

**THE WEST BENGAL SOCIETIES REGISTRATION ACT 1961
WEST BENGAL ACT XXVI OF 1961**

REGULATIONS

OF

KOLKATA HERITAGE BUSINESS SCHOOL ALUMNI ASSOCIATION

MEMBERSHIP

1. ADMISSION

The signatories to the Memorandum of Association and the office bearers of the Governing Body of the Association shall be the first members of the society. The Executive Committee may admit to membership any person of any caste, creed or sex who fulfils any of the following criteria and agrees in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Executive Committee will be interested in advancement of the objects of the Society:

- a) All participants who have successfully completed the two year or three year Post Graduate studies of the Institute, namely, Master of Business Administration (MBA).
- b) All the members of the Faculty, and the Research Staff of the Institute.

Be it noted here that the power to admit the members is the sole and absolute power of the Executive Committee and the Executive Committee may refuse to admit any person as a member without assigning any reason therefore.

Any person eligible to become a member shall apply to the Secretary of the Association in such form as may be prescribed by the Executive Committee. The names for membership must be proposed and seconded by at least two of the existing members of the Association. The application form duly filled in together with the admission fee for membership as decided by the Executive Committee from time to time will be submitted for approval of the Executive Committee. Such names as are approved shall be duly entered in the Register of Members of the Association.

2. TYPES OF MEMBERS

There shall be Executive Committee consisting of not less than 7 members. The office bearers of Executive Committee shall comprise of President. Vice-President. Secretary, Assistant Secretary and Treasurer, and other members of the committee. The office bearers and other members of the committee shall be elected at the Annual General Meeting.


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There will be three types of members:

i) LIFE MEMBERS:

Any person qualified to become a member under clause (a) above and who pay a sum of Rs 2000/- (Rupees Two Thousand only) as membership fee is eligible to be a Life Member of the Association.

ii) ORDINARY MEMBERS

Any person qualified to become a member under clause (a) above and paying the annual ordinary membership fee of Rs. 500/- (Rupees Five Hundred only) in advance is eligible to be an ordinary member of the Association. Such fee for subsequent years shall be paid by him in advance before the **30th day of March** in each year.

iii) HONARARY MEMBERS

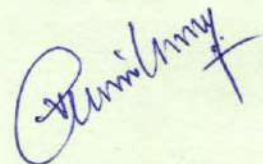
The members of the Board of Governor, the Faculty and the Research Staff of the Institute, covered under clause (b) above shall be 'ex-officio' Honorary Members of the Association during their tenure of association with the Institute.

The Fees for Life Membership, Ordinary Membership may be reviewed from time to time by the Executive Committee and ratified by the General Body.

3. CESSATION OF MEMBERSHIP

Any member shall cease to be a member:

- a) If he/she resigns and his/her resignation is accepted by the Executive Committee.
- b) If he/she is adjudicated lunatic or insolvent.
 - c) If his/her name is removed from the membership for misconduct, social or moral stigma or by any other reason by a resolution passed by majority in an Executive Committee meeting.
- c) If he/she has defaulted in making payment of the whole or part of the subscription fee within the due date.



4. REGISTER OF MEMBERS

The society shall maintain a register of members containing the names, address and their occupations, the date of admission and of cessation of membership; the Register will be kept open for inspection to the members of the society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5. RIGHTS & OBLIGATION OF MEMBERS

Any member of the society has the right (a) to elect and to be elected in any election of the society, (b) to submit suggestion for discussion to the Governing Body and subcommittee on any matter relation to society, (e) to inspect the accounts and the proceedings of the meetings of the society on appointment with the Secretary, (d) to pay his/her subscription within the prescribed time, Defaulting members shall not be allowed to take part or vote in a meeting. Member shall have one vote each.

6. EXPULSION & REMOVAL

Frequent actions of any members, if found by the Governing Body detrimental to the interest and in violation of the regulations of the society, he/she may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him/her to submit his/her statement of defence with a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his/her case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-prate decision.

For any act of expulsion or termination no such members shall be entitled to prefer any Claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful.

EXECUTIVE COMMITTEE

The business of the Association shall be managed by an Executive Committee.

- a) There shall be Executive Committee consisting of not less than 7 members. The office bearers of Executive Committee shall comprise of President. Vice-President. Secretary, Assistant Secretary and Treasurer, and other members of the committee. The office bearers and other members of the committee shall be elected at the Annual General Meeting.
- b) The resignation and removal of the Executive Committee members shall be dealt with as has been prescribed as in the case of other members noted herein before.



- c) The Executive Committee appearing shall be elected every two years at the Annual General Meeting, which would normally coincide, with the Annual Reunion/Fest. The nomination papers for the election, in prescribed format, should reach the Registrar/Joint Registrar of the Institute at least 5 (five) days before the day fixed for the election. The election will be conducted by the outgoing Secretary with the help of other members of the outgoing Executive Committee, who will constitute the Election Committee, under the guidance of the Joint Registrar of the Institute. The election results must be declared by the Director and, in case of any dispute, the decision of the declaring authority shall be final and binding. The members of the Executive Committee who retire shall be eligible for re election.
- d) The first meeting of the newly elected Executive Committee shall be convened by the Election Committee within 7 (seven) days from the date of announcement of election result. If, at anytime, any of the office bearers dies, retires, resigns, or becomes incapable of discharging the affairs of the Association as such, the Executive committee may fill up the vacancy temporarily from amongst other members of the Executive Committee, until the next Annual General Meeting of the Association.

TERM OF ELECTION

The term of office of the Governing Body shall ordinarily be every two years, unless it is dissolved/ terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

MEETING

- a) Meeting of the Governing Body shall be held at least once in six months at such place, date and time, as the President or the Secretary may determine. All meetings of the Executive Committee shall be presided over by the President and in his/her absence, by the Vice-President.

NOTICE & QUORUM

Seven days notice of the meeting specifying the place, date, time and agenda to be transacted shall be given to every member of the Executive Committee. An Emergency Meeting may be called at 24 hours' notice. One-third members will form the quorum at any meeting of the Executive Committee. If quorum is not formed within 30 minutes of the scheduled time, the members present shall adjourn the meeting.



PROCEDURE OF THE MEETING

The President or in his absence the Vice-President or in his absence also, the members present shall elect a chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President shall have a second or casting vote in addition to his own vote in case of equality of votes.

POWER & DUTIES OF GOVERNING BODY

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties:

- (i) To appoint sub-committee with such power and duties as may be considered necessary or expedient.
- (ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society.
- (iii) To sell, lease, mortgage or otherwise dispose off and deal with all or any part of the property of the society prior approval at AGM.
- (iv) To keep proper accounts of the society and to open bank account in the name of the society.
- (v) To appoint a person or persons on payment to assist the Secretary/treasurer in the maintenance of account.

BOOKS OF ACCOUNT & INSPECTION

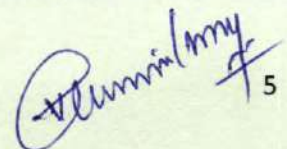
The books of account and other statutory books shall be kept at the registered office and shall be open for inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

ACCOUNTING YEAR

The accounting year of the Society shall be from the 1st day of April to the 31st day of March of following year.

BANK ACCOUNT:

The Bank Account of the Association will be operated upon jointly by any two of the office bearers, namely President, Vice-President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer, or any two Faculty Members of the Executive Committee as decided from time to time by the Executive Committee.

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GENERAL MEETING

ANNUAL GENERAL MEETING

The Secretary shall annually call the Annual General Meeting as per provisions of W.B.S.R. Act, 1961, giving at least 14 day's notice to all members. The notice shall contain the place date, day and time of the meeting.

AGENDA

The business to be transacted at the A.G.M, shall be:

- (a) To confirm the minutes of the last A.G.M. and of special general meeting if any.
- (b) To adopt with or without modification the report of the working of the society for the previous year.
- (c) To pass audited accounts of the society for the previous year ended,
- (d) To appoint qualified Auditor or Auditors,
- (e) To transact such business as may be fixed by the governing Body,
- (f) To transact such other business as may brought forward by giving 14 days previous notice from any member,
- (g) To conduct general election.

QUORUM OF THE MEETING

1/3rd members personally present at the commencement of the meeting shall constitute the quorum.

MANNER AND METHOD OF VOTING

The President of the meeting shall decide the manner and method of voting at the outset of the meeting.

SPECIAL GENERAL MEETING

A special General Meeting may be convened by the governing Body at any time in view of urgency of the matter. At least 7 days notice shall be given to every for special general meeting. Members may request the Governing Body for Special General Meeting by placing a requisition signed by 2/3rd of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisition shall hold such meeting provided no business other than those specified in the notice shall be transacted.

Summit/ny

EXTRA-ORDINARY GENERAL MEETING

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration of amendment of the memorandum/regulations of the society. 7 days notice along with the proposed draft of change shall be sent to member before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations be carried out if accepted by the three fourths of the members present at the meeting.

DUTIES OF THE OFFICE BEARERS

PRESIDENT

He / She shall (a) preside over all meetings of the Association, (b) advise the Association on all points of dispute, (c) take all disciplinary actions such as removal, dismissal, etc, in consultation with the Executive Committee (d) advise the Secretary in any matter requiring urgent attention, (d) call emergent meeting

VICE-PRESIDENT

He / She shall (a) assist the President in discharging his duties, (b) discharge the duties of the President in the absence of the former.

SECRETARY

He / She shall (a) convene all meetings of the Association, (b) maintain Minute Book of all meeting, (c) issue general circulars and notices, (d) receive all applications for membership of the Association, which shall be placed before the Executive Committee (e) sign on behalf of the Association all receipts for all sums received (e) sign and give orders on bills of payments (f) transact all other business (including correspondence and communication to and from the Associations) subject to direction of the Executive Committee.

ASSISTANT SECRETARY

He/She shall (a) assist the Secretary in discharging his duties (b) discharge the duties of the Secretary in the absence of the Secretary.

TREASURER

He/She shall (a) collect and receive all sorts of subscription and deposits of money and grant receipts, (b) maintain and keep Cash Book and such other Accounts as are necessary, (c) prepare the budget in consultation with the Secretary for consideration of the Governing Body.



ASSISTANT TREASURER:

He/ She shall (a) assist the Treasurer in discharging his duties, (b) discharge the duties of the Treasurer in the absence of the Treasurer.

OTHER MEMBERS:

The other members from the Faculty and Alumni shall advise the Executive Committee in its day-to-day activities.

MAINTENANCE OF AUDIT OF ACCOUNTS

The society shall maintain books of accounts as required under sec 15(1), (a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in sec. 15(2) of the Act.

SUIT & LEGAL PROCEEDINGS

All suits and legal proceedings by society shall be in the name of the Secretary or such person as shall be appointed by the committee.

ALTERATION OF THE MEMORANDUM & REGULATIONS:

Subject to the provisions of the West Bengal Societies Regulations Act, the Rules and the provisions of the Memorandum and Regulations of the Association may be altered by the votes of 3/4th of the members of the Association entitled to voting rights present at General Meeting of



the Association convened according to the Regulations. Voting by proxy shall not be allowed. Amendment of the bye-laws may be made by the Executive Committee by a simple majority.

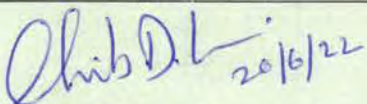
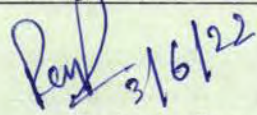
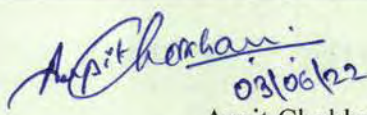
DISSOLUTION OF THE ASSOCIATION

Subject to the provisions of the sections 24 & 27 of the West Bengal Societies Regulations Act, 1961 or any statutory modifications thereof, the society may be dissolved by a resolution to that effect passed by 3/4th members of the society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association, if any after dissolution. In the event of dissolution, the assets of the society remaining on the date of dissolution shall under no circumstance, be distributed among the members but the same shall be transferred to other societies having similar objectives.

GENERAL:

The proceeding and the records of the Association shall be kept in English. In case of emergency or necessity, the President in consultation with the Secretary shall have the power to convene a General Body Meeting by giving 48 hours notice to the members.

We, the undersigned members of the Executive Committee of the Kolkata Heritage Business School Alumni Association do hereby certify that the above is a correct and true copy of the Regulations of the Association.

Serial No.	Name & Signature	Designation
1.	 Chiranjib Datta Chaudhuri	President
2.	 Purbasha Roy	Vice-President
3.	 Arpit Chokhani	Treasurer

