

SHRI BHAGWAT PRASAD SINGH MEMORIAL COLLEGE OF NURSING
DEO MORE GT ROAD AURANGABAD BIHAR
MEMORANDUM OF ALUMNI ASSOCIATION

1. Name of the Association: "SBPSM Nursing Alumni association"

**2. Address of the Association: SBPSM college of nursing
Deo More, GT road Aurangabad Bihar**

3. Objectives: The Objects of the association shall be:

1. Sharing experiences with current students.
2. To create profiles of successful students of the college.
3. To motivate the students of the college.
4. To strengthen the alumni network of the college and use it for the development of the students.
5. Keeping in Touch to support each other and the college.
6. Conduct surveys based on the experiences of students so that educational institutions can be improved.
7. To organize workshops and training placement programs in the college so that ex-members can be helped in achieving their goals.
8. To promote relations with the college and to make continuous efforts for the welfare of the college.

9. Live activities and exchange of ideas between former and current students.

10. To establish social contacts among each other.

11. To establish and encourage academic, social, and cultural environments among the members of the alumni.

12. Nurturing the talents of alumni for their all-around development along with curriculum enrichment of the college.

13. To encourage higher studies and research.

SHRI BHAGWAT PRASAD SINGH MEMORIAL COLLEGE OF NURSING		
ALUMNI ASSOCIATION CONSTITUTION		
S.NO	NAME OF THE MEMBER	DESIGNATION
1	MR. VICKY	PRESIDENT
2	MS. ARCHANA	VICE - PRESIDENT
3	MR. ASHUTOSH	SECRETARY
4	MRS. ARCHANA	TREASURER
5	MR. GAURAV	MEMBER
6	MS. ROSHNI	MEMBER
7	MS. SEEMA	MEMBER
8	MR. PAWAN	MEMBER

RULES AND REGULATIONS -

Name and Address of the Association:

The name of the Association shall be **"SBPSM NURSING ALUMNI ASSOCIATION"**

The Registered Office of the Association shall be located at SHRI BHAGWAT PRASAD SINGH MEMORIAL COLLEGE OF NURSING DEO MORE GT ROAD AURANGABAD BIHAR. The business hours of the Association shall ordinarily correspond to the working hours of SHRI BHAGWAT PRASAD SINGH MEMORIAL COLLEGE.

1. The Association shall have powers to enroll members, form committees, sub-committees and call for periodical meetings to achieve the objectives mentioned above.
2. Further, the Association may, organize sports, games and other social activities for the benefit of its members and their families.
3. All communication to the members will be through e-mail or by post, except where the member makes a request in writing for alternative means of communication.
4. Expulsion due to Misconduct per Rules: The General body shall have power to expel a member for willful disregard to the association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his conduct.

5. Member Privileges and Rights: Members are eligible to use the services of SBPSM NURSING ALUMNI ASSOCIATION receive publications and newsletters of alumni Association exercise their vote in SBPSM NURSING COLLEGE, register on the website, attend alumni meetings and events, receive annual reports, and participate in activities.
6. Membership Benefits: Members can avail of services and initiatives offered from time to time by the Institute and Alumni Association of SBPSM which may include use of facilities at the Institute.
7. Member Obligations: Members are expected to conduct themselves in line with the MOA and Bye laws of the association while representing SBPSM nursing alumni Association and participating in the association activities.
8. Election of the Executive Committee: To elect the members of the Executive Committee of the association and office bearers as required.
9. Tenure- The term of a member of the executive committee shall be one year and he shall be eligible for re- election for the next four years. No executive committee member may hold office for more than 5 consecutive years.
10. Resolution of General Matters: To discuss, and resolve matters of general interest to the members which may be placed before meeting or any other matter for which seven days' notice has been received from any member, subject to the permission of the chair.

11. The announcement of the extraordinary general meeting shall be done within one month from the date of receipt of their requisition in writing, and the actual meeting conducted not later than 30 days from the date of the announcement. For holding an Extraordinary General Body Meeting, 30 days clear notice shall be given to the members specifying the business to be transacted.
12. All investments of the funds of the Association, including receipts of deposit and all deeds and documents relating to any of the properties of the Association, shall be kept for safe custody with the vice president and treasurer or with a bank as approved by the Board.
13. Resigning from the Executive Committee: In case of an office bearer resigning or ceasing to be a member of the Executive Committee for any reasons, the post will be filled from among the elected Executive Committee members. This person will officiate till the next Annual General Body meeting, when a new person will be elected.
14. Filling of Vacant Office Bearer Positions (as a result of Stepping down):
In case the President steps down, the Exec. Vice President will serve as Interim President until the new President is elected. In case the treasurer steps down, the Treasurer will function as the interim Secretary, until a new Secretary is elected. The election to fill vacant Office Bearer positions will be conducted simply by the elected EC members amongst themselves within 30 days of vacation of office. In case other office bearers step down, their position will be filled by other elected members in the association. The office bearer stepping down will assume the portfolio of such member replacing him/her as office bearer.

Note:

- The personal presence means presence at the venue in persons, over Voice on Internet Protocol, telephonic conference call or any such reliable system approved by the Board.
- Meeting by Circulation – For an urgent matter, decision can also be taken by circulating an agenda amongst the members of the Board by the Secretary after obtaining approval of the President or President himself.

SHRI BHAGWAT PRASAD SINGH MEMORIAL COLLEGE OF NURSING
DEO MORE GT ROAD AURANGABAD BIHAR
“SBPSM NURSING ALUMNI ASSOCIATION”

ROLES AND RESPONSIBILITY-

PRESIDENT

Roles & Responsibilities of President shall be as follows:

- President shall be the Chairperson of the Alumni Association.
- All transactions with the help of committee.
- Leads the group and acts as liaison among group members, the Alumnae Association, the College's administrative offices, and the group Committee.
- Presides at all group meetings and over the executive committee, when one exists.
- Mentors new group volunteers and ensures continuity by providing opportunities for new leaders.
- Exercises overall financial responsibility for the group; co-signs bank accounts with group treasurer.
- Oversees the schedule of events and appoints others as needed.
- Approves all group communications.
- When completing term as president or stepping down before term is over:
 - Helps transition new president to office and makes sure all official records are transferred.
 - Updates her status with the bank so that she is no longer co-signer of the account.
 - Notifies the Alumnae Association.

VICE PRESIDENT

Roles & Responsibilities of Vice President shall be as follows:

- The association shall also have a Vice-President who shall preside the meetings of the Association in the absence of the President.

- The Vice-President may be assigned specific tasks and functions by the Executive Committee.
- Serves as chair of programs, ways and means, or any other committee as needed.

SECRETARY

Roles & Responsibilities of Secretary shall be as follows:

- To draft the minutes of all meetings to be correctly recorded, confirmed and kept.
- To convene the meetings in consultation with the President.
- To have charge of all correspondence, records etc.
- To exercise general control over all matters relating to objectives and programs of the association.
- To maintain roles of all the members.
- Any other matter delegated to him/her by executive committee.

TREASURER

Roles & Responsibilities of Treasurer shall be as follows:

- To collect the subscription due and payable and report to the association/committee on all the financial matters.
- To complete annual statements of A/C and to place the same before the association/committee/general body.
- To submit statements of the A/C to the Secretary.
- To disburse the funds as directed by the Executive Committee.
- To supervise programs of the association has decided by the association/committee.
- To organize activities as may be decided by the association/committee.
- To prepare budgets for the programs and activities.
- To report the progress to the Secretary.
- During the absence of the Secretary, he/she shall perform the duties of the Secretary.
- Any other matter as delegated to him by the Executive Committee.

EXECUTIVE ASSOCIATION MEMBERS

Roles & Responsibilities of Executive members shall be as follows:

- The members of the committee are to assist the Executive Committee and its sub-committee as may be formed with regard to programs and activities of the association.
- Welcomes new members and invites them to club/group activities
- Maintains a membership list
- May solicit new members by requesting payment of group membership dues.

REGISTER OF MEMBERS

The Association shall maintain at its Registered Office a Register of its members as required by the Act which shall be open for inspection by the members on such Dates and times as may be fixed by the Secretary on receipt of an application in writing made by the member and addressed to the alumni association.

1. A member shall be entitled to attend and vote at all General Meetings of the Alumni association and shall be entitled to receive copies of the reports or publications of the alumni association meant for members.

2. ANNUAL GENERAL MEETING

- a. A General Meeting of the alumni association shall be held at least once in every calendar year which shall be called Annual General Meeting and not more than 15 months shall elapse between two successive General Meetings. All other General meetings shall be called Extra Ordinary General Meetings.

- b. Meetings how convened:

General Meeting shall be convened by the Honorary Secretary and shall at such date and time and place as the Governing Body may decide.

- c. Notice:

Fourteen days' notice of the General Meeting shall be given in such a manner as the Governing Body may decide.

d. Voting Rights:

Every member of the alumni association except the student member and the Honorary Member shall have one vote. To exercise this, he shall be present in the person.

e. Questions to be decided by majority vote:

Every question submitted to a General Meeting shall be decided by a majority of votes and in case of equality of votes the President of that meeting shall have a second or casting vote. In all cases voting shall be show of hands in the first instance. The poll shall be held in such a manner as the president may decide.

f. President of Meetings: The President of the Governing Body, if present, shall preside at all General Body Meetings. In the absence of the President, the members present may elect one of them to be the association of the meeting.

g. Resolutions: A declaration by the president that a resolution has been carried or lost and entry to that effect in the books of proceedings of the meetings of the Alumni association shall be conclusive evidence of that fact. If at a general meeting convened otherwise that on requisition a quorum is not present within 15 minutes of the time of commencement of the meeting, the same shall stand adjourned to the same day but two hours thereafter at the same place. At such adjourned meeting the members present shall be competent to transact the business of the meeting irrespective of whether a quorum is present or not. If in respect of a meeting convened or requisitioned the quorum is not present within 15 minutes of the time of commencement thereof, the meeting shall stand dissolved.

3. EXTRA ORDINARY GENERAL MEETING & MEETING ON REQUISITION

a. The President may convene an Extra-ordinary General Meeting of the alumni association on the written requisition of not less than one-fourth

- b. of the total members of the alumni association.
- c. Fourteen days' notice shall be required for such a meeting. The requisition so made by the members of the alumni association shall express the object for which the meeting is proposed to be called.
- d. At an Extra-Ordinary General Body Meeting no subject other than that stated in the Notice or the requisition, as the case may be, shall be discussed except with the permission of the Chairman.
- e. All the regulations applying the General Meetings will be applicable to Extra- Ordinary General Meetings.

4. ACCOUNT AND AUDIT

- a. The alumni association shall maintain such books of accounts and other books in relation to accounts in such form and in such manner as may be prescribed in consultation with the Auditors of the alumni association.
- b. Treasurer will be responsible for the deposits in the bank.
- c. Account will be operated jointly by the treasurer and the secretary.
- d. The financial year of alumni association shall be from the 1st of April each year to the 31st March of the next year.
- e. The alumni association, shall as soon as may be, after closing its annual accounts, prepare a statement of accounts in such form as the Governing body may, in consultation with the Auditors of the alumni association, determine.
- f. Intimation of the change of the signatory and co-signatory will be sent to the bank immediately by the treasurer in case of change.

CERTIFICATE

This is to certify that this is the true copy of the modified Rules and Regulations of the SHRI BHAGWAT PRASAD SINGH MEMORIAL NURSING ALUMINI ASSOCIATION

President Vicky kumar

Voice President Archana kumari

Hon. Secretary Ashutosh kumar

Hon. Treasurer Archana Bhatti

Date