

# **Draft Memorandum of Association of Mahatma Gandhi College, Lalpur, Alumni Association**

## **1. Name of the Association**

The name of the Association shall be “Mahatma Gandhi College, Lalpur, Alumni Association” (hereinafter referred to as “the Association”), which is a non-trading and non-profit earning society.

## **2. Registered Office**

The registered office of the Association shall be situated at: Mahatma Gandhi College, Lalpur, Daldali, Purulia, West Bengal – PIN-723130

## **3. Objectives of the Association**

The objectives for which the Association is established are:

- a) To foster and strengthen the relationship between the alumni and Mahatma Gandhi College.
- b) To create a platform for alumni to interact with each other and with current students and faculty.
- c) To organize alumni meets, reunions, seminars, conferences, workshops, and cultural events to strengthen bonds.
- d) To support current students by providing career guidance, mentorship, training programs, internships, and placement assistance.
- e) To raise funds for scholarships, educational, cultural, social, and infrastructural development of the College.
- f) To publish newsletters, journals, magazines, and digital updates highlighting alumni achievements and institutional progress.
- g) To undertake charitable, social, and community welfare activities in collaboration with alumni.
- h) To create and maintain a comprehensive alumni database for institutional, academic, and career-related purposes.
- i) To collaborate with national and international alumni bodies, professional networks, and other organizations for academic, cultural, and professional exchange.

#### **4. Membership**

##### **a) Eligibility**

All students who have successfully completed a course of study at Mahatma Gandhi College, Lalpur, Daldali, Purulia, West Bengal, and obtained a degree, diploma, or equivalent qualification, shall be eligible to become members of the Association.

##### **b) Requirement of Membership Fee**

- i. Eligible alumni shall become members only upon payment of the prescribed membership fee as determined by the Governing Body.
- ii. Registration in the official alumni records maintained by the Association is required for membership to be valid.

##### **c) Categories of Membership**

- i. Life Members: Alumni who pay the one-time life membership fee.
- ii. Ordinary Members: Alumni who pay an annual/periodical membership fee.
- iii. Honorary Members: Eminent persons invited by the Association for their contributions to education, society, or the College. Honorary Members are not required to pay membership fees.

##### **d) Rights and Privileges of Members**

- i. Members may participate in activities, programs, and meetings.
- ii. Life and Ordinary Members have voting rights and may contest elections.
- iii. Honorary Members may participate in discussions but do not have voting rights.

##### **e) Cessation of Membership**

Membership ceases if a member fails to comply with rules, or removed from the office as prescribed in Rule 5, Subrule d, clause i, proviso (1) & (3), or defaults in payment of fees as determined by the Executive Committee.

#### **5. Governing Body**

The Governing Body shall be the only executive body of the Association.

##### **a) Formation of the Governing Body**

- i. The Governing Body shall be elected by the General Body at the Annual General Meeting (AGM).

- ii. It shall consist of not fewer than 7 (seven) and not more than 21 (twenty-one) members, including office-bearers.
- iii. Office-bearers shall include:
  - 1) President
  - 2) Vice President
  - 3) General Secretary
  - 4) Joint Secretary
  - 5) Treasurer
  - 6) Executive Members

b) Conduct of Meetings

- i. The Governing Body shall meet at least two times a year.
- ii. Notice of every Governing Body meeting shall be given at least 7 days in advance.
- iii. Quorum: 50% of the total members of the Governing Body.
- iv. Decisions shall be taken by majority vote; in case of tie, the President shall have a casting vote.
- v. Proceedings of meetings shall be recorded in the Minute Book and signed by the President and General Secretary.

c) Election of Office Bearers

Elections shall be conducted every 3 years. The President shall preside over the election procedure. A simple majority of valid votes shall determine the result.

d) Removal of Office Bearers

- i. An office-bearer may be removed if:
  - 1) They act against the interest of the Association.
  - 2) They fail to attend three consecutive Governing Body meetings without valid reason.
  - 3) They misuse funds or are guilty of misconduct.
- ii. Removal Procedure:
  - 1) A written motion of no-confidence signed by at least one-third of the Governing Body members must be submitted.

- 2) The concerned office-bearer shall be given an opportunity to present their case.
- 3) The motion must be passed by a two-thirds majority of the Governing Body members present.
- 4) Final approval shall be taken in a General Body Meeting.

## **6. Disqualifications for being a member of the Governing Body**

A person shall be disqualified for being chosen as, and for being, a member of the Governing Body or the President, Secretary or any other office-bearer of the Association, if

- a) he is an undischarged insolvent, or
- b) he has been convicted of any offence in connection with the formation, promotion, management or conduct of the affairs of a society or a body corporate, or of any offence involving moral turpitude:

Provided that the disqualification under clause (b) shall cease at the end of five years after the date of conviction, or where a sentence of imprisonment has been imposed, after the date of expiration of the sentence.

## **7. General Body**

- a) The General Body shall comprise all registered members.
- b) It shall be the supreme authority in all matters of the Association.
- c) Functions of the General Body include:
  - i. Electing the Governing Body.
  - ii. Approving audited accounts.
  - iii. Making amendments to the MOA and Rules & Regulations.
  - iv. Guiding long-term policies of the Association.
- d) The General Body shall meet at least once a year (Annual General Meeting); special meetings may be convened when necessary. Meetings shall be convened with at least 15 days' prior notice.

Provided that an Alumni Meeting will not be considered as a general meeting.

## **8. Funds and Accounts**

- a) Funds of the Association shall consist of membership fees, donations, endowments, grants, and other lawful receipts.
- b) All funds shall be applied solely for achieving the objectives of the Association.
- c) Proper books of accounts shall be maintained, audited annually, and presented before the General Body at the Annual General Meeting (AGM).

## **9. Right to Frame Rules & Regulations**

- a) The Association has full authority to frame, adopt, repeal and amend Rules & Regulations (By-laws) to implement its objectives effectively.
- b) Rules & Regulations shall be proposed by any member of the General Body and approved by the General Body at the Annual General Meeting (AGM).
- c) They may cover:
  - i. Membership procedures, fees, and termination
  - ii. Duties and powers of office bearers
  - iii. Election procedures
  - iv. Quorum for meetings
  - v. Formation of sub-committees
  - vi. Financial management and audit
  - vii. Disciplinary procedures
- d) Provisions of the MOA shall prevail over Rules & Regulations in case of inconsistency.

## **10. Amendments**

- a) Amendments to the MOA or Rules & Regulations require a three-fourth majority of members present and voting at an Annual General Meeting (AGM).
- b) Limits on Amendment:
  - i. No amendment shall alter the name of the Association, its registered office, its main objectives, or the dissolution clause without prior approval from the relevant legal authority.
  - ii. Amendments must not contravene any applicable law or regulation governing societies, associations, or charitable organisations.
  - iii. Other provisions, such as financial rules, membership rights, and governance procedures, may be amended as per the three-fourth majority rule.

## **11. Dissolution**

The Association may be dissolved if, by the votes of three-fourths of the members, it passes a resolution for such dissolution at a general meeting convened for the purpose. In the event of dissolution, by any manner, assets shall be transferred to Mahatma Gandhi College, Lalpur, Daldali, Purulia, WB, and shall not be distributed among individual members.

## **12. Legal Status**

- a) The Association shall have perpetual succession till it is dissolved, and shall have a common seal.
- b) The Association may sue or may be sued in the name of the President, the Secretary, or any office-bearer authorised by the Governing Body in this behalf.
- c) All contracts, agreements, and legal instruments shall be executed on behalf of the Association by the President and the General Secretary, with the common seal affixed in the presence of at least two office-bearers.