

ALUMNI ASSOCIATION
COLLEGE OF APPLIED SCIENCE, VADAKKENCHERRY
BYE-LAW

Memorandum of association

1.Name of the Association

The name of the association shall be "ALUMNI ASSOCIATION, COLLEGE OF APPLIED SCIENCE, VADAKKENCHERRY" (hereinafter called the Association)

2. Objects of the Association

- a) To promote fellowship and mutual good feeling among the members who left the college after completing their education in this institution.
- b) To promote cultural knowledge and co operation among the members of the association and among the present staff and students of the college.
- c) To conduct meetings, seminars etc., for the cultural, educational and placement progress of the members and the present students.
- d) To make suggestions and requests to the college authorities for better planning aimed at the progress of the college community.
- e) To render all help for the progress of the college and for keeping the good name of the college.
- f) To conduct annual family get together of the old students and retired teaching and non-teaching staff of the college
- g) To welcome and appreciate/ congratulate students who win meritorious awards and ranks etc, in the academic cultural and other fields.
- h) To conduct various kinds of entertainments among students (present or old) and to award prices to the top winners.
- i) To conduct such other activities according to the decision of the executive committee and general body of the association.

3 . Definitions

- a) Member-Existing members of the association and those who are duly admitted according to the bye-law
- b) President / vice president - means president or vice president of the association.
- c) General Secretary/Secretary - means General Secretary/ Secretary of the association.
- d) Executive committee – means Executive Committee of the association.
- e) Fee – means membership fee (life membership & membership of the year).
- f) Alumni Day – The day fixed for the annual get together of the association.

4. Administration

- a) Management of the association shall vest in a committee consisting of a president, vice president , general secretary , two secretaries , a treasurer and nine other members elected from among the members of the general body meeting.
- b) All offices shall be honorary.
- c) President shall be the principal of the college.
- d) Vice president shall be a present or retired member of the staff of the college.
- e) General Secretary / Secretaries and Treasurer are to be from among the old students of the college.
- f) Committee member shall be from among the members, old students as well as staff.
- g) Of the committee members two shall be ladies.
- h) One committee member shall be from the old students working in the College.

5. Membership.

- a) All students who left the college after the education can be members, provided they have remitted the membership fee. And the retired staff, teaching and non-teaching, also shall be members provided they are admitted as members.
- b) Membership fee is Rs.100/- for life membership.
- c) It can be varied or changed according to the decision of the general body.

6 . Executive Committee.

The executive committee consists of president vice president, generally, two secretaries, treasurer and nine other members and its term can be five year as already passed by the general body.

7. Annual Day Celebration.

Every year alumni day celebration should be conducted on one specific day.. And all members are to be intimated or informed regarding the annual get together. Variety entertainment can be conducted by the members of the association and by the present students. According to the decision of the executive committee price shall be given to the top winners. All the activities of the association shall be with the prior sanction of the managing committee.

8. General body

General body is the supreme authority as far as the association is concerned. Executive committee shall be selected from the general body. Every year secretary shall submit the reports and statements of accounts before the general body and it must be approved by the general body.

9.Records.

Association shall keep minutes book, day book, membership registration etc. for the proper functioning of the association. It shall be audited every year and the auditors are to be nominated or elected from the general body at its annual meeting

10. Receipts & Seals

Association shall maintain receipts and proper vouchers also are to be kept for the expense. Association shall has seal.

11. Committee meeting

Committee meeting shall be convened frequently and special committee meeting shall be held at the time of emergency. The general body can amend the byelaw and make rules for the proper and effective functioning of the association.