

## UNION CHRISTIAN COLLEGE OLD STUDENTS' ASSOCIATION

### Memorandum of Association

1. **Name of the Association:** The Name of the Association shall be **Union Christian College Old Students' Association** (hereinafter called Association/OSA).
2. The Association shall be registered under the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955
3. **Address:** The registered office of the Association shall be Union Christian College, UC College PO, Aluva, Ernakulam District, Kerala, Pin – 683 102, Kerala, India. It may also have chapters at such places in India and abroad as the Association may from time to time determine.
4. **Objectives / Purpose:** The objectives of OSA, which is a non-profit distributing society shall be
  - 4.1. To provide a forum for the Alumni for exchange of ideas on academic, cultural, economic and social issues of the day by organizing and coordinating reunion activities of the Alumni.
  - 4.2. To raise funds for the benefit of the college by way of donations, contributions, membership fees and subscriptions for various activities.
  - 4.3. To act as ambassadors of Union Christian College in different parts of the world through its regional organization/chapters in helping/coordinating various events.
  - 4.4. To organize alumni meetings, events, awards, lectures, fellowships and honours in the college / regional organization/chapters for promoting academic, cultural, co-curricular, extra-curricular and social issues.
  - 4.5. To assist students and scholars of the university and members of the Association in their academic pursuits and professional careers
  - 4.6. To take up any other activity in furtherance of the objectives stated above
5. In fulfilment of the above objectives, the Association shall have powers to
  - 5.1. Hold meetings, conferences etc., and organize lectures and social gatherings
  - 5.2. Institute scholarships, prizes etc.,
  - 5.3. Raise funds from its members and other individuals and organizations
  - 5.4. Frame rules and regulations, and modify the same from time to time; and
  - 5.5. Take up such other activities as may be consistent with the objectives of the Association.
6. The Association shall not distribute any part of its income or profit as dividend, gift or bonus or in any other way among its members, provided that, office-bearers or any other members of the Association shall not be debarred, because of their also being members of the Association, from receiving a salary, remuneration or honorarium for any service rendered to the Association.

### Regulations

1. **Definitions:** In these regulations, unless the context otherwise requires
  - 1.1. "Act" means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.
  - 1.2. "Association" means Union Christian College Old Students' Association.
  - 1.3. "Chapter" means the recognized chapter of the Union Christian College Old Students' Association.
  - 1.4. "Executive Committee" means the Executive Committee of the Association
  - 1.5. "College" means Union Christian College, Aluva
  - 1.6. "Member" means a voting member of the Association.
  - 1.7. "Memorandum", "Regulations" and "Byelaws" mean the Memorandum, Regulations and Byelaws of the Association

**Name**  
**President**

**Name**  
**Secretary**

**Name**  
**Treasurer**

1.8. “President”, “Vice President”, “General Secretary”, “Executive Secretary” and “Treasurer” mean the President, Vice President, General Secretary, Executive Secretary and Treasurer of the Association.

1.9. “Year” means a calendar year.

**2. Membership** The Association shall have the following classes of members:

2.1 Any person who has completed a programme of studies or research in the college/ its departments or centers or studied at least one academic year and received TC shall be admitted as a Member provided he/she has paid the prescribed membership fees as may be laid down in the byelaws from time to time.

2.2 Present/ retired academic or administrative staff of the College who are not alumni, shall be admitted as Associate Member. The Ex-Officio and Associate members who are not alumni shall not have voting power in the General Body meeting.

2.3 Payment to the Association shall be made only against proper receipts duly signed by the Secretary or Treasurer or by any officer authorized by the Association. A separate bank account shall be opened by the Association for the said purpose. All accounts of the Association shall be subject to audit.

2.4 Members of the Association other than Associate/ Ex-officio members are eligible to receive publications of newsletters, exercise their vote in General Body meetings, register on OSA website, attend alumni meetings and events of association or recognized chapters and contest, nominate, propose and second members for office of the Executive Committee.

2.5 The Executive Committee shall maintain a register of members giving the name and address of each, and the dates of admission and termination of his/her membership. Every member shall have the right to inspect this register at the office of the Association.

**3. General Body:** The General Body consists of members, associate members and ex-officio members of the Association.

**4. General Body Meeting**

4.1. An Annual General Meeting shall be convened on a date which shall be decided by the Executive Committee of the Association.

4.2. The General Body should be convened at least once in a year, with 14 days’ notice for Annual General Body and 7 days’ notice for extraordinary meetings. Notice to be given via media or college/alumni website

4.3. The President after discussion with the General Secretary may convene a Special or Extra Ordinary General Meeting as and when necessary with the approval of the Executive Committee.

4.4. The Executive Secretary shall present the Annual Working report and the Treasurer shall present the Annual Account Statement before the Annual General Body meeting for approval and shall be circulated among the members at least 14 days prior to the meeting.

**5. Powers of General Body**

5.1. To set guidelines for the Executive Committee so as to achieve the aims and objectives of Union Christian College Old Students Association.

5.2. To elect Vice Presidents, General Secretary and Executive Committee Members of Union Christian College Old Students’ Association.

5.3. To approve the budget for the subsequent year.

5.4. To transact any other business with the permission of the President in Chair.

5.5. To frame rules in conformity with the bye-law for the proper working of the Association

5.6. To give general guidance regarding the activities of the Association.

5.7. To Issue instructions not inconsistent with the constitution and the rules on all matters not otherwise provided for.

**Name**  
**President**

**Name**  
**Secretary**

**Name**  
**Treasurer**

- 6. Members and Office bearers of the Executive Committee:** The executive committee consists of the following:
- 6.1. 15 elected members
  - 6.2. President (Principal)
  - 6.3. Two Vice Presidents
  - 6.4. General Secretary
  - 6.5. Executive Secretary (nominated by the Principal in consultation with the Executive Committee)
  - 6.6. Treasurer (Bursar)
  - 6.7. Four Ex-officio members (Manager, Staff Association Secretary, Staff Council Secretary, Office Superintendent)
  - 6.8. Out of the 15 elected members four seats shall be reserved for women.
  - 6.9. The members of the Executive Committee shall be elected from among the members with voting power in the Annual General Meeting.
  - 6.10. Five shall be elected for a term of 3 years, five shall be elected for a term of 2 years and five shall be elected for a term of 1 year in the year of registration by lot among the 15 elected members. Thereafter five shall be elected each year out of which at least one shall be a woman.
  - 6.11. The tenure of the Executive Committee members and its office bearers shall be three years.
  - 6.12. Elected members shall not hold the office for more than two consecutive tenures of the Executive Committee.
  - 6.13. Ex-Officio Members: The Manager, the Staff Association Secretary, the Staff Council Secretary and the Superintendent of the college shall be Ex-officio members of the Executive Committee.
- 7. Powers of Executive Committee:**
- 7.1. The Executive Committee shall carry out the objectives of Association.
  - 7.2. The Executive Committee shall frame standing orders in conformity with the bye law.
  - 7.3. The Executive Committee shall have the powers to constitute sub-committees for specific purposes in consonance with the objectives of the Union Christian College Old Students Association and also to reconstitute the same.
  - 7.4. The Executive Committee meetings with the agenda shall be notified at least seven days in advance through any approved media of communication.
  - 7.5. Urgent meetings of the Executive Committee can be convened by the General Secretary in consultation with the President, at least three days' notice or as agreed by all members. However, the President has the power to hold meetings of available committee members without notice in urgency.
  - 7.6. Any member of the Executive Committee who fails to attend three meetings of the Committee consecutively without intimating his or her inability to be present or without sufficient reasons shall be removed from the Executive Committee.
  - 7.7. Vacancies in the Executive Committee shall be filled by nomination by the Executive Committee at its next meeting after the vacancy arises, subject to the approval of the next General Body Meeting. They shall hold office for the remaining tenure of the incumbent.
  - 7.8. The Annual Working Report of the Executive Committee shall be presented for approval at the next General Body Meeting.
- 8. President**
- 8.1. The President shall be the Principal of the College.
  - 8.2. The President shall chair the meetings and conduct the affairs of the Association in accordance with the constitution, the rules and standing orders.

**Name**  
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## 9. Vice Presidents

- 9.1. Two Vice Presidents shall be elected from the members of the Association at the Annual General Meeting.
- 9.2. The Vice President will assist the President in all activities.
- 9.3. The Vice President shall perform the functions of the President in his/her absence.
- 9.4. The Vice President shall also perform the duties allotted by the President.

## 10. The General Secretary

- 10.1. The General Secretary shall be elected from among the members with voting power in the Annual General Meeting.
- 10.2. The General Secretary and Executive Secretary shall be the Chief Executive Officers of the Association. They shall act in consultation with the executive committee.
- 10.3. The General Secretary Shall Sign on behalf of the Union Christian College Old Students Association in all the documents.
- 10.4. The General Secretary shall have the power to sanction an amount not exceeding Rs. 10,000/- (Rupees Ten Thousand only) in consultation with the President and Treasurer. Such sanctions are to be ratified by the Executive Committee at its next meeting.
- 10.5. The General Secretary and Treasurer shall be responsible to the General Body and the Executive Committee and shall present up-to-date reports, regarding their actions, to the General Body meeting / the Executive Committee meeting, as the case may be.

## 11. The Executive Secretary

- 11.1. The Executive Secretary shall be nominated by the Principal from among the permanent teaching faculty of the college in consultation with the Executive Committee.
- 11.2. The Executive Secretary in consultation with the President and General Secretary may invite any other person to any meetings of the Executive Committee or the Sub Committees constituted there under.
- 11.3. Issue notices of all the meetings in consultation with the President.
- 11.4. Keep records of all the proceedings of the Association.
- 11.5. Conduct all the correspondence of the Association.
- 11.6. The Executive secretary shall assist the General Secretary in all activities. The Executive Secretary shall perform the functions of the General Secretary in his/her absence. The Executive Secretary shall also perform the duties allotted by the President / General Secretary.

## 12. Treasurer

- 12.1. The Bursar of the College shall be the Treasurer of OSA.
- 12.2. The Treasurer shall keep all records and regular accounts of the income and expenditure of the Association.
- 12.3. Open a savings account in the Banks, or Co-operative Societies for keeping the funds of the Union Christian College Old Students' Association for various purposes except for infrastructure. It shall be operated jointly by the Treasurer and General Secretary.
- 12.4. Prepare an annual budget and present it to the Executive Committee and General Body for consideration and adoption.
- 12.5. Incur expenditure under proper authority for items specifically included among the objectives of the Union Christian College Old Students' Association and render annual accounts of expenditure incurred and submit the accounts and vouchers relating to the year of audit at the end of the year.

## 13. Local and Regional Old Students' Association chapters

Name  
President

Name  
Secretary

Name  
Treasurer

- 13.1. Organization: Any local or regional Union Christian College Old Students Association which has a purpose similar to that of this Association shall be eligible to apply for recognition as a branch/chapter of the association, to the Executive Committee provided that they agree to abide by the constitution and rules of the association.
- 13.2. A group of no less than ten members with the approval of the Executive Committee may constitute a chapter of the Association based on the commonality of location and/or interest. The members forming a Chapter shall stipulate and intimate to the Executive Committee the basis of the Chapter and regulations governing the Chapter.
- 13.3. Membership: Any such branch shall accept any members to active membership in such a branch association, with full voting power therein and qualified to serve as an office bearer of the branch association. Any former member of the faculty or administration of the College and any person who has rendered distinguished services to the association and the college may be nominated by the branch/ chapter committee as honorary members of the branch Association with no power to vote.
- 13.4. Chapters shall not raise any funds on behalf of the college or OSA unless approved by the Executive Committee.

#### **14. Miscellaneous Provisions**

- 14.1. The quorum of the General Body shall be 25 members and that of the Executive Committee meeting shall be six elected members. If there is no quorum for a meeting, the meeting shall stand adjourned to the same time and day; next week at the same place and the members present at the meeting so adjourned and convened shall be deemed to constitute the prescribed quorum and the decision of such meeting shall be binding.
- 14.2. The office bearers or any member of the Executive Committee may vacate his position, by submitting his resignation to the President. The President shall submit his resignation letter to the Executive Committee. The resignation will come into effect, when the same is accepted by the Executive Committee.
- 14.3. Decisions of the General Body and Executive Committee shall be taken by simple majority and in case of a tie, the President/ Chair as the case may be, shall exercise a casting vote.
- 14.4. Every decision of the Executive Committee shall be in force, unless or till it is altered, modified or nullified by the General Body. No decision of the General Body Meeting shall be altered or nullified by the Executive Committee.
- 14.5. The President and General Secretary will be competent to represent the Association on all occasions. However, important decisions and policy matters shall be decided only in consultation with the Executive Committee.
- 14.6. The Funds of the Association shall be constituted by amounts collected by way of donation, grants and voluntary contributions made by the members and others etc. Such funds shall be deposited in the bank account of the Association.
- 14.7. The above fund shall be utilized only for implementing any objectives of the Association and to meet the day to day expenses as ratified by the General Body or the Executive Committee and not for any other purpose.
- 14.8. No fund shall be shared among the members of the Association.
- 14.9. Money collected for the association shall be deposited forthwith, in the bank account of the association and shall not be withdrawn without permission, from the Executive Committee, subject to the other provisions of this byelaw.
- 14.10. Any amendment to the bye-law may be carried out by a motion presented in the general body meeting convened for that purpose and voting after giving seven days' notice and supported by 2/3<sup>rd</sup> / 13 members present.

**Name**  
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- 14.11. The association may be dissolved by a motion passed in the Annual General Meeting or in an Extra Ordinary General Meeting convened for the above purpose after giving 15 days' notice and attended by at least 60% of the total membership and supported by 75% of the present and voting. Online attendance in meetings only to those residing outside Kerala and India. Recording of the proceedings to be done. Voting to be done via prior intimation by the proxy.
- 14.12. No amendment to the Byelaw will be made without the prior approval of the Commissioner of Income Tax having jurisdiction.
- 14.13. No amendments to the Memorandum of Association / Rules and Regulations shall be made which has the effect of altering the basic character of the Association and further no such amendments which may prove to be repugnant to the provisions of Section 2(15), 11, 12, 13 and 80G of the Income Tax Act shall be made.
- 14.14. In the event of dissolution, the net assets if any after satisfying all the debts and liabilities shall either be transferred to Associations / Societies having the same / similar objectives and which is registered u/s.12AA of the Income Tax Act at the time of the transfer or shall be vested with the Government.
- 14.15. The accounts of the Association shall be closed on 31<sup>st</sup> March of every year, audited by a duly qualified auditor and a Balance Sheet shall be prepared by him/her and presented before the Annual General Meeting.
- 14.16. The income and the property of the Association shall be applied solely towards the promotion of the objectives of the Association and no part thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, interest or otherwise by way of profit to persons who, at any time are, or have been members of the Association or to any one or more of them or to any person claiming through any one or more of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any employee of the Association in return for services rendered to the Association or payment of interest at a reasonable rate on money borrowed, or expenses incurred by a member or anyone so empowered in connection with the work of the Association. No member of the Association shall have any personal claim on any movable or immovable properties of the Association or make any profit, whatsoever, by virtue of his membership.

**15. Election:** The election to the Executive Committee will be held at an annual general body meeting convened for the purpose. The election shall be ordinarily through the process of nomination,

## **16. General**

- 16.1. The Association shall have a seal, which shall be kept under safe custody by the President.
- 16.2. Any document to be executed by the Association shall bear the signature of the President and General Secretary.
- 16.3. The President and General Secretary shall represent the Association in all legal proceedings in a court by the Association or against it. Jurisdiction shall be the registered office of the Association.
- 16.4. The general funds of the Association shall be constituted of subscriptions/donations from members/ Associate members other than for infrastructure, donations/grants from other individuals and organizations, sale proceeds from the Association's publications, receipts from advertisements in souvenirs, brochures etc., and of the earnings from the investments of such funds.

## **17. Interpretation**

**Name**  
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**Name**  
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**Name**  
**Treasurer**

- 17.1. In any matter where there is no specific provision in the regulation or bye-laws, the decision of the Executive Committee shall be final and binding on all concerned subject to the provisions of the Act.

**18. Declarations**

- 18.1. It is declared that this society will function only in accordance with The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.
- 18.2. It is also declared that this memorandum, rules and regulations have been approved and passed by the General Body of the society unanimously in the meeting held on 17 April 2023 and we hereby certify that this is the true copy of the rules and regulations of the UNION CHRISTIAN COLLEGE OLD STUDENTS' ASSOCIATION.

**Name**  
**President**

**Name**  
**Secretary**

**Name**  
**Treasurer**