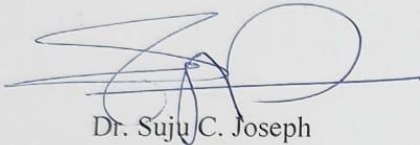


**ASSOCIATION OF MAR IVANIOS COLLEGE OLD STUDENTS
(AMICOS)
MAR IVANIOS COLLEGE (AUTONOMOUS)
THIRUVANANTHAPURAM**

REGISTRATION

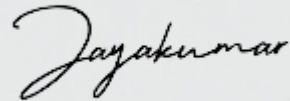
This is to confirm the AMICOS Executive committee meeting held on 12th December 2023 has decided to register AMICOS as non-profitable association with the sub-registrar office at Muttada, Thiruvananthapuram. PAN number has to be applied for AMICOS. The amended Byelaw (enclosed) is submitted for the registration.



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Secretary, AMICOS

Dr. SUJU C. JOSEPH
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AMICOS

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BYLAW

Passed and adopted by the General Body of the AMICOS, in the meeting at Silver Jubilee Hall, Mar Ivanios College, Trivandrum – 15. This bylaw comes into force from 4 pm, 2001

**Association of Mar Ivanios College
Old Students
(AMICOS)
BYE LAW**

(Revised - with effect from, December 16, 2001)

1. NAME:

The Name of the Association shall be "AMICOS" an abbreviation of the full name, **Association of Mar Ivanios College Old Students**, herein after referred to as **AMICOS**.

2. LOCATION AND ADDRESS:

The office of the Central Committee of the AMICOS shall be in or on the premises of Mar Ivanios College, Nalanchira, Trivandrum-15 (herein after called '**the College**') from where all the activities of the AMICOS shall be directed. The official address of AMICOS shall be, The Patron, AMICOS, Mar Ivanios College, Bethany Hills, Nalanchira P.O., Trivandrum - 695 015, Kerala.

3. OBJECTIVES:

(a) To establish and maintain an active fellowship among all the old students of the College irrespective of the year or course of their study, caste or creed.

(b) To keep the old students informed from time to time of all the activities and achievements of the college.

(c) To propose, plan and implement academic, cultural, social and development activities for the welfare of the college.

(d) To call and conduct periodic meetings of the members of the AMICOS to provide them with the opportunity to maintain mutual relationship as well as with the College.

(e) To plan and deal with such other activities as may be considered by the AMICOS necessary or expedient for the welfare of the members of the AMICOS and the college.

(f) To encourage the old students of the College to form CHAPTERS of AMICOS outside Trivandrum, including foreign countries, in order to establish fellowship among themselves and the College.

4. MEMBERSHIP:

(a) Eligibility

All the old students of Mar Ivanios College are eligible to become members of the AMICOS.

The Executive Committee of the AMICOS shall decide from time to time if the present teachers who are not the old students of the College should be given *Associate Membership*.

(b) Effective membership:

(i) '*Effective Members*' of the AMICOS are those old students of the College, who register their names as members by submitting an application in the official Entry Form and pay the Annual Membership fee of Rs. 100/- (Rupees One Hundred only) and renew their membership by paying the same amount annually.

(ii) Renewal of the '*Effective Membership*' can be done by paying the Annual Membership fee during the General Body meeting of the AMICOS called at least once a year.

(iii) If a member is unable to renew membership by not paying the Annual Membership fee, and happens to lose the rights of an Effective Member, he / she can restore the same by paying the Annual Membership fee at any one of the next General Body meeting or by remitting the Membership Fee before the next Annual Meeting.

(iv) The '*Effective Members*' alone will be eligible to contest and / vote in the annual elections for the appointment of Office Bearers and the Executive Committee.

(c) Life Membership:

(i) Any eligible old student of the College can enroll himself/herself as a 'Life Member' of the AMICOS by paying the membership fee of Rs. 1000/- (Rupees One Thousand only).

(ii) The 'Life Member' will have all the privileges of an 'Effective Member' as provided in Clause 4 (b) (iv) above.

(d) Associate Membership:

(i) This 'Special' and provisional membership is open to any of the present member of the staff, including retired members of the College.

(ii) Enrollment of Associate members is subject to the decision of the Executive Committee of the AMICOS.

(iii) Associate members will not have the right to vote.

(e) Every year the outgoing students of the College will be encouraged to take 'Effective Membership'.

(f) The membership fee, once collected will not be re funded.

(g) The General Body of the AMICOS will have the right to revise the membership fee and the Executive Committee will have the responsibility to implement the revision.

(h) This Bye Law is meant for the Central AMICOS, which has its location as described in Clause (2) above.

**5. RULES REGARDING FORMATION and
AFFILIATION OF CHAPTERS OF 'AMICOS':**

(i) The old students of the College living in India and in different countries all over the world are encouraged to form Chapters of AMICOS as per the following provisions.

(a) Normally, there shall be only one Chapter of AMICOS in each Revenue District of Kerala and only one Chapter of AMICOS in one city outside Kerala.

(b) There shall be a minimum of twenty (20) Life Members in each Chapter. No upper limit is fixed for the number of Life Members or Effective Members.

(c) Each Chapter shall be known as ".....
(name of place) Chapter of AMICOS".

(d) The term "AMICOS" shall be used only by that Chapter which is officially affiliated to the Central AMICOS and is organised as per the provisions of this Bye Law.

(ii) Each Chapter shall be affiliated to the Central AMICOS and be recognised as the legitimate Chapter of the AMICOS only on payment of an affiliation fee equivalent to the membership fee of twenty *Life Members* (Rupees Twenty thousand only) and an amount equivalent to 50% of the membership fee collected from *Life Members* over and above the twenty *Life Members* referred to above and also 50% of the membership fee collected from all the *Effective Members* of that Chapter.

(v) Each Chapter shall have a federal status in planning and conducting programmes for the welfare and fellowship of its members and / or for the benefit and honour of the College. But all such activities should be finalised only after intimating the Central Committee sufficiently before the actual implementation of the same.

(vi) Each Chapter shall support and cooperate in the development activities planned and implemented by the Central Executive Committee for the welfare of the College and of the AMICOS.

(vii) Each Chapter shall frame a Bye Law, using this Bye Law as its basis but not in contravention to any of the Clauses of this Bye Law. But each Chapter shall fix its own rules regarding membership fee (*but not less than what is fixed for the Central Committee*), number of Office Bearers and maximum number of members for the Executive Committee, according to the local situations and requirements.

(viii) If and when such a Bye Law is introduced, a copy of the same shall be sent to the Patron for information and approval of the Executive Committee of the Central AMICOS.

(ix) Election of Office Bearers and members of the Executive Committee of each Chapter should be conducted in the physical presence of a Returning Officer deputed by the Central Committee for the purpose.

(x) The date and time of the election of the office bearers of the individual Chapters shall be intimated to the

the Central Committee sufficiently in advance so that the Central Committee can make arrangements and give approval for the election.

(xi) The Returning Officer shall intimate the Patron, the names, addresses and Telephone numbers of the Office Bearers of each Chapter as soon as the elections are over.

(xii) All communications sent by the Central Committee to each Chapter, shall be brought to the notice of the members of each Chapter and the involvement of all the members assured in the matters proposed by the Central Committee.

(xiii) Each Chapter shall have the freedom to inform the Central Committee its opinions and suggestions for the welfare of AMICOS and the College at large.

(xiv) In the event of a clarification becomes necessary on any of the provisions of this Bye Law, the same shall be done either with the Patron or with the President of the Central AMICOS and their clarification shall be final.

6. OFFICE BEARERS OF THE AMICOS:

(A) The term of office of the Office Bearers and the Executive Committee shall be two (2) years from the date they assume office or until the newly elected Office Bearers and the Executive Committee take charge; whichever is later.

(B) The Office Bearers of the Central Committee of the AMICOS shall be (i) a 'Patron', (Always the Principal of the College; ex-officio Patron of the Central Committee as well as that of the individual Chapters), (ii) one President, (iii) upto four Vice Presidents, (iv) one General Secretary, (v) two Secretaries and (vi) a Treasurer.

(C) All the Office Bearers except the Patron shall be elected from among the *Effective Members* of the General Body.

(D) The maximum number of members in the Executive Committee shall be twenty one (21) to be elected from among the *Effective Members* of the General Body.

(II) PATRON:

The Principal of Mar Ivanios College in his official capacity shall be the Patron of the Central Committee as well as all the individual Chapters of AMICOS.

Duties of the Patron:

(a) The Patron being the Principal of Mar Ivanios College, he shall exercise his jurisdiction over the Central General Body and the General Bodies of the various Chapters of the AMICOS.

(b) The Patron shall have the right to call the Central General Body or the Chapter General Body or the Central Executive Committee or the Executive Committee of the individual Chapters at his own initiative if a situation for such an action arises.

(c) The Patron shall have the right and responsibility to suspend or call off any activity of the Central Committee or the Chapter Committee if he deems such an action necessary for safeguarding the 'objective' of the AMICOS. He shall seek the approval of the next Central Executive meeting for the action taken by him.

(d) The Patron has the right to attend or be absent from any meeting called by the Central or Chapter Units of the AMICOS. But it is obligatory on the part of the Office Bearer concerned to intimate the Patron whenever the Central Committee or the Central General body meeting is called.

(e) As the Office of the Patron never changes, all the movable and immovable assets of the AMICOS, existing or earned should be kept under the direct safe custody and supervision of the Patron. The Patron shall have the authority to freeze or release any or all the funds of the AMICOS if a situation arises for such an action and shall get his action ratified in the ensuing Central General Body meeting.

(f) The Patron (being the Principal of the College) shall operate all bank accounts jointly with the Treasurer.

(g) *The Patron being the direct representative of the Management of the College, all kinds of development activities introduced in the college or in the name of the College by the Central or Chapter Committees of the AMICOS should be done with prior sanction of the Patron.*

(h) *The Patron shall always take all the other Office Bearers and the Executive Committee into confidence.*

(i) *The Patron shall use his offices to encourage all the outgoing students of the College to join AMICOS as 'Effective Members.'*

(II) PRESIDENT:

(A) *The President shall be elected from among the 'Effective Members' of the AMICOS.*

(B) *The individual Chapters shall elect their President from among their 'Effective Members'.*

Duties of the President:

(a) *The President shall preside over all the General Body and Executive Committee meetings and act as the moderator for all discussions.*

(b) *The President shall be directly responsible for all the decisions taken by the General Body or the Executive Committee.*

(c) *He shall sign all the Minutes of the meetings presented by the Secretary after the same have been passed.*

(d) *The President shall preside over all the public meetings organised by the Central AMICOS, unless otherwise decided.*

(e) *The president shall issue necessary directives to the Secretaries to call periodic meetings of the Executive and General Body meetings.*

(f) *If the President wants to leave his office on personal reasons, the matter shall be intimated to the Executive Committee, so that alternate arrangements can be made or in situations very urgent he shall inform the Patron.*

in writing and hand over all the records to the Patron before leaving.

(g) The president shall supervise all the income and expenditure of the AMICOS. He shall countersign all the records showing expenditure.

(h) The president shall have the authority to call the Executive Committee and / or the General Body if the demand for such a meeting is made in writing signed at least by ten members of the Executive Committee or twenty 'Effective Members' of the General Body.

(III) VICE - PRESIDENTS:

(A) There shall be four Vice-presidents for the Central AMICOS.

(B) Out of these four at least one shall be from among the teachers of the College.

(C) All the vice-presidents shall be elected from among the 'Effective Members' of the AMICOS.

(D) The individual Chapters shall have a maximum of two vice-presidents elected from among their 'Effective Members.'

Duties of the Vice-Presidents:

(a) All the vice-presidents shall have equal status and responsibilities.

(b) One of the vice-presidents shall act as the president in the absence of the President. The Executive shall nominate one of the vice-presidents for this purpose.

(c) The vice-presidents, if authorised by the Executive, shall represent the Executive Committee, wherever or whenever it becomes necessary.

(d) In the event of the president leaving his office (Ref. 6 (II) (f)), the Executive may appoint one of the Vice Presidents as the 'Acting' president, either for the rest of the term or till such period as the Executive shall decide.

(IV) SECRETARIES:

(A) The Central Committee shall have one General Secretary and two Secretaries elected from among the 'Effective Members' of the AMICOS.

(B) The General Secretary shall be an 'Effective Member' other than a member of the teaching or nonteaching staff of the College.

(C) The Secretaries shall be 'Effective Members' from among the members of the Teaching Staff of the College.

(D) The General Secretary shall have jurisdiction over all the individual Chapters of AMICOS.

Duties of the Secretaries:

(a) *The General Secretary is an Office Bearer of the Central Executive Committee of the AMICOS. The Chapters will not have a Secretary bearing this designation.*

(b) *The General Secretary, if authorised by the Central Executive, shall correspond with the Secretaries of the individual Chapters.*

(c) *The General Secretary, in consultation with the Secretary and the President shall call the meetings of the Central Executive Committee as and when necessary and also as per Clause 6 (II) (h) and propose the Agenda for the meetings.*

(d) *The responsibility of the execution of all the decisions of the Central Executive Committee and the General Body is vested equally with the General Secretary and the Secretaries of the Central Executive.*

(e) *The Secretaries shall maintain a Register that contains the name, address and other details of all the 'Effective Members', of all the Office Bearers and the members of the Executive Committee.*

(f) *The Register should be made up-to-date as and when a member registers himself / herself as an 'Effective Member'*

(g) *The Register should show the payment of the Annual Registration Fee / Life Membership Fee paid and pending.*

(h) The Secretaries shall keep with them the official Enrollment Form and the official Receipt Book. As those who wish to Register as members or renew their membership are likely to contact the College, the records relating to registration shall be kept under the safe custody of the Secretaries elected from among the Effective Members of the College Teachers.

(i) It is the responsibility of the Secretaries to maintain a Minute Book in which all the proceedings of all the Committee / General Body meetings shall be recorded and presented in the subsequent Executive / General Body meeting.

(j) It shall be the responsibility of the Secretaries to receive the sums of money from the Treasurer as and when authorised by competent authority and spend the same as per the directives given to them. They shall submit all the vouchers in original to the Treasurer with proper endorsement by at least two Secretaries.

(k) The Secretaries, in consultation with the Patron, President and Vice-presidents shall bring to the Executive Committee or the General Body, proposals for activities that will contribute to the development of the AMICOS and the College.

(l) In case a fund collection is organised by the AMICOS for a specific project approved by the Executive Committee or the General Body, it shall be the responsibility of the Secretaries to receive the money and issue official receipts signed by at least one of them.

(m) All the money collected by way of Registration fee, renewal of membership fee, affiliation fee of the various Chapters and specific funds, shall be handed over to the Treasurer and the money for any item of expenditure shall be drawn from the Treasurer.

(n) When new Secretaries are elected all records under the custody of the Secretaries shall be handed over to the new Secretaries.

(V) TREASURER:

(A) A Treasurer shall be elected from among the *Effective Members* of the Central Committee.

Duties of the Treasurer:

(a) *The Treasurer is fully responsible for all money transactions.*

(b) *The Treasurer shall receive all the amounts entrusted to him by any of the Office Bearers of the Central Committee or Chapter Committees, members of the Executive Committee, members of the AMICOS or any well wisher who contributes any donation. Official Receipts should be issued as and when the money is received and the account entered in the Official Account Book.*

(c) *If the Treasurer receives any membership fee directly from any member, the name and details of such members shall be intimated to the Secretary concerned so that the Secretary can update the *Effective Membership* records.*

(d) *All the payments should be made on proper and genuine vouchers (A proforma of Vouchers may be printed and kept with the Treasurer.) If any amount is spent for which a voucher cannot be obtained (e.g. refreshment of an office bearer while on duty entrusted to him officially), the Treasurer shall write a certificate of expenditure showing the purpose for which the amount was spent.*

(e) *Before paying any amount to any body, the Treasurer shall ascertain if the expenditure has been officially permitted in writing by a minute or by a competent authority*

(f) *The accounts and other records shall be kept up-to-date and be produced for audit at the last Executive Committee before the Annual General Body Meeting.*

(g) *The Treasurer may spend an amount without prior permission as decided and minuted by the Executive Committee from time to time.*

(h) *The Treasurer shall keep Rs. 500/- as cash in hand.*

(i) All the amounts received by the Treasurer shall be deposited in the Bank decided by the Executive Committee in the name of AMICOS and be jointly operated by the Patron (the Principal) and the Secretary. The Bank Pass Book(s) shall be kept under the safe custody of the Secretary elected from among the College Teachers.

(j) The Treasurer shall keep a record of all the assets of the Central AMICOS which include Record Books, Furniture, Office Equipments, etc.

(k) The fixed deposits, if any, in any bank under any account of the AMICOS, being permanent assets of the AMICOS, shall be kept under the safe custody of the Patron and the same shall be released only on specific decision of the Executive Committee.

(l) All or any record relating to the accounts of the AMICOS shall be made available for audit as and when the official auditors appointed by the Executive Committee demands it.

(m) The Treasurer shall present the audited accounts in the last Executive Committee meeting before the Annual General body meeting and copies should be made available to all the members present at the Annual General Body meeting.

(VI) EXECUTIVE COMMITTEE:

(A) The Patron, the Bursar of the College and the immediate former Patron and President of the AMICOS shall be ex-officio members of the Central Executive Committee.

(B) A maximum of Twenty-one (21) members shall be elected as members of the Executive Committee from among the *Effective Members* of the Central AMICOS. Sufficient (as decided by the General Body before the election) representation shall be given to ladies.

(C) The term of office of the Office Bearers and the Executive Committee shall be Two academic years, normally from June to May. But they shall hold office till the next team of Office Bearers and Executive Committee take charge.

Duties of the Executive Committee:

(a) *The Executive Committee of the AMICOS shall function as the Governing Body and will be responsible to the General Body in all matters.*

(b) *The Executive Committee shall meet at least once in three months at a place and date fixed by the Office Bearers in consultation among themselves.*

(c) *The Executive Committee meeting shall be presided over by the elected President. If the Patron is present, he may be requested to preside. In the absence of the President or Patron, one of the Vice-presidents nominated by the members present shall preside over the meeting.*

(d) *The agenda for the meeting shall be fixed in consultation among the Office Bearers and intimated in advance to the members of the Executive along with the Notice for the meeting. Any other matter shall be discussed with the permission of the Chair.*

(e) *Unless there is an exigency, notice for the meeting of the Executive shall be served in writing by the General Secretary at least seven days before the meeting. For emergency meetings, the notice may be served within a shorter period.*

(f) *When situations are such that no notice can be served, a decision that has to be taken very urgently shall be circulated in writing among the members by messengers. Such circulars shall be signed by the General Secretary, President and the Patron. If a member of the Executive does not respond to a circular positively or negatively, it may be assumed as consent.*

Such decisions shall be ratified and minuted at a meeting of the Executive called within a period of one month after the above decision was taken.

(g) *The quorum for the Executive Committee meeting shall be eleven (11) including the Office Bearers. The Secretary shall mark attendance in a Register at every meeting.*

(h) *It is always advisable to take decisions unanimously. But if a voting becomes necessary, that shall be done and decision may be carried by a simple majority. The Chairperson may use a casting vote when it becomes necessary and if only he wishes to use that right.*

(i) Matters brought for discussion and decision shall be closely scrutinised and decision shall be taken authorising a subcommittee or one or more Office Bearers to implement them.

(j) The Executive Committee shall appoint auditors, scrutinise all accounts, permission granted for expenditure of all nature, shall plan and implement projects, raise and allot funds for various projects, take adequate steps to increase membership, plan for the welfare of the College community and do everything in their capacity to uphold the honour of the College and participate in all functions and programmes to which the members are invited.

(k) The Central Executive Committee shall extend all possible support and cooperation to the other Chapters of the AMICOS and maintain a cordial relation with them.

(l) The Executive Committee, if they wish so, will have the authority to fill up interim vacancies that might arise in the Executive Committee.

(m) If a member of the Executive Committee absents himself / herself from three meetings consecutively, without sufficient reason, shall cease to be the member of the Executive.

(n) The Executive Committee shall decide the date, time, venue, etc. to hold the Annual General Body meeting or if necessary extraordinary meetings of the General Body, arrange for inviting all the Effective Members, scrutinise the membership register and pass the Annual Report and Accounts to be presented at the General Body meeting.

(VII) GENERAL BODY:

(a) The Central General body of AMICOS consists of all the Effective Members who have enrolled themselves with the Central AMICOS.

(e) The Quorum for the General body shall be 30 (Thirty) Effective Members.

(f) Invitation to the Annual General Body Meeting will be sent to the Effective Members of the Central AMICOS and those of all the Chapters of AMICOS. The invitation to the Effective Members of the different Chapters shall be sent through the Office Bearers of all the Chapters.

(g) The Annual Report and Accounts shall be presented by one of the Secretaries and passed after discussion at the Annual General Body meeting.

(h) Election to the various seats of Office Bearers and the Executive Committee shall be held at the Annual meeting of the General Body.

(i) Effective Members alone shall have voting right. Election will be made on the basis of simple majority of Effective Members present and voting.

(j) Notice for the General Body meeting shall be issued by the Secretary (Secretaries) as directed by the Central Executive, to be held at a place and time, at least 15 days before the date of the meeting.

(k) Special General Body meeting shall be called by any of the Office Bearers as per provisions given in this Bye Law or on the written request to the Patron by a minimum of 30 (Thirty) Effective Members of the Central General Body.

(l) General Body Meeting shall be held at least once a year. But it can be called as many times as necessary by a decision of the Central Executive or as per the provision of Clause 6 (ll) h of this Bye Law.

(m) All decisions taken by the General Body shall be carried out by the Central Executive Committee.

(VIII) GENERAL:

(a) A no-confidence motion may be moved against one or more of the Office Bearers, except against the Patron. If the motion has to be passed at least two third majority of the Effective Members present and voting should vote for the motion.

(b) The Annual General Body meeting has the right to amend, delete or add any provision in this Bye Law with a two-third majority of Effective Members present and voting supporting the changes, provided a Notice for amendment is submitted to the President or General Secretary of the Central Executive Committee at least two weeks before the General Body Meeting.

(c) The AMICOS shall sue or be sued in the name of the President or the General Secretary and the jurisdiction shall be at Trivandrum where the College is situated.

(VIII) GENERAL (cont'd)

(d) Setting up of any new chapter will require the prior consent and approval of the AMICOS Central Committee

(e) Elections in these chapter will be under the scrutiny of an observer appointed by the AMICOS Central Committee

(f) Membership fees structures in these chapters will be decided by the Central Committee and notified to the chapters. The chapters do not have the authority to decide upon the fee structure for members.

(g) Any chapter found operating in non-adherence to these structures will lose their recognition by AMICOS and cannot use the name any further.

(h) The minutes of the General Body meetings need to be submitted to the Central Committee, within 7 working days of the meetings.