

G. C. College Alumni Association

Bye-Laws, Rules and Regulations

1. **Name of the Society:** The name of the Society shall be "G.C. COLLEGE ALUMNI ASSOCIATION", and shall be referred to as the ASSOCIATION subsequently in these articles.
2. **Address of the Society:** The office of the Association shall ~~remain be within the campus of the Gurucharan University, Silchar, Assam¹ in the Union territory of Delhi~~ and its address is as follows: ~~C/o the Registrar, Gurucharan University, College Road, Silchar – 788004, Assam.² Flat Number 20/602, East End Apartments, Mayur Vihar Phase I Extension, New Delhi – 110 096.~~
3. **General Scope and Application:** (A) these bylaws shall extend to all the units and activities of the Association; (B) these bylaws shall come into force from the date on which the Association is registered under the Societies Registration Act, 1860; and, (C) the activities and accounts of the Association shall always be open for verification by the General Body of the Association and all concerned regulatory authorities.
4. **Definitions:** In these rules unless the context otherwise requires:
 - a) "Act" means the Societies Registration Act, 1860.
 - b) "Society" or "Association" means the G. C. College Alumni Association registered under the Societies Registration Act, 1860.
 - c) "President of the society" means the President of the Executive Committee of the Association who shall also be the President of the General Body.
 - d) "Vice-President of the society" means any of the 3 (three) Vice-Presidents of the Executive Committee of the Association.
 - e) "Secretary of the society" means the Secretary of the Executive Committee of the Association.
 - f) "General Body" (GB) means the general body of the members of the society as constituted under these bye laws.
 - g) "Executive Committee" (EC) means the executive council of the society as constituted under these bye laws.
 - h) "Member" means a person who holds a valid membership, as per the rules of membership, of the society.
 - i) The "Annual General Body Meeting" and "Special General Body Meeting" mean such general or special meeting/s convened by the Society and held only under the rules and regulations of the society.
 - j) The "Meeting(s)" means all meeting(s) other than the Annual and Special General Body Meeting(s) of the society.
 - k) "Resolution" means a resolution of the society duly passed and adopted in the meeting of the General Body.
 - l) The "Seal" means seal of the society.
5. **Area of Operation:** The area of operation of the Association shall be all states and union territories of the Union of India.

PURPOSE, AIMS, OBJECTIVES & FUNCTIONS OF THE ASSOCIATION

6. **Purpose and Aim:** The purpose of the Association shall be to organize alumni of the Gurucharan College, Silchar, Assam – ~~renamed as the Gurucharan University through the Gurucharan University Act, 2023 (i.e., Assam Act No. LVII of 2023)³~~ (referred hereinafter as "the ~~College/College/University~~⁴") to develop interest in, and to facilitate and provide support for the betterment of the ~~College/College/University~~ faculty, students, and alumni. This would be attempted by stimulating individual and community participation in the affairs of the Association in particular, and all aspects of the ~~College/College/University~~ in general. The Association's efforts shall foster enhancement of the student experience, and communication with alumni, students, faculty, and the community. The Association will encourage development of financial support for the ~~College/College/University~~ and its activities.

¹ Amended by Resolution of the Emergent General Body Meeting dated November 23, 2025.

² Amended by Resolution of the Emergent General Body Meeting dated November 23, 2025.

³ Amended by Resolution of the Emergent General Body Meeting dated November 23, 2025.

⁴ Amended by Resolution of the Emergent General Body Meeting dated November 23, 2025.



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7. **Charitable Charter of the Association:** All income earned by, and moveable or immovable properties of the Association shall be solely utilized and applied towards the promotion of its aim and objectives set forth in these memorandum of association; and no income or profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any other manner whatsoever to any present and past member of the Association, or to any other person, group of persons or any entity claiming through any or more of the present or past members. No member of Association shall have any personal claim on any income or moveable/_ immovable properties of the Association or make any profit whatsoever by virtue of her⁵his membership.
8. **Diversity Policy of the Association:** The Association will not discriminate on the basis of gender, religion, race, ethnic origin, cultural background, social group, disability, marital status, age or political opinion. The Association shall recognize the intrinsic value of the different cultures from which the Alumni of the College/University come from and within which they thrive, and shall show respect for these cultures in the activities, affairs and practices of the Association.
9. **No rights created:** These Rules and regulations are statements of certain fundamental principles, policies and procedures that govern the Association. It does not create any rights in any supplier, associate organization, donors, financiers or any other person or entity.

10. Aims and Objectives: The aims and objectives of the society being established are as under:

- a) To liaise with the alumni and maintain information on their professional achievements and allied activities;
- b) To communicate with the alumni on the developments of the College/University, and to help the students and alumni of the College/University by providing information, guidance, counselling and the like;
- c) To organize activities for a close interaction between alumni and the alma mater;
- d) To organize welfare activities for the benefit of students and alumni of the College/University, including offering help to them by way of donations, scholarships, prizes, bursaries, grants or the like;
- e) To hold re-union of alumni at least once a year, and to arrange social, charitable, sporting and cultural events and celebrations or the like;
- f) To perpetuate memories of worthy alumni in suitable ways, such as by way of installing portraits, photos, busts; or by naming scholarships, prizes, or by installing memorial plaques;
- g) To publish books, journals, bulletins, newsletter, etc.~~.~~⁵ and,
- h) To promote the culture of the North East India, especially of the Barak Valley, as a means to achieve greater dialogue and interaction with the rest of India.

11. Functions of the Association: To achieve the above objectives the G C College Alumni Association shall carry out the following functions, namely:

- a) Implement activities to achieve the aims and objectives of the Association;
- b) Accept or provide any grant of money, loan securities or property of any kind; and to undertake and accept the management of any endowment trust, fund or donation consistent with the objectives of the Association;
- c) Purchase, hire, take on lease, or otherwise acquire property, movable or immovable, and maintain any building or buildings as may be necessary for carrying out the objectives of the Association;
- d) Enter into contracts for the explicit purpose pf achieving aims and objectives of the Association;

⁵ Amended by Resolution of the Emergent General Body Meeting dated November 23, 2025.



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- e) Appoint personnel, including by deputation or on contract, for carrying out its activities of the Association efficiently and effectively as per adopted rules and procedures;
- f) Accept, make, or otherwise execute cheques, drafts, receipts, bills of exchange or other instruments and securities as required for the conduct of the affairs of the Association;
- g) Incur expenditure with due regard to economy and financial propriety;
- h) Make rules and regulations for the conduct of the affairs of the Association, and add or amend, vary or rescind them from time to time as approved by the General Body;
- i) Undertake any legal action that may be necessary to ensure the fulfilment of contracts made between the Association with other agencies or organisations;
- j) Prepare annual reports and accounts of Association and submit to the General Body and the concerned regulatory authorities;
- k) Take all such action and to enter all such actions as may appear necessary or incidental for the achievement of the objectives of the Association.

MEMBERSHIP

- 12. **Types of membership:** The Association will have the following categories of membership: (i) Core Member; (ii) Associate Member; (iii) Life Member; and (iv) Honorary Member. Other than the Life Members and the Honorary Members, membership of any other category of members will be subject to renewal on the payment of annual membership subscription fees.
- 13. Only the Core Members will have voting rights in General Body Meetings. The Associate and the Honorary Members will have no voting rights. The Core Members shall be eligible for elections to the Executive Committee of the Association.
- 14. The Secretary, on behalf of the Association, shall maintain a live register of all currently enrolled members with up to date postal address of each member, telephone number and e-mail ID, if any.
- 15. **Eligibility for Membership:** Any of the following individuals are eligible for relevant type of membership of the Association, provided that the individual is of at least 18 years of age, is not a declared insolvent, or not been convicted of any criminal offence by any court in India.
 - a) **Core Member:** Any person who has completed his/her intermediate/pre-university/higher secondary education or graduation from ~~Gurucharan College, Silchar, Assam~~ the College/University; or any person who has been a student or teacher of the College/University for a period not less than 1 (one) year shall be eligible for Core Membership of the Association.
 - b) **Associate Member:** Following persons, otherwise ineligible for core membership, shall be eligible for Associate Membership of the Association:
 - i. The spouse, children or parents of the Core Member(s);
 - ii. Any non-teaching employee of the ~~Gurucharan College, Silchar, Assam~~ College/University.
 - c) **Life Member:** Any Core Member of the Association, in his/her own will may fulfil the requirements, which include payment of fees for life membership set forth in Paragraph 21 of these rules and regulations, to nominate himself/herself as a Life Member. Any nominations for Life membership will need to be approved by the Executive Committee of the Association. Life members will not be required to pay any annual membership subscription.
 - d) **Honorary Member:** The Executive Committee of the Association, from time to time, by a resolution of the Executive Committee, may nominate as Honorary members eminent persons who have contributed to the development of the Nation, or the Barak Valley of Assam or ~~Gurucharan College, Silchar, Assam~~ the College/University. Persons eligible for enrolment as core member or associate members cannot be nominated as an honorary member, unless such resolution is passed by the General Body Meeting. Any existing member of the Association cannot be nominated as honorary



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member. Any nomination for honorary membership will need to be approved by the General Body Meeting of the Association. Honorary Members are not subject to the rules and regulations of the Association, nor are expected to pay any subscription fees to the Association.

16. **Procedure for enrollment of Members:** Any individual who is eligible as defined above in Paragraph 15 and who desires to be a member of the Association shall be admitted to membership in the Association, subject to the provisions of Paragraphs 18 through 22 of these rules and regulations.
17. Pending prescribing of a form of application for membership, a person may apply for membership verbally or by writing a letter. If either the President or the Secretary of the Association records his/her acceptance, the applicant may be enrolled on payment of membership subscription.
18. **Application for Membership:** All persons eligible for membership of the Association, as per paragraph 15 of these rules and regulations, shall need to apply on a prescribed form along with submission of the stipulated membership fees, for enrolment as members.
19. Upon acceptance of the application for membership in the manner prescribed, the eligible and aspiring member shall undertake the following, and become a member:
 - a) Confirm in writing his/her willingness to abide by the rules and regulations of the Association;
 - b) Confirm in writing his/her intentions to use the membership of the Association for charitable purpose, without any motive of personal and individual profit; and,
 - c) Confirm that s/he would pay the membership fees in a timely manner.
20. The Executive Committee of the Association by its resolutions and/or by making provision in the Bye Laws may prescribe any other procedure for applying for membership of the Association, and fix the amount of subscription to be paid for membership.
21. **Subscription for Membership:** Members shall subscribe with the fees specified as below. e annual membership subscription is payable on or before 01 April of every year.

Membership category	Registration Fees (Rs.)	Annual Fees (Rs.)	Conversion Fees for -Life Membership (Rs.)
Core Member	100	500	5,000
Associate Member	100	500	5,000
Honorary Member	-	-	Automatically Considered Life Member

22. The rates of subscription (as in Paragraph above) shall be amended from time to time as per the decisions of the Executive Committee of the Association. Any revision of the subscription fees for any of the categories of members by more than 50% at a time, or any case of second revision of the subscription fees within a year will need to be confirmed and accepted by the General Body Meeting.
23. **Cessation of Membership:** A member of the Association shall cease to be such member under the following circumstances:
 - a) Circumstances where the membership ceases automatically (and the Executive Committee only recognizes and reports such cessation):
 - i. In the event of death of a member.
 - ii. A member if declared to be of unsound mind or is convicted by a court for any offence, including civil or criminal offence;
 - iii. If a member is declared to be bankrupt.

Note: For annual membership subscriptions, the reductions and exemptions applicable to the spouse or family members of a Core Member will continue in the event of death of the original core member. However, such privileges will cease to exist in the event of the membership of the original core member being automatically terminated on legal, psychological or bankruptcy or any other comparable grounds.
 - b) Circumstances where the Association makes a decision:



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- i. If a member tenders resignation from his/her membership, and the Executive Committee of the Association accepts the resignation;
 - ii. In the event of non-payment of annual membership subscription fees (except in the case of life members), within a period exceeding 90 days from the start of the financial year or within 30 days from being issued a notice to pay the outstanding annual subscription, whichever is earlier; or any other suitable period determined by the Executive Committee. The Executive Committee may, however, keep the membership suspended, without being actually cancelled, for an indefinite period of time with or without assigning reasons – provided such cases of suspension (instead of termination) of membership is recorded in the General Body Meeting.
 - iii. The Executive Committee of the Association, by a resolution, may terminate membership of any member for compelling reasons, such as on moral conduct; or for gross violations of the bye-laws, rules and regulations of the Association.
 - iv. The Executive Committee of the Association, by a resolution, may terminate membership of a member if it is found that the conduct of the individual is not consistent with the purpose, aim, charitable charter or diversity policy of the Association.
 - v. In all cases of termination of membership by the Association by a resolution of the Executive Committee (excludes the cases of termination by acceptance of resignation, and by virtue of defaulting on annual subscription), the relevant members will be served a notice to defend him/herself. The notice shall be sent under certified postal services. The respondent member shall ensure that reply to the notice is received by the Office of the Association within 15 days of issuance of the notice.
- c) The Association may, from time to time, amend and incorporate in its bye laws additional or modified provisions to regulate when and under what circumstances a member's name may be struck off the rolls of the Association.
24. **Roll of Members:** The Association shall maintain a roll of members at its registered office; and every member shall sign the roll and state therein his/her rank or occupation and address. It shall be the duty of a member to keep the Association informed about his/her current address for communication, so that proceedings of the Association activities and meeting notices could be sent to him/her.

GENERAL BODY OF THE ASSOCIATION

25. **Constitution of the General Body (GB):** The General Body shall consist of all current members of the Association.
26. **Powers and Duties of the General Body:** The powers and duties of the General Body shall be as follows:
- a) Set guidelines for the Executive Committee to achieve the objectives of the Association;
 - b) Amend the Constitution, Rules and regulations of the Association;
 - c) Approve and/or confirm, as the cases may be, the life membership and the honorary membership of the Association as well as the termination or suspension of memberships – all as per Section 4 of these rules and regulations;
 - d) To consider and adopt the Annual Report and Audited Accounts of the Association;
 - e) To approve budget for the following 'financial' year;
 - f) To honour distinguished Alumni, and honorary members of the Association; and,
 - g) To transact any other business with the permission of the President of the Association.
27. **General Body Meetings:** The General Body of the Association shall hold an Annual General Meeting (AGM) at least once a year and not more than 18 months shall elapse between two successive AGMs. This meeting will normally be held on the second Sunday of February every year. Emergent meeting of the General Body can be convened by the Executive Committee for compelling reasons at a short notice. An emergent meeting can also be called by the President of the Association if requested by at least 25% of the existing members.
- a) **Dates of Annual Meetings & Special Conventions:** The annual meetings or special convention(s) of the Association will be held on the date(s) as decided by the Executive Committee of the



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Association. Attempts shall be made to hold the AGM (normally to be held on the third Sunday of ~~of~~ January of each calendar years), and the elections for the Executive Committee of the Association together with an annual reunion.

- b) **Notice of Meetings:** A notice of clear 21 days convening an AGM shall ordinarily be given to the members. Emergent meetings can be held by a notice of 5 days. The notice for elections shall be delivered to Post Office or given to a professional messenger for delivery at least a fortnight before the date fixed for elections.
 - c) **Quorum:** For the annual general meetings, participation (in person) of 50 members or half of the total membership of the Association, whichever is less, shall form a quorum. For Special Conventions or Emergent meetings, the quorum will consist of at least one-third of the total number of members of the Association including at least half of the life members of the society.
 - d) Any Annual General Meeting or Special Convention or Emergent Meeting will be adjourned for want of quorum, after waiting for at least 30 minutes. If any Annual General Meeting or Special Convention or Emergent Meeting is adjourned for want of quorum, the same Annual General Meeting or Special Convention or Emergent Meeting shall again take place either (i) at the same day at the same place after 1 hour of adjournment, or (ii) at the same place and the same time on the next Sunday after adjournment to transact the same business and the members present shall form the quorum.
 - e) **Agenda and Minutes of the Meeting of General Body:** The Agenda and the Minutes of the Meetings of the general Body shall be prepared and issued by the Secretary of the Association. A copy of the minutes of the meeting shall be furnished to the members as soon as possible. Proceedings of every meeting signed by the Chair of the meeting shall be properly kept by the Secretary of the Association and shall be read out at its next meeting and confirmed either with or without amendments as the case may be.
 - f) **Validity of the Meeting of General Body:** Merely existence of any vacant membership, invalidity of a membership and/or any said defect in the nomination of any members shall not be the reason for invalidity of the meeting or the proceedings of the general Body.
 - g) **Voting Rights of Members of General Body:** All matters in the General Body shall be decided by majority. Each core member of the Association including the President of the Association shall have one vote. The associate members and the honorary members of the Association shall not have any voting rights, and may attend the General Body Meetings as observers only.
28. **Powers of the General Body to Amend the Bye-Laws, Rules & Regulations of the Association:** All bye-laws, and these Rules and Regulations may be amended by resolutions passed by a two-third majority of members present at a meeting of the General Body of members (Annual general Meeting or Special Convention). For any such amendment, the President or the Secretary of the Executive Committee of the Association, as the convenor, shall give a clear notice of 20 days to all the members of the Association. The notice shall be sent to members by Certificate of Posting. The notice period should be counted from the date of posting.

EXECUTIVE COMMITTEE OF THE ASSOCIATION

29. **Composition of the Executive Committee:** The Vice-Chancellor of the Gurucharan University will be the ex-officio Patron of the Association and its Executive Committee.⁶ The affairs of the Association shall be managed by an elected Executive Committee (except that the Treasurer of the Association will be nominated by the Vice-Chancellor of the Gurucharan University).⁷ The Executive Committee may make bye-laws for running the affairs of the Association. The Executive Committee shall consist of the following office bearers and members:

- a) 1 (One) President

⁶ As per Amended through the Emergent General Body Meeting dated November 23, 2025.

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- b) 15 (Fifteen) Vice-Presidents
- c) 1 (One) General Secretary.
- d) 3 (Three) Joint secretaries.
- e) (One) Treasurer. The Treasurer shall be nominated by the Vice-Chancellor of the Gurucharan University from among the teachers of the College/University who duly completed at least a 5 years tenure with the College/University.⁸
- f) 30 (Thirty) Executive Members.
- g) The Executive Committee may, at its discretion, co-opt up to 10 (ten) members in the Executive Committee from members (including the core, the associate or the honorary members) of the General Body, with tenure of such co-opted members co-terminus with the remainder of tenures of the elected Executive Members.
- h) Further, the President (or by whatever equivalent title such an executive is called) and the General Secretary (or by whatever equivalent title such an executive is called) of any of the Regional Chapters of the Alumni Association (or by whatever equivalent name such regional chapters are called) will be automatically considered ex-officio members of the Executive Committee of the Association, starting from the date such regional chapters are established (as per applicable laws, norms and standards) with explicit written permission of the President of the Association, and will enjoy the status of such ex-officio members during their tenure as the President (or by whatever equivalent title such an executive is called) or as the General Secretary (or by whatever equivalent title such an executive is called) as may be applicable in the said regional chapters.

30. **Tenure of the Executive Committee Members:** All elected members of the Executive Committee shall hold office for a maximum of 3 (three) years continuously. In order to maintain continuity and also provide for bringing in new incumbents, elections will be held for three or four posts every year, in the following manner:

- a) In the first year of the Association, all 15 (fifteen) members of the Executive Committee will be elected;
- b) All elected members of the Executive Committee shall hold office for a maximum of 3 (three) years continuously, or until the Annual General Body Meeting held after being two years in office since the election of the Executive Committee.
- c) In the event of a position of an office bearer (which includes President, Vice Presidents, Secretary or Joint Secretaries, and Treasurer) of the Executive Committee falling vacant on account of their cessation of membership, as per Paragraph 23 of these Rules and Regulations, elections will be held (through a emergency meeting of the General Body) for the residual part of the original tenure only. For any vacancy arising out in a similar manner for the Executive Members, the Executive Committee will nominate, by a resolution, a Core member of the Association to serve out the residual tenure.
- d) No office bearer (which includes the President, the Vice Presidents, the Secretary, the Joint Secretaries, and the Treasurer) of the Executive Committee shall hold office for more than two consecutive three-years terms at a singular position.
- e) In case any vacancy arises in the Executive Committee, the same might be filled by co-option of a Core Member of the Association (who is not a defaulter on annual subscription), through a resolution of the Executive Committee, on a temporary basis, until the next elections of the entire Executive Committee are held.

31. **Elections of Members of Executive Committee:** Election for the Executive Committee shall be held at the General Body Meeting, normally through voice votes. In exceptional circumstances, postal ballot could be used.

- a) **Voting Rights:** Only the Core Members of the Association will have the right to vote in the elections for the Executive Committee. Any such member who is a defaulter on annual subscriptions for the

⁸ As per Amended through the Emergent General Body Meeting dated November 23, 2025.



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current financial year (including any core member currently suspended on account of non-payment of annual subscription) will not have any voting rights for these elections.

- b) **Election Process:** The Incumbent President of the Association will nominate a Returning Officer from among the existing Core Members of the Association to conduct the elections. For the First Year Election, the Returning Officer will be mutually agreed by the Executive Committee of the Association. The returning Officer will select, among the Core Members, any number of Members to assist him/her in the process of election. All decisions of the Returning Officer with respect to the conduct of the elections including the process of nomination, examination of voting rights, the election process, and declaration of election results will be final and binding.
- c) **Nomination Process:** The Returning Officer will invite the nominations by a date fixed by him/her, on a prescribed nomination form.

- i. Any Core Members of the Association (who is not a defaulter on annual subscription) could be nominated by 2 (two) other core members of the Association (who also are not defaulters on annual subscription). An Associate Member (who is not a defaulter on annual subscription) could be nominated for the Executive Committee if such nomination is supported by 2 (two) core members of the Association (who, again, are not defaulters on annual subscription).

- ii. Only Core Members of the Association will be eligible for the positions of President, Vice-Presidents, Secretary, Joint Secretaries and Treasurer.

- iii. Only Core Members of the Association, who usually reside in Silchar and who are expected to be routinely available at the office of the Association for discharging expected activities, especially signing instruments of the bank account of the Association, will be eligible for the position of the General Secretary.⁹

- d) **Voting:** At the AGM, the Returning Officer will verify the voting rights of the all core members eligible to vote, and only such eligible core members will be asked to vote for election of members of the Executive Committee.

- i. In the event the returning Officer decides to conduct the elections through "secret ballot", only the verified core members will be supplied with ballot papers. Voting will be conducted through "secret ballot", and after such voting (for one person for each position up for election) the closed ballot papers will be returned to the Returning Officer.

- ii. In the case of postal ballot in exceptional circumstances, the returning Officer shall send the postal ballot papers to all members, eligible to vote, for according their voting preferences. The Returning Officer will fix a cut-off date for receiving votes, and only the votes received within the stipulated cut-off date will be considered valid.

- e) **Election Results:** The eligible core members can vote for one candidate for each position up for election. The election of a candidate shall be finalized on the basis of maximum number of votes polled. In case of tie, the person having an earlier date of birth shall be declared elected. The election results shall be finalized and declared by the returning officer. No legal suits shall be admissible in regard to the election process.

- f) The Executive Committee may, from time to time, provide procedure about holding elections in the Bye-Laws.

32. **Powers and Suits of the Office Bearers of the Executive Committee:** The Executive Committee shall have all powers with regards to management and promotion of objectives of the Association. Subject to the provisions of the Memorandum of Association and these Rules and Regulations, the Executive Committee shall have full control over management of the affairs and programmes of the Association; and shall have all the advisory, executive, and financial powers to conduct the affairs of the Association through its President and Secretary. All the duties, powers, function and rights, whatsoever, consequential and incidental to carrying of the objectives of the Association shall only be exercised or performed by the Executive Committee.

⁹ As per Amended through the Emergent General Body Meeting dated November 23, 2025.



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33. In particular and without prejudice to the foregoing provision, the Executive Committee shall have the following powers and functions:

- a) Power to co-opt up to 3 (three) members who shall have the right to participate and deliberate in all the proceedings and meetings of the Executive Committee;
- b) Power to approve and amend the service rules and shall define the duties and responsibilities of staff of the Association from time to time and to appoint or terminate the staff of the Association;
- c) Power of approval with regard to procurement of works, goods and equipment, and consultancy services in pursuance of the aims and objectives of the Association;
- d) Power to delegate all such powers as it deems appropriate, other than those of making rules to the President for the proper functioning of the Association;
- e) Implement or cause to implement the recommendations of the General Body through the Secretary of the Association;
- f) Consider and approve annual budget and the annual action plan or any other plan of the Association;
- g) Authorize, as deemed appropriate, sale or acquisitions by purchase, lease or otherwise any property, movable or immovable, for the purpose of Association;
- h) Monitor the financial position of the Association in order to ensure smooth fund flow and to review annual audited accounts;
- i) Perform all such acts and things as may be necessary or incidental to carry out all or any of the objectives of the Association;
- j) Appoint committees, sub committees, expert panels, task force, working or study groups and boards, etc. for such purpose and on such terms as it may deem fit, and to remove any of them;
- k) To raise funds for the Association by gifts, grants, loans, donations or otherwise;
- l) To institute a provident fund for the benefit of the employees of Association if approved by the General Body, and manage such provident fund;
- m) To grant fellowship, scholarship or other monetary assistance, on such terms and conditions as it may prescribe, to such person as it may select for carrying on of any research, or investigation, or study in a subject, in which the Association is interested;
- n) To manage, sell, transfer or otherwise dispose of any property, movable or immovable of the Association;
- o) To appoint an auditor for auditing the accounts of the Association and to report thereon;
- p) Provided that nothing herein contained shall authorize the Executive Committee to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, or which may be inconsistent with the objectives of the Association.

34. **Powers and Suits of the President:** The President shall act as Chief Executive of the Association, and shall preside over the Executive Committee meetings and at the General Body Meetings; and:

- a) S/he shall approve the dates for holding meetings and decisions to adjourn them;
- b) The President shall sign jointly with the Secretary on all agreements relating to the Association including all deeds of the transfer, contracts and other documents relating to the immovable property of the Association;



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- c) The President shall exercise such powers and perform such other duties as are conferred or imposed on him under the rules or decisions of the Executive Committee or the General Body of the Association, or by any bye-laws of the Association or by any rule or law of the Country for the time being in force.
35. **Powers and Suits of the Vice-Presidents:** The Vice-Presidents, among themselves select one Vice-President to preside over any meeting, in the absence of the President. For extended absence of the President, the Vice-Presidents shall select among themselves, on a rolling basis, or in any other manner whatsoever, one Vice-President to discharge the duties and responsibilities of the President.
36. **Powers and Suits of the Secretary:** The Secretary shall attend to all activities as approved by the Executive Committee; and:
- a) The Secretary shall be responsible to arrange, subject to the directions of the Executive Committee, for the safe custody and investments of all properties and money of the Association. S/he along with the treasurer shall be responsible for the management and administration of all such property and money;
 - b) The Secretary shall operate jointly with the President and the Treasurer all accounts of the Association and to arrange for their annual audit. S/he shall also sign jointly with the President all agreements including all deeds of the transfer, contracts and other documents relating to the immovable property of the Association;
 - c) The Secretary shall call with the approval of President, meetings of the Executive Committee and shall maintain records of all correspondence, registers and books pertaining to management and administration of the Association. S/he shall be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.
 - d) Within fourteen days after holding the AGM, the Secretary of the Association shall file the following information with the Registrar of the Societies:
 - i. List of Names, Addresses and Occupations of the members of the Executive Body;
 - ii. An Annual report of the previous year.
 - e) The Secretary shall incur such expenses as are necessary pertaining to his duties as Secretary of the Association. For non-budgeted items, the financial powers of the Secretary shall be limited to Rupees Fifty Thousand only;
 - f) The Secretary shall represent the Executive Committee and the Association in cases relating to the Association in all legal proceedings or cases and to appoint attorneys and advocates for the purpose;
 - g) The secretary shall suspend, with the concurrence of the President, a member of the Association pending enquiry as prescribed in regulation and report the action taken to the Executive Committee if so authorised by it.
37. **Powers and Suits of the Joint Secretaries:** The Joint Secretaries shall assist the Secretary in the management of the activities of the Association. For extended absence of the Secretary, the Joint Secretaries shall select among themselves, on a rolling basis, or in any other manner whatsoever, one Joint Secretary to discharge the duties and responsibilities of the Secretary.
38. **Powers and Suits of the Treasurer:** The Treasurer shall operate the funds of the Association subject to general approval of the Executive Committee, and shall maintain accounts of the Association, including all the funds and money of the Association; and:
- a) The Treasurer shall receive all grants, contributions, donations and subscription for the Association and shall issue proper receipt for them;
 - b) The Treasurer shall operate jointly with the Secretary all accounts of the Association, and shall arrange for their annual audit, including submission for audit to the authorised auditors all accounts, registers, vouchers, receipts and other relevant papers;



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- c) The Treasurer shall prepare annual statement of income and expenditure and submit it along with the audited report to the Secretary of the Association at least 5 days ahead of the Annual General Meetings;
- d) Within 14 days after holding the AGM, the Treasurer shall file, through the Secretary of the Association, a copy of the balance sheet and certificate of the ~~auditors~~auditor's report with the Registrar of the Societies.

39. **Executive Committee Meetings, Notice of Meetings & Quorum:** The Executive Body will ordinarily meet quarterly but the General Secretary may call an emergent meeting at any time.

- a) **Regularity of Meetings:** The Executive Committee shall convene at least 4 times per year at the call of the General Secretary and may include the Annual General Meeting.
- b) **Notice:** A notice of 7 (seven) days shall ordinarily be given to members of the Executive Committee for convening a meeting. The Executive Committee, in any of its meetings, may decide to agree and notify the date, time and place for the next meeting.
- c) **Quorum:** The quorum for the Executive Body meeting shall be as follows:
 - i. When a Physical hybrid (physical + virtual) meeting of the Executive Committee is convened, the quorum shall be constituted by physical presence of at least 5 (five) office bearers of the Executive Committee (which includes the President, the Vice Presidents, the Secretary, the Joint Secretaries, and the Treasurer), and at least 3 other members of the Executive Committee; or,
 - ii. When a virtual meeting of the Executive Committee is convened, the quorum shall be constituted by virtual presence to be duly recorded of at least 3 (three) office bearers of the Executive Committee (which includes the President, the Vice Presidents, the Secretary, the Joint Secretaries, and the Treasurer), and at least 3 (three) other members of the Executive Committee; or,
 - iii. When a physical meeting (without any virtual meeting connections) of the Executive Committee is convened, the quorum shall be constituted by physical presence of the Secretary, at least one Joint Secretary and the Treasurer, and at least 3 (three) other office bearers of the Executive Committee (i.e., including the President, the Vice Presidents, and the other Joint Secretaries and at least 9 (nine) other members of the Executive Committee.

~~d)iv.~~ In case there is no quorum, the meeting shall be adjourned. In the event a meeting of the Executive Committee is adjourned twice, the next meeting of the Executive Committee shall always be held in a hybrid or virtual mode.

~~e)d)~~ **Agenda and Minutes of the Meeting:** The Agenda and the Minutes of the Meetings of the Executive Committee shall be prepared and issued by the Secretary of the Association. The Agenda will be circulated at least a week before the date of the meeting. A copy of the minutes of the meeting shall be furnished to the members as soon as possible. Proceedings of every meeting signed by the Chair of the meeting shall be properly kept by the Secretary and shall be read out at its next meeting and confirmed either with or without amendments as the case may be.

~~f)e)~~ **Validity of the Meeting:** Merely existence of any vacant membership, invalidity of a membership and/or any said defect in the nomination of any members shall not be the reason for invalidity of the meeting or the proceedings of the Executive committee.

AFFAIRS OF THE ASSOCIATION

40. **General:** The Association, through the Executive Committee including the Office Bearers, shall discharge its obligations under the national and State legislations, regulations, guidelines and directives; and operate in an environmentally sustainable and socially responsible manner.



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41. **Apolitical Nature of the Association:** The Association (or any of its members of in his/her capacity as a member of the Executive Committee of the Association) will not be involved in any political activity, unless determined and approved by special resolution of the General Body (with a minimum of two-third of the votes of the members present in a Special Convention).
42. **Records:** The Association shall maintain the following records, and update it at least at the end of each quarter of the financial year. The ministerial support for the office and accounts purposes shall be obtained from staff employed by the Executive Committee.
- a) Membership Register;
 - b) Proceeding Register;
 - c) Stock Register, if any;
 - d) Accounts Register; and,
 - e) Voucher File(s).
43. **Management of Financial Affairs of the Association:** The Association shall raise funds for pursuing the objectives of the Association through: (i) subscription from the members; (ii) money donated by the members; and, (iii) any other source approved by the Executive Committee. The funds of the Association may be invested in Government Securities, Bonds and Debentures of reputed public companies, Unit schemes of the Unit Trust of India and fixed deposits in nationalized banks.
44. **Audit of Accounts:** The Treasurer shall get the accounts of the Association audited once a year by a Chartered Accountant to be appointed by the Executive Committee. The auditor after auditing shall sign the receipts and expenditure statement and balance sheet, if found to be correct, duly vouchered and in accordance with law; or shall report to the President and the Secretary in which respect these were found to be incorrect, unvouchered or not in accordance with law.
45. **Operation of the Bank Account:** The accounts of the Association shall be maintained in any scheduled bank at New Delhi into which all subscriptions, donations and other income shall be credited. All bank accounts of the Association will be operated by the Treasurer and either the President or the Secretary.
46. **Financial Year of the Association** shall be April 01 — March 31 of every calendar year.
47. **Common Seal:** The Association shall have a common seal of such make and design as the Executive Committee may approve.
48. **Legal Proceedings:** The following provisions shall apply:
49. **By and Against the Association:** The Association may sue or be sued in the name of the President or the Secretary or any other office bearer authorized by the Executive Committee on its behalf as per provisions in section 6 of the Societies Registration Act, 1860. No suit or proceedings shall fail by reason of any vacancy or change in the holder of the office of the President or the Secretary or any the office bearer authorized on its behalf. Every decree or the order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the persons or the property of the President, the Secretary or any other office bearer.
50. **Internal Matters of the Association:** No legal proceedings against the matters of the Association shall be entertained in any court of law. All dispute arising with regard to membership, expenditure, audit and accounts, shall be entertained and resolved by the Executive Committee of the Association.
- a) In the event of specific representation against and member of the Executive Committee itself (including the President and the Secretary), the matter will be resolved through an Arbitration Committee comprising three among the ten "surviving oldest" core members of the Association nominated by the General Body in an emergent meeting.
 - b) **No Personal Immunity From Laws of the Land:** Nothing herein in these Rules and regulations shall exempt the President or the Secretary or any other office bearer of the Association from any criminal liability under the laws of the land, or entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him/her on conviction by a criminal court.



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- c) No member of the Association may be sued or prosecuted by the Association except for any injury/ loss/ damage/ detention/destruction of any property of the Association.
51. **Amendments of the Bye-Laws, Rules and Regulations:** Amendment to the rules and regulations shall be carried out only by a General Body Meeting when a minimum of three-fifth of votes of the members present are obtained.
- a) The proposed amendment to the rules and regulations shall be circulated to all the members as an agenda item for the General Body Meeting.
- b) Any amendment carried out by the General Body of the Association shall comply with the provisions laid down under section 12 & 12-A of the Societies Registration Act, 1860.
52. **Dissolution of the Association and Adjustment of Affairs:** The Association may, by special resolution of the General Body (a minimum of two-third of the votes of the members present in a Special Convention) determine that it shall be dissolved and thereupon it shall be dissolved forthwith or at the time specified in the resolution. The Executive Committee shall then take all necessary steps for disposal and settlement of the properties/claims/liabilities of the Association. The Association may also be dissolved in accordance with the sections 13 and 14 of the Societies Registration Act, 1860.
53. Application of the Societies Registration Act, 1860: All the provision under all the sections of the Societies Registration Act, 1860 (Act 21 of 1860), as applicable to the Union of India and in specific to the National Capital Territory of Delhi shall apply to this Society.
54. We, the following ~~desireous-Executive Mm~~ members of the Associations, certify that the Rules and Regulations of the Society including all amendments thereof carried out duly through (i) the Annual General Body Meeting dated April 27, 2014, (ii) the Annual General Body Meeting dated May 19, 2017, (iii) the Annual General Body Meeting dated September 22, 2022, and (iv) the Emergent General Body Meeting dated November 30, 2025 – all carried out in accordance of the (unaltered) Article 51 of the Bye-Laws, Rules and Regulations of the Association,¹⁰ given above are correct copy thereof.

Name	Address & Contact Particulars	Occupation	<u>Designation in the Association</u>	Signature
Mr. Soumya Kanti Purkayastha	Flat No. 1522, Sector A, Pocket B&C, Vasant Kunj, New Delhi – 110070, NCT of Delhi.	Service	<u>President</u>	
Mr. Subhajit Deb Roy	20/602, East End Apartments, Mayur Vihar Phase I Extension, Delhi-110096, NCT of Delhi.	Service	<u>Vice-President</u>	
Ms. Luna Purkayastha	<u>Z-203, Amrapali Sapphire, Sector 45, NOIDA, Uttar Pradesh.</u>	Retired	General Secretary	
Mr. Sumitro Dhar	<u>Flat B, JG 7, Khirki Extension, Malviya Nagar, New Delhi – 110017, NCT of Delhi.</u>	Service	Treasurer	

¹⁰ As per Amended through the Emergent General Body Meeting dated November 23, 2025.

