



OLD LAITKORIANS ASSOCIATION
(Registered under the Societies Registration Act XXI of 1860)

BETTER TOGETHER

Executive Council

Charter of Rules & Regulations

For Members of the Executive Council Old Laitkorians Association (OLA)

Preamble

This Charter lays down the binding rules, responsibilities, and standards of conduct for members of the Executive Council of the Old Laitkorians Association (OLA), a society registered under the Societies Registration Act, 1860.

The purpose of this Charter is to ensure disciplined governance, ethical conduct, transparency, accountability, and effective performance in furtherance of OLA's objectives and the collective interests of its members.

All Executive Council members, upon appointment or election, shall be deemed to have read, understood, and agreed to comply with this Charter.

1. Nature & Binding Effect

2.1 These Rules and Regulations are binding on all Executive Council members.

2.2 Violation of these rules may invite disciplinary action, including warning, suspension, removal from office, or termination of membership, as per due process.

2.3 These rules shall be read in conjunction with the OLA Constitution, Memorandum of Association, and applicable laws.

3. Composition & Tenure

3.1 The Executive Council shall consist of office bearers and members as defined in the OLA Constitution.

3.2 Members shall serve for the tenure approved by the General Body and shall vacate office upon:

- Completion of tenure unless re-elected
- Resignation
- Removal as per disciplinary procedure
- Disqualification under law or OLA rules

4. Duties & Fiduciary Responsibility

4.1 Every Executive Council member shall:

- Act in good faith and in the best interests of OLA
- Uphold the vision, values, and objectives of the Association
- Exercise reasonable care, skill, and diligence
- Avoid misuse of position, information, or resources

4.2 Members shall treat their role as a position of trust, not authority for personal influence or gain.

5. Discipline & Professional Conduct

5.1 Members shall maintain the highest standards of discipline, dignity, and decorum.

5.2 The following are mandatory:

- Respectful communication with fellow members, staff, alumni, and stakeholders
- No abusive, defamatory, threatening, or discriminatory behaviour
- No public statements that harm OLA's reputation

5.3 Internal disagreements must be resolved within formal forums and not through public platforms or informal groups.

6. Meetings & Attendance

6.1 Attendance at Executive Council meetings is mandatory unless excused for valid reasons.

6.2 Members shall:

- Attend meetings on time
- Review agendas and materials in advance
- Participate constructively in discussions

6.3 Absence from three consecutive meetings without valid justification may be treated as dereliction of duty and may trigger review of membership.

7. Decision-Making & Collective Responsibility

7.1 Decisions shall be taken collectively through discussion, consensus, or voting as per rules.

7.2 Once a decision is taken, all members shall:

- Respect the decision
- Support its implementation
- Refrain from undermining it internally or externally

7.3 Personal opinions shall not override collective resolutions.

8. Conflict of Interest

8.1 Members must disclose any actual or potential conflict of interest.

8.2 A conflict includes:

- Financial interest
- Personal or family benefit
- Professional or commercial association

8.3 Members with a conflict shall abstain from discussion and voting on such matters.

9. Confidentiality

9.1 All non-public information, including:

- Minutes
- Financial data
- Internal deliberations
- Member information shall be treated as confidential.

9.2 No member shall disclose confidential information without written authorization.

10. Use of OLA Name, Platform & Resources

10.1 The OLA name, logo, platforms, and assets shall be used only for authorised purposes.

10.2 Members shall not:

- Use OLA identity for personal, political, or commercial benefit
- Represent OLA without authorization

11. Performance & Accountability

11.1 Executive Council members are expected to contribute meaningfully through:

- Assigned responsibilities
- Committees or initiatives
- Strategic inputs and execution

11.2 Non-performance, repeated inactivity, or obstruction may be reviewed by the Council.

11.3 Periodic performance reviews may be conducted in the interest of effective governance.

12. Financial Integrity

12.1 Members shall ensure prudent, transparent, and lawful use of funds.

12.2 No member shall:

- Authorise expenditure beyond approved limits
- Divert funds for unauthorised purposes
- Accept kickbacks, commissions, or undue benefits

13. Ethics, Integrity & Values

13.1 Members shall uphold honesty, integrity, inclusivity, and fairness.

13.2 Any act involving:

- Moral turpitude
- Criminal offence
- Serious ethical breach shall be grounds for immediate disciplinary review and expulsion from the council.

14. Grievance & Disciplinary Process

14.1 Complaints against Executive Council members shall be:

- Recorded in writing
- Examined by a designated committee or authority

14.2 The member concerned shall be given:

- Notice of allegations
- Opportunity to be heard

14.3 Disciplinary actions may include:

- Advisory or warning
- Censure
- Suspension
- Removal from office
- Termination of membership

15. Resignation & Removal

15.1 Members may resign by submitting a written resignation.

15.2 Removal may be effected for:

- Misconduct
- Non-performance
- Violation of this Charter
- Actions detrimental to OLA

16. Amendments

16.1 This Charter may be amended by the Executive Council or General Body as per the Constitution.

16.2 Amendments shall be binding upon approval and formal adoption.

17. Affirmation

Every Executive Council member shall affirm:

"I commit to uphold this Charter in letter and spirit, act in the best interests of OLA, and discharge my duties with integrity, discipline, and responsibility."

Adopted by: Executive Council, Old Laitkorians Association (OLA)

Date: 1st February 2026