of the Executive Committee and the general body;
- II. To cast decisive vote, in case of a tie;
- III. To explore means for the betterment of the Association.

B. VICE PRESIDENT:

POWERS & DUTIES:

- I. To help the PRESIDENT in the discharge of his/her duties;
- II. To preside over the meetings of General body and Executive Committee in the absence of the PRESIDENT.


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C. GENERAL SECRETARY:


POWERS & DUTIES:

- I. Any person, who has been a member of the Association for at least 3 complete years and has attained the age of 24 years, shall be eligible to be elected as General Secretary.
- II. To execute the decisions of the Executive Committee;
- III. To maintain the minutes of Executive Committee and general body meetings;
- IV. To operate accounts of the Association along with President / Treasurer;
- V. To incur expenditure in accordance with the approved budget; to give appointment for 3 months in case of urgency, in anticipation of the approval of the Executive Committee;
- VI. To plan and submit proposals for the development of the Association;
- VII. To take disciplinary action against the members of the staff and to award minor punishments. All major punishments including termination, dismissal and removal shall be awarded by the Secretary only after they have been approved by the Executive Committee;
- VIII. To look after the duties of the Joint Secretary in his/her absence.

D. JOINT SECRETARY:

Any person, who has been a member of the Association for at least 3 complete years and has attained the age of 24 years, shall be eligible to be elected as Joint Secretary.


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POWERS & DUTIES:

- I. To keep and maintain the records, legal documents and all correspondence of the Association;
- II. To sanction casual leave, extra – ordinary leave, earned leave to the staff members;
- III. To look after the duties of the General Secretary and Treasury in their absence.

E. TREASURER:**POWERS & DUTIES:**

- I. To maintain strict control over the expenditure and to maintain accounts of the Association;
- II. To prepare yearly budget and to maintain all accounts;
- III. To look after the duties of the Secretaries in their absence.

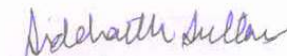
18. AUDIT:

The accounts of the Association shall be audited every year by Chartered Accountant or Internal Auditor.

19. AMENDMENT IN THE CONSTITUTION:

On the resolution of the Executive Committee, the Secretary shall call for an extra ordinary meeting of the members of the Association by giving 60 days' notice to consider proposed amendments in the constitution. The amendments shall be carried out by at least majority of 2/3rd members present and voting.


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20. DISSOLUTION:

Procedure for dissolution shall be in accordance with the provision of Rajasthan Societies Registration Act, 1958 and on dissolution of the association; all moveable and immovable property of the Association shall vest with the managing committee of Mahaveer Public School, Jaipur.

21. DISPUTE RESOLUTION

In case of any dispute which can be dealt with the provisions of the arbitration act, an arbitrator can be appointed which may include the founder members as arbitrators for the dispute resolution. In the event of any dispute arising out of or in connection with this association, the place of exclusive jurisdiction shall be in the Jaipur, Rajasthan.



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