



# **S.H COLLEGE OF NURSING**

## **GREEN GARDENS, CHERTHALA**

**(Under Assisi Sisters of Mary Immaculate - ASMI)**  
**Recognised by INC & KNMC**  
**Affiliated to Kerala University of Health Sciences, Thrissur**

### **BYLAWS OF S.H COLLEGE OF NURSING ALUMNI ASSOCIATION**

**(with effect from)**

#### **1. Name of the Association**

The name of the Association is S.H College of Nursing Alumni Association.

#### **2. Registered Office**

The Registered office of the Association shall be situated at the S.H College of Nursing Alumni Association, Mathilakam, Greengardens, Cherthala, Kerala - 688524

#### **3. Aims and objectives of the Association**

The aims and objectives of the Association shall be:

- 3.1 Bring the old students of S.H College of Nursing under one forum for exchange of experience, dissemination of knowledge and talents amongst its members
- 3.2 To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the faculty, non-teaching staff and students.
- 3.3 To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies.
- 3.4 To render assistance in placement trainings, Internships
- 3.5 To render support in students higher education
- 3.6 To render financial aid to deserving poor students studying at the Institute.
- 3.7 To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- 3.8 To organize cultural and educational programmes and also to conduct Alumni meet every year.

#### **4. The combination of Association Officials are as follows.**

<b>Sl. No</b>	<b>Post Name</b>	<b>No of Post</b>
1.	Ex-officio Chairman	1
2.	President	1
3.	Vice-President	1
4.	General Secretary	1
5.	Joint Secretary	1
6.	Treasurer	1
7.	Executive member	9

## **5. Membership**

The Alumni Association will collect a membership fee of Rs. 1,000/- from all alumni. All payments must be made via crossed cheque, electronic fund transfer, or any other bank instrument. The collected membership fees will be credited only to the Alumni Association account. The membership fee for current students will be collected after their graduation.

## **6. Members**

The Association shall consist of the following persons as its members. Former students of S.H School/College of Nursing who are enrolled by registration for life membership.

## **7. Administration**

- 6.1. The administration of the Association shall rest in an Executive Committee, consisting of Ex-officio chairman (1) a President (2) a Vice-President (3) a General Secretary (4) a Joint Secretary (5) a Treasurer and (6) Three executive members.
- 6.2. The Alumni Association shall be administered by Alumni Cell and Executive Committee (EC)
- 6.3. The Alumni Cell shall be constituted with the faculty members of S.H College of Nursing will function as per stipulations mentioned in the Institute's Governance Manual.
- 6.4. The Executive Committee shall be formed with office bearers nominated at the Annual Alumni Meet and they shall hold office for a period of two years.
- 6.5. A committee once elected shall continue to hold office till a new committee assumes charge.
- 6.6. If any vacancy arises in any post on account of resignation, death etc., the Executive Committee may nominate any person to such post from among the members of the Executive Committee. Such nominated persons shall hold office till the next election of the Executive Committee.
- 6.7. If an Executive Committee Member is absent from three consecutive meetings of the Executive Committee, without prior notice, he / she shall cease to be a member of the Executive Committee.
- 6.8. The Executive Committee shall have the power to expel a member for willful disregard to the Association rules or misconduct, on provided the member concerned gives an acceptable explanation for his / her misconduct.

## **8. Office Bearers – Executive Committee**

### **7.1 Ex-Officio Chairman**

The Ex-Officio Chairman shall be Principal of S.H College of Nursing, subsequently accepted by the Executive Committee and they shall play advisory roles in all matters of the Association.

The Ex-Officio Chairman has got the power to nominate General Secretary and Executive members for the committee. The same will be put forth before General Body for Approval. The President, Vice President, Joint Secretary and Treasurer shall be the teaching faculty of the Institute. General Secretary and Executive members may be the Alumni of the institute.

## **7.2 President**

The President is the Chief Executive of the Association shall be wholly responsible for the working of the Association.

- The President shall preside over all the meetings of the Association.
- Shall set the stage, moderate, all the discussions and deliberations of the EC in accordance with the Association bye-laws in letter and spirit.
- Shall guide the EC by outlining the vision and goals for each year.
- Shall assign and authorize the EC members to undertake different tasks and is responsible for results.
- Shall take the major role in contacting and interfacing with Institute officials in the matters of its policies, clearances besides approvals.
- Shall lead the “New Membership” drive with annual goals.
- Shall outline and launch the external partnerships with Academia, industry and other relevant Government/Research Organizations.
- Shall have the casting vote in case of tie on any matter referred to voting by members of the EC.

## **7.3 Vice-President**

The Vice-President should be a member of the Association and teaching Faculty of Institute. The Vice-President shall act on behalf of the President in his absence and shall exercise all the powers of the President. Shall be Coordinator of Alumni Cell and nominated by the Ex-Officio Chairman.

## **7.4 General Secretary**

The General Secretary will take responsibility of daily activities of the Association. He/ She will act as the convener for every meeting and maintains the records updated related to

- Association’s Membership
- Proceedings of the EC
- Correspondence with members and others concerned
- Implementation of the policy making of the EC by coordinating with the Members
- Shall prepare the agenda for the meetings of the EC after consulting with the President and convene the meetings.

- Shall keep minutes of all meetings of the EC and circulate the same to the members concerned.
- Shall submit a report regarding the activities of such meetings and annual report shall be presented by him/her during the Annual Alumni Meet.
- Shall place all those resolutions of the EC.
- Shall authorize the Joint Secretary and others members of the EC to initiate any specific work/ responsibility on his/her behalf about routine functions.
- Shall implement or execute the decisions of EC.
- Association's records will be taken care by him/her.

### **7.5 Joint Secretary**

The Joint Secretary must be a permanent member of the Executive Committee. In the absence of General Secretary, the Joint Secretary will act and discharge the duties of General Secretary and the same person will be nominated by the President/EC.

- The Joint Secretary shall carry out time-bound tasks allocated by the General Secretary like organizing Annual Alumni Meets/ conventions of The Association and/ or conducting any major seminars/celebrations on behalf of the Association including Minutes and has to do the work entrusted by the EC.

### **7.6 Treasurer**

The Treasurer is the whole in-charge of the book-keeping and accounts of the Association, and maintain records of all financial transactions. Treasurer should be a member of the Association and teaching Faculty of Institute.

- Operate the bank account of The Association, jointly with the General Secretary and/ or President.
- Held accountable for the book keeping activity, submitting the records to the Auditor appointed by the GB for auditing purposes and shall provide proper explanation to the queries raised by the auditors.
- Arrange presenting the audited reports of the balance sheet and income & expenditure statements and are placed them before the GB for getting the annual accounts passed.
- Authorized to maintain accounts from time-to-time and keep a record of the same.

### **7.7 Executive Committee Members**

Executive members shall be nominated by the Alumni in the Annual Alumni meet.

## **9. Tenure of Office**

### **8.1 Duration of Office**

The tenure of the EC shall be a fixed term of three (3) years and is bound to depute its members to conduct the Elections before the Annual Alumni meet, before the completion of the term of EC.

### **8.2 Operations of Executive Committee**

The EC shall carry its operations as specified to ensure smooth functioning of the Association activities as mentioned below

- There shall be at least 2 meetings of the EC in a calendar year preferably one meeting in every quarter
- The Executive Committee shall formulate and carry out the general policy and activities of the Association as per the aims, objectives and mission of the Association
- If an Office Bearer's or EC member's position falls vacant due to any reason, then the EC is authorized to fill the vacancy for the rest of the period
- The Office Bearer's or EC member's position shall be considered vacant, if He/ She shall become inactive by not attending three (3) consecutive scheduled EC meetings without written communication.

## **10. Kind of bodies of the Association, functions and Quorum**

### **9.1 General Body (GB)**

- All the registered members of the Association form the General body.
- The General Body shall meet at least once in a year (Annual Alumni meet)

### **9.2 Powers and Functions of the General Body (GB)**

The GB shall have the edge with regarding powers on all the matters of the Association and is the Supreme Authority. However normally it exercises its power in discharging its main functions that are specified below

- It approves registration of its members.
- The General Body will elect the New Executive Committee for every three years.
- Reviews and ratifies the activity of the completed year and provides an outline/ plan of action for the following year.
- Considering the deliberations by the Executive Committee, it approves and passes the budget for the ensuing year.

- It shall appoint Auditor(s), review and approve the annual accounts (April-March) for the previous year of the Association.
- GB has right to discuss outstanding issues with regarding the Association and will be taken up in the agenda of the meeting and proposed by the majority of members at the time of meeting.

### **9.3 Meetings of the General Body (GB)**

#### **9.3.1 Venue and Scope**

The venue of the meeting is generally at the MVIT and the EC can decide any other location if the situation demands and it has got a right to discuss any issue related to the Association and is taken up in the agenda of the meeting and proposed by the majority of members at the time of meeting with the permission of the President, Executive Committee.

#### **9.3.2 Time**

Normally Annual Alumni Meet will be conducted annually during the month of December or on any date it deems fit.

#### **9.3.3 Notice**

The Annual GB shall be convened after serving 21 days' notice of the proposed meeting to be held in advance with the agenda for the meeting.

#### **9.3.4 The Quorum**

The quorum for the GB meeting shall be a minimum of one-third (1/3) members of the Association. The President and Ex-Officio Chairman preside the Annual General body Meeting and if he/she (President) is also not present, the majority of the attended members will nominate the acting President to conduct the proceedings of such meets.

**9.3.5** For any meeting if there is no quorum the Chairman may adjourn the meeting for half an hour and there after even if there is no minimum required quorum can conduct the meeting with the available members.

**9.3.6** The President shall be allowed to exercise his/her vote as a second vote whenever there is a tie of votes if any issue arises.

### **9.4 Issuing the Notice for Meetings**

**9.4.1** At least an advance of twenty one (21) day notice shall be given for general body meetings (Annual Alumni meet) while or an extraordinary general body meeting, there shall be an advance of fourteen (14) day notice.

**9.4.2** At least an advance of seven (7) day notice shall be given for an EC meeting and in case of emergency, the President can call a meeting with three (3) day notice.

**9.4.3** An agenda shall be notified for all such meetings by e-mail to the registered mail ID or placing information on the website.

### **9.5 Alumni Meets**

- The Alumni meets shall be organized at least once in a year.
- The Alumni meet shall be in the month of December of every year coinciding with the Annual General Meeting.

## **11. Assets and Funds**

The Association can hold monies, deposits, whether movable or immovable assets, patents, royalties by acquiring the same while discharging its objectives and by way of gifts or otherwise. The Association gets the income to meet its requirements mainly from the following

### **10.1 Sources of Income**

- The life membership fee Rs. 1000/-.
- Donations, gift and contributions received by the Association from a third party including those from alumni.
- Revenue generated through Technical seminars, symposia, industrial exhibitions, etc.
- Interest earnings from the deposits.
- Income from the Association properties, both movable and immovable.

### **10.2 Management of Funds**

The Executive Committee shall maintain the funds as per the annual budget submitted by the Executive Council before the GB. The fund management shall be as follows

- Life Membership fee collected would be credited to the Alumni Association account only. The interest earned from this account and Fixed deposits/Corpus fund may be utilized for regular, general and miscellaneous expenditure.
- Funds raised by the association have to be invested in the bank only.
- For utilizing any part of the Corpus Fund, GB approval is necessary.
- All the amounts/ receivables should be received by the way of crossed cheque/ electronic fund transfer or by any instrument through the bank.
- Payments which will be made through the bank.

- The information regarding the development of infrastructure must be given to the President and for any expenditure about the association, the permission shall be obtained from the President or by the Secretary/Office bearers either by the Secretary/Ex-post sanction from the Council which shall be ratified in the General Body Meeting.
- Submission of Audit Report and Annual Accounts to the General Body Meeting scheduled for approval shall invariably be the first item on the agenda.
- All funds shall be operated through a bank account with joint signatures of treasurer and General Secretary and/or President. In the absence of Treasurer due to exigency, the EC can nominate one of the elected Executive members to discharge the duties of treasurer till he/she reports to the EC.
- The funds if any of the Association shall be invested in the forms and modes specified in the Income Tax Act or any other Act or Regulation applicable or concerning Charitable Trust.

### **10.3 Accessing Accounts**

Every member shall have the accessibility to the accounts of the Association, provided he/she serves the notice in writing at least one month in advance about his/her intentions to examine the books of accounts. If any deviations are detected, the same may be brought to the notice of the Executive Council.

### **10.4 Appointment of Auditor & Financial Year**

The GB shall appoint a third party auditor to audit the accounts and the audited accounts shall be placed before the GB for approval. The fee for the auditor shall be examined, fixed and approved by GB. The financial year of the association for the purpose of accounts shall be from 1<sup>st</sup> April of every year to the 31<sup>st</sup> March of the following year.

### **12. Official Correspondence**

In consultation with the President of the Association, all the correspondence on behalf of the Association shall be made by the General Secretary.

### **13. Amendments**

In order to improve the functioning of the organization, effective and efficient bye-laws can be modified, so as to meet the objectives and to meet the legal changes from time to time.

**12.1** Bye-laws if required shall be amended by a vote of the GB in the annual GB meeting or Special/Extraordinary General Body Meeting.



**12.2** No Amendments or alterations shall be made in the bye-laws of the Association unless they are voted by two-third (2/3) majority of the members or forty nine (20) members present whichever is less.

**12.3** The approved amendments shall come into force only after the recognition by the GB.

#### **14. Books, Records and Accounts of the Association**

All the details of the members, books of accounts and Minutes books and all the records pertaining to the Society/ Association shall be kept in the registered office under the supervision of the Secretary. They shall be made available to the members on all working hours and they may be permitted to verify the same for a reasonable cause.

#### **15. Disputes and Resolution**

As far as possible, all the disputes are to be resolved amicably with mutual trust during the discussions / interactions and formal conversations.

**14.1** Any dispute between the members of the EC should be referred to the President to constitute a Grievance Committee.

**14.2** In certain cases wherever necessary the disputes may be referred to a “Grievance Committee” that may be appointed by the EC which comprises the President/ Vice President and one office bearer and two Executive Members and one of the Election Committee members and the recommendations of the Grievance Committee shall be binding on all the parties concerned.

**14.3** If any member is not satisfied with decision of such committee may appeal to the General Body

#### **16. Act and Applicability**

As far as possible, all the disputes are to be resolved amicably with mutual trust during the discussions / interactions and formal conversations.

**15.1** By signing the membership form and / registration as a member of the association it is deemed that he / she has accepted all the bye-laws in force as may be amended from time to time. If any byelaw is found to be unclear or requires further clarification, it shall be drawn from the statutory provisions as applicable from time to time which is binding on all.

**15.2** To remove any bottleneck or ambiguity in the byelaws of the Association, relevant statutory provisions shall be applied to strengthen its functioning.