



ST. EDMUND'S COLLEGE ALUMNI ASSOCIATION

(Registered under The Meghalaya Societies Registration Act, 1983)

RULES & REGULATIONS

1. **Name of the Society:** The name of the Society is St. Edmund's College Alumni Association.
2. **Registered Office:** The Registered Office of the Society shall be located at Shillong and is presently located in the St. Edmund's College Campus, Laitumkhrah, Shillong – 793003, East Khasi Hills, Meghalaya, with the approval of and in agreement with the College administration.
3. **Area of Operation:** The Society shall operate throughout North East India.
4. **Definitions, Abbreviations & Synonyms:**
 - (a) 'The Rules' shall mean these Rules & Regulations
 - (b) 'The College' shall mean St. Edmund's College, Shillong.
 - (c) 'The Society' and 'the Association' shall mean St. Edmund's College Alumni Association.
 - (d) 'Alumni' shall mean all individuals who have successfully completed at least one full academic year of study in the College in the Pre University and Degree courses, but excluding the Higher Secondary classes, and subscribe to the ethos of the Founder, Blessed Edmund Rice, and the aims, objectives and Rules of the Society.
 - (e) 'Year' shall mean the period commencing from the first day of April and ending on the thirty-first of March.
 - (f) 'The Act' shall mean the Meghalaya Societies Registration Act, 1983, as amended.
 - (g) 'Batch' shall mean the year in which an alumnus entered or would have entered the first year class of the degree course in the College.

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Secretary General

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Example: Suppose an alumnus studied in the 1st year Pre University class during the year 2001 and, having completed one academic year, he either left the College or continued to pursue his studies there. Hence, in 2002, he would have attended the 2nd year Pre University class and would have entered the first year of the degree course in 2003. As such, his 'Batch' would be 2003.

- (h) The approved abbreviation of the Association is 'SECAA'.
- (i) A male Member of the Society may be referred to as a "Secaan" and a female Member as 'Secaaness'. The honorifics 'Scn.' and 'Scs.' may be used, respectively.
- (j) In the interpretation of these Rules, the singular shall include the plural; the masculine gender shall embrace the feminine gender and vice-versa.
- (k) In the calculation of the majority or numbers required, fractions of numbers shall be ignored.

5. Composition:

St. Edmund's College Alumni Association shall comprise of the following categories of Members, all of whom, save and except the Patron, shall necessarily be Alumni of the College who have successfully completed at least one full academic year of study in the College and subscribe to the ethos of the Founder, Blessed Edmund Rice, and agree to abide by the Memorandum and Rules of the Society, provided that dual membership of the Society and any other parallel Alumni Association of the College, by whatever name called, shall not be permissible:

- (a) **Patron:** The nominee of the Congregation Leader of the Christian Brothers in India shall be the Patron of the Society.
- (b) **Honorary Members:** Alumni who are leading personalities in public life and can contribute to the growth of the Society may be invited by the Governing Body to become Honorary Members. No admission fee or annual subscription will be payable by them.
- (c) **Donor Members:** An alumnus who makes a donation of Rs.10,000/- and above will be classified as a Donor Member and he shall be such a member for Life.
- (d) **Life Members:** An alumnus who contributes Rs.5,000/- and above but under Rs. 10,000/- to the Society shall be classified as a Life Member.
- (e) **Regular Members:** All other members shall be known as Regular Members. The Governing Body may decide whether or not they are required to pay any admission fee

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or periodic subscription and may fix and amend the fee and subscription, if any, from time to time.

6. Membership & Application:

(a) Applications for membership shall be made in the manner prescribed by the Governing Body.

(b) Annual or Periodic Membership fees and Admission Fees, if any, will be payable by the Members.

7. Relationship with the College: No Member shall interfere in the management or in the admission process of the College or its affiliated institutions. He may, however, through the Governing Body alone, bring to the notice of the College Management for its consideration any relevant feedback from the pupils, guardians, general public or their own, in relation to any difficulties being faced by them or suggestions for the betterment of the College.

8. Chapters of the Society:

(a) The Society will make every effort to form Chapters in any Town, City, District, State, Region or Country, wherever at least ten Alumni reside.

(b) The Memorandum of Association and Rules and Regulations of the Society, including the structure of governance, will govern all Chapters of the Society and apply to them *mutatis mutandis*.

(c) All Chapters will require official recognition from the Governing Body of the Society.

(d) The bodies at the helm of affairs and managing the Chapters will be termed "Executive Committees" of the Chapters and, upon election, will require official recognition from the Governing Body of the Society.

(e) The Governing Body of the Society shall also additionally function as the Executive Committee of the Universal Chapter of the Society, except for the areas where and when Chapters are formed and their respective Executive Committees are given recognition.

(f) The Shillong Chapter of the Society, when formed, shall be distinct from the mother Society i.e. St. Edmund's College Alumni Association, but under its superintendence.

(g) All Members of SECAA Chapters will automatically be Members of the Society.

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9. Governing Body:

- (a) The Governing Body of the Society shall also be known as "SECAA CENTRAL".
- (b) The Governing Body shall consist of the Patron, the President, the Vice-President, the Secretary General, the Finance Secretary, Executive Members, whose number will be a minimum of two and a maximum of four, as decided by the Governing Body, and upto two Executive Members nominated by the Governing Body, thereby making the minimum number of persons in the Governing body as seven and the maximum number as eleven.
- (c) The tenure of each member of the Governing Body shall be three years but a member can be re-elected for a second term. No member will, however, be eligible to hold any office after having served for two terms.
- (d) The President and Vice President of the Governing Body shall be aged forty years and above. This age requirement may be relaxed by the Governing Body in the case of Executive Committees of SECAA Chapters.
- (e) Christian Brothers and faculty members of St. Edmund's College, other than the Patron, who shall not have any voting rights, will not be eligible to serve on the Governing Body.
- (f) The Governing Body may, from time to time, specially invite to its meetings member(s) whose knowledge and experience, in its view, will be valuable to the Society.
- (g) The tenure of the First Governing Body of the Society shall commence from the date of establishment of the Society and will end upon completion of its 3 (Three) year term.
- (h) No member of the Governing Body of the Society will be an office-bearer in the Executive Committee of any Chapter, other than the Universal Chapter.
- (i) The posts of President, Vice-President, Secretary General, Finance Secretary and upto four Executive Members, totaling eight, will be elected posts.
- (j) Upto two additional Executive Members may be nominated by the Governing Body, through a resolution passed by the majority of the existing Governing Body, for a term to co-run with the term of the Governing Body.

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10. Elections:

(a) Elections to the Governing Body shall be held once in three years, and, not less than three months before the term of the outgoing Governing Body expires, it shall appoint, from within the Members of the Society, an Election Committee comprising of the Election Officer and two Asst. Election Officers. The Election Committee will set up its own election procedure, subject to Clauses (b) to (d) hereunder, and conclude the election process before the end of the term of the outgoing Governing Body, in a fair and transparent manner.

(b) Elections shall be conducted by secret ballot for the posts of President, Vice President, Secretary General, Finance Secretary and Executive Members, whose number will be decided by the Governing Body but shall not be less than two nor more than four, and the candidate securing the highest number of votes for any post will be considered elected.

(c) A candidate may stand for more than one post and, in the event of his securing the highest number of votes for more than one post, he may choose the post that he wishes to retain. Thereupon, the candidate securing the second highest number of votes in the unretained posts will be declared elected for that post.

(d) The procedure adopted by the Election Committee shall invariably ensure that all members of the Society are able to conveniently participate in the elections. With this objective in mind, it may adopt the process of online voting or the hybrid mode of physical-cum-online voting, or adopt any process that it deems best in the interests of equity and fairness.

(e) If, for any reason, the elections are not concluded on time, the existing Governing Body will cease to hold office upon completion of its term and 11 Members of the Society, who are the senior-most by age among them, will automatically assume ad hoc charge of the Governing Body and, within one month thereof, appoint an Election Committee to hold elections within three months thereafter, upon the conclusion of which the newly elected Governing Body shall assume office, relieving the ad hoc Body.

(f) The senior-most members of the Society will be identified from the List of Members of the Society, which will be always made available to all members by the Secretary General, and the said identification process may be initiated by any member of the Society and circulated among all the members, including the selected 11 members.

(g) The senior-most among the 11 members shall preside over the ad hoc Governing Body and also be the Convener of its meetings.

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(h) If, for any reason, any of the 11 selected senior-most members expresses his unwillingness, the next senior-most member/s shall be included in the ad hoc Governing Body.

11. Co-ordinator Connect Sub-Committee:

(a) There shall be a permanent "Co-ordinator Connect Sub-Committee" comprised of the Vice President of the Society as its Chairman and all Executive Members as its members.

(b) The Sub-Committee shall make constant efforts to identify dynamic Members for appointment as "Co-ordinators" by Batch, Year, Stream, Honours Subject, Town, City, Region, State or any other classification, with the objective of expanding the membership of the Society and boosting its activities.

(c) The Sub-Committee shall propose the names of such identified Members to the Governing Body for consideration and appointment.

(d) The Sub-Committee shall regularly guide, encourage, supervise and interact with all the Co-ordinators with the objective of expanding the membership of the Society and involving them in its activities and working towards achievement of the Society's objectives.

12. Duties & Powers of the Governing Body:

(a) To take measures necessary for providing and maintaining an efficient organization for the purpose of the Society.

(b) To carry out the day-to-day activities and management of the Society.

(c) To form and give official recognition to Town, City, District, State, Regional or Country-wide Chapters of the Society, wherever at least ten Alumni reside.

(d) To give official recognition to the Executive Committees of all Chapters of the Society.


(e) To expel any alumnus from membership if the person holds dual membership of the Society as well as that of any other parallel Alumni Association of the College, by whatever name called, after giving him a reasonable opportunity of resigning from such other membership.

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(f) To expel a Member if he interferes in the management or admission process of the College or any affiliated institution, after giving him a reasonable opportunity of being heard.

(g) To expel any Member / Office bearer, other than the Patron, from the Society or the Governing Body, for anti-Society activity or any other reasons to be recorded in writing, after giving the person concerned a reasonable opportunity to explain in person or in writing why he should not be so expelled, provided that such removal will require the assent of at least two-thirds of the voting members constituting the Governing Body.

(h) To expel any member / office bearer of the Governing Body, other than the Patron, if he absents himself from three consecutive meetings of the Governing Body without seeking leave of absence.

(i) To fill up any vacancy in the Governing Body for the residue of its term of office to the vacant post.

(j) To do or cause to be done any or all such lawful acts, deeds, things as may be necessary for or incidental or conducive to the furtherance of any of the objects of the Society.

(k) To appoint and delegate any of its duties and/or powers to sub-committees comprising of Members whom it thinks fit, whether members of the Governing Body or not, for any specified purpose.

(l) To maintain open and regular communication with the College Management.

(m) To oversee the functioning of all SECAA Chapters.

(n) To nominate upto two Executive Members from among the Alumni to the Body, if deemed beneficial for the Society, by a majority decision of the existing Governing Body, for a term to co-run with the term of the Governing Body.

(o) To consider the proposals made by the "Co-ordinator Connect Sub-Committee" and appoint Co-ordinators by Batch, Year, Stream, Honours Subject, Town, City, Region, State or any other classification.

(p) To appoint employees of the Society, as and when deemed necessary, and to fix their remuneration.

(q) To grant official recognition to Accounts, Groups, Channels etc. proposed to be created in connection with SECAA on Facebook, Whatsapp, Instagram, X, or any other

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social networking platform and, in the absence of such recognition, these will be discouraged.

(r) All properties of the Association, moveable or immovable, shall be vested in the Governing Body.

(s) The Governing Body shall be the policy and decision making organ of the Association but shall be subject to the decisions of the General Body.

(t) The Governing Body shall have all such powers and perform all such functions as are necessary or proper for the achievement or furtherance of the objects of the Association.

(u) The Governing Body shall function notwithstanding any vacancy and no act or proceeding of the Governing Body of the Society shall be called in question or invalidated merely by reason of the existence of any vacancy in the Governing Body or any defect in the constitution thereof.

(v) No member of the Governing Body shall be entitled to any remuneration.

(w) No part of the service or funds of the Society shall be directed or used for the benefit of any particular caste, creed or religious community.

13. Powers and Functions of the Office Bearers:

(a) President:

- (i) Shall be the Executive Head of the Society.
- (iii) Shall preside over the meetings of the Governing Body and General Meetings.
- (iii) Shall exercise general supervision over the works and activities of the Society and the Governing Body.
- (iv) Shall get the decisions passed by the Governing Body and the General Meeting executed.

(b) Vice President:

- (i) Shall, in the absence of the President, preside over all meetings.
- (ii) Shall, serve as the President till the end of the three year term of the Governing Body, should the President vacate / resign his office,
- (iii) Shall act as the Chairman of the permanent Co-ordinator Connect Sub-Committee.

(c) Secretary General:

- (i) Shall convene all the meetings.

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- (ii) Shall maintain and keep properly all important papers, documents and registers of the Society.
- (iii) Shall record all the proceedings of the Governing Body and General Meetings.
- (iv) Shall carry out all correspondence on behalf of the Society.
- (v) Shall prepare the Annual Report and present the same before the General Meeting with the approval of the Governing Body.
- (vi) Shall, in consultation with the President, prepare the agenda before convening any meeting.

(d) Finance Secretary:

- (i) Shall maintain the accounts of the Society and keep all the financial statements in order.
- (ii) Shall receive all fees and monies and make payment of all expenditures as authorized by the Governing Body.
- (iii) Shall get the accounts of the Society annually audited by a certified Chartered Account and present them before the Governing Body and Annual General Meetings.

(e) Executive Members:

- (i) Shall act as Members of the Co-ordinator Connect Sub-Committee.
- (ii) Shall undertake the responsibilities entrusted to them from time to time.
- (iii) Shall feel free to bring up or suggest any change or present plans of action as may be deemed fit for consideration of the Governing Body.
- (iv) Shall assist the other office bearers, whenever called upon.

14. Duties of the Co-ordinators:

(a) The Co-ordinators appointed by the Governing Body by Batch, Year, Stream, Honours Subject, Town, City, Region, State or any other classification shall make every endeavour to connect with other Alumni of the class entrusted to them, with the objective of expanding the membership of the Society and involving them in its activities and in working towards achievement of the Society's objectives.

(b) The Co-ordinators shall regularly interact with the Co-ordinator Connect Sub-Committee.

15. Meetings:

(a) Annual General Meetings (AGM):

The Society shall hold an Annual General Meeting at least once in every year and not more than fifteen months shall elapse between two such successive meetings. The business to be transacted at every AGM shall include:

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- i) Consideration of the Annual Report presented by the Secretary General.
- ii) Consideration of the balance-sheet and the audited accounts presented by the Finance Secretary.
- iii) Consideration of any proposal made by the Governing Body.
- iv) Appointment of the Auditors for the next financial year.

(b) Extraordinary General Meetings (EGM): The President or Secretary General may convene an Extraordinary General Meeting whenever deemed necessary by the Governing Body.

(c) Governing Body Meetings: Ordinarily, the Governing Body shall meet at least once every quarter.

(d) Notice of Meetings:

- i) Notice for General Meetings shall be given to all members either by Email / SMS / Whatsapp / press release or advertisement in an English newspaper widely circulating in Shillong / or any other effective medium, at least 15 days before the meeting.
- ii) Notice for Governing Body Meetings shall be given to all members either by Email / SMS / Whatsapp / Post or any other effective medium, at least 10 days before the meeting.

(e) Quorum:

- i) For General Meetings, one-fourth of the Members of the Society or 50 Members, whichever number is lower, will form the Quorum.
- ii) For Governing Body Meetings, one-third of its members will form the Quorum.
- iii) If, within half an hour from the time appointed for holding any Meeting, a quorum is not present, the Meeting shall stand adjourned to the same day in the next week, at the same time and place, or to such other day, time and place as the Chairman may decide. If at the adjourned Meeting also a quorum is not present within half an hour from the appointed time, the members present shall form a quorum.

(f) Adjournment: The Secaan presiding over a General or Governing Body meeting may, with the consent of the majority of those present at any meeting, adjourn the meeting from time to time but only for the purpose of completing any business left unfinished at the meeting. Notice of such an adjourned meeting need not be given.

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(g) Place of Meeting: Governing Body Meetings and General Meetings shall ordinarily be held at the Registered Office of the Association with the approval of the College Management, or at such other place designated in the notice of the meeting.

(h) Majority Required: Subject to Rule 15, all questions brought before the General Meeting or Governing Body Meeting shall be decided by a majority of votes of the voting members present at the Meeting. In case of an equality of votes, the Chairman shall have a casting vote.

(i) Declaration: A declaration by the Secaan presiding over a General or Governing Body meeting that a resolution has been carried or rejected shall be conclusive.

(j) Requisitioned Meeting: Not less than 50 Members of the Society may write to the Secretary General and requisition an Extraordinary General Meeting, stating the Agenda to be transacted in such Meeting, whereupon the Secretary General shall convene the Meeting within three months of having received such requisition.

(k) Chairman of Meetings: In the absence of both the President and the Vice President, the Chairman of Governing Body and General Meetings shall be chosen from among the other members of the Governing Body.

16. Bank Account: The Society may open an account in its name in any reputed Bank, which shall be operated jointly by any two among the President, Secretary General and Finance Secretary, or as decided by the Governing Body through a majority decision, from time to time.

17. Amendment:

(a) The Memorandum of the Society may be amended in a General Meeting, as and when the need arises, with the consent of at least a three-fourth majority of its voting members present and in accordance with the provisions of the Act.

(b) The Rules and Regulations of the Society may be amended by the Governing Body with the consent of at least a three-fourth majority of its voting members present and in accordance with the provisions of the Act.

18. Auditor: A qualified Auditor will be appointed by the Governing Body to audit the accounts of the Society from year to year.

19. Legal Provisions:

(a) The Society may sue or be sued in the name of the President, the Secretary General, or any office-bearer authorised by the Governing Body in this behalf.

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(b) In case of dispute with regard to the interpretation of any provision of the Memorandum or Rules of the Society, the President's decision shall be final and binding.

(c) Wherever these Rules are silent or in conflict with the Meghalaya Societies Registration Act, 1983, the provisions of the said Act shall apply.

(d) Disputes, if any, including disputes within the Chapters, will compulsorily first be raised before the Governing Body of SECAA for settlement.

(e) In case the dispute raised before the Governing Body is not settled satisfactorily, it will be exclusively subject to the jurisdiction of the appropriate Courts in Shillong (Meghalaya).

20. Dissolution:

(a) The Society may be dissolved if, at a Special General Meeting convened for the purpose, it passes a resolution for dissolution by the votes of three-fourths of the members present.

(b) If, after the disposal and settlement of the property of the Society and its claims and liabilities, there are any surplus assets, such assets shall not be paid to or distributed amongst the members of the Society or any of them but shall be handed over to St. Edmund's College, Shillong.

We agree that the above furnished information is true to the best of our knowledge and belief.

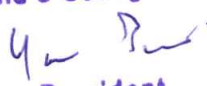
Place: SHILLONG

Dated 8 JULY 2024

for St. Edmund's College Alumni Assn for St. Edmund's College Alumni Assn


Finance Secretary
(Ms Rashmi Patir)
Finance Secretary


Secretary General
(Ms Nerissa Grace Dkhar)
Secretary General

for St. Edmund's College Alumni Assn

President
(Shri Ramesh Bawri)
President

