



Gauhati Medical College



**Constitution
and by-laws**

(As adopted on 10 April 2010)



Gauhati Medical College Alumni Association Constitution and by-laws

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1. **The Name of the Society:** - The name of the Society shall be “**Gauhati Medical College Alumni Association**” here in after called the **Society**.
2. **Address of the main office of the Society:** - Gauhati Medical College Hospital Premises, Bhangagarh, Guwahati - 32
3. **Aims and Objectives :-** The aims and objectives of the Society shall be:
 - 3.1 To strive for and contribute towards all round development of Gauhati Medical College.
 - 3.2 To adopt such means and take such measures as are considered necessary for the development of academic activities in Gauhati Medical College.
 - 3.3 To organize program for professional up-gradation of alumni.
 - 3.4 To help alumni and their families in dire need.
 - 3.5 To maintain a data bank of all alumni; inform / intimate alumni about achievements, bereavement etc.
 - 3.6 To take such other steps as may be deemed necessary for the furtherance of aforesaid objects.
4. **Fund:**
 - 4.1 Fund of the society shall come in the form of membership fee, subscription, donation etc.
 - 4.2 All fees, subscriptions, donations etc. shall be collected at the office of the society by the Treasurer or Secretary General or President or by any other person authorized for the purpose by the **Executive Council (E.C.)**.
 - 4.3 President, Secretary General and Treasurer shall open and operate a Savings Bank Account in any scheduled nationalized bank in Guwahati in the name of the society for the smooth functioning of the society.
 - 4.4 Treasurer and either President or Secretary General shall be the signatories in Society's cheque.
 - 4.5 Treasurer of the society shall be responsible for keeping up to date the accounts of income and expenditure, getting the accounts audited by the

Auditors appointed by the E.C. for the purpose and for placing the audited accounts before the E.C. and the General Council (GC) meeting of the society.

5. **Membership:**

- 5.1 Any person (male/female) who has completed his/her MBBS and/or Post Graduate Course from Gauhati Medical College and who is willing to render voluntary service towards enhancing the objectives of the society may apply in a prescribed application form for membership.
- 5.2 On his/her application being accepted by the E.C. he/she shall have to pay one time **Membership Fee of Rs. 1000.00 (Resident Indians) / \$ 75 / £ 50 (Non-Resident Indians)** only.

5.3 The Membership Fee is not refundable under any circumstances.

6. **General Council (G.C.):**

- 6.1 All the registered members of the society shall constitute the G.C. of the Society.
- 6.2.1 The G.C. shall be the supreme body of the society. It shall lay down policies receive and consider the reports and accounts and control the E.C. in formulating and carrying out programme for the furtherance of the aims and objectives of the Society.
- 6.2.2 The G.C. shall meet ordinarily once every year and such meeting shall be called as the Annual General Council Meeting. Any General Council Meeting other than Annual General Council Meeting shall be called the Special General Council Meeting.
- 6.2.3 A Special General Council Meeting may either be requisitioned by 10% of the registered members of the society or be convened by the E.C. for deliberation of some important matters.
- 6.3 The business of the General Council Meeting shall be as below.
- To consider and adopt the audited accounts and reports of the Society.
 - To formulate policies and programmers for the ensuing year.
 - To pass the budget for the ensuing year.
 - To elect the E.C. members (once in every five years).
 - To consider and pass any amendment, alteration, addition or deletion in the Constitution and by-laws of the Society.
 - To transact any other business as may be brought before the meeting by the E.C. or by any other member of the General Council, notifying at least one month before the scheduled meeting.

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6.4.1 10% of the registered members of the society shall form the quorum of the General Council meeting.

6.4.2 If there is no quorum in a scheduled meeting, the time, date and venue of the re-scheduled meeting shall be decided by the members of G.C. present on that day. Such re-scheduled meeting shall be held valid even without quorum.

7. Executive Council (E.C.):

7.1 The E.C. shall be elected by the members of the General Council.

7.2 E.C. shall consist of the following office bearers.

| | |
|-------------------------------|-------------------|
| President | 1 |
| Working President | 1 |
| Vice Presidents: | 11 (Total eleven) |
| From GMC | 1 |
| From AMC | 1 |
| From SMC | 1 |
| From JMC | 1 |
| From State | 1 |
| From General | 3 |
| From Outside state | 1 |
| From N.E. states | 1 |
| From Abroad | 1 |
| Secretary General: | 1 |
| Secretaries: | 4 |
| Assistant Secretaries: | 10 (Total ten) |
| Treasurer: | 1 |
| Assistant Treasurer: | 1 |
| Office Secretary: | 1 |

Assistant Office Secretaries: 3

Editor-in-Chief: 1

Members, Editorial Board: 11

Executive Council Members: (Unlimited)

Two from each batch

Two from each branch

7.3 The E.C. shall be the administrative and executive body of the Society and it shall be responsible to the General Council.

- 7.4 The E.C. shall hold office for a period five years and there is no bar in their re-election to the next E.C.
- 7.5 The E.C. may invite person / persons to its meeting with prior permission of the President / Working President for any discussion or advice; however, such invitees shall not have the right to vote.
- 7.6 Any Vacancy arising in the E.C. shall be filled up by the E.C. itself.
- 7.7 The E.C. shall have the power to form a **Core Committee (C.C.)** from the office bearers of E.C. for conduct of day-to-day business of the society and shall also have the power to dissolve and reconstitute such C.C. as and when it deems necessary.
- 7.8 The C.C. shall have following ~~15 (twelve)~~ members of the Executive Council.
- 7.9 President, Working President, 2 (two) Vice Presidents, Secretary General, 3 (three) Secretaries, 3 (three) Assistant Secretaries, Treasurer, Assistant Treasurer, Office Secretary, Editor-in-Chief shall be the fifteen members of the C.C.
- 7.10 8 (eight) members of the C.C. shall form the quorum.
- 7.11 If there is no quorum in a scheduled meeting, the time, date and venue of the re-scheduled meeting shall be decided by the members of C.C. present on that day. Such re-scheduled meeting shall be held valid even without quorum.
- 7.12 The E.C. shall have all powers and responsibilities to perform all such functions as are the powers and functions of the society mentioned in the Constitution and by-laws, except those which are required to be performed by the General Council under the Constitution and by-laws.
- 7.13 The E.C. shall have full power and authority to do all acts, solve problems, and sign agreements as may be necessary for fulfillment of the aims and objectives of the Society.
- 7.14 The E.C. shall take decisions on policies, formulate and implement the programme for the fulfillment of the aims and objectives of the Society.
- 7.15 The E.C. shall take necessary steps for safeguarding the properties of the Society and bear necessary expenditure for the purpose.
- 7.16 The E.C. shall take steps to prepare and submit to the General Council the report of the activities and audited statement of accounts of the society during its term in Office.
- 7.17 The E.C. shall solicit, obtain or accept donations, subscriptions, grants and gifts from individuals/institutions as and when necessary for the fulfillment of the aims and objectives of the society.

7.18 Quorum of the E.C. meeting:

7.18.1 Fifteen members of the E.C. shall form the quorum in the E.C. meeting. For any decision, if not accepted unanimously, consent of $\frac{2}{3}$ (two-third) of the members present shall be required.

7.18.2 If there is no quorum in a scheduled meeting, the time, date and venue of the re-scheduled meeting shall be decided by the members of E.C. present on that day. Such re-scheduled meeting shall be held valid even without quorum.

7.19 In absence of President, Working President or senior-most Vice President shall preside over the meeting for the day.

7.20 The E.C. shall meet at least once in six months.

7.21 The Secretary General shall convene the meeting of the E.C. on a date fixed with prior consent of the President specifying the agenda for the meeting.

7.22 All office bearers of the E.C. shall be of honorary nature and shall not be paid any honorarium.

8. Resolutions and decisions:

8.1 In any of the meeting of G.C., E.C. and C.C. $\frac{2}{3}$ (two-third) majority of the members present shall be necessary for taking any decision.

8.2 In case of any disputes, President of the meeting's decision shall be final.

9. Chief Advisor and Member, Advisory Council:

9.1 Principal of Gauhati Medical College shall be the Chief Advisor of the society.

9.2 The E.C. shall elect senior and reputed registered members of the society as the members of the Advisory Council for 5 (five) years.

10. Auditor:

10.1 Secretary General with the approval of the E.C. shall appoint a qualified person as External Auditor who shall audit the accounts of the society every year and prepare the audited report for its submission to the General Body Meeting and then for its submission to the registrar of the societies regularly.

10.2 Secretary General with the approval of the E.C. shall appoint a senior member of the Society, who is not a member of E.C., as internal auditor for the purpose of auditing Society's accounts before submitting to the External Auditor.

10.3 Society's audited report shall be from 1st April to 31st March of each year.

10.2 The External Auditor must not be a registered member of the society.

11. Disciplinary action against undesirable Member:

11.1 Membership of any member who goes against the rules and regulations of the society and works against its aims and objects may be terminated by the E.C.

11.2 Before termination the member concerned shall be issued a show cause notice informing the concerned member to send a written reply to the President of the society within 7 (seven) days time.

12. Dissolution: If necessary the Society may be dissolved and the properties remained after dissolution may be handed over according to the provisions laid down in **Section 13 and 14** in the **Societies Registration Act. XXI of 1860.**

This is certified to be true copy of the Constitution and by-laws of the **Gauhati Medical College Alumni Association**, adopted in its **General Council Meeting** held on **10 April 2010**.



Dr. Narendra Nath Dutta
President



Dr. Gautam Kumar Goswami
Working President



Dr. Prafulla C. Deka
Secretary General

