



Alumni Association of BHU Agriculture (AABHA)
Institute Of Agricultural Sciences, Banaras Hindu University, Varanasi-221005
(Registration No. V-20826/147/2018-19)
A registered body under Societies Registration act of 1860



Ref. No.AABHA/2020-21/

Dated: 22.10.2020

Shri Puneet Kumar Singh,CA
Managing Partner
Puneet Kumar & Co.
DIG Colony
Varanasi

Dear Sir,

This is to inform you that your company: “ **Puneet Kumar & Co. Chartered Accountant** , **Nistha,B-1/11, Prashantpuri ,DIG Colony, Varanasi -221002** has been approved in the emergent meeting of the General Body held on 18.10.202 to expedite the work of **Alumni Association of BHU Agriculture** (AABHA) for a period of 3 Years.

You are requested to kindly expedite the work of AABHA related to the account, income tax filing, tax exemption etc.

With Regards

Yours Faithfully

(S.K.Singh)

General Secretary AABHA

MEMORANDUM OF ASSOCIATION OF ALUMNI ASSOCIATION OF BHU AGRICULTURE (AABHA)

1. Name: The association shall be called **"Alumni Association OF BHU AGRICULTURE" (AABHA)** and shall hereinafter be referred to as the Association.
2. The Headquarter of the Association shall be the Institute of Agricultural Sciences, Banaras Hindu University, Varanasi - 221 005 with Local chapters in foreign countries and different regions (Metropolitans) which shall hence forth be called as Regional Chapters.
3. The aims and objectives of the Association are:
 - a. To promote and foster interaction amongst the Alumni, and the Institute of Agricultural Sciences, Banaras Hindu University.
 - b. To associate the Alumni in the developmental activities of the Institute of Agricultural Sciences, Banaras Hindu University.
 - c. To establish and organize scholarships and funds to help the needy and deserving students of Institute of Agricultural Sciences, Banaras Hindu University.
 - d. To introduce prizes and awards for outstanding project works, research papers or other professional activities by the teachers, alumni & the students of the Institute and to suitably recognize outstanding social and community services rendered by them.
 - e. To create CHAIRS in the Institute of Agricultural Sciences for promoting research and development.
 - f. To create a Trust for promoting objectives of the Association.
 - g. To promote and foster linkage with industries and farmers.
 - h. To create infrastructure and impart training for farmers and other stakeholders in emerging Area of agriculture and allied sciences.
 - i. To promote and foster socio economic development of the rural farmers.
 - j. To undertake all such other activities as are conducive to the attainment of the above objectives and/or beneficial to the interests of the Institute of Agricultural Sciences, and its Alumni.



RULES AND REGULATIONS OF ALUMNI ASSOCIATION OF BHU AGRICULTURE

1. Definitions

- "The Association" means the ALUMNI ASSOCIATION OF BHU AGRICULTURE, (AABHA)
- The "Institute" means, Institute of Agricultural Sciences, Banaras Hindu University.
- The "General Body" means the General Body of the Association.
- The "Executive Committee" means the Executive Committee of the Association.
- Alumni means any person who is former employee, contributor or inmate of Institute of Agricultural Sciences, Banaras Hindu University.

2. Patrons

The Senior most Professor (other than Dean & Director) of the Institute of Agricultural Sciences, BHU shall be the patrons of the Association. The industrialists, eminent Agricultural scholars and professionals may also become the patrons of the Association on the approval of the "Executive Committee".

3. Membership

There shall be two categories of membership for the Association

- (a) Life Member
- (b) Honorary Member

3.1 Life Member

An alumnus shall become the life member of the Association on the payment of a one time membership fee of Rs. 1,000/-

3.2. Honorary Member

The candidature of a person who has contributed significantly towards the developmental cause of the Association, and shows keen interest in its activities may be considered and approved by the Executive Committee for Honorary membership of the Association.

4. Membership Rights

All members shall be entitled to receive announcements connected with the activities of the Association, the Alumni Newsletter, Alumni Directory etc. and to participate in all social functions and other activities of the Association. Members

will also be beneficiaries of any schemes or assistance programmes administered by the Association. All the members' shall have a voting right.

5. Organization

The following shall be the functionary bodies of the Association.

- (i) The General Body
- (ii) The Executive Committee

5.1 The General Body

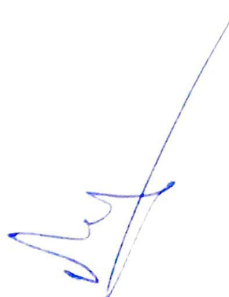
- a) The General Body shall consist of all the members of the Association as defined in Clause (3),
- b) The General Body shall meet every year normally in Varanasi. The following shall be the normal items of agenda of this meeting:
 - a) Annual Report of the activities of the Association pertaining to previous year.
 - ii) Previous year's accounts and budget proposal for the next year.
 - iii) Election of the members of the Executive Committee (normally every third year).
 - iv) Appointment of Auditors
 - v) Appointments of legal advisors, if any.
 - vi) Any other matter(s) concerning the functioning of the Association.
- c. An advance notice of 15 days shall be necessary for convening the General Body Meeting. In case of any urgency a shorter notice may be given.
- d. The quorum for the General Body meeting shall be 20 members present in person.
- e. All the resolutions put to voice at the General Body shall be decided by a majority of vote. In case of equality of votes, the Presiding Officer shall have the right of casting vote.
- f. The General Body shall nominate / elect 19 (nineteen) members for a period of 3 years to the office of the Executive Committee.
- g. In case of vacancies arising in Executive Committee due to any reason whatsoever, the Executive Committee shall nominate appropriate number of members to the executive committee.



- h. The Chairman or in his absence the President or in his absence the Vice-President of the Association shall be the Presiding Officer in the General Body meeting of Central Unit of the of the Association. The Chairman shall also preside over the General Body meeting of the regional chapters. In the absence of the Chairman, the President and in his absence the Vice-President of the respective regional chapter will preside over its General Body Meeting.

5.2 The Executive Committee

- a. The Executive Committee of the Association shall consist of the following
- i. The Director, Institute of Agricultural Sciences, shall be the Ex-officio Chairman of the Association and shall preside over the meetings of the Executive Committee of the central unit. In his absence the President and in his absence the Vice-President will preside over the meeting of the Executive Committee. The Chairman will also preside over the meetings of Executive Committees of different chapters. However, meetings of the Executive Committee of regional chapters shall be presided over by the President of the respective chapter in the absence of the Chairman of the Association and in the absence of the President of the Chapter its Vice-President shall preside over.
 - ii. The Dean, Faculty of Agriculture, Institute of Agricultural Sciences, shall be the Ex-officio President of the Association and shall preside over the meetings of the Executive Committee of the central unit in the absence of Chairman. In his absence the Vice-President will preside over the meeting of the Executive Committee.
 - iii. The immediate past Chairman, President and General Secretary shall be the ex-officio members.
 - iv. The Presidents of different Regional chapter shall be the ex-officio members of the Executive Committee.
- v. Besides, the Chairman (The Director, Institute of Agricultural Sciences, B.H.U.), there shall be 18 office bearers in the Executive Committee (for which faculty members shall be elected / nominated) of the Association with the following positions:

- 1) President – **Dean (Faculty of Agriculture/ Veterinary & Animal sciences)**
 - 2) Vice-President - **08**
 - 3) General Secretary - A teacher of the Institute of Agricultural Sciences, BHU. -**01**
 - 4) Joint Secretary - **04**
 - 5) Secretary – Finance -**01**
 - 6) Spokes person – **01**
 - 7) Students Advisor- **01**
 - 8) Professor In-charge Training & Placement Cell.- **01**
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- b. On or before the Fourteenth Day succeeding the day of the Executive Committee meeting of which office bearers are nominated/elected, a list shall be filed with the Registrar of Societies, Varanasi, of the names, addresses and occupations of the officer bearers and the members of the Executive Committee.
- c. The Executive Committee shall have the right to co-opt members and appoint subcommittees from amongst the General Body from time to time for the execution of specific assignments as required. The total number of such co-opted members shall not be more than 7 at any time.
- d. Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, and removal or otherwise may be filled by co-option by the Executive Committee and the member so co-opted shall hold office till the next Annual General Meeting.
- e. The quorum for the meeting of the Executive Committee shall be five members personally present.
- f. The Executive Committee shall manage the affairs of the Association by majority of votes in the committee meeting provided that in case of equality of votes the Presiding Officer of that particular meeting shall have the casting vote.
- g. The Executive Committee shall meet at least quarterly. The General Secretary shall issue the notice and the agenda of the meeting at least two weeks before the date fixed for the meeting. However, in case of urgent business, emergency meeting may be called at shorter notice. In such cases, the notice period shall not be less than two days. All decisions taken in such an emergency meeting shall have to be reported in the next Executive Committee meeting.
- h. The Executive Committee shall be the Executive Authority of the Association. It shall be responsible for all the finances and funds of the Association. It shall give effect to the plans and programmes of the Association.
- i. The property-movable and/or immovable-belonging to the Association, shall be vested with the Executive Committee.
- j. In case the executive committee is satisfied that a member has been working against the interest of the Association, it may recommend the termination of the membership of the concerned member to the General Body which shall have powers to do so.

5.3 Advisory Committee

The General body shall nominate 15 members advisory committee for a period of three years.



6. The Officer Bearers

- a) The, Director, Institute of Agricultural Sciences, BHU shall be the Chairman of the Association.
- b) Other office bearers of the Executive Committee - The President, Vice-President, General Secretary, Joint Secretary and Secretary - Finance, shall be nominated/elected by the General Body.

The office bearers (except the Chairman and President) shall be nominated/elected for a term of 3 years. No office bearer (except the Chairman and President) shall hold the same office for more than two terms.

- c) The office bearers except the Chairman and President shall be the faculty members of the Institute of Agricultural Sciences, BHU, Varanasi and are nominated/elected for a term of 3 years.

7. Duties & Responsibilities of the Office Bearers

i.Chairman:

- a) To preside over the meetings of General Body and the Executive Committee of the central unit as also those of the Regional Chapters of the Association
- b) To ensure that the activities undertaken by the Association or its chapters are in tune with the objectives of the Association.
- c) To coordinate the activities of different Regional Chapters and the Central Unit.
- d) To act as the returning officer in the elections of office bearers of the Central Unit as well as the chapters.
- e) To take deterrent action against member/s of the Executive Committees (of both Central Unit and different chapters) working against the interest of the Association.

ii.President:

- a) He shall preside over all the meetings of the Executive Committee and the General Body of the Central Unit of the Association in the absence of the Chairman.
- b) He shall have overall responsibility of the activities of the Executive Committee and the Association in the absence of the Chairman.



vii. Students Advisor:

He shall be responsible to organize the students of the Institute for the purpose of smooth functioning of association

He shall act as bridge between existing students and alumni

viii. Spokes person:

He shall be responsible for the publicity of the association and shall manage the media in all circumstances.

He shall assist students advisor in bridging the gap between existing students and alumni

ix. Professor In-Charge Training & Placement Cell: He shall be responsible for establishing linkage between alumni cell and industries.

8. Finance

- a) The Association may receive funds, donations and financial assistance for the furtherance of its objectives from different sources at national and international level.
- b) All money received on behalf of the Association shall be placed in the name of "ALUMNI ASSOCIATION OF BHU AGRICULTURE (AABHA)" in an account to be maintained in a bank approved by the Executive Committee. All cheques shall be signed jointly by the Chairman or the General Secretary along with the treasurer. The power of re-appropriation of funds up to Rs. 10,000/- shall be vested jointly with the Chairman and the treasurer. In the case of the regional chapters all cheques shall be signed by the President of the respective chapter or its secretary along with the treasurer of the chapter.
- c) The financial year of the Association shall be reckoned every year from 1st April to 31st March the following year. The Executive Committee shall direct the accounts to be audited by the auditor appointed by the Executive Committee.

9. Amendments

- a) The provision/requirement of the existing Constitution may be amended by a two-thirds majority of the members present and voting in a General Body meeting. The proposal to amend the Constitution shall be at the instance of the Executive Committee and/or on the signed requisition of at least 20 members.
- b) Notice of the proposed amendment(s) shall be furnished to the General Secretary at-least 40 days before the date on which, it is proposed to be considered for the amendments. Such a notice shall contain details of the Rule(s) desired to be amended, the proposed text of the changed rule and



iii. Vice-President:

- a) In the absence of the President, the Vice-President at Central Unit shall perform the duties of President.

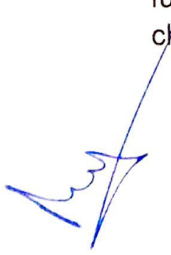
iv. General Secretary:

- a) He shall be responsible for the notification of all meetings of the General Body and the Executive Committee.
- b) He shall present the annual report of the Association in the Annual General Body Meeting.
- c) He shall maintain the minutes of all the meetings of the General Body and the Executive Committee.
- d.) He shall be responsible for all correspondence on behalf of the Association.
- e) He shall exercise administrative control over the office of the Association.
- f) He shall perform his duties under the overall direction of the Chairman or in his absence the President, or in his absence, the Vice-President of the Association.

v. Secretary Finance (Treasurer)

- a) He shall be the custodian of all the funds of the Association and shall be responsible for all financial and accounting matters including the preparation of the statement of Accounts for being placed before the Annual General Body Meeting.
- b) He shall collect all dues and claims on behalf of the Association and shall ensure proper utilization of funds.
- c) The Secretary - Finance shall be stationed in Varanasi.

vi. Joint Secretary:

- a) There shall be four Joint Secretaries to assist General Secretary in routine works of the association
 - b) Joint Secretaries shall assist the General Secretary and shall perform all the functions of the General Secretary in his absence as designated by the chairman/president of the association.
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the reason for seeking the amendment. Upon receipt of the requisition for amendment, the General Secretary shall issue notice to the members for such a meeting at-least 21 days in advance.

10. Regional Chapters

The Executive Committee of AABHA may recognize a Chapter of the Association in any country/region. Each Regional Chapter shall have the following bodies:

a. General Body:

All the members of the Region shall form the General Body of the Chapter. Regional General Bodies shall function on the lines of the functioning of AABHA.

b) Executive Committee:

There shall be six members in a Regional Executive Committee who shall be nominated/elected by the General Body of the chapter for a term of three years

There shall be the following office bearers of the Regional Executive Committee:

- a Chairman (Chairman of the Central Unit)
- b President
- c Vice President
- d Secretary
- e Joint Secretary
- f. Secretary Finance

The Office bearers shall be nominated/ elected from amongst and by the members of the General Body of the chapter for a term of three years. However, an office bearer shall not hold a position for more than two consecutive terms.

The Duties & Responsibilities of the Regional Executive Committee and its office bearers shall be similar to those of AABHA.

The Duties and Responsibilities of the President, Vice-President, Secretary, Joint Secretary and Secretary - Finance of the chapter shall be similar to those of the Central Unit of AABHA.

The Executive Committees shall ratify the activities, budget and expenditure of the Regional Chapters. Regional chapters will periodically hold meetings at their respective places.

11.

a. The funds of the association and its different chapters shall be utilized as per the decision of the concerned Executive Committee.

b. Regional chapter opening account on the PAN card of central unit of AABHA shall be solely responsible for auditing and accounting the fund. A copy of Audit Utilization Certificate must be submitted every year to the central unit. Any Tax liability arising out of transaction of the fund from the account of regional chapter will also be sole responsibility of that chapter.

12. PROPERTIES

The properties movable and immovable belonging to the association shall be vested with the executive committee. The executive committee shall take all necessary steps for proper upkeep and maintenance of these properties in good condition. The executive committee under no circumstances shall sell, mortgage or alienate the immovable properties in any manner whatsoever without the approval of general body.

13. Dissolution


In the event of dissolution of the Association, the procedure laid down in section 13 and 14 of the Societies Registration Act XXI of 1860 (UP Amendment Act, 1957) as extended to the State of Uttar Pradesh shall apply.

In case of any difficulty arising in the interpretation of any of the above Clauses, the decision of the Executive Committee of the Central Unit shall be final.

The association may be dissolved by a special general body meeting of the association convened on the recommendation of the executive committee or on requisition by not less than two thirds of members and a meeting to dissolve the association foundation must be composed of not less than one fifth of the members of the association present and resolution upon the dissolution shall not be effective unless passed by a majority consisting of three fourths of voted of the members present and entitled to vote.

On the resolution of the association if there shall remain, after sanction of all its debits and liabilities and property whatsoever, the same shall not be paid or distributed among its members but shall be transferred as required under Uttar Pradesh Societies Registration Act, 1960, to Institute of Agricultural Sciences, Banaras Hindu University, Varanasi for the promotion of similar objectives.

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31/12/2020
C.S.K. Singh
General Secretary