

BY-LAW

(Staff Welfare Association)



**Sacred Heart College
(Autonomous)
Thevara**



**SACRED
HEART
COLLEGE**
Autonomous



By-law

1. Name

Sacred Heart College

Staff Welfare Association (S. H. C. S.W. A.)

2. Address

Sacred Heart Staff Welfare Association

Sacred Heart College. Kochi – 682013

3. Office

Kerala, Ernakulam District

Thevara, Sacred Heart College is the registered office

4. Activity Range

The activity of the society will be limited to the Sacred Heart college campus and its nearby premises

5. Objectives of the society

- i. To support the activities that can fuel the growth and development of Sacred Heart college, Thevara
- ii. To implement activities that promote the 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 the college. Provide them scientific knowledge on energy sources and environmental hygiene.
- v. Provide hygienic and quality food on the College campus

- vi. To implement activities for the goodness and well-being of the members and the public as recommended and deemed appropriate by the Board of the Welfare Association.

6. Membership

- i. All the teaching and non-teaching staff of Sacred Heart College can be a members of this association
- ii. The application for membership should be submitted in the prescribed form for the approval of the Board. The Board will have the full authority to approve/reject the membership
- iii. To join the association, a membership fee of Rs.10 and a minimum of Rs.500 / - has to be paid as the working fund. The membership fees and the working fund can be revised with the approval of the general body meeting.

7. 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 reply within five days. Failure to respond to show-cause notice, and if the board approves the decision, the member will lose its 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 the public meeting. The decision of the general meeting will be final.

- iv. A member loses the membership when he/she retires from the college
- v. A member on request can leave the association. When so separated the amount as decided by the Board of Directors taken from time to time must be provided.

8. Annual General Meeting

- i. The annual general body meeting should be convened within three months after the financial year (January-February).
- ii. In the annual general meeting the annual report, revenue and expenditure figures, next year's budget etc. must be presented and passed.
- iii. In intermittent annual general meetings (Once every two years), the board of the association is to be elected for the next two years.
- iv. Seven days' notice must be given showing the agenda for the annual general meeting. If there is any subject for discussion in the general meeting it must be submitted to the Secretary in writing, at least three days before the meeting.
- v. There must be a quorum of 25% of the members in force in annual general body
- vi. Anyone whose membership is valid can participate in the annual general meeting and in the election.
- vii. 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 has be elected under the supervision of the selector within the next 15 days.

9. Administrative system

- i. The seven-member board of directors, including the incumbent president (Principal), will be responsible for the smooth running of the association.
- ii. The college principal will be the ex-officio president of the association. The general control over the association will be on the President.
- iii. Except for the President of the Board, the office bearers shall not hold office for more than two consecutive terms (4 years).
- iv. For the work of the Association a Secretary, two joint secretaries, a treasurer shall be elected from among the seven Board Members.
- v. The positions of Secretary and Treasurer should be chosen among the teachers and the Joint Secretaries should be selected from the non-teaching staffs.
- vi. Of the 7 board members, four should be selected from teachers and two should be from non-teaching staffs.
- vii. In addition to the board members, two auditors should be elected from the general meeting
- viii. The governing body quorum will be four members
- ix. At least three days' notice is required for board meetings but the notice period for an urgent meeting of the board is not applicable.
- x. The term of the governing body shall be two years
- xi. The governing body should meet at least once in a month to evaluate the functioning and performance of the association.
- xii. The Board 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.

- xiii. If there is a vacancy in the Administrative Body, it can be filled only by the general body.
- xiv. The Administrative Body has the right to fix sitting fees for those who are participating in the Administrative body meeting. But the amount so fixed can be ratified only by the general body.
- xv. All the members in the general body have the right to vote for electing the Administrative Body members. Only the permanent staff members of the college are eligible to become the members of the Administrative Body. Such members should have at least two more years of service.
- xvi. If any member of the Administrative 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.

10. Special general body

- i. As per the decision of the Administrative Body or on a written request of two third 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

11. 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 Administrative Body or a member of the governing body suggested by the Administrative Body.
- iv. To fund the business or the capital of the association, the Administrative body has the power to collect money from the members, from other institutions, from non-members or from banks in the form of deposits or loans.
- v. The loans so raised have to be given interest as decided by the Administrative 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 its interest shall be returned to the members on their retirement.
- ix. The Administrative body members entrusted with the running of the business or other activities are eligible for honorarium as determined by the Administrative Body.
- x. The Board members shall have the power to make any decision which 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.

12. Powers and Duties

i. President

Preside over public and board meetings, offer administrative and organizational leadership and implement general meeting decisions through the board.

ii. Secretary

Correspondence with the Association, frame the Minutes of Meetings, write reports, keep records, possession of materials with the knowledge of the President.

iii. Treasurer

Keep a record of the association's half-yearly and annual income and update the members about the same. Safeguard the association money. Establish operational accounts in the name of the Association at the Bank Branches approved by the Board of Directors by 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 Directors.

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.

v. Board Members

Co-operate with the activities of the Association on and off the Board.

13. Bank Transactions

- i. Transactions can be made in the name of Sacred Heart College Staff Welfare Association at banks/branches approved by the Board. Cheques and drafts signed by two persons, the President, the Secretary or the Treasurer, are legal tender.
- ii. A separate account for the business cash transactions run by the association can be opened by the President and the board member appointed, in a convenient bank/branch. The accounts of such transactions are to be presented before the Board of members monthly and to be approved by them.

14. Bylaw

Only the General Body of the association has the right to amend the bylaw and is carried out through a specially convened public meeting base on majority decision.

15. Dissolution

Upon written request and consent of the majority, a general meeting may be convened to dissolve Sacred Heart College Staff Welfare Association.