



Kendriya Vidyalaya Hebbal Alumni Association

PM SHRI Kendriya Vidyalaya Hebbal, Sadashivanagar Post, Bengaluru- 560080

www.kvhalumni.com e-mail: secretary.kvhaa@gmail.com

RULES AND REGULATIONS OF

Kendriya Vidyalaya Hebbal Alumni Association (KVHAA), Bangalore

1. Definitions:

- a) Association means: “Kendriya Vidyalaya Hebbal Alumni Association”
- b) KV Hebbal means: “Kendriya Vidyalaya Hebbal, Bangalore”
- c) Executive Committee: The Executive Committee will be the managers of the association and shall consist of the President, Vice President, Secretary, Treasurer, Joint Secretary and Executive Committee Members
- d) President means: The President of “Kendriya Vidyalaya Hebbal Alumni Association”, Bangalore
- e) Vice President means: The Vice President of “Kendriya Vidyalaya Hebbal Alumni Association”, Bangalore
- f) Secretary means: The Secretary of “Kendriya Vidyalaya Hebbal Alumni Association”, Bangalore
- g) Joint Secretary means: The Joint Secretary of “Kendriya Vidyalaya Hebbal Alumni Association”, Bangalore
- h) Treasurer means: The Treasurer of “Kendriya Vidyalaya Hebbal Alumni Association”, Bangalore
- i) Executive Member means: Members of the Executive Committee of “Kendriya Vidyalaya Hebbal Alumni Association”, Bangalore
- j) General Body means: The body made up of the voting Members of “Kendriya Vidyalaya Hebbal Alumni Association”, Bangalore
- k) Annual General Meeting or AGM means: A meeting called of the General Body, made up of all the Members of the “Kendriya Vidyalaya Hebbal Alumni Association” for the purpose of discussing, debating, altering, voting and deciding about any material issues of relevance to the Association
- l) Chairperson means: The sitting principal of “Kendriya Vidyalaya Hebbal”, Bangalore, acting ex-officio
- m) Appendix means: One or more pages containing documented information with regards to material yet changeable aspects of the Association, including but not limited to the amount chargeable as membership fees, names of bank(s) where accounts are held from time to time, spending limits for authorized signatories, cut-off dates for determining various



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eligibilities, etc. and which become a part of these Rules and Regulations by reference only, and whose contents can be changed as per laid down procedure without the need for any amendments to the “Rules and Regulations” document itself.

2. Jurisdiction: The jurisdiction of the Association will be Bangalore, India only.
3. Accounting Year: Accounting year will be 1st April to 31st March every year.
4. Memberships and Enrollment of Members:
 - a) Alumni: Any former student of age 18 years or older, who has studied at KV Hebbal, Bangalore for at least a whole academic session would be eligible to be a Member of KVHAA, on application and payment of the then prevailing fees for annual/life time membership, and after due ratification of the same by the EC, as per these Rules & Regulations then in force.

Notwithstanding the above rules of eligibility, the Executive Committee shall have the powers to screen and approve, by simple majority, the membership application of an alumnus or alumna who has not been able to complete the required duration of study to qualify, but presents formidable and convincing arguments in favour of his/her inclusion in the KVHAA Member List. Such arguments may include, but not be limited to exceptional performance in any field, receiving of a national or international honour, donation to the KVHAA for a noble cause, special circumstances that did not allow completion of the qualifying criteria, etc.

- b) Teachers: Any teacher who has taught at KV Hebbal for at least a whole academic session would be eligible to be an Honorary Member of the Association on application and payment of the then prevailing fees for annual/life time membership, and after due ratification of the same by the EC, as per these Rules & Regulations then in force.

Notwithstanding the above rules of eligibility, the Executive Committee shall have the powers to screen and approve, by simple majority, the membership application of a teacher who has not been able to complete the required duration of service to qualify, but presents formidable and convincing arguments in favour of his/her inclusion in the KVHAA Honorary Member List. Such arguments may include, but not be limited to exceptional performance in any field, receiving of a national or international honour, donation to the KVHAA for a



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noble cause, special circumstances that did not allow completion of the qualifying criteria, etc.

Under exceptional circumstances, the Executive Committee may, after due diligence and screening, consider and approve, by simple majority, the membership application of a Principal, Vice Principal or non-teaching staff member of KVH, for addition to the Honorary Members List of KVHAA.

However, the Executive Committee shall not have the powers to grant voting rights in an Election of KVHAA, AGM or Extraordinary Meeting to any Honorary Member of KVHAA, under any circumstances.

- c) The Executive Committee shall exercise its due diligence in ratifying the membership applications received after the last such ratification and prior to its meeting for the purpose of such ratification. All membership applications found complete and correct in terms of details and the payment of applicable fees shall be approved by the Executive Committee at its meeting. The Secretary shall immediately thereafter add all such approved applications to the Member Lists of the two categories above. No single individual of the Executive Committee would have the sole power to accept, reject, add, delete to/from the Member Lists. In the case of any dispute, the decision would be taken by simple majority, with the Chairperson having a tie-breaking vote, when necessary.
- d) All Student Alumni members whose names and details appear in the Membership Register at any given time are eligible to vote at the Annual General Meeting of the Association.
- e) Honorary members such as Teacher Alumni and/or others given honorary membership to the Association as a mark of respect, do not have voting rights in the AGM and Elections to the Executive Committee.
- f) While the decision of the Executive Committee on the issue of membership would be final, it would not unreasonably deny membership of the Association to a bona fide membership applicant.
- g) The membership fees – for annual and life time membership - may be changed from time to time by the Executive Committee, but only after approval at the Annual General Meeting.
- h) In order to increase the membership of the Association, the Executive Committee may, from time to time, decide to offer discounts or special fees to recently passed out alumni, but only after approval at the Annual General Meeting.
- i) Membership fees, once paid would not be refunded, except under special circumstances that the Executive Committee would take a decision on.
- j) Membership is unique to the individual and is not transferrable to another person.



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- k) No refunds of Membership fees would be made if a member resigns from the membership of the Association or is deceased.

5. Termination of membership:

- a) The membership of a registered Member of the Association may be terminated by the Executive Committee, on passing of a resolution in its meeting by a simple majority. The following actions could lead to such a termination:
 - a. The Member's behavior proves to be harmful in the interests of the Association
 - b. The Member's conduct flouts any rules of the Association
 - c. Non-payment of Annual Membership fees within 1 month of it becoming due
 - d. The Member is found to be of unsound mind
 - e. The Member is accused of any misdeeds, convicted by any court of law in India and/or is imprisoned.
- b) Notwithstanding the above, the Member would be issued a Show Cause Notice to explain why his/her membership should not be terminated, and given at least 15 days to respond. In case the Member fails to respond or his/her response to the Show Cause Notice is found to be unsatisfactory by a simple majority of the attending quorum at the meeting, the Executive Committee would be empowered to proceed with the decision of termination.

6. Powers & Duties of the General Body:

- a) The General Body shall be the supreme body of the Association. All valid members can participate in the General Body Meeting. The General Body shall meet at least once in a year, to review and adopt the annual statements, the Secretary's Report, the Treasurer's Report, to vote on the annual budget and audit reports, to give the Executive Committee the necessary approvals for new initiatives and programs to be carried out in the interests of the Association, and if need be, to form sub-committees to help the Executive Committee in the efficient and effective working of the Association, to review and adopt amendments to these Rules & Regulations of the Association, and to take all critical decisions to manage the affairs of the Association.

7. Notice & Quorum of Annual General Meeting:

- a) The Notice for the Annual General Meeting (AGM) shall be served at least 15 days prior to the date of the meeting. The Notice must reflect date, time, place and agenda of the meeting. The quorum for the General Body meeting shall be 30% of the total number of voting



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Members. In case of a lack of quorum, the meeting shall be adjourned and the adjourned meeting shall be reconvened within one hour of the adjournment, at the same place. The minimum quorum required for the reconvened meeting shall be 50 members.

- b) All AGM Notices shall be sent to members by any of the then acceptable forms of communication, and also be published for general consumption on the KVHAA website. The following modes of communication would be considered as acceptable for this purpose:
- Printed Letters
 - E-mails
 - SMS messages
 - WhatsApp messages

8. Extraordinary Meeting of the General Body:

- An Extraordinary Meeting of the General Body can be called as and when required, to discuss critical and important matters relating to the Association. The agenda for such an Extraordinary Meeting will be only the critical issue for which the meeting has been called.
- A Notice of at least 10 days is necessary to be given for an Extraordinary Meeting.
- The quorum for an Extraordinary Meeting shall be 50 members of the General body. If the quorum is not reached, the meeting shall be adjourned and reconvened within 7 days of the adjourned meeting, at a place, date and time to be notified to the General Body by any of the methods then acceptable for such communication.
- The Notice of the Extraordinary Meeting shall also be posted on the Association website for general consumption.

9. Composition of the Executive Committee:

- a) The Executive Committee shall consist of the following positions:
- | | |
|---------------------|-----|
| i. President | - 1 |
| ii. Vice President | - 1 |
| iii. Secretary | - 1 |
| iv. Joint Secretary | - 1 |
| v. Treasurer | - 1 |
| vi. Members | - 5 |
| vii. Chairperson | - 1 |

10. Procedure of Elections of the Executive Committee:



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- a) Members shall be eligible to stand for Elections of the Executive Committee provided they are members with voting rights and have paid up their membership fees by the due date as per existing rules. For the purpose of standing for any position as well as for voting in the Elections, the Member's name and details must figure in the electoral rolls published by the Electoral Officer(s) appointed by the Executive Committee for the proper, free and fair conduct of the elections.
- b) Each member shall carry only one vote. In case of a tie between multiple candidates for a given elected position of the Executive Committee, the decision shall be decided by a draw of lots.
- c) Members have to cast their own vote, either by being physically present at the place of the Elections prescribed by the Electoral Officer(s) for voting, or by virtual means through any of the legal and credible methods as allowed by the Executive Committee. The vote of a member is non-transferable, and voting by proxy shall not be allowed.
- d) Elections for all the above-mentioned posts of the Executive Committee shall be held once every two years, at an AGM called for the purpose.
- e) The Executive Committee shall appoint one or more, but not exceeding 5, Electoral Officer(s) for the smooth conduct of the Elections. This would be called the Election Committee, headed as a Convenor by one of the members. It shall be left to the Election Committee to make announcements of the date, time and venue of the Elections, the rules and procedures for filing of nomination, for withdrawal of nomination and for announcement of results at the end of the process.
- f) In case the Convenor of the Election Committee is not able to function, for whatever reason, the other members of the Election Committee shall choose another Convenor from amongst themselves, and intimate this choice to the Executive Committee, vide the Secretary.
- g) The Electoral Officer(s) would maintain full secrecy of the polling data and act in an unbiased manner throughout the whole process. Once the Elections are fully completed, the Executive Committee may audit the process for future improvements.
- h) Each nomination received for the Executive Committee posts should be proposed and seconded respectively by two different members of the Association, to be recorded as the Proposer and the Seconder, and made with the willingness of the candidate, in writing (by any of the means of communication then allowed) and duly signed (by physical or digital signature, as the case may be) and dated by the nominee.
- i) Once all nominations have been received by the Election Committee, they shall be scrutinized for validity. Rejected nominations would be informed to the candidates, with a reason thereof.



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- j) After the last date for withdrawal of nominations has passed, the final list of valid nominations in the fray for each of the positions would be made public to the Members of the Association as well as to the respective candidates.
- k) Each of the candidates in the fray will be promptly given the latest List of valid Members, along with all the necessary contact details, so that they can begin to canvas for their candidature well in time of the Elections.
- l) In case a position in the Executive Committee is not contested (there being only 1 candidate), the Election Committee shall announce their election to be unopposed, and hence final. In case there are 2 members (or more) contesting for a given position, the Election Committee shall count the votes cast by the Members participating in the Election through secret ballot at the Annual General Meeting called for the purpose, and the member with the highest number of valid votes cast for that position shall be declared elected to the said position.
- m) The Executive Committee, after its constitution as a newly elected body, can co-opt other members of the Alumni Association, with a strong past and/or present track record of alumni activities, in order to accomplish its goals and tasks in specific areas. The number of such co-opted members shall not exceed 5 at any given time. These co-opted members of the Executive Committee shall not have voting rights in the Executive Committee, nor will their attendance count towards the quorum required for the Executive Committee. While the term of these co-opted members would be co-terminus with the Executive Committee, they could be allowed to leave based on their personal circumstances, or completion of the objective for which their presence was needed. In such cases, the seats falling vacant could be filled by other eminent and active Members for the remainder of the tenure of the Executive Committee.

11. Tenure of the Executive Committee:

- a) The tenure of an elected Executive Committee would be 2 years, unless the same is changed by the General Body with a two-thirds majority voting in an AGM.
- b) Each member of the Executive Committee shall hold his/her post till the end of the tenure of the Executive Committee.
- c) In the event of resignation, disablement and/or death of an Executive Committee Office Bearer, the Executive Committee would be empowered to appoint a replacement from among valid Members of the General Body, till the next Elections.
- d) An Executive Member shall not be allowed to hold the same position for more than 2 successive tenures of the Executive Committee. However, the Member is free to contest for



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other positions that he/she has not held contiguously.

12. Powers & Duties of Office Bearers:

- a) Chairperson: The sitting principal of Kendriya Vidyalaya Hebbal shall be ex-officio Chairperson of the Association at all times, but without voting power (unless he/she is acting to break a tie in voting). The Chairperson's role will be to coordinate the working of the Association and KV Hebbal, and shall be advisory in nature.
- b) President: To conduct the proceedings of all Executive Committee meetings, to issue appropriate orders on operational and executive matters, for the benefit of the Association, to guide and advance the various objectives of the Association, and to exercise an overall control on the management of the Association, in a transparent, democratic and efficient manner, in collaboration with the other Office Bearers and Members of the Executive Committee.
- c) Vice President: To help the President in his/her endeavours and also hold all the responsibilities of the President in the event of his/her absence due to any reasons of health, personal or professional preoccupation, disablement or death, and to help him in the working of the Association in all respects.
- d) Secretary: To call meetings of the Association and circulate timely Minutes of the Meeting (MoMs), to conduct all correspondence with the Executive Committee, General Body, other stakeholders, etc., to entertain grievances and complaints from the Executive Committee and General Body members and resolve them, to maintain the proceedings of the Association, to file all requisite statutory audits, reports and filings of the Association. In addition, to execute the approved proposals with the help of the Executive Committee members and/or other members of the General Body, to issue timely notices of the meetings of the Association, to keep a watch on the overall working of the Association and report any anomalies, if any, found in the same, and to represent the Association in other Associations, Government Offices, Tribunals, Forums and Courts.
- e) Joint Secretary: To assist the Secretary in his/her duties and share the workload of the Secretariat of the Association, to be fully informed about the various statutory audits, reports, and filings of the Association, so as to be able to step into the shoes of the Secretary at short notice. In addition, to hold the full set of responsibilities in the absence of Secretary, and to help him in all respects in the working of the Association.



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- f) Treasurer: To keep appropriate financial accounts on a day-to-day basis, to prepare periodic, quarterly and annually finalized accounts, to collect donations, funds subscriptions and keep full track thereof, to present the detailed accounts of all incomes and expenditures, with complete documentation, and to present all the accounts in Executive Committee meeting. In addition, to operate the bank accounts and manage the financial health of the Association, in conjunction with the other Office Bearers, to prepare the Treasurer's Annual Report of Accounts and to put forward the same for approval and adoption by the General Body.
- g) Members of the Executive Committee: To participate in the executive and operational management of the Association, providing inputs, guidance and effort to help the Executive Committee in fulfilling its duties and responsibilities, to attend the Annual General Meetings, seek inputs from the Members for the betterment of the Association, to attend all Executive Committee meetings and actively participate in organizing the programs of the Association, to cast their vote on all critical issues discussed at the meetings of the Executive Committee.
- h) All other Members of the Association: To attend the General Body meetings, as well as the Elections of the Executive Committee, and to cast their votes in a responsible and mature manner, keeping the interests of the Association the uppermost in their minds while doing so, to actively volunteer for the Association's campaigns and programs with full zeal and commitment.

13. Emergency Meeting of the Executive Committee:

- a) For discussion of any emergency subject related to the Association, an emergency meeting shall be called with a 24-hour notice. Such notice must reflect the agenda, date, time and place of the Emergency Meeting. The quorum for such a meeting shall be two-thirds of the number of Executive Committee members. For want of quorum, the meeting shall be adjourned and will be reconvened at the same place as decided by the Executive Committee within the next 24 hours. No quorum shall be necessary for such a reconvened meeting, but the notice must clearly reflect the need and importance of the Emergency situation.
- b) Procedure of Notice: All Emergency Meeting Notices shall be sent by any of the then prevailing and acceptable means of communication, such as E-mail, SMS text, WhatsApp Messages, and all such notices shall also be posted on the Association's website.



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14. Filling of Vacancies of the Executive Committee:

- a) In the event of any vacancy arising due to resignation, removal, disablement or death of an Executive Committee member, the other members of the Executive Committee may nominate a replacement with a two-thirds majority, and that such a replacement shall be inducted for only the remaining period of the tenure of the Executive Committee.

15. Power & Duties of the Executive Committee:

- a) The Executive Committee is empowered by the General Body to carry out the work and activities for meeting the objectives of the Association. In addition, the duties of the Executive Committee include:
 - i. To select from the members of the General Body the relevant people for the execution of various programmes decided upon in its meetings
 - ii. To form sub-committees for functioning of the Association, as if and when needed
 - iii. To collect funds, to prepare and execute the programs approved by the General Body
 - iv. To accept, approve, admit, cancel or suspend the membership of any Member as per the rules outlined for such action
 - v. To maintain all the Minutes of the Meetings of the Executive Committee and the General Body, through the Secretary
 - vi. To pass the annual budget and audit reports of the Association
 - vii. To maintain the requisite discipline and efficiency in the working of the Association
 - viii. To accept resignations or terminate members as per the rules and to fill the resulting vacancies in the Executive Committee, as per procedure.
- b) It shall be the duty of the Executive Committee to collect, collate, maintain and publish Membership Records/Information as appropriate for meeting the objectives of the Association. In addition, it shall be responsible for:
 - i. Keeping secure and intact all member records (for example, Date of Birth, Permanent and Contact Addresses, emails, phone numbers, occupation, job profiles, etc.) with the Executive Committee only.
 - ii. Ensuring the member data is never shared or passed on for any commercial purpose and to obtain the needed consent of respective member, before his/her data is shared outside the Association.
 - iii. Publishing the Name, Batch, Mailing Address, Contact Number and E-mail



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addresses of all the valid Members on the Association website, promptly after the ratification of a fresh group of Members alumni, without fail.

- iv. Acting promptly on the individual request by any Member to remove any personal information (except the Name and Batch) from the Association website directory, provided such a request has been sent to the Executive Committee in writing.

c) Sources of Incomes, Funds and Utilization Details:

The Executive Committee has the powers to collect Membership fees, subscriptions, donations (in cash or kind), financial assistance and grants either from Individuals or from Institutions of Indian and foreign countries, as long as such collections do not violate the existing laws of the land. The funds shall be utilized solely for the objectives of the Association. Any donation received in cash shall be deposited in the Association's bank account. The amounts collected from the Member Registration fees shall be capitalized at all times and remain in the Association's corpus. The Executive Committee is empowered to prepare an annual budget and work within the budget. Any surplus generated at the end of a financial year shall be capitalized. Any deficit for a financial year shall be carried over to the next financial year, and shall be inherited by the Executive Committee incumbent in that year. The General Body shall be kept suitably informed by the Executive Committee of the ways and means by which such a deficit would be reduced to zero and converted to a surplus during its term. The Executive Committee is expected to carry out this critical function of sourcing funds and utilizing them for the purposes as agreed upon in AGMs, and to do so with fiscal prudence and professional norms.

d) Bank Account:

The Executive Committee holds the fiduciary responsibility of generating and utilizing funds of the Association, in a clean, transparent and auditable manner. It shall deposit such funds in a reputed and well capitalized bank in India. The Executive Committee shall authorize the operation of the Association's Bank Accounts in such a way that the Association does not incur any risks and losses. The Executive Committee shall empower the sitting President, Secretary and Treasurer to operate the Bank Account such that any cheque or withdrawal can be authorized or signed for by any two signatures from among President, Vice President, Secretary and Treasurer. However, withdrawal from the Association's bank account will be allowed only for the expenses planned or incurred after the approval of the Executive Committee.



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e) Auditing of Financial Records:

The Executive Committee shall be responsible for getting audited the Annual Books of Accounts of the Association, as per prevailing auditing procedures, by a certified CA (Chartered Accountant). It shall work through the Treasurer to maintain the complete financial records of each financial year, and shall get them adopted at an AGM, and later published on the Association's website by the Treasurer. The Audited and Approved Financial Statements shall be posted on the Association's web-site for all members to view and remain informed.

d) Reimbursements of Initial Investments/Expenditures:

The Executive Committee members can make expenses during the organizing of programs of the Association, but only after the prior approval of Executive Committee, which shall not be unreasonably withheld. Any Member of the Executive Committee with such a prior approval still has to function within the stipulated budget. In such cases, the Executive Committee member can make the initial investment or expenditure, and then submit full details, along with clear and correct proof of the same, for appropriate reimbursements from the Accounts of the Association.

e) List of Members:

The Executive Committee shall be responsible for maintaining a full and correct List of Members as required under Section 15 of the Societies Registration Act, 1860.

f) Amendments to the Rules & Regulations:

The Rules and Regulations of the Association can be amended by a simple majority in any General Body Meeting, provided at least a 30-day notice is given to all the Members.

g) Amendment of Objects/Change in the Name:

As and when the objects and/or name of the Association is to be changed or the Association is to be amalgamated wholly with another Association, the procedure laid down in the sections 12 and 12-A of the Societies Registration Act, 1860 shall be followed.

h) Dissolution:



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If and when the Association is to be dissolved, as per set procedure, a resolution shall be required to be passed by four-fifths of the Members present in an unadjourned General Body Meeting. Notice for the same shall be circulated at least 90 days in advance. At the same time, all accounts shall be finalized and the remaining/surplus of any amount/property shall be donated to any registered charitable association that is approved by the Executive Committee.



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APPENDIX A

**(To be read in conjunction with the Rules and Regulations of the
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Section 1 – Enrollment and Membership Fees

Enrollment fee:	Rs 100
Annual Membership fee:	Rs 200
Life Time Membership fee:	Rs 500

Section 2 – Bank Account Details

Name of the Bank of the Association:	Bank of Baroda
Branch of the Bank where Account held:	Cholanagar, Bangalore, Karnataka
IFSC Code:	BARB0DBCHOL
Account Name:	KV Hebbal Alumni Association
Account Type:	Savings
Account Number:	92030100004246

Names of Signatories authorized to operate

- | | |
|------------------------------------|--------------------------------------|
| a. Name of Authorized Signatory 1: | Sangeetha Natarajan, Treasurer KVHAA |
| b. Name of Authorized Signatory 2: | Alice Abraham, President KVHAA |
| c. Name of Authorized Signatory 3: | Sunita Haridas, Secretary KVHAA |

Section 3 – Authorised Limits for Cheques drawn on the Bank Account

- a. For cheques of any amount, the signatories have to be: Treasurer **and** either the President or Secretary
- b. For cheques of amount greater than Rs 1,00,000 the signatories have to be: Treasurer **and** the President **and** the Secretary