

SPA Alumni

School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi – 110002

SPA ALUMNI

(Registered under the Societies Registration Act of 1860)
(Certificate of Registration No. S-23095 of 1992, dated 30th June, 1992)

MEMORANDUM OF ASSOCIATION OF 'SPA ALUMNI'

Amended based on approval of the General Body Meeting held on 7th August, 2015, in accordance with Agenda item no. 4.

1. Name

1.1 The name of the Association shall be 'SPA Alumni', hereafter referred to as the Association. SPA Alumni shall be an autonomous body of the Alumni of the School of Planning and Architecture, New Delhi.

2. Registered Office

2.1 The registered office of the Association shall be in the National Capital Territory of Delhi and at present it is located at: School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi -110002. Tel: 23317892. The registered office of the Association shall remain in the National Capital Territory of Delhi. Any change in the Registered Office of the Association shall be communicated to the Registrar of Societies, Delhi.

3. Aims and Objects

- 3.1 To foster fraternity among the members of the Alumni;
- 3.2 To promote and encourage academic, professional, and social activities that concern Alumni and the School;
- 3.3 To maintain a register of all Alumni of the School with their complete bio-data, present occupation, present address and other relevant details;
- 3.4 To collect and disseminate information and to publish magazines and bulletins and by any other medium that the Executive Committee may approve;
- 3.5 To organise and establish scholarship funds to help needy and deserving students, and in furtherance of any or all of its objects;
- 3.6 To institute prizes and awards for outstanding project work, research papers, academic/professional activity, and outstanding social and community service by Alumni and Students;
- 3.7 To undertake to organise, own, or take on lease or hire temporarily, property necessary or convenient for the furtherance of the objects of the Association;
- 3.8 To receive, invest and deal with the funds and monies of the Association;
- 3.9 To realise its objectives, the Alumni shall have representation on the various decision-making bodies of the School and of other institutions relating to the Members of the Alumni.
- 3.10 To do all such lawful acts and things as are conducive or incidental to the attainment of the above objects and/or beneficial to the interests of the School and its Alumni.

4. Application of Income

All the income, earnings, movable and/or immovable properties of the Association shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever to the present or past members of the Association. No member of the Association shall have any personal claim on any movable or immovable properties of the Association or make any profits, whatsoever, by virtue of this membership.

5. Management

The management of the affairs of the Association is entrusted by the Rules and Regulations of the Association to the Executive Committee of the Association, as required under Section 2 of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi. (The names, addresses, occupations and designations of the Executive Committee members at the time of the 2015 amendment appear in the original filed document.)

RULES AND REGULATIONS OF SPA ALUMNI

1–4. Name, Title, Status, Definitions

The Rules and Regulations shall be called the Rules and Regulations of 'SPA Alumni', an association registered under the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi. 'School' means the School of Planning and Architecture, New Delhi. 'Alumni' means persons who hold degrees or diplomas awarded by or through the School. 'Member' means an alumnus who has joined the Association fulfilling the provisions of this Memorandum. 'Executive Committee' means the Executive Committee of SPA Alumni. 'Director' means the Director of the School. 'Honorary Member' means a person conferred membership by the Executive Committee who is not an alumnus, without voting rights. 'Year' runs 1st April to 31st March.

5–6. Membership, Admission and Qualifications

Membership is open to alumni of the School, on the live rolls on payment of prescribed fees. The General Body consists of Founder Members (alumni who took an active part in establishing the Association before its registration) and Life Members (alumni who pay a lump-sum fee as prescribed). Applications shall be on the prescribed form with the prescribed fee, submitted through the Secretary to the Executive Committee. All classes of member must hold a degree or diploma awarded by or through the School.

7. Subscription Fees

For members living in India and SAARC countries: Life Member admission fee Rs. 2,500 (no annual subscription). For members living outside India and SAARC countries: Life Member admission fee USD 500 (no annual subscription). Fees may be increased up to 30% once every three years by the Executive Committee; any greater increase requires General Body approval. Members must notify the Secretary of any change of address.

8–9. Resignation, Removal and Rights of Membership

A person's name is removed from the rolls on resignation, death, a declaration of incompetency, or by Executive Committee resolution for conduct unbecoming a member; a right of appeal to the General Body exists, with reasons for refusal communicated to the person. All members, including honorary members, may receive Association communications and participate in its activities; honorary members do not have voting rights.

10. Structure of the Association

The Association consists of: (1) the Patron — the Director of the School, who provides human and physical resources and may request the Executive Committee to convene a General Body meeting for extraordinary matters; (2) the General Body, consisting of Founder and Life Members; and (3) the Executive Committee, consisting of seventeen members.

11. General Body

Each General Body member (other than Honorary Members) has voting rights; decisions are by simple majority of members present and voting. The General Body elects fifteen members to the Executive Committee, and has the power to amend the Rules and Regulations or Memorandum by a three-fourths majority of those voting (in person or by post). The Annual General Body Meeting considers the previous year's accounts and activities, elections (if any), appointment of auditors, and appointment of at least two Electoral Officers (who may not themselves contest). Quorum is one-third of membership; the Secretary must give at least four weeks' notice; the AGM is held at least once a year, with no more than fourteen months between meetings.

12. Executive Committee

The Executive Committee consists of seventeen members: fifteen elected by the General Body, plus the outgoing Chairman and outgoing Secretary as ex-officio members. Composition: Chairman; Vice-Chairman; Secretary & Joint Secretary; Treasurer; ten Members (six Under-Graduate Alumni — one from B.Plan and five from B.Arch — and four Post-Graduate Alumni — two from M.Arch and two from M.Plan); and two Ex-Officio Members. Elections are by secret postal ballot (the first election may be held on the floor of a General Body Meeting). Electoral Officers issue nomination notices nine weeks before the AGM; nominations close six weeks before; withdrawals are accepted up to six weeks before; ballots are returned by 2:00 pm on the day of the AGM, counted, and results declared before the General Body adjourns. No office bearer may serve more than two consecutive terms (other than as an outgoing-committee representative); the term of office bearers and elected members is three years. A newly-elected Committee elects its own Chairman, Vice-Chairman, Secretary, Joint Secretary and Treasurer from among the fifteen elected members, chaired by an outgoing representative. Vacancies may be filled by General Body nomination at its next meeting; an office-bearer vacancy may be filled by the Executive Committee electing a replacement from among its own members, to hold office until the next General Body Meeting.

13. Powers and Duties of the Office Bearers

Chairman — chairs General Body and Executive Committee meetings, represents the Alumni in consultation with the Committee, and may convene an Emergency Meeting.

Vice-Chairman — acts on the Chairman's behalf as requested, and exercises powers delegated by the Committee.

Secretary — keeps minutes, carries out General Body/Committee directions, conducts correspondence, gives notice of meetings, exercises administrative control of the Central Office, maintains registers, and operates Association funds together with the Treasurer.

Treasurer — collects subscriptions, donations and grants; makes sanctioned disbursements; keeps accounts and reports to the Committee; liaises with bankers and auditors; presents audited accounts to the Committee and General Body.

Joint Secretary — assists the Secretary and acts on their behalf in their absence.

14–17. Working of the Committee, Sub-Committees, Funds and Audit

The Committee meets at least once every two months, convened by the Secretary with at least two weeks' notice; quorum is nine members or half the Committee's strength, whichever is larger. Decisions are by simple

majority, with the Chairman holding a casting vote. The Committee may co-opt General Body members to sub-committees for specific assignments. All Association funds are held in an account approved by the Executive Committee; cheques are signed by the Treasurer and one of the Chairman, Vice-Chairman or Secretary. No part of the fund may be distributed to members as dividend or bonus. Accounts are audited at least once a year by a Chartered Accountant appointed by the General Body; the financial year runs 1st April to 31st March.

18–25. Filing, Legal Proceedings, Amendments and Dissolution

A list of Office-Bearers and Executive Committee members is filed annually with the Registrar of Societies, Delhi, under Section 4 of the Act. The Association may sue or be sued in the name of the Chairman. Clauses 1 and 3.1 of the Memorandum cannot be amended; other amendments require a three-fifths majority of members voting (in person or by post), with eight weeks' written notice to the Secretary and four weeks' notice to members before the vote. The Association may only be wound up by a resolution passed by at least three-fifths of all members at an Extraordinary General Body Meeting, with thirty clear days' notice; any residual funds on dissolution pass to an association or society with similar objects, as determined by a three-fifths vote or, failing that, by a competent court. The Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi, applies throughout.