



# MEMORANDUM, RULES AND REGULATIONS & BYE-LAWS

*Registered Under The West Bengal Societies  
Registration Act, 1961  
(Registration No. S/93133)*

**CALCUTTA NATIONAL MEDICAL COLLEGE ALUMNI ASSOCIATION**

32, Gorachand Road, Kolkata 700 014



AMENDED & REVISED upto **31st January 2008**



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ALUMNI ASSOCIATION**

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**Part – I**

**Memorandum of the Society**

1. **Name** : The name of the Society is “**Calcutta National Medical College Alumni Association**”, hereinafter called “The Association”.
2. **Office** : The registered office of the Association shall be located at the Calcutta National Medical College premises, 32, Gorachand Road, Kolkata 700 014.
3. **Aims and Objects:**
  - 1) To strengthen the bonds of co-operation and fellowship amongst all the ex-students of The National Medical Institute, The Calcutta Medical School and The Calcutta National Medical College, hereinafter referred to as ‘Institution’.
  - 2) To look after the interests of the ex-students of the Institution and to maintain and strengthen the fraternal relationship amongst them.
  - 3) To maintain the honour and dignity and to uphold the prestige of the Alma-Mater and to foster cordial relationship with teachers, students, workers and authorities.
  - 4) To cultivate and promote medical and allied sciences including improvement of public health and medical education in West Bengal.
  - 5) To promote the sense of co-operation amongst the members of the medical profession and the medical students of the country at large.
  - 6) To help the members to update their medical knowledge, to enable them to serve the suffering humanity more efficiently.

For the attainment and in furtherance of the above objects, the Association will –

- a) Hold Re-union of past and present students at least once a year.
- b) Hold periodical meetings, conferences and social gatherings of the members of the Association and of the medical profession in general.

- c) Arrange clinical meetings, guest lectures, discussions and demonstration on any aspect of medical and allied sciences.
- d) Arrange refresher course, update sessions in different branches of medicines.
- e) Initiate and encourage research activities in medicine and allied sciences.
- f) Conduct Health camps and educative campaigns on socio-medical aspects amongst the people of West Bengal by co-operating, if necessary, with different Social Welfare Organizations having the same objects.
- g) Try to help members or the family members of the deceased members in distress by offering financial assistance.
- h) Publish, distribute or otherwise circulate transactions, journals, bulletins and proceedings of the meeting and conferences of the Association to its members in such a manner as may be determined by the association from time to time.
- i) Maintain a library/reading room of reference books and journals for its members.
- j) Borrow or raise money in such a manner as the Association may think fit and collect subscriptions and donations for the purposes of the Association.
- k) Receive and distribute any funds or property bequeathed or entrusted to it by any person or persons according to the wishes and intentions of the donor or donors.
- l) Invest any money of the society not immediately required for any of its objects in such manner as may from time to time be determined by the Association.
- m) Purchase, take on lease or in exchange or hire or otherwise acquire any movable or immovable property or any rights or privileges necessary or convenient for the purposes of the Association.
- n) Erect, maintain, improve or alter and keep in repair any building required or used for the Association.
- o) Create or assist in creating branches of the Association in other cities or countries.
- p) Do all such other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects.

The income and properties of the Association whatsoever derived or obtained shall be applied solely towards the promotion of the objects of the Association and no portion thereof shall be paid to or divided amongst any of its members by way of profits.

4. The names, addresses and descriptions of the members of the Executive Committee

Dr. Sujan Kumar Mitra	–	President
Dr. Rabin Sankar Choudhury	–	President Elect.
Dr Indrajit Roy	–	Vice-President
Dr. Ranadip Ranjan Ghosh Roy	–	Hony. Secretary
Dr. Asit Mukhopadhyaya	–	Jt. Secretary
Dr. Rathindranath Haldar	–	Jt. Secretary
Dr. Utpal Banerjee	–	Treasurer

5. We, the several persons whose names, addresses and occupations and hereunto subscribed are desirous of being formed into an Association in pursuance of the Memorandum of Association.

1. Dr. Rathindranath Dutta
2. Dr. Buddhadeb Banerjee
3. Dr Bhaba Sankar Das
4. Dr Prabir Banerjee
5. Dr. Pradip Kumar Dutta
6. Dr. Sayandev Das Gupta
7. Dr. Sujit Kumar De
8. Dr. Manotosh Hazari
9. Dr. R. N. Haldar
10. Dr. Swataga Banerjee
11. Dr. Brita Ghosh
12. Dr B. C. Karmakar
13. Dr. Sk. Alam
14. Dr. Gourabdeep Bhattacharya
15. Dr. Ripan Dutta

Witness to the above signatures

1. Prof. (Dr.) Soumandranath Banerjee
2. Dr. Krishnangshu Ray

## **Part – II**

### **Rules and Regulations**

#### **I. CONSTRUCTION:**

The Association shall consist of members whose names are one the Register of Member of the Association at the time when those revised Rules and Regulations come into operation and of subsequent members, who shall be those persons who, being eligible, shall alter the date of adoption of these Rules and Regulations of the Association, be duly elected.

#### **II. ELIGIBILITY:**

Any person who passed the Final L.M.S. (Nat.), M.M.F. or M.B.B.S. from the National Medical Institute, the Calcutta Medical School or the Calcutta National Medical College is eligible for membership of the Association.

#### **III. MEMBERS:**

The shall be three types of members:

- a) Annual
- b) Life
- c) Honorary
  - i. Annual member : Any person being eligible for membership can be enrolled as an Annual member on payment of requisite subscription as fixed in the Bye-Laws.
  - ii. Life member : Any person being eligible for membership can be enrolled as an Life member on payment of 10 years' annual subscription at a time in advance.
  - iii. Honorary member : Any eminent person whose connection with the Association in deemed desirable, may, with his consent be elected an Honorary member at a general meeting of the Association provided that not less than two thirds of the members voting, vote for him.

#### **IV. REGISTER OF MEMBERS:**

The association shall maintain a Register of members containing the names, addresses and their occupation, the date of admission and that of cessation. The Register will be kept open for inspection of the members of the Association on requisition.

Separate registers will be maintained for each type of membership and should be updated at the end of every association year by the executive committee of the respected year and handed over to the next executive committee.

## **V. PRIVILEGES OF MEMBERSHIP:**

- i. All members shall be entitled to attend and participate in deliberations at the General Meeting of the Association and receive copies of all reports of the Association.
- ii. All members except honorary members shall have the right to vote at general meetings.
- iii. All members except honorary members shall have the right to hold office of the Association.
- iv. All members shall be entitled to be invited to participate in all functions of the Association.
- v. All members shall be entitled to any other facilities as may be provided by the Association from time to time.

## **VI. RESPONSIBILITIES OF THE MEMBERS:**

A member whose name has been entered in the Register of members is obliged to accept the Rules and Bye-Laws of the Association and follow them. The plea that he/she does not know the rules and Bye-laws of the Association or he/she has not received the copy of the constitution (available with the office on payment) will not be considered in any case.

## **VII. TERMINATION OF MEMBERSHIP AND RE-ADMISSION:**

- a) Membership may terminate by resignation. A member may at any time resign his/her membership of the association by giving 30 days notice in writing to the secretary after paying all his dues to the Association.
- b) Membership may terminate due to non-payment of subscription. If the subscription is not paid by the last day of April each year, all the privileges of membership will automatically cease.

(e.g. Payment made within 30.04.98 leads to enjoy Membership facility from 01.04.98 to 31.03.99).

- c) Membership may terminate by removal of name on the ground of undesirable conduct as under:

If the conduct of any member is deemed by the Executive Committee prejudicial to the interest of the Association or calculated to bring the profession into disrepute, he/she may be requested by the committee to submit a written explanation of his/her conduct. In the event of his/her explanation being found unsatisfactory, the member may be asked either to apologize or to resign from the Association. If the member is agreeable his/her apology shall be given due consideration. In the event of the said member



refusing either to apologize or to resign when asked to do so, his/her name may be removed from the Register provided that three fourths of members present at a general meeting called for the purpose, record their votes for his/her removal.

d) By removal of name on the ground of conviction in a court of justice:

**Ipsofacto :**

- i. Upon sentence after conviction in a court of justice for any crime entailing moral turpitude.
- ii. Upon being de-registered by any Medical Council of India on the ground of unethical conduct, from the date of de-registration and for the period of de-registration expect in case non-payment of renewal fee, if any, in the registration council, or
- iii. Upon forfeiture, through misconduct, of the medical qualification by virtue of which he/she became eligible for membership.

**Re-Admission**

- a) Any member who has ceased to be a member under Rules VII (a) and VII (b) can be re-admitted on fresh application being made by him/her and on payment of all dues outstanding against him/her on the date when he/she had ceased to be a member, The Executive Committee shall however, have the power to condone a part or whole of any outstanding dues against such a member.
- b) A member, whose name has been removed under Rule VII(C) may be re-admitted on the expiry of two years if he/she submits a written apology acceptable to the Executive Committee of the Association.
- c) But in case, coming under Rule VII (d), this re-admission should be possible only subsequent to such a person's name being re-entered in the Medical Register.

**VIII. ACCOUNTING YEAR**

The Accounting year of the Association will be the financial year of the Association starting from 1<sup>st</sup> April of every year to 31<sup>st</sup> March of next year.

**IX. MANAGEMENT**

The management and control of the affairs, funds and assets of the Association shall be vested in a Executive Committee which shall consist of the following and all of them shall hold office in honorary capacity without any allowance what so ever :

- i) President
- ii) President Elect

- iii) Vice President
- iv) Hony. Secretary
- v) Jt. Secretaries – (Two)
- vi) Treasurer
- vii) Members – (Twelve)

The immediate Past-President and Hony. Secretary will be Ex-Officio members of the Executive Committee.

**X. ELECTION OF THE OFFICE-BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE:**

The Executive Committee shall be elected every year in the Annual General Meeting in the manner prescribed in the regulations.

**XI. DUTIES AND POWER OF THE OFFICE-BEARERS:**

**i) President:**

- a) Shall Preside over all general meeting and functions of the Association.
- b) Shall Preside over all meetings of the Executive Committee.
- c) Shall guide and control the activities of the Association.
- d) Shall regulate the proceedings of the meeting and conferences, interpret the rules and bye-laws and decide doubtful points.
- e) Shall in addition to his ordinary vote, have a casting vote in case of equality of votes.
- f) Shall decide all matters in an emergency, when a meeting of the executive committee can not be held.

**ii) President Elect:**

Shall assist the President in his/her duties and in his/her absence shall preside over the meeting.

**iii) Vice-President:**

- a) Shall assist the President & President Elect. In their duties and in their absence Vice-President shall preside over the meetings.
- b) In the event of an emergency arising by reason of any cause such as death, resignation or absence of the President & President Elect for a considerable period, the duties of the President & President elect shall develop upon the Vice-President.

**iv) Hony. Secretary:**

- a) Shall be the chief executive of the Association and represent the Association in all matters.

- b) Shall carry out all decisions of the Executive Committee.
  - c) Shall ordinarily conduct all correspondences and transact all business on behalf of the Association.
  - d) Shall convene all meetings of the Association and Executive Committee.
  - e) Shall arrange to record minutes of all meetings of the Association and its Executive Committee. At the end of each meeting the minutes of the concerned meeting shall be prepared, corrected and signed by the president of the meeting and Hony. Secretary and to be kept in the custody.
  - f) Shall have the power of general supervision of accounts, and shall pass all bills for payment with appropriate voucher.
  - g) Shall prepare an annual report of the activities of the Association with the annual statement of accounts duly audited by the auditor, and the budget, and shall place them before the annual general meeting for adoption.
  - h) Shall have the power to appoint, dismiss, suspend and sanction leave of all employees of the Association and determine and pay their salaries etc. subjected to the approval of the Executive Committee.
  - i) Shall be responsible for the collection of subscriptions and donation jointly with the Treasurer.
  - j) Shall maintain a membership register and attendance register of all meetings.
- v) Joint Secretaries:**
- a) Shall assist the Secretary in all his functions and shall carry out any work assigned to them by the Secretary or the Executive Committee.
  - b) Shall take up the functions of the Secretary in his absence according to duties assigned to them by the Executive Committee or in emergency, by the President.
- vi) Treasurer:**
- a) Shall receive all money/funds on behalf of the Association and deposit them in the bank accounts, approved by the Executive Committee to the credit of the Association in saving or current or fixed deposit accounts at the earliest as determined by the Executive Committee from time to time.
  - b) Shall operate all bank accounts of the Association jointly with the Hony. Secretary.
  - c) Shall be responsible for keeping up-to-date account with the help of the Hony. Secretary.

- d) Shall dispose of the bills for payment as sanctioned by the Secretary and only on his written order.
- e) Shall prepare an annual statement of accounts and get it audited by auditors appointed by the Association and submit the same for adoption at the annual general meeting of the Association.
- f) Shall submit statement of accounts in the middle of the financial year (e.g. in the month of October each year).

## **XI. MEETINGS:**

### **A. Executive Committee:**

The Executive Committee shall ordinarily hold at least eight meetings in year or as often as may be necessary.

### **B. General Meeting:**

- a) Annual : There shall be an annual general meeting of the Association which shall ordinarily be held during the re-union in the month of February and the following business shall be transacted.
  - 1) Condolence, if any.
  - 2) Confirmation of the proceedings of the last annual general meeting and all other general meetings.
  - 3) Reading and adoption of the annual report of the Association by Hony. Secretary.
  - 4) Reading and adoption of the audited statement of accounts of the Association by Hony. Treasurer of the previous session (e.g. Hony. Treasurer of 1998-99 shall read the statement of account in the AGB of 2000 AD).
  - 5) Election
    - a) To hold the election of Organizing Committee of Re-union for the next session.
    - b) Declare the results of the election of Executive Committee of Alumni Association.
    - c) Election for vacant post of executive committee, if any.
  - 6) To appoint the Auditor of the Association.
  - 7) To considered any amendment of the Regulations and Bye-laws.
  - 8) To consider any resolution of which due notice has been given.
  - 9) To consider any other matter with the permission of the chair.

### **b) Extraordinary General Meeting:**

The executive committee shall convene an EXTRAORDINARY GENERAL Meeting in case the next annual general meeting is not due

to be held in near future, to take up such issues which require general members' participation e.g. settlement of a constitutional crisis, settlement of a matter which may cause harm to the interest of the society, any change or amendment required in the memorandum of association or regulations of the society etc. which in the opinion of the Executive Committee require the decision of the general members.

**c) Special Requisition Meeting:**

Any two hundred ordinary/life members of the association enjoying voting rights may request the president in writing to call a requisition meeting of the Association to consider any particular agenda. No other matter shall be discussed in such a meeting. The President shall ask the Secretary to call the said meeting within 15 days failing which the requisitionists themselves may call the meeting within the next 15 days after which period the requisition meeting shall be considered invalid. The decisions taken in the said meeting shall be binding upon the association.

**XII. 1. GENERAL RULES REGARDING MEETING:**

**a) Notice:**

- i) The Secretary shall issue notice of all meetings of the Executive Committee and general meetings in consultation with President. Notice of meetings of all sub-committees, special committees or adhoc committee shall be issued by the convenor of the particular committee.
- ii) Notice shall contain the date, time, place of the meeting and agenda.
- iii) Notice should be sent to the members either by messenger or by post or through leading Newspaper and shall be put on the Notice Board of the Association.
- iv) There shall be at least 30 days notice in case of all general meetings and 15 days notice in case of Executive Committee and all other Committee Meetings.
- v) The Secretary or the Convenor, with the consent of the President may call a meeting of executive committee or other committees in the event of an emergency with only 24 hours notice.

**b) Quorum:**

- i) The quorum for the executive meeting shall be 8 (Eight) other than ex-office members and members of the Board of Trustees of which at least 4 members shall be than the office bearers.

- ii) The quorum for any general meeting shall be 1/6<sup>th</sup> except in case of requisition meeting where the quorum shall be 1/4<sup>th</sup> of which at least 50% shall be from the requisitionists.
- iii) If within half an hour of the appointed time for a general/executive committee meeting, a quorum is not formed, the meeting shall stand adjourned for half an hour and to be held again on the same day at the same place. In the adjourned meeting, no quorum is necessary. In case of requisition meeting, if the quorum is not formed within half an hour of the specified time, the meeting shall be considered dissolved.
- iv) In case of special requisition meeting, if the quorum is not formed within half an hour of the specified time, the meeting shall be considered adjourned.
- v) If within half an hour of the appointed time for a general meeting, quorum is not formed, the meeting shall be adjourned and will be held again after seven days at the same time and same venue.

**c) Procedure:**

- i) The President or in his absence the Vice President shall preside over all meetings. If all two are absent, the members present will elect a member of the executive committee as chairperson from amongst themselves for the particular meeting.
- ii) Except within the permission of the President no matter shall be placed before any meeting of which due notice has not been given in the agenda.
- iii) All disputes shall be decided by majority of votes, either by show of hands or by ballot as decided by the President. In case of tie the President shall use his casting vote.
- iv) Notice of any resolution, to be moved by any member, must reach the Secretary at least 4 weeks before the Annual General Meeting.
- v) The minutes of all meetings of the Executive Committee shall be correctly recorded and shall be confirmed at the next Executive Meeting. The minutes of the Annual General Meetings and the special General Meetings shall be confirmed in the next Annual General Meetings.
- vi) The President of a meeting may adjourn a meeting. In the adjourned meeting only the unfinished business of the meeting shall be transacted.

- vii) If a member of the Executive Committee fails to attend three consecutive meetings of the executive committee without prior intimation to the Hony. Secretary, Hony. Secretary will issue a notice, for explanation by the members concerned. The letter from the member concerned will be placed in the next executive committee meeting. The Executive Committee shall take decision regarding continuation of membership in executive committee of the concerned member.

#### **XIV. VALIDITY OF THE PROCEEDINGS:**

The Proceedings of any valid meeting shall not be invalidated by reason of there being any invalid appointment or election of any member or non-receipt of notice of such a meeting by any member.

#### **XV. BYE-LAWS:**

The Association under its constitutional binding shall frame Bye-Laws for smooth functioning of the association if necessary and shall get it passed in the Annual General Meeting/Extraordinary General Meeting.

##### **1. SUBSCRIPTION:**

- i) Annual members shall pay subscription of Rs. 100/- per year or as decided by the executive committee from time to time.
- ii) A member can be enrolled any time during the year on payment of the subscription.
- iii) The membership will be valid up to 31<sup>st</sup> March of next year.
- iv) All Life members and those annual members who clear dues within 31<sup>st</sup> October of previous year will be eligible to participate in the next election.
- v) The defaulting member will be automatically cease to be a member of the Association.
- vi) A member can be re-admitted after payment of all outstanding dues.
- vii) Subscription of Life members is 10 times of the annual subscription.
- viii) Honorary members need not pay subscription. They will not participate in the election.

##### **2. SUB-COMMITTEES:**

- 1) For smooth functioning of the Association, the Executive Committee shall constitute the following sub-committee in its first meeting.
  - i) Bulletin
  - ii) Scientific

- iii) Social & Cultural
  - iv) Membership
  - v) Benevolent
  - vi) Oration
  - vii) Election
- 2) Each sub-committee shall have a convenor who must be a member of the Executive Committee.
  - 3) Each sub-committee shall have five members from life and annual members. Three members will form the quorum.
  - 4) President and Secretary shall be ex-officio members of all sub-committee.
  - 5) Each sub-committee can co-opt more members if necessary.
  - 6) The Executive Committee, if necessary, can constitute more sub-committees for specific purpose.
  - 7) The Convenor of the sub-committee shall send report of activities to the Hony. Secretary for consideration of the executive committee every month.
- 3) ELECTION:**
- A) Executive Committee of Alumni Association:**
- 1) The Life and Annual members can participate in the election, which shall take place in the month of February every year during Re-Union.
  - 2) The Alumni Executive Committee shall be elected every year in the month of February in the manner prescribed in the Bye-laws. The President – Elect will automatically become President of the next year.
  - 3) All bonafide members whose names are on the Register as on 31<sup>st</sup> October will be eligible to participate in the next election.
  - 4) The electoral Roll will be prepared by the Executive Committee by 30<sup>th</sup> November and will be kept in the Alumni office for inspection. A copy of the Electoral Roll will be available, if required on payment at a cost to be decided by the Executive Committee.
  - 5) Any objection about the Electoral Roll will have to be made in writing to the Hony. Secretary within 15 days of publication of the Electoral Roll. The decision of the Executive Committee is final.
  - 6) The Executive Committee will fix the following:



- i) Date of the Election
  - ii) Last date of submission of nomination papers after being duly proposed and seconded by valid members.
  - iii) Date and time of scrutiny of nomination papers.
  - iv) Last date and time for withdrawal.
  - v) Date of publication of final list of valid candidates.
- 7) The Hony. Secretary will notify the above dates and time by a notice to be placed in the above notice board of the association by 31<sup>st</sup> December.
  - 8) For smooth conduction of the election, the Executive Committee shall constitute an Election Sub-Committee with five members from Bonafide members by 31<sup>st</sup> December and notify the same at the Alumni notice board. For smooth conduction of the election, the Executive Committee shall constitute an Election Sub-Committee consisting of five members including the President elect from the valid list of voters and notify the same by 31<sup>st</sup> December at the alumni notice board. The returning officer shall be the President elect of the Association. In case of non-availability of the President elect, senior alumni will be the returning officer, nominated by the Executive Committee.
  - 9) The Election Sub-Committee shall scrutinize all nomination papers on the scheduled date and time in presence of the candidates or their agents, if any. The Returning Officer shall publish the names of valid candidates in the Notice Board of the Alumni Office.
  - 10) The Returning Officer shall publish the final list of candidates, if any, on the scheduled date and time in the Alumni notice board.
  - 11) If a candidate for whom nomination paper has been filed, finds that his name is not included in the list of valid candidates, published by the Returning Officer, he may apply to the Executive Committee in writing within 48 hours of the publication of the list of candidates.
  - 12) If no objection is made regarding the candidature within the stipulated period and if there is no contestant for a particular post, the candidate will be deemed as elected uncontested.
  - 13) If there is more than the scheduled number of candidates for a particular post, voting will be taken for that post by ballot in person.

- 14) One valid member can contest for one post only. Otherwise his/her candidature in all posts will automatically be cancelled.
- 15) The polling center shall be located within the premises of the Calcutta National Medical College or its attached hospital. The place and time will be fixed by the returning officer.
- 16) On conclusion of the polls the Returning Officer, with the help of assistants who are not candidates themselves, shall scrutinize the Ballot papers and count the votes on the same day.
- 17) The Returning Officer shall declare the results of the election in the Annual General Meeting. He shall return all documents pertaining to the election, to the Hony. Secretary and the documents shall be kept in the office.
- 18) The Newly elected executive committee will assume office on the 1<sup>st</sup> day of April and shall hand over the charges to the next elected committee by 31<sup>st</sup> Mrch of next year positively.

**4) ELIGIBILITY FOR VARIOUS OFFICER:**

Office bearers & members of executive committee must be the life member of the association.

**a) President-elect & Vice-President**

- i) Must have been an ex-student of the institute for at least 25 years (from the 1<sup>st</sup> day of internship).
- ii) Must have served the Association in the past at least for two terms of which one term as an office bearer.

**b) Hony. Secretary**

- i) Must have been an ex-student of the institute for at least 15 years (from the 1<sup>st</sup> day of internship).
- ii) Must have served the Association in the past as member of the Executive Committee at least for two terms.

**c) Hony. Treasurer**

- i) Must have been an ex-student of the institution for at least 12 years (from the 1<sup>st</sup> day of internship).
- ii) Must have served the Association in the past as member of the Executive Committee at least for two term.

**d) Jt. Secretary**

- i) Must have been an ex-student of the Institution for at least 10 years (from the 1<sup>st</sup> day of internship).

- ii) Must have served the Association in the past as member of the Executive Committee at least for one term.

**e) Member of the Executive Committee**

Must have been an ex-student of the institution for at least 5 years (from the 1<sup>st</sup> day of internship) the candidate must be a life member of the association for at least 2 years.

**5) RE-ELECTION:**

- i) President & President elect are not eligible to seek re-election for any post for executive committee.
- ii) Other office bearers and members of the Executive Committee are eligible to seek re-election in the same post only for one more term i.e. nobody will serve the committee standing in the same post for more than two terms without a break of one term.

**XVI. CHANGE OF REGULATIONS:**

The Executive Committee shall first discuss any proposal for amendment or change of regulations. The recommendations of the Executive Committee along with the proposed change if any, shall then be circulated to the members along with the agenda of the Annual General Meeting or a Extra-ordinary General Meeting for the purpose. The proposed change shall be considered to be duly passed, if three-fourths majority of the members present, vote in favour of such change. The new regulations shall be operative after getting due recording and approval from the office of the Register of Firms, Societies and non Trading Corporation, West Bengal.

**XVII. FUND & WITHDRAWAL OF MONEY:**

All funds of the Association shall be deposited in a scheduled bank or banks including Post Office Saving Bank or invested in such a manner as may be determined by the executive committee from time to time. Disbursement shall, as far as possible, be made by cheques and the said accounts in bank or other place of investments shall be jointly operated by the any one of President or Secretary, and Treasurer. Any expenditure exceeding Rs. 2500/- (Rupees two thousand five hundred) at a time shall be require prior sanction of the executive committee and permission for expenditure exceeding Rs. 10,000/- (Rupees ten thousand) shall have to be taken from the General Body.

**XVIII. ACCOUNTS AUDIT AND INSPECTION OF ACCOUNTS:**

The Treasurer shall keep an up to date account of the receipts and payments of all money and with the help of the Secretary shall prepare an annual statement

of accounts and balance sheet at the end of each year (1<sup>st</sup> January to 31<sup>st</sup> March). The accounts shall then be sent to the auditors, appointed by the Association for audit. The annual account together with bank statement & auditor's report shall be submitted in a meeting to the Executive Committee and Advisory Board of the current year by Hony. Secretary and Treasurer of the last session and the audited account shall be placed before the annual general meeting of the current year. The books of accounts and other statutory books shall be kept at the registered office, and the same shall be kept open for inspection of the members of the Association on requisition. The Advisory board shall be kept informed by the treasurer about the financial position at six months intervals.

**XIX. DISSOLUTION:**

Subject to the provisions of section 24 & 27 of the West Bengal Societies Registration Act, 1961 or any Statutory modifications thereof, the association may be dissolved by a resolution to that effect passed by three fourths of the members of the society present at a general meetings. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association if any after dissolution.

We the undersigned Governing Body of the society do hereby certify that the above is a true copy of the Regulations of society.

## **Annexure – I RE-UNION**

- i) The Association shall organize Re-Union of past and present students of the Institution on the first Friday, Saturday and Sunday of February each year.
- ii) Office bearer of organizing committee for the next Re-union will be elected at the Annual General Body Meeting during Re-union which shall comprising:
  - i. President of the Re-Union (One) – The Re-Union functions/meetings shall be presided over by the President, who shall be elected every year in the annual general meeting during the agenda 'Election' from amongst the one of the actively participating senior life member of the association.
  - ii. Vice-President – (Three) – In absence of president senior Vice President will preside the meeting. They will be elected from senior life member.
  - iii. Organizing Secretary – Shall be a life member of the association. He shall be elected by the valid members of the Association along with the election of the President, Vice-President of the Re-Union every year along with any other member if necessary in the manner indicated in Article 3 of the Bye-laws of the constitution.
  - iv. Treasurer – Will be the Alumni Association Treasurer.
  - v. Jt. Organizing Secretary – Hony. Secretary of Alumni Association and President of the students' union shall be the Joint Organizing Secretaries.
  - vi. In absence of any students' union a senior student nominated by the Principal of the college shall be the Joint Organizing Secretaries, if available.
  - vii. Joint Assistant Secretaries – Joint Secretaries of Alumni Association and General Secretary Students' Union will be the Joint Assistant Secretaries of Re-Union, if available.

### **Sub-Committee:**

- i) Reception – Chairman-President of the Alumni Association.
- ii) Scientific
- iii) Entertainment
- iv) Cultural
- v) Exhibition
- vi) Brochure
- vii) Service
- viii) Publicity
- ix) Sports
- x) Finance

**Chairman of the Sub-Committee:**

Chairman, Co-Chairman and members of the sub-committees shall be elected in a special meeting of the Association convened for the purpose, guidelines given separately.

**Co-Chairman:**

Co-Chairman of each committee shall be a present student, who shall be nominated by the students' union or by the Principal of the college in absence of a students' union, if available.

**Sub-Committee Members:**

Each sub-committee shall consist of six members other than Chairman and Co-Chairman.

Three members shall be elected by the Alumni Association and 3 members shall be nominated by the Students' Union or by the Principal, in absence of the Students' Union, if available.

Chairman or in his absence Co-Chairman shall be the convenor of the Sub-Committee.

President and Organizing Secretary of Re-Union shall be the ex-officio members of all Sub-Committee.

**ACCOUNTS OF THE RE-UNION**

- 1) The organizing committee shall open a separate account for the Re-Union in a nationalized bank for monetary transactions of the Re-Union. The account will be operated jointly by Treasurer and any one of the Following, i) President, ii) Organizing Secretary.
- 2) The Auditor of the Alumni Association will audit the Accounts.
- 3) The outgoing Organizing Secretary shall place the audited statement of account of the Executive Committee by 31<sup>st</sup> December to be passed in the next Executive meeting and subsequently to be placed in the next General body meeting which is held during the Re-union.
- 4) The savings of the Re-Union shall be transferred to the Alumni account.
- 5) (a) Registration charges of the Re-Union shall be same as the previous year or as decided by the Executive Committee from time to time. Registration fees if increased from this decided level be discussed and accepted at the Annual General Meeting.

(b) Membership fees will be collected during the Re-Union days as and when necessary. Separate receipts books shall be maintained for Registration charges and Membership fees and the amount thus collected shall be deposited with the Organizing Secretary of the Re-Union and the Hony. Secretary, CNMC Alumni Association respectively on the last day of the Re-Union before the Annual General Meeting of the Re-Union, on proper receipt by both sides.

Distribution of the receipt books for registration and membership collection during the Re-Union days will vest on the Organizing Secretary of the Re-Union and the Secretary of Alumni Association respectively on proper records of distribution and collection. All the Receipt books along with the amounts thus deposited and collected will be handed over to the Organizing Secretary of the Re-Union and the Secretary, CNMC Alumni Association respectively by the last day of the Re-Union on proper receipts and recordings by both sides.

#### **PROCEDURE – RE-UNION (GUIDLINE)**

The Hony. Secretary of Alumni Association and Organizing Secretary of Re-Union shall jointly convene the special general meeting to be held in July each year in which different sub-committees will be formed. The notice should be displayed in the notice board and to be published at least in one English and one Bengali leading newspaper giving one-month clear notice.

After the formation of the sub-committees the Re-Union Committee should meet at least once in a month from August and at least twice a month from November till the Re-Union to ensure proper planning, budgeting and execution of the Re-Union in a befitting manner in the Association Office.

During the period before the Re-Union the Organizing Secretary should attend all the alumni Executive Committee meeting and report about the progress of the Re-Union proceedings.

After the Re-Union is over the Organizing Secretary and the treasurer shall hand over the audited accounts and surplus money to the Alumni Association by 31<sup>st</sup> December of the said year, along with the books of accounts and closure of Bank accounts.

## **RE-UNION PROGRAMME**

### **1<sup>ST</sup> FRIDAY (FEBRUARY)**

Registration Flat Hoisting & Garlanding of Statues.  
Inaugural Function of the Re-Union, Prize Distribution

LUNCH

Scientific Sessions, Seminar & Other Events

EVENING

Cultural Programme (Preferably by Students & Ex-Students)

### **FOLLOWING SATURDAY**

Registration, Scientific Sessions, Election of Executive Committee of  
Alumni Association (From 11 a.m. to 3 p.m.)

Dr. M. N. Sarkar Memorial Oration

LUNCH

Scientific Session & other events

EVENING

Cultural Programme (if possible)

### **FOLLOWING SUNDAY**

Registration, Scientific Session

A. G. B. Meeting (12.00 Noon)

Group Photo

LUNCH

Variety of Events

EVENING

Cultural Programme (if possible)



## **Annexure – II**

### **Mid-Term get together (Bijoya Sammilani)**

- i) Will be organized by Alumni Association Executive Committee.
- ii) Donation & Subscription will be collected under Alumni Accounts.
- iii) Preferably on Sunday between Laksmi Puja and Kalipuja.

## **Annexure – III**

### **GUIDELINE FOR DR. M. N. SARKAR MEMORIAL ORATION**

- i) Orator should preferably be a senior Alumnus of our Association.
- ii) Orator should be an eminent personality of the Profession.
- iii) The subject matter should be interesting and acceptable to members of Alumni at large.
- iv) The oration shall preferably be held on the 2<sup>nd</sup> day of the Re-Union.
- v) Selection of Speaker:
  - a) The executive committee will nominate the name. They may take the help and suggestion of the Alumni members as they deem fit.
  - b) A panel of 4 speakers is to be suggested from which one speaker will be selected.
  - c) A letter should be issued to all speakers by 31<sup>st</sup> August every year asking for their availability and the name of one speaker chosen according to their response.

## Annexure – IV

# Seating Arrangement on Dias at the Inaugural Function of Re-Union



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