



THUMBA ST. XAVIER'S COLLEGE ALUMNI/AE ASSOCIATION

ST. XAVIER'S COLLEGE P.O., THIRUVANANTHAPURAM - 695 586

email: alumni@stxaviersthumba.com

Date: 25-02-2013

To

The District Registrar / The Society Registrar
Thiruvananthapuram.

Sir,

Sub: Registration of Association - regarding.

During the Annual general body meeting of our association held on 1/5/2012, it is decided to register our association, Thumba St.Xaviers college Alumni/AE Association under the Travancore - Cochin Literary Scientific and Charitable Societies registration act 1955. So we request to register the said association.

Yours Faithfully

President / Secretary

Declaration

We hereby certify that there is no other association working in the name of Thumba St.Xaviers college Alumni/AE Association in this place under the Charitable Societies registration act 1955 .

Official Designation	Name and Address	Signature.
1. President	Adv.Engine Herbert TC-27/1896, Vanchiyoor PO Thiruvananthapuram Pin-695035	
2. Secretary	Firosh AS Safa, Vikas Nagar Sreekaryam PO Thiruvananthapuram Pin-695017	
3. Treasurer	Dr.Felix Pereira Mayfair, St. Andrews St.XAviers College PO Thiruvananthapuram Pin-695586	

MEMORANDUM OF ASSOCIATION

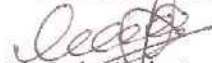
1. Name of the Association : Thumba St.Xavier's College Alumni/ae Association.
2. Address : St.Xavier's College, St.Xavier's College P.O.
Thumba, Trivandrum – 695586

Name of the Post Office : St.Xavier's College P.O.


3. Area of Jurisdiction : Thiruvananthapuram Dist.

4. Objectives:

- a. To promote, encourage, help and build up better relations among the members.
- b. To develop and maintain relationship with the College and Collaborate with its various activities.
- c. To uphold and maintain the honor and dignity of the College.
- d. To follow the guidelines of the Federation of the Jesuit Alumni/ae Association of the South Zone-level, at the National-level and at the International-level.
- e. To hold periodic meetings and conferences among its members.
- f. To organize and engage in Social, Cultural and Educational activities among its members and their families with a view to fostering Social, Cultural, Religious and Inter-Personal Relationships.
- g. To publish and circulate a newsletter or bulletin, which shall be the official organ of the Association, through which it shall make known to the members, the various activities of the Association.

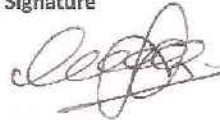


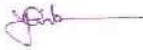


Adv.Eugene Herbert
President


Firosh.A.S
Secretary


Dr. Felix Pereira
Treasurer

Declaration

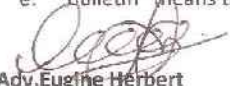
During the Annual general body meeting of our association held on 1/5/2012, it is decided to register our association under the Travancore - Cochin Literary Scientific and Charitable Societies registration act 1955. The list of office bearers entrusted for the same is enclosed below.

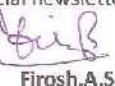
Name	Address	Occupation	Signature
1. Adv.Eugine Herbert (President)	Adv.Eugine Herbert TC-27/1896, Vanchiyoor PO Thiruvananthapuram Pin-695035	Advocate	
2. Firosh AS (Secretary)	Firosh AS Safa, Vikas Nagar Sreekaryam PO Thiruvananthapuram Pin-695017	Govt. Servant	
3. Dr.Felix Pereira (Treasurer)	Dr.Felix Pereira Mayfair, St. Andrews St.XAviders College PO Thiruvananthapuram Pin-695586	College Lecturer	
4. Adv. Suresh Kumar (Vice President)	Sree Vilas Kaniyapuram Thiruvananthapuram Pin-695301	Advocate	
5. Lisba Yesudas (Joint Secretary)	Pax Cottage PP vilakam Pulluvila PO Thiruvananthapuram Pin-695326	Research Scholar	
6. K.Radhakrishnan Nair	Sri Sai Koottathegil House Kulathoor PO Pin-695583	Business	
7. Shimmy Jose	Sheen House Sm.Lock Poonthura PO	Business	

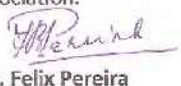
BYE-LAW OF THUMBA ST. XAVIER'S COLLEGE ALUMNI/AE ASSOCIATION

1. Name of the Association : **Thumba St.Xavier's College Alumni/ae Association.**
2. Address : St.Xavier's College, St.Xavier's College P.O.
Thumba, Trivandrum – 695586

District : Thiruvananthapuram Taluk : Thiruvananthapuram
Panchayath : Kadinamkulam Village : Menamkulam
3. Office : St.Xavier's College, St.Xavier's College P.O.
Thumba, Trivandrum – 695586
4. Area of Jurisdiction : Thiruvananthapuram Dist.
5. Objectives:
 - a. To promote, encourage, help and build up better relations among the members.
 - b. To develop and maintain relationship with the College and Collaborate with its various activities.
 - c. To uphold and maintain the honor and dignity of the College.
 - d. To follow the guidelines of the Federation of the Jesuit Alumni/ae Association of the South Zone-level, at the National-level and at the International-level.
 - e. To hold periodic meetings and conferences among its members.
 - f. To organize and engage in Social, Cultural and Educational activities among its members and their families with a view to fostering Social, Cultural, Religious and Inter-Personal Relationships.
 - g. To publish and circulate a newsletter or bulletin, which shall be the official organ of the Association, through which it shall make known to the members, the various activities of the Association.
6. Definitions.
 - a. "Association" means Thumba St.Xavier's College Alumni/ae Association, Trivandrum – 695586
 - b. "College" means St.Xavier's College, Thumba, Trivandrum – 695586
 - c. "Members" mean all classes of members of the Association.
 - d. "Executive" means the elected Executive Committee from among its members and shall not include ex-officio or nominated members.
 - e. "Bulletin" means the official newsletter/bulletin of the Association.


Adv.Eugene Herbert
President


Firosh.A.S
Secretary


Dr. Felix Pereira
Treasurer

7. Eligibility of membership


- a. Any individual who had been a student of St.Xavier's College, Thumba and had passed a qualifying examination from this college shall be eligible for membership of the Association.
- b. Those who are dismissed, suspended or terminated during their student days in this college will not be eligible for membership.
- c. Notwithstanding Rule 6.1, the executive at its discretion, in instances which seem fit, may relax, this rule to declare eligible to membership, individuals who have studied in this College for a satisfactory period of time, but not appeared or passed any qualifying examinations.

8.Privileges of Membership

- a. A regular member shall partake in all the activities of the Association.
- b. He/She shall be provided with a copy of the bulletin/newsletter free of cost.
- c. He/she shall have the right to vote ON ALL THE RESOLUTIONS in the meetings of the Association.
- d. He/she shall be eligible to stand for or contest to the offices and the executive of the Association

9. Types of membership

- a. Patron: The Principal, St. Xavier's College, Thumba, shall be the patron of the Association. He shall be an ex-officio member of the Executive and the General Body, and shall co-ordinate the activities of the Association and the College.
- b. Director: A Jesuit representative shall be the director of the Association. He shall co-ordinate the activities of the Association in the college.
- c. The past and the present staff members (both teaching and non-teaching) of the College, shall be ex-officio members of the General Body. They shall have no voting rights. They cannot contest for any official posts of the Association. They may at the discretion of the Executive Committee be co-opted as ex-officio Executive members but with no voting rights. In the event of an Alumnus of the College being a staff member of the College, he shall have the freedom to decide, to remain as an ordinary member, with subscription and voting rights or as an ex-officio member with no voting rights. The decision shall be made and intimated to the Secretary before being admitted to the Association and shall be reversed only with the sanction of the Executive.
- d. Advisory member: Upon the recommendation of the Executive, the General Body may consider an individual to be elected as an Advisory member, if in its opinion, he had done exceptionally meritorious service, in the cause of the Association. He shall have no voting rights. The tenure of such membership shall be three years, at the end of which, the renewal shall be in the Annual General Body. There shall be a maximum of five members in it.
- e. Life member: Membership for the whole life.
- f. Temporary member: A mandatory membership for all outgoing students for three years.
- g. Affiliated member: Members of chapters having at least ten members of the alumni/ae functioning anywhere in the world outside Kerala.


Adv. Eugene Herbert
President


Firosh.A.S
Secretary


Dr. Felix Pereira
Treasurer

10. Membership Fee and Affiliation Fee

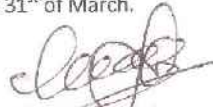
- a. The temporary membership fee shall be Rs.100/-.
- b. Members mentioned in 9.a to 9.d shall pay no membership fee.
- c. Staff members shall pay no membership fee except those who are the old students of the College willing to become life members.
- d. The life membership fee shall be Rs.1000/-.
- e. The affiliation fee shall be Rs.5000/- for chapters in foreign countries and Rs.2500/- for those inside the country. The affiliation has to be renewed annually with a renewal fee of Rs.1000/-
- f. Old Students who seek membership in the Association shall make a formal application in the prescribed form to the Secretary along with prescribed fee. The application shall be considered by the Executive, whose decision shall be final, in all respects.
- g. In addition to the fees stipulated above each member shall pay an amount as charges for dinner, fellowship, rental charges and such other incidentals that are contingent to the conduct of the general body and such other meetings. The fees shall be fixed by the Secretary in consultation with the Executive and shall be made known to the members, alongside with the notice for the meeting. However every effort is to be made to ensure that only actual be charged as registration fee for the meeting.
- h. If the subscription on behalf of any member is in arrears action may be taken to collect the same
- i. A notice of arrears shall be sent to all the members, alongside with the notice for the annual general body meeting. The member shall pay the same before the commencement of the General Body, to be eligible to participate.

11. Termination of Membership

- a. A member may resign from the Association, by tendering his resignation in writing to the Secretary. The resignation shall take effect immediately. He shall not be entitled to any refund of the membership fee or the contributions made to the Association. The same letter of resignation shall be placed in the following Executive.
- b. For default of subscription members may be removed from the Association by the Executive after having served a notice of removal and having given adequate time for clearing the same.
- c. Members can be removed on grounds of undesirable conduct. If the conduct of a member is found to be prejudicial to the interests of the Association by the Executive, he shall be asked to submit a written explanation for the same and an apology by the member may be directed. In case he refuses the matter shall be placed at the General Body and its decision shall be final. On removal his name shall be deleted from the Register and such members shall not be readmitted.

12. Association Year.

The Financial Year and the Administrative Year of the Association shall be from the 1st of April to 31st of March.



Adv. Eugene Herbert
President



Firosh.A.S
Secretary



Dr. Felix Pereira
Treasurer

13. Management of the Association

- a. The general Management of the Association shall be vested with the Executive. But the ultimate authority shall vest with the General Body.
- b. The Executive shall be composed of the following officer bearers:
 - i. The President
 - ii. The Vice President
 - iii. The Secretary
 - iv. Joint Secretary
 - v. The Treasurer
 - vi. The Patron, Director, teaching and non-teaching staff representatives will be Ex-Officio.
- c. The tenure of the Executive and Executive Committee shall be for three years.

14. Functions and Powers of the Executive Committee

- a. The Executive shall direct and regulate the general affairs of the Association.
- b. It shall frame, alter rules for the maintenance and administration of the Association, subject to the approval of the Annual General Body Meeting.
- c. It shall appoint committees, sub committees, standing committees as necessary.
- d. It shall represent the Association to any Public Bodies including Government.
- e. It shall consider and decide on applications for admissions and resignation.
- f. It shall raise money in such manner as the Association may think fit and collect donations.
- g. It shall meet at least once in two months.
- h. It shall pass the minutes of the previous meeting, pass the accounts since the last meeting and the matters proposed in the agenda.
- i. It shall cast votes by show of hands. In the event of a tie the President shall have the casting vote.
- j. Its quorum shall be five. If the quorum is not obtained in 30 minutes from the appointed time the meeting shall be adjourned.


15. Duties and Responsibilities of the Office Bearers.

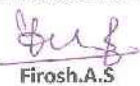
a. President

- i. He shall be the Chairman for the General Body and the Executive.
- ii. He shall guide and control the activities of the Association.
- iii. He shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations, decide doubtful points and where necessary place a casting vote. If he fails to give his casting vote, the motion shall be invalid.
- iv. No bar shall be placed on a member contesting and holding the office for more than once but not more than two terms in succession.
- v. He shall have the power to operate the Bank Accounts along with the Treasurer.

b. Vice-President

- i. In the absence of the President he shall officiate/chair the meetings.
- ii. In the event of resignation, transfer of demise of the President, he shall be elevated as President by the executive Committee.
- iii. He shall assist the President, in the discharge of his responsibilities and duties.
- iv. No bar shall be placed on his re-election to the office.


Adv. Engline Herbert
President


Firosh.A.S
Secretary


Dr. Felix Pereira
Treasurer

c. Secretary

- i. He shall be responsible for the conduct of the day to day affairs of the Association and shall be in charge of the Association Office.
- ii. He shall carry and conduct all correspondence.
- iii. He shall in conjunction with the Treasurer, supervise the accounts, pass all bills for payments and sign cheques
- iv. He shall together with the Treasurer prepare the half-yearly and annual statement of accounts, duly audited for presentation to the Executive and the General Body.
- v. He shall prepare the Annual Budget and get it passed by the Executive
- vi. He shall organize, arrange and convene meetings, conference and the like.
- vii. He shall be the Ex-officio member of all constituted committees of the Association.
- viii. He shall maintain an up-to-date Register of the members of the Association.
- ix. He shall process all applications and complaints and place them before the Executive for discussion and approval.
- x. He shall take up any other duty, incidental or contingent to the upkeep of the Association
- xi. No bar shall be placed in his re-election to the same office, but not more than two terms in succession
- xii. He shall represent the Association in any forum.

d. Treasurer

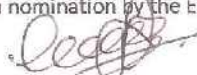
- i. He shall receive and collect all moneys of the Association and deposit them in a bank approved by the executive, in the name of the Association. The account shall be jointly operated by the Treasurer and Secretary/President. Transfer of money to fixed deposits will be on the decision of the Executive in the name of the Association.
- ii. He shall be responsible for the collection of subscription of members.
- iii. He shall be dispose of the bills, for payments as sanctioned by the Secretary.
- iv. He shall be responsible for keeping up to date accounts.
- v. He shall get the accounts audited.
- vi. He shall prepare the annual balance sheet, for adoption in the annual general body meeting through the Secretary.
- vii. He shall have the right to point out, and refer back to the Secretary, payments that are erroneous, or prejudicial to the financial aspects of the Association.

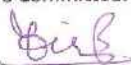
e. Joint Secretary


- i. He/She shall assist the secretary in the discharge of his responsibilities and duties.
- ii. In the absence of the Secretary he has to perform all the duties of the secretary.

f. The Executive Members:

- i. There shall be 20 Executive Members.
- ii. As far as possible there shall be representation from different years.
- iii. They shall participate in all the Executive meetings. They shall work for the growth of the Association, by way of new enrollments, financial assistance, raising of funds, etc. They shall ensure the effective participation of the members.
- iv. They shall assist the treasurer on a regional basis in collection of subscriptions.
- v. A member who is absent in three Consecutive meetings without valid reasons or formal leave will be removed from the Committee and the post will be filled up through nomination by the Executive Committee.


Adv. Eugene Herbert
President


Firosh.A.S
Secretary


Dr. Felix Pereira
Treasurer

16. Auditor

An Auditor shall be elected from among its members at the General Body Meeting of the Association for auditing the accounts of the Association every year. He shall preferably be a chartered accountant. If not available in the General Body an outsider could be appointed.

17. Funds of the Association:

- a. The funds or the income of the Association may be derived from the following sources.
 - i. Membership fee
 - ii. Affiliation fee
 - iii. Special contributions made by the College
 - iv. Donations received
 - v. Income derived from the journal and other publications of the Association.
 - vi. Any other moneys approved by the Executive.
- b. Bank Accounts, of the saving type, shall be opened in the name of the Association and operated jointly by the Treasurer and President/Secretary. As and when funds accumulate, at the decision of the Executive, portion of it may be transferred to the reserve fund, the details of which and withdrawals, shall be determined by the Executive as deemed fit.
- c. The Executive shall have powers to resort to raise funds by way of benefit shows and the like.
- d. A sum no exceeding Rs.500/- may be retained as cash in hand or in imprest, account by the Secretary for incidentals in organizing and running meetings and the like.
- e. All payments shall be duly supported by vouchers/bills passed by the Secretary, and payments made certified by the Treasurer.
- f. An Account Book shall be maintained by the Treasurer and the same shall be made available for inspection to the members, on a written request to the Secretary, who shall fix, time and date for such an inspection.

18. The General Body of the Association

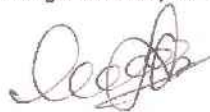
- a. The General Body shall consist of all eligible members of the Association. Deliberations made in such meetings shall be limited to them, and decisions made shall be final and binding on all members.
- b. The General Body shall meet at least once a year (preferably on the 1st of May) and in any instance not later than 15 months, since the previous General Body.
- c. One month's clear notice shall be sent to all members by the Secretary showing venue, date and time of the proposed meeting.
- d. The Annual General Body shall transact the following items in Agenda under the Chairmanship of the President/Vice President.
 - i. Minutes of the previous meeting
 - ii. Annual report of activities
 - iii. Audited statement of Accounts.
 - iv. Other items for which notice had been given.
 - v. Election to the Executive Committee.
- vi. Any other matter with the permission of the Chairman.

Adv. Eugene Herbert
President

Firosh.A.S
Secretary

Dr. Felix Pereira
Treasurer

- e. Amendments of the Constitution proposed to be discussed in the General Body should be submitted, in full text with sufficient reason, to the Secretary 15 days ahead of the proposed general Body. Such amendments shall be duly proposed and seconded. It shall be placed in the General Body for discussion and if necessary, voted for approval. The amendments either official or from the General Body have to be passed in the General Body and has to be filed in the Registration Office within fourteen days.
- f. Decision in the house shall be by a simple majority. A show of hands shall be the modus operandi for fixing it. It shall be in order if more than 10% of members present, demand a poll to be taken that such a measure be substituted. In such an event the President shall consider the matter on its merits, and direct the Secretary to prepare ballots and conduct the poll.
- g. Election to the Executive Committee is at the General Body and the office bearers are in the first meeting of the Executive Committee. The Director of the Association will be the Returning Officer. Nominations shall be in the floor of the house with a proposer and a seconder. If there is only one candidate he shall be unanimously elected. If there are more candidates, a simple majority by show of hands or election procedure will be followed. Before the member is installed in office, the President shall ascertain his good standing from the Register by way of dues, or antecedents by way of suspension or resignation.
- h. The quorum for the General Body shall be 20.
- i. For the post of President, Secretary and Treasurer one term of previous membership in the Executive Committee is to be preferred.
- j. Extra-ordinary General Body: When a requisition is made at least 30 ordinary members in writing to the Secretary, the matter shall be discussed at the Executive and an Extra-ordinary General Body shall be convened. The requisition must contain the objectives of the proposed meeting. The Secretary shall call the General Body in two months time from the receipt of request. If the meeting is not called in two months time the requisitionists themselves may convene a meeting after the expiry of four months from the date of their first request.
- k. Notice of the Extra-ordinary General Body shall be sent 21 days before the proposed date, showing venue, date, time and agenda. The quorum shall be 15. Nothing except the business for which the meeting is called shall be transacted.
- l. If within half an hour of the appointed time, quorum is not obtained, the meeting shall be adjourned by the Secretary to be called as an adjourned meeting.
- m. Removal of office bearers in the General Body: Charges leveled against any office bearer, shall be enunciated in the form of a resolution and signed by not less than 1/4th of the members on rolls and submitted to the Secretary 15 days before the General Body Meeting. The Secretary shall delete the names of the requisitionists and circulate the rest to the members of the Executive committee. The executive shall enquire into the matter, and if needed, give a hearing to the aggrieved individual. If there is sufficient ground as determined by the Executive the same may be placed in the general body for necessary action.



Adv. Eugene Herbert
President



Firosh.A.S
Secretary



Dr. Felix Pereira
Treasurer

19. Records to be kept by the Association

- a. Bye-law and Registration Certificate.
- b. Minutes Book
- c. Admission Register
- d. Receipt Book
- e. Stock Register
- f. Account Book
- g. Bank Pass Book and Cheque Books
- h. Register of Deposits
- i. Statement of Accounts, Report of Activities
- j. Notice Book
- k. Files of Correspondence

20. Dissolution:

If $\frac{3}{4}$ the of the members demand for a dissolution, a General Body shall be convened and the matter shall be discussed throughly. In case of Dissolution the rules of Dissolution laid down by the Govt. of Kerala shall be followed.

21. The Association should have a Registered Office, Seal and Name Board.

If any amendments required for the smooth functioning of the association shall be submitted and passed in the General body Meeting and has to be filed to registration office within 14 days.


Adv. Eugene Herbert
President


Firosh.A.S
Secretary


Dr. Felix Perelra
Treasurer



ST. XAVIER'S COLLEGE, THUMBA

Thiruvananthapuram - 695 586
Affiliated to the University of Kerala
NAAC Re-Accredited with B grade of CGPA 2.70

Certificate

This is to certify that Thumba, St. Xavier's College Alumni/AE Association is the one and only Alumni Association recognized and authorized by the college.




Principal 25/2/13

Fr. Sunny Jose S.J.
Principal
St. Xavier's College, Thumba
Thiruvananthapuram - 695 586

THUMBA ST. XAVIER'S COLLEGE ALUMNI/AE ASSOCIATION
LIST OF EXECUTIVE MEMBERS 2012-2013

Sl.No	Name	Address	Phone No	Signature
1.	Adv.Eugine Herbert (President)	T.C 27/1896, Vachiyoor Tvm-695 035	2475710(R) 94477 45548 9656228157	
2.	Adv.N.R.Suresh Kumar (Vice President)	Sreevilas Kaniyapuram-695 301	2750109(R) 3252814(offi) 93877 23222	
3.	Mr.Firosh A.S (Secretary)	Safa, Vikas Nagar Sreekaryam PO Trivandrum-17	9349325699 8907594283 04712530578(offi i)	
4.	Dr.Felix Pereira (Treasurer)	Mayfair St.Andwes St.Xavier's College P.O TvpM-695586	2704193(R) 2705254(offi) 94474-61549	
5.	Ms.Lisba Ycsudas (Joint Secretary)	Pax Cottage P.P Vilakam Puraidom Pulluvila PO , TVPM	9496370566	
6.	Mr.Don Bosco.F	Archana St.Dominic St.Xaviers College PO	9847159503 3269527	
7.	Mr.Ramprakash.G	'kausthubham' F2, Archana Nagar Pongummoodu TvpM 695 011	2445825(R) 9495746573	
8.	Mr.M.Mohammed Rafeeq	Sumay Manzil Vetturoad Kazhakuttom Pin-695 582	2417028(R) 94472-10921	
9.	Mr.K.Radhakrishnan Nair	'Resmi' Arasummoodu Kulathoor.P.O TvpM	2596365(R) 94477 17444(M)	
10.	Mr.John Joseph Paul	D.S Building St.Andrews St.Xaveir's College PO TvpM-695 580	9446334718	
11.	Mrs.Shaheena	Atheena Pragcthi Gardens Kazhakuttom PO	2416719 (R) 9995457182	

12.	Shimmy Jose	Sheen House, Near S.M.Lock, Poonthura. P.O TVPM-695 026	23822789 (R) 9847044566	
13.	Mr.Mathew C.D	VP-IX/196, Anil Vihar, Anoorkuzhi, Peringamala.	9995758957	
14.	Mr.M.Anand	TC 30/1104, Kala Nivas Compound, Pettah P.O Thirvananthapuram 24	9037198435	
15.	Lalji	Ananda Bhavan Kannanmoola Madical College P.O Trivandrum-695011	9846110528	
16.	Dr.M.Iqbal Ahamed	52, Kedaram Nagar Pattom PO, TVPM	9847067377 2449377	
17.	Mr.Jayarajan.N	Sofia House Aruviyodu Vattappara.PO TVPM	0471-2530611 9497858611	
18.	Mrs.Chandrakala.I.	Padinjareveedu Nr.SNM Library KulathoorPO, TVPM	9747278056 2565796(offi)	
19.	Gurukumar	TC-64/9(2) Achu Sadanam Azhankal, Karumam PO Thiruvananthapuram-2		
20.	Fr.Sunny Jose S.J. (Director)	Jesuit House St.Xaxier's College P.O Thumba Trivandrum-695 586	0471-2704056 0171-2704267 9497266937	