

MEMORANDUM OF ASSOCIATION

The Name of the Society is "OLD STUDENTS ASSOCIATION (PHARMACY) OF UPUMS" [OSA (PHARMACY) OF UPUMS]. The office of the Society shall be situated in the premises of Uttar Pradesh University of Medical Sciences, Saifai, Etawah, Uttar Pradesh, India.

1. AIMS AND OBJECTIVES

- 1.1 To do all acts in the interest and for the benefits of Uttar Pradesh University of Medical Sciences, Saifai, Etawah, and the fraternity of "OLD STUDENTS ASSOCIATION (PHARMACY) OF UPUMS" [OSA (PHARMACY) OF UPUMS]. Without restricting in any way the generality of the above objective, the aims and Objectives of the society shall inter alia include the following:
 - 1.1.1 Take over the assets and liabilities of the existing unregistered "OLD STUDENTS ASSOCIATION (PHARMACY) OF UPUMS" [OSA (PHARMACY) OF UPUMS]. To foster a feeling of brotherhood and friendship between the old students and staff and to promote the spirit of mutual helpfulness amongst them.
 - 1.1.2 To collaborate with the college placement cell in providing interface with corporate sector and helping secure internships and placement avenues for the students.
 - 1.1.3 To distribute awards/scholarship, prizes to eligible students and to open library and reading rooms for poor students.
 - 1.1.4 To work for the promotion of welfare, sports, games and all other such activities for students.
 - 1.1.5 To organize remedial classes for weaker students, seminars, discourses, lectures, film show to promote education amongst students.
 - 1.1.6 To arrange and hold children shows and competition sports for encouragement of young people.
 - 1.1.7 To make adequate arrangements for PWD, SC, OBC and other students of weaker sections.
 - 1.1.8 To establish and maintain institutions for the PWD and for rehabilitation of young boys and girls.
 - 1.1.9 To open, arrange, establish and run educational institutions for young boys and girls and research centers and to provide education to the students as per

policy of Government of India.

1.1.10 And generally to do such acts. Deeds and things for the progress and development of the aims and objects of the Association.

1.1.11 To promote and maintain closer bonds of goodwill and friendship amongst all members of the fraternity and render assistance to them and their dependents in all aspects.

1.1.12 To hold up the traditions and values of the University and ensure that they continue to foster and grow.

1.1.13 To do that all is necessary to protect and enhance the reputation of the University to generate public and government awareness and support for the University and assist the University as may be necessary in its day-to-day activities, in particular to achieve excellence in academics and other spheres of educational and University activities.

1.1.14 To assist in furthering the objectives of "OLD STUDENTS ASSOCIATION (PHARMACY) OF UPUMS" [OSA (PHARMACY) OF UPUMS] by various acts including nominating, if required members of the society to the board of Governors of the University or any other committees that may be set up from time to time.

1.1.15 To open chapters in various cities all over the country and abroad and frame rules for such chapters.

1.2 ANCILLARY OBJECTIVES

1.2.1 To receive and collect and gift, subscriptions and donations either in case of in kind, or acquire by and other lawful ways and means and spend the same in fulfillment of all or any of the aims and objects of the Association.

1.2.2 The incomes and property(s) of the Association shall be applied solely for the promotion and fulfillment of the aims and objects of the association, provided if any donor intends that his contributions, donations or subscriptions shall be applied to attain any particular object only.

1.2.3 To acquire by purchase, take on lease, hire or by gift and hold and movable or immovable properties and any rights, or privileges that may be deemed necessary or useful for the advancement of the objects of the Association.

1.2.4 All the incomes, earnings, moveable and immovable properties of the Association shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and

no profit shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Association or to any person claiming through anyone or more of the present or past members.

- 1.2.5 No members of the Association shall have any personal claim on any moveable or immovable properties of the Association or make any profits, whatsoever by virtue of his membership.

2. RULES & REGULATIONS

- 2.1 The name of the Society is "OLD STUDENTS ASSOCIATION (PHARMACY) OF UPUMS" [OSA (PHARMACY) OF UPUMS].

- 2.2 The objectives of the Society are set out in its Memorandum of Association and be altered, extended or abridge as required by Governing Body.

3.1 MEMBERSHIP (LIFE MEMBERS)

All former students of Faculty of Pharmacy, Uttar Pradesh University of Medical Sciences, Saifai, Etawah are eligible to become life members of the "OLD STUDENTS ASSOCIATION (PHARMACY) OF UPUMS" [OSA (PHARMACY) OF UPUMS], provided they were in UPUMS for a complete Course.

3.2 ASSOCIATE MEMBERS

- 3.2.1 The Vice Chancellor and all regular teaching faculty members of Faculty of Pharmacy, UPUMS, Saifai shall be the Associate members of the association.

- 3.2.2 The Associate members shall pay no subscription fee.

- 3.2.3 The Associate members shall have no voting rights.

- 3.2.4 The Associate Members shall continue to be so, till they enjoy the confidence of the Governing Body.

3.3 TERMINATION/SUSPENSION OF LIFE MEMBERS

- 3.3.1 The Governing Body shall have the power to expel a member from the association by a no confidence motion passed by 2/3rd majority of

members present and voting in General Body meeting.

3.3.2 Membership of the Society may be suspended by the Nominating Committee, on being satisfied, prima facie, of the unbecoming conduct of a member.

3.3.3 Membership of the Society may be suspended by the Governing Body, in case a member is convicted of a criminal offence involving moral turpitude.

3.3.4 The reasons of termination from the membership shall be communicated to member concerned.

3.3.5 Such suspension must be placed before the ensuing General Body Meeting, which shall determine whether the same is revoked continued or the membership terminated.

3.3.6 **APPEAL:-** All the appeals should be referred to the General Body of the Association. The decision of the General Body shall be final.

3.3.7 **READMISSION:-** Any member who is expelled by the Governing Body, can be readmitted by 2/3rd majority of members present and voting in General Body meeting.

3.4 MEMBERSHIP FEE

3.4.1 Life Membership fee and welfare fee shall be decided from time to time by the Governing Body.

3.4.2 The present life membership fee is Rupee 1000/- (Non Refundable).

3.4.3 Welfare fee Rupee 500/- Per year. (Non-Refundable).

3.4.4 ~~If any member does not want to become life member, can join as Resident Member by depositing a fee of 1000/- per year. (Non-Refundable)~~

3.5 REGISTER OF MEMBERS

The Association shall maintain at its Registered Office a register of its members and shall enter therein the minimum following particulars:-

- The names and addresses of members.
- The date on which the member was admitted.
- The date on which a member cease to be a member.

4 MANAGEMENT

The affairs of the Society shall be decided from time to time by Governing Body.

5 NOMINATING COMMITTEE

The Vice Chancellor, Dean, DSU, Officer In-charge Alumni Cell and Coordinator of alumni cell of FOP, UPUMS, the immediate past & present President of the old Students' Association shall be the members of the Nominating Committee. The Vice Chancellor shall be the Chairman of the Nominating Committee. Its duties and functions will be as under:-

- 5.1 To guide and assist the Governing Body in furthering the aims and objectives of the society.
- 5.2 To determine all questions regarding the general policy of the society.
- 5.3 To nominate/appoint members, any committees or societies as the need arises.
- 5.4 To nominate the members of the Governing Body from the panel of nominations received.

6 GOVERNING BODY

6.1 GOVERNING BODY MEMBERS

The Governing Body shall comprise the following -

- (i) President - 1
- (ii) Immediate Past President - 1
- (iii) Vice President - 1
- (iv) General Secretary - 1
- (v) Joint Secretary - 2
- (vi) Treasurer - 1
- (vii) Joint Treasurer - 2
- (viii) Strategic Planning and Fund raising - 03
- (ix) Auditors - 03
- (x) Editor (News Letter) - 03

In Governing Body the post of President, General Secretary, Joint Secretary and Treasurer will be elected post while others will be nominated by President. Any vacancy in a committee shall be filled in the next general meeting. No member shall continue to be member if he/ she resign. The members so nominated to the Governing Body shall have tenure of one year or till the date of next election is held or new

Governing Body is duly constituted.

6.2 TENURE

The tenure of Governing Body shall ordinarily be one year or till new office bearers are elected. However the General Secretary may resume his post for a maximum period of three years. All the members of Governing Body shall contest/ elected for only three consecutive years after then a break of minimum one year will be mandatory. However in case, if election is not commenced in stipulated time, the existing governing body may continue for one more year or the members of governing body may nominate for their post from life members of association in the general body meeting.

6.3 GENERAL BODY

All the members of the Association will constitute the General Body. The Rights and Privileges of the Members will be as -

- a) Shall have one vote at every meeting.
- b) Shall be entitled to participate in the meetings of the General Body.
- c) Shall have right to inspect the books of accounts, minutes of proceedings of the General Body meeting by giving reasonable notice.
- d) Shall be bound by the rules and regulations and/or bye-laws which may be framed from time to time.
- e) To administer the oath of office and loyalty to the Association and its constitution.
- f) To apply a proposal for consideration with consent of minimum 10 members.

6.4 ELECTIONS & NOMINATIONS

6.4.1 The General Body in its annual meeting will elect its President, officer bearers and members.

6.4.2 Any member can be elected to any post except Treasurer who shall be a member of the Association and should also be a member of the college.

6.4.3 The quorum of General Body and the governing body shall be $1/3^{rd}$. The proceedings of Election of the Association will be submitted in the office of the Registrar of Societies, KANPUR, immediately after the elections.

6.4.4 Elections shall be held every year for the post of President Elect, and General Secretary. Elections may also be held for the Post of President in case of resignation of President Elect of the Previous Governing Body.

6.4.5 A member may contest election to any of the posts only if he/she has been a member of the General Body.

- 6.4.6 The Nominating Committee shall appoint an election officer for the same. Nominations shall be called two months in advance.
- 6.4.7 The mode of election shall be with the count of Hands. Ballot papers or electronic methods may however be used if the Election Officer Wishes to.
- 6.4.8 Nominations shall be invited for the post of Governing Body members for approval/ recommendation of the Nominating Committee, and members nominated so shall be declared by the Election officer on the Annual General Meeting.
- 6.4.9 The Election Officer may call for nomination from the floor of the AGM incase no nominations are received for any post.
- 6.4.10 The Vice President shall be nominated by The President of the Governing Body.
- 6.4.11 The Treasurer shall be chosen from amongst the Governing Body members with Consent of the President.
- 6.4.12 For the purpose of registration of Association, The members of Governing Body will be nominated by the Dean of the Faculty with approval of the Vice Chancellor through Officer In-charge of Alumni Cell of UPUMS. The tenure of such Governing Body shall ordinarily be one year or till the General Elections.

6.5 DUTIES AND FUNCTIONS OF THE GOVERNING BODY

The Governing Body shall take all such steps as may be necessary for the proper management and administration of the property and funds of the society, which will include:

- 6.5.1 Making rules and regulations for the conduct of meetings and affairs of the society and adopting and varying the same from time to time.
- 6.5.2 Receiving grants, subscription, donations, holding functions and promoting activities etc. for raising funds to achieve the objectives of the society.
- 6.5.3 Managing and regulating the finance, accounts, investments, property of the society and for that purpose appointing such agents as it may think fit.
- 6.5.4 Appointing coordinator of the Society.
- 6.5.5 Appointing activities incidental to the running of the society.
- 6.5.6 Grant of scholarship to deserving students for such period and amounts as the Governing Body may decide.

6.5.7 The President shall hold the office for a period of one term only and shall not be eligible for re-election for six years after completion of his/her term.

6.6 FILING UP CASUAL VACANCIES:-

The casual vacancies may be filled up by a resolution passed by the Governing Body till the election which will be held by the Association in its Annual General Body Meeting.

6.7 POWERS AND DUTIES OF THE OFFICER BEARERS

6.7.1 PRESIDENT

- a) He/ She shall supervise all works and activities done by other officer bearers of the Association.
- b) He/ She will be the head of the Association and preside over the meetings of the general body and Governing Body. He/ She will have casting vote in case of a tie.

6.7.2 VICE PRESIDENT

In the absence of the President, the Vice-President shall enjoy all powers and duties, which are entrusted to the President. He/ She will also help and assist the President in his/her work.

6.7.3 GENERAL SECRETARY

- a) To sign on behalf of the Association, conduct its correspondence and to record the proceedings of the meetings.
- b) To summon and attend the meeting of the General Body.
- c) To call extraordinary general body meeting if requisitioned by at least 1/4th members of the General Body.

6.7.4 JOINT SECRETARY

In the absence of the General Secretary, the Secretary shall enjoy all powers and duties which are entrusted to the General Secretary. He/ She will also help and assist the General Secretary in his/her work.

6.7.5 TREASURER

The Treasurer shall be alumni and preferably an employee of the University. He/ She shall keep accounts of receipts and expenditure of the society and furnish necessary information to the Governing Body. He/ She

will keep with him/ her Rs. 5,000/- (Five thousand) in cash and the balance amount will have to be deposited in a nationalized or schedule bank.

7 ACCOUNTS

7.1 The books of accounts shall be kept in the office of the society or at such other places as the Governing Body thinks fit.

7.2 The bank account of the Association shall be operated by the Treasurer and anyone out of General Secretary and President.

7.4 **SOURCES OF INCOME:-** Admission fee, Donations and Contributions. The income of the Association received from all sources will be utilized only for the promotion of its aim and objectives.

7.5 **MANAGEMENT OF FUNDS:-** All the incomes of the Association shall be deposited in nationalized or scheduled bank under RBI guideline.

7.6 **AUDIT:-** The accounts of the society shall be audited at least once in a year by qualified auditors appointed by the Governing Body. Copies of audited accounts shall be available for inspection by members at the Annual General Meeting.

7.7 **FINANCIAL YEAR:-** The financial year of the society shall be from the 1st of April to 31st March every year.

8 MEETINGS

8.5 GENERAL BODY MEETING

8.1.1 General Body Meeting is to be held ONCE in a year.

8.1.2 The General Secretary shall call for General Body meeting in writing with consent of the president, with an Advance notice of minimum one month.

8.2 GOVERNING BODY MEETING

8.2.1 The Governing Body Meeting is to be held minimum FOUR times in the year. The General Secretary shall call for meeting in writing with consent of the president

8.2.2 Quorum: The presence of 50% members including the president and General Secretary shall form a quorum.

8.2.3 Pre intimation of minimum 14 days shall be mandatory for Governing Body meetings. However emergency meetings maybe called at shorter notice.

8.2.4 All Governing Body members must confirm their presence/unavailability

minimum 7 days in advance in writing to the General Secretary.

8.2.5 Presence of President and General Secretary will be mandatory for Governing Body and General Body meetings. The Vice President may however preside over meetings as and when required.

8.2.6 Governing Body membership could be terminated if any member fails to attend three consecutive meetings. The final decision however to be made by Governing Body.

9 OFFICIAL YEAR

The official year of the "OLD STUDENTS ASSOCIATION (PHARMACY) OF UPUMS" [OSA (PHARMACY) OF UPUMS] will be from April to March of every year.

10 APPOINTMENTS

If felt necessary, the Governing Body may appoint a paid Governing Body may appoint a paid Executive Secretary/other officials who shall not be members of the Governing Body. They shall assist the President and Secretary in the administrative work.

11 LOCAL CHAPTERS

11.1 Local Chapters of the Association may be formed in foreign countries, States, UTs, and Clites where members are working / residing. Consent of minimum 20 members will be required for opening of new local Chapters, which comprises of one Convener and Three members in the Governing Body.

11.2 The proposal for new chapters shall be sent to Governing Body for the approval.

11.3 The aims & objectives shall be the same as that of parent body and promoting them at local level.

11.4 The convener of the local chapter should give pre information regarding any activities being organized.

11.5 Funds to active chapters may also be allocated by the OSA (PHARMACY) of UPUMS for organizing activities in the Welfare of the University. Such proposals must be sent in advance for consideration in the Governing Body

meetings. The President may however at discretion allocate up to Rs. 10000/- for such activities.

11.6 No additional membership fee can be charged from the alumni members for local chapters; however voluntary donations may be accepted.

11.7 The annual report and the audited statement of accounts shall be given to the General Secretary of the Association.

11.8 The Local Chapters must contribute 30% of their earnings to the parent body.

12. SAMPLE FORMAT OF MINUTES OF MEETINGS

The minutes of the meetings should clearly reflect the Agenda Points. The format of the Minutes of the Meeting shall comprise the following items:

- a) Confirmation of the last minutes of meeting.
- b) Action taken on the decision of last meeting.
- c) Date, Time and Venue of present meeting.
- d) List of the Members Present.
- e) Details of any Specific Invitees from Administration.
- f) Agenda Items and Outcomes/Resolutions of the Discussion.
- g) Proposal for next meeting (If discussed in a specific context).

13. AMEDMENTS

Any change in the rules suggested in the General Body Meeting by two-thirds of the members of association present in the meeting and shall be duly enforced.

14. DISSOLUTION

The provision of the dissolution of the association may be feasible provided with the consent of the General Body in which not less than 2/3rd of the members of the total Association shall agree for its dissolution.