

NALBARI COMMERCE COLLEGE ALUMNI ASSOCIATION

MEMORANDUM OF ASSOCIATION

1. NAME OF THE SOCIETY

The name of the Society shall be “**NALBARI COMMERCE COLLEGE ALUMNI ASSOCIATION**” which shall be registered under the Societies Registration Act of 1860 and the rules framed thereunder.

2. REGISTERED OFFICE OF THE SOCIETY

The registered office of the Society shall be situated in the District of Nalbari at Japarkuchi, Ward No. 6, Nalbari Town, Nalbari-4, Assam.

3. AREA OF OPERATION OF THE SOCIETY

The area of operation of the Society shall be intellectual, infrastructural, cultural, and institutional development of Nalbari Commerce College, Nalbari.

4. AIMS AND OBJECTS OF THE SOCIETY

The aims and objects to be pursued by the Society are -

- (i) To identify the needs of the college and attempt to fulfill the needs so identified.
- (ii) To support the institution in terms of intellectual, infrastructural, and cultural needs of the institution.
- (iii) To promote a lifelong relationship and to act as a forum for the exchange of information among its members.
- (iv) To organize and establish scholarship funds to help needy and deserving students.
- (v) To exchange professional knowledge, organize technical conferences, seminars workshops & training courses.
- (vi) To provide career development and guidance.
- (vii) To create interest and motivate the alumni to participate in the progress of the Institute and make them contribute towards the enhancement of their Alma mater.

5. GOVERNING BODY (MINIMUM 07 SEVEN)

The names, addresses, occupations, and designations of the members of the first Governing Body to whom the management and affairs of the Society are entrusted as required under Section 2 of the Societies Registration Act, 1860, as applicable to the Alumni Association, are as follows:-

SN	Name	Father/ Husband	Address	Designation	Occupation
1	Dr. Hemen Kumar Sarma	Late Baikuntha Nath Sarma	Vill: Budrukuchi, PO: Budrukuchi, Dist: Nalbari, Assam, Ph: 9864139390	President	Tax Consultancy

2	Manabendra Sarma	Ambunath Sarma	Yuva Nagar, Noonmati, Kamrup Metro, Assam-781020 Ph: 8822641479	Vice-President	Self Employed
3	Bibhuti Bhusan Das	Late Debi Ram Das	Sonpur, Ward No. 9, Nalbari Town, Nalbari-5, Assam Ph: 8822128077	General Secretary	Service
4	Palash Paran Sarma	Devdas Sarma	Vill: Barnarddi, PO: Barnarddi, Dist: Nalbari, Assam Ph: 7002859285	Joint Secretary	Service
5	Kailash Haloi	Late Nabin Haloi	Mugkuchi, Nalbari, Assam Ph: 7002038453	Treasurer	Service
6	Paresh Chandra Barman	Umesh Chandra Barman	Vill: Japarkuchi, PO: Terechia, Dist: Nalbari, Assam Ph: 9435129155, 7002189324	Executive Member	Service
7	Bubul Talukdar	Harish Talukdar	Vill: Barkuriha, PO: Barkuriha, Dist: Nalbari, Assam- 781348 Ph: 9365218814	Executive Member	Self Employed
8	Nayan Jyoti Das	Tiken Das	Lane No. 3, Near Madhab Mandir, Bidyapur, Nalbari Ph: 9707092021	Executive Member	Service
9	Nila Mani Barman	Tilak Barman	Vill: Panarkaunia, PO: Ghograpar, PS: Nalari, Dist: Nalbari, Pin: 781369, Ph: 9101413545	Executive Member	Service (Pvt)
10	Niku Barman	Lakshi Kanta Baman	Vill+PO: Amrikhoya, PS: Sarthebari, Dist:Barpeta, Pin 781307, Ph: 8720918828	Executive Member	Service (Pvt)
11	Debashree Mahanta	Pranab Mahanta	Vil: Japarkuchi, PO: Chowkbazar, Dist & PS: Nalbari, Pin: 781334, Ph: 7896638702	Executive Member	Service

6. DESIROUS PERSONS

We, the undersigned are desirous of forming a society namely:

“NALBARI COMMERCE COLLEGE ALUMNI ASSOCIATION”, under the Societies Registration Act, 1860 as applicable to the Association, in pursuance of this Memorandum of Association of Society.

7. List of General Body Members:-

SN	Name	Father/ Husband Name	Address	Occupation
1	Dr. Hemen Kumar Sarma	Late Baikuntha Nath Sarma	Vill: Budrukuchi, PO: Budrukuchi, Dist: Nalbari, Assam, Ph: 9864139390	Tax Consultancy
2	Manabendra Sarma	Ambunath Sarma	Yuva Nagar, Noonmati, Kamrup Metro, Assam- 781020 Ph: 8822641479	Self Employed
3	Bibhuti Bhusan Das	Late Debi Ram Das	Sonpur, Ward No. 9, Nalbari Town, Nalbari-5, Assam Ph: 8822128077	Service
4	Palash Paran Sarma	Devdas Sarma	Vill: Barnarddi, PO: Barnarddi, Dist: Nalbari, Assam Ph: 7002859285	Service
5	Kailash Haloi	Late Nabin Haloi	Mugkuchi, Nalbari, Assam Ph: 7002038453	Service
6	Paresh Chandra Barman	Umesh Chandra Barman	Vill: Japarkuchi, PO: Terechia, DIst: Nalbari, Assam Ph: 9435129155, 7002189324	Service
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RULES AND REGULATIONS OF
NALBARI COMMERCE COLLEGE ALUMNI ASSOCIATION

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| 1 | Name of the Society: | Nalbari Commerce College Alumni Association |
| 2 | Address of the Society: | Japarkuchi, Ward No. 6, P.O.: Chowkbazar, District: Nalbari, Assam |
| 3 | Area of Operation: | Intellectual, infrastructural, cultural, and institutional development of Nalbari Commerce College, Nalbari |
| 4 | Classification of Members: | There shall be 2 kinds of Members viz. Life Member and Ordinary Member |
| | a. Life Member: | A person who has faith in the Objectives of the Society and Zeal to work for it and pays Rs. 500/- (Rupees Five Hundred) only as a subscription to the Society once in a Life Time will be a Life Member of Society. |
| | b. Ordinary Member: | Any person who has faith in the Objectives of the Society Work and at least two Member Of The Society recommended then pays Rs. 200/- (Rupees Two Hundred) only once a year will becomean Ordinary Member. |
| 5 | Suspension and Termination of Membership: | <ol style="list-style-type: none"> 1. An Ordinary Membership shall cease to be a member and terminate if the annual subscription fee is not paid by the Quarterly of the year. 2. The Governing Body may suspend a Member if he/she Indulges himself/herself in any act detrimental or prejudicial to the interest of Society. 3. A suspended Member may be expelled for any period from the Society on the recommendation of the 2/3rd majority of the Governing Body. 4. A Member may withdraw his/her Membership by submitting his/her resignation to the President. 5. The Membership of a member shall cease on the death of any Member. 6. The Membership of a member shall cease when one goes mad. 7. The Membership of a member shall cease when penalized under I.P.C. by the Court. 7. Membership shall cease when a Member does not attend 3(three) consecutive meetings without justified reasons. |
| 6 | Bodies of the Society: | <ol style="list-style-type: none"> a. General Body. b. Governing Body (Normally shall be known as Executive Committee). |
| | a. General Body: | The general body shall consist of Life Members/founder members and Ordinary members. |
| | b. General Body Meetings: | <ol style="list-style-type: none"> 1. The General Body shall meet at least once a year ordinarily within the first 2 months after the closing of the financial year. The President shall fix the date, place & time for such meetings. |

2. It shall consider such matters as may be brought up by the Governing Body. It shall also review the workings of society.
- c. Information for General Body Meeting:
- d. Date/ Time of Annual General Meeting: It will be called in a year. The 2/3rd Member of Governing Body will decide the date, place, and time.
- e. Duties and Rights of General Body Members:
 1. All Members will be entitled to receive notice of all annual and special General Body meetings.
 2. All Members will be entitled to vote in the entire Annual and Special General Body Meeting.
 3. The General Body has the power to make and amend rules and regulations and also objectives from time to time.
 4. The General Body has the right to make bye-laws concerning the working of the association.
 5. The General Body shall appoint an auditor/auditors for auditing the accounts and reporting thereon.
 6. The General Body shall have the authority to repeal, amend and modify the Bye-laws with a 2/3rd majority.
7. Governing Body/ Executive Committee: The Governing Body shall consist of members elected/ selected by the General Body members. The Governing Body shall consist of at least 11 members. The strength of the Governing Body may be increased by a 2/3rd majority.
 - a. Meetings: The Governing Body normally shall meet twice a year. However, a special meeting may be called for as and when required.
 - b. Notice/ Information: A 7-day notice of a meeting in writing shall be served to the members through e-mail or WhatsApp. However, in case of an emergent meeting, a short notice of 24 hours may also be served.
 - c. Quorum: The quorum of the meeting shall be 2/3rd of the total strength
 - d. Filling of the Vacancies:
 1. Casual vacancies shall be filled by the decisions of the Governing Body by a 2/3rd majority.
 - e. Duties and Powers of the Governing Body:
 1. The Governing Body shall be responsible for the effective implementation of the Aims and Objects and the smooth functioning of the Society. It shall have the sole discretion to appoint/take Members into the Organization from time to time.
 2. The Committee shall be competent to do all such lawful deeds, acts, and things as may be conducive or expedient in the interest of the Society on behalf of the President.
 3. In addition to the generality of powers in matters of direction, control, and management of the Society and its affairs, the Governing Body in particular, shall have the following powers :
 - a. Society is non-profit making and all the income earnings, moveable or

immovable properties of the Societies shall be solely utilized and applied towards the promotion of its aims and objects only set.

- b. To pay all expenses incurred in the formation of the society and carrying out its Objects.
- c. To engage employees or honorary workers to settle their conditions of service & to make suitable disciplinary action against them as and when needed.
- d. The proceeding, resolution and acts of the aforesaid by formal resolution in respect of any such committee or sub-committees.
- e. It will be open to the Governing Body of the Society to remove any Members of such committees and modify or alter any acts, proceeding & resolutions.
- f. To frame Rules or Regulations for the proper and efficient working of its Society and for regulating the business of its different activities, departments, and section & generally to conduct the business of the Society.
- g. The Governing Body may delegate all or any of the powers to a sub-committee. The Governing Body will fill the casual vacancies in the Governing Body.
- h. To purchase assets for society. Registered the assets if necessary in the name of society. These assets will be under the control of the President.
- i. To raise funds through donations, by request, by public subscriptions, by appeals, and by accepting contributions from State or Central Government, from individual contributions and or offerings, by grants, presents, from philanthropic bodies, religious bodies, institutions, local bodies and industrial concerns, limited or private and to accept special offerings or gifts, both in the form of movable or immovable property to fulfill the aims and objectives of the Society.

f. Tenure of the Executive Committee:

The Tenure of the Executive Committee shall be for 1 year

8 Powers of the Office Bearers of the Governing Body:

a. President:

1. To preside over the meetings of the committee and other ceremonial functions by the Society.
2. To decide, change, or extend the date for the meeting and to inform the members.
3. To use his discretion in the event of any difference of opinion among the Members of the Committee.
4. Act as Chief Executive Officer of the Society.
5. President will be the Liaison Officer of the Society.
6. He/She will coordinate with the Govt. NGOs & Other Private Societies.
7. To Execute the decision taken by the Society.
8. The President shall have the power to decide to meet the emergent situation in the interest of Society. President will apprise the Governing Body of his/her decisions.
9. Where rules are silent President can make Rules and decide on the interest of Society.
10. To prepare documents for and on behalf of the Society and to conduct its

correspondence.

11. To permit the membership.
12. To prepare annual report of the previous year about the activities and progress, accounts and expenditure as well as Annual Budget and place it before Society.
13. To sanction bills, vouchers, debit-notes, credit-notes, cheques and other documents as tenders, quotations, expenses, purchase etc. of the society by his/her signature.
14. To exercise drawing and disbursing powers.
15. To sanction salary, wages, tours, traveling, etc.
16. To engage, terminate, dismiss, suspend, or penalize any employee/honorary worker with the consent of the Members of the Governing Body.
17. He/She shall be responsible for the collection of funds for the society.
18. He/She shall look after all financial matters of the Society.
19. He/She shall be responsible for the maintenance and safe custody of all papers documents and seals etc. of the Society.
20. To look after the assets of the society.
21. To receive financial and non-financial assistance from the Government, Non-Government organizations, International Agencies, Banks, and any other legal entity or individual.

- b. Vice-President: The Vice-President shall enjoy all the rights of the President in absence of his absence.
- c. General Secretary
1. The Secretary shall be responsible to the Governing Body for all day-to-day activities relating to the proper management, maintenance, and upkeep of the Society and:
 2. Will convene meetings of the Governing Body and General Body whenever necessary or called upon to do so.
 3. Will prepare the Register of Members as well as the proceedings register to record the minutes of the proceedings of the Governing Body meetings and the General Body meetings and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings.
 4. Look after the administration and other affairs and attend to all correspondence.
 5. Summon and attend the meetings of the General Body and the Governing Body.
 6. Give effect to the directions and decisions taken at such meetings.
 7. Collect all dues to the Society and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Society.
 8. Manage, and control the staff, and take disciplinary action where necessary.
 9. Institute, prosecute, and defend suits and other proceedings in which the Society may be involved.
 10. Prepare the annual report and financial statement of accounts under the guidance of the Governing Body.
 11. Generally, perform all such duties as are incidental to the office of the Secretary.
- d. Treasurer:
1. All the assets and funds of the Society shall remain under the care and

- management of the Treasurer of the Society.
2. The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him on behalf of the Society.
 3. The Treasurer shall make disbursements following the direction of Governing Body.
 4. The Treasurer will ordinarily hold a cash balance not exceeding Rs.5,000/- (or the amount which may be fixed by the Governing Body of the Society from time to time) to meet the emergent needs relating to the Society.
 5. All the cash excess of the above amount (or the amount fixed by the Governing Body) shall be deposited in any Bank(s) selected by the Governing Body of the Society.
9. Amendments to the Rules and Regulations of the Association: Whenever it shall appear to the Governing Body of the Society that it is advisable to alter, extend or abridge the Objectives of the Society or to make a change in the Rules and Regulations of the Society, the Governing Body shall submit the proposed amendments to the Members of the Society in a written form at least 15 days before a special meeting of the General Body called to make the amendments.
10. Bank Account: For the smooth maintenance of accounts, the association shall open a bank account in a commercial bank to be jointly operated by the President and Secretary.
11. Audit of Accounts: The accounts for each financial year (1st April-31st March) shall be audited by the competent Auditor appointed by Governing Body and the Balance sheet & Income and Expenditure account for the year audited shall be laid down before the Annual Meeting of the General Body, through Governing Body.
12. Legal Procedure: The President of the Society or the person authorized by the President or such other person who may be appointed by the Body will conduct all legal proceedings for and on behalf of the Society.
13. Maintenance of Records: The President shall arrange to maintain proper records like Register for Membership, Minutes, Cash-Book & Ledger, Stock Book, etc., and all receipts.
14. Dissolution: Dissolution of the Society and its property will be carried out under Sections 13 & 14 of the Society Registration Act-1860.




 Secretary
 Naibari Commerce College
 Alumni Association
 Naibari : Assam