

West Bengal Act XXVI of 1961
THE WEST BENGAL SOCIETIES REGISTRATION ACT, 1961
MEMORANDUM OF ASSOCIATION
OF

SOVARANI MEMORIAL COLLEGE ALUMNI ASSOCIATION
Vill-Jagatballavpur, PO & PS- Jagatballavpur, Lat 22.682516⁰, Long 88.108521⁰, Howrah, Pin -711408, West Bengal, India

1. The name of the Society : Sovarani Memorial College Alumni Association
2. The registered office address of the Society: Vill-Jagatballavpur PO & PS- Jagatballavpur, Lat 22.682516⁰, Long 88.108521⁰, Howrah, Pin -711408, West Bengal.
3. The objects of the Society: Sec.4(2) of WBSR Act 1961,
 - a) Promotion of Literature, Arts, Science or Religion.
 - b) To keep close relation among the members of the association for their welfare.
 - c) To take up and handle the problems of the members try to solve such problems through discussion.
 - d) Any charitable purpose including the care of relief of orphans or of aged, sick, helpless or indigent person.
 - e) The alleviation of the sufferings of animals.
 - f) The diffusion of knowledge, the dissemination of social, political or economical education.
 - g) The establishment and the maintenance of library or reading rooms for the members or for the public.
 - h) The collection and preservation of manuscripts, painting, sculptures, work of art, antiquities, natural history specimens, mechanical & scientific instruments and designs.
 - i) Promotion and development of agriculture, irrigation and animal husbandry as being objects beneficial to the small farmers.

The functions and objects of the society shall always remain restricted within the meaning of the section 4(2) of the West Bengal Society Registration Act 1961. The above objects will be done as per prevailing law of the country. The income and properties of the societies whatsoever derived or obtained shall be applied solely towards the promotion of the object of the society and no portion thereof shall be paid to or divided amongst any its members by way of profits.

4.The names, address and descriptions of the members of the Governing Body:

	Name & Mobile No.	Address	Photo	Designation
1	Tapan Chatterjee (M) 8653847292	Vill-arda Bamunpara, PO-Munshirhat, PS-Jagatballavpur, Howrah, Pin - 711410, West Bengal,		President
2	Md. Saddam Mullick (M)9733636996	Vill-Sankarhati, PO-Munshirhat, PS-Jagatballavpur, Howrah, Pin - 711410, West Bengal,		Vice-President
3	Monoj Patra (M) 7003769277	Vill -Jagatballavpur, PO-Jagatballavpur, PS-Jagatballavpur, Howrah, Pin - 711408, West Bengal,		Secretary
4	Kanailal Adak (M)8328763969	Vill-Hafezpur, PO-Munshirhat, PS-Jagatballavpur, Howrah, Pin - 711410, West Bengal,		Asst. Secretary
5	Souvik Patra (M) 9732965158	Vill -Jagatballavpur, PO-Jagatballavpur, PS-Jagatballavpur, Howrah, Pin - 711408, West Bengal,		Treasurer
6	Mousumi Dhara (M)8348034195	Vill -Mamudpur, PO-Lakshmanpur, PS-Chanditala, Hooghly, Pin - 712404, West Bengal,		Member
7	Sudip Prodhan (M)9641416812	Vill-Jangal para, PO-Singti Sibpur, PS- Udaynarayanpur,		Member

		Howrah, Pin - 711226, West Bengal,		
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5. We the Several persons whose signature, address and occupations are hereunto subscribed are desirous of being formed into an association in pursuance of this Memorandum of Association. Below are the Founder members of the Organization.

SN	Signature	Address	Occupation
1		Vill-arda Bamunpara, PO-Munshirhat, PS-Jagatballavpur, Howrah, Pin - 711410, West Bengal,	Business
2		Vill-Sankarhati, PO-Munshirhat, PS-Jagatballavpur, Howrah, Pin - 711410, West Bengal,	Advocate
3		Vill -Jagatballavpur, PO-Jagatballavpur, PS-Jagatballavpur, Howrah, Pin - 711408, West Bengal,	Teacher
4		Vill-Hafezpur, PO-Munshirhat, PS-Jagatballavpur, Howrah, Pin - 711410, West Bengal,	Service
5		Vill -Jagatballavpur, PO-Jagatballavpur, PS-Jagatballavpur, Howrah, Pin - 711408, West Bengal,	Service
6		Vill -Mamudpur, PO-Lakshmanpur, PS-Chanditala, Hooghly, Pin - 712404, West Bengal,	Teacher
7		Vill-Jangal para, PO-Singti Sibpur, PS- Udaynarayanpur, Howrah, Pin - 711226, West Bengal,	Service

WITNESS OF THE ABOVE SIGNATURE

Name : Abdul Rashid Mollick

Signature :

Address & Mobile No.: 121, Bujruk, Ganeshbati, PO-Jangipara, PS-Jagatballavpur, Hooghly, Pin- 712404, West Bengal, 9733821279,

Occupation : Service

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West Bengal Act XXVI of 1961
THE WEST BENGAL SOCIETIES REGISTRATION ACT, 1961
Regulation
OF
SOVARANI MEMORIAL COLLEGE ALUMNI ASSOCIATION

MEMBERSHIP :

1. Admission: (a) The signatories to the Memorandum of Association and the office bearers of the Governing Body of the society shall be first members of the society.

(b) The Governing Body may admit to membership any alumni of Sovarani Memorial College Alumni Association any caste creed or sex who has attained the 18 years and agreed in writing to be bound by the Memorandum of Association and regulations of the society and who in the opinion of the Governing Body will be interested in advancement of the objectives of the society.

Be it noted here that the power to admit members is the sole and absolute power of Governing Body and the Governing Body may refuse to admit any time any alumni of Sovarani Memorial College Alumni Association as a member without assigning any reason therefore.

2. TYPES OF MEMBERS:

- (a) **Honorary Member:** Any alumni of Sovarani Memorial College Alumni Association whose connection the society if deemed to be necessary by the Founder Members of the Governing Body nor shall be entitled to vote at any meeting.
- (b) **Ordinary Member:** Any alumni of Sovarani Memorial College Alumni Association qualified to be member paying ordinary Membership fees of Rs. 101/- may admit as ordinary member of the society. The monthly subscription of the society will be Rs. 10/- only.

3. RIGHTS & OBLIGATIONS OF MEMBERS :

Any ordinary member of the society has the right-

- (a) To elect and to be elected in any election of the society.
- (b) To submit suggestion for discussion to the Governing Body and Sub-Committee on any matter relating to Society.
- (c) To inspect the accounts and the proceedings of the meeting of the society on appointment with the secretary.
- (d) To pay his subscription within prescribed time. Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote each.

4. CESSATION OF MEMBERSHIP:

Any Member shall cease to be a member –

- (a) On the acceptance his resignation form membership;
- (b) On his becoming insane or insolvent;
- (c) On his conviction of any offence in connection with the formation management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.

5. REGISTER OF MEMBERS : The society shall be maintain a Register of Members containing the names, addresses & their occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the Members of the Society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

6. EXPULSION & REMOVAL : Frequent actions of any member, if found by the governing body is detrimental to the interest and is in violation of the rules and regulations of the society, she/ he may be after due enquiry, censured, suspended, or expelled from the membership by the governing body. In that case the governing body shall first serve the member concerned with a show cause showing therein the charges framed and ask him/her to defend his/ her to submit his/her statement of defense within a month. On receipt of the explanation the governing body shall have the power to take a suitable action against the delinquent member after allowing her/him to defend his/her case. If no reply to the show cause notice is received within a month, the governing body may take an expert decision.

For any act of expulsion or termination on such member shall not be entitled to prefer any claim for compensation or damage even if proved on subsequent data that such act of expulsion or termination was wrongful and/ or unlawful.

GOVERNING BODY :

Composition, election/appointment, resignation /removal, terms of office :

There shall be a Governing Body, consisting of not less than 7(seven) members. The Office bearers of Governing Body (G.B.) shall comprise of President, Vice-President , Secretary, Asst. Secretary, Treasurer and other committee members. The Office bearers & other Committee members shall be elected at the annual general meeting (A.G.M.). The registration and removal of the G.B. members shall be dealt with as has been prescribed as in the case of other members noted herein before.

TERMS OF ELECTION : The term of office of the G.B. shall ordinarily be one year, unless it is dissolved / terminated early under unforeseen circumstances. After election the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

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MEETING : A meeting of the Governing Body shall be held at least once in six months at such place, date and time as the President or the Secretary may determine. Any four members of the Governing Body may requisition the meeting and the Secretary shall summon the same within seven days and failing which the President of the requisitions may do so provided no business other than specified in the notice shall be transacted at such meeting.

NOTICE AND QUORUM : Seven day's notice of the meeting specifying the place, time and the general nature of business to be transacted shall be given to every member of the Governing Body to requisition the meeting and the Secretary shall summon the same within seven days and failing which the President of the requisitions may do so provided no business other than specified in the notice shall be transacted at such meeting.

PROCEDURE OF THE MEETING : The President or his absence the Vice-President shall preside over all meetings of the Governing Body and in their absence members present shall elect a Chairman of the meeting. All question before the meeting will be decided by a majority of votes each Member having once voted. The President or the Chairman shall have a second or casting vote in addition to his own vote in the case of equality of votes.

POWER & DUTIES OF THE GOVERNING BODY : The Governing Body shall have general power of supervision and conduct over all the affairs of the Society and in particular shall discharge the following duties:

- (i) To appoint sub-committee with such other power and duties as may be considered necessary or expedient;
- (ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society.
- (iii) To sell, lease, mortgage, or otherwise dispose of and deal with all or any part of the property of the society prior approval at annual general meeting (A.G.M.).
- (iv) To keep proper accounts of the society and to open a Bank Account in the name of the society in one or more Banks.
- (v) To co-opt not more than two members to the Governing Body.
- (vi) To appoint a person or persons on payment to assist the secretary/ Treasurer in the maintenance of account etc.
- (vii) Society can acquire property both movable and immovable for the use of the Society.

SAFE CUSTODY OF PROPERTIES :

- (1) The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the Society;
- (2) The funds of the Society shall be kept in Banks / Post Offices/ Mutual Funds and be invested in any securities specified under section 20 of the Indian Trust Act, 1882.

BOOKS OF ACCOUNT & INSPECTION : The books of accounts and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written made by any member.

ACCOUNTING YEAR : The accounting year of the society shall be from 1 st day of April of each year to 31 st of March of the following year.

GENERAL MEETING : Annual General Meeting (AGM) :

Notice: The Secretary shall annually call the Annual General Meeting as per provisions of W.B.S.R. Act, 1961 giving at least 14 days notice to all members. The notice shall contain the place date, day and time of the meeting.

Agenda : The business to be transacted at the A.G.M. shall be:

(a) To confirm the minutes of the last A.G.M. and of Special General Meeting, if any; (b) To adopt with or without modification the report of the working of the society for the previous year; (c) To pass audited accounts of the society for the previous year ended; (d) To appoint qualified auditor or auditors; (e) to transact such business as may be fixed by the G.B.; (f) to transact such other business as may be brought forward by giving 14 days previous notice from any member; (g) to conduct general election.

Quorum of the meeting : One-third of members personally present at the commencement of the meeting shall constitute the quorum.

Manner & method of voting : The chairman of the meeting shall decide the manner & method of voting at the outset of the meeting.

Special general meeting : A Special General Meeting may be convened by the Governing Body at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for special general meeting. Members

may be request the Governing Body for special General Meeting by placing a requisition signed by 2/3 rd of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisitions shall hold such meeting provided no business other than those specified in the notice shall be transacted.

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Extra ordinary general meeting:

The Governing Body may direct to convene an extra ordinary General Meeting for consideration of addition, alteration, or amendment of the Memorandum/regulations of the society. 7 days notice along with the proposed draft of charge shall be sent to the member before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations be carried out it accepted by the 3/4 th of the members present at the meeting.

DUTIES OF THE OFFICE BEARERS: 1.PRESIDENT: He shall-

- (a) Preside over all meeting of the society; (b) Take all disciplinary actions such as removals, dismissal etc. in consideration with Governing Body.
- (c) Advice the Secretary in any matter requiring urgent attention; (d) Call emergency meeting;

2. VICE-PRESIDENT: In the absence of the president, vice-president shall perform all the duties of the president.

3. SECRETARY: He shall (a) Convene all meeting of the society; (b) Maintain minute books of all meeting; (c)Receive all applications for memberships which shall be placed before the Governing Body; (d)Issue general circulations and notices; (e) Sign. On behalf of the Society all receipts for all sums received a subscription etc.; (f) Sign. & give pay order on all bills for payment, (g) Transact all other business subject to the direction of the Governing Body; (h) Get the accounts of the society audited by a Chartered Account;

4. ASSISTANT SECRETARY: In absence of the secretary, asst. Secretary shall perform all the duties of the Secretary.

5. TREASURER : He/They shall- (a)Collect and receive all sorts of subscriptions, donation, deposit of money and grant receipts thereof, (b)Maintain and keep cash book and such other accounts as are necessary; (c) Prepare the Budget in consultation with the Secretary, for consideration of the Governing Body.

MAINTENANCE AND AUDIT OF ACCOUNTS: The Society shall maintain books of books of accounts as required under Sec. 15(1) (a), (b) of the Act. The accounts shall be audited by a duty qualified auditor as stated in Sec. 15(2) of the Act.

SUIT & LEGAL PROCEEDING: All suits and legal proceedings by or against the society shall be the name of the secretary or such person as shall be appointed by the committee.

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ALTERATION OF THE MEMORANDUM & REGULATION:

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4 th members in a general meeting called for purpose. The Governing Body shall have powers to make, alter modify or rescind such regulations as may be considered necessary in the interest of smooth functioning of the society.

DISSOLUTION OF SOCIETY:

Subject to the provisions of Section 24 & 27 of the West Bengal Society Registration Act. 1961 or any Statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4 th (three- fourth) members of the society present at a General Meeting. The said meeting shall also decide the manner of disbursement of the funds and the assets of the Association, if any after dissolution.

After dissolution the Funds and Assets of the Society will be transferred to a Society duly registered having same aims and objectives.

We the undersigned members of the Governing Body of the Society do hereby certify that the above is a true copy of the Rules & Regulation of the Society.

SIGNATURE OF THREE MEMBERS OF THE GEVERNING BODY:

President

Secretary

Treasurer

Dated : 8 th day of April , 2024

NB: