

## REGULATIONS

### BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION

#### PREAMBLE

We, the undersigned B.A./B.Sc./B.com. degree holders of Balagarh Bijoy Krishna Mahavidyalaya, P.O.- Balagarh, Dist.-Hooghly West Bengal- 712501, affiliated to The University of Burdwan, have come together and caused to form an Association, hereafter to be known as Balagarh Bijoy Krishna Mahavidyalaya Alumni Association.

Unless the context otherwise requires, words and expressions contained in these Regulations shall bear the same meaning as in the W.B. Societies Registration Act, 1961 or any statutory modification thereof.

#### Article i- Basic Disclosures

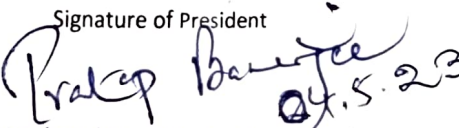
- 1.1 Name of the society shall be : BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION
- 1.2 The Registered office of the society shall be situated at: Balagarh Bijoy Krishna Mahavidyalaya, P.O.- Balagarh, Dist:- Hooghly, West Bengal, Pin:- 712501
- 1.3 Business and Fiscal Year i.e. from April 01 to March 31 shall be the business or working year of BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION.
- 1.4 All the members of BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION of all categories currently registered shall form the General Body of the Association.
- 1.5 The Association, BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION, shall be governed and managed by an elected Executive Committee.

#### Article II – OBJECTIVES


The objectives of BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION are set forth as follows:

- 2.1 To uphold the vision and mission of Balagarh Bijoy Krishna Mahavidyalaya.
- 2.2 To support and promote the educational objectives of the college and to establish the relationship between the college and its alumni on a strong foundation.
- 2.3 To promote all round development of the students of this college.
- 2.4 To enhance the financial resources of this college.
- 2.5 To represent the interests of alumni in matters affecting this college
- 2.6 To organise academic seminars and conferences throughout the years to keep close touch with the alumni.
- 2.7 To organise annual reunion of the alumni on a regular basis.
- 2.8 To share educational, professional and life experiences among the alumni of the college.
- 2.9 To disseminate important information to assist the students and scholars of the institute and also to the members of the Association in their academic pursuits and career growth and development.
- 2.10 To organise any such programme that helps in the furtherance of the educational, cultural, social, literary, sports and livelihood interests of all the stakeholders of the college including the alumni.

Signature of President

  
04.5.23  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary

  
04.05.2023  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Article III – MEMBERSHIP

Section –A: Categories of Membership

3.A.1 There shall be three categories of membership in BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION- (i) Regular Membership, (ii) Life Membership and (iii) Honorary Membership. All rights concerning BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION shall be equally enjoyed by the Regular Members and the Life Members. Honorary Members shall neither have any voting right not have the right to be elected to the Executive Committee .

Section –B: Regular Membership

3.B.1 After passing the B.A./B.Sc./B.Com. Final Examination from Balagarh Bijoy Krishna Mahavidyalaya, each alumnus shall have the right to be a member of BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION

3.B.2 Any alumnus willing to be a member of BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION shall have to apply to the President of the Association to that effect in the specified proforma along with the photocopies of t6he documents asked for.

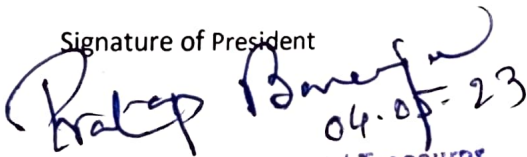
3.B.3 The Executive Committee of the BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION shall consider the application in its meeting taking place subsequently and on full satisfaction over the information and documents as submitted by the applicant will accord membership to the applicant .

3.B.4 Each member of BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION shall have to renew his/her membership through paying the annual membership fees as fixed / revised in General Body Meeting ,with in the due time as set by the Executive Committee.


3.B.5 Any existing member or a fresher applicant can seek for life membership. On payment of the life membership fee as fixed/ revised in General Body Meeting and on satisfaction of other conditions as mentioned above ,applicants shall be accorded life membership by the Executive Committee.

3.B.6 BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION being an absolutely voluntary organization , any existing member shall have the right to leave its membership at any time by just writing a letter to that effect addressing to the President . However, in that case no claim of refund of already paid fee/ donation shall be entertained.

Signature of President

  
04.05.23  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary

  
04.05.2023

Secretary / President / Treasurer  
B.B.K.M Alumni Association

3.B.7 Membership shall be automatically terminated if not renewed each year within due time as scheduled by the Executive Committee.

3.B.8 IF ANY MEMBER IS FOUND TO ACT IN SUCH A MANNER THAT GOES AGAINST THE INTEREST AND /ORHONOUR OF THE Association and /or Balagarh Bijoy Krishna Mahavidyalaya, membership of the concerned person may be terminated by adopting a resolution to that end in the General Body Meeting .

3.B.9 Any person whose membership of BALAGARH BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION has been ever terminated or left voluntarily for any reason may be reinstated in BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION by the Executive Committee on receiving an application from the person concerned to that effect and on fulfilling the conditions laid down by the Executive Committee for the reinstatement of membership including payment of fees/subscriptions.

#### Section C:Life Membership

3.C.1 For an alumnus of Balagarh Bijoy Krishna Mahavidyalaya willing to get membership of BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION, it is an option to him or her either to apply for regular membership or life membership.

3.C.2 Life members of BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION are required to pay once for ever the life membership fee/ subscription as fixed in the general Body Meeting .

3.C.3 There shall be no question of renewal of membership of the life members.

3.C.4 Membership of BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION for all life members shall be retained until and unless they voluntarily leave it or it is terminated by the General Body.

3.C.5 Clause -8 of Section B shall be equally applicable to the Life Members.

#### Section D: Honorary Membership

3.D.1 Any well-wisher of Balagarh Bijoy Krishna Mahavidyalaya not directly related with the college in any capacity presently may be awarded Honorary Membership of BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION with prior consent of the person concerned and unanimous approval in the General Body Meeting.

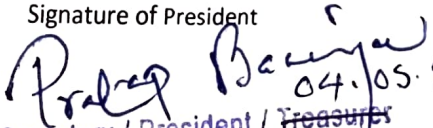
3.D.2 As such, no membership fee / subscription shall be charged from Honorary Members.

3.D.3 No Honorary Member shall be elected/nominated as a member of the executive Committee.


3.D.4 No Honorary Member shall have the voting right in any such event of BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION.

3.D.5 Once awarded, Honorary Membership to any person that shall not be terminated normally for any reason that shall not require renewal shall continue to remain in place until voluntarily left it by the person concerned .

Signature of President

  
04.05.23  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary

  
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Article IV- GENERAL BODY

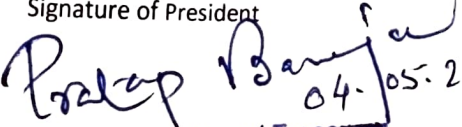
Section A : Composition

- 4.A.1 The General Body of BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION shall be consisted of all the Honorary Members, all the Life Members and all the registered Regular Members.
- 4.A.2 Any member resigning from BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION or having membership been terminated for any reason shall not have any place in the General Body until an unless membership of the concerned person is restored.
- 4.A.3 The General Body of BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION shall be a permanent structure and shall continue to exist till the dissolution of BIJOY KRISHNA MAHAVIDYALAYA ALUMNI ASSOCIATION.

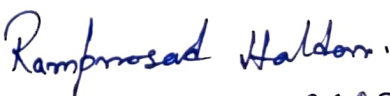
Section B: Meeting

- 4.B.1 One Annual General Meeting of the General Body shall have to be held in each working year preferably in the month of December.
- 4.B.2 Apart from the Annual General Meeting, additional meeting(s) may be held as and when necessity arises.
- 4.B.3 Agenda for the Annual General Meeting or any other meeting of the General Body shall be decided in the preceding Executive Committee meeting .
- 4.B.4 Agenda for the Annual General Meeting must include among others: (1) Reading out and confirmation of the resolutions adopted in the last Annual General Meeting / Additional General Body Meeting, (11) Presentation of the Annual Report by the General Secretary and discussion thereupon by the House.
- 4.B.5 Agenda for any Additional General Body Meeting must include among others : Reading out and confirmation of the resolutions adopted in the last Annual General Meeting /Additional General Body Meeting , till remaining pending .
- 4.B.6 Annual General Meeting of the General Body or any ordinary General Body meeting shall be convened by the Secretary with at least seven days' notice and in consultation with the President.
- 4.B.7 In case of any emergency, Extra Ordinary Meeting of the General Body may be held. Only the President shall have the right to convene an extra ordinary General Meeting with single agendum in twenty-four hours. Notice.
- 4.B.8 Quorum for the Annual General Meeting or any Additional Body Meeting or any Extra Ordinary Meeting shall be half of the number of currently registered members – including all Honorary Members, Life Members and Regular members, plus one.
- 4.B.9 In case such event arise, only the Life Members and Regular Members shall have the right to vote and shall have the right to record a note of dissent against a resolution adopted in the meeting.
- 4.B.10 The Secretary and the Assistant Secretary shall be jointly responsible for proper recording of the minutes of the Annual General Meeting , Additional General Body Meeting and Extra ordinary Meetings.

Signature of President

  
04.05.23  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary

  
04.05.2023  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Article V-EXECUTIVE COMMITTEE

Section A : Composition

5.A.1 The Association shall be governed and managed by an Executive Committee.

5.A.2 The Executive Committee shall be consisted of the following Eleven Officers:-

- i) President- Principal / Teacher-in-Charge of Balagarh Bijoy Krishna Mahavidyalaya shall act as the President, Ex-Officie
- ii) Vice President –To be elected by and from amongst the Regular and life members .
- iii) Secretary- To be elected by and from amongst the Regular and Life Members.
- iv) Five Assistant Secretaries – To be elected by and from amongst the Regular and Life Members,
- v) Treasurer – To be elected by and from amongst the Regular and Life Members.
- vi) Two Executive Committee Members – To be elected by from amongst Regular and Life Members .

5.A.3 Tenure of the Executive Committee shall ordinarily be two years from the date of election . In case of any exigency that can be extended once for six months by the President on being requested by a resolution adopted in General Body Meeting.

5.A.4 Any vacancy in the Executive Committee arising out of any reason at any time may be filled in from amongst the Regular and Life Members by the Executive Committee and the member so elected shall hold office for the rest part of the tenure of the existing Executive Committee.

Section B: Meeting

5.B.1 At least two Executive Committee Meetings are to be held in an accounting year.

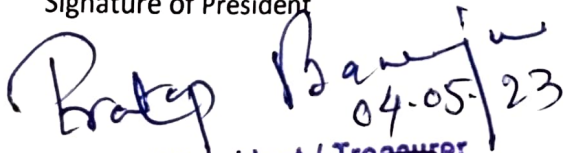
5.B.2 There shall be no upper limit on the number of meetings to hold in any accounting year.

5.B.3 All ordinary meetings shall be convened by the Secretary with at least seven days' notice and in consultation with the President.


5.B.4 Only the President shall have the right to convene an extra ordinary Executive Committee Meeting with single agendum in twenty-four hour' notice.

5.B.5 Quorum for Executive Committee Meeting shall be half of the existing number of executive Committee Members Plus one.

Signature of President

  
04.05.23  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary

  
04.05.2023  
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B.B.K.M Alumni Association

5.B.4 Only the President shall have the right to convene an extra ordinary Executive Committee Meeting with single agendum in twenty-four hours' notice.

5.B.5 Quorum for Executive Committee Meeting shall be half of the existing number of Executive Committee Members plus one.

5.B.6 All resolutions shall be adopted as per consent of the majority of members present in the meeting.

5.B.7 Any member present in the meeting shall have the right to record a note of dissent against a resolution adopted in the meeting.

5.B.8 The Secretary and the Assistant Secretary shall be jointly responsible for proper recording of the minutes of all meetings.

### Section C - Functions AND Obligations

The Executive Committee shall have the general authority of overall control and supervision of programmes and activities of BBKMAA and in particular shall discharge the following duties:

5.C.1 To plan different programmes consistent with the objectives of BBKMAA, chalk out details and make appropriate initiatives for implementation of the programmes round the year.

5.C.2 To form sub-committees out of the General Body members with such power and duties as may be considered necessary for implementing different programmes.

5.C.3 To accept donation, gift, subscription, fees, movable or immovable property on behalf of BBKMAA towards realisation of the society's objectives.

5.C.4 To sell, lease or otherwise dispose of all or any part of the property owned/acquired by BBKMAA with prior approval of the General Body.

5.C.5 To keep proper accounts of the society and to open bank account in the name of Balagarh Bijoy Krishna Mahavidyalaya Alumni Association in any nationalised bank.

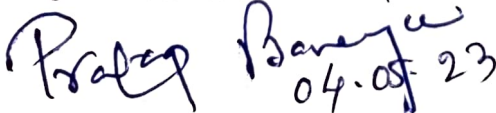
5.C.6 To maintain financial accounts of BBKMAA as per standard methods.

5.C.7 To hire services of a competent person with contractual payment of remuneration for assisting the Secretary/Assistant Secretary in keeping the books of accounts of BBKMAA updated.

5.C.8 To get financial transactions of BBKMAA audited at end of each working year by an appropriate authority on regular basis.

5.C.9 To place audited accounts and reports for a year in the following Annual General Meeting for discussion and approval.

Signature of President

  
04.05.23

Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary



04.05.2023  
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5.C.10 To mobilise resources for funding any programme of BBKMAA or any project initiated by BBKMAA for the benefit of Balagarh Bijoy Krishna Mahavidyalaya.

5.C.11 To ensure waste less use of all resources mobilised by BBKMAA towards benefit of BBKMAA and or Balagarh Bijoy Krishna Mahavidyalaya.

5.C.12 To conduct any other activity not specified herein but felt required for the attainment of the objectives of BBKMAA, provided such activity is not repugnant to the larger interest of Balagarh Bijoy Krishna Mahavidyalaya.

#### Article VI - MEMBERSHIP FEES, SUBSCRIPTION AND DONATION

6.1 All Regular Members are required to pay annual membership fee at the rate unanimously decided by the Executive Committee and within the scheduled date in each working year as decided by the Executive Committee.

6.2 All Life Members are required to pay once forever the life membership fee at the rate unanimously decided by the Executive Committee.

6.3 Honorary Members shall never be charged any membership fee.

6.4 All Regular Members and Life Members shall pay any event specific subscription at the rate as decided by the Executive Committee.

6.5 Any Regular Member, any Life Member, any Honorary Member or any well-wisher may give to BBKMAA any sum of money on their will as donation at any time either towards implementation of any specific development scheme planned by the society or as simple contribution to the general fund of BBKMAA.

#### Article VII - DAY TO DAY MONEYTARY TRANSACTION

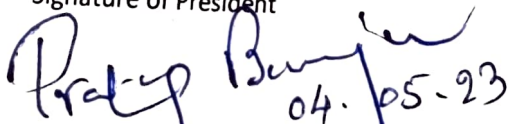
7.1 Only the Treasurer shall be empowered to receive any fee, subscription or donation on behalf of BBKMAA.

7.2 No fee, subscription or donation shall be received without issuance of a corresponding money receipt in the format as decided and authenticated by the Executive Committee.

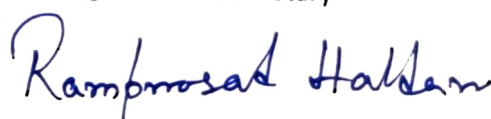
7.3 Each and every payment can be made only by the treasurer against a valid voucher duly authenticated by the Secretary.

7.4 Cash in hand must never exceed Rs. 1000 (Rs. One Thousand), any surplus amount must be deposited in the Bank A/C of BBKMAA at the earliest.

Signature of President

  
04.05.23  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary

  
04.05.2023  
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B.B.K.M Alumni Association

## Article VIII - ACCOUNTS & AUDIT

8.1 At the end of each working year, the Treasurer shall prepare an annual statement of all receipts and payments .

8.2 The Secretary, the Assistant Secretary and the Treasurer shall be jointly responsible for preparing the Books of Accounts on the basis of the annual statement of all receipts and payments by hiring services of a competent person, if needed, with contractual payment of remuneration.

8.3 The Secretary, the Assistant Secretary and the Treasurer shall be jointly responsible for getting the financial transactions of BBKMAA audited at the end of each working year by an appropriate authority on regular basis.

8.4 The Secretary shall place the audited accounts and reports for a year in the following Annual General Meeting for discussion and approval.

## Article IX - ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE

9.1 All the posts of Officers of the Executive Committee, excepting that of the President, shall be filled by the elections in the Annual General Body Meeting every alternate year.

9.2 Elections shall be conducted by an Election Officer, appointed at least 30 days in advance, by the outgoing Executive Committee and as per the schedule prepared and notified by the outgoing Executive Committee at least 20 days in advance.

9.3 A call for nominations from among all Regular Members and Life Members shall be issued by the Election Officer through the Association's web site, to members with e-mail addresses and in the notice board of BBKMAA's office located at Balagarh Bijoy Krishna Mahavidyalaya.

9.4 All eligible members will be entitled to place only one nomination per post and should provide evidence of the willingness of the nominee to serve for a period of two years.

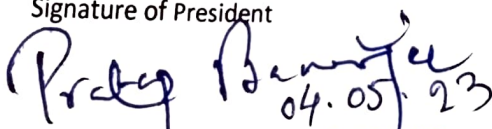
9.5 Nominations should be submitted to the Election Officer in the prescribed form available from the Election Officer.

9.6 Nominations should be submitted to the Election Officer at the BBKMAA's office located at Balagarh Bijoy Krishna Mahavidyalaya.


9.7 On behalf of the Executive Committee, the Election Officer shall be responsible for receipt, scrutiny, acceptance and display of nominations, the acceptance of withdrawals and the actual conducting of the elections.

9.8 All Regular Members and Life Members of BBKMAA shall have the right to vote, propose and second a candidate for the posts of Officers of the Executive Committee excepting that of the President.

Signature of President

  
04.05.23  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary

  
04.05.2023

Secretary / ~~President~~ / Treasurer  
B.B.K.M Alumni Association



9.9 All Regular Members and Life Members of BBKMAA shall have the right to be a candidate for any post of Officer of the Executive Committee excepting that of the President.

9.10 Every nomination shall be required to be duly proposed and seconded by Regular / Life Members of BBKMAA and shall contain a proper consent of the nominee.

9.11 No member shall be eligible to be re-elected to the same post of Officer of the Executive Committee for more than two consecutive terms.

9.12 No Honorary Member shall have the right to propose, second, elect or to be elected to the Executive Committee.

9.13 After the closing date of the nominations, all valid nominations for all the posts shall be brought to the knowledge of the Executive Committee by the Election Officer.

9.14 After conclusion of the election process, the results of the election shall be announced by the Election Officer on the day of election.

9.15 The new Executive Committee shall take over the charge of BBKMAA within one month of its election

#### Article X-SAFE CUSTODY OF PROPERTIES, BOOKS OF ACCOUNT & INSPECTION

10.1 The Executive Committee shall be responsible for the safe custody of the funds, properties and assets of the society.

10.2 The funds of the society shall be kept in its bank account.

10.3 The books of account 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 Executive Committee directs on a written request made by any member.

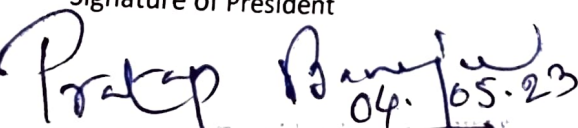
#### Article XI - SUIT & LEGAL PROCEEDINGS

11.1 All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Committee.


#### Article XII - ALTERATION OF MEMORANDUM & REGULATIONS

12.1 The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th members in a General Body Meeting called for the purpose.

Signature of President

  
04.05.23  
Secretary / President  
B.B.K.M Alumni Association

Signature of Secretary

  
04.05.2023

Secretary / President / Treasurer  
B.B.K.M Alumni Association

Article XIII - DISSOLUTION OF SOCIETY

13.1 Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th members of the society at a General Body Meeting convened for the purpose.

13.2 After dissolution the Funds and Assets of the Society shall be transferred and handed over to the authority of Balagarh Bijoy Krishna Mahavidyalaya.

We, the undersigned members of the Executive Committee of the Society, Balagarh Bijoy Krishna Mahavidyalaya Alumni Association, do hereby certify that the above is a true copy of the Regulations of the Society.

Signature of three members of the Executive Committee:

1. *Pratap Banerjee*
2. *Ramprosad Haldar* 04.05.2023
3. *Mina Ghosh* 04/05/2023
- 4.
- 5.

Dated: 04 day of May, 2023

Signature of President

*Pratap Banerjee*  
04.05.23  
Secretary / President / Treasurer  
B.B.K.M Alumni Association

Signature of Secretary

*Ramprosad Haldar*  
04.05.2023  
Secretary / President / Treasurer  
B.B.K.M Alumni Association