

10.03.2018

**THE DOON SCHOOL OLD BOYS' SOCIETY, DEHRA DUN
MEMORANDUM OF ASSOCIATION**

1. **NAME**

The name of the Society is the Doon School Old Boys' Society.

2. **REGISTERED OFFICE**

Registered office of the Society is situated at The Doon School, Dehra Dun-248001 for the time being, or at a place to be decided from time to time by the Executive Committee.

3. **OBJECTS**

The objects or objectives, motto and vision of the Doon School Old Boys' Society are derived from the words of Mr. A.E. Foot – School's first Headmaster and the Society's first President, who said that "*..... the boys should leave The Doon School as members of an aristocracy, but it must be an aristocracy of service inspired by the ideals of unselfishness, not one of privilege, wealth or position.*" Hence, the motto of the Doon School Old Boys' Society – "An Aristocracy of Service" and its vision – "To foster fraternity amongst Old Boys, support School and serve society".¹

- (a) To further camaraderie between the Old Boys of the School and with the Doon School itself:
- (b) To assist each other in furthering the aims and objects (objectives) of the institution:
- (c) To encourage the Old Boys to take an active and abiding interest in the work and success of the Doon School in keeping with the ideals of the School:
- (d) To promote friendly relations between the Old Boys, the present boys and the Staff (teaching and non-teaching, past and present) of the School and in this regard to also render assistance, financial and/or otherwise, to former teachers and/or members of the staff of the Doon School in accordance with the decisions taken by the Executive Committee from time to time:
- (e) To endeavour to live up to the motto of the Doon School - 'Knowledge is light' and to the Society's own motto – "An Aristocracy of Service".²
- (f) To establish a bond of union among old boys and between them and The Doon School, to foster a spirit to comradeship, to promote co-operation and to extend mutual help to the old boys of the school:
- (g) To organise and develop activities in areas of cultural, social, economic and educational fields, to keep alive the spirit of devotion to the pursuit of excellence in all the above areas and more particularly towards education and human resource development:
- (h) To help, encourage and assist the spread of education and to render assistance, award scholarships/bursaries to deserving students and for this purpose to take all steps as may be necessary:

¹ Amended pursuant to the SGM of March 10, 2018

² Amended pursuant to the SGM of March 10, 2018

- (j) To help in finding avenues of employment or occupation and in acquiring facilities for technical, vocational and professional training to students in India:
 - (k) To create, associate, or co-operate with any other Society or Association having the same or similar objects in such manner and to such extent as may be desirable and possible:
 - (l) To sponsor, promote and organise schemes for the protection of ecology and environment as well as total life support systems for nature and its conservation as well as for the promotion of arts and crafts, sports and activities connected therewith:
 - (m) To organize workshops, seminars through members of the Society in different parts of the country for educating and upgrading awareness of the general public to issues related to nature and national resources in order to highlight the dangers of environmental degradation and pollution. To promote public participation for preserving the national eco and life support systems of nature:
 - (n) To promote, sponsor, encourage schemes and projects and focus public attention on issues related to the preservation of our national heritage in all fields as well as to highlight the responsibility of the present generation in this regard and their accountability to the future generations:
 - (o) To extend the experiment of The Doon School towards promoting national integration through the destruction of barriers of caste, creed, colour, race and regionalism by extending the same through the medium of the members of the Society on a larger national scale:
 - (p) To provide leadership in promoting national integration by encouraging and supporting the spirit of adventure and discovery.
4. To carry out the aforesaid objects, the Society is empowered to do or to perform the following acts:
- (a) To hold and manage all funds and gifts of land, property or endowments for the realisation of the objects (objectives) of the Society.
 - (b) To raise funds for the Society, and to borrow from banks, bankers or other persons, as and when necessary, on the security of moveable and immovable property of the Society.
 - (c) To purchase, take, lease or accept as gift or otherwise acquire any real or personal property and any rights therein or privileges attaching thereto, which are necessary or expedient.
 - (d) To invest the funds and money of the Society on such terms and conditions as may be deemed expedient, and to operate upon the accounts of the Society with any bank, bankers or Corporate Societies. The funds of the Society shall be invested and deposited as per the provisions of the Income Tax Act, 1961.
 - (e) To buy, sell, endorse, negotiate or transfer all government or other securities and to realize and collect interest, rent, dividend, bonus or profit on such securities or on other property of the Society, whether moveable or immovable.
 - (f) To do all such other acts or things as may be incidental or conducive to the attainment of any or all of the objects mentioned herein above.
5. In case of dissolution of the Society the assets of the Society shall be given to some other society formed for charitable purposes.

6. The names, addresses, occupations of members of the Governing Body to whom by Rules of the Society the management of its affairs is entrusted.

THE DOON SCHOOL OLD BOYS' SOCIETY, DEHRA DUN
RULES AND REGULATIONS

1. The Society shall be a body registered in the name of The Doon School Old Boys' Society.

2. **MEMBERSHIP**

Any Old Boy of the Doon School who was at the time of leaving the school a Prefect and/or a school colour awardee and/or had before leaving the school passed the Cambridge School Certificate Examination/Indian School Certificate Examination (ISC)/International Baccalaureate (IB)³ / any other school leaving examination⁴ and/or had completed three (3) full⁵ years at the Doon School has the right to be a Life Member of the Society, on payment of a life subscription as decided by the Executive Committee from time to time. To exclude or remove any such Old Boy from the Society a majority of the Committee must vote for his exclusion or removal, provided that any person so excluded or removed may appeal to the Members of the Society at the next Annual General Meeting when the question of his exclusion or removal shall be determined by a majority of those present voting openly. In addition to Old Boys who become Members of the Society by right of the above qualifications, any other boy who has studied at the Doon School may be elected as a Member of the Society at the Annual General Meeting.

- (a) **Ex-officio Members:** The Headmaster of the Doon School, the School Captain, the Director-Alumni Affairs/Relations, shall while in office/holding the post, be ex-officio members of the Society:
- (b) **Associate Members:** Any master who had taught in the school for a period of 15 years and had become a Housemaster / Dean / Head of the Department would automatically become an Associate Member of the Society. For this, the Headmaster should forward the names of the concerned masters as and when they leave the school. Masters who had taught in the school for a period exceeding five years would be considered for Membership by the Executive Committee on receipt of specific request from them. Masters who had taught for less than five years in the school would not be considered for Associate membership of the Society. However, the Committee shall have the power to elect as associates any ex-master of the school, who in the opinion of the Committee is likely to promote the interests of the Society, but serving masters may not be so elected. Associate Members have no voting powers and may not hold office nor may they represent the Society in any way. Associate Members will not be required to pay the subscription or any other charges.⁶

3. **GENERAL BODY:**

All members of the Society mentioned in Rule No.2 shall form the General Body of the Society.

³ Amended pursuant to the 78th AGM of October 14, 2017

⁴ Amended pursuant to the SGM of March 10, 2018

⁵ Amended pursuant to the 78th AGM of October 14, 2017

⁶ Amended vide para 4(P) of the minutes of the 55th Annual General meeting held on November 4, 1994.

4. MEETING OF THE GENERAL BODY:

- (a) The General Body shall meet at least once a year at the Doon School each year during the Founder's Day week to consider the progress made by the Society during the past year and to give such directions to the Executive Committee as may be deemed necessary.
- (b) The following business shall be transacted at an **Annual General Meeting**:
 - (i) Confirmation of the minutes of the last annual general meeting.
 - (ii) To adopt the annual report of the President.
 - (iii) To approve the audited accounts.
 - (iv) To pass the financial estimates (budget) for the ensuing year.
 - (v) To examine any proposal duly approved by the Executive Committee.
 - (vi) To elect members of the new Executive committee.
 - (vii) To conduct any other business with permission of the Chair.
- (c) Any member desirous of proposing any alteration in, or addition to, the rules of the Society or of bringing forward any resolution or of nominating any Old Boy for election to membership or any other person for election as an Associate shall give notice of such proposal, resolution or nomination to the Secretary not later than a date one calendar month before the Annual General Meeting. No alteration, addition, resolution or nomination shall be accepted unless the same be carried by at least two-thirds of the members present and voting at the ensuing Annual General Meeting or any adjournment of the same.
- (d) **Special General Body Meeting:**
 - (i). The Secretary must upon being requested in writing by at least 20 members of the Society call a Special General Meeting of which at least 14 days notice stating the object of the meeting shall be given.⁷
 - (ii). The venue of all Special General Meetings by whomsoever requisitioned shall always be held either at Dehra Dun or Delhi and at no other venue.⁸
 - (iii). The quorum for all Special General Meetings shall be 25 members.⁹
 - (iv). A Special General Meeting can also be requisitioned by the Collegium of Presidents under the signatures of at least 5 past Presidents for the purposes of Rule 5(5)(e) or in the alternative have the Executive Committee through at least 5 members convene a Special General Meeting postulated by Rule 5(5)(e).¹⁰
 - (v). The Executive Committee may for purposes other than those postulated by Rule 5(5)(e) also requisition a Special General Meeting in accordance with Rule 4(d)(i) & (ii) insofar as notice, venue and quorum are concerned.¹¹

5. OFFICERS OF THE SOCIETY:

⁷ Amended pursuant to the 78th AGM of October 14, 2017

⁸ Added pursuant to the 78th AGM of October 14, 2017

⁹ Added pursuant to the 78th AGM of October 14, 2017

¹⁰ Added pursuant to the 78th AGM of October 14, 2017

¹¹ Added pursuant to the 78th AGM of October 14, 2017

- (1) The officers of the Society shall consist of a President, a Vice President, a Secretary and/or Joint Secretary and/or Assistant Secretary and/or a¹² Treasurer. The Secretary and/or Joint Secretary and/or Assistant Secretary and/or Treasurer need not be a member or members of the Society. The election/selection/appointment¹³ of all officers shall be ratified at the Annual General Meeting.
- (2) Insofar as the election of the **President** and **Vice President** are concerned, while the Vice President will automatically be elevated to the post of President after he has served as Vice President for two years but the new incumbent to the post of Vice President shall be elected in the following manner:-
 - (a) The process for the election of the Vice President will be initiated by the 31st of January of the year in which the vacancy is to arise. Notice of the vacancy will be posted on the Society's website, sent by e-mail or other means of communication and also published in the appropriate issue of the Rosebowl.
 - (b) Those individuals from amongst the DSOBS who wish to offer their candidature for the post of Vice President shall confidentially send their applications to the President of the DSOBS through any member of the DSOBS as a proposer and two other members of the DSOBS (from different age bands) as seconders. The proposer and the seconders shall be from each of three age bands prescribed for this purpose, namely, 40¹⁴ years and below, 40 to 50¹⁵ years and above 50 years¹⁶. While forwarding the application of a prospective candidate, the proposer and the seconders shall briefly state as to why they feel that the candidate they recommend should be the Vice President of the Society. No other recommendation in favour of a prospective candidate apart from the one sent by/through the proposer and two seconders referred to above shall either be considered or given any weightage. The proposer and seconders of one candidate cannot nominate or recommend the name of any other candidate that year.
 - (c) The applications shall be accompanied by the following, which should also reflect the key elements stipulated in Rule 5(2)(d), namely:-
 - (i). A brief *Curriculum Vitae*.
 - (ii). The candidate's contributions to the Doon School and the Doon School Old Boys' Society in the past.
 - (iii). The candidate's strengths and the areas in which he expects to contribute to the Doon School and the Doon School Old Boys' Society in particular and the society at large in general.
 - (iv). The candidate's Vision Statement for four years and beyond.
 - (v). The Batch or Class to which the candidate belongs.
 - (d) The following key elements are required in a candidate who offers himself for the post of Vice President, namely:

¹² Amended pursuant to the SGM of March 10, 2018

¹³ Amended pursuant to the SGM of March 10, 2018

¹⁴ Amended pursuant to the 78th AGM of October 14, 2017

¹⁵ Amended pursuant to the 78th AGM of October 14, 2017

¹⁶ Amended pursuant to the 78th AGM of October 14, 2017

- i) He should have commitment to the objectives of the Society,
- ii) He should be able to devote time to its functions,
- iii) He should have a good standing in Society,
- iv) He should have reached a certain level of achievement in his profession,
- v) Membership of the Executive Committee of the Society would be desirable, though not mandatory, and
- vi) He should be able to travel outside New Delhi to meet OBs and carry out the work of the Society in a suitable manner.

Provided that inability to [in the context of Rule 5(2)(d)(vi) above] shall not be considered as reason to debar an interested individual so long as between the President and Vice President, at least one of them is able to represent the Society outside New Delhi, as needed.

- (e) All applications in conformity with Rule 5(2)(b), (c) and (d) above shall be submitted on or before the 30th of June¹⁷ of the year the vacancy for the post of Vice President is to arise. This date will be prominently indicated in the notice prescribed by Rule 5(2)(a) above.
- (f) Once the nominations for the post of Vice President are received by the President, the President shall constitute a Committee to examine the applications and deliberate thereupon with the objective of arriving at a consensus to recommend one name for the Executive Committee to place before the House for approval at the Annual General Meeting.
- (g) The President shall constitute this Committee by the 15th of August¹⁸ of the year in which the vacancy arises.
- (h) This Committee shall comprise of the President and the Vice President of the DSOBS. In addition, the Executive Committee will nominate one of its members to represent it on this Committee.¹⁹ The Chairman of the Board of Governors shall be requested to nominate one Old Boy Governor to be a member of this Committee. The President will also request²⁰ ‘the Collegium of Presidents’ to nominate the immediate past President and²¹ three other past Presidents²² to join this Committee as members. Apart from the immediate past President,²³ of the three other nominees of the²⁴ Collegium of Presidents, two²⁵ shall be in the age group of below 70 years²⁶ while the third will be in the age

¹⁷ Amended pursuant to the 72nd AGM of October 30, 2011

¹⁸ Amended pursuant to the 72nd AGM of October 30, 2011

¹⁹ Amended pursuant to the 78th AGM of October 14, 2017

²⁰ Amended pursuant to the 78th AGM of October 14, 2017

²¹ Amended pursuant to the SGM of March 10, 2018

²² Amended pursuant to the 78th AGM of October 14, 2017

²³ Amended pursuant to the SGM of March 10, 2018

²⁴ Amended pursuant to the 78th AGM of October 14, 2017

²⁵ Amended pursuant to the 78th AGM of October 14, 2017

²⁶ Amended pursuant to the 78th AGM of October 14, 2017

group of 70²⁷ years and above. Apart from these eight²⁹ members of this Committee, five members will be chosen from the three age bands of the DSOBS referred to in Rule 5(2)(b) above who volunteer to work for this Committee. Two (2) volunteers shall be selected from the age band of below 40 years³⁰; two (2) from the age band of 40 to 50³¹ years and one (1) from the age band of above 50 years³². Requests for such volunteers will also be posted on the Society's website, sent by e-mail or other means of communication as also published in the appropriate issue of the Rosebowl by the last date of February of the year in which the vacancy arises.

- (i) The names of such volunteers shall be received by 30th of June and placed in a sealed box. All applications by volunteers to serve on this committee shall be in writing and sent in electronic form, via email to the President's official email id (which is currently President@dsobs.net but may subsequently change) and copied to the Secretary's official email id (which is currently Secretary@dsobs.net but may subsequently change). Any application sent to any other address apart from the President's and/or Secretary's official email address shall be treated as an invalid application. Only, in case, the applicant does not have an email id then the application shall be sent in writing to the President at the Secretariat address and not to the residential address of the President. In such cases, the applicant must also declare in this application that he does not have a valid email id³³. If sent by Registered Post, Courier, hand-delivery or other means (apart from electronic form), the application should be duly signed by the applicant. All applications sent by email must be from the applicant's own email address. All applications, whether in print or electronic form, shall clearly state the name of the applicant, his School number, House, year of passing, telephone numbers, both mobile & landline, postal address and e-mail address. On receipt of such applications but before being placed in a sealed box, the President/Vice President/Secretariat of the DSOBS shall scrutinize as to whether the applications were received by the due date, and whether the applicant has himself bonafide volunteered to serve on the committee and that the application has been received by the due date, shall place the name of such volunteer in the sealed box referred to above. Defective or incomplete application(s) or application(s) considered not to have been made bonafide by the applicant, shall not be placed in the box. The President/Vice-President/Secretariat shall have sole discretion in this regard which shall be final.
- (j) At an Executive Committee meeting to be held by 15th of August of the concerned year, the President will, in the presence of the Executive Committee members, draw five names from the said box containing the names of volunteers. All members of the DSOBS will be at liberty to attend this meeting. The first name drawn from each age band will be selected for the Committee. Any vacancy caused by lack of volunteers from a particular age band shall be filled in by a nominee to be decided upon by the serving President in consultation with the Collegium of Presidents³⁴. Any person whose relative, whether by blood or

²⁷ Amended pursuant to the 78th AGM of October 14, 2017

²⁹ Amended pursuant to the SGM of March 10, 2018

³⁰ Amended pursuant to the 78th AGM of October 14, 2017

³¹ Amended pursuant to the 78th AGM of October 14, 2017

³² Amended pursuant to the 78th AGM of October 14, 2017

³³ Amended pursuant to the SGM of March 10, 2018

³⁴ Amended pursuant to the 78th AGM of October 14, 2017

marriage, is a potential Vice Presidential candidate shall automatically stand disqualified from being a member of such Committee. Similarly, any person who has been a proposer or a seconder of any candidate shall also stand disqualified from being a member of such Committee. Any person, apart from the President and Vice President of the DSOBS, who has earlier been a member of this Committee shall also stand disqualified from being a member of such Committee for four years. Such Committee members shall also stand precluded from applying for the post of Vice President or Executive Committee member for a period of four years.

- (k) This Committee will on its constitution begin the process of examination of the details of the prospective candidates and deliberate on their suitability. During such deliberations, this Committee will be at liberty to ask any candidate or candidates for further information and/or data for further consideration as also request the candidate(s) to meet with the Committee informally to enable the Committee to understand the candidate(s) vision and suitability for the post³⁵.
 - (l) All proceedings and deliberations of this Committee shall remain confidential. To further ensure such confidentiality, the President will select one of the members of such Committee to act as the Secretary of the Committee.
 - (m) After such deliberations, the Committee shall by 15th of September³⁶ recommend one name to the Executive Committee for being placed before the House at the Annual General Meeting.
 - (n) The name recommended by this Committee to the Executive Committee shall be considered at a meeting of the Executive Committee to be convened within two weeks of 15th of September³⁷ and in any event by or before the 5th of October³⁸ of the given year. The recommendation of the Committee will be reviewed by the Executive Committee and after consideration be placed before the house at the Annual General Meeting for approval by the House.
- (3) The Vice President will serve a two year term and will subsequently (automatically) assume the position of President for two years. Both the President and the Vice President shall serve in their respective positions for two years each without the requirement for re-election for the second successive year. The term of the President and the Vice President will end on the conclusion of the Founder's weekend of the year in which their two years term of office end and not at the conclusion of the AGM of the DSOBS held during that Founder's weekend.³⁹
- (4) No person who has served as President of the DSOBS shall be entitled to ever apply again for the post of Vice President which would consequently lead him to once again becoming the President of the DSOBS.
- (5)(a) All Presidents who have served the Society ('past Presidents') shall continue to act as mentors of the Society both individually and collectively.

³⁵ Amended pursuant to the 78th AGM of October 14, 2017

³⁶ Amended pursuant to the 72nd AGM of October 30, 2011

³⁷ Amended pursuant to the 72nd AGM of October 30, 2011

³⁸ Amended pursuant to the 72nd AGM of October 30, 2011

³⁹ Amended pursuant to the SGM of March 10, 2018

- (b) The past or former Presidents shall collectively be referred to as the ‘Collegium of Presidents’.
 - (c) The serving President shall, during his term, also be part of the Collegium of Presidents and will be invited to attend all meetings of the Collegium.
 - (d) The Collegium of Presidents should also endeavour to invite the serving Chairperson and past Chairpersons of the Board of Governors to such meetings of the Collegium of Presidents.
 - (e) All members of the Collegium of Presidents shall during their life time continue to be invitees to all Executive Committee meetings of the Society.
 - (f) The Society and the Secretariat shall make all facilities available to the Collegium including the facility of holding meetings at the Secretariat, assistance in communicating with the fraternity, secretarial assistance, providing them from time to time with all relevant information and documents which may be required by them to arrive at informed decisions in guiding the Society, particularly for the purposes prescribed by these Rules.⁴⁰
- (6)(a) The serving President or Vice President can be requested to demit office if the Collegium of Presidents feels that the person(s) concerned is/are bringing the DSOBS and/or The Doon School to disrepute and his/their continuance in office is affecting the perception, reputation and/or goodwill of the DSOBS and/or The Doon School in the public mind.
 - (b) In such eventuality, the Collegium of Presidents as a body shall call upon the Vice President and the Executive Committee (if the allegations are against the President) or the President and the Executive Committee (if the allegations are against Vice-President) or the Executive Committee (if the allegations are against both the President and the Vice President), to immediately meet with the Collegium of Presidents for an emergent meeting to call upon the concerned President or Vice President or both to immediately step down from office.
 - (c) Pursuant to said meeting and on such request being made by the Collegium to the President or Vice President concerned, the said President or Vice President or both shall immediately demit office.
 - (d) The Collegium of Presidents in such eventuality can appoint a standby President or Vice President till a suitable candidate is appointed in place of the President and/or Vice President requested to demit office. In case it is the President who is asked to demit office, the Collegium of Presidents may request the serving Vice President to also act as the standby President. In case the person asked to demit office is the Vice President, the Collegium of Presidents can request the senior-most member of the Executive Committee to serve as the standby Vice President. In case both the President and Vice President are requested to demit office, then the Collegium of Presidents can either request the two senior-most Members of the Executive Committee to serve as President and Vice President or appoint such members of the Old Boy fraternity to serve as standby President and Vice President who in the opinion of the Collegium is fit to act as President and Vice President.

⁴⁰ Amended pursuant to the SGM of March 10, 2018

- (e) On the appointment of a standby President or Vice President or both, the Collegium will call upon the Executive Committee to convene an Special General Meeting of the Society (which SGM shall be chaired by a member of the Collegium) to inform the members of the developments including the reasons for their action and of the appointment of the standby President or Vice President or both as the case may be, so that the appointment of the said standby President/Vice President/both is/are ratified by the House till the election of the President/Vice President/both in consonance with these Rules.⁴¹

6. EXECUTIVE COMMITTEE:

- (1) The management of the affairs of the Society, its investments and the power of development, payment and disbursement of its funds and properties shall vest in the Executive Committee, which will consist of the President, the Vice President and not less than ten⁴² or more than twenty⁴³ other members. All members (except the President's nominees) will be elected at the Annual General Meeting. The Executive Committee will comprise of the following representatives:-
- (i) Age group 60 years and above will be represented by two members⁴⁴
 - (ii) Age group of 50 to 60 years will be represented by three⁴⁵ members,
 - (iii) Age group 40-50 years will be represented by four⁴⁶ members,
 - (iv) Age group 30-40 years will be represented by five⁴⁷ members,
 - (v) Age group 20-30 years will be represented by one member; and
 - (vi) In addition, each incoming President will have the option to nominate four⁴⁸ persons as Executive Committee Members who shall not be required to be elected at the Annual General Meeting.
- (2) Selection of new Executive Committee Members
- (a) The process of selection of Executive Committee members will be initiated by the President by or before the 31st of January of the year in which the vacancies are to arise.
 - (b) All such vacancies will be posted on the Society's website, sent out by e-mail or other means of communication and also published in the appropriate issue of the Rosebowl.
 - (c) Those individuals from amongst the DSOBS who wish to offer their candidature for being a member of the Executive Committee shall confidentially send their applications to the President of the DSOBS through

⁴¹ Amended pursuant to the 78th AGM of October 14, 2017

⁴² Amended pursuant to the 78th AGM of October 14, 2017

⁴³ Amended pursuant to the 78th AGM of October 14, 2017

⁴⁴ Amended pursuant to the 78th AGM of October 14, 2017

⁴⁵ Amended pursuant to the 78th AGM of October 14, 2017

⁴⁶ Amended pursuant to the 78th AGM of October 14, 2017

⁴⁷ Amended pursuant to the 78th AGM of October 14, 2017

⁴⁸ Amended pursuant to the 72nd AGM of October 30, 2011

any member of the DSOBS as a proposer and two other members of the DSOBS as seconders. The proposer and the seconders must be from the same age band (but not the same batch) as the candidate. The five age bands are below 30 years⁴⁹, 30 to 40⁵⁰ years, 40 to 50⁵¹ years, 50 to 60⁵² years and above 60 years⁵³. No other recommendation in favour of a prospective candidate apart from the one sent by/through the proposer and seconders referred to above shall be either considered or given any weightage. The proposer or seconders cannot nominate or recommend the name of any other candidate that year.

- (d) The proposer and the seconders alongwith their recommendations should also briefly state as to why the candidate they are recommending should be a member of the Executive Committee.
- (e) The applications should be accompanied by the following:-
 - (i). A brief *Curriculum Vitae*.
 - (ii). The candidate's contributions to the Doon School and the Doon School Old Boys' Society in the past.
 - (iii). The candidate's strengths and the areas in which he expects to contribute to the Doon School and the Doon School Old Boys Society in particular and the society at large in general.
 - (iv). What the candidate proposes or expects to achieve in four years should he be selected as a member of the Executive Committee.
 - (v). The Batch or Class to which the candidate belongs.
- (f) All applications shall be received by 30th June⁵⁴ of the concerned year.
- (g) On receiving all such applications by 30th June⁵⁵ of the concerned year, the President shall constitute a Committee to examine the applications and deliberate thereupon with the objective of arriving at a consensus and recommend the name(s) of one or more candidates as vacancies permit for the Executive Committee to place before the house for approval at the Annual General Meeting. During this process of selection, the Committee may also request the candidate(s) to meet with this Committee informally to enable it to understand the candidate(s) vision and suitability for the post.⁵⁶
- (h) The President shall constitute this Committee by 15th August⁵⁷ of the year in which the vacancy or vacancies arise.

⁴⁹ Amended pursuant to the 78th AGM of October 14, 2017

⁵⁰ Amended pursuant to the 78th AGM of October 14, 2017

⁵¹ Amended pursuant to the 78th AGM of October 14, 2017

⁵² Amended pursuant to the 78th AGM of October 14, 2017

⁵³ Amended pursuant to the 78th AGM of October 14, 2017

⁵⁴ Amended pursuant to the 72nd AGM of October 30, 2011

⁵⁵ Amended pursuant to the 72nd AGM of October 30, 2011

⁵⁶ Amended pursuant to the 78th AGM of October 14, 2017

⁵⁷ Amended pursuant to the 72nd AGM of October 30, 2011

- (i) This Committee shall comprise of the President and the Vice President of the DSOBS and two members of the Executive Committee as decided by the Executive Committee. The said two Executive Committee members shall be ineligible to apply for the post of Vice President for a period of four years thereafter. The Collegium of Presidents will also be requested by the serving President to nominate the immediate past President and two other members to this Committee⁵⁸. Apart from these seven⁶⁰ members of this Committee, six others will be chosen from the five age bands referred to in Rule 6(2)(c) above. One (1) volunteer will be chosen from the age band of below 30 years⁶¹, one (1) from the age band of 30 to 40⁶² years, two (2) from the age band of 40 to 50⁶³ years, one (1) from the age band of 50 to 60⁶⁴ years and one (1) from the age band of above 60 years⁶⁵. Requests for such volunteers will be posted on the Society's website, sent by e-mail or other means of communication as also published in the appropriate issue of the Rosebowl by the last date of February of the year in which the vacancies arise.
- (j) The names of such volunteers shall be received by 30th of June and placed in a sealed box. All applications by volunteers to serve on this committee shall be in writing and sent in electronic form, via email to the President's official email id (which is currently President@dsobs.net but may subsequently change) and copied to the Secretary's official email id (which is currently Secretary@dsobs.net but may subsequently change). Any application sent to any other address apart from the President's and/or Secretary's official email address shall be treated as an invalid application. Only, in case, the applicant does not have an email id then the application shall be sent in writing to the President at the Secretariat address and not to the residential address of the President. In such cases, the applicant must also declare in this application that he does not have a valid email id. If sent by Registered Post, Courier, hand-delivery or other means (apart from electronic form), the application should be duly signed by the applicant. All such applications sent by email must be from the applicant's own email address. All applications whether in print or electronic form⁶⁶ shall clearly state the name of the applicant, his School number, House, year of passing, telephone numbers, both mobile & landline, postal address and e-mail address. On receipt of such applications but before being placed in a sealed box, the President/Vice President/Secretariat of the DSOBS shall scrutinize as to whether the applications were received by the due date, and whether the applicant has himself bonafide volunteered to serve on the committee and that the application has been received by the due date, shall place the name of such volunteer in the sealed box referred to above. Defective or incomplete application(s) or application(s) considered not to have been made bonafide by the applicant, shall not be placed in the box. The President/Vice-President/Secretariat shall have sole discretion in this regard which shall be final.
- (k) At an Executive Committee to be held by 15th August of the concerned year, the President will, in the presence of the Executive Committee members, draw six names from the box containing the names of volunteers. All members of the DSOBS will also be free to attend such meeting. The first name(s) drawn from the

⁵⁸ Amended pursuant to the 78th AGM of October 14, 2017

⁶⁰ Amended pursuant to the SGM of March 10, 2018

⁶¹ Amended pursuant to the 78th AGM of October 14, 2017

⁶² Amended pursuant to the 78th AGM of October 14, 2017

⁶³ Amended pursuant to the 78th AGM of October 14, 2017

⁶⁴ Amended pursuant to the 78th AGM of October 14, 2017

⁶⁵ Amended pursuant to the 78th AGM of October 14, 2017

⁶⁶ Amended pursuant to the SGM of March 10, 2018

age bands of below 30 years⁶⁷, 30 to 40⁶⁸ years, 50 to 60⁶⁹ years and above 60 years⁷⁰ shall be selected for the Committee. Similarly, the first two names drawn from the age group of 40 to 50⁷¹ years shall be selected for this Committee. Any vacancy caused by lack of volunteers from a particular age band shall be filled in by a nominee to be appointed by the serving President in consultation with the Executive Committee⁷². If this Committee is one of even numbers e.g. ten (10) or eight (8) etc., the President of the DSOBS shall have the casting vote in case of a deadlock. Any person whose relative, whether by blood or marriage, is a potential Executive Committee candidate shall automatically stand disqualified from being a member of such Committee. Similarly, any person who has been a proposer or a seconder of any candidate shall also stand disqualified from being a member of such Committee. Any person, apart from the President and Vice President of the DSOBS, who has earlier been a member of this Committee shall also stand disqualified from being a member of such Committee for four years. Additionally, the said six Committee members shall be ineligible to apply for membership to the Executive Committee or for the post of Vice President for the next two ⁷³years.

- (1) The recommendation of the Committee will be reviewed by the Executive Committee and shall after consideration be placed before the House at the Annual General Meeting.
- (3) No person who has been an Executive Committee member within a period of eight years before the vacancy arises (unless the person was a President's nominee) shall be eligible to again apply for being a member of the Executive Committee.
- (4) Vacancies among officers or the Members of the Committee occasioned by death, retirement or refusal to serve shall be filled up in the same manner as prescribed by Rule 6(2) above.
- (5) The business of the Society may be transacted by correspondence.

7. TERM OF AN EXECUTIVE COMMITTEE MEMBER:

The term of every Executive Committee member shall be for a maximum of four consecutive years. Every Executive Committee member shall in the first instance serve for a term of two years, but shall be eligible for re-election for another term of two years, to serve a combined maximum consecutive term of four years.

8. POWERS AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:

- (a) To manage the funds under its control, and apply its income for attaining the objects of the Society.
- (b) To constitute separate sub-committees by whatever names called, for the management of the funds under the control of the Society, and for any other purpose as may be considered necessary.

⁶⁷ Amended pursuant to the 78th AGM of October 14, 2017

⁶⁸ Amended pursuant to the 78th AGM of October 14, 2017

⁶⁹ Amended pursuant to the 78th AGM of October 14, 2017

⁷⁰ Amended pursuant to the 78th AGM of October 14, 2017

⁷¹ Amended pursuant to the 78th AGM of October 14, 2017

⁷² Amended pursuant to the 78th AGM of October 14, 2017

⁷³ Amended pursuant to the 78th AGM of October 14, 2017

- (c) To accept on behalf of the Society, bequests, donations, grants and transfer of properties from the public, Societies or institutions for attaining the objects of the Society.
- (d) To enter into, vary, carry out, confirm and cancel contracts on behalf of the Society.
- (e) To appoint a Secretary and/or Joint Secretary and/or Assistant Secretary and/or Treasurer.⁷⁴
- (f) To invest any money belonging to the Society, with such banks and other institutions as it may think fit from time to time, and to authorise the President, Vice President and Secretary/Joint Secretary/Assistant Secretary/Treasurer to jointly operate such accounts under the joint signatures of either the President & Vice President or President & Secretary or Vice President & Secretary i.e. the joint signatures of any two of these three office bearers.⁷⁵
- (g) To keep proper accounts of the Society and to have the same audited by a Chartered Accountant or by a firm of Chartered Accountants, duly appointed by the General Body. The financial year of the Society will be 1 April to 31 March.
- (h) To delegate its powers wholly or partially in matters of appointments or dismissal of the staff, legal proceedings and such other matters of daily routine to any of its members or committees constituted for the control of the Society or to any sub-committees.
- (i) To fill up any casual vacancy in the Executive Committee that may arise at any time, but only for the remaining life of the said Executive Committee.
- (j) To determine all questions of general policy.
- (k) To make recommendations for framing further rules and regulations for the proper management of the Society and to recommend changes therein for the approval of the General Body.
- (l) To exercise such powers and perform such duties as may be necessary for the furtherance or execution of the objects set out in the Memorandum of Association.

9. OFFICE BEARERS:

The Executive Committee may delegate specific responsibilities to individual members of the Society as may be found necessary from time to time.

10. DUTIES OF OFFICE BEARERS:

(a) President:

- (i) To preside over all meetings and to exercise general control and supervision over all the affairs of the Society
- (ii) He shall be entitled to vote, and in case of a tie, he shall have a casting vote.
- (iii) In the absence of the President the Vice President will preside and in the absence of both the President and the Vice President a chairman for that

⁷⁴ Amended pursuant to the SGM of March 10, 2018

⁷⁵ Amended pursuant to the SGM of March 10, 2018

meeting will be selected from amongst the Executive Committee Members by general consensus.

(b) Vice President:

The Vice President will assist the President and in the absence of the President he will act on his behalf.

(c) Secretary/Joint Secretary/Assistant Secretary⁷⁶:

- (i) To keep and preserve records and conduct all correspondence relating to the Society.
- (ii) To maintain all records of the proceedings of the General Body and the Executive Committee.
- (iii) To execute and implement decisions and resolutions of the Executive Committee and General Body, subject to the overall control and direction of the Executive Committee.
- (iv) To exercise powers of appointment, removal, dismissal discharge, leave arrangements, suspension, increments, demotion, promotion of the staff of the Society as directed by the Executive Committee.
- (v) To represent the Society in all legal proceedings whatsoever if no other person is specifically delegated by the Executive Committee for the purpose.

(d) Treasurer:

- (i) To chair the Treasury & Audit Committee which Committee will comprise of members of the Society.
- (ii) To oversee the work of this Committee regarding finance, risk and compliance processes of the Society.
- (iii). To review all risk management policies and assessment of risk alongwith implementation of the actions planned to manage risk.
- (iv). To chair the Bursary Committee which shall comprise of members of the Executive Committee.
- (v). To oversee the work of this Committee in framing policies regarding the bursary corpus, grant/disbursement of bursaries/scholarships and advise the said Committee in its year to year implementation.
- (vi) To guide the Executive Committee insofar as Rule 8(f) & (g) are concerned relating to investments of monies of the Society, dealing with banks and other instutitons, maintenance of proper accounts of the Society, etc.
- (vii) To guide the Society in respect of the requirements of Rule 15 relating to funds and finances.
- (viii) To recommend appointments and/or removal of statutory and/or internal auditor and fix their remuneration.
- (ix) To periodically review the structure and quantum of compensation to be paid to the office bearers and staff of the Society and advise the Executive Committee in this regard.⁷⁷

11. CEASING TO BE A MEMBER OF THE EXECUTIVE COMMITTEE:

⁷⁶ Amended pursuant to the SGM of March 10, 2018

⁷⁷ Amended pursuant to the SGM of March 10, 2018

A person shall cease to be a member of the Executive Committee if

- (a) He resigns from the Committee; or
- (b) He ceases to be a member of the Society; or
- (c) He is removed by the General Body; or
- (d) He absents himself from three consecutive meetings of the Executive Committee without seeking leave of absence; or
- (e) He is declared insane, insolvent or bankrupt; or
- (f) He is convicted of an offence involving moral turpitude by a Court of law.

12. MEETINGS OF THE EXECUTIVE COMMITTEE:

- (a) The Executive committee shall meet at least four times in each year.
- (b) The Secretary shall, ordinarily, circulate amongst the members a notice of each meeting of the Executive Committee at least seven days before the date fixed for each meeting, together with an agenda for such meeting.
- (c) In case of an emergency, the President may direct a meeting to be called by a shorter notice.
- (d) If requisitioned in writing, by atleast three members of the Executive Committee, the President may direct a meeting to be called for a specific purpose.
- (e) Any resolution, circulated to all members of the Executive committee, (then present in India)and to which the assent of at least two-thirds of their members is recorded in writing, shall be considered as valid and effectual, as if it was passed at a regular meeting of the Committee.

13. QUORUM FOR MEETINGS:

- (a) The quorum for a meeting of the Executive Committee shall be five (5)⁷⁸ members. If a quorum is not complete within half an hour of the time of the meeting, the meeting shall be adjourned to any other convenient day and time decided upon. No other agenda except that for the adjourned meeting will be taken up at such meeting.
- (b) A requisitioned meeting of the Executive Committee or of the General Body shall be dissolved, if a quorum is not attained, and a fresh requisition shall be essential for the next meeting.
- (c) A quorum for the Annual General Meeting and Special General Body Meeting shall be thirty five (35)⁷⁹ and twenty five (25)⁸⁰ respectively.

14. MINUTES BOOK:

The Executive Committee shall record all the proceedings in a Minute Book, specially mentioning:

- (a) The name of members present at each meeting:

⁷⁸ Amended pursuant to the 78th AGM of October 14, 2017

⁷⁹Amended pursuant to the 78th AGM of October 14, 2017

⁸⁰ Amended pursuant to the 78th AGM of October 14, 2017

- (b) All decisions taken by the Executive Committee:
- (c) All resolutions and proceedings of the General Body and the Executive Committee meetings:
- (d) All appointments and dismissal of staff and the appointment of sub-committees for any specified purpose:
- (e) Minutes of every meeting shall be signed by the President and the Secretary.

15. FUNDS AND FINANCES:

- (a) The income of the Society from its properties whenever derived shall be applied solely towards the promotion of the objects of the Society. No portion thereof shall be paid or transferred directly or indirectly by way of bonus or otherwise to the persons who at any time are or have been members of the Society or to any of them or any person claiming through any of them, provided that nothing herein contained shall prevent the payment in good faith, or remuneration to any of its employees or to any members of the Society.
- (b) All deed of transfer, lease, and other documents relating to immoveable property shall be in the name of the Society and shall be signed jointly by any two out of the President, Vice President, Secretary and Treasurer of the Society.
- (c) The books of accounts and other records of the Society shall be kept at the registered office of the Society, or at such other place as the Executive Committee may decide from time to time, and shall be open for inspection by any member of the Executive Committee during office hours.
- (d) No member or members of the Executive Committee shall be answerable for any loss during arising from the administration or application of Society's funds or sums of money or fees or any damage to or deterioration of the said Society's property or securities unless such loss, damage or deterioration is caused by or through the willful default or breach of trust or culpable negligence on his or their part.

16. AMENDMENTS TO THESE RULES:

The General Body of the Society may, after considering the views of the Executive Committee, amend or alter these rules and regulations at a meeting after giving fifteen days clear notice, by a majority of not less than 2/3rd members present. Other business may also be transacted in such meeting.

17. MISCELLANEOUS

- (a) The Society shall sue or be sued in the name of the Secretary.
- (b) Once in every year, on or before the fourteenth day succeeding the day on which according to these Rules & Regulations the Annual General Meeting of the Society is held, a list of names, occupations and addresses of the members of the Executive Committee shall be filed with the Registrar of Societies.
- (c) The Society shall always comply with the provisions of the Societies Registration Act, XXI of 1860.
