



MANN SCHOOL OLD STUDENTS SOCIETY (MOSS)

The Mann School, Holambi, Delhi-110082, India
Estd. 1997

Articles of Association

1. NAME:

The name of the organisation is – MANN SCHOOL OLD STUDENTS SOCIETY (MOSS).

All the ex- students & students of MS, are called – MAPSIANS.

2. OFFICE:

Office of the organisation is situated at present at THE MANN SCHOOL, HOLAMBI, DELHI-110082, till such time MOSS decides to re-locate to another premise either on lease or purchase affording the organisation the ability to conduct its purpose and affairs conveniently and efficiently.

3. PURPOSE:

The MOSS Organisation is charitable and non-commercial in nature.

4. OBJECTIVES:

- a) To provide a forum for alumni of the school to communicate, meet and arrange activities to foster the growth of the Alumni Association, MOSS and the School.
- b) To further strengthen ties and camaraderie between the students of the School, the Faculty Members and Staff of the school and within the MOSS itself.
- c) To conduct its purpose and affairs in an open, honest, sincere, apolitical and forthcoming manner.
- d) To encourage the alumni to take an active and abiding interest in the work and success of the MOSS in keeping with the ideals of the School.
- e) To endeavor to live up to the Coat of Arms & Motto of THE MANN SCHOOL.



DISCIPLINE, KNOWLEDGE, PATRIOTISM.

- f) To support the alumni emotionally, financially or in any other manner and to extend this facility to the family members in the event of grave necessities.
- g) To organize and develop activities in areas of cultural, social and educational fields; to keep alive the spirit of devotion to the pursuit of excellence in all the above areas and predominantly towards education and human resource development.
- h) To assist the school administration in various affairs as and when required primarily for the cause of good education and all round development of students/school.
- i) 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:
- j) To help in finding avenues of employment or occupation and in acquiring facilities for technical, vocational & professional training to students.
- k) To create, associate, interact or co-operate with any other Old Students Societies or Associations having the same/similar objects to such extent as may be desirable and possible.
- l) To sponsor, promote and organize 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 organization 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 ongoing effort of MOSS towards promoting national integration through the demolition of barriers of caste, creed, colour, race and regionalism by extending the same through the medium of the members of the organization on a larger national scale.
- p) To provide leadership in promoting national integration by encouraging and supporting the spirit of adventure and discovery.

- 5.** To carry out the aforesaid objects, MOSS 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 realization of the objects of the organisation.
 - b) To raise fund for MOSS, and to borrow from banks, bankers or other persons, as and when necessary, on the security of moveable and immovable property of MOSS.
 - 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 & money of MOSS on such terms and conditions as may be deemed expedient & to operate upon the accounts of MOSS with any bank, bankers or Corporate Societies. The funds of MOSS shall be invested & deposited as per provisions of 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 MOSS, 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.
 - g) All the incomes, earnings, movable/immovable properties of the organization shall be solely utilized and applied towards the promotion of its aims and objects only and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members.
 - h) No member of the organisation shall have any personal claim on any movable or immovable properties of the MOSS or make any profits by virtue of this membership.
- 6.** In case of dissolution of MOSS the assets of the organization may be given to some other organization formed for charitable purposes with the approval of the AGM.

7. OFFICE BEARERS of Mann School Old Students Society (MOSS):

- A - **PRESIDENT – ex Officio – PRINCIPAL - MS**
- B – **VICE PRESIDENT**
- C – **SECRETARY**
- D - **Jt. SECRETARY cum TREASURER**
- E – **SECRETARIES – Regional CHAPTERS**

- A. **PRESIDENT** - Principal of The Mann School will be the Ex-Officio PRESIDENT of the MOSS.
- B. **VICE-PRESIDENT** –A Senior Serving Teacher of the school with minimum of 3 (Three) years of service in the school, shall be the V.President of MOSS.
- C. **SECRETARY** – An old student with not less than 3(Three) years of stay & passed at least AISSCE from the school shall be the SECRETARY of the MOSS.
- D. **Jt. SECRETARY cum TREASURER** – An old student with not less than 3 (Three) years of stay & passed at least AISSCE from the school shall be the REGIONAL SECRETARY of a particular region or a state.
- E. **SECRETARIES – Regional CHAPTERS** – An old student with not less than 3 (Three) years of stay & passed at least AISSCE from the school shall be the REGIONAL SECRETARY of a particular region or a state.

8. DUTIES OF OFFICE BEARERS:

(a) President (Ex-Officio):

To preside over the AGM & meetings and to advice & guide the organization.

(b) Vice President :

- I To keep and preserve records and conduct all correspondence relating to MOSS.
- II To maintain all records of the proceedings of the General Body.
- III To execute and implement decisions and resolutions of MOSS
- IV In the absence of a treasurer to maintain financial records of MOSS.

(c) Secretary :

The SECRETARY will act on behalf of the President & handle all the day to day affairs of the MOSS.

(d) Jt Secretary cum Treasurer :

- I The Jt Secretary will assist the Secretary General.
- II He will officiate as Secretary in his absence.
- III To maintain financial records of MOSS.

(e) Secretaries –Regional Chapters :

- I. To organize MOSS affairs in their regions as the Regional Heads.
- II. To liaison with the SECRETARY for various regional activities.
- III. To ensure smooth communication between all the members of the region & help update of the MOSS directory/website.
- IV. To help in Raising/organizing funds for the organization from time to time.

9. ELECTION OF OFFICE BEARERS:

Office Bearers shall be elected for a period of two (2) years. Election of the office bearers shall take place in the Annual General Meeting held at MS on the Old students' Day. Election shall not be held for the post of President. Principal of the School will be the Ex-Officio PRESIDENT of the MOSS.

10. RESIGNATION / REMOVAL OF OFFICE BEARERS:

In case of any Post falling vacant, one of the office bearer shall takeover by consensus of other office bearers till the next election by the AGM. A office bearer may be removed by the AGM in case of non-performance or on discipline grounds as may be decided in the AGM.

11. LIFE MEMBERS:

Subscription/Life Membership (LM) fee to the MOSS is Rs. 4000/- (Four Thousand Rupees Only) alternatively, on student passing out from the school, the security deposit at the School can be paid as the Membership fee. On paying the membership fee a MAPSIAN becomes a LIFE MEMBER (LM). Life membership fee is payable once only. LM fee or any other fee may be amended/changed by the AGM from time to time. Membership fee will be mandatory for the passing out students of Class 12 of MS. The fee shall be deducted directly from their account by the School & deposited in the bank account of MOSS. However donations/contributions can be invited on certain functions or occasions from the Life Members also. MAPSIANS are free to contribute unconditionally at their will to the MOSS fund for various usages.

12. HONORARY MEMBERS:

Any former teacher who had taught in the School for a period of not less than 5(Five) years would become eligible as a Honorary Member of MOSS (Subject to approval). For this, the Principal (Ex-Officio President-MOSS) or the SECRETARY-MOSS should forward the names of the concerned teachers as and when they leave the school.

13. GENERAL BODY:

All Life members (LM) & Honorary members of MOSS shall form the General Body of the Society.

14. ANNUAL GENERAL MEETING (AGM) OF THE GENERAL BODY:

The General Body shall meet at least once a year at the School (MS) or any other venue each year to consider the progress made by the society during the past year and to take decisions as may be deemed necessary.

Fourteen (14) days clear notice in writing will be given for convening General Body meeting to all members, Quorum of the General Body will be 1/3rd of the total members.

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 MOSS
- III. To approve the audited accounts.
- IV. To pass the financial estimates (budget) for the ensuing year.
- V. To examine any proposal.
- VI. To elect office bearers on expiry of the terms.
- VII. To conduct any other business with the permission of the Chair.

15. POWERS & RESPONSIBILITIES OF AGM:

- a) 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.
- b) To accept on behalf of the MOSS, bequests, donations, grants and transfer of properties from the public, Societies or institutions for attaining the objects of the organisation.
- c) To enter into, vary, carry out, confirm and cancel contracts on behalf of the organisation.
- d) To invest any money belonging to MOSS, with such banks and other institutions as it may think fit from time to time, and to authorize the PRESIDENT, VICE-PRESIDENT and SECRETARY jointly to operate such accounts under the joint signatures of any two of them.
- e) To keep proper accounts of MOSS 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 organization will be from 1 April to 31 March every year.
- f) To delegate its powers wholly or partially in matters of appointments or dismissal/termination of the members (LMs), staff, legal proceedings, and such other matters of daily routine to any of its members or committees constituted for the control of the organisation or to any sub-committees.
- g) To fill up any casual vacancy in the Executive Committee/committees that may arise at any time, but only up to the next AGM.

- h) To determine all questions of general policy
- i) To make recommendations for framing further rules and regulations for the proper management of MOSS and to recommend changes therein for the approval of the General Body.
- j) To amend/change the Life Membership (LM) fee or levy any other fee from time to time.
- k) To add/change/realign any Chapters of MOSS.

16. EXTRAORDINARY GENERAL MEETING (EGM):

An extra ordinary General Meeting (EGM) may be called by the SECRETARY–MOSS to discuss some important/emergency matters at a place decided from time to time by the SECRETARY.

17. MINUTES BOOK:

The V.PRESIDENT shall record all the proceedings in a Minute Book, specially mentioning:

- a) All decisions taken by the AGM or any other committees formed.
- b) All resolutions and proceedings of the General Body or the committees meetings.
- c) Minutes of every meeting shall be signed by the President, Vice-President and the Secretary.
- d) The Minute Book pages shall be numbered & stamped by the MOSS seal.
- e) The proceedings of the AGM meetings shall be uploaded in the Alumni/School website for the information of the MAPSIANS.

18. FUNDS AND FINANCES:

- a) The income of MOSS from its membership or properties whenever derived shall be applied solely towards the promotion of the objectives of the organisation. 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 MOSS 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 MOSS.

- b) All funds of MOSS shall be kept in an authorized national or private bank & any two of the following shall be the authorized signatories for the accounts/cheques on behalf of MOSS.
 - i. PRESIDENT
 - ii. V. PRESIDENT
 - iii. SECRETARY
- c) All deeds of transfer, lease, purchase and other documents relating to immovable property shall be in the name of MANN SCHOOL OLD STUDENTS SOCIETY (MOSS) and shall be signed jointly by any two of the following- President, V. President or Secretary of MOSS.
- d) The books of accounts and other records of MOSS shall be kept at the office of MOSS, or at such other place as the President or Secretary may decide from time to time, and shall be open for inspection by any member of MOSS during office hours.

19. AMENDMENTS TO THESE RULES:

The General Body of MOSS may, after considering the views of the members, amend or alter these rules and regulations at the AGM, by a majority of not less than 2/3rd members present. Other business may also be transacted in such meetings.