

Rosary College of Commerce & Arts

Navelim, Salcete, Goa

Re-accredited by NAAC with Grade 'A'
(CGPA score of 3.21 on a 4 point scale)



ROSARY ALUMNI FAMILY

Rules & Regulations
of
Rosary Alumni Family
June, 2016



CERTIFICATE OF REGISTRATION

(See Rule 5)

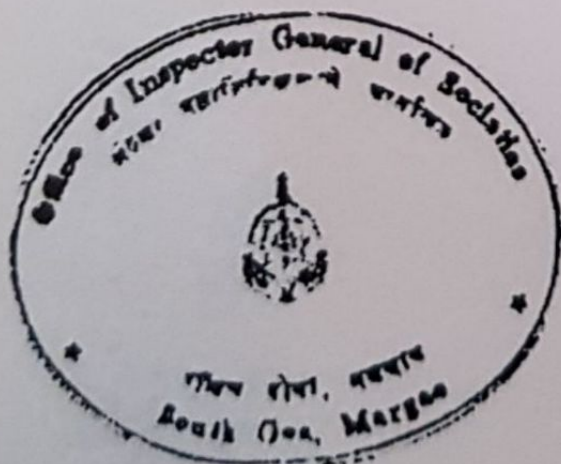
(The Societies Registration Act, 1860)

(Central Act 21 of 1860)

Registered No.184/Goa/2016.

It is certified that the Society "ROSARY ALUMNI FAMILY (RAF) NAVELIM" has this day been duly registered under the Societies Registration Act, 1860 (Central Act 21 of 1860).

Given under my hand this day of 27th June, 2016.



(R. L. PEDNEKAR)

Inspector General of Societies/
District Registrar (South Goa)

CERTIFIED TRUE COPY

Rev. Dr. Simão R. Dias
Principal

Rosary College of Commerce & Arts
Navelim, Salcete, Goa 403 707

Principal's Desk.....

Rosary College of Commerce & Arts was established by the Archdiocese of Goa and Daman in June 1990. Since then the college has made strident progress and has been providing quality education to young minds. For last 26 years the college has been in the vanguard of chiselling and moulding the lives of young man and women and metamorphosing them into estimable citizens. Since its inception thousands of students left the portals of Rosary College, empowered not only with knowledge to analyze the world, the confidence to act on their decisions and the strength to lead others in the pursuit of change, but also with wisdom and understanding to serve as trailblazers.

Rosary Alumni Family has grown and spread throughout the world and in order to keep in contact with our past students, we have Alumni association called RAF that work tirelessly to maintain Rosary Family ties.

The association is registered and I am pleased to have the rules and regulations of the RAF in form of a booklet. It will help every member of RAF.

I appreciate the RAF Executive and members for maintaining this relationship and the hard work that is put in.

God bless.

Fr. Simão R. Diniz
Principal

Rosary College of Commerce & Arts

Navelim, Salcete, Goa

RULES AND REGULATIONS

1. Name of the Rosary Alumni Family: The Name of the Rosary Alumni Family shall be, "Rosary Alumni Family" (RAF) and shall be hereinafter referred to as 'the Rosary Alumni Family'.
2. College: Rosary College of Commerce & Arts, Navelim, Salcete, Goa, and shall be hereinafter referred to as the 'College'.
3. Address: Rosary Alumni Family, C/o. Rosary College of Commerce & Arts, Navelim, Salcete, Goa, 403707.
4. Aims and Objectives:
 - a) The Aims and Objectives of the Rosary Alumni Family are:
 - i. To encourage the members to take active interest in the activities and progress of their Alma Mater.
 - ii. To provide assistance and facilities for the all round development of the College.
 - iii. To promote and encourage friendly relations among all members of the Rosary Alumni Family.
 - iv. To keep Alumni informed about their Alma Mater.
 - v. To promote and support technological planning, research and development of the College.
 - vi. To promote career guidance, interaction with Industry and quality education.
 - vii. To serve the common cause of the members of the Rosary Alumni Family in general.
5. Membership:
 - a) Generally any student who successfully obtains any degree from the College automatically becomes a Life member of the Rosary Alumni Family from the date of issue of the Result Notification, upon payment of appropriate membership fee, and fulfillment of terms and conditions of the Rosary Alumni

Family, subject to the approval of the Governing Body of Rosary Alumni Family. As special cases, First Year / Second Year / Third Year students who discontinue their programmes in the College but are desirous to be members of the Rosary Alumni Family and are fulfilling conditions as stated above are also permitted to be members of the Rosary Alumni Family.

- b) The membership fee in respect of all the members of the Rosary Alumni Family would be decided by mutual discussions between the College (i.e. Management / Principal or their representative) and the Rosary Alumni Family from time to time. The mode of collection of the membership fees would be decided from time to time in mutual discussions between the College and the Rosary Alumni Family.
- c) The Principal of Rosary College of Commerce & Arts, Navelim, shall be an ex-officio Patron and Chairman of the Rosary Alumni Family.

6. Honorary Members

- a) All members of the teaching faculty of the College will enjoy status of Honorary Members.
- b) The Rosary Alumni Family, in the General Body, on the recommendation of the Executive Committee, may nominate with the prior approval of the Principal of the College, any person connected with the College or the Rosary Alumni Family, who is likely to promote the interests of the Rosary Alumni Family, as an Honorary Member for two years.

7. Termination of Membership:

- a) General Body of the Rosary Alumni Family shall have powers to expel/terminate a member or members from the membership of the Rosary Alumni Family on the following grounds:
 - i. on death;
 - ii. on written resignation;

- iii. if found to be involved in any anti-social activities;
 - iv. if found working against the interest of College;
 - v. if adjudged by any court of law to be a criminal offender or of unsound mind;
 - vi. if found guilty of any propaganda against the Aims and Objectives of Rosary Alumni Family;
 - vii. if disregards Rules & Regulations or disobeys the decisions of Rosary Alumni Family;
 - viii. termination by the executive committee for compelling reasons.
- b) The decision of the General Body regarding termination of the membership shall be communicated to the member concerned after conducting necessary inquiry.
 - c) The decision of the General Body of the Rosary Alumni Family shall be final.
8. Rights of Members:
- a) Each and every member of the Rosary Alumni Family shall:
 - i. Be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the Rosary Alumni Family.
 - ii. Every member shall enjoy Voting Rights (excluding Honorary members).
 - iii. Every member shall be entitled for inspection of books of account / records of the Rosary Alumni Family.
9. Organization of the Rosary Alumni Family:
- a) GENERAL BODY: There shall be General Body of the Rosary Alumni Family consisting of all the members.
 - b) EXECUTIVE BODY: There shall be an Executive Committee to manage the affairs of the Rosary Alumni Family.
10. General Body:
- a) The General Body shall consist of all members of the Rosary Alumni Family.
 - b) The General Body of the Rosary Alumni Family 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, presided over by the President of the Rosary Alumni Family.

- c) 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 Chairman and President.
- d) An emergency meeting of the General Body can only be convened by the Chairman for compelling reasons at a short notice of not less than two days.
- e) Simple majority (50% of the members present) shall form quorum for any meeting of the General Body. If the meeting is adjourned for want of quorum, the adjourned meeting will be re-convened after a period of one hour; at this time the meeting will proceed irrespective of the number of members present/quorum.

11. Duties of the General Body:

- a) To set guidelines for the Executive Committee so as to achieve the objectives of the Rosary Alumni Family.
- b) To consider and adopt the Annual Report and Audited Accounts of the Rosary Alumni Family.
- c) To approve the budget for the following year.
- d) To elect office bearers and members of the Executive Committee.
- e) To transact any other business with the permission of the Chairman.

12. Executive Committee:

- a) The Executive Committee (EC) shall consist of
 - i. Chairman
 - ii. President
 - iii. Vice-President
 - iv. Treasurer
 - v. Secretary
 - vi. Joint Secretary
 - vii. Three Members of General Body
 - viii. Past Secretary (ex-officio member)

b) Election of the Executive Committee

- i. The Principal of the College shall be the Ex-Officio Chairman of the Rosary Alumni Family.
- ii. All other office bearers and members of the Executive Committee shall be elected by the Governing Body of the Rosary Alumni Family.
- iii. The immediate Past Secretary shall be an ex-officio member.
- iv. The procedure for the election of the office bearers of the Rosary Alumni Family shall be regulated according to the Bye-Law of the Rosary Alumni Family.
- v. No elected/nominated office bearer shall hold office for more than three consecutive terms.
- 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 Executive Committee will ordinarily meet quarterly but the Secretary may call an emergency meeting at any time with the consent of the Chairman and President.
- viii. A prior notice of 3 days shall ordinarily be given to members for convening a meeting.
- ix. The quorum for the Executive Committee Meeting shall be six. In case there is no quorum it shall be adjourned. If the meeting is adjourned for want of quorum, the adjourned meeting will be re-convened after a period of one hour; at this time the meeting will proceed irrespective of the number of members present / quorum.

c) Powers of the Executive:

- i. All the members of the Executive shall enjoy voting powers with the exception of Past Secretary.
- ii. The Executive shall have all powers with regards to the management and promotion of objectives of the Rosary

Alumni Family according to the directives, if any, of the General Body.

- iii. The Executive Committee shall frame Bye-Laws in accordance with the rules and regulations, and report to the General Body. Amendments to the Bye Laws will be done by simple majority of members present at the General Body meeting.
- iv. The office bearers and members of the Executive Committee shall normally hold office for three years.

13. Tenure of Managing Committee and its election:

13.1 The tenure of the Managing Committee is 3 years and election will be held by secret ballot paper or raising of hands.

14. Function of Managing Committee / Office Bearers:

Powers and duties of the office bearers are as follows:

a) Chairman:

i. Principal of Rosary College of Commerce & Arts, Navelim, Salcete, Goa shall be the ex-officio Chairman of Rosary Alumni Family. He shall exercise the right of voting only in case of a tie. He shall have overall powers of management of the Association and all the decisions pertaining to Rosary Alumni Family have to be taken in consultation with the Chairman of the Association.

b) President:

i. The President shall preside over the Executive Committee Meetings and the General Body Meetings. The President shall have the voting power. He shall have all the powers for the management and promotion of the objectives of the Rosary Alumni Family in consultation with the Chairman. President shall operate funds of the Rosary Alumni Family in consultation with the Chairman.

c) Vice President:

i. Vice Principal of the College shall be the Vice President of the Rosary Alumni Family. The Vice President shall act for the President in absence of the President. He shall render

advice to the Executive Committee with regards to the promotion of the objectives of the Rosary Alumni Family.

d) 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 Rosary Alumni Family.

e) Treasurer:

- i. The Treasurer shall be responsible for the maintenance of the financial records and accounts of the Rosary Alumni Family.

f) Joint Secretary:

- i. The Joint Secretary will assist the Secretary in the management of the activities of the Rosary Alumni Family. The Joint Secretary shall act for the Secretary in the absence of the Secretary.

15. Sources of Income:

- a) All the income of Rosary Alumni Family (received from all sources) shall be utilized only for the promotion of Aims and Objects of the Rosary Alumni Family. Sources of income of the Rosary Alumni Family include – Admission Fees, Donations and Special Contributions.
- b) The Rosary Alumni Family may receive financial and non-financial assistance from Government, Non-Governmental Organizations, International Agencies, Banks and any other legal entity or individual.
- c) The Rosary Alumni Family may accept donations, grants, presents, gifts, and other offerings in the shape of movable and/or immovable properties for the attainment of the Aims and Objects of the Rosary Alumni Family.
- d) The Rosary Alumni Family may raise funds by conducting reunion meetings for the alumni, cultural events, exhibitions, food courts, festivals, and other activities. Such funds shall be utilized only for the promotion of the Aims and Objects of the Rosary Alumni Family.

- e) All the incomes, earnings, movable/or immovable properties of the Rosary Alumni Family shall be solely utilized and applied towards the promotion of its Aims and Objects only as set forth in the Memorandum of Rosary Alumni Family and no profit 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 Rosary Alumni Family or to any person claiming through any one or more of the present or past members. No member of the Rosary Alumni Family shall have any personal claim on any movable or immovable properties of the Rosary Alumni Family or make any profits, whatsoever, by virtue of their membership.
- f) Rosary Alumni Family shall open separate Bank Account with the Corporation Bank, Navelim Branch.
- g) The said Bank Account shall be operated by the Chairman and the President of the Rosary Alumni Family.
- h) Income generated by the Rosary Alumni Family shall be invested in the form of Fixed Deposit in any nationalized Bank or Corporation Bank, Navelim Branch, or any other mode as decided by the Executive Body of the Rosary Alumni Family.

16. Records of the Rosary Alumni Family

- a) The following records shall be maintained in the office of the Rosary Alumni Family.
 - 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 Rosary Alumni Family.
- b) The records shall include details of all sums of money received and sources thereof, and all the sums of money spent.

- c) Every member of the General Body shall have the rights of inspection of records of the Rosary Alumni Family during office hours.
- d) Some of the disposable records as decided by the Executive Committee may be disposed off/destroyed after completion of 15 years.

17. Dissolution:

- a) In the event of dissolution of winding up of the society, the assets remaining as on the date of dissolution will under no circumstances be distributed among the members of Managing Committee / Government body but the same will be transferred to another society whose objects are similar to those of this society and which is duly registered under Societies Registration Act and enjoys recognition under Section 80G of the Income Tax Act, 1961 as amended from time to time.
- b) A special notice should be given and the General Body Meeting has to be called minimum 3/5th members of the total members must vote in favour of the motion. Then only the society will be dissolved keeping in view provisions of the Societies Registration Act, 1860.

18. Legal Proceedings:

- a) Rosary Alumni Family may sue and/or be sued in the name of President and/or Secretary of the Rosary Alumni Family.

19. Amendments:

- a) No amendments to the Memorandum of the Rosary Alumni Family / Rules and Regulations will be made, which may prove to be repugnant to the provision of Section 2(15), 11, 12 & 13 and 80G of the Income Tax Act, 1961, as amended from time to time. Further no amendment will be carried out without the prior approval of the Commission of Income Tax. The bye-laws of the society shall be repealed, altered or rescinded by 3/4th majority of the members present at the Annual General Body Meeting and in confirmatory of Society Registration Act, 1860.