

Chempazhanthy Sree Narayana College Staff Welfare Association

Bylaws

1. Name: Chempazhanthy Sree Narayana College Staff Welfare Association
2. Address: Chempazhanthy Sree Narayana College Staff Welfare Association,
Sree Narayana College, Chempazhanthy – 695587
3. Office: Sree Narayana College, Chempazhanthy, Thiruvananthapuram,
Kerala District is the registered office.
4. Aims & Objectives
 - i. To support the activities that can fuel the growth and development of Sree Narayana College, Chempazhanthy
 - ii. To implement activities that promote solidarity, cooperation, well-being, and progress of members and their families
 - iii. To provide assistance and encouragement to deserving students in the College in extracurricular activities
 - iv. Provide necessary advice and assistance in educational and health matters to neighbours of the college. Provide them with scientific knowledge on energy sources and environmental hygiene.
 - v. To implement activities for the goodness and well-being of the members and the public as recommended and deemed appropriate by the Governance Board of the Welfare Association.
 - vi. To assist and support members on the following occasions: (a) bereavement (b) marriage (c) outdoorings (d) serious illness and hospitalization (e) retirement or transfer.

5. Membership

5.1. Membership

- i. All salaried employees of Sree Narayana College, Chempazhanthy including both teaching and non-teaching staff, shall automatically become members of the Staff Welfare Association upon joining the college unless they choose to opt out.
- ii. Membership shall be voluntary, and no member shall be discriminated against based on their participation or non-participation in the association.
- ii. Members shall have the right to participate in all activities and initiatives of the Association, including voting in elections and voicing their opinions on matters concerning staff welfare.
- iii. Membership fees may be established by the Association, if deemed necessary, to support its activities and initiatives. Such fees shall be determined by a majority vote of the Association members.

5.2. Loss of membership

- i. Acting contrary to the goals and interests of the Association, working in a manner of interrupting the ideals and good name of the Association, disobeying the Governing Body, etc. will be the reasons to lose membership in the association.
- ii. If there are such reasons, as per the recommendation of the governing committee, the president or secretary can deliver show-cause notice given in writing and seek a reply within five days. Failure to respond

to the show-cause notice, and if the board approves the decision, the member will lose their membership.

- iii. The decision of the Board of Governors will be subject to the approval of the next General Assembly. A member subject to disciplinary action may appeal to a public meeting. The decision of the general meeting will be final.
- iv. A member automatically loses the membership when he/she retires, gets a transfer to another college or resigns or demise from the college.
- v. Deliberate non-payment of Welfare funds for more than 3 months would result in cessation of membership.
- vi. A member on request can leave the association. An appropriate amount from that particular year's membership fee, as decided by the Governing Body from time to time, shall be provided to the departing member upon their separation from the Association.
- vii. The process of separation and the amount to be provided shall be conducted under the decisions made by the Governing Body.

6. The Governing Body

6.1. Composition of The Governing Body

- i. The college principal will be the ex-officio president of the association. The general control over the association will be on the President.
- ii. The secretary, two joint secretaries, and Treasurer shall be elected from among the members of the Association through a democratic voting process.
- iii. If the IQAC coordinator is not elected among the members listed above, he/she shall be included in the governing body as an additional member of the Governing body.
- iv. The positions of Secretary and Treasurer should be chosen among the permanent teachers and one of the Joint Secretaries should be selected from the permanent non-teaching staff.
- v. The term of office for elected office bearers shall be one academic year, with the possibility of reelection. Elections shall be held annually, and all members shall be eligible to run for office and vote.
- vi. Except for the President of the Board, the office bearers shall not hold office for more than two consecutive terms (2 years).

6.2 Duties of the Governing Body

- i. The President shall preside over public and Governing Body meetings, offer administrative and organizational leadership, implement general meeting decisions through the Governing Body, and oversee the association's activities.
- ii. The Secretary shall maintain records, frame the Minutes of Meetings, write reports, keep records, possession of materials with the knowledge of the President
- iii. The Treasurer: The treasurer shall manage the finances of the Association, keep a record of the association's half-yearly and annual income, and update the members about the same. Safeguard the association's money. Establish operational accounts in the name of the Association at the Bank Branches approved by the Governing Body,

the President, and the Treasurer. Give a receipt for the money received by the association. Present the accounts, balance sheet, and budget to the Board and the General Body. Fund the activities of the Association with the approval of the Board of Governance,

- iv. Joint Secretaries: Assist the Secretary in administrative matters and perform the duties in his/her absence. Carry out the duties assigned by the Governing Body.

6.3. Functioning of the Governing Body

- i. The Governing Body quorum will be three members.
- ii. At least three days' notice is required for Governing Body meetings but the notice period for an urgent meeting of the board is not applicable.
- iii. The Governing Body should meet at least once a month to evaluate the functioning and performance of the association.
- iv. The governing body shall have the right to make appropriate decisions regarding the retention of membership of the Board members who do not attend three consecutive Board meetings.
- v. If there is a vacancy in the Governing Body, it can be filled only by the general body.
- vi. All the members in the general body have the right to vote for electing the Governing Body members. Only the permanent staff members of the college are eligible to become members of the Governing Body. Such members should have at least two more years of service.
- vii. If any member of the Governing Body is causing any loss to the Association by his/her irresponsible behaviour, the President has the right to recover such losses from that member. But this has to get the sanction of the general body.
- viii. The Governing Body shall be responsible for managing the affairs of the Association, including organizing events, managing finances, and representing the interests of the members.

7. Executive Committee

7.1. **Composition:** The Executive Committee shall consist of one member elected from each department of Sree Narayana College, Chempazhanthy.

7.2 Duties of the Executive Committee: a) Represent the interests of their respective departments within the Association. b) Assist in organizing department-specific activities and events. c) Serve as a liaison between the department and the Association.

8. Elections

8.1 Election Procedure: Elections for the Governing Body and the Executive Committee shall be held annually, following a transparent and democratic process.

8.2 Eligibility: All members of the Association in good standing shall be eligible to run for office.

8.3 Term of Office: The term of office for elected members shall be one academic year.

9. General Body Meetings

9.1 Regular Meetings: The Association shall hold regular meetings at least twice every academic term, and all members shall be informed at least one day in advance.

9.2. Annual general body meeting:

- i. The annual general body meeting should be convened within three months after the financial year (at least before the end of June).
- ii. In the annual general meeting the annual report, revenue and
- iii. expenditure figures must be presented and passed.
- iv. Seven days' notice must be given showing the agenda for the annual general meeting.
- v. If there is any subject for discussion in the general meeting it must be submitted to the Secretary in writing, at least two days before the meeting.
- vi. There must be a quorum of 25% of the members in force in the annual general body.
- vii. Anyone whose membership is valid can participate in the annual
- viii. general meeting and in the election.
- ix. If the election in the general meeting is not peaceful, a selector is elected from the general meeting itself, and a new governing body should have to be elected under the supervision of the selector within the next 15 days.

9.3. Special general body

- i. As per the decision of the Administrative Body or on a written request of two-thirds of the general body members, with reason, a special meeting of the general body has to be convened within 21 days. In that special meeting, only the items shown in the request can be discussed. A notice of five days is required to convene the special meeting.
- ii. In the annual general body or the special general body, if the quorum is not present within the stipulated time, the meeting can be postponed by the President. In the postponed meeting, if the quorum is still not present, the actual members present can be considered as the quorum and the meeting can be conducted.

10. Working fund

- i. The membership fees collected can be used for the activities of the association.
- ii. For financing the activities of the association, it can engage in business or other earning activities. The profit from these activities can be used to finance the activities of the association.
- iii. The business is to be conducted under the direct control of the Governing Body or a member of the governing body suggested by the Governing Body.
- iv. To fund the business or the capital of the association, the The Governing Body has the power to collect money from the members, from other institutions, from non-members or banks in the form of deposits or loans.

- v. The loans so raised have to be given interest as decided by the Governing Body, ratified by the general body.
- vi. The loan can be raised from outside sources only if the necessary amount couldn't be raised by the members.
- vii. The decision to accept loans from members has to be communicated to all the members in writing and as far as possible the required amount has to be collected from the members.
- viii. The loans raised from members along with their interest shall be returned to the members on their retirement.
- ix. The Governing Body members entrusted with the running of the business or other activities are eligible for honorarium as determined by the Governing Body.
- x. The Board members shall have the power to make any decision that is conducive to the progress of the business and other movements conducted by the Association. Any such decision shall be communicated to the members of the General Body for approval.

11. Amendments

- i. These bylaws may be amended by a two-thirds majority vote of the members present at a General Body Meeting, provided that notice of the proposed amendment(s) has been given in advance.

12. Dissolution

- i. In the event of dissolution of the Association, any remaining funds or assets shall be transferred to Sree Narayana College, Chempazhanthy as decided by the Governing Body.

13. Interpretation

- i. In the event of any ambiguity or dispute regarding these bylaws, the interpretation shall be made by the Governing Body, whose decision shall be final.

These bylaws were adopted by the Staff Welfare Association of Sree Narayana College, Chempazhanthy, Chempazhanthy Sree Narayana College Staff Welfare Association.