

## **RULES AND REGULATION OF**

### **“SRI LAKSHMI NARAYANA INSTITUTE OF MEDICAL SCIENCES ALUMNI ASSOCIATION”**

#### **PONDICHERRY**

#### **NAME OF THE ASSOCIATION:**

The Name of the Association is **“SRI LAKSHMI NARAYANA INSTITUTE OF MEDICAL SCIENCE ALUMNI ASSOCIATION ”**

#### **ADDRESS OF THE ASSOCIATION:**

The office of the Association shall be situated at Osudu, Agaram Village, Villianur Commune, Kudapakkam Post, Puducherry – 605 502 .

#### **[A] MEMBERSHIP:**

- (1) Any person of age above 18 years without any legally recognized disability wishes to work for the goals of the society may be admitted in a meeting convened for that purpose by two third majority of the General Body.
- (2) The Executive Committee reserves all right to accept or reject the membership of any person without assigning any reason there for.

#### **[B] MEMBERSHIP FEES:**

- (1) Every person admitted to the membership is to pay a sum of Rs.100/- towards entrance fees and monthly subscription Rs.25/-
- (2) The membership fees shall not lie in arrears for more than three installments. If however it shall so lie in arrears the executive committee shall have power to treat the concerned member as a non member.
- (3) A members register shall be maintained giving details of the members, the amount collected the period for which it is relevant and the date of cessation of membership.
- (4) The Secretary shall be in charge of collection of fees etc., and the maintenance of the receipt book and the member register etc.,

#### **[C] EXECUTIVE COMMITTEE:**

- (1) The Executive Committee of the association shall consists of not less than five and not more than 12 members of the association.
- (2) Any casual vacancy in the Executive Committee shall be filled up by the executive committee and that Co-opted member shall hold the post for the period for which the original member would have ordinarily held it.
- (3) The Executive Committee shall meet once in every month or at such shorter intervals as may be found necessary for the purpose.
- (4) Any member of the executive shall be removed from office on his becoming lunatic deceased persons of un sound mind, insolvent or morally corrupt and being guilty of any offense under any law by a court of law at Pondicherry.
- (5) The proceeding of the executive committee shall be in hand written by the secretary of the society in a register to be maintained separately for the purpose. The minutes are to be signed by the Chairman of the meeting.

- (6) The President of the society shall be chairman of all the meetings of the executive committee. In the absence of the president a chairman shall be elected from among other members present.
- (7) Seven members personally present shall form a quorum for the executive Committee.
- (8) In the absence of any quorum for the meeting, the meeting shall stand adjourned to the same day of the next week at the same time. The members present on the adjourned meeting day shall form the quorum.
- (9) In the president through the Secretary shall call for the meeting of the Executive Committee. The Executive Committee meeting may also be called otherwise at the request of the minimum five of the members.
- (10) All the decision of the Committee Shall as far as possible be unanimous failing which, by a majority of not less than seven members who form the quorum of the meeting. Where only the quorum is present the decision shall be an unanimous one and not otherwise.
- (11) The Executive Committee Shall arrange to have the accounts of the Society written up regularly.
- (12) The Executive Committee shall arrange to call the Annual General Meeting of the Society once in two year. But however not more than 3 months shall lapse after the close of the accounts for the year, in calling such an Annual General Meeting.
- (13) The Executive Committee shall have power to raise funds or advance money when it is absolutely necessary.

#### **GENERAL BODY:**

- (1) All the members of the society who are not in arrears of subscription as on the date of issue of notice of the Annual General Meeting shall constitute the general body.
- (2) The General Body would transact the following business at its Annual General Meeting.
  - (a) Consideration and adoption or otherwise of the accounts with reports of the society for the year.
  - (b) Election of Executive Committee members for the ensuring year.
  - (c) Appointment of auditors of the society.
  - (d) Other objects for which specific notice is given and/or with the permission of the chairman of the meeting.
- (3) 2/3 of the members of the society or members personally present whichever is lower will form quorum for the general body meeting. If at any meeting there is no quorum, the meeting shall stand adjourned to the same day of the next week at the same time. The members present on the adjourned meeting day shall form the quorum. This rule shall also apply in case of any other General Body Meeting.

#### **ACCOUNTS:**

- (a) The accounts of the society will be under the custody and control of the Secretary.
- (b) The accounts will be balance every month and closed once every year For the purpose of audit.
- (c) The accounts will be audited by Chartered Accountant appointed by the General Body. The accounting year of the society shall be the calendar year.

## **RECORDS:**

- (a) The following shall be the records of the society.
- (b) Proceeding of the Executive Committee and General body.
- (c) Correspondence file.
- (d) The president will be in charge of the maintenance of records and the custody thereof.

## **GENERAL:**

- (a) The members of the society will have right to peruse the accounts and records of the society with the prior permission of the President.
- (b) The members of the society not being less than 5 in number in writing can request the executive committee for a meeting of the General body specifying the subject for the meeting.
- (c) If the Executive Committee does not call for the meeting at such Request being received, within 15 days of the receipt of the notice, the requisitions by themselves may call and conduct General Body Meeting. All expenses incurred in connection there with, will be debit able to the societies accounts and the persons who incurred the same being reimbursed.
- (d) Not less than 5 days notice shall be issued for an Executive Committee Meeting.
- (e) Not less than 7 days notice shall be issued for the General Body Meeting.
- (f) All members of the society eligible to attend the meeting shall be Qualified to be appointed ( Co-Opted) or elected to the Executive Committee.
- (g) The President of the society shall be the chairman of the meeting. In Absence of the president, the members can elect a Chairman.
- (h) The Chairman of the meeting shall have power of a casting vote in all cases of equality at the time of voting either by show of hands or by ballot. The accounting period of the society shall be from 1<sup>st</sup> day of April to 31<sup>st</sup> day of March every year.
- (i) The Treasurer who is in charge of the cash, will retain with him cash upto Rs.100/- any amount in excess of the above shall be deposited with a scheduled bank or at Post Office.
- (j) The Executive Committee shall dissolve as to their bankers of the Society. The President and Treasurer shall jointly operate the bank accounts.
- (k) All expenses of the society shall be approved by the president and secretary of the society before payment.
- (l) In so far as matters not provided for herein the provisions of the society Registration act 1860 shall apply Certified that the above is a correct copy of the rules and regulation of the society.