

**UNIVERSITY COLLEGE
CHEMISTRY ALUMNI ASSOCIATION
(UCCAA)
Reg. No. T. 246/09**

Bye-Law

**Department of Chemistry
University College**

Thiruvananthapuram

1. Name : University College Chemistry Alumni Association
2. Short Title : UCCAA
3. Registered Office : Department of Chemistry, University College, Thiruvananthapuram
4. Jurisdiction : State of Kerala

5. I Definition

- a) The “Association” means University College Chemistry Alumni Association
- b) “College” means the University College, Thiruvananthapuram
- c) “President” means Ex-officio President, The Head, Department of Chemistry, University College, Thiruvananthapuram.
- d) “The Act” means The Travancore Cochin Literary Scientific and Charitable Societies Act 1955 (Act XII of 1955).
- e) “General Body” means the unit comprising all Members of the Association.
- f) “Secretaries” means the Chief Executive of the Association.
- g) “Rules” means Rules and Regulations of the Association.
- h) “Financial Year” means the period from 1st of January to 31st of December of the year.

5. II Aims & Objectives

- 1) To build a close fraternity amongst the members of the Alumni
- 2) To uphold and convey the dignity, tradition and goodwill of the Department of Chemistry and that of University College in general, among other non-members when our members interact with them by virtue of their profession, association etc. residing in India or abroad.
- 3) To collect, collate and disseminate useful data on Projects, Avenues, Opportunities etc. that a member may find by virtue of their strategic dispositions to other members of the Alumni, especially to the younger generation for their benefits and professional advancement.
- 4) To honour those members whose manifold accomplishments and contributions in the fields of Science and Humanities are of wide acclaim.

- 5) To initiate and establish suitable endowment schemes to support financially weak but academically brilliant students in the final year Degree and Post Graduate Classes in the Department of Chemistry University College.
- 6) To organize workshops, seminars, lectures etc. and arrange for publication of books, periodicals and to facilitate interaction with other professional bodies.
- 7) To secure and manage a corpus fund for the promotion and fulfillment of the above aims and objectives.
- 8) To institute and award scholarships to eligible students in the Department of Chemistry, University College, Thiruvananthapuram.
- 9) To do all such things and perform all such acts as may be necessary or appropriate for the achievement of any or all of the above objectives.

5. III Membership

(a). Eligibility for membership:-

- i) Any person who was a Student of the Department of Chemistry with Chemistry as the main subject in the University College for under graduate or post graduate studies.
- ii) Any teacher, present or former in the Department of Chemistry, University College, Thiruvananthapuram.

(b). Admission Procedure:

Any person satisfying Clause III (a) above may contact one of the Secretaries, UCCAA and submit an application in the prescribed format seeking admission after remitting membership fee. The Secretary shall place such applications before the Executive Committee with his recommendation for their consideration and admission to the fraternity by the Executive Committee subject to final approval of the General Body.

Annual Membership Fee is fixed as Rs. 100/- (Rupees One Hundred only) and Life Membership Fee will be Rs.1000/- (Rupees One Thousand only).

(c). Register of Members

A separate register containing the names and addresses of all Alumni Members will be kept in the Registered Office.

(d). Cessation of Membership

In the event of any member not renewing the membership for a continuous period of 3 years the membership will stand automatically forfeited. General Body has the power to reject membership to anyone, or to remove the name from the membership of the Association, on sufficient grounds.

6. **Patron:** Principal, University College, Thiruvananthapuram will be the patron (Ex-officio) of the Association

7. **Office Bearers and Executive Committee:-**

I. **Executive Committee:-**

a) **President:** Head, Department of Chemistry, University College will be the President (Ex-officio).

b) **Vice President:** There shall be three Vice Presidents elected by the General Body. Of these, one shall be a senior retired Professor of the Chemistry Department and one shall be a lady member.

c) **Secretaries:** There will be two Secretaries, Secretary I shall be a member of the teaching staff of the Chemistry Department and Secretary II a non-teaching member from the Alumni, both to be elected by the General Body.

d) **Executive Committee:** The administration and management of the affairs of the Association shall be carried out by an Executive Committee, composed of six office bearers as listed above and eleven members elected by the General Body making a total of seventeen. The members of the Executive Committee shall represent all possible segments in the fraternity; three of them shall be women members and three shall be from the Department of Chemistry. They shall meet at least once in three months. They will execute the decisions taken by the General Body and will function according to the aims and objectives of the Association.

e) The term of the Executive Committee will be three years or till a new committee assumes charge.

II. **Rights, Duties & Powers of the Office Bearers**

a) **President :** He shall normally preside over the meetings of the Executive Committee and the General Body. He shall be primarily responsible for the co-ordination of activities of the Alumni Association and for its liaison with various Governmental agencies.

b) **Vice-President :** In the absence of the President the senior most Vice President will preside over the above meetings and conduct the proceedings.

c) **Secretaries :** There will be two Secretaries.

Secretary I : He will be the Chief Executive of the Association. He will implement the decisions of the Executive Committee. He shall issue notice for the meeting of Annual General Body with the concurrence of the President. He will also be responsible for arranging the meetings of the Executive Committee and for noting the minutes of the transactions in the above meetings. He shall receive and have custody of the funds of the Association. He shall open and operate bank accounts for the Association jointly with the Secretary II. He shall make all disbursements on proper vouchers and receive all monies on proper receipts for and on behalf of the Association. He shall maintain accounts of the Association and present the professionally audited annual statement before the General Body. He shall also present statement of accounts for every three months before the Executive Committee for periodic examination and approval. Secretary I shall be the custodian of all records of the Association and also responsible for all correspondence both internal and external representing the Association.

Secretary II : He shall function as the Public Relations Officer of the Association and shall work in liaison with Secretary I, in all official duties. Secretary I & II will jointly operate all the bank transactions.

8. Management

a) General Body : It consists of all members of the Association. Its quorum shall be 50. General Body meetings shall be convened at least once in a year preferably on any Second Saturday of a convenient month. Depending on the views of the majority of members present, the General Body can be convened for any particular purpose any time after serving due notice to the members. Each member of the General Body including the President there in shall have only one vote on any motion transacted by the General Body. The member presiding over the meeting, be The President, Vice President or any other member shall have a casting vote in the event of a tie. The President may invite any person not being a member of the Association to attend a meeting to the General Body; such invitees however, will not be entitled for any voting right. The President by himself or through a letter signed by him request at any time to summon a General Body meeting and the Secretary I shall oblige accordingly. For every meeting of the General Body a clear 7 days notice shall be given to each member. The General Body shall have all such powers and shall perform all such functions as are necessary and appropriate for the achievement and furtherance of its aims and objectives. Without prejudice to the generality of the forgoing provisions the General Body shall have the following powers and rights.

- i. To manage the properties of the Association.

- ii. To assign from time to time such functions and duties and delegate such powers it deem fit to the Executive Committee.
- iii. To consider and approve the annual budget of the Association.
- iv. To make amendments to the bye-laws.

b) **The Executive Committee**

There shall be an 'Executive Committee' with 17 members. The President by himself or through a letter signed by him may require the Secretary I to call the meeting of the Executive Committee at any time and the Secretary I shall oblige such request without fail. For every meeting of the Executive Committee not less than 5 clear days notice should be given to each member. Each member of the Executive Committee including the President shall have only one vote. Its quorum shall be 7.

c) **Rights Powers and Duties of the Executive Committee**

To prepare and execute detailed plans and programmes for the Association in furtherance of its objectives.

To delegate through a resolution either to a sub-committee or to the Secretaries such of its powers for the conduct of its business.

To appoint competent persons for studies, investigations, research programmes etc. To nominate delegates for attending conferences etc. representing the Association. To procure all such articles for use of the Association.

To institute and award scholarships to eligible students in the Department of Chemistry, University College, Thiruvananthapuram.

To prepare amendments to the bye-laws for consideration of the General Body.

To arrange for proper annual auditing of the accounts of the Association and present them before the Annual General Body.

d) **Funds**

Source of funds to the Association will be membership fee and donations. The Association can also raise funds for adhoc purposes as decided by the General Body through donations from individuals, institutions, external sources and by publishing souvenirs, books and through cultural activities.

e) **Suits and Proceedings**

- i) Jurisdiction : Thiruvananthapuram
- ii) Secretary I shall be the person to sue and to be sued.

9. **Annual Report**

The Executive Committee shall formulate a budget of the estimated receipts and expenditures of the Association not later than November every year along with the audited report for the previous year and place it before the annual General Body at its annual meeting in the month of January for its consideration and approval.

10. Amendments to the existing Rules & Regulations

Rules & Regulations in force can be suitably amended and new ones incorporated with the approval of 2/3rd members present and voting in the General Body that considers such proposal on prior notice.

11. Dissolution

The UCCAA may be dissolved by a decision made to that effect at a meeting of the General Body convened for the purpose with a majority of 2/3rd members present and voting. If upon dissolution there shall remain, after satisfying payments of all the liabilities of the UCCAA any property, movable or immovable of the UCCAA the same shall not be disbursed among the members but shall be transferred to the University College Chemistry Department Welfare Committee or to the Govt. of Kerala, in accordance with the provisions of the Travancore-Cochin Literary Scientific and Cultural Societies Registration Act XII of 1955 Rules 24 to 26.

12. Declaration

In all circumstances the UCCAA will be functioning in accordance with the provisions of the Travancore-Cochin Literary Scientific and Charitable Societies Act XII of 1955 and all provisions of the said Act shall be applicable to the UCCAA.