



# IDEAL COLLEGE FOR ADVANCED STUDIES

( Affiliated to University of Calicut )

KADAKASSERY, THAVANUR PO, MALAPPURAM DT, KERALA 679573

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## Alumni Association Policy



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## ALUMNI ASSOCIATION

### I. AIMS & OBJECTIVES

The following shall be the Aims and Objectives of the Society

- 1) To facilitate interaction between old students of the entire departments of ideal college for advanced studies.
- 2) To promote and support academic activities of the departments of the campus.
- 3) To promote social and cultural activities of former and current students.
- 4) To encourage and appreciate academic and other outstanding achievements of Ideal College for Advanced Studies.
- 5) To establish endowments and scholarships.
- 6) To raise and administer funds for the society.
- 7) To acquire hold and transfer properties both movable and immovable for the above purpose.

### II. MEMBERSHIP

Membership of the Association is open to all former students, of full time/ part time courses of the Department with a minimum of one academic year study of the Ideal College for Advanced Studies, Kadakaserry. Those who were dismissed from the college shall not be eligible for membership.

- 1) Founder members mean those who took initiative in the formation of the association and paid the prescribed fee to the association.
- 2) Life members means members who contribute a sum of Rs 4000/- to the association
- 3) Ordinary members mean members who contribute of Rs 150/- which have to be renewed every year.
- 4) Honorary members mean the teaching staff of the departments other than Alumni.
- 5) Every member, other than honorary members, shall have a right to vote in the meeting of the association.
- 6) The association shall maintain a register of members and it shall be open to inspection by all members.
- 7) A member may resign from the society with 15 days' notice
- 8) The ordinary members shall lose their membership temporarily if they default the payment of annual subscription for a continuous period of 3 years. Re-Admission is at the discretion of the Executive Committee. In such case the fee for enrollment and membership has to be remitted (Re-Registration)

### III. EXECUTIVE COMMITTEE (GOVERNING BODY)

1. The association shall be governed by a Body of Executive Committee consisting of 11 members elected by the General Body consisting One president; Two Vice-Presidents; One Secretary; Three Joint Secretaries and One Treasurer.

2. The executive committee members of the Association shall be elected by the members of the General Body Meeting according to the rules mentioned below.
3. The Executive committee members elected by the General Body shall hold office for a period of Three years.
4. The Executive committee members shall not be entitled to any remuneration.
5. The Executive Committee shall meet at least once in Three months.
6. Quorum for Executive Committee meeting shall be 1/3 of the total members.
7. The Executive Committee shall be convened by the Secretary.
8. Proceedings of the Executive Committee meeting shall be recorded in a Register maintained for such purpose.
9. A person who is not a member of the General Body shall not be elected to the Executive Committee.
10. Any vacancy in the Executive Committee arising out of death, insanity or resignation of a member may be filled up by the General Body.

#### **IV. DUTIES OF THE COMMITTEE MEMBERS**

1. Duties of the President: The president shall preside over all meetings of the association, and shall have such powers and duties as may be determined by the General Body and Executive Committee.
2. Duties of Secretary: Secretary is the Chief Executive Officer of the association and shall convene the meeting with the consent of the President. He/she shall be the custodian of all records and properties and shall discharge all administrative duties approved by the Association, and shall have such powers and duties as may be determined by the General Body and Executive Committee.
3. Duties of Vice-President: in the absence of the President, any one of the Vice-President shall preside over all meetings of the association. In the absence of the President and the Vice-President, the President of the day shall be elected from amongst the members present.
4. Duties of the Joint Secretary: in the absence of the Secretary, one of the Joint Secretary authorized by the Secretary shall discharge all the duties assigned to the Secretary, and shall have such powers and duties as may be determined by the General Body and Executive Committee.
5. Duties of the Treasurer: the treasurer is the sole responsible person to maintain all accounts in a proper manner, and shall have such powers and duties as may be determined by the General Body and Executive Committee.

#### **V. POWER OF THE ASSOCIATION**

1. The affairs and properties of the association shall be vested in the Executive Committee and shall be subject to the supervision and control of the General Body.
2. The Executive Committee shall have powers to appoint staff and fix their terms of service.
3. The Executive Committee shall maintain all books of accounts.
4. The Association shall cause the accounts to be audited annually.

5. Every transaction of the association shall be decided in the meetings of the Executive Committee or supported by a resolution validity passed subject to ratification in the next meeting of Executive Committee.
6. In case of equality of votes, the President of the meeting shall exercise a casting or second vote.
7. Any vacancy in the Executive Committee shall not affect the validity of the proceedings of the Executive Committee if quorum is there.

## **VI. GENERAL BODY MEETING**

1. All members of the association constitute the General Body and the general body meeting of the members of the association shall be held annually on December of every calendar year (4th Saturday).
  - a) Approval of audited balance sheet and income and expenditure account of the Association.
  - b) Approval of the Secretary's Report.
  - c) Election of members to the Executive Committee when such election falls due and the presentation of the new budget.
  - d) Suggestion or recommendations of the members regarding the policies of the Association.
  - e) Consideration of such ordinary matters as approved by the President.
2. Fifty percent of the members of the society may in writing request for convening a Special General Body Meeting to consider specific issues.
3. Quorum for any General Body Meeting shall be 10% of the total members of the Association.

## **VII. FUND OF THE ASSOCIATION.**

- 1) The funds of the Association shall be those funds which are brought into the accounts of the Association.
- 2) The Treasurer or any other official of the Association shall not keep with him funds of the Association exceeding Rs.10000/- not more than a week.
- 3) Assets of the Associations shall be such properties movable and immovable, of the Association as shown in the Register of Assets of the Association.

## **VIII. ADVISORY BOARD**

- 1) Board consisting of 3 members, appointed by Principal
- 2) Any differences between the association or the members that cannot be resolved, should be referred to the board
- 3) On such matters the association and the members shall be bound to approve the decision by the board.
- 4) Name and addresses of the present members:-

## **IX. NON- CONFIDENCE MOTION**

Each and every member has the Right to bring a non-confidence motion against the governing body, provided such notice for non-confidence signed by a minimum of 10% of the total members of the Association.

#### **X. RECORDS TO BE KEPT**

- a) Byelaw of the Association
- b) Minutes book of the Executive Meetings.
- c) Minutes book of the members showing name and address.
- d) Accounts of the Association.

#### **XI. GENERAL**

THE Association shall be non-profit sharing and no member shall have any proprietary right or interest in the assets and liabilities of the Association. Net income arising out of the activities shall be ploughed back into the funds of Association and no portion thereof be paid as dividend to the members.

#### **XII. DISSOLUTION.**

In case of Dissolution, the properties(movable & immovable) and funds shall be transferred to the Ideal college for advanced studies fund after the settlement of the obligations and liabilities of the Association.

We, The members of the present Executive Committee of the Association, hereby affirm that the above is the true copy of Ideal College For Advanced Studies Alumni Association and which was approved by the General Body Meeting held on..... and that the above rules are framed in accordance with Section 13 & 14 of Registration Act XXI 1860.