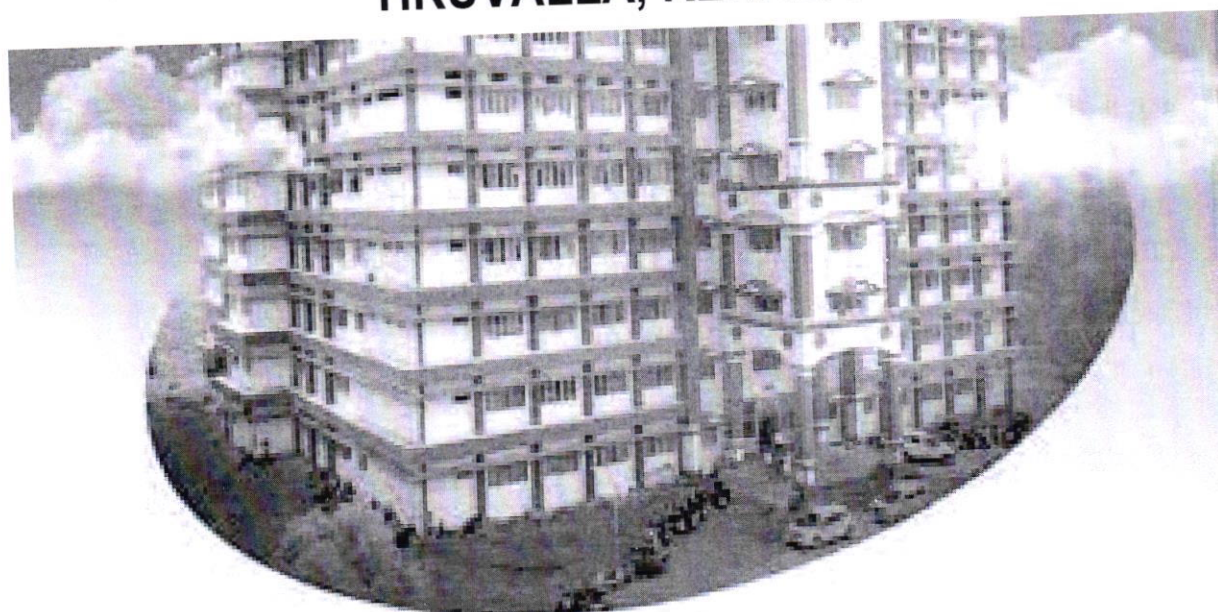


Bye Laws
OF
ALUMNI ASSOCIATION
(Esperanza)
**PUSHPAGIRI COLLEGE OF DENTAL SCIENCES,
TIRUVALLA, KERALA**



Aims and Objectives

- To promote and foster mutually beneficial interaction between the Alumni and the present students of the Pushpagiri College of Dental Sciences and between the Alumni themselves. To encourage the formation of Chapters as a means to increase the participation of Alumni.
- To encourage the Alumni to take an active and abiding interest in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater.
- To organize and establish scholarship funds to help the needy and deserving students of Pushpagiri College of Dental Sciences.
- To institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the Institute; also to suitably recognize outstanding social and community service by the Alumni and the students.
- To organise activities of a civic or charitable nature so as to increase public awareness of the role of technology in value addition in the economic and social development of the nation.
- To do all such other lawful things as are conducive or incidental to the attainment of the above objectives and/or beneficial to the interests of the institute and its Alumni.
- To create a feeling of unity and share their experiences among the alma mater.



1) Definition

- a) "The Association" means the Alumni Association of Pushpagiri College of Dental Sciences (Esperanza), Thiruvalla.
- b) The Institute means Pushpagiri College of Dental Sciences, Thiruvalla.
- c) The "General Body" means the General Body of the Association.
- d) The "Executive Committee" means the Executive Committee of the Association.
- e) Alumnus means an ex-student of the Institute, who has obtained a degree/post graduate degree from Pushpagiri College of Dental Sciences, Thiruvalla.
- f) "Trustees" mean trustees of a trust set up by the General Body under these rules.
- g) An "honorary member" means any person other than an Alumnus, who has been elected by the General Body of the Association.
- h) The financial year of the Association shall be reckoned every year from 1st April of the current year to 31st March of the following year.

2) Patrons

- a) Metropolitan Archbishop of Thiruvalla
- b) The CEO of Pushpagiri Group of Institutions shall be an ex-officio Patron of the Alumni Association.
- c) The Director Academics and Research of Pushpagiri Group of Institutions shall be an ex-officio Patron of the Alumni Association.
- d) The Director Pushpagiri Medicity campus shall be an ex-officio Patron of the Alumni Association.

3) Membership

- a) Any student who successfully obtains any degree/post graduate degree from Pushpagiri College of Dental Sciences, Thiruvalla automatically becomes a Life member of the Association from the date of issue of the Result Notification granting the said degree/post graduate degree on payment of the appropriate membership fees as described in Clause 3(c).
- b) Any ex-student, members of the staff, or ex-member of the staff of the institute who does not fulfill the above condition as in 3(a) but who, on the recommendation of the Executive Committee, is admitted by the Association on payment of the appropriate membership fees as prescribed in Clause 3(c).
- c) The membership fee in respect of all the members defined in Clause 3(a) and 3(b) would be decided by mutual discussions between the Institute and the Association from time to time. The mode of collection of the membership fees would be decided from time to time in mutual discussions between the Institute and the Association.



4) **Honorary Member**

The Association, in the General Body on the recommendation of the Executive Committee, may elect any person connected with the Institute or the Association, who is likely to promote the interests of the Association, as an Honorary Member for two years.

5) **Membership Rights**

All members and honorary members are entitled to receive all announcements etc. (posting of such announcements on the website/email of members shall amount to their being received by the members) connected with the activities of the Association, the Alumni Newsletter, Annual Magazine and also participate in all social functions and other activities of the Association. All members will also be beneficiaries of any schemes or assistance programmes administered by the Association.

6) **Organization**

The following shall be the authorities of the Association.

1. **The Chairman**
2. **President**
3. **The Vice-President**
4. **General Secretary**
5. **Joint Secretary**
6. **Treasurer**
7. **The General Body**
8. **The Executive Committee**

7) a) **The Chairman**

The Principal will be the Chairman of the Association. The Chairman will sanction all budgets and will exercise overall control on all policy matters of the Association. The routine activities and the general administration of plans & programmes will be supervised and co-ordinated by the Honorary Secretary.

b) **President-**

The Executive Committee will appoint a distinguished Alumnus, who is well known, as a Vice-Chairman/Vice-Chairperson. The Vice-Chairman/Vice-Chairperson will have no administrative responsibility but will function/serve as an ambassador-at-large for the Alumni Association and the Institute in Professional Associations and other fora where he/she is active. The Executive Committee, if it considers appropriate/necessary may appoint up to two such Vice-Chairmen. The Vice-Chairman/Vice-Chairperson will hold office for one year at a time.



c) **The Vice-President-** Function in the absence of President and also serve as chairperson of the program committee

d) **General Secretary:** The duties of are

- Keep minutes of all executive board and general Association meetings.
- Maintain a membership list and directory, as well as attendance records of meetings
- Send notice of all meetings
- To carry out the directions of the General Body and the Executive Committee.
- To conduct correspondence on behalf of the Association.

e) **Joint Secretary:** Function in the absence of General Secretary

f) **Treasurer:** the duties are

- Prepare budget for approval by the executive board.
- Collect such dues and fees from members as are required by the Alumni Association.
- Pay all bills of the Association.
- Make regular financial reports to the executive board and general membership.
- Maintain the Association's bank account

8) **The General Body**

- a) The General Body shall consist of all the members of the Association as defined in Clause 3(a) 3(b) and 4.
- b) The General Body shall consider the Honorary Secretary report of the past year's activities, the budget and plan of activities for the next year, approval of accounts, election of members of the Executive Committee, appointment of auditors, legal advisors and any other matters arising from time to time.
- c) The General Body shall meet on the last Saturday of April unless the change is notified to the members well in advance. This meeting referred to as the Annual General Meeting shall statutorily consider the following:
- i) Approval of previous year's accounts.
 - ii) Introduction of new office bearers.
 - iii) Election of the members of the Executive Committee.
 - iv) Appointment of Auditors.
 - v) Appointment of legal advisors, if any.



d) The Honorary Secretary shall, upon being requested in writing by the Executive Committee or by at least 15 members of the Association, call an extraordinary meeting of the General Body for which at least 2 weeks' notice along with agenda shall be circulated to all the members.

e) The quorum for the General Body shall be 40 members present in person. In case the quorum is not complete, the Chairman shall adjourn the meeting and reconvene it after 30 minutes, at which time, the members present will constitute the quorum and there will be no minimum requirement.

f) All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of votes the 'Chairman' shall have the casting vote.

g) In case the Executive Committee is satisfied that a member/honorary member has been working against the interests of the Association/the profession it may recommend the termination of the membership of the concerned member/honorary member to the general Body which shall have the powers to do so.

h) **The Executive Committee shall have 7 elected members**, who shall be elected to office for a 2-year term. The General Body shall elect members every year to the vacated categories from amongst the membership of the Association by a majority vote.

i) A member can be re-elected to the Executive Committee, if he so wishes after a gap of one year.

j) The Chairman or in his **absence a faculty appointed by the Chairman** shall be the returning officer for the elections.

9) **The Executive Committee (6+2+2+1)**

a) The affairs of the Association shall be managed and the funds administered by the Executive Committee which shall consist of following members:-

i) The Chairman as defined in Clause 7.a) and The Vice-Chairman/Vice-Chairperson as defined in clause 7. b).

ii) 2 alumni to be elected by the General Body as detailed in Clause 8(h).

iii) The immediate past Vice chairman/chairperson, immediate past secretary, and immediate past treasurer will continue as members of the Executive Committee as defined in Clause 9a(ii) if they have not completed their 2 years term, if his/her 2 year term has been completed he/she shall relinquish office as member of the Executive Committee. They may, however, be re-elected to the Executive Committee after a gap of one year.

iv) Two Senior faculty of Pushpagiri College of Dental Sciences to be nominated by the Chairman shall be ex-officio members.



- v) One of the General Secretaries of the students' organization of the institution for the running year to be nominated by the Students Affairs Council shall be an ex-officio member.
- b) The Executive Committee shall have the right to co-opt members and/or appoint sub-committees from amongst the General Body from time to time for an execution of specific assignments as required.
- c) Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, or otherwise, may be filled by co-option by the Executive committee and the member so co-opted shall hold office for the balance term of the member being replaced. Such co-opted member shall be treated on par and have all the rights as enjoyed by the elected members under clause 8h (see also 10 b (ix)).
- d) The Executive Committee shall have the power to appoint from amongst the members of the General Body or from amongst its own members, Editor and other staff for the printing and publication of Brochures, Newsletters, Annual Magazine of the Association.
- e) The quorum for the meeting of the Executive Committee shall be six members personally present provided that only Committee members under Clause 9(a) (i), (ii), (iii), (v) and (vi) shall be entitled to vote in the meeting and only their presence shall be counted for the purpose of forming the quorum.
- f) The Executive Committee shall manage the affairs of the Association by majority vote in the Committee Meeting provided that in case of equality of votes, the Chairman shall have the casting vote.
- g) The Executive Committee shall meet at least four times a year. The Secretary shall issue the notice and the agenda of the meeting at least a week before the date fixed for the meeting. However, in case of urgent business, the meeting may be called at shorter notice.
- h) The Executive Committee shall be Executive Authority of the Association. It shall be responsible for all the finance and funds of the Association and shall give effect to the plans and programmes of the Association and shall have the authority to carry them out.
- i) The property, movable, and immovable, belonging to the Association, shall be vested with the Executive Committee.
- j) On or before the Fourteenth Day succeeding the day on which the Annual General Meeting of the General Body is held, a list shall be filled with the names, address and occupations of the members of the Executive Committee.
- k) The Executive Committee may terminate the membership of any of its members, in case he fails to attend two consecutive meetings of the said Committee without the grant of leave of absence. However, the Chairman may grant leave of absence to any member.
- l) The working committee will be comprising of the interns of Pushpagiri College of Dental Sciences at various positions along with other members.



10) The Office Bearers

a) All office Bearers, except the Chairman and the Vice-Chairman/Vice Chairperson who are appointed to their office as defined in clause 7. a) and 7. b) and will be ex-officio members of the Executive Committee, shall be elected as detailed in Clause 10(b) below for a period of two years. However, a person may be re-elected and hold the same office up to a maximum of 3 consecutive years.

b) The Elected Office Bearers of the Executive Committee shall be:

President, Vice President, General Secretary, Joint secretary, Treasurer

Honorary Secretary: shall be elected by majority vote of the members under category 9a ii). She/he shall be an alumnus of at least 1 year standing and should have been a member of the Executive Committee of any time before the election.

Honorary Treasurer: shall be elected by majority vote of members under category 9a (ii). She/he shall be an alumnus of at least 1 year standing.

Before the Annual General Meeting the Executive Committee shall elect the office bearers for the next year from among its members under category 9a(ii) who are not to retire. The Chairman will introduce the new office bearers of the Alumni Association to the General Body

The Honorary Secretary shall perform the following duties:

- To keep the Minutes of all meetings of the General Body and the Executive Committee.
- To carry out the directions of the General Body and the Executive Committee.
- To conduct correspondence on behalf of the Association.
- To give notice of all meetings of the General Body and the Executive Committee.
- To exercise administrative control over the Central office of the Association.

The Secretary shall seek the advice of the Chairman in case a clarification of any kind is required.

In the absence of the Secretary, the Jt. Secretary shall perform the functions of the Secretary.

The Chairman and in his absence the President shall preside over the meeting of the Executive Committee and any General Body Meeting of the Association.

(ix) If a vacancy arises in the office of the President, Vice President, Secretary/Jt. Secretary, Treasurer, the Executive Committee shall elect a new Secretary/Treasurer from amongst its own members who will hold office till the next General Body Meeting.

(x) The Treasurer shall keep the books of accounts of the Association and report on these at each meeting of the Executive Committee. She/he will collect all dues and claims on behalf of the



Association and will also assist the President in ensuring that budgetary grants are correctly utilized (See 11 (b) below). In addition, he/she will liaise with the bankers and the Auditors of the Association. He/she will be provided clerical assistance etc. by the Central office of the Association.

The Chairman or in his absence the Secretary shall be the returning officer for the Executive Committee elections.

11) Finance

- a) The Association may receive funds, donations, and financial assistance from any non-political source for the furtherance of its objective.
- b) The Executive Committee shall determine the expenditure, which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure. In this connection, within 30 days of the Annual General Body meeting, a meeting of the Executive Committee will be held with the Chairman of the Association in which a proforma of major activities for the coming year will be discussed and finalized, including budgetary allocation. The Chairman shall preside over this meeting. Once the budget has been approved, the responsibility for proper utilization of funds will be that of the Secretary. The Secretary may seek the advice of the Chairman, if necessary. All investments will be ratified by the General Body at its next meeting.
- c) All income received on behalf of the Association shall be placed in the name of the **ALUMINI ASSOCIATION (Esperanza) of PUSHPAGIRI COLLEGE OF DENTAL SCIENCES, TIRUVALLA** in an account to be maintained in a bank to be approved by the Executive committee to operated by the Chairman, Treasurer and a the faulty in the EC nominated by the Principal. Any two of the above will sign all cheques up to 50,000/- and those above Rs. 50, 000/- shall require the signatures of the Chairman. All Expenditure more than Rs.5000/- shall have the prior approval of the Chairman.
- d) The Association's financial year shall end on March 31st. The Executive Committee shall direct the accounts atleast once a year by the auditor appointed by the General Body at the Annual General Meeting.

Auditing of Accounts:

The auditing of the accounts will be done yearly basis (at the end of one year.)

Presentation of Accounts:

The accounts will be presented before the General Body

12) Amendments

Any provision/requirement of this constitution may be amended by a two-thirds majority of those alumni members present and voting in General Body Meeting. The quorum for such a meeting will be 90 members. The proposal to amend the Constitution shall be at the instance of the Executive Committee or on the signed requisition by at least 30 alumni.



Notice of the proposed amendments shall be furnished to the Secretary at-least 40 days before the date at which it is proposed to consider the amendments. Such a notice will contain details of the Rule(s) desired to be amended, the proposed text of the changed rule and the reason for seeking the amendment. The latter is meant as a guide for any deliberation at the General Body meeting. Upon the receipt of a requisition for amendment the Secretary shall issue notice to every alumni member for such meeting at-least 20 days before the scheduled date.

Amendments to the memorandum shall be made as per sec 12 & 12A of the Societies Registration Act, 1860

Dissolution of Association

In the event of dissolution of the Association, all of its assets and net income, current and accumulated, remaining after the payment of its just debts, obligations and claims, shall be transferred and become the property of the Pushpagiri College of dental Sciences.

