

## DECLARATION

On the decision taken at the General Body Meeting held on ----- November 2021, the GCB ALUMNI has decided to register itself based on the 1955 Travancore Cochin Literature Science Charitable Societies Registration Act. The Name and Signature of the office bearers are given below:-

Sl. No	Name	Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Etc.,			

1. Name of the Association : GCB ALUMNI ASSOCIATION
2. Address :GCB ALUMNI  
Dr. B. R. Ambedkar Memorial Govt. Arts &  
Science College, Balussery, Kinaur P O 673612  
Kozhikode
3. Jurisdiction : Kerala

4. **DEFENITIONS**

a. GCB

b. ALUMNI

c. GCB ALUMNI ASSOCIATION

5. **Objectives**

- a. Propagate the name and fame of mother institution Dr. B. R. Ambedkar Memorial Govt. Arts & Science College, Balussery,
- b. Work for the improvement of students society in the state and coununtry
- c. Render service to the people for their development
- d. Make the youth aware about the latest trends in the global education scenario
- e. Conduct orientation, symposium and training programmes for the general public to improve their well being
- f. Channelize the talented students to the higher levels of education system
- g. Recommend suggestions to improve the standard of education system in the country
- h. Inculcate a sense of national feeling among the new generation and equip them for nation building by conducting various activities.

6. **MEMBERSHIP**

A person who has taken the Bachelor Degree (appearing for the final year examination from Dr. B. R. Ambedkar Memorial Govt. Arts & Science College, Balussery,, who swears, that he/she will abide the rules of the GCB ALUMNI will be eligible to become a member.

A person who is convicted or against whom allegation has been substantiated in an enquiry conducted by a proper authority, which include the Principal, two Staff

Members, President, Vice President, General Secretary, two Executive Members of the ALUMNI, shall not be eligible for membership

7. ADMISSION

- a. A person who is eligible for membership shall be given admission by the ALUMNI on receipt of the application in the form prescribed (Google form). The form can be downloaded from the college website gcbalusserly.ac.in.
- b. Registration fee shall be Rs.100/-
- c. Yearly contribution shall be Rs. 100/-
- d. A person who defaults the payment of subscription for 3 years consecutively shall cease to be a member and it will result in the loss of voting rights.
- e. Life membership will be given to a remittance of Rs. 1000/- in lumpsome or in three installments within a period of two years.
- f. All cash transactions will be in e-transfer. The account no is SBT.....

8. ELECTRONIC ADMISSION REGISTER

- a. Those who apply for admission on line, on receipt of approval of GCB ALUMNI shall be given the permanent number with the entry in the particular year list and always use this number for further communications.
- b. When a member is expelled that fact shall be recorded in the e-register
- c. Written register will be used only on General Body meetings

9. CESSATION OF MEMBERSHIP

- a. When a member resigns in writing, it shall take effect from the date of approval by the GCB ALUMNI
- b. When a member is proved to have worked in contraversion to the condition and detrimental to the interest and policy of the GCB ALUMNI. The GCB ALUMNI shall serve a written showcase notice to the member concerned directing to submit an explanation within one week failing which, or in case of is received an examination, on having conclusively found that he/she acted in violation, he/she shall be removed with the approval of the GCB ALUMNI Executive Committee.
- c. On death
- d. On default payment of subscription for five years consecutively

10. FUNDS

- a. Yearly subscription fee
- b. Contribution from members and other individuals
- c. Grants from government
- d. Income derived from the activities of GCB ALUMNI

## 11. GENERAL BODY

- a. Those name appeared in the e-register shall be a member of General Body
- b. Each member of the GCB ALUMNI has the right to vote
- c. Conduct the General Body Meeting before 20<sup>th</sup> March of that year
- d. The activates of the GCB ALUMNI and to get the budget for the year approved in the General Body Meeting
- e. Normal Academic year will be a year for the GCB ALUMNI
- f. At least 20 days before, the General Secretary should give the e-notice through each individual member's e-mail ID about the General Body Meeting.
- g. The quorum of the General Body should be one third of the total number or forty whichever is less
- h. The Administrative Council should consists of 11 members from the General Body.
- i. The General Body has the right to take the final decision, if any member of the GCB ALUMNI including those who are in the administrative Council cause loss, destroy, willfully create false documents or receipts will be liable to prosecution.

## 12. ADMINISTRATION

- a. Administration will be in the hands of the 11 Executive Committee Members elected by the General Body.
- b. The following office bearers shall be elected from the executive committee
  - i. Principal (Ex-officio Member) (Patron)
  - ii. Staff Adviser
  - iii. Staff Member
    - a. Staff Member 1
    - b. Staff Member 2
  - iv. President
  - v. Vice President
  - vi. General Secretary
  - vii. Joint Secretaries
    - a. Joint Secretary 1
    - b. Joint Secretary 2
    - c. Joint Secretary 3
  - viii. Treasurer
- c. The term of the administrative council is two years and quorum of the meeting of executive committee shall be fixed as eight.
- d. The name of the office bearers should be registered in the District Registration Office within 14 days from the date of General Body Meeting.

- e. The name of the executive committee will be removed from the rolls if he/she falls to attend 3 consecutive meetings.
- f. If the president resigns, the charge will be handed over to the vice president and the Resignation will be accepted by the Committee.
- g. On any circumstances if majority of the committee members resigns, the General Secretary will conduct a special meeting to elect the new committee members.
- h. Meeting of the executive committee should be conducted at least three in a year.
- i. The first executive committee meeting of each year should audit the accounts relating to the income and expenditure by verifying the vouchers and receipts and pass the account up to the end of the previous year it is in order. Explanations will be called for from persons who are responsible for the differences in accounts and will take further steps to realize the amount if any due from them.
- j. The annual accounts will be audited by a subcommittee from the executive committee and the audit report will be published in the executive committee.
  - Audited Subcommittee includes;-
    - a. Staff Adviser
    - b. General Secretary
    - c. Treasurer
- k. A copy of the approved accounts should be submitted before the District Registration Office within 21 days from the date of each Annual General Body Meeting with the signature of at least two members of the committee.
- l. A member of the committee will be the head of the subcommittee if any formed for each purpose.
- m. A proposal suggesting the welfare of the members and Alumni should be submitted at the General Body Meeting.
- n. The President, General Secretary, Treasurer and two members of the executive committee should put their signature in the application for loans and grants.

### 13. DUTIES AND FUNCTIONS OF

- a. PRESEIDENT- President will preside over all the meetings. All records and documents of the ALUMNI shall be in the name of the President. All Bank accounts shall be in the name of President and Bank accounts shall be opened and operated jointly the president and the treasurer with the permission of the executive committee. The president should inform his/her absence to attend the meeting previously to the General Secretary or Vice President.
- b. VICE-PRESIDENT- The Vice-President shall prepare the annual budget and present it before the General Body after getting the approval by the executive committee. Preside over the meetings in the absence of President.

c. GENERAL SECRETARY

- i. The General Secretary will have the central supervision of all procedures of the GCB ALUMNI.
  - ii. The registers, files and other records should be maintained by the General Secretary.
  - iii. All correspondence relating to the GCB ALUMNI will be made by the General Secretary.
  - iv. Conduct Annual General Body Meeting and executive meeting by serving previous notice
  - v. Maintained and keep the report of the statements of the accounts relating to income and expenditure, balance sheet, Report regarding executive committee and General Body Meeting, Annual budget etc. are to be submitted before the General Body meeting.
  - vi. Documents to be submitted before the District Registration Office are
    - a. List of executive committee members
    - b. The chart of the location of the office
    - c. True copy of the approved annual accounts
    - d. Balance sheet and copy of the amendment
- d. 3 JOINT SECRETARIES- The secretaries are responsible for the day to day administration and co-operation of the activities of the GCB ALUMNI
- e. TREASURER- The treasurer shall be responsible for the day to day finance budget. He shall be the custodian of all accounts and he shall maintain the cash receipts and other documents of expenditure and income.

14. LIST OF DOCUMENTS TO BE MAINTAINED BY THE LNCPE ALUMNI

- a. File relating to the rules and regulations and registration certificate
- b. Minutes Book
- c. Print outs of the admission documents
- d. Receipt book
- e. Register of accounts relating to income and expenditure
- f. Stock register
- g. Property register of the GCB ALUMNI
- h. Pass books and cheque books
- i. Register for Deposits
- j. Notice Book
- k. File relating to correspondence
- l. Inward register and outward register
- m. Stamp accounts book

15. COMMUNICATION

All communication of the GCB ALUMNI will be made through the e-mail [gcbalumni@gmail.com](mailto:gcbalumni@gmail.com). This is the official communication mode of GCB ALUMNI

16. ADJUDICATION OF ASSOCIATION AND AGAINST ASSOCIATION

The president will conduct all cases on behalf of association and against association

17. THE MEMBERS OF THE GCB ALUMNI WILL BE PUNISHABLE LIKE ANY ORDINARY PERSON IF ACCUED

The members of the GCB ALUMNI including those who are in administrative council or not handling accounts of the GCB ALUMNI if responsible to any loss, theft, destruction, cause damage, create false documents or receipts shall be liable to prosecution.

18. DISPERSEMENT OF THE ALUMNI AND ITS AGREEMENT FOR THE PROCEDURE TO BE ADOPTED

Less than  $\frac{3}{4}$  members among the GCB ALUMNI have the right to disperse the GCB ALUMNI. If decided to dismiss the GCB ALUMNI it should be carried out at the time fixed for the same. After assessing the properties and liabilities of the GCB ALUMNI the credits of any are to be cleared and cash or properties if any remains should not be distributed among the members of the GCB ALUMNI.

At the same time the cash or properties if any, is to be handed over to the PRINCIPAL of Dr. B. R. Ambedkar Memorial Govt. Arts & Science College, Balusery,.

19. REGISTERED OFFICE, OFFICE SEAL AND A NAME BOARD OF THE LNCPE ALUMNI

The GCB ALUMNI shall have a registered office, Seal and a name board. If any other points are left out in the above rules it may be included within 14 days from the day of the General Body meeting as per the amendments of the bylaw and should be filed in the District Registered Office.