

**ALUMNI ASSOCIATION  
BAL BHARATI PUBLIC SCHOOL  
April 2015**

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**BYE-LAWS OF THE ASSOCIATION (With effect from 1<sup>st</sup> April 2015)**

**1. NAME OF THE ASSOCIATION**

The name of the association shall be "ALUMNI ASSOCIATION, BBPS, GRH MARG"

**2. OFFICE OF THE ASSOCIATION**

The permanent office of the association shall be at Bal Bharati Public School, Sir Ganga Ram Hospital Marg, New Delhi

The association may have one or more offices at the office/s of the office bearers and in other cities as their representative office/s as mutually decided by the Executive committee from time to time.

**3. MEMBERSHIP OF THE ASSOCIATION**

All the students of Bal Bharati Public School, who:

- a. Either have continuous stay of 5 years in the school
- b. OR have passed both Xth and XIIth from the school

can become a member of the association on payment of requisite membership fee, decided from time to time.

**4. MEMBERSHIP FEE**

The current membership fee is Rs.2500/-, the amount may be increased from time to time as mutually agreed upon by the association and school.

## 5. BATCH REPRESENTATIVES

All the batches shall nominate/elect their respective batch representatives.

Only the elected batch representatives can participate in the process of elections of the office-bearers of the Executive Committee.

There can be a maximum of five representatives per batch subject to a total of 150 batch representatives.

## 6. ELECTIONS

a) Elections of the Association shall be held every TWO YEARS under the supervision of the Director.

b) The Elections shall be held as per following procedure.

After the elections of batch representatives the process of election of executive committee will start. Outgoing President shall be the returning officer for the elections.

Step 1: The election will start from the post of president then Vice presidents and so on as per the list given below.

Step 2 : At least one batch representative shall nominate another representative for a post which should be seconded by a third representative. If more than one person is nominated for a post then the election shall be finalized on the basis of voice vote. If there is still no decision then decision will be by show of hands.

In case of any dispute or confusion the decision of Director shall be final.

## 7. EXECUTIVE COMMITTEE

The Executive Committee of the Association shall consist of :-

- |              |   |                         |
|--------------|---|-------------------------|
| 1) Director  | - | Principal of the School |
| 2) President | - | One                     |

3) Vice President	—	Two
4) Secretary	—	One
5) Jt. Secretary	—	Four
6) Treasure	—	One
7) P.R.O	—	Two

Note:

- a. Any 4 posts out of 11 mentioned above should be held by female candidates, however if required number of female candidates are not available then the vacant posts can be held by any male candidate.
- b. No posts can be repeated by any member for immediate two terms.
- c. Not more than two posts can be held by representatives of the same batch.
- d. The President, Treasurer and Secretary can't be from the same batch.

8) Co-opted members :

Executive Committee can nominate any number of co opted members.

### 8. PRESIDENT

- a. The minimum age for holding the President's Post is 35 years as on the date of elections.
- b. Only a member whether elected / co-opted / advisor in the outgoing Executive Committee and who has actively worked in the last term can contest for the post of the President.
- c. Outgoing President : The outgoing President shall be member of Executive Committee for the next term as advisor. He / She may thereafter contest in the election for any post.

### 9. FUNCTIONS OF EXECUTIVE COMMITTEE

- a) Director:-
- i) The Director shall be the election –in-charge for the elections of the of the Batch- Representative and other office – bearers.
  - ii) The Decision of Director Shall Be final and binding, in case of any disagreement amongst other office bearers.
- b) President :-
- i) President shall supervise all work/activities of other office bearers and batch representatives.
  - ii) He/She shall be the head of the Association and preside over the meetings.
  - iii) President shall have the power to permit inclusion of any matter in agenda in the course of meeting proceedings
- c) Vice President :-
- In the absence of president, the Elected Vice President , shall enjoy all powers and perform all duties which are entrusted to president. He/ She will assist President in all his/her work.
- d) Secretary :-
- i) To maintain all records of the association.
  - ii) To record minutes of all the proceedings, and circulate them amongst other office bearers.
  - iii) To call the meetings and prepare agenda for these meetings.
  - iv) In the absence of President and the Vice President, the secretary shall enjoy all powers and perform all duties which are entrusted to presidents.
- e) Joint Secretary:-
- To assist secretary in all his/her assigned jobs.



- f) Treasurer:- He shall keep accounts of all receipts and expenditure of the association and circulate the accounts at periodical intervals.
- g) P.R.O.:- He shall monitor all communications of the association and assist secretary in all official communications.

#### **10. TENURE OF OFFICER BEARERS**

The tenure of all office bearers shall be two years, or till the occurrence of next elections, whichever is later. The batch representatives may continue for a longer duration at the discretion of the Director of the Association.

#### **11. TERMINATION of MEMBERSHIP**

To continue to hold a post in the executive committee an office bearer should attend at least 25% of the meetings and actively participate in at least 50% of the events otherwise the office bearer can be asked to vacate the post by the executive committee after issuance of show cause notice to explain his / her position.

Further the Executive Committee shall have the power to suspend and/or terminate the membership of any member on the following grounds:-

- a) If the activities of a member are not in the interest of the association.
- b) For misusing of the name and/or logo of the association

If any post falls vacant without completing the tenure due to any of the above reasons then the same can be filled by nomination by the Executive Committee.

#### **12. RE- ADMISSION OF A MEMBER**

The Executive committee of the Association shall have the discretion to re-admit any of the suspended/terminated member.

### **13. BANK ACCOUNTS**

The bank accounts of the Association shall be maintained by any two SIGNATORIES of the following three

- a) Director
- b) President
- c) Treasurer

The treasure is permitted to keep a Cash balance of Rs. 10,000/- or more, as decided by Executive committee for meeting day to day expenses.

### **14. OBJECTS OF THE ASSOCIATION**

- a) To creative a sense of harmony, cooperation and comrade amongst the members of the association
- b) To create a network of the members of the association in order to help them interact with each other of manual benefit.
- c) To help and guide the students of the school as required.
- d) To work for the improvement of image of their alma-mater.
- e) To participate in various school activates for the benefit of school its students and staff.
- f) To promote education and sports for the benefit of their school students.
- g) To publish papers for the awareness of school students.
- h) Any other allied activity which is incidental to the objects of the association.
- i) To raise funds for the association through donations, contributions, sponsorships, subscription, events and any such sources. The funds are to be utilized for the promotion of objects of the association.
- j) To frame/ amend rules and bye-laws of the association as may be found necessary form time to time.

### **15. MEETINGS OF THE ASSOCIATION**

- a) Executive committee shall meet at least once in every quarter. The quorum for such meetings shall be minimum one third of all elected nominated members. At such meetings only elected members shall be permitted to vote, if required.

- b) Annual General body get Together shall be held at least once a year. All important decisions take by Executive Committee shall be ratified at AGM.


**16. DISSOLUTION OF THE ASSOCIATION**

The association may be dissolved only at the discretion of the direction/president of the association with at least one seconding authority, in most case the Advisors/Patrons of the association.

**17. DIRECTOR'S DESCRETION**

Any law or rule mentioned in the bye law can be overruled or amended by Director.

  
LV Sengal  
Director

  
Manish Arora  
President

  
Reetu Dawar  
Secretary