



MEMORANDUM AND BYE LAWS OF OLD GEORGIAN ASSOCIATION

REGN. NO. 61/2005 (Registered under the Tamil Nadu Societies Regulation Act)

MEMORANDUM OF ASSOCIATION

- a) The name of the Association shall be **OLD GEORGIAN ASSOCIATION (OGA)**.
- b) The Registered Office of the Association shall be situated at the Office of the LAIDLAW MEMORIAL SCHOOL & JUNIOR COLLEGE, Ketti – 643215, Nilgiris, India.
- c) The Association is established with the following aims and objects:

The main purpose of the Association is to provide an organization through which the Alumni of the LAIDLAW MEMORIAL SCHOOL & JUNIOR COLLEGE, Ketti, faculty, staff and students of the institute can interact with each other for mutual benefit and to further the objectives outlined below.

- i)* To facilitate and encourage alumni to contribute towards improvements in the status of the institute in areas pertaining to academics, infrastructure, industry interactions and any other area that the alumni and the institute feel appropriate.
- ii)* To facilitate improvement in networking among alumni with the following purposes in view:
- (1)* Providing a platform for social interactions and enabling higher levels of interactions.
- (2)* Enabling interactions between alumni for mutual benefit in academic and/or business areas.
- (3)* Providing assistance to alumni and their families where deemed fit by the association.
- iii)* To render assistance to students of the institute through grants, scholarships and prizes and to provide assistance in academics, placement or any other area that is felt as appropriate by the association and the institute. The association shall also work towards better interactions between alumni and students by providing forums and creating opportunities for such interactions.
- iv)* The association will also encourage and facilitate the alumni taking up activities that are geared to improve society at large and particularly the underprivileged sections of society.



v) To further such objects as the General Body may decide from time to time

The name, address and occupation of the members subscribing to the Memorandum of Association on the date of Formation, viz. 26th July, 2004, are as follows:

	Name	Address	Occupation
1	T.R.Thamilarasu	23, South Raja Street, Tuticorin	Salt Industry
2	N.R.Krishnamurthy Raja	180-C,Vivekananda Road Rajapalayam 626117	Cotton Industry
3	A.M.S.G.Ashokan	Arasan Group of Industries Thiruthangal Road, SIVAKASI	Fireworks & Aluminium Industry
4	B.Kishore Kumar	F-3,"Pranav Enclave Vadavalli, Coimbatore-46	Development Officer Insurance
5	Pravin Pujara	22.D.B.Road, R.S.Puram,Coimbatore	Agency
6	Cherie Maheswaran	36,1 st Main Road, CIT Colony Mylapore, Chennai-4	Banking Professional
7	P.Jayakumar	779,Avanashi Road, Coimbatore 641018	Bearings Trade
8	N.C.Neelakantan	C.N.Estate Ketti-Palada Nilgiris 643215	Tea Plantations
9	Babu Rajasabai	71, Coronation Colony, Sivakasi 626123	Printing Industry
10	V.Rajasekaran	196,Main Bazaar Ootacamund 643001	Financiers
11	Peggy Ricketts	YWCA Eastbourne Ootacamund	Nursing (retd.)
12	Rathna Shekhar	4B, Perumal West Car Street, Tirunelveli 627001	Brick Industry
13	R.Jayaprakash	211.T.V.Samy Road, R.S.Puram, Coimbatore	Construction Industry
14	Anand Naidu	260,36,Cross, 8 th Block Jayanagar, Bangalore 560082	Business
15	M.S.Vijendra	No.2,Bangragiri Buddhamarga, Siddartha Nagar, Mysore - 20	Hotel Industry



BYE – LAWS

The following are the bye laws of the Association:

1. **MEMBERSHIP :**

i. Eligibility for Membership to the association will be categorized as defined below :

- a] **Patron** : The Laidlaw Memorial High School & Junior College represented by the Principal who shall be the ex-officio Patron of the OLD GEORGIAN ASSOCIATION.
- b] **Associate Member** : any individuals who upon their acceptance of the bylaws and other general documents of the Association and payment of dues shall be entitled to all membership rights and benefits except to hold elected positions and to vote.
- c] **Member** :
 - a) Every person who has studied in the Laidlaw Memorial High School & Junior College, shall be eligible to become Life Member or Annual Member.
 - b) Any person who has been associate member of the Association for at least 2 years and has the approval from the Executive Committee.
- d] **Staff Member** : The academic staff, including visiting Staff, other than those falling under category i (b) above, shall be eligible to become Staff Member.
- e] **Honorary Member** : Honorary members are entitled to all membership rights and benefits but shall not be required to pay the membership fee.

ii. **ENROLMENT** : The rules for enrolment of members to the association are as follows.

- (a) **Existing Members**: These are all persons who have studied in the Laidlaw Memorial High School & Junior College whose membership fees have been received by OLD GEORGIAN ASSOCIATION as on date. These Members need not apply for membership afresh. However, they must get registered for updating the Register of Membership. If any such member fails to get registered within 12 months from the adoption of this amended Bye-Law, he/she is liable to be considered as a de-registered member. Provided further that such a person may seek re-registration after complying with the regulations prescribed by the Executive Committee of the Association.



- (b) **New Members:** Every person who has studied in the Laidlaw Memorial High School & Junior College, and who is not an existing member, shall apply for registration of Graduate Membership following the rules prescribed by the Executive Committee of the Association.
 - (c) **Staff Members :** Academic Staff, including visiting Academic Staff, Former Staff Members who do not qualify in the above categories shall be entitled to apply for Registration of Membership in the Form prescribed by the Executive Committee of the Association.
 - (d) **Honorary Members :** Eminent persons may be admitted to be Honorary Members as may be considered by the Executive Committee of the Association. All Board Members of the St. George's Homes Society, Ketti – 643215, Nilgiris, INDIA shall be Honorary Members.
- iii. A register of members shall be kept at the registered office of the Association.
 - iv. If a member changes his postal and/or e-mail address, he shall notify his new address to the Alumni Association Office and the entry in the register shall be accordingly changed; but if he/she fails to notify his/her new address, the address in the roll of members shall be deemed to be his/her address.
 - v. All communication to the members will be through e-mail, unless specifically requested by the member in writing that communications should be sent by post.
 - vi. Where a member of the Association becomes a member by virtue of the office or appointment he holds, his membership of the Association shall terminate when he ceases to hold that office or appointment.
 - vii. A member of the Association shall cease to be a member on the happening of any of the following events.
 - a. If he dies, resigns, becomes of unsound mind or be convicted of a criminal offence involving moral turpitude.
 - b. If any annual member fails to pay the subscription or fees for twelve months after the same has fallen due shall cease to be a member of the Association and the Secretary shall remove the name of such defaulter from the register of the members.
 - viii. The Executive Committee shall have power to expel a member for willful disregard to the Association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his conduct.



- ix. A resignation from membership shall be tendered to the President and it shall not take effect until it has been accepted on behalf of the Association by the Executive Committee.

2. SUBSCRIPTION AND FEES:

- i. The life membership fee of the Association shall be Rs. 2,000/- (Rupees Two Thousand only) for members as defined above.
- ii. The annual subscription fee for members under shall be Rs.300/- (Rupees Three Hundred only).
- iii. The membership and subscription fees are subject to revision from time to time with the approval of the General Body.

3. MEETINGS:

- i. The Annual General Body Meeting of the Association shall be held not later than 31st July every year, at the School premises or at such notified place and at such time and date as the Executive Committee may determine to transact the following business:
 - a. To approve the annual report and the audited statement of accounts of the Association for the previous financial year ending, 31st March.
 - b. To elect the members of the Executive Committee of the Association and office bearers.
 - c. To appoint auditor or auditors to hold office from the conclusion of one Annual General Body Meeting to the conclusion of next Annual General Body Meeting.
 - d. To discuss, and resolve matters of general interest to the members which may be placed before the meeting or any other matter for which seven days notice has been received from any member, subject to the permission of the Chair.
- ii. At least 21 days notice shall be given for holding the Annual General Meeting. The Secretary's report and the audited statement of accounts of the preceding financial year shall be circulated and/or posted on the Association's website at least seven days prior to the date of Annual General Body Meeting.
- iii. An Extraordinary General Meeting of the members of the association may called by the Executive Committee. Such Extraordinary General Meeting may also be called at the request made to the Executive Committee in writing by at least one fourth of the members of the Association. The meeting shall be called within one month from the date



of receipt of their requisition in writing. For holding an Extraordinary General Body Meeting, 21 days clear notice shall be given to the members specifying the business to be transacted.

- iv. The President of the Association or in his absence the Vice-President shall preside over the meeting. Where both the President as well as the Vice-President are not able to attend the meeting, the members among themselves elect one of the members to preside over the meeting.

4. QUORUM AND VOTES:

- i. The quorum for a General Body Meeting shall be 25 members.
- ii. Every member shall have one vote and in case of equality of votes, the Chairman of the meeting shall have a casting vote. A member shall not vote by proxy.

5. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE OF MANAGEMENT:

- i. The affairs of the Association shall be managed by an Executive Committee consisting of the Patron, a President, a Vice-President, a Secretary, a joint-Secretary, a Treasurer, and ten elected members.
- ii. In addition to the above (i), the Executive Committee may co-opt additional members for any specific purpose, as deemed necessary. The co-opted members have to step down at the next Annual General Body meeting.
- iii. The quorum for an Executive Committee meeting shall be five elected members.
- iv. The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the association.
- v. Vacancy in the Executive Committee arising on account of resignation, or otherwise, of the same may be filled up by the Executive Committee by co-option.
- vi. The Executive Committee shall have the power to frame bye-laws consistent with the aims and objects of the Association. Such provisional bye-laws shall be placed before the next General Body Meeting for ratification.

6. APPOINTMENT AND REMOVAL OF THE EXECUTIVE COMMITTEE OF MANAGEMENT:



- i. The General Body shall elect at the annual meeting the office bearers and members of the Executive Committee.
- ii. A presiding officer will be appointed by the Executive Committee for the purpose of the conduct of the elections. The list of the eligible nominees for the various posts shall be clearly communicated and / or posted on the Association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.
- iii. The election can be held by a reliable physical or electronic voting.
- iv. The General Body shall elect the President, Vice President, Secretary, Joint Secretary, Treasurer and ten core members.
- v. The President, Secretary and Treasurer, any two of them shall be signatories for operation of accounts.
- vi. Persons standing for the position of President, Vice- President, Secretary and Treasurer should have served as a member of the Executive Committee (elected or co-opted) for at least one term.
- vii. The immediate past President, Secretary and Treasurer will be ex-officio members of the Executive Committee.
- viii. The office bearers and members of the Executive Committee will be elected for a period of two years.
- ix. Any Executive committee member who is absent for three consecutive Executive Committee meetings automatically ceases to be a member of the Executive Committee.
- x. In case of an office bearer resigning or ceasing to be a member of the Executive Committee for any other reason, the post will be filled from among the elected Executive Committee members. This person will officiate till the next Annual General Body meeting, when a new person will be elected.

7. FUNDS - THEIR OPERATIONS:

- i. Money received from membership fees, donations, subscriptions etc. shall constitute the income of the Association.
- ii. The funds of the Association shall be invested in such banks or in such authorized securities as may be decided by the Executive Committee, and shall be operated jointly



by the Treasurer with the President or Secretary or any other member authorized by the Executive Committee.

- iii. The budget has to be prepared and approved by the Executive Committee.
- iv. Bank A/c shall be operated jointly or severally against any two signatures of the President, Secretary and Treasurer of the Executive Committee.

8. KEEPING OF ACCOUNTS:

- i. The Treasurer shall keep an account of the general funds of the Association. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.
- ii. The accounts of the Association will be subject to annual audit by an auditor to be appointed by the Members in the Annual General Meeting

9. AUDIT OF ACCOUNTS:

The Executive Committee shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit, to person or persons appointed as auditor or auditors. The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

10. INSPECTION OF BOOKS:

- i. The books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hours at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the Secretary to produce the same on request by the member at free of cost.
- ii. Copies of Memorandum and Bye-Laws of the Association and audited statement of accounts shall be posted on the Association's website, if available. If a member desires



a printed copy, the same may be furnished to the member on application with payment of fees at cost per copy of each document.

- iii. The Secretary shall file with Registrar within one month after the date of Annual General Body Meeting -
 - a. An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and secretary.
 - b. A statement of the names, addresses and occupations of the persons who, at the expiry of the financial year, were members of the Association, and
 - c. A declaration to the effect that the Association has been carrying on business or has been in operation during the financial year.
- iv. It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the Association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the Association.

11. NEW RULES AND ALTERATION OF RULES:

No new rules shall be made nor any of the rules herein contained shall be amended, altered or rescinded except with the consent of three-fourth of the members present at a General Body Meeting of the Association specially called to discuss such changes as included in the agenda.

12. WINDING UP:

If, on the winding up or dissolution of the Association, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Association or any of them shall be dealt with in such manner as the Government of India may determine.

(B.Kishore Kumar)
Secretary



(T.R.Thamilarasu)
President

UDHAGAMANDALAM

13-06-2005