

UNIVERSITY OF KERALA ALUMNI ASSOCIATION (UKAA)

Memorandum of Association

1. The name of the Society shall be the University of Kerala Alumni Association (hereinafter called the "Association").
2. The Association shall be registered under the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955
3. The registered office of the Association shall be located at the Administrative Office, University of Kerala, Senate House Campus, Palayam, Thiruvananthapuram-695034 Kerala, India. It may also have Chapters at such places in India and abroad as the Association may from time to time determine.
4. The objectives of the Association, which is a non-profit distributing society, shall be
 - 4.1 to promote contact and communication amongst members of the Association and between the Association and the University and other academic bodies/organizations and to provide a forum for the members of the Association for exchange of experience, information and views;
 - 4.2 to assist students and scholars of the University and members of the Association in their academic pursuits and professional careers;
 - 4.3 to raise funds for the University and
 - 4.4 to take up any other activity in furtherance of the objectives stated above
5. In fulfillment of the above objectives, the Association shall have powers to
 - 5.1 hold meetings, conferences, etc., and organize lectures and social gatherings;
 - 5.2 publish souvenirs, newsletters, journals, and occasional reports and notifications;
 - 5.3 institute scholarships, prizes, etc., and employ persons on salary/remuneration or without salary/remuneration;
 - 5.4 raise funds from its members and other individuals and organizations;
 - 5.5. frame rules and regulations, and modify or rescind the same from time to time; and
 - 5.6 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, employees or any other member of the Association shall not be debarred, because of their also being members of

the Association, from receiving 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 the University of Kerala Alumni Association;
- 1.3 "Chapter" means the Chapter of the Association;
- 1.4 "Executive Committee" means the Executive Committee of the Association;
- 1.5 "University" means the University of Kerala;
- 1.6 "Member" means a member, associate member or a life member of the Association;
- 1.7 "Memorandum", "Regulations" and "Bye-laws" mean the memorandum, regulations, and bye-laws respectively, of the Association;
- 1.8 "President", "Chairman", "Secretary", "Joint Secretary", and "Treasurer" mean the President, "Chairman", "Secretary", Joint Secretary and Treasurer respectively, of the Association;
- 1.9 "Year" means a calendar year.

2. Membership

The Association shall have the following classes of members:

2.1. Members:

- 2.1.1 Any person who has pursued a programme of studies or research in the University departments or institutions affiliated to the University or centres of the University shall be admitted as a Member provided he/she has paid the annual/life membership fee as may be laid down in the bye-laws from time to time.
- 2.1.2 Any academic and administrative staff of the University, including visiting academic staff, who is not alumni of the University, shall be admitted as Associate member.
- 2.1.3 Eminent persons may be admitted to be Honorary members, as may be considered by the Executive Committee of the Association, in consultation with the President. Ex-Presidents of UKAA automatically become Honorary members after they cease to be the Vice Chancellor of the University.

2.1.4 Associate members and Honorary members are not obliged to pay any membership fee.

2.1.5 The members are eligible to use the services of UKAA office, receive publications and newsletters of UKAA, exercise their vote in General Body meetings, register on the UKAA website, attend alumni meetings and events, receive annual reports, and participate in UKAA activities.

2.1.6 The members can avail of services and initiatives offered from time to time by the University and UKAA to alumni, which may include use of facilities at the University or elsewhere. However, the members are expected to conduct themselves in line with the MOA and Bye laws of the association while representing UKAA and participating in the association activities.

2.1.7 The Alumni Associations of the statutory departments/centres of the University and the institutions affiliated to the University can be affiliated to the University of Kerala Alumni Association after paying an annual affiliation fee of Rs. 1000.

2.2. Register of Members: 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.

2.3. Termination of Membership: Members/Associate members who are in arrears as to dues of subscription in any year shall not be entitled to exercise any kind of right and privilege of membership while in arrears and the membership of a Member in arrears for more than two years may be terminated by the Executive Committee after due notice. A Member will be considered to be in arrears in any year if he/she has not paid the subscription for the previous year or that year. Membership shall also be liable to be terminated if a member is guilty of such conduct as is grossly injurious to the Association, or if he/she acts in wilful contravention of the Memorandum or the Regulations.

2.3.1 The statutory departments/centres of the University or the institutions affiliated to the University who are in arrears as to dues of affiliation fee in any year shall not be entitled to exercise any kind of right and privilege of affiliation while in arrears and the affiliation of a department/centre or institution affiliated to the University in arrears for more than two years may be terminated by the Executive Committee after due notice.

3. President

3.1 The Vice-Chancellor of the University will be the ex-officio President. He will have the right to attend and preside over any of the meetings of the Association and participate in all its activities.

4. Executive Committee

4.1 The entire management of the Association shall be vested in an

Executive Committee which shall be its governing body. All properties, movable or immovable, belonging to the Association (including its Chapters) and all bank accounts, documents, etc., shall stand in the name of the Association and be vested in the Executive Committee.

4.2. The Executive Committee shall consist of the following elected members:

- (a) Chairman
- (b) Secretary
- (c) Two Joint Secretaries
- (d) Treasurer
- (e) 20 members

Also, each department/centre of the University or institution affiliated to the University affiliated to the University of Kerala Alumni Association or chapter of the Association formed following Regulation 13 below and having at least 50 members for departments/centres, 25 members for chapters and 100 members for institutions affiliated to the University shall nominate one representative as an ex-officio member of the Executive Committee.

4.3. The office-bearers and other members of the Executive Committee as listed in 4.2 shall be elected by the members by a process of a single transferable vote as per The Representation of the People Act 1951, as amended.

4.4. The Executive Committee will normally remain in office for two years. But the life of the Executive Committee may be extended for a period not exceeding six months by a resolution passed by two-thirds members of the Executive Committee on special grounds regarding the impracticability of holding an election within time.

4.5. Should any vacancy arise in the Executive Committee during its term of office, such vacancies will be filled again by-election provided the remaining period of the term of the Executive Committee is more than six months.

4.6. In case the office of the Chairman or Secretary or Joint Secretary or Treasurer falls vacant, the other members of the Executive Committee will have the power to nominate one of the members of the Executive Committee for such a vacancy to hold office until the vacancy is filled up through the election.

5. Chairman

5.1. The Chairman shall be the principal office-bearer of the Association.

5.2. In the absence of the President in any of the Executive Committee meetings, the Chairman shall preside over all such meetings. He will be responsible for all the day-to-day functioning of the Association and subject to the overall authority of the Executive Committee he will have powers to receive money and incur expenditure in connection with the

activities of the Association. He may delegate his powers to the Secretary, Joint Secretary, and the Treasurer to ensure smooth functioning of the Association,

6. Functions of the Executive Committee

6.1. The Executive Committee shall have the following functions:

- i) to consider, approve and arrange for all activities and programmes of Association;
- ii) to carry out all work relating to the activities of the Association;
- iii) to arrange for the election of the new Executive Committee at the end of its term so that the new Executive Committee will be in a position to assume office on the day of expiry of the term of the previous Committee;
- iv) to receive or collect subscriptions, grants, donations etc.

7. Powers of the Executive Committee

7.1. For effectively discharging the above functions, the Executive Committee shall have the power:

- i) to make, alter and rescind bye-laws as provided in these regulations;
- ii) to acquire, hold and dispense of properties, moveable and immoveable;
- iii) to delegate, by specific resolutions, any of these powers to any person or persons, committee, boards or other bodies, composed wholly or partly of its members;
- iv) to organize, establish or dissolve Chapters of the Association in various centres;
- v) to receive and spend money on behalf of the Association;
- vi) to appoint a duly qualified auditor as recommended by the General Meeting.

8. Introduction or Change of Bye-laws

8.1. Proposed bye-laws or changes thereto shall be notified to all members of the Executive Committee not less than seven days before the date of the meeting convened for this purpose, and shall be adopted upon being passed by a two-thirds majority of the Executive Committee.

9. Meetings of the Executive Committee

9.1. The Secretary shall convene all Executive Committee meetings with a notice of seven days. Six members shall form a quorum for such meetings. An emergent Executive Committee meeting may be held with three days' notice.

9.2. In the absence of the Secretary, one of the Joint Secretaries shall act as the Secretary.

10. Funds, Banking, Accounts, and Records

10.1. The general funds of the Association shall be constituted of subscriptions/donations from members and associate members/affiliation fee from statutory departments/centres of the University and institutions affiliated to the University, donations/grants from other individuals/organizations, sale proceeds from the Association's publications, receipts from advertisements in souvenirs, brochures, etc., and of earnings from the investments of such funds.

10.2. The Executive Committee shall maintain the books of accounts and the proceedings of the meetings at the registered office. The Executive Committee shall be responsible for getting the accounts of the Association audited by a duly qualified auditor and a Balance Sheet prepared by him once a year.

10.3. Rules, Regulations, Bye-laws, Books of Accounts and Minute Books of the Association shall be kept at the registered office and be open to members at reasonable times on previous notice in writing to the Secretary.

11. General Meetings of Members

11.1 A general meeting of the Association shall have powers as provided the Act and, in particular, shall have the power to add, alter or rescind the clauses of the memorandum and Regulations.

11.2 An annual general meeting of the members shall be convened at least once in every year and not more than fifteen months shall elapse between two successive annual general meetings. The Annual Report, including the balance sheet and the Auditor's Report, shall be presented to the general meetings within six months of the completion of the year. The results of the election of office bearers will be declared at an annual general meeting.

11.3 A duly qualified Auditor shall be appointed at the annual general meeting.

11.4 The President will preside over the general meetings. In his absence, Chairman may preside over such meetings. In the absence of both the President and the Chairman, the members will elect one from amongst them to preside over the meetings.

11.5 Not less than 30 days notice shall be given for all general meetings of the Association. Twenty Five members will form a quorum. No quorum shall be necessary for an adjourned meeting.

11.6 A special general meeting may be called by the Executive Committee for any specific purpose between two Annual General Meetings. The notice and the quorum shall be as in clause 11.5.

11.7 On written requisition by not less than 25 members, a special requisition meeting of the members shall be convened by the Secretary within three months of receipt of such requisition. The purpose of such

a requisition meeting shall be notified to all members in advance. For such a meeting, 20 members shall form a quorum.

12. Introduction of Changes in Memorandum/Regulations

12.1 Proposed changes in the Memorandum shall be intimated to the Registrar of Societies and only such changes as are approved by the Registrar shall be notified to all members not less than three months before the general meeting. Along with the notification, ballot papers for voting on the proposed changes will be sent which must be returned to the Secretary. The results of the voting will be announced at the general meeting and only such changes which receive the approval of three-fourths of the members voting will be adopted.

12.2 Proposed changes in the regulations of the Association shall be notified to all members of the Association not less than three months before the general meeting of the members of the Association. Along with the notification, ballot papers for voting on the proposed changes will be sent which must be returned to the Secretary of the Association. The results of the voting will be announced at the general meeting of the members and only such changes which receive the approval of three-fourths of the members voting will be adopted.

12.3 Such changes in the Regulations/Memorandum shall come into effect only after getting the approval of the Registrar of the Societies as per provisions of the Act and from such date as the Executive Committee may decide.

13. Chapters

13.1 A group of no less than ten members with the approval of the Executive Committee may constitute themselves into 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.

13.2 The Executive Committee shall approve the formation of a Chapter except when the regulations of the Chapter are inconsistent with those of the Association or when its basis duplicates that of another Chapter.

14. Suits

14.1 The Association may sue or may be sued in the name of the Chairman.

15. Common Seal

15.1 The Executive Committee shall provide a Common Seal of the Association. The Seal shall be in the custody of the Chairman and be affixed to such documents as in law are required to be sealed, but only in the presence of an office-bearer or a member of the Executive Committee.

15.2 The Chairman and the Secretary or an office bearer shall sign every instrument

to which the Seal of the Association is so affixed.

16. Dissolution

16.1 The Association may be dissolved if three-fourths of its members pass a resolution for such dissolution at a general meeting convened for the purpose. The disposal of the property of the Association upon dissolution shall be made according to the provisions of the Act.

17. Interpretation

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

Bye-laws

1. Membership Fee

1.1. Annual membership/shall be as follows:

for residents of

- | | |
|------------|---------|
| i. India : | Rs.100 |
| ii. Abroad | Rs.1000 |

1.2. The life Membership fee shall be as follows:

for residents of

- | | |
|------------|----------|
| i. India: | Rs.1000 |
| ii. Abroad | Rs.10000 |

2. Banking Operation

2.1. The bank account shall be operated jointly by the Treasurer and any one of the following: (a) Chairman, (b) Secretary, and (c) any member of the Executive Committee nominated by the Executive Committee.

2.2. The Treasurer may retain a sum of not more than Rs. 2000/- (Rupees two thousand) only as imprest cash.

University of Kerala Alumni Association (UKAA)

University of Kerala, Senate House Campus, Thiruvananthapuram 695 035, Kerala

APPLICATION FOR MEMBERSHIP

(ANNUAL MEMBERSHIP/LIFE MEMBERSHIP/ASSOCIATE MEMBERSHIP)

1. Name (in capital letters) :
2. Age/DoB(dd/mm/yyyy) :
3. Sex (Male/Female/Other) :
4. Permanent/Residential Address :
5. Official/Professional Address :
(Including designation)
6. Phone : (O) (R) (M)
7. Email. ID:
8. Details of study at the Department/College/Centre:

Course	Institution	Period (From – To)	Year of Award of Degree

9. Any other additional information:

The membership fee can be paid through NEFT/RTGS for which the account details are given below:

Name of the account holder: University of Kerala Alumni Association, Bank A/c No: -----
-, Name of the bank: SBI, Name of the branch: KUOC Palayam, Thiruvananthapuram-
695034, Bank branch code: 000292, IFSC No: SBIN0070292.

DECLARATION

I would be pleased to become a member/life member of the University of Kerala Alumni Association and I shall abide by the rules and bye-laws of the Association from time to time.

Date:

Signature:

For Office Use: **Recommended/Not recommended**
Secretary/Treasurer

<i>Membership Fee:</i>	Annual membership	Life membership
For residents of		
India	Rs.100	Rs.1000
Abroad	Rs.1000	Rs.10000