



PGGS Alumni Association

Our Charter

§1 Mission

PGGS Alumni Association is established to create alumni culture, where the alumni will stay closely connected and affiliated to the missions and goals of their Alma Mater i.e. P. G. Garodia School (hereinafter “**School**”). Involvement of Alumni in School related issues is based on mutually beneficial cooperation, including but not limited to financial support. PGGGS Alumni Association is aimed to grow into a large group of socially active citizens, who will not restrict themselves to their daily affairs only, but will give back to their Alma Mater and the Society on the whole. Thus the activities of PGGGS Alumni Association will be directed both to promotion of the School’s mission and to taking an active social role in the Society.

All members of PGGGS Alumni Association agree to abide by this charter (“**Charter**”), which will regulate PGGGS Alumni Association’s activities.

§2 Goals and Targets

Main goals and targets of PGGGS Alumni Association are enumerated below:

- Unify all PGGGS Alumni and assist them to grow into a solid, unified and well-functioning body;
- Create strong links between the School and its Alumni on the basis of mutual benefit;
- Promote School’s Missions within India and abroad;
- Organize and coordinate Alumni activities;
- Take active part in social, cultural and other events of the School;
- Any other social activity for the benefit of the society at large.

§3 Membership

3.1 All students who have passed their Board exams from the School or have studied for atleast 5 academic years, are eligible to be enrolled as the members of PGGGS Alumni Association. The information about them will be included into the database, and may be updated, from time to time, according to their new achievements and appointments.

The members shall be equally entitled to all rights and liable for the obligations mentioned in the Charter and the PGGGS Alumni Association’s Code of Conduct (“**Code of Conduct**”) prescribed from time to time. If any member violates the Code of Conduct or acts to the deference of the Charter, he/she will get verbal notice. If he/she continues to violate or again violates any Code of Conduct, written notice may be sent by the Committee or the Committee may temporarily suspend his /her membership to PGGGS Alumni Association, as the Committee may in its sole discretion deem fit. If

the member does not correct and change his/her behavior, then the Committee has the right to either cancel his membership to PGGGS Alumni Association permanently or suspend the membership for a fixed period, as the Committee may in its sole discretion deem fit. Notwithstanding anything to the contrary contained herein or elsewhere, during the period of suspension from membership / after its cancellation, the concerned member shall lose all his/her rights and privileges associated with the membership of PGGGS Alumni Association, whether specifically stated or not.

3.2 All members, who have no dues payable to PGGGS Alumni Association or is not undergoing the period of suspension, have the following rights:

- To elect and to be elected as an office bearer or as a member to the Committee of PGGGS Alumni Association as well as to take active part in the management of PGGGS Alumni Association;
- To control by majority the activities of the Committee of PGGGS Alumni Association and require any information related to the activities of the Committee;
- To take part at any event organized by PGGGS Alumni Association;
- To withdraw his/her membership from PGGGS Alumni Association by notifying the Committee of PGGGS Alumni Association in writing.

3.3 All members shall have the following obligations to fulfill:

- To follow the Charter and the Code of Conduct;
- To implement decisions of the General Body and the Committee of PGGGS Alumni Association;
- To co-operate in giving effect to the Charter and the goals of the PGGGS Alumni Association.

§4 Structure

The activities of PGGGS Alumni Association will be governed by the Committee consisting of its Office Bearer viz. President, a Vice President, 2 (two) Jt. Secretaries, a Treasurer, and other minimum 5 and maximum 15 Committee Members (collectively referred as “**Members of the Committee**”). The tenure of any Committee shall be 2 (two) years starting from 1st January of a year till 31st December of the next year. In case of any vacancy/ies created during the tenure of a Committee, due to any reason, the other Members of the Committee shall be entitled to unanimously, failing which by majority, nominate / co-opt another member to fill such vacancy/ies.

4.1 President – shall be the Chief Executive Officer at PGGGS Alumni Association. The duties / responsibilities of the President include:

- To serve as a primary contact of PGGGS Alumni Association with the School;
- To represent PGGGS Alumni Association in all meetings with other / outside organisations;
- To chair all meetings and report about the results to the PGGGS Alumni Association;
- To schedule PGGGS Alumni Association’s projects and events and facilitate their implementation.

4.2 Vice-President - The duties / responsibilities of Vice-President include:

- To assist the President to implement his duties and responsibilities
- To accomplish duties delegated to him/her by the President;
- To officiate as President during the President’s absence.

4.3 **Jt. Secretaries (two)** – The duties / responsibilities of each of the Jt. Secretaries include:

- To take down minutes of all meetings of PGGs Alumni Association and to appropriately circulate them;
- To maintain all records of the PGGs Alumni Association, including minutes books and statutory records, etc.;
- To keep the members updated about details of forthcoming activities and meetings, their schedule/s, venue/s, agenda/s, etc.;
- To assist the President and Vice-President, including to prepare annual report;
- To update PGGs Alumni Association’s database.

4.4 **Treasurer** - The duties / responsibilities of the Treasurer include:

- To collect and record fees and dues on behalf of and in the name of PGGs Alumni Association from the members;
- To prepare PGGs Alumni Association’s Annual Budget;
- To handle all banking and other financial operations of PGGs Alumni Association;
- To prepare and present to the Committee, and after its approval to General Body, the financial part of annual report in all respects.

4.5 **Committee Member** - The duties / responsibilities of a Committee Member include:

- To take up the responsibility of organising activities and event/s for the PGGs Alumni Association, including to plan the budget, programme, fix venue, dates, etc. in consultation with and with approval of the Office Bearers and to keep the Committee updated from time to time, and submit a report to the President after completion of the same;
- To keep the members of the PGGs Alumni Association updated about upcoming events, in tandem with the Jt. Secretaries;
- To come with ideas of new events, discuss the with the other Members of the Committee;

§5 Meetings

5.1 **Of the General Body**

An Annual General Meeting (“**AGM**”) of the members of PGGs Alumni Association shall be held once every year in the month of December by giving the members atleast 15 days’ notice in advance alongwith the date, time, venue, agenda, etc. AGMs shall be held preferably on a weekend i.e. Friday / Saturday / Sunday.

At the AGM apart from the elections and other agenda of regular business, accounts of PGGs Alumni Association shall be presented for the perusal and approval of the members by majority of those present and voting.

If and when need arises, the President or the Committee or atleast 20 members may requisition an Extra Ordinary General Meeting (“**EOGM**”) of PGGs Alumni Association to transact any particular specified business which is duly notified to the members in writing atleast 21 days in advance with the proposed resolution and detailed explanation for the same. At the EOGM no other business except

what has been specifically notified in the written notice shall be discussed and only the resolution which has been duly notified can be put to vote.

The quorum for any AGM / EOGM shall be 50 members.

However, at the time notified for an AGM if sufficient members are not present at the notified venue, the meeting shall be deferred for 30 minutes and held, even if the quorum at the deferred time is not available.

If, at the time notified for an EOGM, sufficient members are not present at the notified venue, the EOGM shall be deferred for atleast one week and held at the same time and venue as notified earlier.

5.2 **Of the Committee**

The Jt. Secretary/ies shall, as per the guidance of the President, call for a meeting of the Committee and communicate to Member of the Committee atleast 7 days in advance through email the details thereof, including date, time, venue, agenda, etc.

There shall be atleast 4 meeting of the Committee held during each calendar year, preferably one in each quarter of a calendar year, with a gap of not more than 100 days.

The quorum for any meeting of the Committee shall be atleast 5 members, including the Office Bearers.

In case of a tie, the President shall have a casting vote.

§6 Elections

Elections for Office Bearers and other Members of the Committee shall be held only at the AGM of PGGS Alumni Association.

Every member of PGGS Alumni Association, irrespective of age, gender, program and year of graduation has a right to contest for any elected position in the Committee of PGGS Alumni Association viz. an Office Bearer or Member of the Committee. A member shall be entitled to contest elections for only one post in an AGM.

The President shall establish an Election Committee (comprising of 2 members and 1 representative from the School) to hold the elections, atleast 30 days prior to the scheduled date of elections.

To the extent possible, best efforts shall be taken to declare the results of the elections on the same day as of elections.

In the event no nomination/s are received for one or more posts, the members present at such AGM shall be entitled to appoint one amongst them to such post/s.

§7 Cooption

For better coordination and functioning of the PGGs Association, in addition to its elected members, the Committee may co-opt one or two persons while he/she is/are working in the School. The tenure of such co-opted member/s shall be co-terminus with that of the Committee which has co-opted him/her.

§8 Events and projects

PGGS Alumni Association shall plan to accomplish the following projects and events including:

- General assembly of members of PGGs Alumni Association atleast once a year in addition to the AGM;
- Small group meetings to share common interest and information (upon request);
- PGGs Alumni Service Day once a year;
- “Alumni mentoring” program for last year students;
- Other projects/initiatives are to be carried on ad-hoc basis.

§9 Financial Transactions

Any financial transaction of the PGGs Alumni Association viz. operating bank account/s, signing any contracts, agreements, etc. shall bear signatures of atleast 2 office bearers (i.e. any 2 amongst the President, Vice President, Jt. Secretaries and Treasurer).

§10 Amendment to the Charter

This Charter or any part thereof may be proposed to be amended provided specific notice is given for the same and is put to vote at an AGM or an Extra-ordinary General Meeting. Such proposal can be made either by the Committee by passing a resolution or by atleast 10% members of PGGs Association. Once such proposal is mooted, it shall be required to be passed by atleast 150 members or 75% of the members present and voting, whichever is higher.