

**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

- (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 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, i.e. 'Knowledge is light':
- (f) To establish a bond of union among old boys and between them and The Doon School, to foster a spirit of 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:
- (i) 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 high light 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 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 immoveable 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 immoveable.
 - (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.
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**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 and or had before leaving the school passed the Cambridge School Certificate Examination/Indian School Certificate Examination and/or had completed 3 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 and the School Captain, for the time being, shall 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.¹

3. **GENERAL BODY:**

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

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.

(Footnotes)

¹ Amended vide para 4(P) of the minutes of the 55th Annual General meeting held on November 4, 1994.

- (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 is 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: The Secretary must upon being requested in writing by at least 5 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. The venue and date of such a requisitioned meeting will be decided by the Executive Committee and 10 members will form a quorum.

5. OFFICERS OF THE SOCIETY:

- (1) The Officers of the Society shall consist of a President, a Vice President and an Honorary Secretary/Treasurer, the last named not necessarily being a member of the Society. All officers will be elected 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 approximately six months before the vacancy arises. 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 their Class or Regional Representatives. Nominations/recommendations shall also be invited from all Class and Regional Representatives.
 - (c) The following key elements are required in a candidate who offers himself for the post of Vice President, namely:
 - i) He should have commitment to the objectives of the Society,
 - ii) Be able to devote time to its functions,
 - iii) Have a good standing in Society,
 - iv) 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 travel [in the context of Rule 5(2)(c)(vi) above] must 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.
 - (d) The applications referred to in Rule 5(2)(b) above should include a brief bio-data together with a write-up articulating the nominee's vision for the DSOBS.
 - (e) All applications in conformity with Rule 5(2)(b), (c) and (d) above shall be submitted 60 days prior to the AGM to be held in Dehra Dun during Founder's weekend that year. This date will be prominently indicated in the notice prescribed by Rule 5(2)(b) above.
 - (f) Once the nominations for the post of Vice President are received by the President, the President would convene a Meeting of the Executive Committee together with the Past Presidents and Regional Representatives as invitees, to deliberate on the nominations. Based on convention of consensus by majority, the Executive Committee would recommend one name for approval at the Annual General Meeting. However, in case of a division, the Executive Committee could present up to five (5) names at the AGM for the House to make a selection.

- (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.
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 six or more than twelve other members. All members (except the President's nominee) 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 one member,
 - (ii) Age group of 50 to 59 years will be represented by two members,
 - (iii) Age group 40-49 will be represented by three members,
 - (iv) Age group 30-39 will be represented by three members,
 - (v) Age group 20-29 will be represented by one member; and
 - (vi) One member will represent the university category.
- (vii) In addition, each incoming President will have the option to nominate one person as an Executive Committee Member who shall not be required to be elected at the Annual General Meeting.
- (2) Selection of new Executive Committee Members - When a vacancy arises, approximately 6 months prior to the AGM, the President would inform all the class representatives of the concerned age group (10 classes in total) to collectively recommend a name to fill the vacancy. In the event, that there is more than one candidate, their details should be forwarded to the President who in consultation with the Executive Committee would finalise the name of who shall fill the vacancy. If the other candidates are in any case desirous of contributing to the activities of the Society, they could assist in the committees of their interest, as could any member of the Society.
- (3) Vacancies among officers or the Members of the Committee occasioned by death, retirement or refusal to serve shall be filled up by the committee subject to election or confirmation at the next Annual General Meeting.
- (4) 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.
 - (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 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/Treasurer jointly to operate such accounts under the joint signatures of any two of them.
 - (f) 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.

- (g) 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.
- (h) 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:

- (a) 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 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:

- (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.

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

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.

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 three 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 20 and 10 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;
- (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 immovable 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.
- (d) Life Members of the Society will be sent The Doon School Weekly free of charge for a period of five years after leaving school. Thereafter, it will be supplied only on demand and on payment of a life subscription as determined by the Executive Committee from time to time. In case of those residing abroad an additional charge will be made to cover the postage by sea and air mail respectively. This charge is subject to yearly review and the subscription shall be determined by the Executive Committee and published in the weekly and or the Rose Bowl or any other publication of the Society.

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