

01/12/2021

To,
The Registrar of Societies,
Dist. Registrar Office Ernakulam

Sub: Registration of our society named "**Alumni Association Poothrikka School (AAPS)**" under the Travancore-Cochin Literary, Scientific Charitable Societies Registration act, 1955 -application Submitted.

Sir,

We would like to register a society under the Travancore-Cochin Literary, Scientific Charitable Societies Registration Act, 1955; in the name of "**Alumni Association Poothrikka School (AAPS)**", formed by the alumni of GHSS Poothrikka which aims at the development of their alma maters and its members. The Memorandum of Association and True copy of Bylaws of the society, passed unanimously in the general body held on 14/11/2021 and duly attested by three committee members, are enclosed herewith.

It is declared that there is no society with the same name functioning under the jurisdiction of this society.

We request your kind self may register this society under the said act (Act.12 of 1955).

Memorandum of Association, True copy of Bylaws and the required fees are submitted here with.

Thanking you,

Yours faithfully,



Cinol V Saju
President
Alumni Association Poothrikka School (AAPS)



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Memorandum of Association

1. The name of the Society shall be the 'Alumni Association Poothrikka School' -AAPS (hereinafter called the "Association").
2. The Association shall be registered under the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955
3. The registered office of the Association shall be located at the Administrative Office, Govt. Higher Secondary School, Poothrikka (P.O), Puthencruz, Ernakulam-682308 Kerala, India. It may also have Chapters at such places in India and abroad as the Association may from time to time determine.
4. The objectives of the Association, which is a non-profit society, shall be
 - 4.1. To promote contact and communication among members of the Association and between the Association and the Institution and other academic bodies/organizations and to provide a forum for the members of the Association for exchange of experience, information and views;

Cinol V Saju
(President-AAPS)

Dr. Paul V Mathew
(Secretary-AAPS)

Aneesh Mathews Paul
(Treasurer -AAPS)

30409 R-5001 - Alumni Association
14.12.2009
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Peelirose John
Pravom, Vandal



- 4.2. To assist students and scholars of the Institution and members of the Association in their academic pursuits and professional careers;
 - 4.3. To raise funds for the Institution and the welfare of its members
 - 4.4. To take up any other activity in furtherance of the objectives stated above
5. In fulfillment of the above objectives, the Association shall have powers to
 - 5.1. Hold meetings, conferences, etc., and organize lectures and social gatherings;
 - 5.2. Publish souvenirs, newsletters, journals, and occasional reports and notifications;
 - 5.3. Institute scholarships, prizes, etc., and employ persons on salary/ remuneration or without salary/remuneration;
 - 5.4. Raise funds from its members and other individuals and organizations;
 - 5.5. Frame rules and regulations, and modify or rescind the same from time to time; and
 - 5.6. Take up such other activities as may be consistent with the objectives of the Association.
6. The Association shall not distribute any part of its income or profit as dividend, gift or bonus or in any other way among its members, provided that office-bearers, employees or any other member of the Association shall not be debarred, because of their also being members of the Association, from receiving salary, remuneration or honorarium for any service rendered to the Association.









DECLARATION


We the members of Governing Board, signed hereunder, whose names and addresses are given below are desirous of being formed in to a Signature Signature Signature Society in pursuance of this Memorandum under the Travancore Cochin Literary & Scientific Charitable Societies (TCL&SCS) Act 1955 under the name of **Alumni Association Poothrikka School (AAPS)** Dated 14th November 2021.


Cinol V Saju
(President-AAPS)


Dr. Paul. V Mathew
(Secretary-AAPS)

Anish Mathews Paul
(Treasurer -AAPS)

Sl. No	Name	Designation	Address	Signature
1	KRISHNA KUMAR K.S	PATRON	SREENIKETHAN (H) POOTHRICKA (P.O) AIKARANAD SOUTH ERNAKULAM-682308	
2	CINOL V SAJU	PRESIDENT	VILAYIL PUTHENPURAYIL (H) EZHAKKARANAD NORTH (P.O) MANEED ERNAKULAM-682308	
3	M.P THAMBI	VICE PRESIDENT	MADATHIKUDIYIL (H) PARIYARAM MEEMPARA (P.O) AIKARANAD SOUTH ERNAKULAM-682308	
4	PAUL V MATHEW	SECRETARY	VAZHAYIL (H) KINGINIMATTOM (P.O) AIKARANAD NORTH ERNAKULAM-682311	
5	C.V MADHUSUDHANAN	JOINT SECRETARY	CHAMOTHIL PUTHENPURA THAMMANIMATTAM RAMAMANGALAM (P.O) AIKARANAD SOUTH ERNAKULAM-686663	
6	ANISH MATHEWS PAUL	TREASURAR	VETTUVAZHIPUTHENPURAYIL (H) MEEMPARA (P.O) AIKARANAD SOUTH ERNAKULAM-682308	
7	C. M JACOB	EXECUTIVE MEMBER	CETTIKKUZHIYIL (H) POOTHRICKA (P.O) AIKARANAD SOUTH ERNAKULAM-682308	
8	KOCHUMON V.O	EXECUTIVE MEMBER	VENGASSERIMATTATHIL (H) POOTHRICKA (P.O) AIKARANAD SOUTH ERNAKULAM-682308	
9	REMANI K A	EXECUTIVE MEMBER	PATHICKAL (H) OORAMANA (P.O) MEMURY ERNAKULAM-686663	



Cinol V Saju
(President-AAPS)



Dr. Paul. V Mathew
(Secretary-AAPS)


Anish Mathews Paul
(Treasurer -AAPS)

Rules & Regulations of Association

1. The Name of the Society shall be the 'Alumni Association Poothrikka School' -AAPS (hereinafter called the "Association")
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5. In fulfillment of the above objectives, the Association shall have powers to
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 - 5.4. Raise funds from its members and other individuals and organizations;
 - 5.5. Frame rules and regulations, and modify or rescind the same from time to time; and
 - 5.6. Take up such other activities as may be consistent with the objectives of the Association.
6. The Association shall not distribute any part of its income or profit as dividend, gift or bonus or in any other way among its members, provided that office-bearers, employees or any other member of the Association shall not be debarred, because of their also being members of the Association, from receiving salary, remuneration or honorarium for any service rendered to the Association
7. **Definitions**
In these regulations, unless the context otherwise requires,
 - 7.1. "Act" means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955;
 - 7.2. To promote contact and communication among members of the Association and between the Association and the Institution and other academic bodies/organizations and to provide a forum for the members of the Association for exchange of experience, information and views;


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(Secretary-AAPS)


Anish Mathews Paul
(Treasurer -AAPS)

- 7.3. "Executive Committee" means the Executive Committee of the Association;
- 7.4. "Institution" means Govt. Higher Secondary School, Poothrikka;
- 7.5. "Member" means a member, associate member or a life member of the Association;
- 7.6. "Memorandum", "Regulations" and "Bye-laws" mean the memorandum, regulations, and bye-laws respectively, of the Association; "
- 7.7. Patron", "President", "Vice President", "Secretary", "Joint Secretary", and "Treasurer" mean the "Patron", "President", "Vice President", "Secretary", Joint Secretary and Treasurer respectively, of the Association;
- 7.8. "Year" means a calendar year.

8. Membership

The Association shall have the following classes of members:

- 8.1. **Members:**
- 8.1.1. Any person who has studied in the Institution shall be admitted as a Member provided he/she has paid the annual/life membership fee as may be laid down in the bye laws from time to time.
- 8.1.2. Any academic and administrative staff of the Institution, including visiting academic staff, who is not alumni of the Institution, shall be admitted as *Associate member*.
- 8.1.3. Eminent persons may be admitted to be honorary members, as may be considered by the Executive Committee of the Association automatically become *Honorary member*.
- 8.1.4. Associate members and Honorary members are not obliged to pay any membership fee.
- 8.1.5. The members are eligible to use the services of AAPS office, receive publications and newsletters of AAPS, exercise their vote in General Body meetings, register on the AAPS website, attend alumni meetings and events, receive annual reports, and participate in AAPS activities.
- 8.1.6. The members can avail of services and initiatives offered from time to time by the Institution and AAPS to alumni, which may include use of facilities at the Institution or elsewhere. However, the members are expected to conduct themselves in line with the MOA and Bye laws of the association while representing AAPS and participating in the association activities.
- 8.2. **Register of Members:** The Executive Committee shall maintain a register of members giving the name and address of each, and the dates of admission and termination of his/her membership. Every member shall have the right to inspect this register at the office of the Association.



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8.3. **Termination of Membership:** Members/Associate members who are in arrears as to dues of subscription in any year shall not be entitled to exercise any kind of right and privilege of membership while in arrears and the membership of a Member in arrears for more than two years may be terminated by the Executive Committee after due notice. A Member will be considered to be in arrears in any year if he/she has not paid the subscription for the previous year or that year. Membership shall also be liable to be terminated if a member is guilty of such conduct as is grossly injurious to the Association, or if he/she acts in wilful contravention of the Memorandum or the Regulations.

8.4. **Membership Fee:**

8.4.1. Annual membership/shall be Rs-500

8.4.2. Life time membership/shall be Rs-5000

9. **Executive Committee**

9.1. Executive Committee is the apex body of the Association. The entire management of the Association shall be vested in an Executive Committee which shall be its governing body. All properties, movable or immovable, belonging to the Association and all bank accounts, documents, etc., shall stand in the name of the Association and be vested in the Executive Committee.

9.2. The Executive Committee shall consist of the following elected members:


- a) Patron
- b) President
- c) Vice President
- d) Secretary
- e) Joint Secretary
- f) Treasurer
- g) 3 members
- h) Principal/Head master of institution (Ex officio)
- i) PTA President of institution (Ex officio)

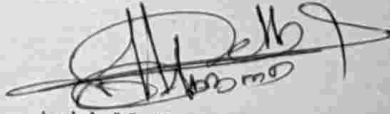
9.3. The office-bearers and other members of the Executive Committee as listed in 4.2 shall be elected by the members by a process of a single transferable vote as per The Representation of the People Act 1951, as amended.

9.4. The Executive Committee will normally remain in office for *two years*. But the life of the Executive Committee may be extended for a period not exceeding six months by a resolution passed by two-thirds members of the Executive Committee on special grounds regarding the impracticability of holding an election within time.

9.5. Should any vacancy arise in the Executive Committee during its term of office, such vacancies will be filled again by-election provided the remaining period of the term of the Executive Committee is more than six months.


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(Treasurer -AAPS)

- 9.6. In case the office of the President or vice president or Secretary or Joint Secretary or Treasurer falls vacant, the other members of the Executive Committee will have the power to nominate one of the members of the Executive Committee for such a vacancy to hold office until the vacancy is filled up through the election.

10. Duties of the office bearers

(a) Patron

Patron shall act as an adviser to the Executive Committee. He will have the right to attend any of the meetings of the Association and participate in all its activities.

(b) President

- (i) President shall initiate communications for the Executive Committee Meetings
- (ii) Preside over the meetings of the Association and the governing Council
- (iii) Coordinate with the members of Executive Committee in all activities of the Association.
- (iv) Coordinate with the secretary and other office bearers on various matters like arranging meetings etc.
- (v) Convene Extra-ordinary General Body Meeting if any required with the consent of Executive Committee giving 7 days' notice on the receipt of the written request of not less than 25 members, specifying the purpose of the meeting, on matters of urgency and importance. No subject other than that specified in the request shall be discussed at such meetings.

(c) Vice President

- (i) Officiate as President in the latter's absence.
- (ii) Support the President in discharging the latter's duties.


(d) Secretary


- (i) Attend to the general business of the Association including correspondence on all matters under the direction of the Executive Committee.
- (ii) Convene all meetings of the Association with the concurrence of the Executive Committee,
- (iii) Present a report of the working of the Association at the Annual General Body Meeting.
- (iv) Be responsible together with the President for the upkeep of all records of the Association and, for the proceedings of the- General Body and Executive Committee meetings.
- (v) Perform the duties of any Executive Committee member in the latter's absence.

(d) Joint Secretary

- (i) Support the Secretary in all matters connected with the duties of the latter.
- (ii) Discharge the duties of the Secretary in the latter's absence.


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(e) Treasurer

- i. Maintain the accounts of the Association
- ii. Issue receipts for money received and submit the accounts to the Executive Committee at its meeting.
- iii. Operate the accounts jointly with the President and Secretary.
- iv. Present the annual financial and audited reports at the Annual General Body Meeting.

(f) Executive members

- (i) Discharge any duty assigned to him by the Executive Committee
- (ii) Support other office bearers in the discharge of the latter's duties, when called upon by the President/Secretary

11. Functions of the Executive Committee

11.1. The Executive Committee shall have the following functions:

- (i) To Take Key Decisions About The Functioning Of The Association
- (ii) To Consider, Approve And Arrange For All Activities And Programmes Of Association;
- (iii) To Carry Out All Work Relating To The Activities Of The Association;
- (iv) To Arrange For The Election Of The New Executive Committee At The End Of Its Term So That The New Executive Committee Will Be In A Position To Assume Office On The Day Of Expiry Of The Term Of The Previous Committee;
- (v) To Receive Or Collect Subscriptions, Grants, Donations Etc.

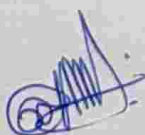
12. Powers of the Executive Committee

12.1. For effectively discharging the above functions, the Executive Committee shall have the power:

- (i) To make, alter and rescind bye-laws as provided in these regulations;
- (ii) To acquire, hold and dispense of properties, moveable and immoveable;
- (iii) To delegate, by specific resolutions, any of these powers to any person or persons, committee, boards or other bodies, composed wholly or partly of its members;
- (iv) To organize, establish or dissolve the association in various centres;
- (v) To receive and spend money on behalf of the association;
- (vi) To appoint a duly qualified auditor as recommended by the general meeting.

13. Introduction or Change of Bye-laws

13.1. Proposed bye-laws or changes thereto shall be notified to all members of the Executive Committee not less than seven days before the date of the meeting convened for this purpose, and shall be adopted upon being passed by a two-thirds majority of the Executive Committee.



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(President-AAPS)



Dr. Paul. V Mathew
(Secretary-AAPS)



Anish Mathews Paul
(Treasurer -AAPS)

14. Meetings of the Executive Committee

- 14.1. The Secretary shall convene all Executive Committee meetings with a notice of three days. Six members shall form a quorum for such meetings. An emergent Executive Committee meeting may be held with three days' notice.
- 14.2. In the absence of the Secretary, one of the Joint Secretaries shall act as the Secretary.
- 14.3. There shall be a meeting within 3 Months

15. Funds, Banking, Accounts, and Records

- 15.1. The general funds of the Association shall be constituted of subscriptions/donations from members and associate members, donations/grants from other individuals/organizations, sale proceeds from the Association's publications, receipts from advertisements in souvenirs, brochures, etc., and of earnings from the investments of such funds.
- 15.2. The Executive Committee shall maintain the books of accounts and the proceedings of the meetings at the registered office. The Executive Committee shall be responsible for getting the accounts of the Association audited by a qualified auditor and a Balance Sheet prepared by him once a year.
- 15.3. Rules, Regulations, Bye-laws, Books of Accounts and Minute Books of the Association shall be kept at the registered office and be open to members at reasonable times on previous notice in writing to the Secretary.
- 15.4. The bank account shall be operated jointly by any two of President/Secretary/Treasurer
- 15.5. The Treasurer may retain a sum of not more than Rs. 5000/- (Rupees Five thousand) only as impress cash

16. General Meetings of Members

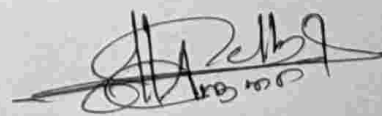
- 16.1. A general meeting of the Association shall have powers as provided the Act and, in particular, shall have the power to add, alter or rescind the clauses of the memorandum and Regulations.
- 16.2. An annual general meeting of the members shall be convened at least once in every year and not more than fifteen months shall elapse between two successive annual general meetings. The Annual Report, including the balance sheet and the Auditor's Report, shall be presented to the general meetings within six months of the completion of the year. The results of the election of office bearers will be declared at an annual general meeting.



Cinol V Saju
(President-AAPS)



Dr. Paul. V Mathew
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- 16.3. A qualified Auditor shall be appointed at the annual general meeting.
- 16.4. The President will preside over the general meetings. In his absence, Vice President may preside over such meetings. In the absence of both the President and the Vice President, the members will elect one from amongst them to preside over the meetings.
- 16.5. Not less than 15 days' notice (Letter/Electronic media) shall be given for all general meetings of the Association. Twenty Five members will form a quorum. No quorum shall be necessary for an adjourned meeting.
- 16.6. A special general meeting may be called by the Executive Committee for any specific purpose between two Annual General Meetings. The notice and the quorum shall be as in clause 10.5
- 16.7. On written requisition by not less than 25 members, a special requisition meeting of the members shall be convened by the President within three months of receipt of such requisition. The purpose of such a requisition meeting shall be notified to all members in advance. For such a meeting, 20 members shall form a quorum.

17. Introduction of Changes in Memorandum/Regulations

- 17.1. Proposed changes in the Memorandum shall be intimated to the Registrar of Societies and only such changes as are approved by the Registrar shall be notified to all members not less than three months before the general meeting. Along with the notification, ballot papers for voting on the proposed changes will be sent which must be returned to the Secretary. The results of the voting will be announced at the general meeting and only such changes which receive the approval of three fourths of the members voting will be adopted.
- 17.2. Proposed changes in the regulations of the Association shall be notified to all members of the Association not less than three months before the general meeting of the members of the Association. Along with the notification, ballot papers for voting on the proposed changes will be sent which must be returned to the Secretary of the Association. The results of the voting will be announced at the general meeting of the members and only such changes which receive the approval of three-fourths of the members voting will be adopted.
- 17.3. Such changes in the Regulations/Memorandum shall come into effect only after getting the approval of the Registrar of the Societies as per provisions of the Act and from such date as the Executive Committee may decide.

18. Suits

- 18.1. The Association may sue or may be sued in the name of the President.



Cinol V Saju
(President-AAPS)



Dr. Paul. V Mathew
(Secretary-AAPS)



Anish Mathews Paul
(Treasurer -AAPS)

19. Common Seal

19.1. The Executive Committee shall provide a Common Seal of the Association. The Seal shall be in the custody of the Secretary and be affixed to such documents as in law are required to be sealed, but only in the presence of an office-bearer or a member of the Executive Committee.

19.2. The President and the Secretary or an office bearer shall sign every instrument to which the Seal of the Association is so affixed.

20. Dissolution

20.1. The Association may be dissolved if three-fourths of its members pass a resolution for such dissolution at a general meeting convened for the purpose. The disposal of the property of the Association upon dissolution shall be made according to the provisions of the Act.

21. Interpretation

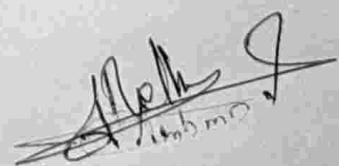
21.1. In any matter where there is no specific provision in the regulations or bye-laws, the decision of the Executive Committee shall be final and binding on all concerned subject to the provisions of the Act.



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