

**OLD STUDENTS ASSOCIATION**  
**GOVERNMENT DEGREE COLLEGE MATOUR**

**CONSTITUTION**

**1. NAME**

The name of the society shall be Old Student's Association, Govt. Degree College Matour (Kangra) and shall be referred to as the O.S.A. subsequently in these articles.

**2. ADDRESS**

Old Students Association  
( HeadQuarter )  
Govt. Degree College Matour (Kangra)-176001.

Himachal Pradesh ( India ).

**3. Area of Operation**

The area of operation of the Association shall be in India.

**4. OBJECTIVES**

The objectives of the Association are

- ❖ To promote friendly relations among all members of the Association and the College both existing & retired.
- ❖ To promote and encourage the members to take an active interest in

the objectives and progress of the Alma Mater.

- ❖ To generate a 'Brain Bank' of the professionals from amongst its members and provide its services for the benefit of the Alma Mater and the society, in general.
- ❖ To institute running shields, trophies and to award medals to promote the academic, sports and cultural life at the Alma Mater. ❖ To honour its distinguished members.
- ❖ To keep local chapters informed about the activities of the Association and seek their assistance in promoting its objectives.

## **5. ORGANISATION OF THE ASSOCIATION**

5.1. The Principal Govt. College shall be Chief Patron of the Association.

### **5.2. GENERAL BODY**

There shall be a General Body of the Association consisting of all members.

### **5.3. ADVISORY COMMITTEE**

The advisory committee may consist of eleven senior members of O.S.A. The committee will give the advice to control the executive body from time to time.

### **5.4. CENTRAL EXECUTIVE BODY**

There shall be a Central Executive Committee to manage the affairs of the Association and to interact with the Advisory Committee to promote close coordination between them to achieve the goals of the Association.

## **6. MEMBERSHIP**

The following shall be eligible for life membership of the Association

- All members of O.S.A.
- All members of the Faculty of Govt. College Matour (Kangra) working in regular capacity at the time of application.

## **7. CESSATION OF MEMBERSHIP**

A member of the Association shall cease to be such member if he/she resigns from his/her membership or is found to be of unsound mind or is convicted by a court for any offence involving moral grounds or termination of the membership by the Central Executive for compelling reasons.

## **8. GENERAL BODY**

8.1 The General body shall consist of all members of the association.

8.2 The general body of the association shall hold an Annual General Meeting (AGM) at least once a year. This meeting shall normally be held in the month of February or October every year.

8.3 A notice of clear 15 days convening an Annual General Body meeting shall ordinarily be given to the members.

8.4 Emergent meetings of the General Body can be convened by the Central Executive for compelling reasons at a short notice.

8.5 30 members present in person shall form a quorum for any meeting for the General Body. If the meeting is adjourned after 15 minutes for want of quorum, the meeting shall take place after 30 minutes of adjournment to transact the present business and to the members shall form the quorum.

8.6 The duties of the general body shall be

- : To set guidelines for the Central Executive so as to achieve the objectives of the Association.
- : To consider and adopt the Annual Report and Audited Accounts of the Association.
- : To approve the budget for the following year.
- : To honour the distinguished members of O.S.A.
- : To elect joint Secretary, Finance Secretary and members of the Central Executive Committee.
- : To transact any other business with the permission of the President.

## **CENTRAL EXECUTIVE COMMITTEE**

**12.1 The Central Executive committee shall consist of**

**President**

**Vice President**

**Treasurer**

**Press Secretary**

**Gen. Secretary**

**Convenors**

**Secretary**

**Members-21**

**The Central Executive Committee may co-opt additional members as and when required.**

### **12.1 Election of the Central Executive Committee**

**The President shall be elected/nominated by the outgoing Central Executive Committee from amongst the distinguished members and advisory committee in consultation with the Patrons.**

Vice Presidents and the Secretary shall be nominated by the outgoing central Executive committee from amongst the faculty in consultation with the patrons

Joint Secretary, Finance Secretary and other members shall be elected by the general body from amongst the members stationed at Matour.

The term of the central Executive shall be for two years.

The new central executive shall be elected/nominated a minimum of 20 days before the closing of the financial year.

9.1.2 The central Executive committee shall ordinarily meet quarterly but the general Secretary may call an emergent meeting at any time.

9-1.3 The quorum for the central executive meeting shall be five.

9.1.4 In case any vacancy arises in the central Executive committee, the existing executive committee shall fill the vacancy by co-option.

9.1.5 The Central Executive Committee Shall have all Powers : To manage and promote the objectives of the association according to the directives, if any, of the General body.

: To frame its rules and regulations.

: To take appropriate Measures against any member as it may deem fit in the interest of the association.

#### Powers and Duties of the Office Bearers

#### 10.1 Patrons and Advisory Committee

The patron shall render advice and guidance like working of the association.

## 10.2 President

- The president shall guide, conduct and control the activities of the constitution and decisions taken by the association from time to time. •
- Has a casting vote in case of a tie but shall have no vote otherwise. •
- Shall regulate the proceedings of the Central Executive Committee and the general body, interpret the rules and regulations, give findings on doubtful or contested points and his/her interpretation will be final.
- Shall preside over the meeting of the Central Executive and general body.
- In the absence of the President or vice president, the central Executive or the general body may elect any other person as a chairperson to preside over the meetings.
- Is authorized to sanction any amount within the sanctioned budget. In addition, he/she can sanction up to Rs. 5000/ subject to the later approval of the Central Executive, for any expenditure beyond the budget allotment, which may be urgently needed to carry out the allotment which may be urgently needed to carry out the objectives of the association.

## 10.3 Vice President

The vice president shall act like a president in the absence of the president And shall have the same powers as the President.

## 10.4 General Secretary

The General Secretary shall

- Operate the funds in conjunction with the vice president of the association subject to the general approval of the Central Executive Committee.
- Attend all activities as approved by the Central Executive Committee.
- Be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.
- Take steps to strengthen the Association and improve its work. • Also, attend to any other matter which may be entrusted to him by the President; may keep Rs. 500/- with him for day to day needs.

#### 10.5 Secretaries

- The Secretary shall assist the secretary in the management of the activities of the association.
- Act for the Secretary in the absence of the General Secretary.

#### 10.6 Treasurer

- He/She shall be responsible for (lie maintenance of the records and accounts of the Association under the heads of income and Expenditure.
- Ensure that necessary Receipts and Vouchers are regularly kept and maintained.
- Operate the bank account jointly with the President and General Secretary.
- Shall 'prepare an annual report of the income and expenditure of the Association which will be presented at the time of the General Body for approval.
- Make payments of the bills sanctioned by the General Secretary or

the President.

- Get the accounts audited.
- Prepare the budget in consultation with the Vice President and the General Secretary for approval of the General Body.
- Maintain a regular roaster of the members of the Association.

## AMENDMENTS

11.1 Amendment to the Constitution shall be carried out only by a General Body meeting when a minimum of two-thirds of the majority of votes of the members present is obtained.

11.2 The proposed amendment to the Constitution shall be circulated to all the members as an agenda item for the General Body meeting.

11.3 An amendment can only be moved with the permission of the Presiding Officer at the meeting of the General Body.

11.4 No amendments shall be effected without the proper quorum, i.e., 30 members.

## FINANCE & ACCOUNTS

2.1 The association shall raise funds, the objective of the Association through

Subscription from the members.

Money donated by the members.

Any other source approved by the Central Executive committee.

12.2 The Accounts of the Association shall be maintained in any scheduled



Bank.

12.3 The funds of the association may be invested in Government societies, Bonds and Debentures, Unit Schemes of the Unit Trust of India, and Fixed Deposits in Nationalized Banks.

12.4 Withdrawals from the invested funds shall be made only with the approval of the Central Executive Committee and the Advisory Committee.

### 13. Audit of Accounts

The accounts of the Association shall be audited once, in a year.

### 14. Records of the Association

The following records shall be maintained in the office of the Association:

- Roll of membership
- Minutes of the Central Executive Committee meeting.
- Minutes of the General Body Meeting.
- Stock register of consumable and non-consumable items.
- Cash Book and Ledger.
- Receipts and Vouchers.
- Copies of all Publications and Reports of the Association.

### Subscription

15. The rates of subscription/enrolment shall be as under:

- i. Enrolment fee for membership: ₹ 50
- ii. Lifetime membership: ₹ 500

**Capital of the Association:**

**It shall be through:**

- I. Enrolment Fee**
- II. Annual Subscription Fee**
- III. Life Membership Fee**
- IV. Donations**