

UNIVERSITY COLLEGE ALUMNI ASSOCIATION

BYLAW

I. Name

The name of the Association shall be University College Alumni Association. And its registered Office will be University College, Thiruvananthapuram. University College means the regular University College and the University Evening College which was started in the College in 1965, both hereinafter called as University College, Thiruvananthapuram. The Association shall be registered under the provision of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.

II. Aims & Objectives

The aims and objectives of the Association shall be:

1. To foster and promote a close fraternity among the members of the Association.
2. To promote the welfare of University College, Thiruvananthapuram.
3. To uphold and manifest the dignity, tradition and goodwill of University College; especially among non-members when such of our members interact with them by virtue of their job, residence, association, etc., in India or abroad.
4. To institute endowments, scholarships, prizes, medals, etc. to benefit students showing high proficiency in their studies
5. To honour distinguished contributions of former students of University College, Thiruvananthapuram in different fields of life.
6. To conduct endowment lectures, seminars and organize other academic activities, and cultural programmes
7. To collect subscriptions, donations, gifts from members, non-members, Government, University and other institutions for furthering the aims and objectives of the Association.
8. To publish Newsletter, handouts, souvenirs and journals to strengthen communication between the Association and members;
9. To involve in charity activities including extending support to the needy people, and
10. To carry out such other activities as may be necessary for furthering the above aims and objectives.

III. Membership

1. Eligibility

Any person who was a student in University College shall be eligible for getting membership in the Association.

2. Procedure: Any person satisfying clause III (1) may contact the General Secretary of the Association and submit an application in the prescribed format seeking admission, after remitting membership fee & registration fee. The application can also be submitted online

through the website of Alumni Association. The Secretary shall place such applications before the Executive Committee for their approval and admission to the Association.

3. Membership Fee: There will be a registration fee of Rs. 500/- (Rupees Five Hundred only) for getting membership in the Association. Membership fee shall be paid annually or once in a life time. Life Membership Fee shall include the registration fee also. Annual Membership Fee and Life Membership Fee shall be suggested by the Executive Committee and approved by the General Body from time to time.

4. Scope of Membership: A person who is to be an Active Member of the Association shall compulsorily remit the Annual Membership Fee. To renew the annual membership, a member has to pay the entire outstanding annual membership fee till the year. However, a member who remits the Life Membership Fee shall be deemed to be an Active Life Member of the Association. And only an Active Member or an Active Life Member is eligible to participate in the General Body as well as the activities of the Association. General Body has the power to decline membership to anyone or to delete the names of anyone from the list of members on adequate grounds.

5. Register of Members: A separate register will be kept in the Registered Office containing the names and address of all members of the Association.

IV. Chief Patron (Ex-Officio): Principal of University College will be the Chief Patron (Ex-Officio) of the Association. General Secretary should intimate in advance the Chief Patron about all the activities of the Association including the convening of the Executive Committee and General Body.

V. Patrons & Advisory Committee: Eminent Personalities, who were either former students or former teachers of the College, will be selected as the patrons of the Association. An Advisory Committee of the Association will be formed by including all these patrons. General Secretary of the Association shall function as the Convenor of the Advisory Committee. Chief Patron will preside over the meetings of the Advisory Committee. President and Treasurer of the Association will be the ex-officio members in the Advisory Committee.

VI. Office Bearers

All the Office Bearers shall be elected by the General Body from the Active Members / Active Life Members of the Association.

- a) **President**
- b) **Vice Presidents:** There will be two Vice Presidents of whom one shall be a lady member.
- c) **General Secretary**
- d) **Joint Secretaries :** There will be two Joint Secretaries of whom one shall be a lady member.
- e) **Treasurer**

f) **Members:** In addition to the above mentioned 7 Office Bearers, 18 additional members shall be elected as Members to the Executive Committee. Total Strength of the Executive Committee shall be 25.

VII Rights, Duties & Power of the Office Bearers

1. **President:** He /She shall normally preside over the meeting of the executive committee and the general body. He/She shall be primarily responsible for the coordination of the activities of the Association and its liaison with various Governmental agencies.
2. **Vice-Presidents:** In the absence of the president, any one of the two Vice Presidents will preside over the above meetings and discharge the functions. They shall also render all assistance to the President as and when desired by the President.
3. **General Secretary:** General Secretary shall issue notice for the meeting of Annual General Body with the concurrence of the President. He /She will also be responsible for arranging the meeting of executive committee and for minuting the transactions in the above meetings. He /She shall be responsible for all correspondence, both internal and external, representing the Association. He /She shall represent the Association in all litigations and disputes.
4. **Joint Secretaries :** The two Joint secretaries will assist the General Secretary in the functioning of the Association
5. **Treasurer:** He/She shall maintain accounts of the Association, and shall be responsible for collecting subscriptions, contributions, donations and any other amount due to the Association and shall issue receipts. The amount so collected shall be credited to the Association's bank account as may be approved by the Executive Committee. He/She shall get the annual statement of account prepared and audited by a registered and reputed Chartered Accountant and place the same before the Executive Committee and the General Body for their approval.

VIII. Women's Committee

A Women's Committee comprising of 15 women members shall be formed by the Executive Committee and approved by the General Body. The lady Vice President of the Association shall be the president of the Women's Committee, and The lady Joint Secretary of the Association shall be the Secretary of the Women's Committee. The activities of the Women's Committee need to have the prior permission and support of the Executive Committee.

IX. Regional / Territorial Alumni Chapters

Any Regional or Territorial University College Alumni Chapters can be formed in India or abroad, with a purpose similar to that of University College Alumni Association, which has a membership of at least 25 active members of the University College Alumni Association. For the formation of such Regional or Territorial Alumni Chapters, they have to apply for

recognition as a branch of the University College Alumni Association by the Executive Committee, provided that they agree to abide by the Bylaw and present pules of University College Alumni Association. The members of these Regional or Territorial Alumni Chapters should be residing within its geographical limits, and the active members of the University College Alumni Association. The Regional or Territorial Alumni Chapters shall submit an audited statement of accounts and annual report of their activities annually to the Executive Committee of the University College Alumni Association, on or before a date fixed by Executive Committee of the University College Alumni Association.

X. Management

1. Executive Committee

The executive committee shall represent all possible segments in the fraternity. They shall meet at least once in three months. The meetings of the executive committee will be held in University College with prior permission of the Principal. The Executive Committee shall have the discretion to invite any other members of the Association to the meetings of the Executive Committee as special invitees. The duty of the Executive Committee will be to convert into action the decisions taken by the general body and run routine activities according to aims and objectives of the Association. The quorum of the meeting shall be Nine. Elected committee will hold office for a period of one year or till the next Annual General Body.

2. General Body

General Body consists of all members of the Association. Its quorum shall be 50. If the quorum is not present, a second meeting shall be called within a period of 15 days and the members present in that meeting will form the quorum. General body meeting shall be convened once in every year. Special General body can be convened for any particular purpose at any time after serving 10 days notice to the members. Special General body should be convened on demand by 25 Active Members in writing to the President.

3. Funds

Sources of funds to the Association will be Registration fee, membership fee and donations. The Association can also raise funds for adhoc purposes as decided by the Executive Committee through voluntary donations and sponsorships from external sources by publishing souvenirs and books, by organizing cultural activities, etc.

The funds shall be deposited in Nationalized/Scheduled/Co-operative Banks. President, General Secretary and Treasurer will jointly operate all the bank transactions in the name of the Association. The Signature of the Treasurer shall be mandatory for all bank transactions along with the signature of either President or General Secretary.

The financial year of the Association will be from April to March. All accounts shall audited by a registered and reputed Chartered Accountant and place the same before the Executive Committee and the General Body for approval.

4. Registers & Documents

All registers and documents shall be kept in the College, the registered office of the Association.

5. Suits and Proceedings

Jurisdiction of all litigations will be Thiruvananthapuram. General Secretary shall represent the Association in all litigations and disputes.

XI. Annual Report

The General Secretary shall present the Annual Report, approved by the Executive Committee, before the Annual General Body incorporating all activities of the previous year and Treasurer shall present an audited statement of accounts for the corresponding year.

XII. Amendments to the Rules & Regulation

Rules & Regulations in force can be suitably amended and new ones incorporated with the approval of two thirds of the members present and voting at the General Body.

XIII. Indemnity

The Office bearers, Executive Committee Members of the Association, shall be indemnified out of the Association funds against losses incurred, if any, in the discharge of their official duties except those incurred due to willful acts of negligence or default.

XIV. Dissolution

The Association may be dissolved by a decision made to the effect in a meeting of the General Body convened for the purpose in which three fourths of the registered members are present and two thirds of them vote for dissolution. If upon dissolution there shall remain, after satisfying payments of all the liabilities of the Association, any property, movable or immovable of the Association; the same shall not be disbursed among the members but shall be transferred to the University College Parent Teacher Association as decided by the votes of two thirds of the members present at the time of dissolution in accordance with the provision of the Travancore-Cochin Literary and Cultural Societies Registration Act XII of 1955 Rules 24 to 26.

XV. Declaration

In all circumstances the Association will function in accordance with the provisions of the Travancore- Cochin Literary and Cultural Societies Registration Act XII of 1955 and all provisions of the said Act shall be applicable to the Association.