

**University Department of Geology**  
**Basic Science Building, Ranchi University, Ranchi 834008 (INDIA)**

*Memorandum of Association*

**1. NAME OF THE SOCIETY:** Ranchi University Geology Alumni Association (RUGIA)

**2. ADDRESS:** University Department of Geology  
Basic Science Building, Ranchi University, Ranchi 834008 (INDIA)

**3. OBJECTIVES:**

The objectives of the Association are:

- i) To encourage the members to take active interest in the activities and progress on the alma mater.
- ii) To award Scholarship and Aid to the needy students of the University.
- iii) To provide assistance and facilities for all round development of the University.
- iv) To promote and encourage friendly relations among all the members of the Association.
- v) To keep Alumni informed about the Alma Mater.
- vi) To promote and support technological planning, research and development.
- vii) To promote career guidance, interaction with Industry and continuing education.
- viii) To serve the common cause of the member's interest in general

**4. MEMBERSHIP:**

All Alumni of the Ranchi University who has obtained Degree, Diploma, Certificate, M.Phil., Ph. D or any other course in Geology shall be eligible for Life Membership of the Association. They will have voting rights.

**5. ASSOCIATE MEMBERSHIP:**

The following shall be eligible for Associate Life Membership of the Association.

- i) All members of the teaching staff of RU who are not Alumni of RU, working in regular or temporary basis.
- ii) All ex-members of teaching staff of RU who are not Alumni of R.U.
- iii) All associate members shall have participatory rights in discussion, be member of the sub-committees, can act as advisors and can be co-opted as members of various committees but shall have no voting rights.

**6. CESSATION OF MEMBERSHIP:** A member of the Association shall cease to be such a member if he/she resigns from his/her membership or found to be of unsound mind or is convicted by a court for any offence on moral grounds or termination of the membership by the Executive committee for compelling reasons.

**7. ORGANISATION OF THE ASSOCIATION:**

**7.1 General Body.**

There shall be general body of the Association consisting of all members

**7.2 Executive Body**

There shall be an Executive Committee to manage affairs of the Association.

### 7.3 Local Chapters

- i) There may be local chapters of the Association in India and abroad.
- ii) The relationship with local chapter will be governed by the Bye-Laws of the Association.

### **8. GENERAL BODY:**

8.1 The General Body shall consists of all members of the Association.

8.2 The General Body of the Association shall hold the Annual General Meeting at least once a year and not more than 18 months shall elapse between two successive Annual General meetings.

8.3 A prior notice of clear 21 days for convening an Annual General Meeting shall ordinarily be given to the members by the Secretary in consultation with the President.

8.4 An emergent meeting of the General Body can only convened by the President for compelling reasons at a short notice.

8.5 Thirty (30) members present in person shall form quorum for any meeting of the General Body. If the meeting is adjourned for want of quorum, the adjourned meeting will be convened within 21 days to transact the same business and members shall form the quorum.

8.6 The duties of the General Body shall be:

- i) To set guidelines for the executive committee so as to achieve the objectives of the Association.
- ii) To consider and adopt the Annual Report and Audited Accounts of the Association
- iii) To approve the budget for the following year.
- iv) To honour the distinguished Alumni.
- v) To elect office bearers and members of the Executive Committee.
- vi) To transact any other business with the permission of the President.

### **9. EXECUTIVE COMMITTEE:**

9.1 The Executive Committee shall consist of

- (i) Chief Patron
- (ii) Patron
- (iii) President 1
- (iv) Executive President 1
- (v) Vice-President 4
- (vi) Secretary 1
- (vii) Treasurer 1
- (viii) Joint Secretary 2
- (ix) Member 16
- (x) Advisory Group

9.1.1 Election of the Executive Committee

- i) The Vice-Chancellor, RU shall be the Ex- Officio Chief Patron, the Pro Vice Chancellor shall be Ex- Officio Patron and Head of the Department shall be Ex- Officio Executive President of the Association.
- ii) All other office bearers and members of the Executive Committee shall be elected for a term of two years.
- iii) Executive President, Secretary, Treasurer and at least one of the Joint Secretaries have to be stationed in Ranchi.
- iv) The immediate past Secretary shall be an ex-officio Member.

v) The procedure for the election of the office bearers of the Association shall be regulated according to the Bye-Law of the Association.

vi) In case of any absence of candidature in election of the executive committee, the members present in the Annual General Body Meeting shall nominate person/persons to fill in vacancy/vacancies from the members present in the General Body Meeting.

vii) The members of Advisory Group will be nominated by General Body.

9.2 The Executive Committee will ordinarily meet quarterly but the Secretary may call an emergent meeting at any time.

9.3 A prior notice of 7 days shall ordinarily be given to members for convening a meeting.

9.4 The quorum for the Executive Committee Meeting shall be six which will also include, if any, the invited Members. In case there is no quorum it shall be adjourned.

9.5 In case any vacancy arises in the Executive Committee, the Executive Committee shall fill this by nomination. A vacancy would be deemed to arise when an Executive Committee member expresses his/her inability to discharge responsibility or when a member remains absent for three consecutive EC meetings without information.

9.6 (i) The Executive shall have all powers with regards to management and promotion of objectives of the Association according to the directives, if any of the General Body.

ii) The Executive Committee shall frame Bye- Laws in accordance with the rules and regulations, and report to the General Body. Amendments will be done by simple majority.

9.7 The office bearer and members of the Executive Committee shall normally hold office for two years.

## **10. POWERS AND DUTIES OF THE OFFICE BEARERS:**

### **10.1 President**

The President shall preside over the Executive Committee Meetings and the General Body Meetings. The President shall have the voting power.

### **10.2 Working President**

i) The Working President shall act for the President in his absence. He shall have all the powers for the management and promotion of the objectives of the Association.

ii) The Working President shall have powers to convene Executive Committee meetings of the Association in the absence of the Secretary.

### **10.3 Vice President**

The Vice President shall act for the President in absence of the both the President and the Working President. The Vice President shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

### **10.4 Secretary**

i) The Secretary should attend all the activities as approved by the Executive Committee.

ii) The Secretary should be responsible for carrying out all correspondence and preparation and distribution of all publications of the Association.

iii) Within fourteen days after holding the Annual General Meeting, the Secretary shall file the following information with the Registrar of Societies.

a) List of names, address & occupations of the members of the Executive Committee

b) An Annual Report of the previous year.

c) A copy of the Balance Sheet & certificate of the auditors report.

### **10.5 Treasurer.**

i) The Treasurer shall be responsible for the maintenance of the financial records & accounts of the Association.

ii) The Treasurer shall operate the funds of the Association jointly either with the Working President or the Secretary.

10.6.

i) The Joint Secretary will assist the Secretary in the management of the activities of the Association.

ii) The Joint Secretary shall act for the Secretary in the absence of the Secretary.

#### **11. AMENDMENT OF RULES AND REGULATIONS:**

i) Amendment to the rules and regulations shall be carried out only by a General Body meeting by majority votes of the members present in the meeting.

ii) The proposed amendment to the rules and regulations shall be circulated to all the members as an agenda item for the General Body Meeting.

#### **12. FINANCE AND ACCOUNTS**

12.1 The Association shall raise funds for pursuing the objectives of the Association through;

i) Subscription from the members. The rates of subscription shall be governed by the Bye-Laws of the Association.

ii) Money donated by the members.

iii) Any other source approved by the Executive Committee.

iv) The Account of the Association will be operated by any of the two signatories jointly including Treasurer and either the President or the Working President or the Secretary.

12.2 The accounts of the Association shall be maintained in any scheduled bank in Ranchi in to which all subscription, donations and other income shall be credited.

12.3 Financial year of the Association shall be from April 1 to March 31.

12.4 The funds of the Association may be invested in fixed deposits in nationalized banks, subject to the approval of the Executive Committee.

12.5 Withdrawal from the invested funds shall be made by approval of the Executive Committee.

**13. AUDIT OF ACCOUNTS:** The accounts of the Association shall be audited once a year by a Chartered Accountant to be appointed by the Executive Committee after these are duly audited by an Internal Auditor to be appointed by the Executive Committee.

#### **14. RECORDS OF THE ASSOCIATION:**

14.1 The following records shall be maintained in the office of the Association.

i) Roll of Membership.

ii) Minutes of the Executive Committee meetings.

iii) Minutes of the General Body Meetings.

iv) Stock Register of Non-consumable and Consumable items.

v) Cash Book and Ledger

vi) Copies of all publications and reports of the Association.

14.2 The records shall include details of all sums of money received and sources thereof, and all the sums of money spent.

14.3 Every member of the General Body shall have the rights of inspection of records of the Association during the office hours.

14.4 Some of the disposable records as decided by the Executive Committee may be

disposed off/destroyed.

**15.Subscription:**

The rates of subscription shall be as follows;

- i) Rs500.00 for Alumni living in India at the time of application .
- ii) US\$ 100.00 for overseas Alumni.
- iii) Rs.250.00 for Associate Life Members.
- iv)Annual subscription will be Rs. 200.
- v)Contribution for any special activity will be decided by the Executive Committee.
- vi)Subscription/Contribution /Donation may be made by Cheque/D.D in favor of **Ranchi University Geology Alumni Association** payable at Ranchi or by NEFT/RTGS to the Association Account No..... Central Bank of India, Ranchi College Campus Branch,Ranchi 834008, IFSC : CBIN.....

**16.LOCAL CHAPTERS:**

16.1 A local chapter can be founded in any city in India or abroad where there are a minimum of 10 Alumni Association members subject to approval of the Executive Committee of the Association.

16.2 They may elect one President and one Secretary to manage the affairs of the chapter. A meeting of all members of the chapter must be convened at least once a year.

16.3 The Secretary of the Chapter should inform names and addresses of the office bearers and a list of members of the local chapter to the Secretary of the Association once in a year.

16.4 The Local Chapters have to raise their own funds for their chapter activities.

16.5The Local Chapters will receive a copy of the AGM report and other publications of the Association.

16.6 The audited accounts of the local Chapters shall be submitted to the Association once a year.

**17. SPECIAL INVITEE:** The Executive Committee of the Association is authorised to induct eminent members/associate members of the Association as social invitees as and when considered necessary. Such invitees shall not have the voting rights in the Executive Committee meeting but will be considered for quorum of the meeting.



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**University Department of Geology**  
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Name :

Designation:

Organisation:

Address for communication:

E Mail:

Contact Landline, Mobile, Fax etc.:

Date of Birth:

Course Undertaken:

Academic Year/Batch:

Career Achievements:  
(Publications, Awards etc.)

*Personal Information*

Name of Spouse:

Qualification of Spouse:

Occupation:

Date of Birth (Optional):

Date of Anniversary:

Information about Children(Optional):  
(Name, Sex, Education,  
Date of Birth, Achievements etc.)

Any other information: