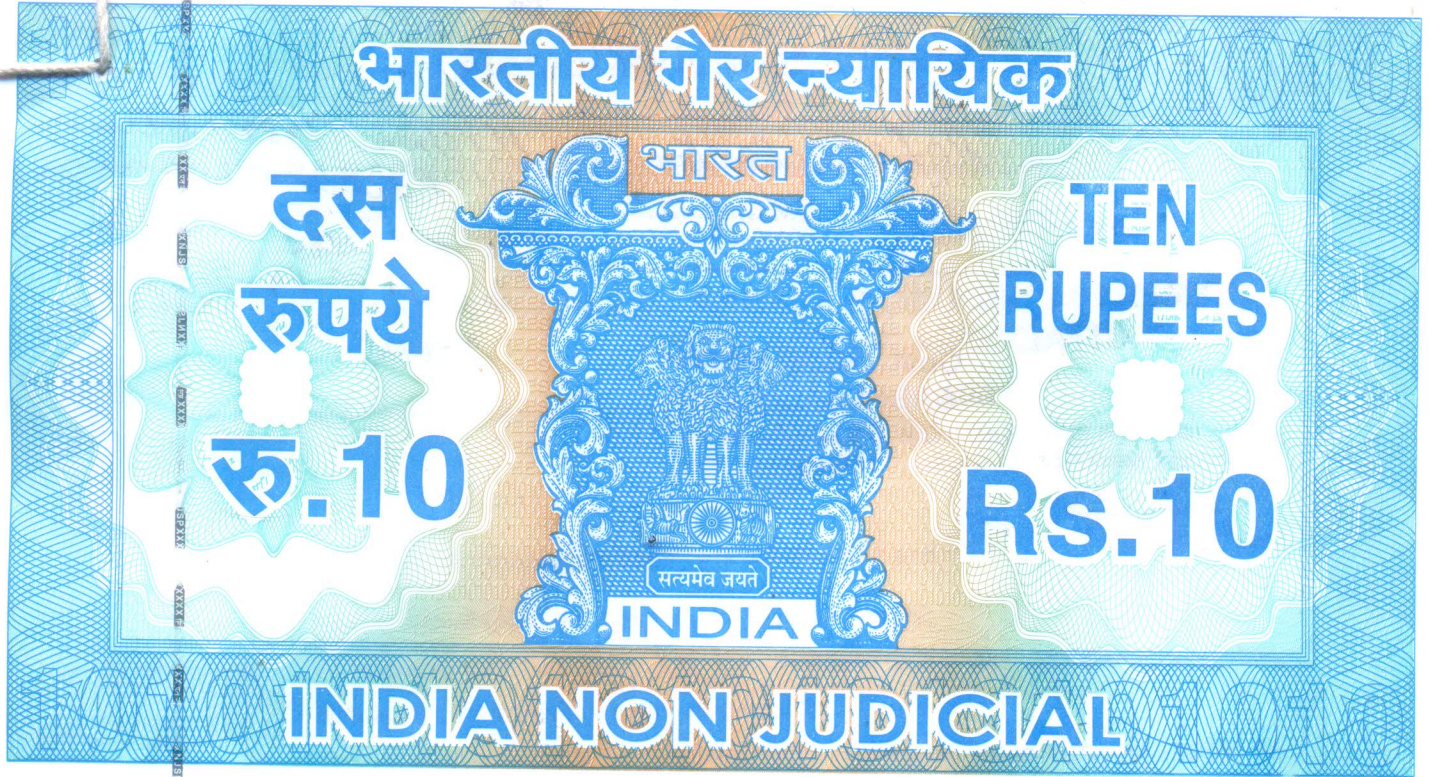


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পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

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Prepared on... 27/07/21

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Rahara Ramkrishna Mission (1989) Alumni Association



Memorandum of Association
Registered on... 26/04/2016

Sd/-
Registrar of Firms, Societies &
Non-Trading Corps, West Bengal

Memorandum of Society

Of

RAHARA RAMKRISHNA MISSION(1989) ALUMNI ASSOCIATION

(Registered under the West Bengal Societies Registration Act, 1961)

1. The name of the Society shall be - **RAHARA RAMKRISHNA MISSION (1989) ALUMNI ASSOCIATION**
2. The registered office of the society shall be situated at : C/O SUJAY SINHA
128 Nandan Kanan, P.O: Rahara, P.S: Khardah,
North 24 Parganas, Kolkata-700118, West Bengal
3. The objects for which the society is established are :
 - i) To Promote of unity and international peace and amity;
 - ii) To acquire, establish, start, aid, run, maintain or manage educational institution, libraries for the benefit of the common public.
 - iii) To publish and cause to be published useful literatures, magazines, well papers etc. for literacy culture without profit motive;
 - iv) To concentrate on serving the humanitarian needs of those related to Rahara Ramakrishna Mission in general, more so for those related to the students of Rahara Ramakrishna Mission, who eventually passed the Madhyamik Examination of 1989.
 - v) To promote and encourage advancement of literary, culture, political, religious & scientific education.
 - vi) To help the needy students of all communities for the prosecution of studies.
 - vii) To help the aged, sick, helpless and indigent persons.
 - viii) To work for the happiness of the down trodden needy people for their primary needs such as food, cloth, education and shelter etc.
 - ix) To organizing ambulance for free rendering service to the needy patients.
 - x) To establish and maintain basic and adult education centre to remove the illiteracy.
 - xi) To open charitable dispensaries , first aid centre, blood donation camp from time to time and to generate awareness amongst people suffering from Thalassimia, Cancer and HIV Aids diseases etc. by rendering qualified doctors, medicines and other allied articles free of cost.
 - xii) To arrange and organize education on computer both in theoretical and practical classes among the needy students of the society without profit motive.
 - xiii) To render relief to the suffering in times of famine, flood, drought, earthquake and other natural calamities.
 - xiv) To educate the people about pollution and to arrange plantation of trees in the locality to make the world green.
 - xv) To arrange for medical treatment to the Deaf and Dumb and handicapped persons by rendering qualified doctors, medicines and other allied articles free of cost.

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Sujay Sinha
26/4/2016

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livelihood opportunities of the people at the grass root level as being beneficial to the public or to a section of public.

- xvii) To organizing various Social, educational and cultural programme for Street Children, Scholl drop out students and widowes.
- xviii) To start community based rehabilitation Programme for the disabled children;
- xix) To educate reconstruction through informal education, adult education, crèche, and other special education;
- xx) To organize Consumer Awareness Programme, Mother & Child health Awareness Programme, Science & Modern Technology, Agriculture Awareness Programme etc. with the help of competent authority
- xxi) To engage and work for Environment Pollution, Save Drinking Water, Rain Water harvesting & Malaria control Programme.
- xxii) To organize various Vocational Training Programme like, Home Nursing, Livelihood training for the benefit of the all Backward Communities like S.C. S.T. O.B.C. Minority Youth and Women without profit make .
- xxiii) To observe the birthdays of the great men of the country. Independence day, Republic Day, New-Years Day, in order to uplift the morality of the people of the locality;

The functions and objects of the Society shall always remain restricted within the meaning of the section 4(2) of the West Bengal Society Registration Act 1961 irrespective of any object mentioned in the present document in agreement or opposed the said section.

Before commencing the activities of the Society necessary approval/ permission will be obtained from the Govt, or other appropriate / concerned authorities as and when required.

4. Application of Income The income and properties of the Society howsoever derived or obtained shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid to or divided amongst any of its members be way of profits.



5. The names, address and descriptions of the members of the Executive Committee:

Sl. No.	N A M E	Address	Description
1	Sujay Sinha	128 Nandan Kanan, P.O: Rahara, P.S: Khardah, North 24 Parganas, Kolkata-700118, W.B	President
2	Sujay Bagchi	33/29/1, Co-Operative Colony, Rahara, Kolkata-700118, W.B	Vice - President
3	Malay Kanti Das	Ghola C Block, Opposite Check Post, P.O: Sodepur, Kolkata-700100, W.B	Secretary
4	Swarup Dutta	21 Behari Lal Ghosh Road, Kolkata-700057	~~Asst.~~ Joint Secretary
5	Anindya Sundar Roy	3/150, Jatin Das Nagar, Belgharia, Kolkata-700056, W.B	Treasurer
6	Nirmalya Chakraborty	Sukchar Park, Club Road, P.O: Sukchar, Kolkata-700115, W.B	Member
7	Rajarshi Sarma Sarkar	49, Banerjee Para Road, Bra Bagan, ShYAM Nagar, North 24 Parganas W.B. Pin-743127	Member
8	Suryadipta Bhattacharya	R.N.Avenue, Opposite Rathindra, P.O: Sodepur, Kolkata-700110, W.B	Member
9	Partha Dasgupta	121 Nandan Kanan, P.O: Rahara, P.S- Khardah, North 24 Parganas, Kolkata-700118. W.B	Member
10	Tuhin Chakraborty	85/37, Thana Road, Lichu Bagan, P.S- Khardah, P.O: B.D. Sopan, Kolkata-700116, W.B	Member
11	Anirban Datta	Eden City, E 4, Fl-1004, B1-90/A/1/New Budge Budge Trunk Road, Kolkata-700137, W.B	Member

Asst. Secy
26/11/2016



We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being formed into an Society in pursuance of this Memorandum of Society.

Sl. No.	Signature	Address	Occupation
1	<i>Sujay Saha</i>	128 Nandan Kanan, P.O. – Rahara, PS – Khardah, North 24 Parganas, Kolkata – 700118, West Bengal	Lawyer
2	<i>Sujay Kanti Bagchi</i>	33/29/1, Co Operative Colony, Rahara, Kolkata – 700118, West Bengal	Service
3	<i>Malayanki Das</i>	Ghola C Block, Opposite Check Post, P.O. – Sodepur, Kolkata – 700110, West Bengal	Doctor
4	<i>Satya Kumar</i>	21 Behari Lal Ghosh Road, Kolkata – 700057	Service
5	<i>Anindya Kumar</i>	3/150, Jatin Das Nagar, Belgharia, Kolkata – 700056, West Bengal	Service
6	<i>Nirmalya Chakrabarty</i>	Sukchar Park, Club Road, P.O. – Sukchar, Kolkata – 700115, West Bengal	Service
7	<i>Rajmali SamSapan</i>	49 Banerjee Para Road, Bara Bagan, Shyam Nagar, North 24 Parganas, West Bengal	Service
8	<i>Suryadiptra Bhattacharya</i>	R.N. Avenue, Opposite Rathindra, P.O. – Sodepur, Kolkata – 700110, West Bengal	Service
9	<i>Partha Sengupta</i>	121 Nandan Kanan, P.O. – Rahara, PS – Khardah, North 24 Parganas, Kolkata – 700118, West Bengal	Service
10	<i>Jubin Chakrabarty</i>	85/37, Thana Road, Lichu Bagan, PS – Khardah, P.O. – B.D. Sopan, Kolkata – 700116, West Bengal	Service
11	<i>Anirban Datta</i>	Eden City, E 4, FI-1004, B1-90/A/1/New Budge Budge Trunk Road, Kolkata – 700007, West Bengal	Doctor

Witness to the above signature

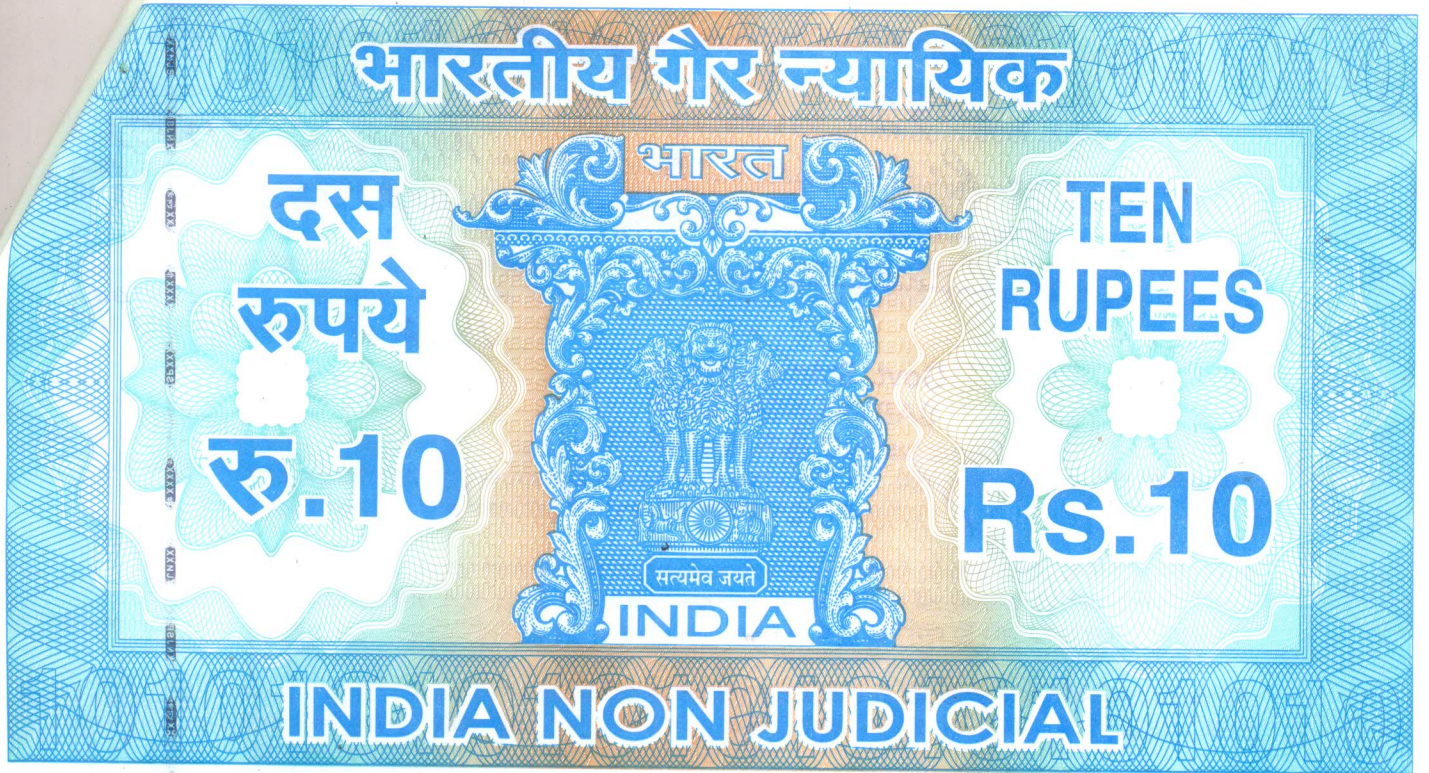
Signature : *R.N. Bhattacharya*
Address : *34/2, Hem Chakrabarty Lane, Howrah - 71101*
Occupation : *Advocate*

Dated the day of 2016



S/24/54765

13/07/21



পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

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Rahara Ramkrishna Mission(1989) Alumni Association



Regulations of Association
Registered on 26/04/2016

Sd/-

Registrar of Firms, Societies &
Non-Trading Corps, West Bengal

The West Bengal Societies Registration Act, 1961

Regulations of

RAHARA RAMKRISHNA MISSION(1989) ALUMNI ASSOCIATION

Unless the context otherwise requires, words and expressions contained in these Regulations shall be the same meaning as in the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof.

1. Membership

Admission

- a) The signatories to the Memorandum of Society and the office bearers of the Governing Body of the society shall be the first members of the society;
- b) The Governing Body may admit to membership any person of any cast, creed or sex who has attained the age of 18 years and agreed in writing to be bound by Memorandum of Society and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society
- c) Be it noted here that the power to admit the members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as a member without assigning any reason therefore.
- d) Those who have studied with the aforementioned batch at Rahara Ramakrishna Mission Boys' Home High School , but left the school before appearing in the Madhyamik Examination of 1989, are also eligible to be members of this society, if referred by at least 3 members who has joined the group as per Clause A. 4.

2. Types of Members

There would be three types of membership, namely ordinary members, Life Members and Honorary Members.

Ordinary Members

Any person, qualified to be a member and paying prescribed ordinary membership fee, may be admitted as an ordinary member of the Society.

Life Members

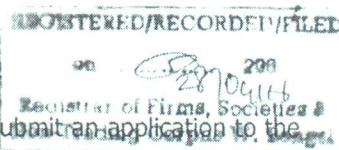
Life Members will be admitted by the Governing Body. Life Member shall continue to be members of the Society till they resign of their own.

Honorary Members

Any person whose connection with the Society is deemed to be useful, may, with the consent of such persons, be admitted as Honorary Member of the Society. Such member shall not, however, be eligible to be a member of the Executive Committee nor to vote in any meeting.

3. Application and enrolment of Members

- a) Every person desirous of becoming an ordinary member shall submit an application to the Secretary in such form as the Governing Body may determine.
- b) The Secretary shall place the application(s) to the Executive Committee for admission of any ordinary member. The Governing Body may consider for enrolment or refuse any application for membership without assigning any reason whatsoever.
- c) Any other person can be accepted as a member of this society during the Annual General Meeting or Special General Meeting, if nominated by a member and at least 7 working days before (as per working days defined by NI Act) and supported by the majority of the members present in the meeting. The quorum for such meetings will be 10% of the registered members of society or 10 members, whichever is higher, including at least one office-bearer as designated from time to time. Any person, for being eligible to be nominated as a member , has to submit the joining form in prescribed format along with all the documents as detailed in clause A.4 of this resolution



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4. Membership Fee

Membership Fee shall be as follows:-

- | | |
|---------------------|-----------------------------|
| 1. Ordinary Members | Rs. 200/- per month |
| 2. Life Members | Rs. 1001/- once in lifetime |
| 3. Honorary Members | F r e e |

Membership fee shall become due in advance at the beginning of every financial year and shall be payable within one month from the date of its falling due. The rate of membership fee may be changed by the Governing Body from time to time.

5. Duration & Termination of Membership

1. The membership shall continue during the existence of the Society unless terminated as hereinafter provided.

2. Termination

The membership of a member of any category, except honorary members, shall be liable for termination by vote at the meeting of the Governing Body on the report that:-

- a) The member has made default in the payment of membership fee for a period of one year from the date of its falling due;
- b) The behavior of the member has been prejudicial or detrimental to the principles and objects of the Society; or
- c) He/she has been convicted by a Court of Law for an offence involving moral turpitude; or
- d) Has been declared in same or insolvent by a competent authority.

6. Rights & Obligations of Members

All ordinary and life members of the Society shall have the rights to –

- a) Propose or second the name of any member for election to the Governing Body;
- b) To pay his subscription within the prescribed time. Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote.
- c) Attend all general meetings and take part in votes within the Society;
- d) Offer himself or herself as a candidate for election as a member of the Governing Body;
- e) Attend all functions arranged by the Society free or on payment of a certain fee as may be decided by the Governing Body;
- f) Inspect the register of members and books of accounts on requisition as provided for in the by-laws.
- g) To expel any member from this society, at least 75% of the registered members should submit individually signed formal petition to Governing Body of the society. Within 15 days of receipt of the petition of 75% of the registered members by writing or email, the office bearers should send show cause notice to the concerned member and allow him or her a period of 30 days to answer the charges brought against. Within 30-45 days from the receipt of the answer or within 100-120 days from the despatch of the notice, a general meeting shall be convened by the office bearers with 15 days of prior notice to all members. If at least 75% of the members present in the meeting, subjected to quorum of at least 50% of all registered members or 50, whichever is lower, still agree to expel the member then the same shall be enacted within 30 days. It will be the endeavour of the society to never expel any of its members
- h)

7. Register of Members

The Society shall maintain a Register of Members containing the names, address and their occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of the Society on requisition. All entries required to be made therein shall be entered within a period of 15 days.



8. Governing Body

There shall be an Governing Body of the Society which shall be the governing body of the Society consisting of not less than seven (7) and not more than eleven members. The office bearers of the Governing Body comprises of President, Vice-President, Secretary, Assistant Secretary, Treasurer and other Committee Members. The Office bearers and other Committee Members shall be elected every year before 31st March and shall hold office for a term of three years and will be eligible for re-election or selection.

After every election or selection, the old Governing Body will continue to function till the new Governing Body takes over charge which shall, under no circumstances, be more than 30 days from the date of election or selection.

The date for submission of nomination and thereafter the date for the election for the post of office bearers, shall be announced in the website of the society or the members shall be intimated by mail or email, at least 7 days in advance.

The resignation and removal of the Governing Body members shall be dealt with as has been prescribed in the case of other members noted hereinbefore.

9. Powers and Duties of the Governing Body

The functions of the Governing Body shall be as follows:

- a) To accept or reject any application for membership of all categories;
 - b) To exercise general control over the affairs of the Society and to give guidance to it;
 - c) To hold on behalf of the Society all properties, movable and immovable and to spend and invest its funds in furtherance of the object or objects of the Society;
 - d) To pass the annual report and audited accounts of the Society for publication;
 - e) To pass the annual budget of the Society;
 - f) To sanction the scales of pay, etc. to the employees of the Society;
 - g) To consider and decide on all matters relating to the appointments, promotion, leave, extension of service, transfer, retirement, punishment and dismissal of the employee of the Society;
 - h) To sanction scholarship;
 - i) To sanction the rates of fees of the Society;
 - j) To receive or secure donations and endowments and raise loans for the Society on such terms and conditions as the Governing Body may think fit;
 - k) To frame rules and by-laws for the Society;
 - l) To appoint sub-committee with such powers and duties as may be considered necessary or expedient;
 - m) To take necessary legal steps or direct the taking of such steps in the interest of the Society;
 - n) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Society;
 - o) To Generally, to do all work relating to the affairs of the Society not otherwise provided for;
 - p) To adopt such other measures as will promote the above mentioned or similar objects for which the Society is founded;
 - q) ~~To receive loan from Bank, Co-operative Societies, or any other institution for self-help groups (SHGs) or socio-economic development of deprived classes.~~
 - r) To collect donations and subscription from National or International persons or Institutions for the purpose of the society.
- ✓ To generate funds for it's humanitarian activities, the society may take up Projects with consent of majority of it's office bearers, if no substantial financial investment from society is required. In case considerable investment from the fund of society is required, then the involvement in the Project must be passed in a meeting with attendance in the meeting exceeding quorum of at least 5 members, including at least two office bearers. Such Projects may include but won't be limited to the following :
- a. Arranging consultancy services for other members of societies engaged in legal, medical, software, Engineering, Projects , accounting, auditing and other services.
 - b. Executing mainly knowledge based commercially viable Projects requiring minimum financial inputs.
 - c. Promoting and assisting in sale of property and others materials of members or others.
 - d. Web promotion and SEO activities
 - e. Graphic design / Web design and others



- g. Publication of literary volumes and cultural editions of the group online to generate online revenue through advertisement and others.

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10. Meeting

- Meeting of the Governing Body shall be held at least once in three months at such place, date and time, as the President or the Secretary may determine. Any four members of the Governing Body may requisition the meeting and the Secretary shall summon the same within seven days and failing which the President or the requisitionists may do so provided no business other than those specified in the notice shall be transacted at such a meeting.

11. Notice & Quorum

Seven days notice of the meeting specifying the place, date, time and agenda to be transacted shall be given to every member of the Governing Body. An Emergency Meeting may be called at 24 hours' notice. One-third members will form the quorum at any meeting of the Governing Body. If quorum is not formed within 30 minutes of the scheduled time, the members present shall adjourn the meeting. Such as adjourned meeting, when held later, shall require no quorum.

12. Procedure of the Meeting

The President or in his absence the Vice-President or in his absence also the members present shall elect a chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President shall have a second or casting vote in addition to his own vote in case of equality of votes.

13. Annual General Meeting

An Annual General Meeting of the Society shall be held once in every year at the end of the financial year and not more than 15 months shall elapse between two successive Annual General Meetings and the business of the Annual General meeting shall be as under:

- a) Confirmation of the minutes of the last Annual General Meeting and Special general meetings, if any;
- b) To adopt Secretary's report and Audited Balance Sheet, Auditors Report made up in pursuance of section 15(2) of the Act;
- c) Any proposal from members;
- d) Selection of Auditors;
- e) Any other matter that may be brought forward by permission of the President;
- f) To conduct General Election, when due.

Vote

- 1. Members desirous of moving any resolution in the Annual General Meeting shall send the same in writing to the Secretary, duly proposed and seconded. Such resolution shall reach the Secretary at least fifteen days before the General Meeting is held.
- 2. Any resolution passed or rejected at a meeting of the Governing Body may be reconsidered, modified and rescinded at the Annual General Meeting.

14. Extra Ordinary General Meeting

The Governing Body may direct to convene an Extra- ordinary general meeting for consideration of addition, alteration or amendment of the memorandum/ regulations, of the Society. 7 days notice along with the proposed draft of change , amendment etc. of the Memorandum and Regulations be carried out it accepted by the three fourths of the members present at the meeting.

15. Quorum of the Meeting

One-third members personally present at the commencement of the meeting shall constitute the quorum.



The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

17. Notice

1. A notice of the General Meeting including Annual General Meeting may be served before 15 days from the date of such meeting stating the place, date and hour of the meeting together with a statement of business to be transacted at such a meeting.
2. A Special General Meeting may be called serving a notice before 3 days from the date of the meeting. In case of a meeting called on the requisition of members, a copy of such requisition together with the names of the signatories shall be sent to all members along with the notice of the meeting.
3. Any accidental omission to serve notice to any member or the non-receipt of the notice by any member shall not invalidate the proceedings of any meeting.

18. Financial Year

The financial year of the Society shall be from the first day of April to the thirty-first day of March.

19. Books of Accounts and Inspection

The books of account and other statutory books shall be kept at the registered office and shall be open for inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

20. Bank Operation

The Bank account of the society shall be opened in the name of Society and shall be operated by upon according to the resolution passed by the Governing Body from time to time.

21. Safe Custody of Properties

- i) The Governing Body shall be responsible for the funds, properties and assets of the Society.
- ii) The funds of the Society shall be kept in banks/post office/Mutual Funds and be invested in any securities specified under section 20 of the Indian Trust Act, 1982. Such accounts shall be jointly operated by the President, Secretary and Treasurer; any two persons signing at a time.

22. Duties and Powers of Office Bearers

President

He shall normally preside over and conduct all meetings and advise the Society in case of any dispute and will take interest in the activities of the Society and take all disciplinary measures in consultation with the Governing Body.

Vice-President

In the absence of the President, the Vice-President shall perform all the duties of the President.

Vice-President should also perform any other duties assigned to him either by the President or the Governing Body.

Secretary

Duties of the Secretary shall be:-

- a) To keep the records of the proceedings of the meeting of the Society;
- b) To maintain the list of members of all categories;
- c) To carry on correspondence on behalf of the Society and to have custody of the records and files of the Society;



- d) To carry on regular routine work of the office of the Society and have control over the office staff and its field staff;
- e) To prepare annual report and submit it at the Annual General Meeting. Secretary is the principal officer of the Society. He shall act in consultation with the Governing Body and shall represent the Society in all matters. He is responsible to the Governing Body and shall represent the Society in all matters. He is responsible to the Governing Body for due compliance with the provisions of the Act and the rules framed there under and in particular he shall cause to maintain Register of Members, proper Books of Account, Minute Books of Meetings of the Governing Body, the Extra-ordinary and Annual General Meetings. He is authorized to issue receipts under his seal of all payments received by way of subscription, donation or otherwise sign and issue pay order on all bills passed for payments. He is authorized to convene all meetings of the Society. He shall be prepared to convene all meetings of the Society. He shall prepare or cause to prepare the Annual Statement of Accounts, Balance Sheet with the help of the Treasurer, get them duly audited by a Chartered Accountant and place in time such statement of Accounts and Balance Sheet before the Executive Committee. He shall also cause to prepare all reports and returns that are required by the Act to comply with and to submit those reports and returns to the Registrar or other authorities as and when required. He will make all correspondences with other organizations.

The Secretary shall act in the interest of the Society taking advice from the Governing Body. The Secretary, with the approval of the Governing Body, can take the charge of any department and handover the charge to any other member if he finds that work of Assistant Secretary is not satisfactory.

Joint Secretary

In the absence of the Secretary the Assistant Secretary shall perform all the duties of the Secretary. Assistant Secretary should also perform any other duties assigned to him either by the President, Vice-President, Secretary and the Governing Body.

Treasurer

- a) The Treasurer shall be the custodian of funds of the Society and shall be responsible for maintaining clear and concise accounts of the transactions. He shall not make any payments without the permission of the Secretary or President.
- b) He shall be in-charge of keeping and recording all the accounts of the Society.



23. Maintenance and Audit of Accounts

The Society shall maintain books of accounts as required under section 15(1) (a), (b) of the Act.
The accounts shall be audited by a duly qualified auditor as stated in section 15(2) of the Act.

24. Suits & Legal Proceedings

All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Governing Body.

25. Alteration of Memorandum & Regulations

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by 3/4th members in a general meeting called for the purpose.

The Governing Body shall have Powers to make, alter, modify or rescind such Bye-laws and rules as may be considered necessary in the interest of smooth functioning of the Society.

26. Dissolution of the Society

Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th members of the Society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Society if any, after dissolution.

After dissolution the Funds and Assets of the Society will be transferred to a society duly registered having same aims and objectives.

We, the undersigned members of the Governing Body of the Society do hereby certify that the above is a true copy of the Rules and Regulations of the Society.

Signatures of three members of the Governing Body

1. President *Arjay Saha*

2. Secretary *Manoj Kumar Das*

3. Treasurer *Anindya Choudhary*

Dated: the day of 2016



CERTIFIED TRUE COPY

(Signature)
Addl. Registrar of Firms, Societies &
Non-Trading Corps, West Bengal