



# HOLY FAMILY HIGH SCHOOL EX-STUDENTS' ASSOCIATION

A Jesuit Institution



## NAME OF THE ASSOCIATION :-

The name of the Association shall be *Holy Family High School Ex-Students Association - Andheri*.

## **REGISTERED OFFICE :-**

The registered office of the Association will be at following address :-

*Holy Family High School  
Mahakali Caves Road, Opp Technopolis,  
Andheri (East)  
Mumbai 400 093.*

## **DEFINITION OF TERMS USED:**

The following definitions apply unless other wise specified:

**Constitution** - means the constitution of Holy Family High School Ex-Students' Association

**School** - means Holy Family High School, Andheri East, Mumbai.

**Association** - means the Holy Family High School Ex-Students' Association

**Managing Committee or MC** means the Managing Committee of the Association

**General Body or GB** means the General Body of the Association

**AGM** means Annual General Body meeting of the Association

**Note:** Alumni includes alumnae, "his" includes "her" and "he" includes "she" wherever applicable.

## AIMS & OBJECTS (Areas of Operation) :-

The Aims and Objects of the Association will be :-

1. To create, maintain and promote goodwill between the members and the school.
2. To foster and develop social concern, professional ethics, civic and political involvement amongst the members and inculcate the values of Justice, Honesty and Fairness.
3. To assist members in their career progression by personality development, vocational guidance and job placements.
4. To help members in their spiritual growth by means of talks, seminars and retreats.



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5. To help the school in educating students from the weaker section of the society, rendering professional advice, counseling and assistance wherever necessary.
6. To organise activities for the benefit of the members of the school by way of cultural and social events, Community Development/welfare and counseling programmes.
7. To raise funds for promoting the Aims and Objectives of the Association.

The attainment of these Aims and Objects shall be the responsibility of the Managing Committee that will have full discretion and the authority as to the scope of the activity to be organised for this purpose.

## **Funds and Income of the Society or its Utilisation:**

The Association will have the right to raise monies in form of donations, sponsorships, membership fees etc. All the income, earnings, movable or immovable properties of the Association shall be solely utilised and applied towards the promotion of the aims and objects only as set forth in the Memorandum of the Association.

No portion thereof 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 one or more of the present or past members. No member of the Association shall have any claim, personal or otherwise, on any property immovable or movable, of the Association or make any profit, whatsoever, by virtue of his membership.

## **General Policy:-**

The general policy of the Association will be purely educational, advisory, non-sectarian, non-political and will not seek to interfere in the administrative or Academic policies of the School. The role of the Association will be purely to promote oneness and indicate a sense of belonging to our Alma Mater.

## **MEMBERSHIP:-**

### **Kinds of Membership**

The Association shall have the following classes of members.

- (a) Associate Member
- (b) Life Member
- (c) Honorary Member

## **Qualification and Procedure for Enrolment:**



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- (a) **Life Members** :- All Ex-Students of the Holy Family High School – Andheri (East) are eligible. Admission will be made by the Managing Committee on receipt of the application. The decision of the Managing Committee will be final in the matter.
- (b) **Associate Member** :- Persons other than Ex-Students may be admitted by the Managing Committee on receipt of the application duly supported by two members of the Association. Associate Members will be entitled to attend the meetings, but will not have voting rights and will have no voice in the affairs of the Association.
- (c) **Honorary Member** :- Any person distinguished in the Educational, Cultural or Social field may be enrolled as a Honorary Member of the Association. The Principal of the School in consultation with the managing Committee of the Association may appoint every two years not more than five Honorary members who, in his opinion would be of help to the Association. The Honorary member may also attend meetings, but will not have voting rights.

## **Membership Fees** :-

- (i) **Life Member** :-  
A life member shall pay an one-time fees of Rs. 100/- on admission as a Life Member of the association. Any Ex-Student who is a member of any Religious Order and Congregation and who are admitted as Members of the Association shall be exempted from the payment of fees.
- (ii) **Associate Member** :-  
An Associate Member shall not be required to pay any subscription
- (iii) **Honorary Member** :-  
An Honorary Member shall not be required to pay any subscription

## **Termination of Membership** :-

The Membership of the Association shall be terminated on :-

- (a) Voluntary resignation of the member
- (b) Death of a member
- (c) Removal of the member by the Managing Committee and ratified by the General Body.

All resignations shall be addressed to the Honorary Secretary, who will place the same before the Managing Committee.



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No refund of subscription will be made on the resignation/termination of the membership.

Any member acting in a manner objectionable or contrary to the interest of the Association, or whose conduct has otherwise been improper, shall be called upon to resign his membership, failing which his name will be struck off from the rolls of the Association. No such member shall be readmitted except by a vote of a minimum of 2/3<sup>rd</sup> (two third) of the members present at any General Body meeting on a motion, of which due notice has been given.

### ***Maintenance of Register of Members:-***

The applicant for membership should sign in the format of application as mentioned in the schedules 1,2 and 6 of the Registration of Societies (Maharashtra) Rule, 1971.

The Managing Committee shall maintain a record of the members with the details of their names, address, date of joining and the type of membership.

### ***Funds:-***

The funds of the Association shall be by way of Subscription, Donations, Contributions, Sponsorships, Collections by way of Cultural performances, lectures or any other allied activities undertaken by the Association for the augmentation of the finances of the Association to achieve its Aims and Objects.

The funds of the Association shall be deposited with any Schedule Nationalised/State Co-operative or Private sector bank selected by the Managing Committee.

### ***Purchase or Sale of Immovable Property:-***

For purchase or consequent sale of immovable property, the Managing Committee must seek a proper resolution from the General Body.

### ***Accounting year:-***

The Financial Year commencing from Jan to Dec will be the accounting year for the Association.

***Operations of the Bank Accounts:-***The Bank Accounts of the Association and other financial transactions will be operated by the Hon. Treasury of the



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Association JOINTLY with either the President or the Hon. Secretary of the Association.

## Investments:-

The Managing Committee of the Association is authorised to make the necessary investments of the surplus funds of the Association so as to gain the maximum return with minimum risk involved and as per the requirements of the Association.

## Managing Committee:-

The management of the Association shall be vested in the Managing Committee which shall consist of members representative passed out every year from the School. These will be elected/nominated/co-opted at the end of every Annual General Body Meeting and the Managing Committee will consist of:

- (a) The Principal of the School
- (b) Upto 5 Members elected from each batch of students passed out from the school.
- (c) One person nominated by the Principal of the School.
- (d) Two members who are active in educational or cultural field or whose co-option will be in the general interest of the Association. This will be with the prior consent and approval of the Managing Committee.

## Filling of Vacancies in the Managing Committee:-

Seats rendered vacant on the Managing Committee may be filled in by co-option by the Managing Committee. In this case the majority decision of the Managing Committee shall be final.

## Office Bearers:

The members of the Managing Committee shall elect the following office bearers at the first meeting of the newly formed Managing Committee.

The office bearers of the Association shall be as under :-

- (i) **President** (One Position) :-Who will be elected from the Ex-Students either elected/nominated or co-opted on the Managing Committee and who is a Life member of the Association at least for a period of one year.
- (ii) **Vice President** (Two Positions) :- The Principal of the School shall be the Vice President and Ex-officio member of the Association.



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The other Vice President shall be an Ex-student. The terms and conditions of his election will be similar to that of the President.

- (iii) **Honorary Secretary** (One Position) :- The Secretary will be from the Ex-students. The terms and conditions for his election will be similar to that of the other office bearers.
- (iv) **Jt. Honorary Secretary** (One Position) :- The Jt. Honorary Secretary will be from the Ex-students. The terms and conditions for his election will be similar to that of the other office bearers.
- (iv) **Honorary Treasury** (One Position) :- The Honorary Treasurer will be an Ex-student. The other terms and conditions for the election will be the same as that of other office bearers.
- (v) **Jt. Honorary Treasurer** :- The Jt. Honorary Treasurer will be from the Ex-students. The terms and conditions for his election will be similar to that of the other office bearers.
- (vi) The Vice-Principal and the Head Mistress/Head Master of the primary section will be the permanent invitees to the Managing Committee meetings and will have a right to participate in the affairs of the Association. They will also have voting rights.

## **Term of the Office :-**

The term of the Managing Committee will be for a period of One year and will cease on the day of the Annual General Body meeting.

Any member shall be eligible for re-election to the same post as an office bearer for not more than three consecutive terms.

## **Voting Procedure :-**

Each Life member who is not in arrears of the payment of the subscription or any other dues of the Association at the time of issue of the notice of election shall be entitled to vote at the time of issue of the notice of election shall be entitled to vote at the election of the members to the Managing Committee.

## **Election :-**

Election to the Managing Committee shall normally be held every year post Annual General Meeting of the Association. Proper notice of the election shall





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be issued by the Hon. Secretary of the Association giving 15 days to receive nominations to the Managing Committee giving full details as under :-

- (i) Numbers of members to be elected
- (ii) Procedure for voting
- (iii) Date and place of voting
- (iv) Any other details required for conducting the election.

The Vice-Principal/Head Mistress of the school will be the Returning Officer for the elections and will also conduct the election on behalf of the Association. The Vice-Principal will then submit a report to the outgoing President who will then declare the results.

In case of any two candidates securing even number of votes in particular election, the Chairman of the AGM will have the casting vote to resolve such a tie.

### Meetings of the Managing Committee:

The Managing Committee will at least meet 6 times in a year to transact business as per the norms laid down herein.

### Quorum of the Managing Committee:-

A minimum of 8 members excluding the Office bearers will form the quorum for any Managing Committee meetings. In case of no quorum, the meeting will be adjourned for 15 minutes. Consequently the meeting may be held with or without the quorum. Decision taken at adjourned meeting without a quorum will be review/ratified at the next Managing Committee meeting.

### Chairman :-

The President shall preside as the Chairman at all the meetings of the Association. In his absence the Vice-President (an Ex-Student), shall occupy the chair. In absence of the President and the Vice-President, one of the members elected from among those present shall preside over the meeting.

### Duties and Powers of the President

- (a) The President shall preside over, conduct and regulate all the meetings of the General Body and the Managing Committee.
- (b) He shall decide all the questions of order and priority at the meetings of the Association and his decision and ruling shall be final.
- (c) He shall have a right to convene through the Hon. Secretary an Extra Ordinary meeting of the General Body if he thinks fit for or if circumstances demand for the same.



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- (d) He shall, in addition to his right as a Life Member of the Association, have a casting vote in the case of a tie on equality of the votes at any meeting.
- (e) He shall be the Authority to interpret the Memorandum of Association/Bye Laws of the Association for the purpose of conducting and regulating the meetings and decision arising out of the Agenda.

### ***Duties and Powers of the Hon. Secretary***

The Hon. Secretary will generally work under the overall control and supervision of the Managing Committee and interalia be responsible to :-

- (a) Convene the Meeting of the Association
- (b) Prepare and circulate the Agenda papers concerning the meeting.
- (c) Maintain minutes of every meeting
- (d) Maintain all other records of the Association as required and directed by the Managing Committee from time to time.
- (e) Receive application for membership, process and submit the same to the Managing Committee for its consideration.
- (f) Submit any statutory returns or any other information to be furnished to any regulatory body or agency, as the case may be, in connection of the Association.
- (g) Attend to any other matter as may be specifically assigned by the Managing Committee from time to time.

### **Duties and Powers of the Hon. Treasurer**

- (a) To receive all funds for the Association and to issue due receipt thereof.
- (b) To maintain proper books of accounts in respect of the funds of the Association.
- (c) To deposit the monies received by the Association in the bank Account of the Association.
- (d) To preserve and maintain the account books, relevant papers, documents of the Association on all accounting matters.
- (e) To prepare Final Statement of Accounts at the close of Financial Year to be placed before the Managing Committee for consideration prior to submission to the Auditors.
- (f) To assist the Auditors in finalising the Accounts of the Association.
- (g) To carry out any other functions and duties specifically assigned by the Managing Committee.

### **General Body Meeting:-**





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- (a) The Annual General Body Meeting of the members of the Association shall be held within 3 months from the close of the financial year of the Association. The other General Body Meetings (Special and extra ordinary) may be held as decided by the Managing Committee from time to time.
- (b) Twenty-five members (25) Life members, shall form a quorum of the General Body Meeting. In the event of there being no quorum for any meeting as stipulated within half an hour of the schedule time, the meeting shall be adjourned for half an hour and be held at the same venue.
- (c) No Quorum will be required for an adjourned meeting so held. The same agenda circulated earlier will be discussed, debated, if required and decision taken thereon.
  
- (d) At the General Body Meeting, the President, in his absence the Vice-President (An Ex-Student) and in his absence one of the members of the Managing Committee shall preside over the meeting.
- (e) At any meeting, the Presiding Chairman shall have the right of casting vote in addition to his own vote.
- (f) Fifteen clear days notice of the Annual and other General Body meetings shall be given to the members and such notice posted/sent to the last known address of the member. Non receipt of such notice by a member shall not invalidate any of the proceedings.
- (g) The following business shall be transacted at the Annual General Body Meetings.
  - I. To read and confirm the minutes of the earlier General Body Meetings.
  - II. To Consider and approve the Annual Audited Accounts and the report of the Managing Committee.
  - III. To appoint, with or without remuneration, Auditors for auditing the books of Accounts.
  - IV. To transact any other Business or pass any other ordinary or special resolutions for which a clear 7 days notice has been given/received from any member in writing by the Hon. Secretary of the Association.
  - V. To transact any other matter with the permission of the Chair

### **Special General Body meeting:-**

On a written requisition by 25 (Twenty - Five) members of the Association or 10 members of the Managing Committee, the Hon. Secretary shall convene a Special General Body Meeting within one month of the date of receipt of the requisition to discuss the matter mentioned in the requisition.



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The Special General Body Meeting may discuss and transact business only on the subject matter so requisitioned.

All other rules and conduct of the AGM shall apply to the Special general Body Meeting.

## ***Arbitration :-***

In the event of any disputes or disagreement either in between the members of the Managing Committee or among the members of the Association, which cannot be amicably settled, such disputes or disagreements shall be referred to for arbitration to the President of the Association. His decision in the matter shall be final and binding on both the parties.

## **Changes in the Constitution or Memorandum of Association:-**

Any change in the Constitution or the Memorandum of Association shall be made at the AGM with a clear mention of the resolution required in the notice for the AGM or in a Special Meeting of the General Body called specifically for the purpose. The amendment so discussed requires to be approved by a minimum of 2/3<sup>rd</sup> (two third) of those present to be effective.

## **Dissolution :-**

Dissolution of the Association will be as per section 14 and section 14 of the Societies Registration Act, 1960.

In the event of winding up of the affairs of the Association, a Special Meeting of the General Body shall be convened for the purpose and the Association shall be dissolved provided not less than 2/3<sup>rd</sup> of the members present express their wishes for such dissolution by ballot.

Thereupon the Association shall stand dissolved forthwith and the Managing Committee at the time of dissolution shall take necessary steps for settlement of the claim/liability, if any of the Association.

All funds, assets, properties of the Association on dissolution shall stand transferred absolutely to the Holy Family High School - Andheri and the Management of the School shall have the free will to use the same for the betterment of the students of the School.

**Place :- Mumbai 400 093.**

**Dated :- July 16, 2000**