

Constitution/ Byelaws

of

ALUMNI ASSOCIATION HPNLU SHIMLA

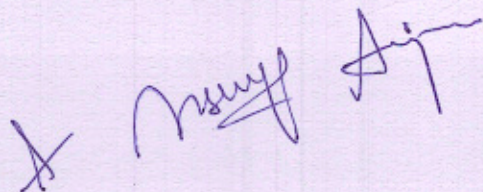
1. **TITLE:** The association shall be called *Alumni Association HPNLU Shimla*.
2. **REGISTERED OFFICE:** The Registered office of the association shall be at Himachal Pradesh National Law University, Shimla-Mandi Highway, Sixteen Miles, Ghandal, Shimla – 171014.
3. **AREA OF OPERATION & SCOPE OF ACTIVITIES OF THE ASSOCIATION:** The area of operation and the scope of activities shall be within the territory of Himachal Pradesh.
4. **DEFINITIONS:**
 - (i) 'Act' means the Himachal Pradesh Societies Registration Act, 2006;
 - (ii) 'Association' means the Alumni Association HPNLU Shimla;
 - (iii) 'Financial Year' means a financial year as defined under the Income Tax Act, 1961;
 - (iv) 'Meeting' means and includes the meetings as envisaged and delineated under these byelaws;
 - (v) 'Member' means the person so admitted into the association as per the provisions of these byelaws;
 - (vi) 'President' means the President as elected under the Article 14, Rule i of these byelaws;
 - (vii) 'Secretary' means the Secretary as elected under the Article 14, Rule iii of these byelaws;
 - (viii) 'Society' means the Alumni Association HPNLU Shimla;

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- (ix) 'Treasurer' means the Treasurer as elected under the Article 14, Rule iv of these byelaws;
- (x) 'University Regulations' means the rules, regulations, byelaws, office-orders, notices, or such other documents promulgated by the Himachal Pradesh National Law University, Shimla;
- (xi) 'University' means the Himachal Pradesh National Law University, Shimla established by Act 16 of 2016;
- (xii) 'Vice-President' means the Vice-President as elected under the Article 14, Rule ii of these byelaws;

5. AIMS AND OBJECTIVES OF THE ALUMNI ASSOCIATION HPNLU SHIMLA:

- (i) The aims and objectives of the Association shall be as follows:
 - (a) To provide a platform for interaction among the passed-out students of Himachal Pradesh National Law University, Shimla;
 - (b) To organize programmes at the State or national level for exchange of ideas among the passed-out students of Himachal Pradesh National Law University, Shimla;
 - (c) To arrange social functions/ seminars/ lectures/ workshops/ personality development camp/ national integration camps etc. for exchange of ideas among the passed-out students of Himachal Pradesh National Law University, Shimla;
 - (d) To promote networking between the Alumni Association HPNLU Shimla and the University to help them contribute towards the affairs of the University;
 - (e) To strengthen relationship between the Alumni Association HPNLU Shimla and the University staff (all-inclusive) for mutual support and benefit;
 - (f) To provide financial support on needs-basis for any purpose permissible as per the rules of the Association;

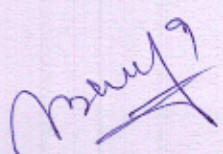
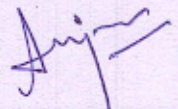


- (g) To receive donations/ grants and acquire/ purchase any moveable or immovable property from any Government Agency, Semi-Government Agency, Private Agency, or individuals in the name of the association for furtherance of its objectives;
 - (h) To carry out all activities on welfare basis without any discrimination on the basis of caste, creed, colour, sex, religion, or otherwise;
 - (i) To encourage the exchange of ideas and techniques between different stakeholders associated with the alumni;
 - (j) To publish documents associated with the furthering of the work of the Association;
 - (k) To organize or participate in course of study, research, and seminars;
 - (l) Any other activity subservient to the aims and objectives of the association;
- (ii) For the purposes of this Rule, the Governing Body can enter into all necessary contracts with the prior approval of the Members in this regard.

6. MEMBERSHIP:

Of Fees

- (i) Fees for Regular Members: Rupees Five Thousand (Rs. 5000/-)
- (ii) Fees for Associate Member for entry into the Register: Rupees Five Thousand (Rs. 5000/-).
- (iii) Renewal Fees for Associate Member for continuation of Membership: Rupees Twenty-Five Hundred Only (Rs. 2500/-).
- (iv) Fees for Associate Member for entry into the Register: Rupees Twenty-Five Thousand (Rs. 25000/-).
- (v) Renewal Fees for Associate Member for continuation of Membership: Rupees Ten Thousand Only (Rs. 10000/-).

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- (i) **There shall be the following types of members of the association:**
- (a) Regular Members;
 - (b) Associate Members; and
 - (c) Special Members.
- (ii) **Admission of Regular Member:** No person shall be admitted to regular membership of the association except the following:
- (a) A person who has passed-out successfully after enrolling into any of the regular courses, namely: first, Undergraduate Programmes viz. B.A.LL.B. & B.B.A.LL.B. (Five Years Integrated Programme), second, Postgraduate Programme viz. LL.M. (One-Year Programme), third, Doctor of Philosophy in Law (Ph.D. in Law), and fourth, Post-Doctorate in Law (LL.D. in Law) or any other regular course offered by the University.
 - (b) A student can become a regular member after paying membership fees of prescribed fee deductible from the Security Deposit of the student concerned.
Provided, that the consent for the deduction has been taken before the passing out of such student.
Provided further, that in case the consent is not so obtained and if the student is so desirous, membership can be admitted after submission of duly filled application form and deposition of the amount of Rupees Five Thousand Only.
- (iii) **Admission of Associate Members:** No person shall be admitted to associate membership of the association except the following:
- (a) A person who has successfully completed any course other than the regular course offered by the University.
 - (b) A person can become an associate member after paying membership fees of ₹ 5000/- (Rupees Five Thousand Only) shall allow the name to be entered into the Register.

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- (c) The Associate Membership shall be one-year tenure and renewable on payment of fees as prescribed annually.
- (d) The prescribed renewal fees shall be ₹ 2500/- (Rupees Twenty-Five Hundred Only).
- (iv) **Admission of Special Members:** No person shall be admitted to special membership of the association except the following:
 - (a) A person who has been conferred a degree Honoris Causa by the University.
 - (b) A person can become a special member after paying membership fees of ₹ 5000/- (Rupees Five Thousand Only) prescribed which shall allow the name to be entered into the Register.
 - (c) The special membership shall be of one-year tenure and renewable on payment of fees as prescribed annually.
 - (d) The prescribed renewal fees shall be ₹ 2500/- (Rupees Twenty-Five Hundred Only).
- (v) **Re-Admission of the Member:** Any member either expelled or removed by the Governing Body can be readmitted provided that the member concerned pays all dues up to the date of such re-admission and any penalty imposed upon him by the Governing Body. The application for re-admission shall be submitted to the President of the Governing Body who may re-admit member and his decision shall be final subject to the approval of the Governing Body.
- (vi) **Register of Member:**
 - (a) The Association shall maintain at its registered office or operating office a register of its members and shall record therein within fifteen days the admission, removal, expulsion, and cessation of its membership. The following particulars may be mentioned therein:
 - 1) Name, Address, Age and Occupation of the member.

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- 2) The date on which the member has been admitted.
- 3) The specimen signature of the members or electronic record of subscription of membership.
- 4) The date on which the member has been removed, expelled or ceased to be the member and date of readmission.
- 5) Any other particulars as required from time to time may also be included therein as decided by the Governing Body. Provided further that all conditions imposed by the H.P. Societies Registration Act, 2006 shall be complied with by the Association.
- 6) The Association shall also maintain a register showing names, address and occupations of the persons, who are members of the Governing body within fourteen days and shall file the same with the Registrar as per required section 15(3) of the H.P. Societies Registration Act, 2006.

(b) There shall be a separate register for the different members.

(vii) Rights and Duties of the Members: All and every member of the association shall:

- (a) Have one vote in every meeting of the General Board.
- (b) Be entitled to participate in the meetings, functions, and gatherings of the Association.
- (c) Inspect the books of account containing minutes of proceedings of general meeting and the register of members of association on any working day by giving reasonable notice but shall have no right to take extracts/ notes of the same.
- (d) Be bound by the rules and regulations, bye-laws, instructions, directions, and policy guidelines which may be framed from time to time.
- (e) Remain loyal to the Association and its Governing Body and the General Body.

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- (f) Have right to take part in the election of the members of the Governing Body of the Association.

7. CESSATION OF MEMBERSHIP:

- (i) A member ceases to be a member of the association if he/she:
 - (a) dies or become unsound mind or is declared as bankrupt;
 - (b) is convicted by any court of law;
 - (c) willingly resigns from the membership;
 - (d) fails to attend three consecutive meetings of the general body of the association without leave of absence.
- (ii) If he/she does not pay subscription fee, the governing body of the association with the approval of general body shall remove such member from its membership after affording him/her opportunity of being heard.
- (iii) A member can be expelled from the membership of the association by the President on the advice of governing body subject to the subsequent approval of its general body for carrying out activities prejudicial to the interest of the association or harm/defame the reputation of the association after affording him/her opportunity of being heard.
- (iv) A member who has not paid full subscription as prescribed shall have no right to vote in the governing body/general body of the association till such subscriptions are paid in full.

8. LIABILITY OF MEMBERS TO FINE AND FORFEITURES UNDER CERTAIN CIRCUMSTANCES:

- (i) Any member of the association, who steals, purloins, embezzles any money or other properties, or willfully and maliciously destroys or injures any property of the Association, or forge any deed, bond, security for money receipts or otherwise, or other instrument, whereby the funds of the Association may be exposed to loss or

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indulge in any unlawful, activity shall be subjected to the same prosecution as any other person who is not the Member of Association and shall be punished under Indian Penal Code and also shall be liable to indemnify the Association to the extent of loss sustained by it and other liabilities and persecutions as laid down under the provisions of **Section 25** of the H.P. Societies Registration Act, 2006.

- (ii) Whenever any bye-laws duly made in accordance with the provisions of regulations made thereunder of the Association, any pecuniary penalty is imposed for the breach of any regulations or bye-laws of the Association, such penalty, when accrued, may be recovered in any Court of law having proper jurisdiction which is situated where the defendant resides or where the office of the Association is situated, as the Governing body thereof shall deem fit and expedient and as per provisions laid down under **Section 26** of the H.P. Societies Registration Act, 2006.

9. **MANAGEMENT OF THE ASSOCIATION:**

- (i) **General Body:** The general body of the association shall consist of all types of members and the meeting of such body shall be held once in a year. The following business shall be transacted in the annual General Meeting of the Association and decisions shall be taken by majority of votes:
- (a) To receive, consider and adopt the annual report of the Governing Body on the working and affairs of the association in the preceding financial year; and
 - (b) To receive, consider and adopt the Annual Audited Account for the preceding financial year along with the Audit Report thereon: and
 - (c) To elect members of the Governing Body and announce result; and
 - (d) To appoint auditors and fix their remuneration;
 - (e) To consider any other business with permission of the President including consideration of Annual Budget, Constitution and appointment of standing sub-committees, approval of any excess in expenditure over the sanctioned budget of the year, consideration of the schemes, policies and annual plan

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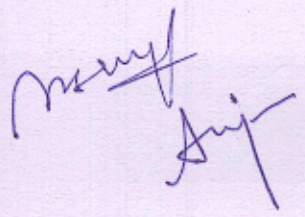
prepared by the Governing Body for the ensuing year and amendments in the constitution of the association.

(ii) Governing Body:

- (a) The association shall elect a governing body, consisting of at least five members, by resolution passed by a majority of the members present and entitled to vote at an annual general body meeting of the association held in accordance with its byelaws and provisions of Himachal Pradesh Societies Registration Act, 2006.
- (b) The general body of the association may increase the number of governing body members as specified in sub-clause-(ii) of clause (11).
- (c) The term of the governing body or its members so elected shall be three years.
- (d) The constitution of the governing body shall be as under:
 - (1) President;
 - (2) Vice-President;
 - (3) Secretary;
 - (4) Treasurer; and
 - (5) Executive Member.
- (e) The management of the affairs of the association shall be vested with the governing body of the association and shall exercise such powers and perform such functions as may be imposed or conferred by these byelaws or the Himachal Pradesh Societies Registration Act, 2006.

(iii) Interim/ Initial Governing Body:

- (a) There shall be an Interim/ Initial Governing Body.
- (b) The Interim/ Initial Governing Body shall take the necessary steps for registering the Alumni Association HPNLU Shimla.

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- (c) The Interim/ Initial Governing Body shall have all the powers necessary to perform its functions which shall be equivalent to that of the regular governing body.
- (d) The term of the Interim/ Initial Governing Body shall be twelve (12) months from the date of registration of the Alumni Association HPNLU Shimla or till the first election for the appointment is held in accordance with the rules of the Association.
- (e) The term may be extended for three months, after approval of presentment of agenda for such extension in the General Meeting.

Provided that the Interim/ Initial Governing Body shall not present or consider such agenda before the General Body after eighteen (18) months of the date of registration of the Alumni Association HPNLU Shimla.

- (f) Nothing shall prevent the members of the Interim/ Initial Governing Body from standing for the elections.
- (g) The Interim/ Initial Governing Body shall ensure adequate, necessary, and wide advertisement for the enrolment of members and the conduct of the first elections.

Provided that for the purposes of this sub-clause, the Interim/ Initial Governing Body may use social media platforms for outreach.

10. MEETINGS OF THE ASSOCIATION:

(i) Governing Body Meeting

- (a) The meetings of the governing body of the association shall be held at least once in three months. The association shall send at least 15 days' notice for such a meeting to its members along with agenda notes.

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- (b) The meeting of the governing body can be called at any time by the President or General Secretary and on request signed by at least one-third members of the governing body.
 - (c) The President, however, may call an emergency meeting, at any time in case of emergency situation in the interest of the association duly informing all members of the governing body.
- (ii) **General Body Meeting:** The meetings of the general body shall be held at least once in a financial year in accordance with the provisions of Himachal Pradesh Societies Registration Act, 2006.
- (iii) **Convening Special Meeting:**
- (a) A Special General meeting can be called at any time by the President or on a requisition containing the proposed agenda and reasons for such meeting in writing of one fifth of the members of association or at the instance of Registrar of the societies.
 - (b) A special meeting of the General Body shall be convened by the Secretary of the Governing Body with the prior approval of the President and on the receipt of the requisition made by at least one-fifth of the members of the Association or whenever the President/ Governing Body thinks it fit. The requisition should reach the Secretary at least 30 days before the date of the meeting and the Secretary, after approval from the President/ Governing Body shall include them in the agenda of the meeting. The President/ Governing Body, however, may call a special meeting of General Body at as short of notice as deem necessary by him.
- (iv) **Recording of proceedings of meeting:** The proceeding of every meeting of the governing body and general body shall be duly recorded by the Secretary in a proceeding book under the signatures of President and Secretary of the Association.

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The minutes of such meetings shall be communicated to all the Members within 30 days of the said meetings.

Explanation: For the purposes of this clause 'shall be communicated' means electronic communication to the members within 30 days.

(v) Quorum and Notice of General body and Governing body Meetings.

- (a) The quorum for the governing body meeting shall be at least two third of its members.
- (b) The quorum for the general body meeting shall be more than one half of its members.
- (c) The association shall at least send 15 days' notice for such meetings to its members along with agenda notes. A meeting may be called by serving notice through regular mail, e-mail, fax, or any other mode of communication available.

11. ELECTION

- (i) The General Body shall elect the office bearers of the Governing Body in its Annual General Meeting once in every three years.

Provided that, for the initial registration of the Association and to adopt the Memorandum of Association and the Rules and Regulations of the Association, the Association may elect the interim Governing Body to carry out the special function of registration of Association and after the registration of the Association may call to order the General Body meeting under the notified Regulations to elect the office bearers of the Governing Body. The interim office bearers shall, for all purposes, be the duly elected office bearers of the Association.

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- (ii) The General Body shall elect the following office bearers who shall constitute the Governing Body.

President: One

Vice President: One

Secretary: One

Treasurer: One

Executive Member: One

- (iii) Every member, including founder member of the Association, shall have the one vote at the meeting to elect the office bearers except honorary, nominated and associate members who have no right to vote.
- (iv) Every member desiring to be elected as the office bearers shall make an application to the Secretary in writing and in the prescribed Performa. The candidature of the candidate shall be proposed by at least five regular members of the association, who have eligibility to caste, vote in the General Body.
- (v) The Secretary shall scrutinize the application as per eligibility of the member and if the applicant found eligible the same will be notified as candidate for the post, he/she is contesting after consultation with the President.
- (vi) The election will be held by simple majority and in case of equality of the votes, the President shall have the deciding vote.
- (vii) The schedule of the election shall be notified by the Secretary with the approval of the President.
- (viii) All applications for candidature of office bearers of the General Body shall be made within 10 days of the schedule of election notified by the Secretary and candidate may withdraw his candidature within 7 days after the scrutiny of names and its Notification by the Secretary.

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- (ix) The election to elect office bearers shall be thereafter held in the annual meeting of the Association called every three years.
- (x) No member shall be allowed to vote, who is in arrears of the Association dues or who has been expelled, suspended or removed from the membership of the Association or debarred to cast vote elsewhere under these regulations.
- (xi) The election may be held either through secret ballot or by voice vote in the meeting of the Association.
- (xii) The President of the Governing Body may appoint a Returning officer for the conduct of the election. On appointment such Returning Officer shall carry out the election process of election.
- (xiii) The result of the election shall be announced by the returning officer so appointed by the President.
- (xiv) All election documents shall be preserved for six months by the secretary.
- (xv) The office bearers of the Governing Body so elected shall also be the office bearers of the General Body.
- (xvi) If, an account of any ineligibility or proven misbehavior or misconduct, 3/4th members, present in the annual general meeting of the Association pass resolution for the removal of the President or the Secretary or any office bearer. Such President or the Secretary or office bearer shall stand removed from their respective office with immediate effect.
- (xvii) The decision of the President, as to the procedure of the Association, the Annual General Meeting and the election meeting shall be final unless contested by 3/4th members present in that meeting.
- (xviii) All proceeding shall be duly recorded and signed by the President and Secretary.

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12. DISQUALIFICATION FOR GOVERNING BODY: A person shall be disqualified for being a member of the governing body on the date of elections, if he/she:

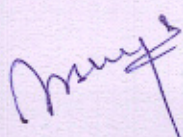

- (i) is disqualified for such appointment by an order of a Court or Registrar for causing loss to the association or retaining property or for any other reasons detrimental to the interest of association; or
- (ii) is in arrears of prescribed subscription fee and a period of 45 days is over after delivering notice to such members to such effect.
- (iii) has been convicted of a cognizable offence and sentenced to a term exceeding three months; or
- (iv) has incurred any of the disqualification's as may be prescribed by the bye laws and the Act and Rules made thereunder.

13. POWERS AND FUNCTIONS OF THE GOVERNING BODY

- (i) To admit new members and to remove or expel existing members subject to approval of general body.
- (ii) To raise funds as per provisions of its byelaws and Himachal Pradesh Societies Registration Act, 2006.
- (iii) To invest funds for furtherance of the objectives of the association.
- (iv) To appoint salaried or non-salaried officers for the conduct of working of the association in accordance with the rules framed by association for the purpose and to define their duties.
- (v) To institute, defend or compromise legal proceedings etc. subject to approval of general body.
- (vi) To dispose off applications of membership.
- (vii) To decide the fees leviable for membership from time to time.

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- (viii) To maintain true accounts of money received and expended, and accounts of the assets and liabilities.
- (ix) To prepare for submissions to the annual general meeting:
 - (a) Balance Sheet
 - (b) Receipt and disbursement statement.
 - (c) Details of movable and immovable property acquired by the association.
 - (d) Details of money received and source thereof and money expended and the object or purposes for which sums/money are expended.
 - (e) Prepare annual budget and annual report of the association for approval.
 - (f) Amendment of byelaws, if any, and annual work programme for approval.
- (x) To prepare statements of accounts required at audit and place them before the auditors.
- (xi) To prepare and submit all statements and returns required by Registrar in such form as required.
- (xii) To maintain register of members up to date.
- (xiii) To facilitate inspection of books and audit of accounts of the association by those entitled to inspect/audit them.
- (xiv) To convene annual general meeting in due times.
- (xv) To examine and take prompt action in cases of all arrears and defaults of the association.
- (xvi) In general, to carry out the management of the association in accordance with its byelaws.



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14. OFFICERS OF THE ASSOCIATION:

(i) President:

- (a) To preside over the periodical/quarterly meetings of the governing body/general body of association and to exercise general supervision over the activities of the Association and to regulate the proceedings of the meeting to set-out the aims and objects of the Association and shall also permit for discussion, if necessary, any other subject items moved before him by the Members.
- (b) He shall be treated as the '**Head of Association**' and shall decide any matter by casting his decisive vote in case of tie. The President shall convene Meeting of the Association in the event of resignation, insolvency or insanity of any Officer/Bearer/Member within the period of a week of all or 2/3rd Members of the Association along with all other Executives of the Association shall also be invited for the Meeting.
- (c) He shall give necessary directions and instructions to the General Secretary and Treasurer for the proper and smooth working, management, supervision, and administration of the association.
- (d) He may authorize for the expenditure upto ₹ 10,000/- (*Rupees Ten Thousand Only*) for social benefits/activities and the expenditure so incurred should be got approved by the Association at its next meeting and the receipt of such expenditure must be present in the meeting for the record of association.
- (e) He shall keep copies of all official records and documents related to the members of the association and the copies of all other important records and documents of the association.
- (f) If, in the opinion of the President, any emergency has arisen which require immediate action, he can take such action as he deems fit and necessary and

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inform the same to the members of the Governing Body and get it ratified in the next meeting in due course.

The Functions, Powers and Duties of the President: The function, powers and duties of the President are as follow:

- (i) The President of the Association shall be the President of the Governing Body, who shall act as the Chief executive Officer of the Association and will be assisted by a Governing Body and such staff appointed for the purpose to discharge his administrative and financial functions.
- (ii) Subject to the regulation and the general control and supervision of the General Body and the Governing Body, the entire executive, administrative and financial authority to manage the affairs of the Association shall vest in the President.
- (iii) To preside over all the meetings of the General Body and the Governing Body and of all other committees and sub-committees of which she/he is a member, to take votes, to declare the result of voting, to determine the order in which the several proposals should be laid before General Body / Governing Body and generally to supervise the conduct of business.
- (iv) To countersign cheques issued by the Secretary/Treasurer or other authorized officers of the Association.
- (v) To control, supervise, advise, and direct all establishment belonging to the Association and Departments under the control of the Association.
- (vi) To carry out day-to-day administration and all affairs of the association.
- (vii) To grant such scholarship awards, honours and commendation as she/he is empowered by the association to do so by the condition of the award.
- (viii) To suspend or to fine, take suitable action against any member of the ministerial or officer staff of the Association as prescribed from time to time, being appointing authority of the Association.

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- (ix) To perform such other functions /duties as may, from time to time, be entrusted to him by the Association / Governing Body.
 - (x) The President may, sanction all expenditure within the budget or as per delegation by the Governing Body in consultation with the Secretary and in anticipation of the approval of the Governing Body, incur/sanction all or any such expenditure in case of urgency or otherwise, not covered by the sanctioned budget.
 - (xi) In case of office bearers leaving the station or otherwise being unable to attend to her/his work. The President will make necessary arrangements for the performance of her/his duties, till the return of the office-bearer or till the next meeting of the Governing Body.
 - (xii) In addition to powers mentioned above, the Governing Body, may by rules, guidelines, instructions etc. delegate additional powers to the President, who may make such further delegation, if considered necessary, to any office bearer/Head of the department or any officer, as deem necessary by her/him.
 - (xiii) The decision of the President on any question relating to the conduct of business at any meeting shall be final unless it is dissented from by 3/4th of the members present at the meeting. But votes shall not be taken on any such question by the President unless a prior requisition is made in writing by at least five members present for such voting.
- (ii) **Vice-President:** In the absence of president, the vice-president shall use all the powers of president and perform all such duties assigned to him by the president or governing body from time to time.
- (iii) **Secretary:**
- (a) The Secretary shall be overall In-charge of entire administrative records of the association and carry out all correspondence of the Association.

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- (b) He shall administer the affairs of the Association in consultation with the President.
 - (c) He shall convene and arrange the all-periodical and other meetings of the association in consultation with the President.
 - (d) He shall prepare and present the Annual Report together with audited statements of the Accounts of the Association before the General Body meeting of the Association.
 - (e) He shall maintain a register containing the names and addressed of all Members of the Association, issue notice of the meeting in consultation with the President and record the minutes of the meeting. He will be responsible for assigning the work of all activities of the Association and shall conduct correspondence on behalf of the association.
 - (f) He has authority to incur expenditure not exceeding ₹ 5000 (*Rupees Five Thousand Only*) in accordance with the regulation of the Association, such expenditure should be reported in the next meeting of the Association for its approval.
 - (g) To submit a report pertaining to the working of Association for the preceding year at the annual General Meeting and execute contracts on behalf of the Association as and when authorised to do so by the Governing Body.
 - (h) To keep and maintain all records (excluding cash transactions and accounts) and perform all correspondence on behalf of the Association.
- (iv) **Treasurer:** The Treasurer shall be overall In-charge of the cash transactions and accounts of the association.
- (a) He shall be responsible for the proper maintenance of the Accounts of the Association i.e. prepare and finalize the **Annual Statements** of accounts at the end of every financial year and submit it in the annual general body meeting of

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the association after its approval from the association and duly audited (along with the Auditor's report and comments thereof, if any).

- (b) To keep and update the accounts of the Association on regular basis pertaining all transactions of money received and paid; and he shall be responsible for the proper maintenance of the accounts of the association and for this purpose he shall record all the receipts/payments of income and expenditure regularly in the cash book and shall place it before the governing body of the association in its next meeting.
- (c) Shall deal with the Bank(s) and all financial institutions according to the directions of the governing body of the association.
- (d) Shall be responsible for making all collections, receipts of cash/cheque from members of association as subscription/registration fees, fines, penalties and other payments and receipts of any other financial and non-financial assistance from the Center or State Government/N.G.O./National or International Agencies/Bank/ Company and any other legal entity or individual and issue receipts thereof on behalf of the association.
- (e) The Treasurer may keep cash in hand as prescribed by the governing body of the association and deposit the remaining or surplus amount in the bank.

15. THE APPOINTMENT AND REMOVAL OF STAFF OF THE ASSOCIATION

All persons who are paid out of funds of the association, regular, or part time/contractual/target based, or any other salaried persons shall be the employees of the Association. Such rules, instructions, and guidelines as are framed/ issued by the Association or Governing Body or the President from time to time shall govern them. The Governing Body, may appoint such administrative, technical, ministerial or any kind of staff as is required to run the office or offices or other establishments run under or by the Association and to fix such term and conditions of service including pay, allowances, benefits, etc. as is determined either by regulations, instructions, guidelines or other

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appropriate way as well the classification, control, conduct and appeal mechanism of the employees from time to time. Provided that the normal age of superannuation of the staff is fifty-eight years but President, in the interest of the Association, and with the approval of General Body, may grant extension in service to deserving employees, from time to time, as considered necessary and appropriate by her/him. No extension shall be granted to any employee beyond the age of 60 years. Provided further that the President may delegate his/her all or specific powers to such officers of the Association, for the control of the administration of the staff, as deems fit. The competence for removal of staff and officers shall vest in the governing body after affording adequate opportunity of being heard, on the following grounds if he/she is found guilty:

- (i) For misconduct, violation of the Rules and Regulations and misappropriation/embezzlement of funds/properties of the association.
- (ii) On conviction for a cognizable offence and sentenced to a term exceeding three (3) months.
- (iii) For in-discipline and breach of trust etc.

The association shall provide for in the service rules of employees the provisions prohibiting sexual harassment against women and for appropriate penalties against the offender. The association shall also constitute a committee for redressal of complaints regarding sexual harassment of women at workplace as per guidelines and norms issued by the Hon'ble Supreme Court in the case titled Vishakha and others v/s State of Rajasthan and others (JT 1997(7) SC 384 and strictly adhere to the provisions of Sexual Harassment of Women at Workplace Act, 2013.

16. FUNDS & CORPUS

- (i) The President/Governing Body shall have full power of supervision and control over the receipts and expenditures, and entire funds of the Association shall be used solely and only for the purpose of the aims and objects of the association.

Note: The Association shall work on no-profit & no-loss basis.

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- (ii) There shall be an annual corpus of the Association as decided by the Governing Body from time to time which shall be deposited into the bank account of the Association.

17. PROPERTY

- (i) The property, moveable or immovable, belonging to the association shall be deemed to be vested in the general body by their proper title.
- (ii) No immovable property shall be acquired or transferred by way of sale, gift or otherwise without the previous approval of the general body and such information shall be passed on and got recorded with the Registrar within a period of 15 days.

18. BANKING OPERATIONS

The association shall open its account in a Nationalized/Cooperative Bank and such account shall be operated under the joint signatures of President and any one out of the Secretary or the Treasurer.

19. BOOKS OF ACCOUNTS

- (i) The Association shall keep its head office proper books of accounts in which following shall be entered accurately:
 - (a) all sums of money received and the source thereof, and all sums of money expended by the association and the objects or purposes for which such sums are expended;
 - (b) the assets and liability of the association; and
 - (c) details of immoveable property acquired by the association.
- (ii) The books so maintained shall be open to inspection by the office-bearers or members of the association or the Registrar or the person authorized by him in his behalf during the office hours.

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20. ACCOUNTS AND AUDIT

- (i) The financial year of the Association shall start from 1st day of April to 31st day of March of the following year.
- (ii) An auditor appointed by the President/Governing Body shall audit the accounts of the Association and subordinate offices at least once in a year.
- (iii) Chartered Accountant appointed by the President and approved by General Body meeting will do auditing of accounts. The report shall be submitted to the Registrar Cooperative Societies within a period of 15 days of the audit.

21. ACTIVITIES OF THE ALUMNI ASSOCIATION HPNLU SHIMLA

- (i) The Alumni Association HPNLU Shimla shall undertake activities in compliance with the objectives delineated in these byelaws.
- (ii) The funding of the activities undertaken by the Alumni Association HPNLU Shimla shall be on needs-basis and as decided by the Governing Body in a meeting convened.
- (iii) The University may contribute towards the activities of the Alumni Association HPNLU Shimla after approval from the Executive Council and Finance Committee of the University.

22. DISSOLUTION

The 3/5 members of the Association may, by a special resolution, determine that it shall be dissolved of and thereupon, with prior intimation to the Registrar, it shall be dissolved at the time specified in the resolution. The disposal and settlement of the property, claims and its liabilities shall be made in accordance with the provisions of section 44 of the H.P. Societies Registration Act ,2006.

23. NO DISTRIBUTION OF PROFIT/SURPLUS UPON DISSOLUTION

If upon the dissolution of Association, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to, or distributed among, the members of the association or any of them, but shall be given to some other association,

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to be determined by the votes of not less than 3/5 of the members present personally at the time of dissolution or in default, thereof, by the court specified in section 44 of the H.P. Societies Registration Act ,2006.

24. DETERMINATION AFTER DISSOLUTION

The association dissolved under section-44 any property whatsoever remaining after satisfaction of all its debts and liabilities shall be given to government to be utilized in the event of cancellation of the registration of association for the purposes referred in section 1 (3) of the H.P. Societies Registration Act ,2006. All the moveable and immovable assets of association or its institutions or centers shall vest in the State Govt. to the extent of assistance, grant, aid or donation may have received from central or State Govt. or any statutory body.

25. LEGAL PROCEEDINGS

- i. The association may sue or be sued in the name of the President or the Secretary as the case may be and determined and appointed by the governing body.

26. DISPUTE

- i. For the purposes of this Rule, the disputes are categorized in the following manner:
 - a. Disputes between the Alumni Association HPNLU Shimla and the University; and
 - b. Disputes regarding management of the Association.
- ii. Disputes related to sub-clause(a) of Clause(i) of Rule 26 above, that is a dispute between the association and the University shall be resolved amicably.
Provided, that in such amicable resolution, there shall be three-member committee comprising of:
 - a. Vice-Chancellor of the University or their nominated representative;
 - b. President of the association or their nominated representative; and
 - c. Third Party chosen by the University and the Association in consultation, who shall be the Chairperson of the Committee.

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- iii. Any dispute regarding the management of the association shall be dealt in accordance with the provisions Section 42 of H.P. Societies Registration Act, 2006.

27. MATTERS TO BE PROVIDED BY BYE-LAWS

The byelaws of the association may provide for the regulations as envisaged in section 8 of the H.P. Societies Registration Act, 2006 and association shall, deliver a copy of its byelaws, to each member of the Association at the time of admission as per provisions laid down in section 17 of the H.P. Societies Registration Act, 2006. All the members shall abide by the provisions of the byelaws.

28. SURPLUS/ PROFIT

The Association shall not distribute surplus/profit, if any, among members. The same shall be utilized for the furtherance of the aims and objectives of association.


29. THE MANNER OF MAKING, ALTERNING, AND RESCINDING REGULATIONS:

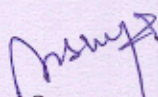
No, proposal for the amendment in the memorandum of Association or regulations thereto shall be done, if such provisions have not been approved by a majority of three-fifth Members present in the general meeting called specially for such purpose and in accordance with provisions laid down under Section-9 of the H.P. Societies Registration Act, 2006.

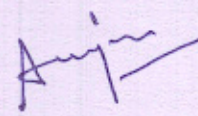
30. APPLICATION OF ACT:

All the provisions of the Himachal Pradesh Societies Registration Act, 2006 shall be applicable to the association.

Certified that above is the true & correct copy of the Rules and Regulations of the Alumni Association HPNLU Shimla.


President


Secretary


Treasurer