

ASSOCIATION OF
MAR THEOPHILUS TRAINING
COLLEGE OLD STUDENTS

THEOSA

BYE-LAWS

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MAR THEOPHILUS TRAINING COLLEGE,
TRIVANDRUM - 695 015

BYE-LAWS

1. NAME

The Association of the old students of Mar Theophilus Training College, shall be known as 'THEOSA'

2. ADDRESS

The office of the Association shall be located within the premises of Mar Theophilus Training College, Trivandrum and its address shall be 'The THEOSA', Mar Theophilus Training College, Nalanchira, Thiruvananthapuram.

3. AIMS

The aims of the Association shall be

- a, to bring together all the old students, of the College
- b, to enable the management, teachers and students (both present and old) of the college to discuss together matters relating to the growth and development of the college and work for its betterment.
- c. to encourage research studies in education
- d. to take up all kinds of social service programmes
- e, to pursue literary activities. organise, seminars, workshops etc. for the purpose

- f, to organise cultural programmes and competitions in various fields
- g. any other activity deemed appropriate to the executive committee and approved by the patron.
- h. To collect funds for fulfilling the objects mentioned above.

4. The income and property of the Association, whensoever derived shall be applied solely towards the promotion of the objects of the Association and no portion thereof shall be paid or transferred by way of profit to the members of the Association.

5. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any assets whatsoever, the same shall be paid to Mar Theophilus Training College,

6. MEMBERSHIP

There shall be three classes of members in this Association.

A. Ordinary members

All the old students of this College can become ordinary members by paying Rs. 25/- as membership fee. They shall pay a subscription of Rs. 10/- every year.

B. Fraternal members

All the teachers of this College shall be fraternal members.

C. Associate members

All present students of this college shall be Association members without voting right except for the Chairman of the Students' Union who will be nominated to the Executive Committee.

7. The Association will have the power to revise the amount of membership fee whenever the need is felt.

8. The membership fee once remitted will not be refunded under any circumstances.

9. TERMINATION OF MEMBERSHIP

Termination of membership shall be on the following grounds.

- a. demise
- b. rerignation and its acceptance by the executive committee.
- c. 3 years consequitive default in payment of yearly subscription.
- d. Any act prejudicial to the Association, to Mar Theophilus Training College and its management.
- e. Any immoral, scandalous Criminal activity

The membership shall be terminated only after giving 7 days show cause notice and giving the member a reasonable opportunity for defence.

10. FINANCE

The sources of funds of the association shall be as follows.

- (A) Membership fee (B) Yearly Subscriptions (C) Donations, Contributions, etc. accepted either in cash or kind (D) Income from the activities pursued by the Association.

11. The funds of the Association shall be deposited in any Schedule Bank under the joint account of the Convenor cum Treasurer and the President of the Association. For withdrawing funds cheques shall be signed by both the Convenor Cum Treasurer and the President of the Association,

12. Funds shall be accepted only by giving receipts signed by the Convenor Cum Treasurer.

13. The Convenor cum Treasurer shall deposit the amounts collected in the bank in the joint account in the name of the Convenor and the Piesident of the Association. The Convenor can keep Rs. 250/- as cash in hand for meeting emergencies and any further expenditure can be incurred only with the approval of the Executive Committee.

14. The Convenor cum Treasurer shall utilise the amounts as per the directions of the Executive Committee.

15. The accounts shall be audited by two members elected from the General body.

16. PATRON

The Archbishop of Trivandrum will be the patron of the Association.

17. OFFICE BEARERS

a. The activities of the Association will be managed by an Executive Committee. The Executive Committee will consist of 9 members.

1. Convenor: The Principal of the college shall be the Convenor-cum-Treasurer of the Association.
2. One nominee of the patron to represent the Management.
3. President: to be elected from among ordinary members,
4. Secretary: to be elected from among ordinary members.
5. Staff Secretary.
6. The Chairman of the college union.
7. Three members elected from among the ordinary members.

b. Notice of the Executive Committee meeting shall be issued atleast 7 days ahead of the scheduled date. Special meeting can be convened by the Convenor with the approval of the president in the case of an emergency. The quorum of the Executive committee shall be a simple majority of the total membership of the Executive committee.

c. The term of the Executive committee shall be three years.

d. The Executive Committee shall meet at least once in three months.

e. A member who is absent for two meetings consecutively shall cease to be a member. The convenor shall have the power to fill up vacancy, in consultation with the executive committee.

18. The Executive Committee can constitute Sub-committee for particular purpose from among themselves with power to co-opt such other members as may be found necessary and such sub committee will be under the General control of the Convenor of the Association and such committees shall automatically dissolve on the expiry of the period of formation unless the period is extended by the General Convenor.

19. The Executive Committee can co-opt two members, as and when necessary.

20. Functions of the Office bearers.

A. PRESIDENT

1. To preside over the General body meeting and executive committee meeting.
2. To control the activities of the Association.

B. SECRETARY

1. To bring together the students (both old and present) and teachers of the College, the Management and the public.
2. To co-ordinate the functions of the various Sub-committee.
3. To execute the decision of the General meeting and Executive Committee meeting.
4. To prepare the Annual Report and Budget of the Association and present the same before the Annual General body Meeting.
5. To prepare and keep minutes and reports of the meetings and present the same before the appropriate meetings.

6. To carry on correspondents of the Association as directed by the Convenor.

C. CONVENOR

1. To keep the funds of the Association.
2. To sign receipts and vouchers.
3. To keep accounts and records of the Association.
4. To convene the meetings of the General body executive committee and various sub committees of the Association.
5. To keep the vouchers of expenses.

21. ELECTIONS

The election shall be conducted once in three years.

22. GENERAL BODY

a. All those who hold membership of the association shall be members of the General body.

b. Each of the ordinary member and fraternal members will have a right to one vote.

c. All the Associate members can participate in the discussions and meetings of the general body. But they have no right to vote in the event of a division, except the Chairman of the Students Union.

d. The general body shall meet at least twice in a year.

e. These shall be hold every year preferably on the second saturday of July and second saturday of November, the latter being an annual meeting of the members of the association for the purpose of receiving the report of the work and the accounts of the Association.

f. A public meeting inviting the public may be convened by the Executive Committee or the General body as and when they deem necessary.

g. One half of the total members of the association or 30, whichever is less shall form the quorum for the General body meetings.

23. Notice for the General body meeting shall be issued at least 10 (ten) days ahead of the scheduled date with proper agenda.

24. The General body shall elect 3 members to the Executive Committee for managing the affairs of the Association.

25. Special General body meetings shall be convened by the Convenor at his/her discretion when a special occasion for the same arises if 1/5th or more members make a request in writing for holding such a meeting for transaction of any business of Association.

26. The General body of the Association can amend or add to the bye laws with a weeks notice to eligible voters by a resolution passed by a 2/3rd majority of eligible members present and voting having a simple majority of the total eligible voters of the Association. The amendment takes effect only after the same is notified by the Convenor with the approval of the patron.

27. As regards any disputes that may arise the decision of the patron will be final and binding. In addition the patron will have a power of Veto on all the activities of the Association.