



OLD LAITKORIANS' ASSOCIATION

An Alumni of Assam Rifles Public School | Laitkor | Shillong
RS/KAM(M)/263/X/175 of 2021-2022

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STANDARD OPERATING PROCEDURE (SOP) OF OLD LAITKORIANS' ASSOCIATION (OLA) (ALUMNI BODY OF ARPS, LAITKOR, SHILLONG)

1.0 INTRODUCTION:

The Assam Rifles Public School (Sports) which was previously known as Assam Rifles Public School, Laitkor, Shillong was inaugurated by Late L.P. Singh, the then Governor of the Seven Sister States of the North East of India on 10th of October, 1980. The School was the brainchild of the then Director General of Assam Rifles, Late General Sushil Kumar; the founding father of Assam Rifles Public School. Late Mr. M.N. Tankha was the First Principal of the School. The preliminary batches of the School comprised of Class IV to Class VII. Assam Rifles Public School is the premier educational institute of the Assam Rifles and provides public-boarding school education facilities to children of all ranks of the Assam Rifles personnel including the civilian population of the North East of India. The first batch of Class XII students passed out of the School in March 1986.

The School has been described as the “*heritage institute of the North East*” and is located at the scenic rolling hills of Laitkor, Shillong. It provides an ideal platform for a student to grow with a healthy body and a focused mind, encompassing all facets of intellectual, moral and academic education. The hallmark of its schooling system is development of character, courage and competence. Apart from academic brilliance, the school has always focused on extra- curricular & co-curricular activities to help a student develop an all-round personality. Today, the Alumni diaspora of Assam Rifles Public School is present in almost every walk of life and is spread in almost every State of India and across the globe.

The Alumni body of Assam Rifles Public School (herein after referred to as ARPS) is called the Old Laitkorians' Association. It owes its existence to Late M.N. Tankha who laid the foundations of the Old Laitkorians' Association in 1986. Old Laitkorians' Association was formed by its School Alumni with the objective of establishing a contact among its alumni members and at the same time strengthen their bond with the alma mater. The Old Laitkorians' Association (herein after referred to as OLA) is officially recognized through its Memorandum of Association and is registered under the Indian Societies Registration Act, 1960.

2.0 OBJECTIVE:

The objective of this Standard Operating Procedure (herein after referred to as SOP) is to lay down the guidelines for the functioning of the OLA.



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3.0 MISSION, VISION STATEMENT AND OBJECTIVES OF OLA:

The mission of OLA is to brew and inculcate a bond of bonhomie amongst its Alumni so as to foster the bonds of the school days.

The Vision Statement of OLA aims to establish, promote and maintain positive and interactive relationship between its alumni, ex teachers and the school.

The four Objectives of OLA are-

- a) To bring all OLA under a common platform,
- b) Promote good will amongst its fraternity by organizing social events at Central and Chapter levels,
- c) Promote and develop opportunities that will benefit the members of the OLA,
- d) Nurture and strengthen the lifelong bond between the OLA and ARPS by engaging in educational and social activities.

4.0 MEMBERSHIP:

4.1. LIFE MEMBER:

Any individual who has studied in ARPS can be a member of the OLA subject to a payment of a Registration Fee of Rs.2,000/- (Rupees Two Thousand Only) which shall be renewed every year @ Rs.1,000/- (Rupees One Thousand Only). All members of the OLA are expected to display a very high quality of social conduct, grace and discipline, befitting the norms of a public boarding school education and grooming.

4.2 HONORARY MEMBER :

Any Ex-Teachers of ARPS / Person associated with ARPS and nominated by the Executive Committee can be a Honorary Member. Honorary Member shall be nominated by the Governing body/Executive Committee and are not required to pay any membership fee. Honorary Members shall not have any right to vote or nominate any OLA to the post of any Executive Committee.

5.0 SUSPENSION/DISQUALIFICATION OF MEMBERS:

Any member registered as an OLA can be suspended for subversive or any activities considered to be detrimental to the interest of the OLA by a majority decision of the Governing Body/EC of the OLA for a period not exceeding 2(Two) years after which the same shall be re-considered by the Governing Body and thereafter the member may be disqualified by the Governing Body/EC for a period not exceeding a total of 5(Five) years after which the member may again register himself as an OLA. Any decision taken by the Governing Body/EC in this regard shall be final.



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6.0 GOVERNING BODY:

The General/Governing Body of OLA shall be elected during its Annual General Meeting (AGM) which shall be held every year. The General/Governing Body shall be the representative of the OLA and shall plan, organize and lead the activities of the OLA as per the guidelines enunciated in this SOP. The following will be the office bearers in the Governing body/ Executive Committee: -

- (a) President (One Number)
- (b) Vice President (Two Numbers)
- (c) General Secretary (Two Numbers)
- (d) Joint Secretary (One Number)
- (e) Treasurer (One Number)
- (f) Media, Public Relations Secretary and Website (One Number)
- (g) Cultural Secretary (One Number)
- (h) Alumni Coordinator (Chapters and School) (One Number)
- (i) Chapter Coordinator (One Number)
- (j) Legal Advisor (One Number)

Preferably 2(Two) Executive Members shall be chosen by the Governing Body from a span of ten Batches.

7.0 ELECTIONS:

The elections to the various executive posts of the OLA shall be held every Two year during Deja'Vu (Bi-annual Meet held at ARPS (S)). No candidate can directly nominate himself or be nominated by the House for the post of President and/or Vice President without serving atleast 3 years in the Governing Body/Executive Body of the OLA. Elections shall be conducted by voice votes. No individual shall hold his respective post for a period exceeding 3(Three terms) unless by a special vote of the House.

8.0 ADVISORY COMMITTEE

Any outgoing Executive Member(s) can be appointed as an Advisor to the OLA by the Governing body/Executive Committee.

9.0 CHAPTERS:

The OLA shall establish each/ group of States of India as its 'Chapter' with an aim to hold get-togethers/AGM to promote and establish contacts with its Alumni. This shall include the formation of Chapters in various countries besides India. Each Chapter shall elect one or more Chapter Heads from within its Chapter who shall be an Executive Member of the Governing Body without being elected by the House during its AGM.

Keeping in view the large number of Alumni who are in the Defence Services of India the OLA shall also establish an Army/Defense Chapter which shall also choose a Chapter Head who shall be a member of the Governing body/Executive body without being elected by the House during the AGM.



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10.0 DUTIES OF THE GOVERNING BODY/EXECUTIVE COMMITTEE:

The Governing body or the Executive body shall be headed by the President and in his absence by one or both the elected Vice Presidents who shall call all meetings including the AGM to order. The primary duty of the Governing body/Executive body is to do any/all activities for the benefit, betterment and upliftment of the OLA and it shall ensure that the image of the OLA is maintained at all times. The Governing body/Executive body shall also co-ordinate with the Directorate General of Assam Rifles as and when required. The Governing body/Executive body shall nominate the Chairman of the School as the Patron of the OLA. Any agenda placed before the Governing body/Executive body shall be discussed and decided by a majority of 2/3rd present during the meeting.

The Governing body/Executive body shall also see and look into the operations of the various Chapters and if required issue adequate guidelines for the operation of the concerned Chapters.

The President of the OLA shall be the only Executive Member who will initiate a contact with the Directorate General of Assam Rifles and nominate the Chairman of the School as the Patron of the OLA.

The President of the OLA shall also be the only Executive Member who shall liaison with the Principal of ARPS as and when required.

The President may however appoint or nominate any Executive Member to act on his behalf and undertake any act for the OLA.

11.0 ASSISTANCE FROM THE SCHOOL:

The President of the OLA shall be the only Executive Member who shall liaison with the Principal of ARPS and nominate a School Coordinator who shall be a teacher of the School who shall act in co-ordination with President and help in conducting various activities of the OLA in the school.

12.0 OLA ACCOUNTS:

The OLA shall open, maintain and operate a bank account in the name of the registered Association in any bank of repute and maybe operated jointly by the President and the Treasurer as joint signatories. The accounts of the OLA shall be maintained and audited by a Chartered Accountant on a year to year basis and it shall be produced/furnished for the House to inspect during each AGM. The same shall also be made available in the OLA Website.

The Organizing Committee of any AGM or reunion whether the same is conducted in ARPS or in any Chapter shall be at liberty to charge a re-union fee as it deems fit and proper.



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13.0 AGM/REUNION:

The Old students' Reunion of ARPS shall be christened, as **Déjà vu** and it should be organized by the OLA in coordination with the School during the time when the students are present in the School. The OLA shall attempt to make Déjà vu a day long event. The OLA shall along with conducting the AGM during Déjà vu shall also release the souvenir christened as Cross Winds on the day of the event.

In an attempt to spread the word of OLA Déjà vu shall be held biennially in the School and the AGM shall be held every year in the School during Déjà vu or in any Chapter as decided by the House the previous year.

All OLA attending any AGM shall abide by a dress code which shall be a formal shoe, formal trousers, shirt or T shirt, OLA tie and a blazer.

14.0 AMENDMENTS

Any amendments if so deemed necessary to this instant SOP can be done only by a majority vote at any AGM and shall be approved by the Governing body/Executive Committee.

15.0 CONCLUSION

OLA shall make all attempts and endeavors to not only coordinate its efforts to connect to the alumni but also strive hard to maintain a meaningful and lasting connection with our alma mater.

These operating procedures are basic guidelines designed to assist the Executive Committee achieve its vision and function within a standardized format. It also provides an insight to a fellow OLA member to understand our working drills. These are just elementary norms and ingenuity will have to be applied by an office bearer or a fellow association member to deal with a peculiar situation/ requirement, all of which cannot be factored/ discussed here. However, we must learn the art of evolving with time and continue to refine/ streamline our procedures, as we surge ahead from our glorious past into a very bright future.

This SOP was accepted and adopted during the AGM of OLA held at Meghalaya Hall, ARPS, Shillong on 05th of November, 2016.

Originally drafted by:
Brigadier Sunny Upadhyay, VSM
NL 23, OLA 1988

AMENDED – 12/01/2024



Sd/-
Executive Committee
Vide Decision taken at AGM, Kathmandu