

**CONSTITUTION OF JAWAHAR NAVODAYA VIDYALAYA OLD STUDENTS'  
ASSOCIATION, VECHOOCHIRA, PATHANAMTHITTA**

**Chapter 1: General**

1. The Association shall be known as the Jawahar Navodaya Vidyalaya Old Students' Association, Vechoochira, Pathanamthitta, hereinafter referred to as '**NOSA,**' which shall be used as abbreviation wherever necessary.
2. In this Constitution and Rules framed hereunder, unless the context otherwise requires;
  - a. '**Executive Committee**' shall mean the committee constituted under Paragraph 6 II of this Constitution.
  - b. '**Financial Year**' shall mean the period commencing from 1<sup>st</sup> December to 30<sup>th</sup> November of relevant years.
  - c. '**General Body**' shall mean the General Body contemplated under Paragraph 6 I of this Constitution.
  - d. '**He**' shall include she also with its adjectives.
  - e. '**Members**' shall mean the persons who acquired membership of NOSA under Paragraph 4, subject to the restrictions contained in this Constitution.
  - f. '**nosapta.org**' shall mean the official Web Site of NOSA as provided under Paragraph 12 of this Constitution. "
  - g. '**Office Bearer**' shall mean the member who is elected to the posts mentioned in paragraph 6 II (d) of this Constitution.
  - h. '**Old Student**' shall mean a former student of the Jawahar Navodaya Vidyalaya, Vechoochira, Pathanamthitta, who has completed at least one year of study in the Vidyalaya and left the Vidyalaya .
  - i. '**Patron**' shall mean the Principal or Incharge of the Jawahar Navodaya Vidyalaya, Vechoochira, Pathanamthitta.
  - j. '**Vidyalaya**' shall mean the Jawahar Navodaya Vidyalaya, Vechoochira, Pathanamthitta.

3. Aims and objectives of `NOSA` shall be;
  - a. To create, foster and maintain union, friendship and fellowship among the old students of the Vidyalaya .
  - b. To maintain links between the Old Students and the Vidyalaya and to perpetuate their interest in their *Alma Mater*
  - c. To provide inspiration and guidance to the students of the Vidyalaya, through the experiences and achievements of the Old Students.
  - d. To enlist the interest and support of the old students in the improvement and development of the Vidyalaya.
  - e. To found scholarships and awards, and to promote any other object of general interest and usefulness.

## **Chapter 2 : Membership**

4. There shall be three kinds of members for `NOSA` as provided hereunder;
  - a. Any old student who pays either in full or in two installments spread over a period of one year, the Life Membership fee as prescribed from time to time, be a life member.
  - b. Any old student who pays an annual subscription as prescribed from time to time, be annual member, which will be effective for a specified period and be continued on renewal.
  - c. Former Principals and members of the teaching staff of the Vidyalaya, former and present, may be admitted as Honorary Member by the Executive Committee.
  - d. Membership of `NOSA` shall be given to an old student only after receiving an application prescribed by `NOSA` .
  - e. Application form prescribed by `NOSA` shall contain an agreement for accepting liability under Paragraph 5 (j) and other provisions of this Constitution.

5. Rights, Duties and Liabilities of the Members of `NOSA` shall be;

- a. All members shall have a right to receive an electronic copy of each of the `NOSA's Annual Bulletin as and when published and minutes of the meetings of the Executive Committee through nosa@yahoogroups. com or nosapta.org.
- b. All members shall have right to participate in the meetings, functions or similar programs conducted by `NOSA` for the general Body, subject to restrictions under clause (g) of this Paragraph.
- c. All members qualified under clause (b) of this Paragraph except Patron and honorary members shall have right to vote, if required, to support or otherwise, the decision to be taken in the proceedings of `NOSA` under clause (b) of this paragraph.
- d. All members qualified under clause (b) of this paragraph, except Patron and honorary members have right to bring any resolution for the benefit of `NOSA` or its working, duly permitted, in advance, by the Executive Committee.
- e. All members have right to resign from the membership of `NOSA` after notifying the same in writing to the President, who shall report it to the Executive Committee, which will be recorded in the minutes.
- f. No member can claim refund of any fees or other donations once paid to `NOSA` and `NOSA` is not liable to refund the same once received.
- g. All members shall behave in such a manner as to not to disturb the harmony of `NOSA` and other members and shall use the medium provided by `NOSA` including nosapta.org, to protect the interest of `NOSA,' which should not amount to moral turpitude, failing which the concerned member is liable to be suspended for a term or dismissed from the membership of `NOSA` by the Executive Committee after notifying through a show-cause notice in writing or email, giving reasonable time. Such members may be readmitted only by the approval of General Body. Add a paragraph about communication via email is equivalent to written document and emails in NOSA group should be decent.

- h. If any member has any complaints or grievances against the conduct of `NOSA` or members, shall give the same in writing addressed to the President, who shall report to the Executive Committee for their appropriate decisions and shall communicate to the concerned members.
- i. No members are allowed to discuss about the decisions taken by the Executive Committee under above clause (g) and (h) in public or in the medium provided by `NOSA` failing which he is liable for disciplinary action contemplated under above clause (g) of this paragraph.
- j. All members except Patron and honorary Members are jointly and severally liable for the debt, damages or losses which may arise from the actions of `NOSA` which are ratified, approved or sanctioned by the General Body on the majority required under this constitution and if any amount is to be paid in this regard shall be equally borne by all members.

### **Chapter 3: Organization, Administration and Finance**

6. `NOSA` shall have two bodies of members for its administration and management viz, General Body and Executive Committee.

I. General Body;

- a. All members qualified under Paragraph 4 clause (b) shall constitute the General Body of `NOSA.`
- b. All policy decisions to be executed by `NOSA` shall be approved by majority of the quorum of General Body, as provided under this constitution.
- c. All decisions bearing financial expenses above Rs.25,000/- shall be approved by two third majority of the quorum of General Body.

II. Executive Committee;

- a. All affairs of `NOSA' shall be managed and administered by Executive Committee, which shall consist of Office Bearers as provided under clause (c) below and one representative from each batches of old student at the time of the meeting of General Body for the purpose of election, including one person having Technical qualification or Technical job and proficiency in the working of computers, elected by the General Body on its majority from the quorum, in every two years.
- b. The term of Executive Committee shall be for two years, which may be extended up to six months in the event, the meeting of General Body could not be held at relevant time due to unavoidable circumstances
- c. The General Body, shall elect a president, a vice president, a secretary, two joint secretaries and a Treasurer who shall execute the decisions of the General Body and Executive Committee as provided by this Constitution.
- d. A new Executive Committee duly elected by General Body shall take over the charge after the result of such election is declared by the President.
- e. Every office of Executive Committee shall be honorary.
- f. Executive Committee shall meet at least three times every year and may meet as often as may be desirable at the direction of the President or at the written request of any member of the Executive Committee.
- g. Absence of any member of Executive Committee in its three consecutive meetings without justifiable cause, which shall be intimated to the President, either before or within three days after such meeting shall disqualify his membership from the Executive Committee.
- h. The entire management of NOSA, the attainment of its objectives and the supervision of all the business connected with its affairs shall vest in the Executive Committee.
- i. The Executive Committee shall be empowered to do all acts at its discretion on behalf of NOSA same as restricted herein.
- j. The Executive Committee shall be empowered to co-opt additional members not exceeding five in number, for the management of the different functions of NOSA.

- k. Before the next Annual General Body Meeting, if any vacancy occurs in the Executive Committee the same shall be filled up for the rest of the period by the Executive Committee and should be approved by the commencing general body.
  - l. Such filling up of the vacancy shall be done immediately after the occurrence of the vacancy and in any case before the end of the next meeting. Any business transacted by the Executive Committee during the period of such vacancy shall be legal and valid.
  - m. The right to accept the resignation of a Member of the Executive Committee shall be vested in the Executive Committee.
7. The patron shall provide guidance and assistance in the smooth functioning of the NOSA and shall host once in every year, a reunion of the Old Students.
8. The President;
- a. The President shall be the executive head of NOSA and shall supervise all the affairs.
  - b. He shall preside at all the meetings of the General Body and the Executive Committee.
  - c. All the activities of NOSA shall be conducted under his directions.
  - d. He shall keep a watch over the implementation of the general policy and decisions taken by the General Body and Executive Committee from time to time.
  - e. He shall conduct the elections of the Office Bearers and members of the Executive Committee at the Annual General Body Meeting.
  - f. He shall not hold the same office for more than two successive terms.
  - g. At all meetings, the President shall have a casting vote in the event of an equal division.
  - h. President may resign from the post after notifying the same in writing to the Vice-President who shall report to the Executive Committee and on its approval he may take charges of President until next President is elected by the Executive Committee.

9. Vice- President;

- a. He shall officiate the President in his absence or resignation and to perform all duties or responsibilities contemplated in this Constitution.
- b. He shall assist the President in his work.
- c. He shall not hold the same office for more than two successive terms.

10. Secretary;

- a. The Secretary shall control the finances of NOSA and direct all expenditures. He along with the Treasurer shall jointly operate the accounts of NOSA.
- b. He shall be the administrative head of NOSA.
- c. All press releases and legal documents in favour of NOSA shall be signed by the Secretary at the direction of the Executive Committee or ratified subsequently.
- d. He shall organize meetings, functions and fixtures on behalf of NOSA.
- e. He shall carry out the directions of the Executive Committee and implement the decisions taken by the Executive Committee and the General Body.
- f. He shall present the Annual Report of all activities of NOSA, for the previous Financial Year at the time of Annual General Body Meeting.
- g. He shall receive from the Treasurer and incorporate in the Annual Report, a Balance Sheet up to the date of Annual General Body Meeting.
- h. He shall sign the bills and receipts of NOSA in the absence of the Treasurer.
- i. He shall record in writing, the proceedings (minutes) of every Annual General Body, Special General Body, and Executive Committee meetings.
- j. He shall generally maintain communication with all members of NOSA and with other old students of the Vidyalaya .
- k. All correspondence of NOSA shall devolve on the Secretary under the Head and Seal of NOSA.
- l. He shall convene and organize the General Body Meetings and the meetings of the Executive Committee and give notice thereof to members.

- m. He shall maintain all the records of NOSA.
- n. He shall preserve all the properties, records and documents of the NOSA.
- o. He shall collect and disseminate such particulars and information, which will be of use and interest to the members of the NOSA.
- p. The Secretary shall maintain a common register containing the particulars of all the Old Students of the Vidyalaya .
- q. He shall send a copy of the Annual Report to all the members within one month from the Annual General Body Meeting.
- r. He shall not hold the same office for more than two successive terms.

11. Joint Secretaries;

- a. In the absence of the Secretary, the Joint Secretary, senior (in age) shall carry out the directions of the Executive Committee and the duties of the Secretary.
- b. The Joint Secretaries shall assist the Secretary in his duties.
- c. They shall not hold office for more than three terms consecutively.

12. Treasurer;

- a. He shall deposit within a week of their receipt all the sums received in a Savings Bank Account in the name of NOSA.
- b. Withdrawals from the above mentioned account of NOSA shall be authorised by the Executive Committee at its meetings.
- c. Withdrawals in times of emergency shall be judiciously made with the Secretary and shall be ratified at the next Executive committee meeting.
- d. He shall present at the time of the Annual General Body Meeting a statement of accounts of the amount received and expended by NOSA, drawn up the annual general body meeting date.
- e. He shall prepare and pass on to the Secretary, a Balance Sheet drawn to the aforesaid date to be incorporated in the Annual Report well in advance(minimum 7 days in advance) before the Annual General Body Meeting. Expenses after the above mentioned period should be shown as an Expense statement.

- f. He shall maintain the accounts of income and Expenditure.
- g. He shall maintain all receipts and vouchers for the expenses incurred by NOSA.
- h. He shall devise ways and means to raise the finances in the interest of NOSA.
- i. He shall along with the Secretary jointly operate the finances of NOSA.
- j. He shall not hold the same office for more than two successive terms.

13. Web Site and Web Team;

- a. 'nosapta.org' shall be the domain for NOSA and the website shall be www.nosapta.org, which shall be one of the official medium of communication and to publish details of NOSA and its members, and of public interest.
- b. There shall be a committee of five members elected by the General Body for the administration and management of all affairs of nosapta.org, which will be referred to as Web Team.
- c. The Web Team shall have one member from the Executive Committee, who has Technical qualification or Technical job and proficiency in the working of computer.
- d. One of such elected members shall be elected by the Web Team on majority as its coordinator and:
  - i. He shall be the custodian of nosapta.org.
  - ii. He shall convene meetings of the Web Team as and when required, for taking decisions regarding nosapta.org, on majority.
  - iii. He shall execute all decisions of the Web Team and NOSA.
  - iv. He shall report all matters pertaining to nosapta.org to the Secretary.
- e. The term of the Web Team is for two years.
- f. All the expenses for maintaining the website shall be met by NOSA and the Secretary shall pay such expenses to the Co- coordinator, which may be audited by the Audit Committee.
- g. The Web Team shall administer and manage the nosapta.org only for the interest of NOSA and members.

- h. The Web Team shall see that the contents of the nosapta.org are legally permissible under the laws in force.
- i. The Web Team shall have the right to edit, publish, unpublish or reject any contents in the nosapta.org, in the interest of NOSA and members.
- j. General Body shall have the power to control the working of nosapta.org and in the event, actions of Web Team or contents of nosapta.org are found to be detrimental to the interest of NOSA or members, the Web Team may be suspended, expelled, replaced or be taken over.
- k. All monetary benefits or assets that may be earned through the activities or administration of nosapta.org shall be owned by NOSA and the Web Team shall deposit the same to NOSA and handover to the Secretary.
- l. If any vacancy occurs in the Web Team before its term expires, the Executive Committee may nominate members for the same, till the General Body elects new member/s for the same.

14. Funds etc.;

- a. All Assets and Liabilities shall be kept in trust by the Secretary and Treasurer under proper permanent Books of Accounts, Books of Minutes, Receipts, Vouchers etc.
- b. All funds of NOSA shall be kept in a Bank and all such accounts shall be operated by the Secretary and Treasurer jointly as prescribed from time to time by the General Body.
- c. Treasurer may keep Rs.10,000/- at a time, in cash with himself to meet emergency payments for NOSA.
- d. If the Executive committee approves, members may donate any amount with specific instructions for utilizing the same for specified purpose and the NOSA shall utilize it or the said purpose only, which may be utilized other than the specified purpose at the instruction of the donor. The Secretary shall report it to the general Body in its next meeting.

15. nosa@yahoo.com shall be one of the official media for communication among the members and its administration and management shall be vest on NOSA and the General Body is competent to take decisions on its affairs.

16. Once in every financial year, the accounts of NOSA shall be audited by the auditors appointed for the purpose by the General body and be reported to the Executive Committee.

#### **Chapter 4: Meetings and other Proceedings**

##### 17. Annual General Body Meeting;

- a. Annual General Body Meeting of NOSA shall be held once in every year which shall ordinarily be on the last week of December each year.
- b. The ordinary business to be transacted at the Annual General Meeting will be the following.
  - i. Election of Executive Committee and office bearers whose term is due to expire on the day.
  - ii. Review of the activities of the previous year.
  - iii. Planning of activities for the coming year.
  - iv. Enactment of new bye-laws or schemes, if required.
  - v. Rectification of the same if any.
  - vi. Conducting of other business, if any, on the agenda.
  - vii. Presentation of Annual Report and discussion on the same.
  - viii. Presentation of Audited Annual Accounts of NOSA together with the Budget.
- c. Any business other than the ones, listed above shall, be special business and the same shall be stated as such, in the notice for the meeting with an explanatory statement as to the necessity of the business.

##### 17. Special General Body Meeting;

- a. All the General Body Meetings other than the Annual General Body Meeting shall be Special General Body Meetings.
- b. A Special General Body Meeting may be held at the discretion of the Executive Committee.
- c. A Special General Body Meeting at the written request of twentifive percent of the total members or one hundred members of NOSA, which ever is less, must be called for by the Secretary within thirty days from the date of such requisition.

- d. Special functions shall be organised on the request of the General Body or the Executive Committee.
- e. The proceedings of all meetings shall be recorded in writing.

18. Notices for meetings;

- a. There shall be a notice sent to all the members of NOSA at least fourteen days in advance before the date of the Annual General Body Meeting by the Secretary and the same shall be put in nosapta.org or nosa@yahoogroups.com.
- b. The date of the next Annual General Meeting may be fixed in a Meeting.
- c. Non-receipt of notice by any member will in no way jeopardise the proceedings of any meeting provided there is quorum.
- d. The notice period for the Meeting of the Executive Committee is seven days. Provided that, a meeting of the Executive Committee may be held on short notice if the same is agreed to by the quorum of the Executive Committee.

19. Quorum for the meetings shall be;

- a. The required quorum for the Annual General Body and Special General Body Meetings shall be fifty members present and voting.
- b. Quorum for Executive Committee shall be seven members of the Executive committee.
- c. If any decision can not be taken for want of required quorum, the secretary shall give notice of fourteen days of the same detailing the business to be conducted therein to the members, for convening a second meeting and decisions on such matters can be taken subject to Paragraph 6 I (C).

20. Miscellaneous:

- a. The Executive Committee shall have the right to frame bye-laws and such other rules and regulations as may be necessary for the efficient working and convenient management of the affairs of NOSA or in any matter connected therewith. Such bye-laws, rules and regulations shall be ratified at the next General Body Meeting of NOSA.

- b. The rules framed herein shall be altered, amended or abridged only at the General Body Meeting of NOSA wherein a resolution to the effect has been passed by not less than two third of the members present and voting.
- c. The Executive Committee may appoint “ad hoc” or periodical sub-committees of NOSA as provided under this Constitution, however, in all such committee/s the Secretary and/ or the Treasurer shall be members.
- d. On dissolution of NOSA, the entire fund or other property of NOSA shall be transferred to a trust fund for beneficiaries viz, the Vidyalaya and old students.
- e. It is within the power of Executive Committee to organise functions or meetings other than what is provided in this Constitution in the interest of NOSA with due approval of General Body.
- f. In emergency situations, if it is not possible to conduct the General Body Meeting and in the opinion of Executive Committee, certain important decisions are to be taken, it may authorise the Secretary to notify the same to the members through notice in writing or nosapta. org or nosa@yahoogroups.com and conduct poll and such decisions on majority, provided at least fifty members participate therein.
- g. What all comes in the way which is not provided under this Constitution, the General Body is empowered to decide for compliance in the interest of NOSA.
- h. In the event of any ambiguity in the provisions of this constitution, the decision of the General Body in this regard shall be final.
- i. Any dispute or legal cases pertaining to NOSA shall be filed only in the Courts/ Authorities having jurisdiction over Ranny Taluk by the members.

**END**