



**ALUMNI ASSOCIATION
BAL BHARATI PUBLIC SCHOOL DWARKA**

Ref No: BBPSAL/DW/2024

Date 23.7.2024

Notice for Elections

Dear Alumni,

In accordance with our commitment to fostering active alumni engagement, we are delighted to announce the upcoming elections for batch representatives and office bearers of Executive Committee of the Alumni Association. These positions are crucial in shaping the future endeavors and initiatives of our alumni community.

We invite nominations for the position of batch representatives for respective batches. Interested alumni are requested to submit their nominations by July 31, 2024. Only elected Batch representatives can participate in the process of election of office bearers of Executive Committee. The details of election process and schedule are given below.

Date and Time: The election will be held on Saturday, August 3, 2024 through goggle meet at 10:00 a.m.

Venue: The election will take place through **google meet**.

Your active participation is vital in ensuring the continued growth and success of our Alumni Association. Let's come together to elect capable leaders who will uphold our values and advance our shared goals.

You are requested to fill and submit the nomination form enclosed to **principal_bbpsdw@yahoo.com** latest by July 31, 2024 .

Looking forward to your active participation and engagement

Best Wishes,

(Suruchi Gandhi)
Principal Bal Bharati Public School Dwarka



**ALUMNI ASSOCIATION
BAL BHARATI PUBLIC SCHOOL DWARKA**

The objective of Alumni Association “Bharatians Forever “

1.1 Main Objective

- a. To provide a forum for all Bal Bharati Public School Alumni to connect, meet and interact, to promote and support each other in all areas.
- b. To promote professional and socio-cultural interaction amongst the Alumni and their family members.
- c. To build an active network of Alumni across India and the world.
- d. To encourage the formation of chapters of the Association to increase the Alumni participation.
- e. To organize lectures, symposiums, workshops, and conventions for the Alumni and for the students at the school to share knowledge & experience and promote dialogue & debate.
- f. To create awareness about the school’s achievements, contributions and the rich heritage of the school amongst Alumni, present students, workplaces, society and the media.
- g. To maintain an updated website & official social media pages, publish e-newsletters, compile, update & publish an Alumni directory (batch-wise) to foster networking.
- h. To encourage the Alumni to take an abiding interest in the progress and development of the alma mater.
- i. To promote and foster interest between the old and present students of the school.
- j. To undertake, organize or promote such other activities that may be approved by the Members and the Executive Committee, particularly activities with civic or charitable objectives related to the human resource development and employment of alumni, socio-cultural and economic issues that impact Alumni.
- k. To help, encourage and assist the spread of education, and to render assistance, award scholarships / bursaries to deserving students and for this purpose to take all steps as may be necessary.
- l. To create, associate, or cooperate with any other Society or Association having the same or similar objects in such manner and to such extent as may be desirable or possible.
- m. To promote national integration through the Members of the Association on a larger national and global scale.

- n. To provide leadership in promoting and advocating the Objects of the Association.
- o. To mobilize resources to support the Objects of the Association.
- p. To collect, hold, manage, invest and deal with funds and monies of the Association for the realization of the Objects as per the provisions of the law.
- q. To acquire, purchase or otherwise own or take on lease or hire in the Union Territory of Delhi or outside, temporarily or permanently, any movable or immovable property necessary or convenient for the furtherance of the Objects of the Association.
- r. To employ and pay any staff as necessary or convenient for the furtherance of the Objects of the Association.
- s. The society shall be a charitable, non-political, and non-profit-making body. Every action undertaken with the genuine belief that it serves the cause of society shall be deemed to be within the aims and objects of the society, even if not specifically mentioned herein.
- t. To undertake all other lawful activities as are conducive or incidental to the above Objects and are beneficial to the interests of the school and its Alumni.

Membership Eligibility and Fee

1. TYPES OF MEMBERSHIP

- a) **Ordinary Membership:** Any alumnus who has passed class XII or who has passed class X with continuous five years of stay in school will be eligible to be an ordinary member of the Alumni Association by filling out the ordinary membership form available online / offline and by paying the requisite fee as decided by the executive committee members. Each member will be assigned an ordinary membership number.
- b) **Life Membership:** Any alumnus who has passed class XII or who has passed class X with continuous five years of stay in school can be granted life membership on submission of specific application form to the executive committee. The Executive Committee members shall approve life membership and the fee, as decided by the Executive Committee, shall be deposited. Each Life member will be assigned a Life membership number.
- c) **Honorary Membership:** Any Bal Bharatian who has been a student of school at any point of time during his/her educational journey and has done outstanding work in academics, sports or public life may be granted Honorary membership subject to approval by the Executive Committee.

2. TERMINATION OF MEMBERSHIP

- a) The Member shall cease to be the Member of the Association in any of the following events:
 - In the event of his/her death.
 - On his/her written resignation
 - If adjudicated by any court of law to be a criminal offender/proclaimed offender or of unsound mind.
 - Conviction by a court of law for an offence involving imprisonment, and as

decided by the Executive Committee.

- In case of dissolution of the Association
- b) Any Member may resign as a Member of the Association by submitting a resignation letter to the Secretary of the Executive Committee.
- c) In case the Executive Committee is satisfied that a Member has been working against the interests of the Association or the Member's actions bring harm to the Association's reputation or the member is unable to carry out his/ her duty, the Committee shall resolve to expel such Member from the Association, subject to ratification by a two-thirds majority of the total Members of the General Body, present and voting at its meeting, either in person or by online voting.
- d) The Executive Committee reserves the right to suspend a member for a suitable duration of time on moral/ criminal/ disciplinary grounds by a two-thirds majority of the total Members of the General Body, present and voting at its meeting, either in person or by online voting.
- e) A Member who is expelled shall not be eligible for re-admission unless unanimously approved by the Executive Committee.

3. MEMBERSHIP RIGHTS & PRIVILEGES

- a) All Members are entitled to receive all announcements etc. (posting of such announcements on the website shall also amount to their being received by the Members) connected with the activities of the Association, the Alumni newsletter and the annual magazine (as and when introduced), and also participate in all social functions and other activities of the Association, by paying the cost of admission to such events provided that the member is not under suspension period.
- b) All Members will also be eligible to be beneficiaries of any schemes or assistance programs, if any, administered by the Association.
- c) Only Life members will be eligible to be elected as batch representatives/ executive committee members.

Election Details:

Director of the Election Committee:

1. The School Principal who holds the position of Director of the Alumni association has appointed The Election Committee to supervise the Election of Batch representatives and office bearers of Executive Committee. Decision of the director will be final and binding on all in case of any disagreement or dispute.

2. The election committee is a five-member committee with the Principal, two staff members Ms Sandhya Kakkar Vice Principal ,Ms Bhavna Katyal PGT B.St , an Ex-President Ms Neha Bambah and ex treasurer Vaibhav Middha of the last Executive Committee. The director will appoint the returning officer for the elections.

Positions available

The executive committee constitutes the following members -

- President : One
- Vice President : Minimum one max two
- General Secretary : One
- Treasurer : One (Desirable to be a chartered Accountant)
- Joint Secretary : Minimum one maximum two
- Committee Member : Minimum two maximum four

Additional committee members can be inducted as co-opted committee members .

Ex- President & Ex-General Secretary / any other Ex-Office bearer of the Executive Committee of the last term shall be de-facto members of the executive committee.

At least 2 members of the Executive Committee should be female candidates; however, if a required number of female candidates is not available/suitable, then the vacant posts can be held by any male candidate.

TERM: The term of all the committees shall **be two years** concluding on the day of Annual General Meeting. However, term can be extended for another two years on the discretion of the Director.

1. PROCESS OF ELECTIONS

The Executive Committee shall be elected every two years. The election process should be held before holding the Annual General Meeting in the second year. The election process to constitute the Executive Committee shall happen in the following three stages.

The first Stage - Elections of the Batch Representative Committee:

Notice shall be issued by the General Secretary, batch-wise, to all alumni members through School Website and Whatsapp groups . Members of all the batches shall nominate/elect their respective batch representatives from amongst life members. The number of batch representatives shall be up to the maximum limit of 5, depending upon the decision of the Executive committee. The application forms for batch representatives shall be made available on the school website. Nominations received by the closing date will be sorted by Election Committee. Elections will be held for batches where the number of applicants exceeds the number of batch representatives as determined by the Election Committee. Otherwise, the batch representatives will be elected unopposed. Upon completion of the elections, a committee of all batch representatives will be formed, which shall be called the Batch Representatives Committee. The constitution of the Batch Representative Committee shall be supervised by the Election Committee and should be finalized within fifteen days of the submission of nominations

The Second Stage - Elections of the Executive Committee:

Following the election of batch representatives, the process for electing Executive Committee members from amongst the Batch Representative Committee will commence under the supervision of the Election Committee. The election committee could be a five-member committee with the Principal, two staff members, and two members of the last Executive Committee. The director shall appoint the returning officer for the elections. The election committee must ensure the election of Executive Committee members within a maximum period of fifteen days after the Batch elections.

At least one batch representative shall nominate another representative as an Executive Committee member, who must be seconded by another batch representative. If required, an election by ballot voting may be conducted. In case of any dispute or confusion, the decision of the Director shall be final.

Third stage - Election for the posts to Executive Committee members:

Once the Executive Committee is constituted, the election of the posts of President, Vice President, General Secretary, Treasure, and Joint Secretary & Committee Members shall be done through nomination, preferably on the same day by the members of the Executive committee. In the event of any dispute or confusion, the decision of the Director shall be final. The newly elected Executive Committee shall take over from the date of subsequent Annual General Meeting.

Right of the Executive Committee:

The Executive Committee shall have the right to co-opt members and/or appoint sub-committees from amongst the General Body from time to time to execute specific assignments as required, provided that a member of the Executive Committee is the Chair of the said sub-committee.

Filling of Vacancy:

Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, and removal or otherwise, may be filled by co-option by the Executive Committee. The member so co-opted shall hold office for the remaining term of the Executive Committee. Such co-opted members shall be treated at par and will have the same rights as enjoyed by the elected members of the Executive Committee.

PROCEEDINGS AT EXECUTIVE COMMITTEE MEETINGS

(i) Periodicity of the meeting:

The Executive Committee shall meet at least six times a year, provided, however, that one such meeting shall be held 30 days prior to the next Annual General Meeting for the purpose of approving the audited accounts for the previous year before being submitted to the General Body for approval. The General Secretary shall issue the notice and the agenda for the meeting at **least two weeks** before the date fixed for the meeting. However, in case of urgent business, the meeting may be called at shorter notice.

(ii) Quorum:

The quorum for the meeting of the Executive Committee shall be **4 members** present either in person or through video conferencing, provided that only Members, (and not co-opted or ex-officio Members) shall be entitled to vote in the meeting and only their presence shall be counted for the purpose of forming the quorum.

(iii) Decision by voting:

The Executive Committee shall manage the affairs of the Association by majority vote in the committee meeting provided that, in case of equality of votes, the Director shall have the casting vote.

(iv) Absence from meetings:

The Executive Committee may terminate the Membership of any of its members, in case he/ she fails to attend consecutive three meetings of the said committee without the grant of leave of absence. However, the President may grant leave of absence to any Member.

MAINTAINING MINUTES BOOK

The Executive Committee shall document all the proceedings in a physical Minute Book for AGM as well as Executive Body Meetings, recording the following-

- a. Copy of notice to members for meeting
- b. Attendance of members present at each Meeting
- c. Agenda for the meeting
- d. All resolutions and proceedings of the General Body and the Executive Committee meeting
- e. Budgets for upcoming events, allotment of duties and action plan for execution
- f. Dismissal of staff and all appointments including appointment of sub-committees for any specified purpose

Minutes of every Meeting shall be signed by the President and the Secretary.

Minutes must be circulated to all members online within a week of the conduct of the meeting.

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall have the power to:

- (i) Appoint from amongst the members of the General Body or from amongst its own members, editor and other employee for the printing and publication of brochures, newsletters, annual magazine or any other journal of the Association, maintaining web groups and other digital media.
- (ii) Delegate its powers, wholly or partially, in matters of appointments or dismissal of the staff, and such other matter of daily routine to any of its members
- (iii) Make the byelaws which will come into force immediately subject to ratification by two-thirds of the members of the Executive Committee on the following amongst other matters:
 - a) Procedure for enrolment of Members.
 - b) Procedure for election of members of the Batch Representative Committee
 - c) Procedure for election of members of the Executive Committee
 - d) Procedure for election of office bearers from amongst members of the Executive Committee.
 - e) Manner and mode of acquisition and administration of funds and property of the Association and its disposal by the Association.
 - f) procedure for setting up and administration of Chapters
- (iv) Decide on the events, activities, plans and programs to be organised by the Association in keeping with its Objects.
- (v) Be responsible for all the finances & funds of the Association and give effect to the events, activities, plans & programs of the Association.
- (vi) Accept on behalf of the Association, bequests, donations, grants and transfers of properties from the public, societies or institutions towards the attainment of the objects of the Association.
- (vii) Direct the accounts to be audited at least once a year by the auditor appointed by the General Body.
- (viii) Purchase or otherwise acquire for the Association any property, movable and immovable, on such terms and conditions as it considers proper.
- (ix) Sell, dispose, or otherwise deal with any property of the Association, which is in excess of its requirements.
- (x) Purchase machinery, stationery and stores etc. required by the Association.
- (xi) Prepare papers and execute detailed plans and programmes for the furtherance of the objects of the Association.
- (xii) Delegate such powers to the President, Vice-President, General Secretary, Treasurer or the employees of the Association as may be found necessary for

the efficient administration of the affairs of the Association.

- (xiii) Commence, sue and defend all legal proceedings on behalf of the Association.
- (xiv) Consider and approve the annual report and statement of accounts for placing before the General Body for approval.

FUNDS, BUDGET, ACCOUNTS AND AUDIT OF THE ASSOCIATION

- (i) The Executive Committee shall determine the expenditure which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure.
- (ii) For each major event/activity, a subcommittee of members responsible for execution may be formed well in advance. Budgetary allocation should be made, and the subcommittee shall ensure the successful execution of the event/activity within the allocated budgetary provisions.
- (iii) All monies received on behalf of the Association shall be placed in the name of the Association in an account to be maintained in a bank to be approved by the Executive Committee.
- (iv) At the first meeting of the Executive Committee, it will authorize the President and Treasurer to administer the funds of the Association and to sign cheques jointly by either of the two authorized signatories on behalf of the Association and the Director of the Association

The Signatories to the bank accounts will be as follows:

Designation	Operating instruction
Director / any person appointed by the director as signatory	Jointly

and either of the following:

Designation	Operating instruction
President	Jointly
Treasurer	Jointly

- (v) The financial year of the Association shall end on March 31st. The Executive Committee shall ensure that the accounts are audited at least once a year by the auditor and are placed in the Annual General Meeting for approval.
- (vi) All the income, earning, moveable, immovable properties of the societies shall be solely utilized and applied towards the promotion of its aim and objects only set forth in the memorandum of association and no part thereof shall be paid or

transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past Members of the society or to any person claiming through any or more of the present or past Members. No Member of the Society shall have any personal claim on any movable, immovable properties of the Society or make any profit whatsoever by virtue of his/her Membership.

4. POWERS & FUNCTIONS OF OFFICE BEARERS

The Office Bearers of the Association shall comprise the President, Vice-President, General Secretary, Treasurer, Joint Secretary(s) & Committee Members.

PRESIDENT

- (i) The President shall have amongst others, the following duties:
 - a) Act as a President of the Executive Committee and General Meetings and shall be responsible for the supervision and proper conduct of General Meetings and executive body meetings.
 - b) To consider the matters as described in Rule 15 & 16.
- (ii) Filling of Vacancy:

Any casual vacancy caused in the office of President arising from death, resignation, and removal or otherwise, may be filled by a member of the Executive Committee, and who will hold office for the remainder term.
- (iii) Casting Vote:

The President shall have the casting vote in the Executive Committee meeting in case of equality of votes by the Members of the Association.

VICE PRESIDENT

- (i) The Vice-President shall, in the absence of the President, exercise the powers and duties of the President
- (ii) Filling of Vacancy:

Any casual vacancy caused in the office of Vice-President arising from death, resignation, and removal or otherwise, may be filled by a member of the Executive Committee, and who will hold office for the remainder term.

GENERAL SECRETARY

- (i) The General Secretary shall have amongst others, the following duties:
 - a) To keep the minutes of all meetings of the General Body and the Executive Committee.
 - b) To carry out the directions of the General Body and the Executive Committee.
 - c) To conduct correspondence on behalf of the Association and keep the

- Association's records.
 - d) To give notice of all meetings of the General Body and the Executive Committee.
 - e) To exercise administrative control over the registered office of the Association.
- (iii) Filling of Vacancy

Any casual vacancy caused in the office of General Secretary arising from death, resignation, and removal or otherwise, may be filled by a member of the Executive Committee, and who will hold office for the remainder term.

TREASURER

- (i) The Treasurer shall have amongst others, the following duties:
- a) To maintain the books of accounts of the Association and present a report on these at each meeting of the Executive Committee
 - b) To collect all dues and claims on behalf of the Association and obtain approval of the expenses incurred for the Association by the Executive Committee and other business entrusted by the Executive Committee.
 - c) To assist the President in ensuring that budgetary grants are correctly utilized.
 - d) In addition, he/ she will liaise with the bankers and the auditors of the Association and will be provided with clerical assistance etc. by the central office of the Association.

- (ii) Filling of Vacancy:

Any casual vacancy caused in the office of Treasurer arising from death, resignation, and removal or otherwise, may be filled by a member of the Executive Committee, and who will hold office for the remainder term.

JOINT SECRETARY

- (i) The Joint Secretary shall assist the General Secretary to fulfill his/her duties.

- (ii) Filling of Vacancy:

Any casual vacancy caused in the office of Joint Secretary arising from death, resignation, and removal or otherwise, may be filled by a member of the Executive Committee, and who will hold office for the remainder term.

COMMITTEE MEMBERS

- (i) They shall help in the smooth functioning of the Executive committee and shall be assigned duties as required.
- (ii) Filling of Vacancy:

Any casual vacancy caused in the office of Committee Member arising from death, resignation, and removal or otherwise, may be filled by co-opted committee members or a nomination by the President from the batch representative committee. The nominee will hold office for the remainder term.

ALTERATIONS, ABRIDGEMENT AND INTERPRETATION OF THE RULES AND REGULATIONS

- (i) These Rules may be altered, extended or abridged only upon the recommendation of the Executive Committee made by a majority vote of the Committee after giving ten days prior notice of the specific meeting and thereafter approved by the General Body by a resolution passed by two-third majority of the Members, either in person or by proxy, in a meeting which would take place within one month of the first meeting.
- (ii) In the event of any difference of opinion regarding the interpretation of the Rules and Regulations the decision of the Executive Committee shall be final and binding.

DISSOLUTION

- (i) The Association shall not be dissolved, except with the consent of two-third of the Members of the Association expressed either in person or by proxy, at the General Meeting convened and proposed for the specific purpose by the Executive Committee.
- (ii) In the event of dissolution of the Association, all the debts and liabilities legally incurred on behalf of the Association shall be fully discharged.
- (iii) In case of dissolution of Association, funds remaining if any, shall be transferred to another society/trust with similar objectives.
- (iv) The procedure laid down in Sections 13 and 14 of the Societies Registration Act, 1860, shall apply in the event of dissolution.
- (v) Notice of the dissolution shall be given within 30 days of the dissolution to the Registrar of Societies.

APPLICATION OF THE ACT

All the provisions under all the sections of the Societies Registration Act, 1860 shall apply to this Association.

NOTICES

- (i) A notice may be given by the Association to any Member by sending it by

- registered AD post at his / her address registered with the Association, or by email and WhatsApp.
- (ii) When a notice is sent by post, the service of the notice shall be deemed to have been affected at the time at which the letter would be delivered in the ordinary course of post.
 - (iii) When a notice is sent by e-mail or WhatsApp, the notice shall be deemed to have been received at the time at which the e-mail or WhatsApp has been sent.

INDEMNITY

Every Member of the General Body, Executive Committee, every officer of the Association or any person (whether an officer of the Association or not) employed by the Association and any person appointed as auditor shall be indemnified out of the funds of the Association against any liability incurred by him /her in the said capacity in defending any proceedings whether civil or criminal, in which judgment is given in his/her favour, or in which he/she is acquitted.