

BYE LAW OF M.E.S KEVEEYAM COLLEGE ALUMNI ASSOCIATION, VALANCHERY

All the Activities of this organization will be under Societies Registration Act XXI of 1860

1. Name : M.E.S. KEVEEYAM COLLEGE ALUMNI
ASSOCIATION VALANCHERY
2. Address : M.E.S. KEVEEYAM COLLEGE ALUMNI
ASSOCIATION VALANCHERY
Valanchery Post
Tirur Taluk, Malappuram District
Kerala State - 676552
3. Office : Ward No.17, Building No. 270, of Valanchery Municipality
4. Area of Operation : All Kerala

5. Aims and Objectives :

- a) To foster and perpetuate friendship and co-operation among the Alumni through publications, central, regional and departmental Alumni Association, small and informal group meeting of Alumni, visits of the members of the faculty and administrators of the College to Alumni Centres, and maintaining of an active Alumni headquarters in the College campus.
- b) To promote the interest of M.E.S. KEVEEYAM College, Valanchery by fostering and keeping alive a spirit of loyalty to the College and continuing concern for its welfare, raising funds and securing gifts for the College for special or general purposes and communicating and participating with the authorities of the College on matters of mutual interests.
- c) To act in accordance with the rules contained in the Societies Registration Act XXI-1860.

- d) To advance the interest of the past students of the college, social, cultural, educational or otherwise.
- e) To promote spirit de corps among the past students of the college and between them and the college.
- f) To co-operate with the staff and students of the college in the celebration of Annual Alumni Day.
- g) To do everything possible to promote the welfare and the development of the college.
- h) To do such other things as are incidental or conducive to the attainment of the objectives above specified.
- i) All the above activities of this society will be done without profit motive

6. MEMBERSHIP:

- a. Any former student who has completed at least one academic year in the M.E.S. K.V.M. College who has attained the age of 18 years shall be eligible for membership of the Alumni Association.
- b. The membership fee for the membership shall be Rs. 100/- (Rupees One Hundred) and an Annual Subscription of Rs. 100/- (Rupees One Hundred).
- c. The membership fee may be changed by the General Body of the Association.
- d. A past student of the College, Valanchery shall be eligible for enrolment as a member of the Association on payment of the prescribed Membership Fee.
- e. Former and existing principals and staff of the college shall be eligible for membership on payment of the prescribed Membership Fee even though they are not old students of the college.

TERMINATION, SUSPENSION & REVIVAL ETC. OF MEMBERSHIP:

The membership of any member of this organization will be terminated under the following circumstances.

- a. By death or resignation.
- b. Failure to pay the membership fees and other dues prescribed by the executive committee even after the expiry of the period of one month of the date of service of the notice requesting to pay the same.
- c. Misconduct detrimental to the aims and objectives of the organisation, which in the opinion of the executive committee is not worthy of a member of the organisation.
- d. Before taking a final decision on clause (b) & (c), the concerned member should be given an opportunity of being heard.
- e. The executive committee is empowered to place any member of the organisation under suspension of misconduct and can revive or terminate the membership after giving an opportunity of being heard.

7. EXECUTIVE COMMITTEE:-

- a. The management of the affairs of the Association shall vest in an Executive Committee consisting of 18 members elected by the Annual General Body of the Association. The designation of Executive members are as follows.

i) President	ii) Two Vice Presidents.
iii) General Secretary	iv) Two Joint Secretaries.
v) Treasurer	vi) Seven Executive Members
vii) One Patron	viii) Three Ex-Officio Members

- b. The Members of the Executive Committee shall be elected at the Annual General Body Meeting for a term of One year.
- c. Office bearers of the Executive Committee will be elected by the Executive Committee members within 3 months of the General Body.
- d. The persons elected to the Executive Committee including the office bearers shall serve until the next Executive Committee is elected.
- e. The Executive Committee shall have powers to fill up vacancies that may arise at any time.
- f. There shall be two auditors elected from the members of the Association of the Annual General Body Meeting.
- g. The control of the affairs of the society is vested with the Executive Committee.
- h. The Executive Committee of the society will have **14 (Fourteen)** elected members including one President, Two Vice Presidents, one General Secretary, Two Joint Secretaries, One Treasurer, Six Executive Members as office bearers, One Patron and Four Ex-Officio Members. The total Members in the Executive Committee will be **18 (Eighteen)** persons.
- i. The Executive Committee meeting shall be called once in every 3 months.
- j. Meetings of the Executive Committee shall be called by 7 days notice in writing mailed to each member or by 3 days notice by E-mail / SMS / Mobile Phone. Any five members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Executive Committee is present, provided however, that any transactions at such meeting shall be ratified at the next regularly called meeting of the Executive Committee, otherwise they shall be null and void.
- k. The ordinary Executive Committee meeting is to be called by the Secretary within 7 days notice and Emergency Executive Committee meeting within

3 days notice with the agenda of the meeting to be communicated along with the notice calling the meeting.

8. GENERAL BODY:-

- a. The Annual General Body meeting of the Association shall be held in December (2nd Saturday) of every year, and the new executive committee should be registered within 14 days from the date of Annual General Body meeting.
- b. At the Annual Meeting, reports and audited accounts of the preceding financial year shall be presented and got approved.
- c. Office bearers, Members of the Executive Committee and auditors shall be elected at the Annual general body meeting.
- d. News regarding the meeting shall be given as press release on a week prior to the date of the meeting.
- e. Special meetings of the Association may be summoned for any purpose by the President or the Secretary.
- f. A special meeting shall be called for by the General Secretary on a requisition addressed to the General Secretary by not less than 50 members and clearly stating the objectives for which the meeting is to be called and it shall be called within 30 days from the date of receipt of such request. If the Secretary fails to do so, those who have requested may themselves convene the meeting.
- g. Any accidental non-receipt by a members of the notice of any annual or special meeting of the association shall not invalidate the proceedings of such a meeting.
- h. The president, and in his absence, one of the vice president shall presides as the chairman at every meeting of the association. If both the presidents

and the vice presidents, be absent, the members present shall choose any one among them to be the chairman of the meeting.

- i. All questions before the annual or special meeting of the association shall be decided by a majority of votes of the members present. But when there is a tie or equality of votes, the chairman of the meeting shall have a second or casting vote.
- j. Each member attending the meeting of the Association shall have one vote on a show of hands. Votes shall be exercised in person by the members present at the meeting, in case, however, a poll is demanded by a majority of members present, voting shall be by a ballot.
- k. In regard to the election to the Executive Committee, if there be contest, voting shall be by ballot.

9. QUORUM:-

A: Executive Committee : - The quorum for the meeting of the Executive Committee shall be a minimum of Seven members of the committee.

A: General Body : -

- a. 1/8 of the total number of members or fifty members whichever is less, shall be the quorum of for any Annual or Special meeting of the Association.
- b. If within one hours of the appointed time, no quorum is found, the Annual Meeting or the meeting specially convened by the President or Secretary of the Association shall be adjourned till it meets on the same day and time of the succeeding week.
- c. No quorum shall be necessary for such adjourned meeting, if the meeting so called on the requisition of the members, shall be dissolved in case of such absents of quorum.

10. POWER, DUTIES AND RESPONSIBILITIES:

A. Executive Committee:

- a. The President and in his absence, one of the Vice Presidents shall preside over and direct the proceedings of the meetings.
- b. If both the President and Vice Presidents are absent for a meeting, any member of the committee shall be elected to the chair and he or she shall have all powers of the President so far as the proceedings of that meeting are concerned.
- c. The presiding officer shall have only one casting vote.
- d. The Secretary shall conduct the correspondence convene meetings, maintain necessary files and records and shall perform such other duties as are necessary for the working of the association. In the absence of the Secretary, Joint Secretaries shall perform the duties as decided by the executive committee.
- e. The Treasurer shall receive all money payable to the Association, issue receipts, disburse all payments and keep proper accounts and shall be the custodian of the funds of the association.
- f. The members of the executive committee shall render honorary service.

B. General Body:

- a. A past student of the college shall be eligible for enrolment as a member of the association on payment of the prescribed membership fee.
- b. Former and existing Principals and staff of the college shall be eligible for membership on payment of the prescribed membership fee even though they are not old students of the college.

- c. If a member didn't renew the yearly membership consequently three years, he / she will automatically be disqualified.
- d. Every qualified member will have a right to attend in the General Body meetings of the Association with voting rights.
- e. Every qualified member will have a right to contest in the election for the executive committee and to be elected as an office bearer of the executive committee.

C. OFFICE BEARERS:

- a. The Executive Committee Meeting shall be convened by the General Secretary at least once in three months or as often as necessary for the proper discharge of its duties. Income and expenditure statements of the previous months shall be presented by the treasurer in the executive committee and get approved by the executive committee.
- b. The President shall have the power to convene special meetings of the executive committee either on his initiative or on the written request of not less than 10 members of the executive committee with specific reasons thereof.
- c. Any member of the executive committee who is absent at three consecutive meetings without sufficient reasons shall liable to be removed from the committee. The executive committee may, however, condone such absence for valid reasons.

1. President:

- d. The President shall preside at all meeting of the association and the executive committee.
- e. The President shall have the supervisory control over the executive and he shall be at a liberty to inspect and audit if necessary, the accounts of the association and minutes etc at all times.

- f. The President shall have the power to convene the executive committee and general body as and when required and he shall formulate the agenda of each meeting in consultation with the Secretary.
- g. The power to dissolve the executive committee and call for election shall be vested with the president. The Secretary shall be consulted in each exigencies. However the decision of the president shall be final. He /she shall act on behalf of association.
- h. To evaluate the functioning of officials and institutions and give necessary suggestions.

2. Vice President:

The executive committee or the president may assign any responsibility to vice president, in the absence of president one of the vice presidents shall preside over meetings of the general body and executive committee or the president shall also discharge the duties of the president during his absence.

3. General Secretary:

- a. The General Secretary shall look after the affairs of the association and he shall maintain and keep all records of the association.
- b. He shall be the executive officer of the association.
- c. He shall be responsible for calling meetings of the executive committee in consultation with the president.
- d. He shall be the chief financial officer and to manage the affairs and daily operation of the association.
- e. The General secretary shall be responsible for implementing the decisions taken by the executive committee or general body.
- f. The Secretary shall represent the society wherever needed and in all legal matters.

- h. The Secretary should call the Annual General Body Meeting every year in the month of December (2nd Saturday) and elect new Governing Council and file the newly elected governing council list before the District Registrar (General) within 14 (Fourteen) day from the date of election.

4. Joint Secretary:

The joint secretaries shall exercise all such power of the Secretary in his absence and shall assist the General secretary in execution of his duties and responsibilities.

5. Treasurer:

- a. The treasurer shall be the authorised person on all financial matters, supervise all financial transactions and cause to maintain and supervise account records of the association.
- b. Shall prepare yearly statement of accounts and the same shall be presented before the executive committee for approval.
- c. He shall mobilise the funds required for implementing the programmes of the association and for meetings.
- d. The members of the executive committee shall assist the treasurer in discharge of the duties and when required and as authorised by executive committee

6. Auditors:

The auditors elected from the General Body should audit the financial transactions and books and accounts of the society.

4. FUNDS & ITS UTILISATION:

The source of the income of the Association will be Membership Fees, Subscriptions, Donations, Aid from Government or Non-Government institutions, other financing institutions and voluntary agencies, and Special

fund raised by arranging any other fund raising programmes. The available funds of the society shall be exclusively used for achieving the aims and objectives of the society only. No funds will be kept by the members or distribute among members.

- a) **Bank Account** - The funds of the association shall be deposited in Joint Account in the name of the College Principal, General Secretary and Treasurer in Punjab National Bank and the account shall be operated up on jointly by the Principal, General Secretary and Treasurer. The Treasurer shall not normally keep with him cash in excess of Rs.10,000/- (Ten Thousand only) to meet emergent items of expenditure.
- b) The whole or any part of funds, other assets or income of the association shall not be transferred or applied at any time for any purpose other than those declared in these bye-laws or approved by the General Body or Executive Committee.
- c) In the vent of extinction of the Association the properties and other assets of the association shall be handed over to a charitable institution having objects similar to those declared in these bye-laws.

15. BYE-LAW AMENDMENTS.

None of the Bye Law of this Association shall be altered, amended rescinded or added to except at a General Body Meeting of the members of the Association and without the vote of at least a majority of (3/5) Three - Fifth of the members present at such meeting. The alteration, amendment, rescission or addition shall be specified in the Agenda of Meeting. The amendment of bye law will be according to the Clause 12 of Indian Societies Registration Act XXI of 1860.

16. ANNUAL GENERAL BODY MEETING:

The Annual General Body Meeting of the Association shall be held in the month of December (2nd Saturday) every year. In this Annual General Body Meeting election of new Governing Council should be done and file newly elected Governing Council list before the District Registrar within 14 (Fourteen) days of such election. A report on the significant activities of the Alumni Association during the preceding year shall be presented along with an audited statement of accounts.

17. NO CONFIDENCE MOTION:

- a) Any of the office bearers of the Executive Committee shall be removed by a motion if two-third of the committee members are voting against any of the elected member due to any of the reasons such as non-attendance of three consecutive meetings, any misconduct which affected the morale of the Executive Committee / College / Association etc.
- b) The President / Secretary shall have the power convene special meetings of the Executive Committee either on their initiative or on the written request of not less than 10 members of the Executive Committee with specific reasons thereof to discuss any such incident after issuing prior (14 days) intimation to all the members
- c) If No Confidence Motion is supported by 2/3 majority, it will be considered as Passed.

18. RECORDS TO BE KEPT:

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| a. Bye Law of the Society | b. Registration Certificate |
| b. Minutes Book | c. Books of Accounts |
| d. Receipt Books | e. Letterheads |
| f. Member Register | g. Inward and Outward Registers |
| h. Stock Register | i. Bank Pass Books & Cheque Books |
| j. Notice Book | h. Ledgers |
| j. Copy of Annual Return filed before the District Registrar. | |

19. DISSOLUTION:

If this Society becomes defunct, all the properties of the society movable and immovable will be vested in any organisation with similar aims and objectives in the area of operation of the society or to State Government. The properties or funds will not be kept by the members or distribute among the members.

We hereby certify that the above given is the original copy of Bye Law of **M.E.S. KEVEEYAM COLLEGE ALUMNI ASSOCIATION, VALANCHERY** and unanimously approved by the General Body Meeting of held on 08-08-2018.