

# SAIKAP ALUMNI ASSOCIATION (Regd.)



Constitution

--

Governing Body



# CERTIFICATE OF REGISTRATION OF SOCIETIES

(ACT. XXI OF 1860)

No. 0023 of 2018-19

I hereby certify that SAIKAP ALUMNI ASSOCIATION,

JAGATJIT PALACE, SAINIK SCHOOL KAPURTHALA, DISTT. KAPURTHALA, PUNJAB.

has this day been registered under the Societies Registration Act. (XXI of 1860) and as amended by Punjab Amendment Act. 1957

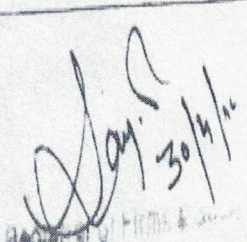
30TH

Given under my hand at Chandigarh this

day of APRIL

Two thousand EIGHTEEN

Fee Rs. 500/-

  
REGISTRAR OF FIRMS & SOCIETIES  
PUNJAB CHANDIGARH



**THE SOCIETIES REGISTRATION ACT, XXI OF 1860**

**MEMORANDUM OF ASSOCIATION  
OF  
SAIKAP ALUMNI ASSOCIATION  
JAGATJIT PALACE  
SAINIK SCHOOL KAPURTHALA.**

**1. NAME OF THE SOCIETY**

The Name of the society shall be "SAIKAP ALUMNI ASSOCIATION"  
(here-in-after referred to as the 'Society')

**2. REGISTERED OFFICE**

The office of the society shall be situated at the following  
address :-

SAIKAP ALUMNI ASSOCIATION  
Jagatjit Palace, Sainik School Kapurthala,  
Distt. Kapurthala, Punjab,  
India.

**3. AIMS & OBJECTS**

The main Aims & Objects for which Society has been established are  
as under :-

- (A) To remain positively affiliated and connected with Sainik School Kapurthala.
- (B) To foster a sense of Saikapien brotherhood by building commitment and involvement among the members and to mobilize the resources to help Association for the achievement of its goals and objectives.
- (C) To have "Chapters" of The Association within and outside India for furtherance of the objectives of The Association.
- (D) To provide opportunities for community service and to act as good will ambassadors of SAIKAP within India and abroad.
- (E) To serve as effective interlocutors in upholding the cause of peace and disarmament and in promoting friendship and co-operation between peoples and nations across the world.



- (F) To develop and maintain a digitized database of all members and make it available online through website or such other means of communication.
- (G) To honour distinguished Alumni of SAIKAP who have excelled and contributed in their respective domains.
- (H) To arrange events, get togethers and meetings to meet, interact and strengthen relations among members, school management, school faculty and current students of Sainik School Kapurthala.
- (I) To accept donations, raise subscriptions from the Members of the society, its well-wishers, State or Union Government, General Public and from other Individual(s), Firm(s), Company(ies) or Institution(s) from India and Aboard and to invest the funds of the society with such Banks for providing income to the Society on such terms and condition as may be deemed proper and necessary for the betterment and fulfillment of the one or other Aim(s) and Object(s) of the society.
- (J) To do all such other lawful acts, deeds or things as are necessary and conducive and incidental for the attainment of any of the objects stated above.
- (K) To arrange/organize discussions, seminars, conference and other lawful gathering for the promotion of Aims and Objects of the society.
- (L) To provide the free education, books to the needy/poor students of sainik scholl and other poor Students.

#### AREA OF OPERATION

The Registration of the Society shall be in Kapurthala. It will however be free to undertake suitable activities in other part of Punjab, if necessary in connnection with the work related to serving the Society through above mentioned objectives or if invited to do so by the Central or other State Government or an institution having objects similar to its own.



**THE SOCIETIES REGISTRATION ACT, XXI OF 1860**  
**RULES AND REGULATIONS**  
**OF**  
**SAIKAP ALUMNI ASSOCIATION**  
**JAGATJIT PALACE,**  
**SAINIK SCHOOL KAPURTHALA.**

**PRELIMINARY**

The provisions of the Societies Registration Act, XXI of 1860, (Punjab Amendment Act, 1957) shall apply to this Society.

**INTERPRETATION**

The following expressions shall have the following meanings :-

1. "SOCIETY" means Saikap Alumni Association, Jagatjit Palace, Sainik School Kapurthala in the State of Punjab, a Society formed and constituted under the provisions of Societies Registration Act, XXI of 1860 (Punjab Amendment Act, 1957)
2. "PRESIDENT", "SENIOR VICE-PRESIDENT", "VICE-PRESIDENT", "GENERAL SECRETARY", "JOINT SECRETARY", "TREASURER" AND "SCHOOL REPRESENTATIVE" shall have the designations as prescribed in the rules.
3. "SAIKAP" means Sainik School Kapurthala and "SAIKAPIAN" means a member of the Association.
4. "GENERAL BODY" means the body consisting total number of members of the Society; "GOVERNING BODY" means the body consisting representative of various "Chapters" of the Society; and "EXECUTIVE BODY" means the office bearers so chosen/elected by the members of the Governing Body amongst themselves to run day to day affairs of the Society.
5. "OLD BOYS MEET" means annual conjugation of Ex-students and staff members as organised by the SAIKAP in school campus, generally in the month of November or December.
6. "SUB-RULES" means the rules framed by the Executive/Governing/General Body from time to time.



## 1. STRENGTH OF MEMBERS

There is no limit on Maximum numbers of members of the society while the Minimum numbers of members shall be 7 (seven).

## 2. MEMBERSHIP DEFINED

Membership of the Society shall be open to individuals without distinction of sex, race or nationality who have been affiliated with Sainik School Kapurthala and subscribe to the aims and objectives of the Society. There shall be two classes of members of the Society as follows:

### a) GENERAL MEMBERSHIP

General Membership is open to all Ex students who have been admitted to Sainik School Kapurthala and who have been assigned a Roll number by the school.

### b) HONORARY MEMBERSHIP

i) Persons who are or have served the school as a member of Sainik School Kapurthala administration or management or as school teacher.

ii) First blood relative/spouse of the deceased person who were or could have been a general/honorary member of the Society.

Honorary membership shall be awarded either by nomination or invitation of the society. The members shall be entitled for life to the rights and privileges of the society and in addition shall be exempted from any contributions to run the day to day business of the Society.

## 3. DISQUALIFICATION OF A MEMBER

Any Member of the Society shall cease to be a member if he/she :

a) Acts in such manner, which in the opinion of the Executive/ Governing/ General Body is prejudicial to the interest of the society on his own motion or as may be reported by the members and accepted by the Executive/Governing /General Body.

b) Resigns voluntarily.

c) In case of Death of the member.

## 4. RIGHTS AND PRIVILEGES OF MEMBERS

a) All the Members can give suggestions and participate in discussions on execution of Aims and Objectives of the Society and for taking up the new projects by the Society.

b) All the members are entitled to visit the registered office of the Society at any appropriate time.



- c) To inspect the books of accounts of the society on the General Body day meeting or by pre scheduling with Executive Body.
- d) No Member of the society shall go directly in the court against any member of the society in any matter relating to the Society. In case of any dispute, the decision of the arbitrator (s) appointed by the Governing Body shall be final.

## 5. CHAPTERS OF THE SOCIETY

The society will be further organized in "Chapters".

A group of members (minimum 25) in a particular place, Organization, City, Country or a particular class-batch coming and working together to achieve the aims & objectives of the Society shall be called "Chapter".

The Chapter shall have its executive body consisting the President, the Secretary & members. Each Chapter shall be listed with the Society's Executive Body & inform about its office bearers & activities undertaken by it.

Any member of the General body can be a member of more than one Chapter. However, for the purpose of counting the strength of a Chapter he shall be considered for one Chapter only as decided by him.

Each Chapter shall make an annual subscription to the Society as decided by the Governing Body from time to time.

Every Chapter of the society is free to organize any number of meetings, cultural or social events in a year at any convenient location as decided by the Chapter itself, however, intimation of such an event should be given to the Executive Body.

## 6. GENERAL BODY

- a) General Body defined: "All the members of the society will form the General Body"
- b) Powers, duties and function of the General Body:
  - i) To formulate the policy and principles of the Society on which it shall carry out its Aims and Objects.
  - ii) To make amendments in the constitution of the Society as proposed by the Governing Body. Such amendments have to be passed by 2/3 majority of the body present in its annual general meeting.
  - iii) The Annual General Body Meeting of the society shall be held once in every year on the day of "Old Boys Meet".



**7. GOVERNING BODY**

- a) The Governing Body will constitute the President or the Secretary or the Representative of each Chapter i.e. each valid Chapter shall have one member each in the "Governing Body". This Body will select/elect the office bearers for the Executive Body. Decisions taken by the Executive Body can be reviewed by this Body. Any decision not arrived at by the Executive Body will be decided by this Body.
- b) The meeting of the Governing Body shall be convened on the day of General Body meeting to elect the members of Executive Body.
- c) An urgent meeting of the body can be called with the notice of seven days.
- d) The meeting (except first) can be held by way of video conference call as well.
- e) The term of the Governing Body shall be two years.

**8. EXECUTIVE BODY (OFFICE BEARERS)**

The following shall be the Office Bearers of the Society:

- a) President
- b) Senior Vice-President
- c) Vice-Presidents (Two)
- d) General Secretary
- e) Joint Secretary
- f) Treasurer
- g) School Representative

The Governing Body shall elect/select the above said office bearer among themselves for a period of two years on Old Boys Meet.

The Body shall be responsible to run the day to day affairs of the society for the said period and shall table the Society's annual report in the General Body Meet.

The Body must meet at least twice a year and the meeting can be convened on a short notice of twenty four hours.

The meeting (except first) can be held by way of video conference call as well.

Half of the members of the Body shall form the quorum to pass a majority decision.



## 9. DUTIES AND POWERS OF THE OFFICE BEARERS

### I. PRESIDENT

- a) To preside over the meetings of all the bodies, committees and sub-committees of the Society and take appropriate decisions/measures for furtherance of the Aims and Objects of the Society.
- b) To sanction expenditure within the budgetary provisions.
- c) To exercise overall supervision of the establishment belonging to the Society/Institutions and departments under his control by taking appropriate measures/actions.
- d) The President, in consultation with Executive Body members, shall have the power to suspend temporarily any member/office bearers whose activities are against the working of the Society. He shall place the case in the next coming Governing Body meeting for its approval.
- e) The President can assign any duty to any of the office bearers or members of the Executive and Governing Body.
- f) The President shall also be designated as correspondent of the Society and shall make correspondence with the Government Officers/Treasury and departments of the Punjab Govt./Central Govt./any authority in other states or abroad in connection with affairs of the Society.
- g) The President himself or any member of the Executive Body on his directions can file criminal /civil suits for and on behalf of the Society.

### II. SENIOR VICE PRESIDENT

The Senior Vice-President shall discharge all the functions of the President in his absence. He shall not enjoy any special power granted to the President in any manner.

### III. VICE PRESIDENT

In case both President and Senior Vice President are absent, he shall lead the meetings of the society.

If all the above office bearers including the Vice-President are absent in a meeting, the members who are present shall elect a Chair to conduct the meeting.



#### IV. GENERAL SECRETARY

- a) To convene ordinary and extra-ordinary meetings of the Executive/ Governing/General Body in consultation with the President and maintain records of the minutes of the meetings.
- b) To prepare & present the annual report of the Society and its audited accounts with the help of Treasurer.
- c) To keep all the records under the directions of the President.
- d) To maintain an update database of membership of the Society.
- e) To issue general circulars as notices for information's to the Members through online mode of communication or any other suitable mode.
- f) To perform all such duties as may be entrusted to him by the President.

#### V. JOINT SECRETARY

The Joint Secretary shall be the person who assist the General Secretary and Executive Body in all day to day working of the society and shall maintain the record of the same.

#### VI. TREASURER

- a) To receive and disburse authorized expenditure, issue receipts and obtain vouchers.
- b) To acknowledge the donations and other collections and accounts on behalf of the society.
- c) To keep full accounts of all movable and immoveable properties of the society.
- d) To maintain and upkeep of society bank accounts and cash book as the President/Executive Body may prescribe from time to time.
- e) To prepare the final account and arrange for audit thereof.
- f) To perform all such duties as may be entrusted to him by the President.

#### VII. SCHOOL REPRESENTATIVE

Principal SAIKAP or his representative will be 'School Representative' in the Executive Committee. He will have the right to vote but cannot be put on any Executive post.



10. PATRONS

The General Body in its annual meeting can nominate (maximum 5) outstanding personalities from the General body as Patrons for a term of one year.

The Patron(s) so nominated shall oversee the working of Governing & Executive bodies. They have the right to be present & advice in the meetings of Governing/Executive Body, however, they shall have no voting rights.

11. FILLING UP OF CASUAL VACANCY

Any vacancy of an Office Bearer in the Executive Body shall be filled up by the Governing Body from amongst its own members only with the approval of the President and General Secretary.

12. ELECTION AND ITS MODE

The Chapter representative i.e. Governing Body will elect Executive Body (Office Bearers) among members of their body for a period of two years.

13. SOURCE OF INCOME AND UTILISATION OF FUNDS

- a) All the members shall be free to contribute to the cause of the society as per their free will. Such contribution shall be subject to exception, relaxation, and exemption and rebate as per governing laws of India as prescribed on this behalf.
- b) All funds of the society shall be kept in a scheduled bank(s) as approved by the Executive Body and be operated by Treasurer and President or General Secretary.
- c) All sums received shall be deposited with the bank(s) within seven working days from the date of receipt.

14. ACCOUNTS AND AUDITS

The books of accounts of the society as maintained and prepared by the Treasurer shall be audited by a competent auditor appointed by the Governing Body. The auditor shall submit the audit report to the Governing Body through the President and the Treasurer. The President, the General Secretary & the Treasurer will sign all account bills for the Society.



15. FINANCIAL YEAR

The Financial Year for maintaining the books of accounts of the Society shall be as defined in the Income Tax Act -1961.

16. MODE OF COMMUNICATION

The society shall maintain a user friendly website for the benefit of members. Other social media such as facebook or whatsapp or any other such medium may or can be used to further the cause of the society.

Any information and other Resources, as required may be created for proper functioning of the society after consensus among the present members in the annual general meeting. All the information and other documents shall be available to all the members through website updates.

17. GENERAL

The society shall be affiliated with Sainik School Kapurthala as a recognized Old Students Association and as such, agrees to abide by the rules, policies, and procedures of the school.

The society may also be affiliated with such other old students associations of other Sainik Schools or such other institutes as decided in annual general body meeting.

18. AMENDMENTS OF RULES AND REGULATIONS

All amendments in the Memorandum of Association and Rules and Regulations of Saikap Alumni Association, Jagatjit Palace, Sainik School Kapurthala shall be made as per provisions of section 12 and 20 of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957).

19. DISSOLUTION

In case the Society Saikap Alumni Association, Jagatjit Palace, Sainik School Kapurthala is to be dissolved, the provisions laid down in sections 13 and 14 of the Societies Registration Act, XXI of 1860 shall be followed and all the moveable and immoveable properties and assets after payment of all liabilities of the Society shall be transferred to Sainik School Kapurthala.



## Governing Body

### Patrons

S/No	Name	School Roll No.	Mobile No.
1.	Col. Gurbir Singh Sandhu	361	98140-11387
2.	Lt. Gen. Gurdeep Singh	380	98785-81401
3.	Sh. Jawahar Dhawan	1065/Tilak	98688-50101
4.	Maj. Gen. Balwinder Singh Chhina	1541/Patel	94190-27757
5.	Sh. Malkinder Bajwa	2379	94634-84041

### Chapter Representatives

Sr. No.	Name of the chapter	School Roll No.	Name of the Chapter Representative	Mobile No.	
1.	71-79	1414	Sh. Shamsheer Bahadur	79733-65636	
2.	77-84	2152	Sh. Rajpal Singh Sandhu	98140-61235	President
3.	78-85	2234	Sh. Harmeet Singh	95477-05777	
4.	79-86	2363	Sh. Bhupinder Singh	98763-21000	Treasure
5.	82-89	2644	Dr. Jagjit Singh	98150-90112	
6.	83-90	2741	Dr. Kulwinder	98142-02741	
7.	92-99	3969	Sh. Sukhjot Singh	95307-53867	
8.	03-10	5736	Sh. Manmohan Singh	70874-28831	
9.	ASR	1950	Sh. Harjinder Singh Khara	95010-31148	
10.	Canada-I	2247	Sh. Jagdeep Singh Grewal	+1(587)576-6500	
11.	Canada-II	1416	Sh. Darshan Singh Mann	97693-50429	
12.	Chd.	2725	Sh. Tejinder Kaushal	70090-58918	
13.	Delhi	307	Sh. Ranbir Yadav	96502-90757 98104-22307	
14.	Jalandhar	426	Sh. Jasbir Singh	98889-01313	
15.	Jammu	1161	Col. Rawel Singh	94192-45967	
16.	Kapurthala		Sh. Vipin Kumar	98140-72209	
17.	Panchkula	2240	Rana Yudhvir Singh	94178-14578	Sec. General
18.	Patiala	1683	Sh. Pushpinder Singh Gill	98141-45045	
19.	Rohtak	611	Sh. Jaspal Singh	98963-74740	

### School Representative

1.	-	-	Col. Vikas Mohan, Principal	95302-51819	
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