



ANNOOR DENTAL COLLEGE & HOSPITAL

Affiliated to Mahatma Gandhi University & Kerala University of Health Sciences

Recognised by Dental Council of India and Govt of India)

Muvattupuzha-686673, Ernakulam Dist, Kerala, India

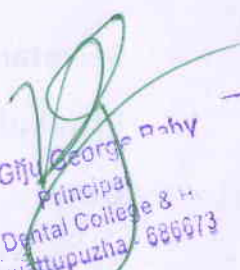
E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817



CONSTITUTION




Dr. Giju George Dohy
Principal
Annoor Dental College & H.
Muvattupuzha - 686673



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From

The Secretary,

Annoor Alumni Association

Ernakulam

To,

The District Registrar,

Ernakulam

Sir,

In the general body meeting held on 10.05.2018, we have decided to form a charitable society named as Annoor Alumni Association and approved the memorandum and bye laws of the society, in that meeting. Hence we request you to register a Charitable Society under the name of **Annoor Alumni Association**. We shall function under the Travancore - Cochin Literary, Scientific and Charitable Societies Registration Act 1955 (XII of 1955).

Memorandum of Association and Byelaws are enclosed along with this for your perusal and favourable action please.

No other Charitable Society is working under the above name as known to us in Ernakulam.

Thanking you,

Yours faithfully,

Secretary

Ernakulam

Date:



Dr. Giju George Baby
Principal
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MEMORANDUM OF ASSOCIATION

Name : **Annoor Alumni Association**

Address : Oaratheal house,
Near SNDP School, Marady(part),
Muvattupuzha Ernakulam
Pin – 686661

Area of operation : Kerala state

Association year : For functioning from AGM to
AGM 1st April to 31st March



President



Secretary



Treasurer



Dr. Giju George Baby
Principal
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The aims and objectives of the Society are:

1. To create, foster and maintain union, friendship and fellowship among the former students of the Annoor Dental College ,Muvattupuzha, Ernakulam District.
2. To maintain links between former Students and the said college and to perpetuate their interest in their Alma Mater.
3. To provide inspiration and guidance to the students of the said college , through the experiences and achievements of the former Students.
4. To enlist the interest and support of the Old Students in the improvement and development of the said college .
5. To find Scholarships and awards, and to promote any other object of general interest and usefulness.
6. To be actively involved in and to help in the promotion, encouragement and advancement of the Medical, dental and allied sciences.
7. To protect the rights and interests of the members of the society.



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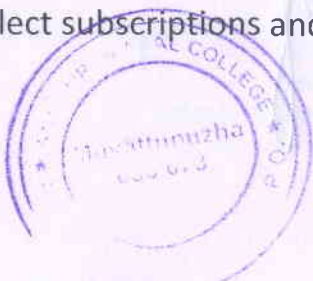
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8. To conduct free medical camps for general public for the improvement of general health and oral health and provide free medicines

For the attainment and furtherance of the above objectives, the Society may:-

- a. Hold periodical meetings and conferences for the members of the society and for the dental profession in general.
- b. Publish and circulate journals/newsletters which shall be the official voice of the society, being especially adapted to the needs of the dental profession and which shall undertake publicity and propaganda work of the society through its columns.
- c. Maintain a society office or offices as herein afterwards provided..
- e. Conduct an education campaign amongst the public on the matter of oral hygiene, health by co-operating with different public bodies working with similar objectives after getting approval from the concerned government authorities.
- h. Do all such this as are cognate to the objectives of the society or are incidental or conducive to the attainment of the above objectives.
- i. safeguard the professional interest
- j. Co-operate with other speciality societies and association having similar objectives.
- k. To borrow or raise money in such a manner as the society may think fit and collect subscriptions and donations for the purposes of the society.



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Principal
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m. obtain permission from concerned authorities to start another institution under this society

All activities of the society shall be carried out in India. However, the society can collaborate globally with regard to health programme and scientific activities.


The benefits of the society are open to all members irrespective of case, creed, religion, sex etc.



President



Secretary



Treasurer



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Principal
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We the persons having associated ourselves for the purpose described in the Memorandum of Association as approved in the general body meeting held on 00.00.2019, do hereby subscribe our name to this Memorandum of Association and set our respective and several hands hereinto and form ourselves into an Association namely **Annoor Alumni Association** under the Provision of the Travancore - Cochin Literary Scientific and Charitable Societies Registration Act, 1955.

Sl. No	Name & Address	Occupation	Designation	Signature
1	Deepak Thomas, S/o. T.C. Thomas, Thayyil House, Neethi Nagar 24, Pattathanam P.O, Kollam District Pin, 691021 Ph. 9497160696 drthomasdeepak@gmail.com	Doctor	President	
2	Ronin Sebastian S/o Oaratheal house, Near SNDP School, Muvattupuzha Marady(part),	Doctor	Secretary	 Dr. George Baby Principal Annoor Dental College & Hospital Muvattupuzha - 686673



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	Muvattupuzha ,Ernakulam Pin – 686 661 Ph – 9496339340 drroninsebastian@gmail.com <u>m</u>			
3	Anaz Kamal S/o Kuttikkattuchalil House, Kothamangalam Road, Market.P.O, Muvattupuzha, Vellorkunnam (part), Ernakulam Pin – 686 673 anazkamal@gmail.com	Doctor	Treasurer	
4	Dr.Renu Christopher D/o Cheriyackal House Vadakumury P.O Karim kunnam 685586 District	Doctor	Vice President	
5	Surumi Salam D/o Puthuvila puthen veedu, Koluthupalam, kumily P.O, Kumily, Idudki District	Doctor	Joint Secretary	



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	Pin – 685509 Ph – 8330022677 surumis1517@gmail.com			
6	Siby George S/o Vettuchirayil House, Puthuvely P.O, Kottayam Pin – 686636 drsibyg@gmail.com	Doctor	Executive Member	
7	Mohammed Ashraf Jaseem S/o House No. 13/411 D, Chullikkal, Thoppumpady, Ernakulam , Kochi Pin – 682005 Ph – 9037259162, 9496929999 jaseemashraf@gmail.com	Doctor	Executive Member	
8	Dr.Rahul S Thalanany S/o S-32, Federal Gardens, Pulinchodu, Aluva	Doctor	Executive Member	



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	Ernakulam District Pin – 683101 Ph – 7406287484 rahulthalanany@gmail.com			
9	Shamir.N.M S/o Fathima building, Malamelparambu, Kaniyapuram P.O, Thiruvananthapuram District Pin – 695301	Doctor	Executive Member	
10	Sinju Paul S/o Njrakkattil House, Gandhi Nagar colony, Pinangode road, Kalpetta , Wayanad District Pin	Doctor	Executive Member	


President


Secretary


Treasurer




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BYELAWS

ARTICLE 1- STRUCTURE

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ARTICLE II –OBJECTIVES OF Annoor Alumni Association

The objectives of the Society are:

1. To create, foster and maintain union, friendship and fellowship among the former students of the Annoor Dental College ,Muvattupuzha, Ernakulam District.
2. To maintain links between former Students and the said college and to perpetuate their interest in their Alma Mater.
3. To provide inspiration and guidance to the students of the said college , through the experiences and achievements of the former Students.



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4. To enlist the interest and support of the Old Students in the improvement and development of the said college .
5. To find Scholarships and awards, and to promote any other object of general interest and usefulness.
6. To be actively involved in and to help in the promotion, encouragement and advancement of the Medical, dental and allied sciences.
7. To protect the rights and interests of the members of the society.
8. To conduct free medical camps for general public for the improvement of general health and oral health and provide free medicines

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- a. Hold periodical meetings and conferences for the members of the society and for the dental profession in general.
- b. Publish and circulate journals/newsletters which shall be the official voice of the society, being especially adapted to the needs of the dental profession and which shall undertake publicity and propaganda work of the society through its columns.
- c. Maintain a society office or offices as herein afterwards provided..




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- e. Conduct an education campaign amongst the public on the matter of oral hygiene, health by co-operating with different public bodies working with similar objectives after getting approval from the concerned government authorities.
- h. Do all such this as are cognate to the objectives of the society or are incidental or conducive to the attainment of the above objectives.
- i. safeguard the professional interest
- j. Co-operate with other speciality societies and association having similar objectives.
- k. To borrow or raise money in such a manner as the society may think fit and collect subscriptions and donations for the purposes of the society.
- m. obtain permission from concerned authorities to start another institution under this society

ARTICLE III – ABBREVIATIONS

In this constitution unless the context requires otherwise, the following abbreviation shall mean :

- (a) '**Patron**' shall mean the current Principal or In charge of the Annoor Dental college ,Muvattupuzha.
- (b) '**Old Student**' shall mean a former student of the Annoor Dental college ,Muvattupuzha.
- (c) '**College**' shall mean the Annoor Dental college , Muvattupuzha.
- (d) '**General Body**' shall mean the General Body contemplated under Clause 5 (I) of this Constitution.




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(e) '**Executive Committee**' shall mean the committee constituted under Clause 5 (ii) of this Constitution.

(f) '**Members**' shall mean the persons who acquired membership of the Annoor Alumni Association under Clause 4, subject to the restrictions contained in this Constitution.

(g) '**Financial Year**' shall mean the period commencing from 1st April till 31st March of relevant years.

(h) '**Office Bearers**' shall mean the members who are elected to the posts mentioned in Clause 6 of this Constitution.

(i) '**Society**' shall mean Annoor Alumni Association

(j) '**AAA**' shall mean Annoor Alumni Association

ARTICLE IV-MEMBERSHIP

- a) All former students of Annoor dental college who successfully completed the internship shall be eligible to be a member of the AAA.
- b) Such former students shall submit the application in the prescribed form together with a one time membership registration fee of Rs. 2500/- before the Secretary of AAA.
- c) Former Principals and members of the teaching staff of the College may be admitted as Honorary Members of AAA.
- d) All members shall have a right to receive an electronic copy of each of the AAA Annual Bulletin as and when published and minutes of the meetings of the Executive Committee through email.



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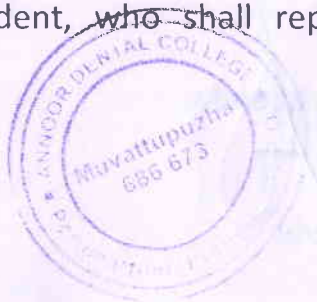
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- e) All members shall have right to participate in the meetings, functions or similar programs conducted by the Annoor Alumni association for the General Body.
- f) All members except Patron and honorary members shall have right to vote, if required, to support or otherwise, the decision to be taken in the proceedings of the AAA.
- g) All except Patron and honorary members have right to bring any resolution for the benefit of AAA or its working, duly permitted, in advance, by the Executive Committee.
- h) All members have right to resign from the membership of AAA after notifying the same in writing to the President, who shall report it to the Executive Committee, who in turn shall record it in the minutes.
- i) No member can claim refund of any fees or other donations once paid to the AAA.
- j) All members shall behave in such a manner as to not to disturb the harmony of the AAA and other members, failing which the concerned member is liable to be suspended, expelled, dismissed or removed from the membership of the AAA by the Executive Committee after notifying through a show-cause notice sent to the address submitted during registration or amended later.
- k) If any member has any complaints or grievances against the conduct of AAA or members, shall give the same in writing addressed to the President, who shall report to the Executive Committee for their



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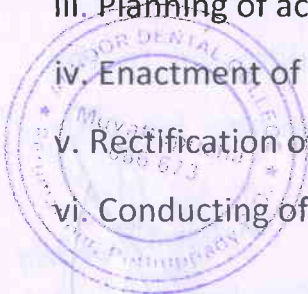
appropriate decisions and shall communicate to the concerned members.

- I) All members except Patron and Honorary Members are jointly and severally liable for the debt, damages or losses which may arise from the actions of AAA which are ratified, approved or sanctioned by the General Body on the majority required under this constitution and if any amount is to be paid in this regard shall be equally borne by all members

ARTICLE V- MEETINGS

1) Annual General Body Meeting

- a) The Annual General Body Meeting of the AAA shall be held once in every year which shall ordinarily be on the last week of December each year.
- b) The ordinary business to be transacted at the Annual General Meeting will be the following:
 - i. Election of Executive Committee and office bearers whose term is due to expire on the day.
 - ii. Review of the activities of the previous year.
 - iii. Planning of activities for the coming year.
 - iv. Enactment of new bye-laws or schemes, if required.
 - v. Rectification of the same if any.
 - vi. Conducting of other business, if any, on the agenda.




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vii. Presentation of Annual Report and discussion on the same.

viii. Presentation of Audited Annual Accounts of AAA together with the Budget.

a) c) Any business other than the ones, listed above shall, be special business and the same shall be stated as such, in the notice for the meeting with an explanatory statement as to the necessity of the business.

(d) Any member who wishes to move a resolution or have a subject considered at the meeting shall forward to the Secretary a notice in writing to that effect so as to reach him at least 48 hours before the meeting.

(e) The proceedings of all meetings shall be recorded in writing

2) Notices for meetings

(a) There shall be a notice sent to all the members of the Association at least Fifteen days in advance before the date of the Annual General Body Meeting by the Secretary and the same shall be put in websites or email groups.

(b) Non-receipt of notice by any member will in no way jeopardize the proceedings of any meeting provided there is a quorum.

(c) The notice period for the Meeting for the Executive Committee is seven days. Provided that, a meeting of the Executive Committee may be held on short notice if the same it is agreed to by the quorum of the Executive Committee



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3) Quorum for the meetings.

(a) The required quorum for the Annual General Body and Special General Body Meetings shall be fifty members present and voting.

(b) If any decision cannot be taken for want of quorum, the secretary shall give notice of Fifteen days for the same, detailing the business to be conducted therein, for convening the next meeting and for such a second meeting, quorum is irrelevant.

3) Special General Body Meeting

(a) All the General Body Meetings other than the Annual General Body Meeting shall be Special General Body Meetings.

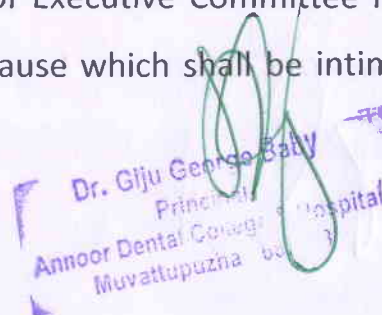
(b) A Special General Body Meeting at the written request of 25 percent of the total members of AAA must be called for by the Secretary within 30 days from the date of requisition.

(c) Special functions shall be organized on the request of the General Body or the Executive Committee

4) Executive Committee meeting

(a) Executive Committee shall meet at least thrice in a year and may meet as often as may be desirable at the direction of the President or at the written request of one third of the total members of the Executive Committee.

(b) Absence of any member of Executive Committee in its three consecutive meetings without justifiable cause which shall be intimated to the President,





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either before or within three days after such meeting shall disqualify himself from the membership from the Executive Committee.

(c) The Executive Committee may appoint "ad hoc" or periodical sub-committees of the Association but in all subcommittee the Secretary and or the Treasurer of the Association shall be members.

(d) Quorum for Executive Committee shall be seven members of the Executive committee.

ARTICLE VI- ADMINISTRATION

The Annoor Alumni association shall have two bodies of members for its Administration and Management viz, General Body and Executive Committee.

I. General Body;

- a) All members qualified under Article IV shall constitute the General Body of AAA.
- b) All policy decisions to be executed by AAA shall be approved by the simple majority of the members present and voting at the of General Body, as provided by this constitution.
- c) All decisions bearing financial expenses above Rs. 25,000/- shall be pre approved by two third majority of the members present and voting at the General Body.



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II. Executive Committee;

- a. All affairs of AAA shall be managed and administered by Executive Committee, which shall consist of ten members elected by the General Body on its majority from the quorum, in every two years.
- b. The term of Executive Committee shall be for **two years**, which may be extended up to six months in event, if the General Body meeting could not be held at relevant time due to unavoidable circumstances.
- c. The Executive Committee elected by the General Body, as per above clause (a) shall elect a President, a Vice President, a Secretary, a Joint Secretary and a Treasurer, from among themselves, who shall execute the decisions of the Executive Committee as provided by this Constitution.
- d. Every office of Executive Committee shall be Honorary and the members including the office bearers shall not claim any fees, charges or expenses on personal grounds.
- e. The entire management of the Association, the attainment of its objectives and the supervision of all the business connected with its affairs shall vest in the Executive Committee.
- f. The Executive Committee shall be empowered to do all acts at its discretion on behalf of the Association.
- g. The Executive Committee shall be empowered to co-opt additional members not exceeding five in number, for the management of the different functions of the Association. Such co-opted members shall not have voting rights.



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- h. Before the next Annual General Body Meeting, if any vacancy occurs in the Executive Committee the same shall be filled up for the rest of the period by the Executive Committee.
- i. The right to accept the resignation of a Member of the Executive Committee shall be vested in the Executive Committee.
- j. The Patron shall nominate a teaching staff from the college as ex officio member to the Executive committee to function as the Co ordinator between the college and the Association.

III Office bearers

1. The Patron.

- (a) The patron shall provide guidance and assistance in the smooth functioning of the AAA and shall provide facility to host once in every year, the Annual General Body meeting of the Association, at the college premises.
- (b) The patron, at his discretion, shall provide facility to hold the Executive Committee meetings of the Association in the college premises, upon request by the Secretary.

2. The President;

- (a) The President shall be the executive head of the Association and shall supervise all the affairs, subject to the control and direction of the Executive Committee.
- (b) He shall preside over all the meetings of the General Body and the Executive Committee.
- (c) All the activities of the Association shall be conducted under his directions.



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(d) He shall keep a watch over the implementation of the general policy and decisions taken by the General Body and Executive Committee from time to time.

(e) He shall conduct the elections of the Office Bearers and members of the Executive Committee at the Annual General Body Meeting.

(f) At all meetings, the President shall have a casting vote in the event of an equal division.

(g) President may resign from the post after notifying the same in writing to the Vice- President who shall report to the Executive Committee on its approval he may take charges of President until next President is elected by the Executive Committee.

(h) He shall not hold the same office for more than three consecutive terms.

3. Vice- President;

(a) He shall officiate the President in his absence or resignation and to perform all duties or responsibilities contemplated in this Constitution.

(b) He shall assist the President in his work.

(c) He shall not hold the same office for more than three consecutive terms.

4. Secretary;

(a) Subject to the control and direction of the Executive Committee, the Secretary shall control the finances of the Association and direct all expenditures. He along with the Treasurer shall jointly operate the accounts of the Association.



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Principal
Annoor Dental College & Hospital
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(b) All press releases & legal documents in favour of the Association shall be signed by the Secretary at the direction of the Executive Committee or ratified subsequently.

(c) He shall organize meetings, functions and fixtures on behalf of the Association.

(d) He shall carry out the directions of the Executive Committee and implement the decisions taken by the Executive Committee and the General Body.

(e) He shall present the Annual Report of all activities of the AAA, for the Year ending at the time of Annual General Body Meeting.

(f) He shall receive from the Treasurer and incorporate in the Annual Report, a Balance Sheet up to 31st day of March every year.

(g) He shall sign the bills and receipts of the Association in the absence of the Treasurer.

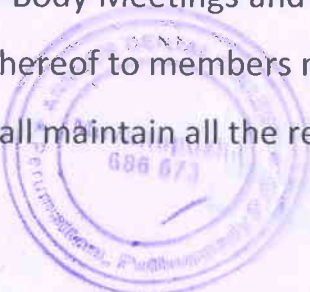
(h) He shall record in writing, the proceedings (minutes) of every Annual General Body, Special General Body, and Executive Committee meetings.

(i) He shall generally maintain communication with all members of the association and with other old students of the college.

(j) All correspondence of the Association shall devolve on the Secretary under the Head and Seal of AAA.

(k) Upon direction from the President, he shall convene and organize the General Body Meetings and the meetings of the Executive Committee and give notice thereof to members minimum 15 days in advance.

(l) He shall maintain all the records of the AAA.



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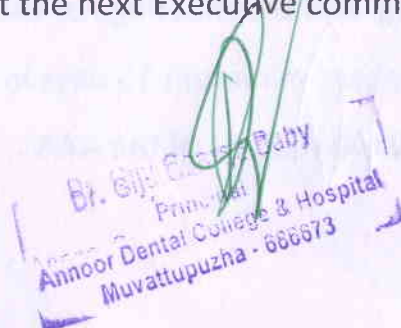
- (m) He shall preserve all the properties, records and documents of the AAA.
- (n) He shall collect and disseminate such particulars and information, which will be of use and interest to the members of the AAA.
- (o) The Secretary shall maintain a common register containing the particulars of all the former students of the college.
- (p) He shall send a copy of the Annual Report to all the members within one month of the Annual General Body Meeting.
- (q) He shall not hold the same office for more than three consecutive terms.

5. Joint Secretary;

- (a) In the absence of the Secretary, the Joint Secretary shall carry out the directions of the Executive Committee and the duties of the Secretary.
- (b) The Joint Secretary shall assist the Secretary in his duties.
- (c) He shall not hold office for more than three terms consecutively.

6. Treasurer;

- (a) He shall deposit within a week of their receipt all the sums received in a Savings Bank Account in the name of the AAA.
- (b) He shall along with the Secretary and the director of the institution jointly operate the finances of the Association.
- (c) Withdrawals in times of emergency shall be judiciously made with the Secretary and shall be ratified at the next Executive committee meeting.





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(d)He shall present at the time of the Annual General Body Meeting a statement of accounts of the amount received and expended by AAA, drawn up to the Thirty first day of March of the financial year.

(e)He shall prepare and pass on to the Secretary, a Balance Sheet drawn to the aforesaid date to be incorporated in the Annual Report 10 days before the Annual General Body Meeting.

(f)He shall maintain the accounts of Income and Expenditure.

(g)He shall receive all payments for and on behalf of the Association and shall issue receipt in that regard.

(h)He shall maintain all receipts and vouchers for the expenses incurred by the Association.

(i)He shall devise ways and means to raise the finances in the interest of the Association.

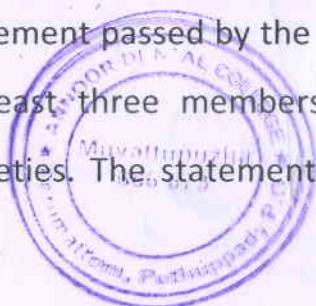
(j)He shall not hold the same office for more than three consecutive terms.

7. Handing over

The outgoing Secretary & Treasurer should handover to the successor within a week after the election, all the records, properties and finance of the association and a list there of shall be filed with the records of the Association.

8. Returns

The Managing Committee shall, within fourteen days of the Annual General Body meeting the list of new Managing Committee, the income & expenditure statement passed by the General Body, and the balance sheet duly certified by at least three members of the Managing Committee to the Registrar of societies. The statement of income and expenditure accounts submitted to



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the registrar of the society must be signed by the president, secretary, treasurer, Auditor of the concerned term and three new members of the newly elected managing/executive committee and within 14 days annual return to be filed

ARTICLE VII- AMENDMENTS

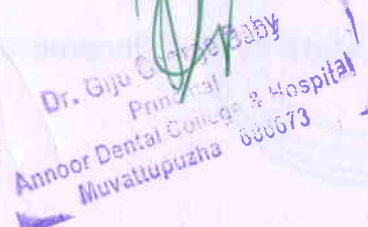
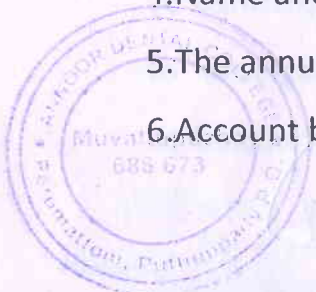
Whenever there is a dispute in interpretation of articles and Byelaws rules regulation guidelines of this constitution, the decision of the EC shall be final & binding on members.

An amendment to the constitution will be valid when approved by two thirds majority of the members present and voting at the annual general body meeting or Extra-ordinary general body meeting of the Society and shall come into effect immediately after it is passed, unless otherwise specified. A copy of the bye laws amendment duly signed by the 3 office bearers should be filed within 14 days of the General Body Meeting before the District Registrar.

ARTICLE VIII - MISCELLANEOUS

I) Registers/Documents to be maintained in the office

- 1.Registration certificate
- 2.Rules and regulations
- 3.Minutes book
- 4.Name and address of the members
- 5.The annual budget of the year
- 6.Account book showing the expenditure





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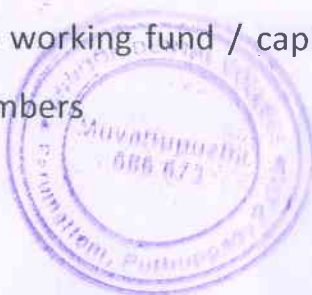
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7. Receipt books
8. Activity records
9. Other records for the association

II) Working Fund/ capital

- a. For the functioning of the society, a fund, using the membership fee, subscription, contributions, donation and aids and grants from government and other institutions, should be formed.
- b. The Secretary and Treasurer shall be the joint custodian of the assets of the association under proper permanent Books of Accounts, Books of Minutes, Receipts, Vouchers etc.
- c. All funds of the AAA shall be kept in a Nationalised Bank and all such accounts shall be operated by the Secretary, Treasurer and director of the institution jointly.
- d. Treasurer may keep Rs. 5000/- at a time, in cash with himself to meet emergency payments for the AAA.
- e. Once in every financial year, the accounts of the AAA shall be audited by a Chartered Accountant appointed for the purpose by the Executive Committee and be reported to the Executive Committee.
- f. The working fund / capital shall not be divided /distributed among the members



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III). Miscellaneous provisions

- a. The Executive Committee shall have the right to frame bye-laws and such other rules and regulations as may be necessary for the efficient working and convenient management of the affairs of AAA or in any matter connected therewith. Such bye-laws, rules and regulations shall be ratified at the next General Body Meeting of the Annoor Alumni association.
- b. All communications to the members and office bearers shall be through Emails and/or through any major Malayalam daily, short message services etc. for which the members shall include their mobile numbers and mail ids in the Membership application form. Relevant information shall be published in the Alumni website also.
- c. It is within the power of Executive committee to organise functions or meetings other than what is provided in this Constitution in the interest of the AAA.
- d. In emergency situations, if it is not possible to conduct the General Body Meeting and certain important decisions are to be taken, it is lawful for the Secretary to notify the same to the members and get the approval of fifty members in writing.
- e. What all comes in the way which is not provided in/ under this Constitution, the General Body is empowered to decide, for the interest of AAA.
- f. Voting in the General body meetings shall be by show of hands unless a poll is demanded by atleast 20 members present.



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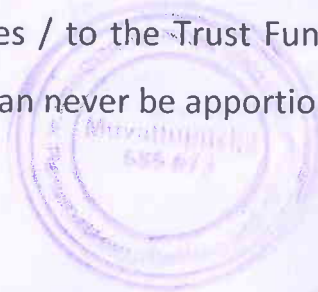
- g. In the event of doubt or confusion regarding the provisions of this constitution, the decision of the General Body shall be final.
- h. Any dispute or legal cases pertaining to the AAA shall be first referred to Mediation' in accordance with the Arbitration & Conciliation Act, 1996. If the mediation is abandoned by the mediator or is otherwise concluded without the dispute or difference being resolved, then such dispute or difference shall be referred to and determined by arbitration as per the Arbitration & Conciliation Act, 1996, and the venue of such Arbitration shall be at Cochin.

IV) Assets

The right of the movable and immovable assets of the society will be periodically vested with the executive committee of the society from time to time. All the assets in the name of the society shall be purchased in the joint name of the then President and Secretary. The assets of the society shall not be distributed/divided among the members

V) Dissolution

In the event of $\frac{3}{4}$ th of the total number of members decides to dissolve the society, the liabilities of the society shall be cleared subject to provisions of Travancore Cochin Literary Scientific and Charitable Registration Act , the assets of the society can be transferred either to any society with similar objectives / to the Trust Fund of the said college or to the Government. The assets can never be apportioned among the members.




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All the clauses of the Travancore – Cochin Literary Scientific and Charitable Societies Registration Act (XII of 1955) are applicable This bye-Law has been approved by the General body of the Association held on 00.00.2019


President


Secretary


Treasurer




Dr. Giju George Baby
Annoor Dental Hospital
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