

AMICOS

Association of Mar Ivanios College Old Students

Mar Ivanios College
Nalanchira P.O.
Trivandrum -695015
Kerala, India

Phone: 0471 531053

Email: ivanios@md2.vsnl.net.in

Fax: 0471 532445

Website: www.amicos.in

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 refunded.

(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.

(I) 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. 5 (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.