नियमावली / Rules Of Association

संस्था का नाम / Society's Name :	**BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY ,ALUMNI ASSOCIATION**
संस्था का पता / Society's Address :	BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, CAMPUS VIDYA VIHAR RAEBARELI ROAD, LUCKNOW,Lucknow,226025
संस्था का कार्य क्षेत्र / Society's Work Area :	ALL UTTAR PRADESH
संपर्क संख्या / Contact Number :	8004000567

संस्था के सदस्यता एवं वर्ग / Organization's membership and class :

सदस्यता का प्रकार / Membership Type	शुल्क / Fee	सदस्य बनाने की प्रक्रिया / Procedure of making Members
आजीवन सदस्य / Life Time Member	5000	जो व्यक्ति संस्था के विकास हेतु निर्धारित शुल्क एक बार में या इतने ही मूल्य की संपत्ति चल या अचल रूप में देंगे वे संस्था के आजीवन सदस्य होंगे
सामान्य सदस्य / General Member	1000	जो व्यक्ति संस्था के उद्देश्यों में आस्था रखते हैं तथा संस्था के विकास हेतु निर्धारित वार्षिक सदस्यता शुल्क नियमानुसार निस्वार्थ भाव से देते हैं वे संस्था के सामान्य सदस्य होंगे

सदस्यता की समाप्ति / Termination of Membership :

1. मृत्यु हो जाने पर ।
2. पागल या दिवालिया हो जाने पर ।
3. संस्था के विपरीत हानिकारक कार्य करने पर ।
4. अविश्वास प्रस्ताव या त्याग पत्र पारित करने पर ।
5. नियमित रूप से सदस्यता शुल्क न देने पर ।
6. लगातार तीन बैठकों में अनुपस्थित होने पर ।
7. नैतक अपराधों में न्यायालय द्वारा दण्डित होने पर ।

संस्था के अंग / Society's Parts :

1. साधारण सभा / General Body
2. प्रबंधकारिणी समिति/ Management Committee

साधारण सभा / General Body :

गठन / Formation :	साधारण सभा का गठन आजीवन सदस्य / Life Time Member, सामान्य सदस्य / General Member को मिलाकर किया जायेगा।
बैठके / Meetings :	साधारण सभा की सामान्य बैठक साल में एक बार व विशेष बैटक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है । असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अजेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा ।
सूचना अवधि / Notice period :	साधारण सभा की सामान्य बैठक की सूचना कम से कम 15 दिन पूर्व व विशेष बैठक की सूचना 07 दिन पूर्व सदस्यों को दी जाएगी ।
गणपूर्ति / Quorum :	साधारण सभा की गणपूर्ति हेतु कुल सदस्यों में से 2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी ।
विशेष वार्षिक अधिवेशन की तिथि / Special Annual General Meeting Date :	i. It shall meet at least once year ordinarily within first two months after closing of the financial year. The President will fix up date, place time for such meetings. ii It shall consider such other matters as may be brought up before it by the Governing Body. It will review the working of the Society.
साधारण सभा के अधिकार एवं कर्त्तव्य / Rights and Duties of the General Body :	1.To elect executive committee. 2 To pass annual budget of the society. 3. To pass the annual report of the society. 4. To effect any changes in the rules of the society or in the aims and objectives. 5. To obtain and generate National and International funds and aid to carry out the all activities. 6. All Members

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will be entitled to receive notice of all annual and special General Body meetings. 7. All Members will be entitled to vote in the entire Annual and Special General Body Meetings. 8. The General Body has the power to amend Rules Regulations and the Objectives of Society from time to time in accordance with the rules and Regulations laid down for amendments of these Rules, Regulations and the Objectives. 9. The General Body shall have power to make by-laws in regards to the working of Society. 10.The General Body alone shall have the power to repeal, amend and modify these Bye-laws with 2/3rd majority. 11. The General Body shall appoint the auditor or auditors for the Society, for auditing its accounts and reporting thereon. The Annual action plan of the Society will be discussed by the Governing Body General Body.

प्रबंधकारिणी समिति / Management Committee :

गठन / Formation :

साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबन्धंकारिणीं समिति का गठन होगा जिसमें EXECUTIVE MEMBER-3, GENERAL SECRETARY/SECRETARY-1, JOINT SECRETAY-1, PRESIDENT-1, TREASURER-1, VICE-PRESIDENT-1 होंगे इस प्रकार कुल संख्या मिलाकर 8 होगी।

सूचना अवधि / Notice period :

प्रबंधकारिणी समिति की सामान्य बैठक की सूचना कम से कम 07 दिन पूर्व व विशेष बैठक की सूचना 03 घंटे पूर्व सदस्यों को लिखित रूप से दी जाएगी।

बैठके / Meetings :

प्रबन्धसकारिणी समिति की सामान्य बैठक साल में चार बार व विशेष बैठक आवश्यकतानुसार किसी भी समय बुलाई जा सकती है। असाधारण बैठक की सूचना लिखित या किसी भी माध्यम से 1 से 24 घंटे पूर्व दी जायेगी। सूचना के हेतु अजेंडा जारी किया जायेगा, जिसमें बैठक बुलाने के कारण का उल्लेख होगा।

गणपूर्ति / Quorum :

प्रबंधकारिणी समिति की गणपूर्ति हेतु कुल सदस्यों में से2/3 सदस्यों की उपस्थिति गणपूर्ति मान्य होगी।

प्रबन्धकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्त्तव्य / Rights and Responsibilities of office bearer of Manegerial Body :

1.The Governing Body shall be responsible for the effective Implementation of the aims and objectives and smooth functioning of the Society. It shall have the sole discretion to appoint/take Members into the Organization from time to time. 2.The Committee shall be competent to do all such lawful deeds, acts and things as may be conducive or expedient in the interest of the Society on behalf of the President. 3.In addition to the generality of powers in matters of direction, control and management of the Society and its affairs, the Governing Body in particular, shall have the following powers 4 Society is non profit making and all the income earnings, moveable or immovable properties of the Societies shall be solely utilized and applied towards the promotion of its aims and objectives only set. 5.To pay all expense incurred in the formation of the society and carrying out its objectives. 6. To engage or honorary workers settle their conditions of service to make suitable disciplinary action against them as and when needed. 7. The proceeding, resolution and acts of the aforesaid by formal resolution in respect of any such committee or sub committees. 8. It will be open to the Governing Body of the Society to remove any Members of such committees and modify or alter any acts, proceeding resolution. 9.To frame Rules or Regulations for proper and efficient working of its Society and for regulating the business of its different activities, departments and section generally to conduct the business of the Society. 10..The Governing Body may delegate all or any of the powers to a sub committee. The Governing Body will fill the casual vacancies in the Governing Body. 11.To purchase assets for the society. Registered the assets if necessary in the name of society. These assets will be under control of President. 12.To raise funds through donations, by request, by public subions, by appeals and by accepting contributions from State or Central Government, philanthropic bodies, religious bodies, institutions, local bodies and industrial concerns, limited or private and to accept special offerings or gifts, both in the form of movable immovable property for the purpose of fulfilling the aims and objectives of the Society. 13.To constitute and open Branches/sister concerns of the society and to control over them and to receive fixed and variable assets as donation for the society and to look after them to make them safe. 14.To

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collect funds through grants donations from Govt./Non Govt./Charitable Agencies such as Smaj Kalyan Vibhag, U.P. Central State Welfare Board, CAPART, AWARD, NABAD, SIDBI, UNICEF, BFID, DFID, DANIDA, DAWAKRA, SIFSA, NAURAD, SUDA, DUDA, Khadi Gramdyog Khadi Commisssions, Department of Education, Ministry of HRD, National International Finance agencies etc. For the fulfilment of objectives.

रिक्त स्थानों की पूर्ति / Fill blank seats : प्रबंधकारिणी समिति के अंतर्गत किसी भी प्रकार की आकस्मिक स्थान के रिक्त होने पर उसकी पूर्ति साधारण सभा के 2/3 सदस्यों के बहुमत से शेष कार्यकाल के लिए की जाएगी।

कार्यकाल / Tenure : प्रबंधकारिणी समिति का कार्यकाल 02साल का होगा।

प्रबंधकारिणी समिति के सामान्य निकाय द्वारा निर्वाचन प्रक्रिया/ Election Procedure of Management Committee by General Body : साधारण सभा द्वारा निर्वाचित पदाधिकारियों / सदस्यों को मिलाकर प्रबन्धकारिणीं समिति का गठन होगा जिसमें EXECUTIVE MEMBER-3, GENERAL SECRETARY/SECRETARY-1, JOINT SECRETAY-1, PRESIDENT-1, TREASURER-1, VICE-PRESIDENT-1 होंगे इस प्रकार कुल संख्या मिलाकर 8 होगी।

प्रबन्धकारिणी समिति के पदाधिकारियों के अधिकार एवं कर्त्तव्य / Rights and Responsibilities of office bearer of Manegerial Body :

PRESIDENT

1. i. To preside over the meetings of the committee and other ceremonial functions by the Society. ii. To decide, change, extend the date for the meeting and to inform the members. iii. To use discretion in the event of any difference of opinion amongst the Members of the Committee. iv. Act as Chief Executive Officer of the Society. v. President will be Liaison Officer of the Society. He/She will coordinate with the Govt. NGOs other Private Societies. vi. To execute the decision taken by the Society. vii. The President shall have power to take decision to meet the emergent situation in the interest of the Society. President will apprise the Governing Body of his/her decisions. viii. Where rules are silent President can make Rules and take decision in the interest of Society. ix. To prepare documents for and on behalf of the Society and to conduct its correspondence. x. To permit for the membership. xi. To prepare annual report of the previous year about the activities and progress, accounts and expenditure as well as Annual Budget and place it before Society. xii. To sanction bills, vouchers, debit-notes, credit-notes, cheques and other documents as tenders, quotations, expenses, purchase etc. Of the society by his/her signature. xiii. To exercise drawing and disbursing powers. xiv. To sanction salary, wages, tours, travelling etc. xv. To engage, terminate, dismiss, suspend or penalize any employee/honorary worker with the consent of the Members of the Governing Body. xvi. He/she shall be responsible for the collection of fund for the society. xvii. He/she shall look after all financial matters of the Society. xviii. He/she shall be responsible for the maintenance and safe custody of all papers documents and seals etc. Pertaining to the Society. xix. To look after the assets of the society. xx. To survey office and branches of the society. xxi. To receive financial and non-financial assistance from the Government, Non Government Organisation, International Agencies, Banks and any other legal entity or individual. xxii. To collect offerings, gifts or donations of all kinds, whether from Government, Central or Semi-Government, all institutions, local bodies or industrial concerns, limited or private, locally within the Union of India or from abroad, which will form part of the funds available to the society whether the bodies are located in the Union of India or abroad. xxiii. To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the buildings of the above Society, necessary or convenient for the purpose of the attainment of the aims and objectives of the Society. xxiv. President shall authorize anyone from the Governing Body to preside over the meetings in his/her absence. xxv. He/she shall ensure the safety of cash deposits in the Nationalised or Schedule Banks/as decided by the Governing Body. xxvi. He/she shall keep up-to date accounts of all the Expenditure and Income.

VICE-PRESIDENT

2. i. Vice-President of the society shall have all the powers of the president in his absence

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GENERAL SECRETARY/SECRETARY

3. The Secretary shall be responsible to the Governing Body for all day-to-day activities relating to the proper management, maintenance and upkeep of the Society and i. Will convene meetings of the Governing Body and general Body whenever necessary or called upon to do so. ii. Will prepare the Register of Members as well the proceedings register to record the minutes of the proceedings of the Governing Body meetings and the General Body meetings and/or urgent meetings of the General Body and have them duly signed by the Members who attend the meetings. iii. Look after the administration and other affairs and attend to all correspondence. iv. Summon and attend the meetings of the General Body and the Governing Body. v. Give effect to the directions and decisions taken at such meetings. vi. Collect all dues to the Society and ensure through the Treasurer, where appointed, that proper accounts are maintained of all financial transactions relating to the Society. vii. Manage, and control the staff, and take disciplinary action where necessary. viii. Institute, prosecute and defend suits and other proceedings in which the Society may be involved. ix. Prepare the annual report, and financial statement of accounts under the guidance of the Governing Body. x. Generally perform all such duties as are incidental to the office of Secretary. xi. The Secretary shall maintain an imprest cash amount of Rs.10,000/- Rupees-Ten Thousand only for incidental expenses.

JOINT SECRETAY

4. • The Joint Secretary shall assist the General Secretary in discharging his / her duties.

TREASURER

5. i. All the assets and funds of Society shall remain under the care and management of Treasurer of the Society. ii. The Treasurer shall maintain the accounts and vouchers of all the money, which is received and/or paid by him on behalf of the Society. iii. The Treasurer shall make disbursement in accordance with the direction of Governing Body. iv. The Treasurer will ordinarily hold a cash balance as may be fixed by the Governing Body or the Society from time to time to meet out the emergent needs required for the smooth functioning of the Society. v. All the cash excess of the above amount or the amount fixed by the Governing Body shall be deposited in any Banks ed by the Governing Body of the Society. vi. The Treasurer shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.

EXECUTIVE MEMBER

6. 1-संस्था के विकास हेतु अन्य कार्य करना ।

संस्था का कोष / Society's Account Access Details:

	पदाधिकारी/Post
1.	GENERAL SECRETARY/SECRETARY
2.	TREASURER

आय के स्रोत / Source of Income

1. Foreign Grants
2. Government Donation
3. Government Loan
4. Maintenance amount
5. Mebership Fee
6. Other Sources
7. Remittance
8. Self Money Generation

संस्था के नियमों एवं विनियमों में संशोधन की प्रक्रिया / Society's Rules and Regulations Revision Process :

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साधारण सभा के २/३ सदस्यों के बहुमत से परिवर्तन या परिवर्धन किया जायेगा / Changes or additions will be done with the majority vote of 2/3 of General body's members.

संस्था का कोष/ Society's Account Details:

संस्था का कोष किसी राष्ट्रीकृत बैंक अथवा शिड्यूलड़ बैंक, पोस्ट ऑफिस,या प्राइवेट बैंक में संस्था के नाम से खाता खोल कर जमा किया जाएगा , जिसका संचालन GENERAL SECRETARY/SECRETARY एवम TREASURER के संयुक्त हस्ताक्षर द्वारा किया जाएगा।

संस्था के द्वारा अथवा उसके विरुद्ध अदालती से संचालन का उत्तरदायित्व। / Responsibility for court operations of the society by or against :

The President of the Society or the person authorized by the President or such other person who may be appointed by the Body will conduct all legal proceedings for and on behalf of the Society.

संस्था के आय व्यय का लेखा परिक्षण(औडिट) / Budget Audit :

संस्था के आय व्यय का लेखा परिक्षण प्रतिवर्ष सुयोग्य ऑडिटर द्वारा कराया जायेग / The Budget of the society will be audited by a qualified auditor.

संस्था के अभिलेख / Society's records :

1. सदस्यता रजिस्टर / Membership Register.
2. कार्यवाही रजिस्टर / Proceedings Register.
   a) साधारण सभा / Genearal Body.
   b) कार्यकारी निकाय / Executive Body.
3. स्टाक रजिस्टर / Stock Register.
4. लेजर बुक / Ledger Book.
5. कैश बुक / Cash Book.
6. सदस्यता शुल्क रसीद बुक / Membership fee receipt book.
7. दान रसीद बुक / Donate receipt book.

विघटन / Dissociation :

संस्था का विघटन तथा समाप्ति की कार्यवाही सोसाइटीज रेजिस्ट्रेशन एक्ट की धरा १३ व १४ के अंतर्गत की जाएगी / Society dissociation and termination will be according to Societies Registration Act, under Section 13 and 14.

दिनाँक / Date :-

हस्ताक्षर / Signature :

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