

CONSTITUTION
RANGAPARA COLLEGE ALUMNI ASSOCIATION
Rangapara College, Rangapara

1. Name: “Rangapara College Alumni Association” in brief (abbreviation) ‘RCAA’

2. Date of Establishment: 1994

3. Office Address: Rangapara college
PO: Rangapara, Pin No.: 784505
Dist.: Sonitpur, Assam

4. Aims & Objectives:

(a) To organize a body of the ex-students of Rangapara College, Rangapara and to foster a spirit of co-operation, friendship and mutual help among all students of the institution, both past and present.

(b) To provide assistance/scholarship to needy and meritorious students of the College for pursuance of their study.

(c) To promote and develop the overall academic, cultural and intellectual standard of the community by means of organization of cultural activities and publication of periodicals etc.

(d) To properly maintain an official organ of the organization.

(e) To raise fund as and when necessary for furtherance of the growth of the Association.

(f) To keep and maintain close contact with the College Administration and to participate in such activities as and when so desired for the welfare of the institution.

(g) To get the Association registered under Society Registration Act.

5. Membership:

Any ex-student of Rangapara College shall be eligible to be a member of the Association upon payment of admission fee and the annual subscription as may be fixed by the General Body from time to time.

5.1 The admission fee for the member and annual subscription of the member shall be Rs.100/- (Rupees one hundred) only.

5.2. Membership shall discontinue if the annual subscription is not paid for two consecutive years, the membership may be revived on payment of the arrear amount with re-admission fee of Rs.100/- (Rupees one hundred) only and subscription for the concerned current year.

6. Funds:

The fund of the Association shall consist of subscriptions, donations and special collections made by the Association from time to time.

7. Control of fund:

The funds of the Association shall be deposited in any Nationalised Bank or in the Apex Bank at Rangapara Branch as may be decided by the Association. The Bank account shall be operated under joint signatures of either the President and General Secretary or the General Secretary and the Treasurer of the Association.

8. Executive Committee:

The affairs of the Association shall be management by an executive committee consisting of 23 members elected by the General Body in its Annual General Meeting every second years by secret ballot or by show of hands as may be decided by the meeting.

1. President.....	1 no.
2. Vice-President.....	3nos.
3. General Secretary.....	1 no.
4. Joint Secretary.....	2 nos.
5. Asstt. Secretary.....	2 nos.
6. Treasurer.....	1 no.
7. Members.....	<u>12 nos.</u>
Total	23 nos.

8.1 The Executive Committee shall have the power to co-opt 4 (four) more members of the committee if so necessary.

8.2 The Principal, Rangapara College shall be Ex-Officio member of the Executive Committee.

8.3 The term of the Executive Committee shall be two years according to English Calendar (i.e. from January to December).

8.4. Two or more advisers will be selected by the General Meeting. They will extend their co-operation with necessary advice from time to time.

9. Meetings:

9.1 The Executive Committee shall meet 4 times in a year, but the gap in between two such meeting shall not normally be more than four months.

9.2 The meeting of the General Body shall be held once in a year before expiry of 60 days from the date of closing of the Association year in which the following business shall be transacted.

(a) To read and confirm the proceedings of the last Annual General meeting.

- (b) To read and approve the Annual Report of the General Secretary.
- (c) To submit the audited accounts of the Association for the previous year for approval.
- (d) To elect a qualified person as Auditor to audit the accounts of the Association.
- (e) To chalk out in general lines/ programmes to be to be taken up regarding Principal activities of the Association.

9.3 Special General Meeting can be convened at any time if and when such occasion arises.

10. Quorum:

10.1 Quorum for the Executive Committee meeting shall be one-third of the members while that for the General Body meeting shall be one-fifth or 15% of the total valid members whichever is less.

10.2 If no quorum is formed within 30 minutes of the schedule hour the meeting shall stand adjourned.

10.3 Quorum is not required in an adjourned meeting.

11. Conduct of meeting:

11.1 All meeting of the Association shall be presided over by the President and in his absence one of the Vice-Presidents shall preside.

11.2 The proceeding of the meeting shall be recorded by the General Secretary or by either of the Joint Secretaries as may be entrusted by the General Secretary.

12. Accounts:

12.1 Accounts of the Association shall be maintained in a Cash Book by the General Secretary. The overall financial responsibility shall be with the General Secretary.

12.2 The Treasurer shall be responsible for control and proper supervision of the Association's fund.

13. Audit:

13.1 The Auditor elected by the General Body in its Annual General Meeting shall annually audit the account of the Association.

13.2 The audited accounts with the Audit note shall be placed in the Annual General Meeting for approval after discussion in the Executive Committee's meeting held prior to the date for the Annual General Meeting.

14. Imprest Money:

14.1 The General Secretary of the Association is empowered to keep with him imprest money of Rs.1,000/- (Rupees one thousand) only for meeting day-to-day expenditure in connection with management of the Association affairs.

14.2 Detailed accounts of such imprest money shall be maintained in a Petty Cash Book and such expenditure shall be reflected in the General Accounts of the Association.

15. Amendment:

Amendment of this Constitution by way of alteration of or addition to the existing provisions shall only be done in a meeting of the General Body specially convened for that purpose in which two third of the valid members present and voting for such amendment.