

Bye-Laws of ELSA – Lady Shri Ram College Alumni Association

1. The name of the society is “**ELSA – Lady Shri Ram College Alumni Association**” and its registered office is D-32, 1st Floor, Panchsheel Enclave, New Delhi – 110065 (hereinafter referred to as the “**Association**”). The Association shall, however, operate from Flat No. 14, Lady Shri Ram College, Lajpat Nagar Part IV, New Delhi – 110024 and this shall be the address for all correspondence.
2. These Bye-laws are being framed pursuant to the Memorandum of Association (hereinafter referred to as the “**MoA**”) and the Rules and Regulations of the Association, as submitted with the Registrar (hereinafter referred to as the “**Rules**”). These Bye-laws shall always remain subject to the MoA and the Rules and in the event of any ambiguity it is the MoA and the Rules that shall prevail. Further, any capitalized terms used in these Bye-laws shall have the same meaning as assigned to them in the Rules.
3. Pursuant to the powers conferred upon the Executive Committee of the Association under Rule 14(iii), these Bye-laws are being framed to govern the effective functioning and administration of the Association and the various Regional Chapters that may be recognized by the Association pursuant to Rule 13. These Bye-laws shall, inter alia, govern the following:
 - (i) Enrolment of Members;
 - (ii) Executive Committee;
 - (iii) Election of members of the Executive Committee;
 - (iv) Setting up and administration of the Chapters;
 - (v) Manner and mode of acquisition, administration and disposal of funds and property of the Association; and
 - (vi) Any other matter that the Executive Committee may deem necessary for the effective functioning of the Association.

I. Enrolment of Members

Application & Eligibility

4. Subject to Bye-law 5 below, any student of Lady Shri Ram College for Women (hereinafter referred to as the “College”), having graduated from the College, may apply for membership of the Association, provided:
 - (i) She has successfully obtained a degree from the College; and
 - (ii) Her membership application has been duly filled in all respects and approved by the Executive Committee member(s) handling Memberships.
5. The application form should be completed and submitted on the website www.lsralumna.org. However, if any applicant is unable to access and complete the form online, she may collect a form from the Association office and complete and submit it at the office along with the payment. The applications so received by the Executive Committee shall be verified and, if approved, the approval shall be communicated to the applicant by email. Membership will then be confirmed subject to the payment of the Membership Fees in accordance with Bye-laws 6 and 7 below. On receipt of the payment in the Association’s designated bank account, the new Member shall receive her membership number along with the membership kit.

It is clarified that the Executive Committee shall have the power to reject any application for membership upon recording of its reasons for such rejection.

Membership Fees

6. A Member shall pay her Membership Fee as follows, which shall not be subject to a refund under any circumstance whatsoever:
 - (i) Life Member – Rs.5,000/- payable one-time or Rs.6,000/- in three instalments of Rs.2,000/- each over three continuous years;
 - (ii) New Graduate – In addition to the option of becoming a Life Member, a new graduate shall have the option of becoming a Member upon payment of Rs.1,000/- for the first five years from the date of graduation (which shall be counted from April 01 following the date of results), which will be valid for the first five years only. At the beginning of year 6 from the date of graduation, the Member will be required to pay for her Life Membership in accordance with (i) above; and
 - (iii) Overseas Member – One-time payment of US\$150 (or its rupee equivalent) towards her lifetime membership. This will be exclusive of any bank or other charges that may be applicable for inward remittance.

7. Membership Fee shall be payable within sixty (60) days of the approval of the application by the Executive Committee directly to the Association. The Membership Fee can be paid by a “at par” cheque or demand draft drawn in favour of “ELSA-Lady Shri Ram College Alumni Association”, by bank transfer, or online by using the Association’s secured payment gateway available on the Association’s website.
8. A Member whose subscription is in arrears shall not be entitled to vote or stand for elections at a meeting of the General Body.
9. A Member’s membership shall cease forthwith upon her failure to pay her Membership Fee, including any instalment thereof, for sixty (60) days from the date on which such payment becomes due and payable. Provided, however, that such Member shall be entitled to re-apply for her membership subject to the discretion of the Executive Committee and on payment of Rs.1,000 (Rupees One Thousand only) as penalty.

Rights and Privileges

10. All Members of the Association shall, inter alia, have the following privileges:
 - (i) entitled to vote in the General Body on all matters placed before it, including election of the Executive Committee;
 - (ii) access to all information available on the Association’s website, including the Alumni directory;
 - (iii) access to all interactive areas of the website, including Class Notes and ELSA Mentors;
 - (iv) entitled to receive regular updates about news, events, initiatives etc.;
 - (v) entitled to receive the ELSA newsletter and annual magazine;
 - (vi) option to participate in all social functions and activities of the Association;
 - (vii) entitled to receive invitations for special limited programmes;
 - (viii) entitled to attend ELSA events at ELSA Member fee; and
 - (ix) eligible to be beneficiaries of any schemes or assistance programmes, if any, administered by the Association.

Expulsion from Membership

11. A Member of the Association may be expelled from the Association by a unanimous resolution of the Executive Committee to this effect and ratified by a two-thirds majority vote of the General Body:

- (i) if she makes default in the payment of her Membership Fees; or
- (ii) if she is found to be working against the interests of the Association.

A Member who is expelled pursuant to this Bye-law 11 shall not be eligible for re-admission, unless approved by three-fourths of the Executive Committee and ratified by a two-thirds majority vote of the General Body.

Cessation of Membership

12. A Member of the Association shall cease to be a Member, without any further act or deed, in any of the events specified in Rule 5(a).

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II. Executive Committee

Constitution and Term of the Executive Committee

13. The Executive Committee shall consist of 12 Members of the Association satisfying the qualifications and for the term specified in Rule 12(b), (c) and (d). Additionally, the immediate past President of the Association shall be an ex-officio member of the Executive Committee.
14. The members of the Executive Committee shall be elected at the Annual General Meeting of the Association (hereinafter referred to as the “AGM”) convened in accordance with Rules 10 and 11 pursuant to the election process defined in section III of these Bye-laws.
15. A notice of the AGM shall be served on the Members through email and announcement on the Association website, and other media, as agreed upon from time to time. Provided, however, that it shall be the duty of a Member to keep the Association informed about her current email address so that the meeting notice could be sent to her.
16. The members of the Executive Committee shall not be entitled to any remuneration for serving on the Executive Committee of the Association. Provided, however, that they shall be entitled to reimburse themselves out of the funds of the Association for expenses incurred and payment made by them for and on behalf of the Association, in accordance with thresholds laid down for expenditures by the Executive Committee.

Meetings of the Executive Committee

17. The meetings of the Executive Committee shall be held at least six times a year, and whenever else required, provided, however, that one such meeting shall be held at least thirty (30) days prior to an AGM or before filing of the accounts with the statutory authorities for purposes of approving the audited accounts for the previous year before being submitted to the General Body for approval. The discussions in the meetings of the Executive Committee shall be strictly confidential.
18. The quorum for the meetings of the Executive Committee shall be seven (7) members present, of which there shall be at least two (2) office bearers, provided that only elected members shall be entitled to vote in the meeting and only their presence shall be counted for the purpose of forming the quorum. In the event that the requisite quorum is not so present within one hour from the time appointed for the meeting, that meeting shall be adjourned to the next convenient date within the next 7 (seven) Business Days, from the date of such meeting. If the quorum, however, is still not present at such adjourned meeting, the meeting shall be proceeded with to transact business as specified in the agenda with the minimum of four (4) Executive Committee members, one (1) of whom shall be an office bearer.

19. Any notice of a meeting of the Executive Committee shall include an agenda identifying in reasonable detail the matters to be discussed at the meeting and shall be accompanied by copies of any relevant papers to be discussed at the meeting. The Executive Committee shall not adopt any resolution covering any matter that is not specified on the agenda for such meeting.
20. All decisions taken by the Executive Committee shall be approved by a majority vote of the members of the Executive Committee entitled to exercise their votes. In the event of an equality of votes, the President shall be entitled to a casting vote. In lieu of a physically constituted meeting of the Executive Committee, a proposed resolution shall be considered to have been validly passed if consented by the affirmative votes cast in writing via email by all the members of the Executive Committee.
21. The Executive Committee shall cause minutes of all proceedings of its meetings to be entered in the minutes' book. The minutes of each meeting shall, inter alia, contain the following details:
 - (i) names of the members attending the meeting;
 - (ii) all decisions taken by the Executive Committee;
 - (iii) names of the members, if any, dissenting from or not concurring with any decision; and
 - (iv) details of all appointments and dismissal of staff and the appointment of sub-committees for any specified purpose.
22. Within no more than 7 (seven) Business Days after each meeting of the Executive Committee, a copy of the minutes of that meeting shall be delivered by electronic mail to each member of the Executive Committee.

Cessation of membership of the Executive Committee

23. A member of the Executive Committee shall cease to hold office if:
 - (i) she ceases to be a Member of the Association for whatever reason;
 - (ii) her membership terminates in accordance with Rule 5(a);
 - (iii) she is expelled from the Association in accordance with Rule 5(c);
 - (iv) she submits her resignation from the Executive Committee to the President of the Association and her resignation is accepted;
 - (v) her membership is terminated due to her failure to attend more than three meetings of the Executive Committee; or
 - (vi) she is asked to resign from her membership by the majority of elected Executive Committee members due to her inability to contribute substantially to the functioning of the Executive Committee.

Exercise of powers

24. The Executive Committee shall exercise all the powers, except those reserved for the General Meeting, and particularly the powers specified in Rule 14.

24.1 Pursuant to the Rules of the Association, the Executive Committee shall appoint 4 (four) administrators from amongst its own members, who shall be responsible for the social media, including Facebook, LinkedIn, Twitter etc. It is imperative that the administration of the social media remains exclusively with the Executive Committee since the approval of membership to the Facebook page, LinkedIn and other social media platforms are directly linked to the database available with the Executive Committee, which cannot be shared with any other Member of the Association.

Sub-committees

25. The Executive Committee may appoint, from amongst the Members of the Association, any number of sub-committees as may be deemed essential and may delegate to them such of its responsibilities as it may consider desirable for the better conduct of the Association's affairs. Each sub-committee shall, in the discharge of the functions entrusted to it, conform in all respects to these Bye-laws and to the instructions given by the Executive Committee.

26. The Executive Committee shall ensure that one of its members chairs each sub-committee, so as to facilitate the functioning of the sub-committees and act as a liaison between the Executive Committee and the sub-committee.

Maintenance of Records

27. The Executive Committee shall be responsible for the maintenance of the following records in the office of the Association:

- (i) Roll of Membership
- (ii) Minutes of the Executive Committee Meetings
- (iii) Minutes of the General Body Meetings
- (iv) All publications, reports and souvenirs of the Association
- (v) Any other relevant record.

28. These records will be kept in the Association office, currently situated at Flat 14, Lady Shri Ram College for Women, Lajpat Nagar Part IV, New Delhi 110024.

III. Election of Members of the Executive Committee

29. General

- (a) All members of the new Executive Committee shall be elected in the General Body once in every two years.
- (b) Every fully paid member of the General Body shall be eligible to be elected as members of the Executive Committee, subject to Rule 12.
- (c) Every member of the General Body can exercise 12 votes for 12 members of the Executive Committee, subject to at least one vote for each of the 7 defined categories defined in Rule 12 (c).
- (d) Vote by proxy will in no event be permitted.
- (e) A member shall not be eligible to be a member of the Executive Committee for more than two consecutive terms, as defined in Rule 12 (d).
- (f) Every member of the General Body shall have the right to propose two candidates for election to the Executive Committee. In addition, she shall have the right to second up to two candidates for election to the Executive Committee.
- (g) Election Officer - On behalf of the General Body, elections shall be conducted by an Election Officer, appointed by the outgoing Executive Committee at least ninety (90) days in advance and not earlier than hundred (100) days of the expiry of its term. The Election Officer shall be a professional in good standing (for example, a lawyer or chartered accountant), should not be a member of the Association, and should not be related to any of the candidates for election. In the event of any candidate being related to the Election Officer, the Election Officer will need to be replaced.

Conduct of Elections

- 30. The Election Officer shall, in coordination with the Executive Committee, be responsible for receipt of nominations, acceptance of withdrawals, scrutiny of nominations, hearing of objections against nominations (in consultation with the Redressal Committee, as defined in Bye-law 47 below), actual conducting of elections and announcement of election results in the meeting of the General Body.
- 31. The Election Officer will appoint a working team of volunteers to assist him/her in the conduct of the elections. The Election Officer shall ensure that the volunteers are unrelated to the Executive Committee members and the candidates. The Election

Officer shall satisfy himself/herself that the volunteers are impartial and maintain confidentiality.

Election Schedule

32. Within fifteen (15) days of her/his appointment, the Election Officer shall notify (through the Association website and mailing system) the schedule of elections, which shall include the dates and times of the following:
 - (i) Invite nominations in the format approved by the Executive Committee
 - (ii) Receipt of nominations in the approved format,
 - (iii) Publication of all the nominations,
 - (iv) Filing objections against the nominations and scrutiny thereof,
 - (v) Decision on objections,
 - (vi) Publication of valid nominations,
 - (vii) Withdrawal of nominations,
 - (viii) Publication of final list of contesting candidates,
 - (ix) Voting by way of secret ballot at the AGM and secured web portal,
 - (x) Counting of votes, and
 - (xi) Announcement of results.

Nominations

33. Nominations shall be invited in accordance with Rule 12(c) at least sixty (60) days in advance of the AGM, by a general circular to all Members (through electronic mail) and by hosting it on the Association's website.
34. Nominations shall be submitted in the required format to the Election Officer within fifteen (15) days of invitation.
35. Every nomination shall be required to be duly proposed by at least one Member and seconded by any other Member other than the proposers. Each nomination shall have the consent of the nominee.
36. No Member shall nominate more than two candidates. No Member shall second more than two candidates.

List of Nominations, Scrutiny, Objections, Withdrawal and Final List of Contesting Candidates

37. On the day following the closing date and time of the nominations, the Election Officer shall publish category-wise lists of all nominations for the information of the General Body, and invite objections against validity of nominations within two (2) working days.

38. (a) Within two (2) days after the expiry of time for filing objections to nominations, the Election Officer shall scrutinize all nominations;
- (b) Based on this scrutiny, s/he shall notify the names of candidates whose nominations have been found to be valid;
- (c) This list of valid nominations shall be published, along with the list of nominations found to be invalid. The Election Officer shall give one (1) day's notice to the candidate(s) against whom objections have been received and accepted, to explain their position;
- (d) Thereafter, s/he will take a decision within one (1) day on the final list of candidates, and advise all such candidates, allowing them two (2) days for withdrawal of nominations.
39. Immediately thereafter, s/he shall publish the final list of contesting candidates.
40. The contesting candidates shall be allowed to campaign until forty-eight (48) hours prior to the start of the web polling.

Modes of Voting

41. Votes shall be polled in the following manner:
- (a) By secret ballots by Members present in the AGM, and
- (b) Voting through "web portal with appropriate security measures".
- A member can vote through any one of the modes listed in (a) and (b) above. A Member shall not be entitled to vote through more than one mode. However, any member, who is unable to cast her vote through web portal with appropriate security measures, is entitled to cast her vote through secret ballot.
42. Web polling shall start four (4) days prior to the AGM and stop one (1) day (by 12 noon) before the start of voting through secret ballot at the AGM. A list of those who have not voted through web polling will be generated and only those members will be eligible to cast votes through secret ballot.
43. Member shall get only one chance to vote and she may cast up to twelve (12) votes, including one (1) in each of the seven (7) defined categories.

Counting of Votes Polled and Declaration of Results

44. The Election Officer shall count the votes polled as follows:
- a. Counting of votes polled by secret ballot and through web portal shall be done simultaneously and immediately after the close of the in-person voting, in the

- presence of the members of the Executive Committee and the candidates or their authorized representatives present in the AGM.
- b. The Election Officer shall compile the results and announce them in the AGM. The result will be finally submitted in writing to the Honorary Secretary. The Honorary Secretary shall formally announce them as a resolution in the General Body Meeting and these shall be adopted as such.
 - c. The Election Officer shall submit a report on the elections to the Honorary Secretary within a day thereafter, for the Association's records.

Model Code of Conduct for Candidates During Elections

- 45. Fifteen (15) days prior to date of the AGM, all the powers of the Executive Committee shall cease to exist. During this period, the Honorary Secretary and the Honorary Treasurer will handle only normal executive functions. In extraordinary situations, the Executive Committee can exercise its power in consultation with and approval of the Election Officer.
- 46. The Election Officer shall give opportunity to every candidate to host her manifesto on the website of the Association and to update it once. The Election Officer shall also give permission to every candidate to send her appeal, up to two times, through email, at her cost, to all members of the General Body through the Association database of Alumni.

Redressal Committee

- 47. Redress of Election Complaints – The Executive Committee shall set up a Redressal Committee of three persons of impeccable integrity and impartiality in consultation with Election Officer immediately after the announcement of Election Officer to hear complaints and representations from the candidates and other members of the General Body and issue advice to the Election Officer or a candidate or any other person connected with elections, as deemed appropriate. The Redressal Committee members should not be Members of the Association.
- 48. The new Executive Committee shall take over the charge of the Association and convene a meeting of the Executive Committee within one week of the elections. In this meeting, the elected members of the Executive Committee shall elect the office-bearers from amongst themselves by majority vote in the following manner, under the supervision of the Ex-officio member:
 - (i) The Ex-officio member shall call for nominations for each office by show of hands;
 - (ii) The elected members will thereafter cast their vote for each office by a secret ballot. The ex-officio member shall not have any vote at this election;

- (iii) The ex-officio member shall count the votes immediately after the polling and shall announce the results to the Executive Committee. The results will also be posted on the website of the Association.

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IV. Regional Chapters

Chapter Definition

49. In consonance with Rule 13, a group of twenty (20) or more Members in good standing of the Association (i.e., those who have paid their lifetime membership fee), in any geographical area (being a district, city, state, country or continent, as may be appropriate), may organize into Chapters, in accordance with these Bye-laws, provided a Chapter recognized by the Association does not already exist in that geographical area.

Chapter Formation

50. Any group of Members may, upon application to the Executive Committee of the Association, and with its approval, be granted permission to set itself up as a part of the Association, and use the name “(name) Chapter of ELSA – Lady Shri Ram College Alumni Association”, which name will be assigned by the Executive Committee. For avoidance of doubt it is clarified that it will be the responsibility of the Chapter Heads to ensure that all members of their respective Chapters are, or become members of the Association. An approved Chapter will be given a charter by the Association.
51. A current list of Chapters will be available on the Association’s website www.lsralumna.org.

Chapter Organisation

52. Chapters will be organised in accordance with Rule 13. Each Chapter should review and adopt the MoA, Rules and these Bye-laws, which are available at www.lsralumna.org/xxx.
53. Chapter representatives may be nominated for election as members of the Executive Committee of the Association, with elections to be held at the Annual General Meeting of the Association, provided they are in a position to attend the Executive Committee meetings.
54. Chapters may establish bye-laws patterned after the Association’s bye-laws.
55. Chapters may collect Chapter dues (e.g., annual Chapter membership fees), conduct business, and develop social activities fulfilling the Association’s objectives. None of its activities may contravene the MoA and/or the Rules and Bye-laws of the Association.
56. The Association shall, in no manner whatsoever, be liable for any Chapter’s financial obligations.

Communication and Identity

57. The Chapter will follow all guidelines and templates shared by the Association in this regard, especially for use of the Association name and logo in any format, including print, electronic, digital and merchandise.

Chapter Officers

58. The Chapter shall have a Chapter Head and at least one other officer.
59. The Chapter Head will act as liaison between the Chapter and the Association, forwarding suggestions by Chapter members to help drive the Association's initiatives. In accordance with Rule 13, the Executive Committee will invite Chapter Heads to participate in its meetings, as and when required, and will work closely with them towards fulfilling the Association's objectives.

Goals of a Chapter

60. The Chapter's objectives shall, at all times, remain the same as those of the Association. These objectives may be achieved through many activities, including social gatherings, cultural events, continuing education opportunities, student receptions, fundraising events, and joint activities with other Chapters. Chapters will also welcome new graduates in their region, involve them in local events, and be available to answer questions.
61. Chapters should normally hold activities pertaining to their jurisdiction only. The Association will define the jurisdiction of Chapters from time to time. Chapters will take prior approval of the Association before organising events of regional/national/global nature involving members beyond their jurisdiction.
62. Chapters shall send copies of the minutes of their meeting, as well as a quarterly report of their activities, to the Executive Committee

Finances of the Chapters

63. Chapters shall not normally be under the financial control of the Association, except to the extent provided in Rule 13.
64. The Chapter will maintain a record of decisions taken related to financial matters; invoices, vouchers and receipts related to all financial transactions by the Chapter; and relevant books of accounts for audit in accordance with these Bye-laws. The Chapter will submit its accounts, duly audited by its Chartered Accountant to the Association every year by August 31.

Chapter Removal

65. Should the conduct of the Chapter not be in accordance with the Association's objectives, it will be removed from the Association's Chapter roster and will surrender its charter upon request by the Association's Executive Committee.

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V. Funds and Property of the Association

66. The funds and property of the Association shall comprise the following:

- a. Membership Dues;
- b. Donations and sponsorships;
- c. Realized profits;
- d. Interest earnings;
- e. Advertisement revenue;
- f. Other funds; and
- g. All property, movable or immovable owned by the Association

67. The funds of the Association shall be utilized in carrying out its objects.

68. The accounts of the Association shall be maintained in any scheduled Bank at New Delhi, into which all subscriptions, donations and other incomes shall be credited.

69. The bank account(s) of the Association shall be operated in accordance with the mandate provided below:

Sl. No.	Authorised Signatory	Limit
1.	Honorary Treasurer	Upto Rs. 10,000/- per cheque with a maximum of Rs. 10,000/- per month
2.	Any two of the following: President, Vice-President, Honorary Treasurer and Honorary Secretary	Exceeding Rs. 10,000/- - per cheque

70. The Honorary Treasurer's financial limits for non-budgeted items shall be limited to Rs. 10,000/- per month, to be approved post-facto by the Executive Committee. All other expenses shall require prior approval of the Executive Committee.

71. The records and books of the Association shall be kept in accordance with the generally accepted accounting principles of the Institute of Chartered Accountants of India.

72. The Association shall appoint an independent and experienced Chartered Accountant, to carry out quarterly audits every year.

73. The Association shall also appoint a statutory auditor (from an independent and reputable Auditing Firm) in order to finalize the accounts of the Association. Auditors

shall present their report to the Executive Committee, who shall place the same with its report in the AGM for the consideration and approval of the General Body.

74. The Honorary Treasurer shall present to the Executive Committee a statement of accounts of the Association, detailing all monies received and expended, every month.
75. Financial year of the Association shall be from April 1st to March 31st of the following year.
76. Surplus funds of the Association, not likely to be immediately required, may be invested in Banks or other Financial Institutions and interest-bearing government securities, as approved under section 11(5) of the Income Tax Act, 1961.
77. Withdrawals from the invested funds shall be made only with the approval /ratification of the Executive Committee
78. Any acquisition of an asset, movable or immovable, from the funds of the Association, for an amount exceeding Rs. 5,00,000/-, shall require a prior approval of the General Body in its General Meeting.
79. The Honorary Treasurer shall oversee all financial matters and account records of the Association and in particular the following:
 - (a) All financial transaction,
 - (b) Expenditure of the Association,
 - (c) Collection of Membership subscription and dues,
 - (d) Collection of grants and donations received by the Association,
 - (e) Compilation of Statements of Accounts,
 - (f) Audit of accounts and making all records available for the scrutiny, to the Auditor,
 - (g) Presenting Annual Accounts and Audit Report before the Executive Committee and in the AGM,
 - (h) Ensure that all accounts books are maintained properly and are up to date,
 - (i) Filing in consultation with Honorary Secretary, returns under the Income Tax Act, Foreign Exchange regulation Act and any other prevailing law, and
 - (j) Ensure that all the due payments are made to the Association and issue all necessary receipts.
80. The Executive Committee, through the Honorary Treasurer, shall maintain the following records in its office:
 - a. Cash Book and Ledger.
 - b. Receipts and vouchers.
81. The records mentioned in Bye-law 80 above, shall include details of all sums of money received, and the sources thereof, and all sums of money expended and the purpose thereof.

82. The records of the Association, maintained by the Executive Committee, shall be made available for inspection to the General Body during office hours, by prior appointment.

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