



CONSTITUTION

OLD STUDENTS' ASSOCIATION (OSA)

GSSDGS KHALSA COLLEGE, PATIALA (Regd.)

ABOUT OSA

An institution is always recognized by its students and students are cognized by their *Alma Mater*. The students by their achievements bring accolades to the name of the institution. Keeping an eye on this, GSS DGS Khalsa College Patiala has started an office of Old Students Association to fortify the activities of the college. As per a native American saying-

'Tell me and I'll forget, Show me and I may not remember, Involve me and I'll understand...'

Likewise, Old Students' Association is a relationship of involvement and understanding between Khalsa College Patiala and its old educatees.

NAME

The association shall be called "OSA Khalsa College, Patiala."

SECRETARIAT

The secretariat of the association shall be based at Khalsa College campus.

AIMS & OBJECTIVES

OSA undertakes:

- ❖ To establish a link with the old students and enrol them as active members.
- ❖ To nurture the spirit of warmness, brotherhood and sociability amongst the old students of the college.
- ❖ To raise various endowment funds and award stipends out of it to the worthy and destitute students.
- ❖ To disburse 20% of the OSA funds for the scholarships, fellowships, medals and awards to the meritorious students of the college.
- ❖ To organize various academic, cultural and sports functions.
- ❖ To provide a platform to the old students of the college for exchange of thoughts and opinions for the betterment of the college.
- ❖ To perform all the other acts in the furtherance of the objectives of the Association.
- ❖ To substantiate and ameliorate the interest of Khalsa College, Patiala in general.

MEMBERSHIP

We invite the following categories of persons to be enrolled as members of OSA:

- ❖ Persons who have been students of GSS DGS Khalsa College, Patiala for at least one academic session.
- ❖ The Governing Body may accept any other person as an association member as a special case.
- ❖ A member of the association shall cease to be such a member if;
 - (a) Her/his degree is absolved by the college/university.
 - (b) She/he is convicted by a court of law for moral turpitude.
 - (c) She/he becomes mentally ill.

MEMBERSHIP FORM

The membership form may be obtained from the Office, Khalsa College Patiala or may be downloaded from our website viz. www.khalsacollegepatiala.org

Life Membership fee in Rs.500/-, US \$ 100 or equivalent

Benefactor Rs.5000/- or above

BENEFACTORS

The Benefactor shall occupy a position of pre-eminence in the association and will be admired as a motivating force for all the activities of the association. The association may look up to his/her benedictions and word of advice from time to time. Any person who has surpassed in his field of work and is eligible to become a member of OSA may be entitled as Benefactor of the association.

The following shall be the pioneering patrons of the OSA:-

❖ **Chief Patron**

The President, S.G.P.C, Sri Amritsar shall be ex-officio Chief Patron of the association.

❖ **Patron**

The Principal, Khalsa College, Patiala shall be ex-officio Patron of the association.

GENERAL BODY

The General Body shall consist of all the members of the association.

GOVERNING BODY

1. **PRESIDENT**

The President will be elected by the General Body for a term of three years. There would not be any bar to nomination of the present office holder if the Governing Body desires the same by simple majority. Nevertheless, the same person shall not hold this office for more than two consecutive terms.

2. VICE-PRESIDENT

The Vice-President will be appointed by the President for a term of one year. It may be extended at the delight of the President.

3. GENERAL SECRETARY

The General Secretary will be appointed by the President for a term of one year. It may be extended at the delight of President.

4. JOINT SECRETARY

The Joint Secretary will be appointed by the President for a term of one year. It may be extended at the delight of President.

5. TREASURER

The Treasurer will be appointed by the President for a term of one year. It may be extended at the delight of President.

6. PRESS SECRETARY

The Press Secretary will be appointed by the President for a term of one year. It may be extended at the delight of President.

7. COORDINATOR

The Coordinator will be appointed by the Principal of Khalsa College for a term of one year. It may be extended at the delight of Principal.

8. EXECUTIVE MEMBERS

Ten executive members will be selected by the President in consultation with the Principal of Khalsa College from the members of OSA.

RESPONSIBILITIES OF GOVERNING BODY MEMBERS

1. PRESIDENT

- ❖ The President shall chair over the meetings of the OSA and meetings of the Governing Body.
- ❖ The President shall be the conservator of the property and interests of OSA.
- ❖ The President shall call special meetings of the Governing Body or General Body of the association if written requisition signed by at least one third of total members of OSA is presented to him.
- ❖ The President shall have contingency fund of Rs.5000/- at his disposal to meet the expenditure in case of exigency.

2. VICE-PRESIDENT

- ❖ She/he shall perform the duties and functions of the President in the absence of the President or on the unfitness of the President.
- ❖ She/he shall perform such other duties and functions as may be confided to him/her by the President or the Governing Body.

- ❖ In case the President ceases to work due to any reason or resigns without any prior notice and without nominating the next President, the Vice-President will automatically, preside over the office of the President for the remaining period of term and he (the new President) shall nominate a new Vice-President for the remaining period.
- ❖ She/he shall have contingency fund of Rs.1000/- at his disposal to meet the expenditure in case of exigency.

3. GENERAL SECRETARY

- ❖ She/he shall call and organize meetings of the General Body and Governing Body of the OSA on directions of the President.
- ❖ She/he shall represent the OSA in all legal proceedings and sign all the legal documents / records on behalf of the OSA.

4. JOINT SECRETARY

- ❖ She/he shall assist General Secretary in dispensing all her/his duties.

5. TREASURER /FINANCE SECRETARY

- ❖ The treasurer will be the person who will be responsible for receiving payments from the OSA members and keep a track of the disbursing money
- ❖ She/he shall check and scrutinize the accounts of the OSA.
- ❖ She/he shall prepare an audit report for each financial year and submit the same to the President.

6. PRESS SECRETARY

- ❖ She/he shall look after the press reporting of major events organised by the association.

7. COORDINATOR

- ❖ She/he shall record the minutes of the meetings of Governing Body and OSA.
- ❖ She/he shall perform other duties and functions as may be conferred on her/him by the President / General Secretary.
- ❖ She/he shall maintain an up-to-date register of the members of OSA and other related work.

MEETINGS OF THE ASSOCIATION

GENERAL BODY MEETINGS

- ❖ At least one meeting of the association shall be held in each calendar year which shall be called the Annual Meeting of the General Body.
- ❖ Other General Body Meetings may be called by the General Secretary on directions from the President.
- ❖ 10% members shall constitute the assemblage for all kinds of the meetings.

- ❖ Special meeting of the Association shall deal with the agenda for which the meeting has been called for.
- ❖ Agenda of the General Body Meetings:
 - To analyze and acquire the report of the General Secretary.
 - To analyze and acquire the audit report and balance-sheet for the previous financial year.
 - To analyze and acquire the budget estimates for the coming year.

GOVERNING BODY MEETINGS

- ❖ At least one meeting of the Governing Body shall be called at least once every six months.
- ❖ Special meeting shall be called by the President on receipt of a written requisition signed by all members of the Governing Body.
- ❖ Ordinary meetings shall transact the line of work as per prepared agenda and circulated by the General Secretary in consultation with the President.
- ❖ Special meeting of the Association shall deal with the agenda for which the meeting has been called for.
- ❖ 20% members shall constitute the assemblage for all kinds of the meetings. However, for an adjourned meeting no quorum shall be necessary.
- ❖ Old Student Association Day will be celebrated annually.

NOTICE OF THE MEETING

- ❖ Meetings of the Association shall be called at a notice period of at least 15 days. However, in case of exigency a meeting can be called at a shorter notice.
- ❖ Meetings of the Governing body shall be called at a notice of 7 days. However, in case of exigency a meeting can be called at a shorter notice.

VOTING AND DECISIONS

All decisions at the meeting of the Association and of the Governing Body shall be taken by consensus or majority of the votes of the members present. In case of equality of the score, the President will have the deciding vote.

AMENDMENT OF THE CONSTITUTION

1. A proposal for the amendment of the constitution of the association shall be considered at the Annual General Meeting of the Association. Such a proposal shall be sent to the General Secretary of the OSA at least two months from the date of the Annual General Meeting and shall be circulated by the General Secretary to all the members at least one month before the Annual General Meeting.
2. Only those proposals for amendments which are approved by the Governing Body will be considered in the meeting of the General Body.

3. For considering the amendments of the constitution a minimum of 25 or 33% members (which ever is less) of the OSA shall be required to be present at the Annual General Meeting.
4. Subject to the provision made in (3) above an amendment of the constitution shall require the affirmation vote of not less than two-third of the members present.

INTERPRETATION OF THE CONSTITUTION

If there is any discrepancy about the interpretation of any clause or sub-clause of the constitution, the interpretation by the President shall be final and deciding.

PROCEDURE FOR FINANCIAL OPERATIONS

- ❖ A separate bank account in the name of OSA Khalsa College will be opened with State Bank of Patiala, Extension Counter, Khalsa College, Patiala.
- ❖ For operating the account signature's of the Principal of Khalsa College and one of the two following Governing Body members are mandatory:
 - President, OSA Khalsa College, Patiala.
 - General Secretary, OSA Khalsa College, Patiala.
- ❖ The accounts books / ledgers of the OSA shall be maintained by the Treasure. All papers, cheques, receipts and vouchers concerning the accounts of the association shall be prepared by and routed through the college office.
- ❖ All the expenditures will be incurred after the approval from the President and the Principle of Khalsa College, Patiala.

FUNDS AND ACCOUNTS

The association shall raise funds for pursuing the objectives of the association through:

- ❖ Subscription from the members
- ❖ Donation by the members/well wishers.
- ❖ Other sources as approved by the Governing Body.
- ❖ Audit of OSA finance will be undertaken once a year and will be done by auditor of Khalsa College.

OSA SCHOLARSHIPS

Scholarships to poor students shall be awarded on the recommendations of a Committee constituted for this purpose. This committee shall comprise of following members:

- President of OSA/ Nominee of the President
- Principal of Khalsa College, Patiala/Nominee of the Principal
- General Secretary of OSA
- Registrar of Khalsa College, Patiala

EPILOGUE

In case the OSA ceases to function due to any reason or the meetings of the OSA are not held for three consecutive years, the funds of the Association will be transferred to the students' welfare account of GSSDGS Khalsa College, Patiala.

CONTACT US

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