



കേരളം കേരल KERALA

K 835938

MEMORANDUM OF ASSOCIATION

1. Name : EXANTONIANS
2. Address : St Antony's Educational and Charitable Society  
PB No. 126, Kanjirappally P.O.  
Kottayam-686507
3. Registered Office:
  - Building No. : 1335
  - Ward No. : VI
  - Panchayath : Kanjirappally
  - Village : Kanjirappally
  - Post Office : Kanjirappally
  - Pin : 686507
  - Taluk : Kanjirappally
  - District : Kottayam
4. Area of Operation : All over Kerala

President

Secretary

Treasurer



The Secretary,  
EXANTONIANS

St. Antony's Educational  
and Charitable Society

NO. 18890

15-03-2023

P.O. No. 126, Kanjirappally P.O.  
Kottayam




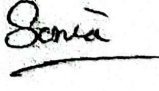
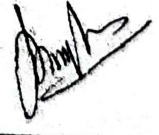
L. N. MOHANDAS  
L. No: Cl: 13521/87  
STAMP VENDOR


Dr. ANTONY P. SEBASTIAN  
Principal  
St. Antony's College, Peruvanthanam,  
Peruvanthanam, Idukki (Dist.)



**Pledge**

We, the following persons, whose names, addresses and designations which are given below having associated ourselves to form a Society under the Societies Registration Act 1955(Act XII of 1955) as per the decision taken in the General Body on 10th July 2021 with the name EXANTONIANS held for the purpose described in this Memorandum of the Society, do hereby subscribe our names to the Memorandum of the Society and set our several hands in the presence of the witnesses signed below at the Office of the District Registrar, Kottayam..


Sl No.	Name and Address	Occupation	Signature
1	Umar Farook O S Address :Omannel House Elappara P.O Elappara, Idukki -685501 PH.No.9961154296	Grama Panchayath ward Member	
2	Greena M Kurian Mappalakayail House Madukka p o Panakachira Mundakayam, Kottayam- 686513 Phone - 9745728806 ,	Quality Assurance Engineer	
3	JITHIN SONY Valiyaveettil, Pazhayamundakayam P O Erumely North-686513 PH; 9495764800	Business	
4	Sonia Sebastian Kizhakkepeedikayil(H) Kavumbhagam P. O, Pin : 686519 Cheruvally, Kottayam, Phone no: +91 949735988	Business Analyst	
5	Mins Monecy Varghese Puthenpurakal Erumely p o,, Kottayam PH.No.9037702107	SWO-Canara bank	

  
President



  
Secretary

  
Treasurer

  
Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)

6	Bhavana Lakshmy V Vazhuthanappillyllam MLA Road Chottanikkara P. O Ernakulam- 682312 PH.No. :7034766076	Guest Lecturer	<u>Bhavana</u>
7	Nigimol T George Thaiparambil (H) Kanayankavayal (PO). Mob :8281465879	Student	<u>Nigimol</u>
8	Shinto Chandy Alackaparambil House Chittady p.o Chittady Pin: 686512 PH No.: +91 6238058529	Pursing MCA	<u>Shinto</u>
9	Archana Sabu Perukunnel, Edachotti, Parathodu P.O., Kottayam- 686512 PH:	Study	<u>Archana</u>

Umashankar

President



[Signature]  
Secretary

[Signature] [Signature]  
Dr. ANTONY JOSEPH  
Principal  
Treasurer  
St. Anthony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)



## BYLAW

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4. Area of Operation : All over Kerala

## 5.. OBJECTIVES

The following shall be aims and objectives of the society.

- a. To provide a forum for the Alumni of the entire Departments of EXANTONIANS
- b. To engage in such academic and social activities as shall contribute towards promoting liaison between the Alumini and the EXANTONIANS
- c. To provide an alumni advisory voice to the EXANTONIANS faculty, administrators and students on technological programs and activities.
- d. To promote social and cultural activities of former and current students of the Department of EXANTONIANS
- e. To encourage and appreciate academic and other outstanding achievements of the departments/faculty
- f. To establish endowments and scholarships
- g. To award incentives/prizes for outstanding contributions of scholars
- h. To raise and administer funds for the society (contribution-collection)
- i. To act as a discriminating agency for transmitting knowledge, help the students to find out job opportunities through placement cell other academic works in India and abroad with non profit motive basis.
- j. To provide service to the people

President

*Umer Jereh*



Secretary  
*[Signature]*

*[Signature]*

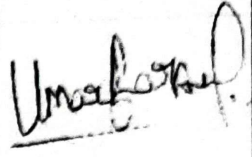
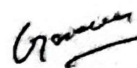

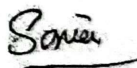

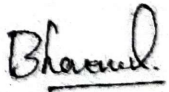
Treasurer

*[Signature]*

D. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)



The names, addresses, occupation and designations of the first members of the Governing Council are subscribed hereunder.

Sl No.	Name and Address	Designation	Occupation	Signature
1	Umar Farook O S Address :Omannil House Elappara P.O, Elappara Idukki -685501 PH.No.9961154296	President	Grama Panchayath ward Member	
2	Greena M Kurian Mappalakayail House Madukka p o Panakachira, Mundakayam, Kottayam- 686513 Phone - 9745728806 ,	Vice President	Quality Assurance Engincer	
3	JITHIN SONY Valiyaveettil, Pazhayamundakayam P O Erumely North-686513 PH; 9495764800	Secretary	Business	
4	Sonia Sebastian Kizhakkepeedikayil(H) Kavumbhagom P. O, Pin : 686519 Cheruvally, Kottayam, Phone no: +91 949735988	:Joint Secretary	Business Analyst	
5	Mins Money Varghese Puthenpurakal Erumely p o,, Kottayam PH.No.9037702107	Treasurer	SWO-Canara bank	
6	Bhavana Lakshmy V Vazhuthanappillyllam MLA Road Chottanikkara P. O Ernakulam- 682312 PH.No. :7034766076	Executive Member	Guest Lecturer	

President



Secretary

Treasurer

Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)



7	Nigi mol T George Thaiparambil (H) Kanayankavayal (PO). Mob :8281465879	Executive Member	Student	<i>Nigi</i>
8	Shinto Chandy Alackaparambil House Chittady p.o Chittady Pin: 686512 PH No.: +91 6238058529	Executive Member	Pursing MCA	<i>Shinto</i>
9	Archana Sabu Perukunnel, Edachotti, Parathodu P.O., Kottayam- 686512 PH:	Executive Member	Study	<i>Archana</i>



*Unalbona*

President

*[Signature]*  
Secretary

*[Signature]*

Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
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*[Signature]*  
Treasurer



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- h. To raise and administer funds for the society (contribution-collection)
- i. To act as a discriminating agency for transmitting knowledge, help the students to find out job opportunities through placement cell other academic works in India and abroad with non profit motive basis.
- j. To provide service to the people



President  
*[Signature]*

*[Signature]*  
Secretary

*[Signature]*  
Dr. ANTONY JOSEPH  
Principal

*[Signature]*  
Treasurer



## 5. MEMBERSHIP

Membership of the Association is open to all former students of the EXANTONIANS above 18 years age.

Application for membership shall be made in the prescribed form signed by the applicant accompanied by the requisite fee.

Membership in the Association shall be of the following categories.

a) The President of the Institution, Members of the Governing Body, director and the Principal of the EXANTONIANS shall be Patrons of the Association The General Body may invite other outstanding personalities to be Patrons of the Association.

b) Life members means members who contribute the Life Time Membership Fee to the Association.

c) 'Ordinary members' means members who contribute the Annual membership fee to the Association, which have to be renewed every year.

d) 'Honorary members' means the teaching staff of the Departments/ Statutory Officers of EXANTONIANS

e) All former faculty members of the EXANTONIANS shall be eligible to become 'Associate Life Members' or 'Associate Members' of the Association on the payment of the fees prescribed for the corresponding class of members for former students.

f) Patrons, Honorary Members and Associate Members shall enjoy all the privileges of the Association except that of voting in the Annual General Body Meeting.

iv) The Association shall maintain a register of members and it shall be open to inspection by all members.

v) A member may resign from the society with 15 days notice



President

*[Handwritten signature]*

*[Handwritten signature]*  
Secretary

*[Handwritten signature]*  
Treasurer

*[Handwritten signature]*  
DR. ANTONY JOSEPH  
Principal,  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)



vi) The ordinary members shall lose their membership temporarily. If they default in the payment of annual subscription for a continuous period of 3 years. Re-admission is at the discretion of the Executive Committee. In such case the fee for membership has to be remitted (Re-Registration).

vii) The Membership Fee as decided by the Executive Committee from time to time will prevail.

## 6 THE EXECUTIVE COMMITTEE AND OFFICE BEARERS OF EXANTONIANS

i) The President of the Institution, Members of the Governing Body, Director and the Principal of the EXANTONIANS shall be the 'Patrons' of the EXANTONIANS (Ex-officio)

ii) The EXANTONIANS shall be managed by an Executive Committee constituted as follows.

a) One President

b) One Vice President

c) He/she is responsible for maintaining all the financial transactions of EXANTONIANS.

d) He/She shall be responsible for getting the audited statements of EXANTONIANS prepared for presentation at the Annual General Meeting and file the same with the Income Tax authorities when duly passed by the General Body.

e) One Secretary

f) One Joint Secretary

g) One Treasurer

h) Four Members

iii) The Executive Committee shall be convened by the Secretary

iv) Quorum for Executive Committee meeting shall be 2/3 of the total members

  
President



  
Secretary

  
Treasurer

  
Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dist.)



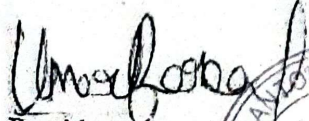
- v) Proceedings of the Executive Committee meeting shall be recorded in a Register maintained for such purpose.
- vi) The Executive Committee shall have the freedom to co-opt members from time to time for the efficient functioning of EXANTONIANS
- vii) All previous Presidents of the Association shall be Ex-officio Members of the Executive Committee.
- viii) A person who is not a member of the General Body shall not be elected to the Executive Committee
- ix) Any vacancy in the Executive Committee shall not affect the validity of the proceedings of the Executive Committee if quorum is there.
- x) In case of equality of votes in meetings, the President of the meeting shall exercise a casting or second vote.

#### 7. ELECTION OF THE OFFICE BEARERS AND EXECUTIVE COMMITTEE.

- i) The mode of election shall be by secret ballot.
- ii) The procedure of election shall be laid down by the Executive Committee including the appointment of Electoral Officer.
- iii) All terms of office of the elected members shall commence from the close of the Annual General Body Meeting at which elections were held and shall continue for a period of ONE YEAR or till the close of the second Annual General Body Meeting leaving one-in between, whichever is earlier.
- iv) Members cannot hold the same office for more than two consecutive terms.
- v) In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to nominate a member to fill the vacancy.


#### 8. DUTIES OF THE EXECUTIVE COMMITTEE


- i) The Executive Committee is the executive body representing EXANTONIANS

  
President



  
Secretary

  
Treasurer

  
DR. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam



- ii) To co-ordinate the activities of the EXANTONIANS
- iii) To consider all communications addressed to EXANTONIANS
- iv) To appoint Auditors/Legal Retainer/Expert Advisor(s)/Office Staff, and fix their remunerations, if necessary
- v) To be in charge of and protect the properties of EXANTONIANS
- vi) To prepare and submit annual reports, including balance sheets, audited accounts/ statements of income and expenditure.
- vii) To authorize all the activities, programs including Budget and Expenditure.
- viii) Every transactions of the Society shall be decided in the meetings of the Executive Committee or supported by a resolution validly passed subject to ratification in the next meeting of Executive committee.

#### 9. DUTIES OF OFFICE BEARERS OF THE EXANTONIANS

##### i) Patron

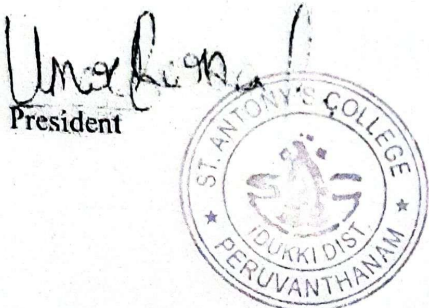
- a) To protect foster, countenance, & support Alumni Association its activities.

##### ii) President

- a) He/She shall preside over all the meetings. He may allocate suitable responsibilities to the members.
- b) He/she may appoint working groups, sub-committees etc. and nominate representatives of EXANTONIANS on vacancies, Government/Institute and/or other bodies when invited to do so.
- c) He/She shall act on behalf of Executive Committee of EXANTONIANS

##### iii) Vice-President

- a) He/she shall acts as president in the absence of the President



*[Signature]*  
Secretary

*[Signature]*  
Treasurer

*[Signature]*  
Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)



## 10 FINANCE

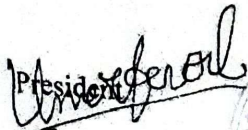
- i) The Financial year of the EXANTONIANS shall commence from the April 1<sup>st</sup> of a year and close on the 31<sup>st</sup> March.
- ii) The funds of the EXANTONIANS shall be deposited in a scheduled bank(s) in the name of EXANTONIANS and shall be operated jointly by the Treasurer and the Secretary or any other member of the Office Bearers duly authorized by the Executive Committee.
- iii) There shall be maintained all accounts of the EXANTONIANS regularly. The accounts shall be audited by a Chartered Accountant. Every year the accounts shall be closed by 31<sup>st</sup> March.

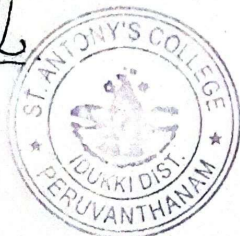
## 11. CHAPTERS

- i) Local chapters of EXANTONIANS may be formed in other centres/cities on obtaining approval from the Executive Committee.
- ii) Such local chapters shall abide by the constitution of EXANTONIANS and follow the guidelines formulated by Executive Committee from time to time.
- iii) The local chapter shall submit their statement of Accounts to EXANTONIANS at the end of the financial year.


## 12. GENERAL BODY MEETING


- i. All members of the Association constitute the General Body and the general body meeting of the members of the Association shall meet at least one every year, preferably on the month of January to transact the following business.
  - 1) Approval of audited balance sheet and income and expenditure account of the Association.
  - 2) Approval of the Secretary's Report

  
President



  
Secretary

  
Treasurer

  
D. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)



b) In addition to his/her duties as a member of the Executive Committee, he/she shall preside over Committee Meetings in the absence of the President.

iv. **Secretary**

a) The Secretary shall attend to the day to day correspondence and communication to and from EXANTONIANS

b) Maintain official records of the EXANTONIANS

c) Be an ex-officio member of all the committees of EXANTONIANS

d) Maintain general supervision over the office staff.

e) He shall be responsible for calling Meetings of the Executive Committee in consultation with the President.

f) He/she shall be responsible for filing of annual Reports of EXANTONIANS with Registrar of societies after every annual and special General Meetings, Financial statements with the Income Tax Officer, and such other statutory requirements and also maintain the minutes of the meeting.

V **Joint Secretary**

a) The Joint Secretary shall assist the Secretary in discharging his duties.

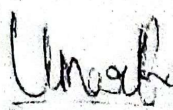
b) He/she shall carry out such other duties as may be assigned to him from time to time by the Executive Committee.

c) He/she shall assume charge as Secretary in the absence of secretary or when requested to do so by the Executive Committee.

vi) **Treasurer**


a) The Treasurer shall maintain the accounts of the EXANTONIANS

Be an ex-officio member of all committees involving financial implications and shall be the convener of the Finance Committee.

  
President



  
Secretary

  
Treasurer  
Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)

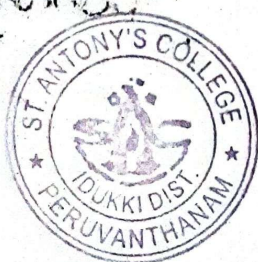


- 3) Election of members to the Executive Committee when such election falls due and the presentation of the new budget.
- 4) Suggestions or recommendations of the members regarding the policies of the Association.
- 5) Consideration of such ordinary matters as approved by the President
- 6) ii) Notice shall state the venue, date and time for the meeting and also the agenda for the meeting including the Audited Balance sheet profit and Loss Account and Secretary's Report.
- ii) A Special General Body may be convened at the instance of the President or the Executive Committee or by at least 2/3 or 60% of total Members who may give notice in writing to the Secretary.
- iii) A minimum notice of 21 days shall be given for Annual General Body meetings and of 7 days for Special/Extra Ordinary General Body Meetings.
- iv) Quorum for the General Body Meeting will be minimum 2/3 or 60% of total members.

### 13. FUNDS OF THE SOCIETY

Source of funds to the Association will be membership fee and donations, The Association can also raise funds for adhoc purposes as decided by the General Body donations from individuals institutions, external sources and by publishing souvenirs, books and through cultural activities. The Treasurer or any other official of the society shall not keep with him funds of the Association exceeding Rs. 2000/- not more than one week.

*Unadorned*  
President



*[Signature]*  
Secretary

*[Signature]*  
Treasurer

*[Signature]*  
Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)



14 RECORDS TO BE KEPT


- i. Memorandum Bye laws and Registration Certificate of the Association
- ii. Minutes Book
- iii. Admission Register
- iv. Stock Register
- v. Receipt Book
- vi. Accounts Register
- vii. Bank Account details, pass book Cheque book, ATM Card
- viii. Yearly Audit statement
- ix. Website details, Email. Id. Passwords
- x. Other registers required by the Association

15. DISPUTE

All unresolved dispute shall be referred to Patrons & the Patrons decisions shall be final and binding on all parties.

16. DISSOLUTION


- i. In case of dissolution, the properties (movable and immovable) and funds shall be transferred to the EXANTONIANS fund after the settlement of the obligations and liabilities of the Association.
- ii. Fund utilization: The fund shall be utilized for achieving the objectives noted under rule 4(i) to 4(x)
- iii. No confidence motion: Each and every member has the right to bring and confidence motion against the governing body (body of executive members) provided such notice for non-confidence is signed by a minimum of 10% of total members of the Association.

  
President



  
Secretary

  
Treasurer

  
Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
Peruvanthanam P.O., Idukki (Dt.)



17. Decisions will be taken in the General Body Meeting, on matters outside the scope of Bye laws of the Association.

18. The Statements said in "The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955 (Act XII of 1955) will also be considered as part of the Bye laws of the Association.


19. Any amendment help necessary to any part/clause of the Bye laws of the Society, requires majority of 2/3 of the total members present in the Special General Body meeting.

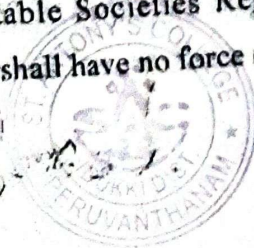
20. The Association shall be non-profit sharing and no member shall have any proprietary right or interest in the assets and liabilities of the society. Net income arising out of the activities of the Association shall be ploughed back into the funds of the Association and no portion thereof shall be paid as dividend to the members

21. No amendments to the Rules and Regulations shall be made which may prove repugnant to the provisions of "The Travancore-Cochin Literary Scientific and Charitable Societies Act 1955 (ACT XII of 1955) amended from time to time.



**17) Declaration:** We hereby declare and affirm that there is no other society working under this society.

1. There is no Society constituted or registered under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act (Act 12 of 1955) in the same name.
2. There is no other Society functioning in the name and style of EXANTONIANS with similar purpose and objects within the area of operation.
3. Notwithstanding anything contained in these Rules and Bylaws, anything which is repugnant or inconsistent with the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act (Act 12 of 1955) or rules made there under shall have no force of Law.

  
President




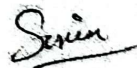



  
Secretary

  
Treasurer  
  
Dr. ANTONY JOSEPH  
Principal  
St. Antony's College, Peruvanthanam  
P. O., Muzki (Dt.)




We hereby certify that this is the true and correct copy of Memorandum and Bye laws of EXANTONIANS and there is no other society in this name and style is functioning in the same jurisdiction and place. The Memorandum and Bye laws are also approved by the general body meeting held on 10/07/2021 at EXANTONIANS.

Sl No.	Name and Address	Occupation	Signature
1	Umar Farook O S Address :Omanniil House Elappara P.O Elappara, Idukki -685501 PH.No.9961154296	Grama Panchayath ward Member	
2	Greena M Kurian Mappalakayail House Madukka p o Panakachira Mundakayam, Kottayam- 686513 Phone - 9745728806 ,	Quality Assurance Engineer	
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4	Sonia Sebastian Kizhakkepeedikayil(H) Kavumbhagom P. O, Pin : 686519 Cheruvally, Kottayam, Phone no: +91 949735988	Business Analyst	
5	Mins Moncy Varghese Puthenpurakal Erumely p o., Kottayam PH.No.9037702107	SWO-Canara bank	



  
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8	Shinto Chandy Alackaparambil House Chittady p.o Chittady Pin: 686512 PH No.: +91 6238058529	Pursing MCA	<u>Shinto</u>
9	Archana Sabu Perukunnel, Edachotti, Parathodu P.O., Kottayam- 686512 PH:	Study	<u>Archana</u>



Umachandran

President

[Signature]  
Secretary

[Signature]  
Dr. ANTONY JOSEPH  
Principal

[Signature]  
Treasurer