



Saintgits College of Applied Sciences Staff Association

BYE-LAW



**SAINTGITS COLLEGE OF APPLIED SCIENCES
PATHAMUTTOM, KOTTAYAM**

CAMPUS

Kottukulam Hills, Pathamuttom P. O., Kottayam – 686 532, Kerala | Tel: +91 481 2433787 | scas@saintgits.org

CORPORATE OFFICE

III Floor, Unity Building, K. K. Road, Kottayam – 686 002, Kerala | Tel: +91 481 2584330, 2300365 | mail@saintgits.org

www.saintgits.org





Bye-Law

1. Name of the Association

SCAS Staff Association

2. Address

SCAS STAFF ASSOCIATION
Saintgits College of Applied Sciences
Pathamuttom, Kottayam-686532

3. Registered Office

Saintgits College of Applied Sciences
Pathamuttom, Kottayam-686532

4. Area of operations

Activities of the association is limited to Saintgits College of Applied Sciences and Panachikad Panchayat.

Objectives of the society

1. To create friendly and healthy co-operation among the members of the teaching and administrative staff who can fuel the growth and development of SCAS.
2. To organize such programs to promote overall welfare of members and their families.
3. To extend all types of assistance and encouragement to deserving students in curricular, co-curricular and extracurricular activities.
4. To cater for the educational, health, environmental needs of the local people near the college.
5. To provide advice and assistance in keeping the campus pollution free and providing safe drinking water, quality food and plastic free campus.
6. To encourage the members of staff to be role models for our students and to impart the values of life.
7. To organize activities for the goodness of members and well being of the members and the public as recommended by the executive committee of the staff association.

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Membership

1. Teaching and administrative staff of SCAS are members of the association known as the General Body of the Association
2. Executive committee will have the right to make or amend rules and regulations subject to rectification by general body.

Annual General Body meeting

1. Annual General Body meeting of the association should be convened in the month of April every year.
2. Annual report and statement of accounts audited by an internal auditor must be presented.
3. Seven days' notice must be given along with the agenda of the meeting.
4. Quorum is 25% of the members.
5. A returning officer from among members can be elected for the smooth conduct election, if necessary. The list of elected members of the executive committee should be identified within 15 days of election by the returning officer.

Executive Committee

1. The seven member executive committee including ex-officio President (Principal) will be responsible for the smooth functioning of the association.
2. The overall control of the association will be with the President. The college Principal will be ex-officio president of the association.
3. The staff council secretary will be the ex-officio secretary of the association and is responsible for keeping the minutes and accounts of the association.
5. Of the seven members of the executive committee five will be from the teaching staff and one from the administrative staff.
6. In addition to executive committee members an internal auditor will be nominated by the president from among the department of commerce.
7. Quorum for executive committee will be 4 members.
8. Three days notice is generally required for executive committee meeting but not applicable for urgent meetings.
9. The executive committee should meet at least once in the two months to evaluate the functioning of the association.
10. Executive committee is authorized to make appropriate decisions regarding executive committee members absent from three consecutive meetings.
11. Casual vacancies in the executive committee can be filled by the executive committee.
12. All the permanent staff members of the college are eligible to become members of executive committee.

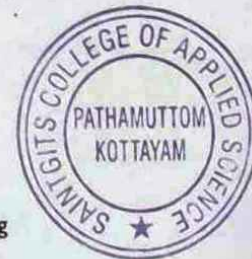
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Special General Body

Can be convened as follows:

1. As per the decision of executive committee or on written request of 2/3rd members of the general body.
2. A notice of 5 days is required to convene the special general body. Such a meeting should be convened within 21 days. Only items shown in the request can only be discussed in the meeting. If there is no quorum the meeting can be postponed to another date by the president. If the quorum is not present in the postponed meeting, the actual members present can be taken as a quorum and the meeting can be convened. The decisions taken in such a meeting shall be communicated to the general body for approval.

Powers and Duties of Office bearers

1. President - will preside over general body executive committee and other meetings, will offer leadership in all matters pertaining to the association. The president will see that decisions of the general body meeting are correctly implemented by the Executive Committee.
2. Secretary – will be in charge of all correspondence with the association. He has to prepare minutes of meetings, prepare reports, keep all record and safe custody all materials and assets.
3. Joint Secretary –should assist the secretary in all matters of the association and perform duties in the absence of the secretary.
4. Members of Executive committee-should co-operate with the activities of the association.

Working Fund

The executive committee has the power to collect money from members and others to fund the activities of the association. Statement of accounts and vouchers will be audited by association auditor and presented before the executive committee which is to be rectified by the general body.

Amendment of Bye –Law

Only the general body of the association has the right to amend the bylaw. A special general meeting should be convened as per byelaw and amendment can be made by 2/3rd majority of members present.

Dissolution

In a special general body meeting SCAS staff association can be dissolved through a written request supported by majority of the members present.

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