

# **THE KAITHAKUZH EDUCATIONAL ASSOCIATION, KAITHAKUZH,**

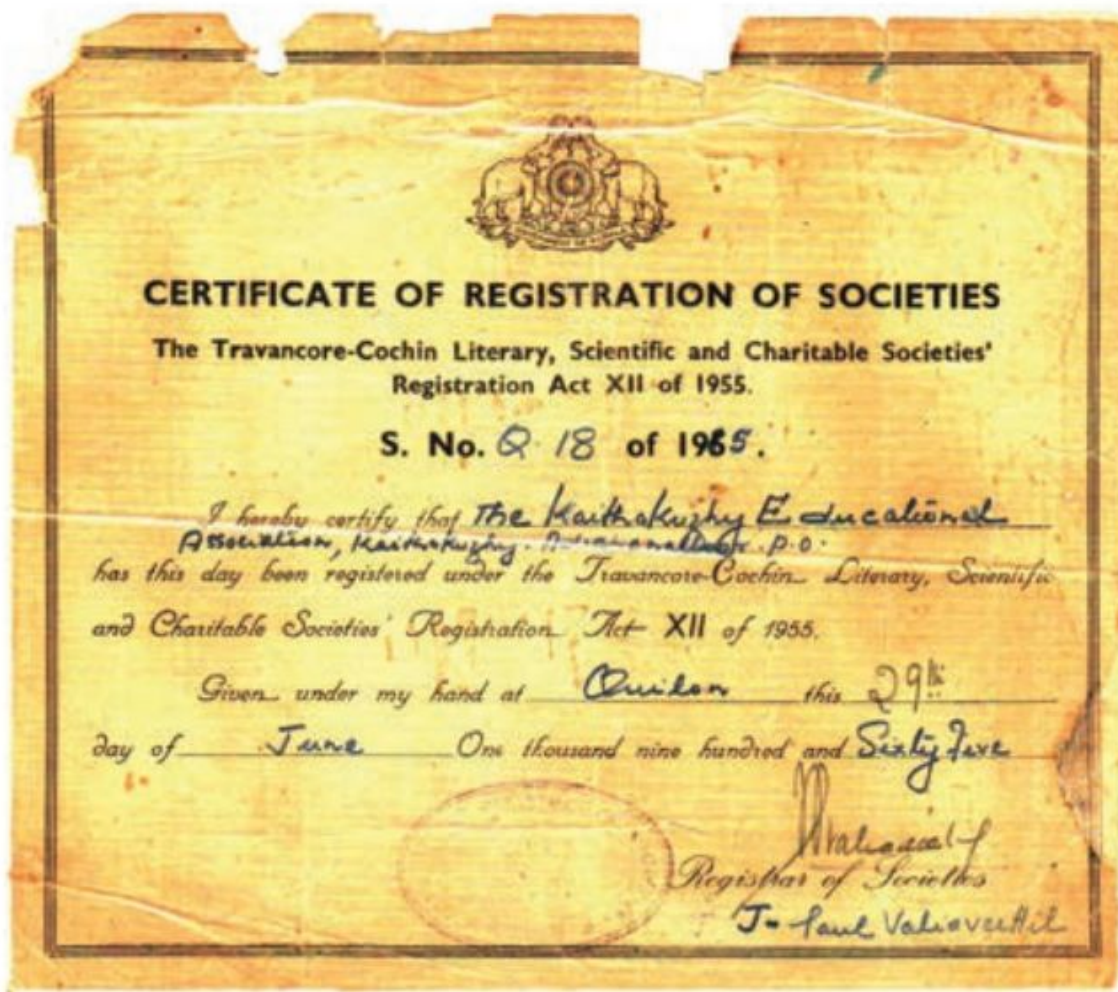
VELICHIKKALA P.O., PIN.691573, ADICHANALLOOR VILLAGE,  
KOLLAM TALUK, KOLLAM DISTRICT, KERALA STATE.

Reg. No. Q 18/1965



# **BYE-LAW**





Incorporating in 1965 Bye law, all amended and approved Bye laws by Registrar of Societies (Kollam) on 17/04/1985, 20/01/1992, 21/03/1994, 16/03/2005, 20/01/2021 respectively.



## **THE KAITHAKUZHY EDUCATIONAL ASSOCIATION**

KAITHAKUZHY, VELICHICKALA P.O., PIN.691573, ADICHANALLOOR  
VILLAGE, KOLLAM TALUK, KOLLAM DISTRICT, KERALA STATE.  
REG.NO.Q 18/1965

### **MEMORANDUM OF ASSOCIATION**

1. The name of the Association shall be "The Kaithakuzhy Educational Association"
2. The registered office of the Association shall be the Association building at Kaithakuzhy, Velichikkala.P.O, Pin-691573, Adichanalloor village, KollamTaluk, Kollam District, Kerala State.
3. The objects of the Association shall be:
  - i) To promote literature and arts and the diffusion of useful knowledge of science and arts.
  - ii)
    - a. To conduct one or more educational institutions for imparting education in arts, science, fine arts, literature and technology.
    - b. To erect and maintain building and other structures, internal fittings and fixtures necessary and to conduct educational institutions, hostels, meeting halls, centers for social welfare, dispensaries and other activities for the promotion of education and social services in accordance with Christian principles.
    - c. To purchase, lease, hire, exchange or otherwise acquire any movable or immovable property in Kerala and to sell, lease, mortgage, dispose of, exchange, improve, manage, develop, invest, withdraw, re-invest and otherwise deal with any stocks, bonds, monies, securities and all kind of movable and immovable properties for all or any of the above objects.
  - iii) To conduct research in science, arts including fine arts, to compile and publish books and literature in the line.
  - iv) To encourage scholars by providing scholarship.

- v) To organize competitions in literature, arts and science subjects.
  - vi) To take up and register the unregistered Kaithakuzhy Educational Association as an Association under Act XII of 1955 "The Travancore Cochin Literary, Scientific and Charitable Societies Registration Act"
  - vii) To found and maintain libraries, reading rooms and art galleries.
  - viii) To do everything that is conducive to the objects enumerated above.
4. The number of members of the Association shall be not more than thirty.
  5. The Association shall be governed by a Governing Body which shall be a committee consisting of seven members elected every year at the Annual General Body meeting of the members of the Association.
  6. The management of the affairs of the Governing Body shall be regulated by the rules of the Association.

**RULES OF THE KAITHAKUZH EDUCATION ASSOCIATION,  
KAITHAKUZH**

1. The Association shall be known as "The Kaithakuzhy Educational Association"
2. The registered office of the Association shall be in the Association building at Kaithakuzhy, Velichikkala P.O, Pin-691573, Adichanalloor village, Kollam Taluk, Kollam District, Kerala State.
3. The objects of the Association are those enumerated in the Memorandum of Association of the Association.
- 4A. Any member of a Christian Community not below the age of Eighteen or a legal guardian on behalf of a minor interested in the promotion of useful knowledge in arts, science or literature and reside in India may apply to the Governing Body of the Association for Membership. The Governing Body may, on an unanimous resolution of all the members present and voting, accept the application and he or she may be admitted to the membership with the approval of the General Body with at least  $\frac{3}{4}$  (Three fourth) of the members on the roll present and at least  $\frac{2}{3}$  (Two third) of the present members vote in favour of the admission of the applicant ;and on payment of an initial donation of Rs.500/- (Rupees Five Hundred) and an annual subscription decided by the General Body. The Governing Body may reject any application for membership without assigning any reason but the Nominee or undisputed legal heir of deceased member is entitled on his/her application to be admitted as a member and he or she shall be exempted from paying any initial donation. Application for new membership shall be made in the prescribed form available with the Association. Nomination of legal heirs from the existing members may be accepted and registered with the association if required by members but no member is entitled to nominate any person other than his/her legal heir. The present members shall pay an annual subscription of Rs.50-with effect from 01-04-2010.
- 4B. Any member of the Association can request for transfer of his/her membership on the following conditions:-

- a) The transfer on the basis of an application can only be effected in favour of the transferor's immediate relatives specified herein (wife, husband, son, daughter, brother or sister only.)
  - b) The transferor must not have attended at least five Annual General Body Meetings continuously as on the date of application for the transfer of membership.
  - c) "The Transferee must be a resident of India".
  - d) The transfer of membership is to be approved by the the Governing Body and such decision made by the governing Body shall get approval of the General Body with at least  $\frac{3}{4}$  (Three Four) of the members on the roll are present and at least  $\frac{2}{3}$ (Two Third) of the members present vote in favour of the transfer of the membership."
  - e) The Transferee shall be exempted from paying any initial donation.
  - f) After approval of the transfer, the Secretary shall inform the transferee about the transfer of membership and the transferee's name shall be registered as Association member after removing the name of the Transferor.
- 4C. Such member of the Association, who has attained the age of Seventy and above or who is under extreme medical disability of a permanent nature and thus unable to attend the Association affairs, can request for transfer of his /her membership on the following conditions.
- a) The transfer on the basis of an application, proof of age or proof of extreme medical disability of a permanent nature, can only be effected in favour of the transferor's immediate relatives specified herein (wife, husband, son, daughter, brother or sister only)
  - b) The transferee must be a resident of India.
  - c) The transfer of membership is to be approved by the Governing Body and such decision made by the Governing Body shall get approval of the General Body with at least  $\frac{3}{4}$  (Three Fourth) of the members on the roll are present and at least  $\frac{2}{3}$  (Two third) of the members present vote in favour of transfer of membership.

- d) The transferee shall be exempted from paying any initial donation.
  - e) After approval of the transfer, the Secretary shall inform the transferee about the transfer of membership and the transferee's name shall be registered as an Association member after removing the name of the transferor.
5. The General Body of the Association may exempt any member partially from liability to pay the donation of Rupees Five Hundred. But in no case the donation to be paid shall be less than Rupees Three Hundred.
6. The membership of the Association shall at no time be more than thirty.
7. If a member defaults payments of the monthly subscription continuously for two years, the Secretary shall cause a notice of default to be served on him/her by registered post and if, within thirty days of receipt of such notice, the arrears are not paid, he/she shall be liable to be removed from the Association membership by a General Body resolution as contemplated in case 13 hereunder. If any member owes any amount to be Association or misappropriates any funds of the Association or willfully causes any loss to the Association. He shall be removed from the membership and the amount can be realised by the Association by taking legal proceedings against him for which an extraordinary general Body meeting has to be convened and a resolution as contemplated in clause 13 has to be passed.
8. The members on the roll shall, at an Annual General Body Meeting of the Association elect a President, a Secretary and a Treasurer and a Governing Body consisting of Seven members including President, Secretary and Treasurer. The General Body shall elect from the remaining four Governing Body members, one member as the Manager for each institution conducted by the Association. The quorum for the Annual General Body meeting shall be  $\frac{1}{2}$  (Half) the members on the roll. Unless otherwise specified by any rule, the quorum for other General Body meetings shall be  $\frac{1}{2}$  (Half) the members on the roll.
9. The Treasurer/Secretary shall place before annual General

Body Meeting, the audited Annual accounts and Balance Sheet together with the Budget for the ensuring year of the Association for approval. Annual Report of the Association shall also be presented by the Secretary in such a meeting.

10. The Secretary, Treasurer and Manager of the Association shall be entitled to an honorarium fixed by the Governing Body, which amt. shall not exceed Rupees Three Thousand per month. The President shall be entitled to a Travelling allowance of Rs.1000/-(One Thousand) per month.
11. The governing Body shall meet at least once a month to transact the business of the Association. The quorum shall be not less than four members. The Secretary shall be the chief executive officer of the Association.
12. The Association may sponsor, found, take up and manage one or more institutions specified in Memorandum of Association as may be necessary for the proper conduct thereof.
13. Any member whose conduct is adverse and detrimental to the interests of the Association may be removed from the membership of the Association by a resolution in any General Body meeting with fourteen days clear notice, provided that at least  $\frac{3}{5}$  (Three Fifth) of the members on the roll are present and at least  $\frac{3}{4}$  (Three Fourth) of the members present vote in favour of the expulsion.
14. The Secretary shall be the custodian of all the properties, movable and immovable of the Association and he shall for all purposes have power to represent the Association. But the Secretary is having no right or authority to remove any of the movable properties of the Association from its premises without the previous sanction of the Governing Body.
15. The accounts of the Association shall be properly maintained by the Treasure and Treasure & Secretary shall be the joint custodian of all the registers and records but the Treasurer/ Secretary is having no right or authority to remove any of the registers or records of the Association from the Association office without the prior sanction of the Governing Body.
16. An Annual General Body Meeting of the Association shall be convened during the month of April and if it is not possible,

during the next month at which the office bearers of the Governing Body for the ensuing year shall be elected and the budget for the ensuing year passed, seven days clear notice being given to all the members of the Association. Notice shall be served to the members on their given address by post under Certificate of Posting or by acknowledged messenger delivery. The quorum for the General Body Meeting shall be  $\frac{1}{2}$  (Half) the members on the roll.

17. Subject to the availability of time and fulfillment of the specified notice and quorum required for the subject /subjects, all subjects concerning the Association and subsidiary establishments may be discussed and the decisions taken in all General Body meetings.
18. For calculating the number of members required for the quorum and the number of votes for different purposes, all fractions below half shall be ignored and all fractions of half and above shall be considered as one.

## **ADDITIONAL RULES OF THE KAITHAKUZH EDUCATIONAL ASSOCIATION KAITHAKUZH**

### **I. GENERAL BODY**

1. In the Annual General Body Meeting of the Association, the following among other matters, shall be dealt with:
  - i) The election of office-bearers and Governing Body
  - ii) The election of internal auditors
  - iii) Approval of annual reports and audited accounts.
  - iv) Approval of Annual Budget.
  - v) The consideration of any complaint which any individual member may prefer against the existing Governing Body or any other member of the Association; such complaints should be received by the Secretary on or before the end of the financial year (31<sup>st</sup> of March)
2. The President, when present, shall preside over the meeting of the General Body. In his absence the General Body may choose a chairman from the members present to preside over the meeting. Every member present shall have one vote only. Unless otherwise decided, all questions decided by majority of votes. When votes are equal the chairman of the meeting shall have a casting vote.
3. No amendment, alteration or cancellation of a bye-law or enactment of a new bye-law shall be made except at a Special General Body meeting with atleast 3/5 (Three Fifth) of the members on the roll vote in person or by proxy in favour of it. Copies of the proposed amendments, alteration, cancellations or enactments of a new bye-law should be send to the members atleast ten days prior to the date of the General Body meeting.
4. If, for any reason, the majority of the Governing members resign, the Secretary shall convene a special General Body Meeting, within one month, and elect a fresh Governing Body and such Committee shall be in the office for the unexpired portion.

### **II. REQUISITIONED GENERAL BODY MEETING**

Not less than one third of the members on the rolls may

submit to the President a requisition in writing duly signed by all of them requiring the Governing Body to convene a General Body Meeting stating the purpose for which the meeting is to be held and the Governing Body shall, within 30 days of such requisition, issue 14 days clear notice for convening such a meeting. The President may admit any resolution if he considers it urgent or important on short notice.

### **III. GOVERNING BODY**

1. The President of the Association shall preside over all the meetings of the Governing Body. In his absence the Governing Body shall select a Chairman to preside over the meeting convened.
2. The management and control of the affairs of the Association, both administrative and financial, shall, subject to the direction and control of the members in the General Body Meeting be vested in the Governing Body. The Governing Body shall have all such powers for carrying out the objects of the Association.
3. In furtherance of and without prejudice to the general powers conferred, the Governing Body shall have following powers and shall perform the following functions:
  - a) To perform in the name of and on behalf of the Association all rights, duties and functions falling within and in pursuance of the Memorandum of Association.
  - b) To make necessary bye-laws for the control of the funds and properties of the Association and to implement them with the approval of the General Body.
  - c) To deposit, invest and deal with any of the monies of the Association not immediately required for the purpose thereof in approved Banks and securities in such manner as they may think fit and from time to time to vary or realize such investments
  - d) To raise or borrow any sum or sums of money for the Association and to secure the repayment of such monies in such manner and upon such terms and conditions as decided by the Governing Body. But if the amount exceeds Five lakh of rupees, the Governing Body has to get the previous approval of the General Body for raising or borrowing such sums.

- e) To accept any gift or donation, to purchase or otherwise acquire any article or property movable or immovable which the Governing Body considers necessary for the working of the Association.
- f) To sell, improve, mortgage, develop, exchange, lease, let, sublease, sub-let, manage, dispose of or otherwise deal with the whole or any part of the property of Association, provided however, that no document creating any right in the immovable property of the Association be effected without the approval of the General Body of the Association.
- g) To construct on any premises acquired for the purpose of the Association any building or buildings in furtherance of the objects of the Association and to alter, add to, improve or demolish any building on such premises in accordance with the rules.
- h) To appoint any person or persons to carry on the business of the Association whether on remuneration or otherwise subject to such rules and procedures to be laid down.
- i) To appoint any sub-committee and to delegate subject to such conditions as they think fit any of their powers to the sub-committee.
- j) To determine the manner in which bills, notes, receipts, cheques, releases, contracts and documents shall be signed or executed by or on behalf of the Association.
- k) Three days clear notice shall be given to the members of the Governing Body for ordinary meeting and a day's clear notice for emergency meeting of the Governing Body. The notice shall ordinarily be sent in writing by post under Certificate of Posting or by acknowledged messenger delivery.
- l) If any of the office bearers resign for any reason whatsoever or any post becomes vacant due to any other reason, the Secretary shall convene a Governing Body Meeting within ten days and after accepting the resignation/resignations and or assessing the reason for any vacant post other than resignation, the Governing Body shall nominate

in the vacant place/places a new member or members from the members of the Governing Body present in the Governing Body meeting. Such nominations shall be valid for the unexpired portion of the term according or until such time within the term according to the decision of the Governing Body. If the governing Body so desires, additional charge of any vacant post may be given to any office bearer, who shall be entitled to an additional charge allowance decided by the Governing Body; but such additional charge allowance should not exceed rupees two hundred per month.

- m) A Governing Body member / Governing Body members can be removed from the Governing Body during the term of office by a General Body resolution provided that atleast 2/3 (Two Third) of the members on the roll are present and atleast 2/3 (Two Third) of the members present vote in favour of the removal/removals. In the event of more than one Governing Body member involving in such removal, separate votings are to be conducted for every Governing Body member.

#### **IV. DUTIES AND POWERS OF PRESIDENT**

1. The President shall preside over the meetings of the Governing Body and the General Body. He may direct the Secretary to convene the meetings and shall, subject to the decisions of the Governing Body, direct the affairs of the Association.
2. The President shall see that the accounts of cash and other properties of the Association and the institutions under the Association are properly maintained and shall have the authority to examine them whenever he feels necessary. The President shall check the cash balance of the Association and institutions under the Association when he feels necessary.
3. In the event of the Secretary of the Association resigning he shall submit his resignation to the President and the President shall convene a meeting of the Governing Body wherein a new Secretary shall be elected from among the members of the Governing Body for the unexpired period of the year.

4. If the Secretary refuses to convene the meeting of the Governing body or General Body, or if the President feels that the meeting of the Governing Body or General Body should be convened the President has got the right to do so after giving seven day's notice.
5. All deeds, agreements etc. executed on behalf of the Association shall be signed by the President along with the Secretary and Treasurer.
6. The Bank accounts of the Association shall be jointly operated by the President along with the Secretary, Treasurer and Manager. Withdrawals from bank can be effected jointly by any two of the above office bearers empowered by the Governing Body.

#### **V. DUTIES AND POWERS OF SECRETARY**

1. The Secretary shall be the Chief executive of the Association and shall function in accordance with the directions of the President and the Governing Body, subject to the mandates, if any given by the General Body.
2. He shall keep the minutes of meetings and shall be primarily be responsible for carrying out all work pertaining to the business of the Association. He shall also maintain a Membership Register with all details of the members with and their nominees and the same shall be made available by the Secretary to the members for reference.
3. He shall arrange for the proper and correct maintenance of the records of the Association.
4. All decisions of the Governing Body or General Body meeting shall be communicated in writing by the Secretary to the concerned persons within fifteen days of taking the decision.
5. All Vouchers of the Association should be passed by the Secretary; vouchers above Rs.100/- (One hundred) should be signed by the Treasurer of the Association also.
6. The Secretary together with the Treasurer and Manager, shall prepare the Annual accounts and budget estimates for approval of the Governing Body and on approval submit the accounts for audit with the connected records in time to enable the audited account and budget estimate of the Association

to be presented at the Annual General Body Meeting of the Association.

7. All deeds, agreements etc. executed on behalf of the Association shall be signed by the Secretary along with the President and Treasurer.
8. The bank accounts of the Association shall be jointly operated by the Secretary along with the President, Treasurer and Manager. Withdrawals from bank can be effected jointly by any two of the above office bearers empowered by the Governing Body.

#### **VI. DUTIES AND POWERS OF THE TREASURER**

1. The Treasurer shall be the Custodian of the funds of the Association and shall ensure that all monies collected are properly remitted into the Banks.
2. He shall, jointly with the Secretary and Manager, prepare the Annual Statements of Accounts and Budget estimates and present them to the Governing Body. He shall also, jointly with the Secretary, present the audited accounts and the Budget estimates at the Annual General Body Meeting.
3. He shall also maintain true copies (attested or Photostat) of all deeds, bonds and such other valuable documents of the Association and a duplicate register of all immovable properties.
4. All deeds, agreements etc. executed on behalf of the Association shall be signed by the Treasurer along with the President and the Secretary.
5. The bank accounts of the Association shall be jointly operated by the Treasurer along with the President and the Secretary and Manager. Withdrawals from bank can be effected jointly by any two of the above office bearers empowered by the Governing Body.

#### **VII AUDIT**

1. The Balance Sheet and Income and Expenditure Account of the Association and institutions under the Association shall be audited by one or more auditors to be appointed by the General Body.

2. The appointment of the Auditor or Auditors shall be made by the General Body in the Annual General Body Meeting on such remuneration and terms and condition as they may decide. In the event of a vacancy arising in the post, the Governing Body may appoint a competent person for the period.
3. Every Auditor of the Association shall be given the facilities to examine the books of account and vouchers of the Association and shall be entitled to require from the Secretary and other members of the Governing Body and all officers and employees of the Association such information and explanation as may be necessary for the performance of his duties.
4. The Auditors shall make a report, to the Secretary, of the accounts examined by them and the Balance Sheet and Income and Expenditure Account to be laid before the Annual General Body meeting of the Association during their tenure of office

#### **VIII. FINANCIAL YEAR**

The financial year of the Association shall be from 1st April to 31st March.

#### **IX. AMENDMENTS**

No Amendments to the memorandum, rules and regulations will be made with out prior approval of the Commissioner of Income Tax having jurisdiction over the case. Amendments to the rules and Regulations of the Association and subsidiary institutions may be made by a resolution passed at a meeting of the General Body with at least 3/4 (Three fourth) members on the roll of the present and at least 2/3 (Two Third) of the present members vote in favour of the amendments. Copies of the proposed amendments to the rules and regulations shall be circulated among the members at least seven days prior to the date of General Body Meeting.

#### **X. SUITS BY AND AGAINST THE ASSOCIATION**

The Association may sue and be sued against in the name of the Secretary or such other persons as shall be appointed by the Governing Body for the purpose.

**SUBSIDIARY RULES FOR THE MANGEMENT OF  
THE INSTITUTIONS OWNED BY THE KAITHAKUZH  
EDUCATIONAL ASSOCIATION, KAITHAKUZH**

**I. DUTIES AND POWERS OF MANAGER**

1. The manager/s elected in the Annual General Body Meeting of the Association shall be the Chief Executive of the respective institutions.
2. The manager/s shall be responsible to the Governing Body for the efficient management of the schools.
3. He /They shall exercise overall control over the teaching staff and the office staff. He shall see that strict discipline is maintained in the Schools.
4. He/They shall deal finally with the questions relating to the admission of pupils to the schools.
5. He/They is/are empowered to appoint members of the teaching and non teaching staff of the school against sanctioned posts on proper application and interview and shall report the same to the Governing Body Meeting. The interview shall be made by the Manager and the Head of the institution jointly and / or any other member from the teaching staff. If there is any difference of opinion between the Manager and the Head of institution on the selection of the candidates, the matter has to be referred to the Governing Body and the Governing Body has to select the candidate and the decision of the Governing Body shall be final.
6. He / They shall arrange for the maintenance of correct and proper accounts of the schools and also the preparation of the annual accounts of the schools.
7. He/They shall arrange to maintain stock accounts in the schools for articles and furniture purchased directly and also for the furniture supplied by the Association.
8. He /They shall be competent to incur expenditure on the day to day working of the school subject to the budget provisions and other ceilings if any fixed by the Governing Body.
9. He/They shall keep a maximum cash of Rs.10,000/- ( Ten

Thousand) and remit the balance received on account of the school to the Treasurer of the Association.

10. He / They shall be responsible for the payment of salaries to the members of the teaching and non teaching staff of the schools.
11. The manager/s shall be responsible for the conduct of the school in accordance with the provisions of the Kerala Education Act & Rules, Central Board of Secondary Education Rules and other Rules issued there under relating to Unaided (Recognized) minority schools. He /They shall also abide by the orders that may be issued from time to time by the Government and Educational Department in conformity, with the provisions of the Educational Act and Rules there under.
12. He/They shall be responsible for receiving all amounts due to the schools and for issuing proper receipts.
13. He/They shall be responsible for issuing demand notice or bill in all cases of arrears every month.
14. He /They shall prepare the annual accounts and budget of the schools and furnish them to the Secretary for presentation to the Governing Body.
15. He/They shall be competent to sanction casual leave to the Principal of the School. He/They shall sanction all other kinds of leave to the teaching and non-teaching staff of the school.
16. The administration of the schools by the Manager/s should be subject to the control of the Governing Body.

#### **I. DUTIES AND FUNCTIONS THE PRINCIPAL/S**

1. The Principal/s shall be responsible to the Manager for the efficient running of the school.
2. He/ She shall exercise control over the teaching staff and non-teaching staff of the school and shall have complete control over the day-today administration of the school.
3. He / She shall maintain strict discipline in the school and shall when necessary inflict proper punishment on delinquent students.

4. He / She shall arrange for all fees and other dues to the school being collected at the office either direct or through class teachers as he / she deems fit and for its prompt remittance to the Manager. He or she shall be responsible for taking necessary steps for the realization of all arrears.
5. He / She shall be competent to sanction casual leave to all school staff.

## **SUBSIDIARY RULES FOR THE MANGEMENT OF THE HOSTEL OWNED BY THE KAITHAKUZH EDUCATIONAL ASSOCIATION, KAITHAKUZH**

### **I. DUTIES OF MANAGER**

1. Manager/s, elected in the Annual General Body of the Association shall have control over the boarders of the Hostel. (Pupils, members of the teaching staff and Warden) He/They shall, jointly with the Secretary of the Association, see that strict discipline is maintained among the boarders.
2. He/They shall arrange for the timely dispatch of the Progress Report and such other information regarding pupils in the hostel to their parents.
3. The Manager/s, jointly with the Secretary, shall deal with all questions relating to the admission and removal of inmates and other matters pertaining to the hostel.
4. If the Manager/s gives permission for any of the boarders to leave the hostel it must be informed to the Secretary immediately.
5. He /They shall, jointly with the Secretary see that all facilities for the study of inmates and amenities in the hostel are provided.

### **II. DUTIES OF SECRETARY**

1. The Secretary of the Association shall be the chief executive of the Hostel run by the Association. He shall be responsible to the Governing Body of the Association for the efficient management of the Hostel.
2. He shall exercise overall control over the staff of the hostel.

3. He jointly with the Manager, shall see that strict discipline is maintained in the hostel.
4. He shall arrange for the maintenance of correct and proper accounts of the hostel.
5. He shall arrange to maintain stock accounts in the hostel for articles purchased directly and also for the furniture supplied by the Association.
6. He Shall be competent to incur expenditure on the day to day working of the hostel subject to the budget provisions and other ceilings if any fixed by the Governing Body.
7. He shall keep a maximum cash of Rs.500/-(Five Hundred) and remit the balance received on account of the Hostel to the Treasurer of the Association.
8. He shall be responsible for the payment of salaries and wages to the staff of the Hostel.
9. He shall be responsible for issuing bills in all cases, dues to the hostel every month and demand notice in all cases of arrears.
10. He shall receive all amounts due to the hostel and issue proper receipts.
11. He shall prepare the Annual Accounts of the hostel and Budget Estimate of the Hostel for the ensuring year and present them to the Governing Body in time.
12. He shall arrange to report to the manager or Head mistress of the school, the names of pupils who are unable to attend the class, well in advance of the classes begin everyday. The reason for such absence shall be reported.
13. He shall be competent to sanction leave to the hostel staff.
14. The administration of the hostel by the Secretary and manager should be subject to the control of the Governing Body.
15. The Secretary jointly with the Manager shall prepare a time table for the hostel and arrange to see that the same is strictly adhered to.
16. If any difference of opinion occurs between the Manager and

Secretary in the matter of admission, removals, mess and on any other matter related to the management of the hostel, it shall be presented to the Governing Body by the Secretary and decision of the Governing Body in the matter will be final.

### **III. GENERAL**

Its shall be the joint responsibility of the Manager and the Secretary to deal with all matters not covered by clauses mentioned above.

#### **Governing Body Members as on 01.06.1965**

- |                       |           |
|-----------------------|-----------|
| 1. Mr. K.G Kochumman  | President |
| 2. Mr. John Jacob     | Secretary |
| 3. Mr. J.P. Alexander | Treasurer |
| 4. Mr. I. Varghese    | Member    |
| 5. Mr. P.O George     | Member    |
| 6. Mr. V.M Mathew     | Member    |
| 7. Mr. Thomas Mathew  | Member    |

#### **Governing Body Members as on 17.04.1985**

- |                       |           |
|-----------------------|-----------|
| 1. Mr. M. Mathen      | President |
| 2. Mr. K.G Kochummen  | Secretary |
| 3. Mr. P.O. George    | Treasurer |
| 4. Mr. T.J. Jacob     | Member    |
| 5. Mr. V.M. Thomas    | Member    |
| 6. Mr. K.G. Alexander | Member    |
| 7. Mr. D. Mathew      | Member    |

#### **Governing Body Members as on 21.01.1992**

- |                       |           |
|-----------------------|-----------|
| 1. Mr. K. George      | President |
| 2. Mr. I. Varghese    | Secretary |
| 3. Mr. K G. Kochummen | Manager   |
| 4. Mr. D. Mathew      | Treasurer |

- |                       |        |
|-----------------------|--------|
| 5. Mr. K.G. Kunchandy | Member |
| 6. Mr. K.S. Thomas    | Member |
| 7. Mr. P. Alexander   | Member |

### **Governing Body Members as on 23.02.1994**

- |                       |           |
|-----------------------|-----------|
| 1. Mr. Thomas Mathew  | President |
| 2. Mr. V.M. Thomas    | Secretary |
| 3. Mr. K. George      | Manager   |
| 4. Mr. D. Mathew      | Treasurer |
| 5. Mr. K.S. Thomas    | Member    |
| 6. Mr. M. Mathen      | Member    |
| 7. Mr. J.P. Alexander | Member    |

### **Governing Body Members 2003-04**

- |                         |           |
|-------------------------|-----------|
| 1. Cdr. Thomas Koshy    | President |
| 2. Mr. P. Alexander     | Secretary |
| 3. Mr. Jacob J Koipuram | Manager   |
| 4. Mr. V.M. Thomas      | Treasurer |
| 5. Mr. D. Mathew        | Member    |
| 6. Mr. K.G. Kochumman   | Member    |
| 7. Dr.T G Joseph        | Member    |

### **Governing Body Members 2019-20**

- |                            |           |
|----------------------------|-----------|
| 1. Dr. T.G. Joseph         | President |
| 2. Mr. Roy Geevarghese     | Secretary |
| 3. Mr. M. Mathew Muthalaly | Manager   |
| 4. Mr. Jacob J Koipuram    | Treasurer |
| 5. Mr. V.M. Thomas         | Member    |
| 6. Mr. D. Mathew           | Member    |
| 7. Dr. Susan George        | Member    |

### **Governing Body Members 2020-21**

- |                        |           |
|------------------------|-----------|
| 1. Dr. T G Joseph      | President |
| 2. Mr. Roy Geevarghese | Secretary |

- |                            |           |
|----------------------------|-----------|
| 3. Mr. M. Mathew Muthalaly | Manager   |
| 4. Mr. Binu Alex           | Treasurer |
| 5. Mr. V.M. Thomas         | Member    |
| 6. Mr. Vinod A. Philip     | Member    |
| 7. Mr. Thomas Varghese     | Member    |

Kaithakuzhy  
01st June, 2021

Sd/-  
Secretary  
Kaithakuzhy Educational Association



# **APPROVED AMENDMENTS**





കേരളം KERALA

CC 617735

THE KAITHAKUZHY EDUCATIONAL ASSOCIATION,  
KAITHAKUZHY  
VELICHIKKALA P.O., KOLLAM DISTRICT  
REG.NO.Q 18/1965

BYE - LAW

(As Approved by the Registrar of Societies, Kollam)  
(as on 08.02.2004)

MEMORANDUM OF ASSOCIATION	MEMORANDUM OF ASSOCIATION
EXISTING	AMENDED
2. The registered office of the Association shall be the Association building at Kaithakuzhy Adichanalloor Village, Adichanalloor Panchayat, Kollam Taluk, Kollam District, Kerala State.	2. The registered office of the Association shall be the Association building at Kaithakuzhy ,Velichikkala P.O, Pin - 691573, Adichanalloor Village, Kollam Taluk, Kollam District, Kerala State.

(Sd/-)  
President


(Sd/-)  
Secretary

(Sd/-)  
Treasurer

18471. Ra 50/-  
31-12-2020  
വെ.കെ.എ.കെ.എ. (കെ.എ.കെ.എ.)  
വെ.കെ.എ.കെ.എ. (കെ.എ.കെ.എ.)  
വെ.കെ.എ.കെ.എ. (കെ.എ.കെ.എ.)


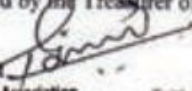
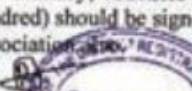
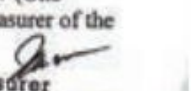





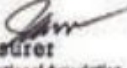

STAMP VENDOR  
KOLLAM (SPECIAL LICENSE)

EXISTING	AMENDED
 <p><b>RULES OF THE KAITHAKUZHY EDUCATION ASSOCIATION, KAITHAKUZHY.</b> (AS APPROVED BY THE REGISTRAR OF SOCIETIES, KOLLAM)</p>	<p><b>RULES OF THE KAITHAKUZHY EDUCATION ASSOCIATION, KAITHAKUZHY.</b> (AS APPROVED BY THE REGISTRAR OF SOCIETIES, KOLLAM)</p>
<p>4.A. Any member of a Christian Community <b>not below the age of Twenty One</b> or a legal guardian on behalf of a minor interested in the promotion of useful knowledge in arts, science or literature and <b>reside in Kerala</b> may apply to the Governing Body of the Association for Membership. The Governing Body may, on an unanimous resolution of all the members present and voting, accept the application and he or she may be admitted to the membership with the approval of the General Body with at least <math>\frac{3}{4}</math> (Three fourth) of the members on the roll present and at least <math>\frac{2}{3}</math> (Two third) of the present members vote in favour of the admission of the applicant ;and on payment of an initial donation of Rs.500/- (Rupees Five Hundred) <b>and an annual subscription of Rs.30/-.</b> The Governing Body may reject any application for membership without assigning any reason, but the Nominee or undisputed legal heir of deceased member is entitles on his/her application to be admitted as a member and he or she shall be exempted from paying any initial donation. Application for new membership shall be made in the prescribed form available with the Association. Nomination of legal heir from the existing members may be accepted and registered with the association if required by members, but no member is entitled to nominate any person other than his/her legal heir. <b>The present members shall pay an annual subscription of Rs.30/-with effect from 01-04-2002.</b></p> <p>4.B. <b>Such member</b> of the Association, who is resident outside Kerala can request for transfer of his/her membership on the following conditions:-</p> <ol style="list-style-type: none"> <li>The transfer on the basis of an application can only be effected in favour of the transferor's immediate relatives specified herein (wife, husband, son, daughter, brother or sister only.)</li> <li>The transferor must not have attended at least five Annual General Body Meetings continuously as on the date of application for the transfer of membership.</li> </ol> <p>President Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O Kollam, Pin-691573</p>	<p>4.A. Any member of a Christian Community not below <b>the age of Eighteen</b> or a legal guardian on behalf of a minor interested in the promotion of useful knowledge in arts, science or literature and <b>reside in India</b> may apply to the Governing Body of the Association for Membership. The Governing Body may, on an unanimous resolution of all the members present and voting, accept the application and he or she may be admitted to the membership with the approval of the General Body with at least <math>\frac{3}{4}</math> (Three fourth) of the members on the roll present and at least <math>\frac{2}{3}</math> (Two third) of the present members vote in favour of the admission of the applicant ;and on payment of an initial donation of Rs.500/- (Rupees Five Hundred) <b>and an annual subscription decided by the General Body.</b> The Governing Body may reject any application for membership without assigning any reason, but the Nominee or undisputed legal heir of deceased member is entitled on his/her application to be admitted as a member and he or she shall be exempted from paying any initial donation. Application for new membership shall be made in the prescribed form available with the Association. Nomination of legal heirs from the existing members may be accepted and registered with the association if required by members, but no member is entitled to nominate any person other than his/her legal heir. <b>The present members shall pay an annual subscription of Rs.50-with effect from 01-04-2010.</b></p> <p>4.B. <b>Any member</b> of the Association can request for transfer of his/her membership on the following conditions:-</p> <ol style="list-style-type: none"> <li>The transfer on the basis of an application can only be effected in favour of the transferor's immediate relatives specified herein (wife, husband, son, daughter brother or sister only.)</li> <li>The transferor must not have attended at least five Annual General Body Meetings continuously as on the date of application for the transfer of membership.</li> </ol> <p>Treasurer Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O Kollam, Pin-691573</p>


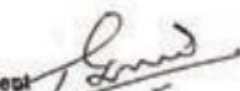


EXISTING	AMENDED
<p>c) "The Transferee must be a resident of Kerala.</p> <p>d) The transfer of membership is to be approved by the the Governing Body and such decision made by the governing Body shall get approval of the General Body with at least ¼ (Three Four) of the members on the roll are present and at least 2/3(Two Third) of the members present vote in favour of the transfer of the membership."</p> <p>e) The Transferee shall be exempted from paying any initial donation.</p> <p>f) After approval of the transfer, the Secretary shall inform the transferee about the transfer of membership and the transferee's name shall be registered as as Association member after removing the name of the Transferor.</p> <p>4.C. Such member of the Association, who has attained the age of Seventy and above or who is under extreme medical disability of a permanent nature and thus unable to attend the Association affairs, can request f transfer of his /her membership on the following conditions.</p> <p>a) The transfer on the basis of an application, proof of age or proof of extreme medical disability of a permanent nature, can only be effected in favour of the transferer's immediate relatives specified herein, (wife, husband, son,daughter, brother or sister only.)</p> <p>b) The transferee must be a resident of Kerala.</p> <p>c)"The transfer of membership is to be approved by the Governing Body and such decision made by the Governing Body shall get approval of the General Body with at least ¼ (Three Fourth) of the members on the roll are present and at least 2/3 (Two third) of the members present vote in favour of transfer of membership."</p> <p>d) The transferee shall be exempted from paying any initial donation.</p> <p>e) After approval of the transfer, the Secretary shall inform the transferee about the transfer of membership and the transferee's name shall be registered as an Association member after removing the name of the transferor.</p> <p>President</p> <p>Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O Kollam, Pin-691573</p>	<p>c) "The Transferee must be a resident of India.</p> <p>d) The transfer of membership is to be approved by the the Governing Body and such decision made by the governing Body shall get approval of the General Body with at least ¼ (Three Four) of the members on the roll are present and at least 2/3(Two Third) of the member present vote in favour of the transfer of the membership."</p> <p>e) The Transferee shall be exempted from paying any initial donation.</p> <p>f) After approval of the transfer,the Secretary shall inform the transferee about the transfer of membership and the transferee's name shall be registered as Association member after removing the name of the Transferor.</p> <p>4.C. Such member of the Association, who has attained the age of Seventy and above or who is under extreme medical disability of a permanent nature and thus unable to attend the Association affairs, can request for transfer of his /her membership on the following conditions.</p> <p>a) The transfer on the basis of an application, proof of age or proof of extreme medical disability of a permanent nature, can only be effected in favour of the transferer's immediate relatives specified herein, (wife, husband, son, daughter, brother or sister only.)</p> <p>b) The transferee must be a resident of India.</p> <p>c)"The transfer of membership is to be approved by the Governing Body and such decision made by the Governing Body shall get approval of the General Body with at least ¼ (Three Fourth) of the members on the roll are present and at least 2/3 (Two third) of the members present vote in favour of transfer of membership."</p> <p>d) The transferee shall be exempted from paying any initial donation.</p> <p>e) After approval of the transfer, the Secretary shall inform the transferee about the transfer of membership and the transferee's name shall be registered as an Association member after removing the name of the transferor.</p> <p>Treasurer</p> <p>Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O Kollam, Pin-691573</p>

EXISTING	AMENDED
<p>8. The members on the roll shall, at an Annual General Body Meeting of the Association elect a President, a Secretary and a Treasurer and a Governing Body consisting of Seven members including President, Secretary and Treasurer. The General Body shall elect from the remaining four Governing Body members, one member as the manager of all the Educational or cultural institutions conducted by the Association. <b>No member of the Governing Body shall be hold and executive post (Secretary, Treasurer of Manger) for more than three years consecutively.</b> The quorum for the General Body meeting shall be ½ (Half) the members on the roll. Unless otherwise specified by any rule, the quorum for other General Body meetings shall be ½ (Half) the members on the roll.</p> <p>9. The Secretary shall place before an General Body Meeting, the audited Annual accounts and Balance Sheet of the Association for approval. The budget for the ensuring year and the Annual Report of the Association shall also be presented by the Secretary in such a meeting.</p> <p>10. The Secretary, Treasurer and Manager of the Association shall be entitled to an honorarium fixed by the Governing Body, which amt. shall not exceed Rupees Seven hundred and Fifty per month. The President shall be entitled to a Travelling allowance of Rs. 200/- (Two Hundred) per month.</p> <p>12. The Association may sponsor, found, take up and manage one or more institutions <b>for diffusing useful knowledge or imparting education in science, arts, including fine arts and literature and may frame further rules and bye-laws from time to time consistent with the Memorandum of Association as may be necessary for the proper conduct thereof.</b></p> <p>15. The accounts of the Association shall be properly maintained <b>by the Secretary</b> and he shall be the custodian of all the registers and records, <b>but the secretary is having no right or authority to remove any of the registers or records of the Association from the Association without the previous sanction of the Governing Body.</b></p> <p>President Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O Kollam, Pin-691573</p>	<p>8. The members on the roll shall, at an Annual General Body Meeting of the Association elect a President, a Secretary and a Treasurer and a Governing Body consisting of Seven members including President, Secretary and Treasurer. The General Body shall elect from the remaining four Governing Body members, one member as the Manager for each institution conducted by the Association. The quorum for the Annual General Body meeting shall be ½ (Half) the members on the roll. Unless otherwise specified by any rule, the quorum for other General Body meetings shall be ½ (Half) the members on the roll.</p> <p>9. The Treasurer/Secretary shall place before at General Body Meeting, the audited Annual account and Balance Sheet together with the Budget for the ensuring year of the Association for approval. Annual Report of the Association shall also be presented by the Secretary in such a meeting.</p> <p>10. The Secretary, Treasurer and Manager of the Association shall be entitled to an honorarium fixed by the Governing Body, which amt. shall not exceed Rupees Three Thousand per month. The President shall be entitled to a Travelling allowance of Rs. 1000/- (One Thousand) per month.</p> <p>12. The Association may sponsor, found, take up and manage one or more institutions <b>specified in</b> Memorandum of Association as may be necessary for the proper conduct thereof.</p> <p>15. The accounts of the Association shall be properly maintained <b>by the Treasure and Treasure &amp; Secretary</b> shall be the joint custodian of all the registers and records, <b>but the Treasurer/Secretary is having no right or authority to remove any of the registers or records of the Association from the Association office without the prior sanction of the Governing Body.</b></p> <p>Treasurer Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O Kollam, Pin-691573</p>

EXISTING	AMENDED
ADDITIONAL RULES OF THE KAITHAKUZHY EDUCATIONAL ASSOCIATION KAITHAKUZHY	ADDITIONAL RULES OF THE KAITHAKUZHY EDUCATIONAL ASSOCIATION KAITHAKUZHY
<p style="text-align: center;"></p> <p><b>I. GENERAL BODY</b></p> <p>1. In the Annual General Body Meeting of the Association, the following among other matters, shall be dealt with:</p> <ol style="list-style-type: none"> <li>The election of office-bearers and Governing Body</li> <li>The election of auditors</li> <li><b>Approval of audited accounts.</b></li> <li>Approval of Annual Budget.</li> </ol> <p>3. No amendment, alteration or cancellation of a bye-law or enactment of a new bye-law shall be made except at a General Body meeting with <del>atleast 3/4 (Three Fourth)</del> <b>atleast 2/3 (Two Third)</b> of the members on the roll present <b>atleast 2/3 (Two Third)</b> of the members of present vote in favour of it. Copies of the proposed amendments, alteration, cancellations or enactments of a new bye-law should be circulated among the members <b>atleast ten days</b> prior to the date of the General Body meeting.</p> <p><b>III. GOVERNING BODY</b></p> <p>3.d. To raise or borrow any sum or sums of money for the Association and to secure the repayment of such monies in such manner and upon such terms and conditions as decided by the Governing Body. But if the amount exceeds <del>Three lakh of rupees</del>, the Governing Body has to get the previous approval of the General Body for raising or borrowing such sums.</p> <p><b>V. DUTIES AND POWERS OF SECRETARY</b></p> <p>3. He shall arrange for the proper and correct maintenance of the accounts and other records of the Association.</p> <p>5. All Vouchers of the Association should be passed by the Secretary; vouchers above Rs.100/- (One hundred) should be signed by the Treasurer of the Association also.</p> <p style="text-align: right;">President  Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Kollam, Pin-691573</p> <p style="text-align: right;">Secretary  Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Kollam, Pin-691573</p>	<p><b>I. GENERAL BODY</b></p> <p>1 In the Annual General Body Meeting of the Association, the following among other matters, shall be dealt with:</p> <ol style="list-style-type: none"> <li>The election of office-bearers and Governing Body</li> <li>The election of Internal auditors</li> <li><b>Approval of annual reports and audited accounts.</b></li> <li>Approval of Annual Budget.</li> </ol> <p>3. No amendment, alteration or cancellation of a bye-law or enactment of a new bye-law shall be made except at a <b>Special General Body meeting with atleast 3/5 (Three Fifth) of the members on the roll vote in person or by proxy in favour of it.</b> Copies of the proposed amendments, alteration, cancellations or enactments of a new bye-law should be send to the members atleast ten days prior to the date of the General Body meeting.</p> <p><b>III. GOVERNING BODY</b></p> <p>3.d. To raise or borrow any sum or sums of money for the Association and to secure the repayment of such monies in such manner and upon such terms and conditions as decided by the Governing Body. But if the amount exceeds <b>Five lakh of rupees</b>, the Governing Body has to get the previous approval of the General Body for raising or borrowing such sums.</p> <p><b>V. DUTIES AND POWERS OF SECRETARY</b></p> <p>3. He shall arrange for the proper and correct maintenance of the records of the Association.</p> <p>5. All Vouchers of the Association should be passed by the Secretary; vouchers above Rs.100/- (One hundred) should be signed by the Treasurer of the Association also.</p> <p style="text-align: right;">Treasurer  Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Kollam, Pin-691573</p>

EXISTING	AMENDED
 <p>SUBSIDIARY RULES FOR THE MANGEMENT OF THE NEHRU MEMORIAL ENGLISH MEDIUM HIGHER SECONDARY SCHOOL, KAITHAKUZHY OWNED BY KAITHAKUZHY EDUCATIONAL ASSOCIATION, KAITHAKUZHY.</p>	<p>SUBSIDIARY RULES FOR THE MANGEMENT OF THE INSTITUTIONS OWNED BY KAITHAKUZHY EDUCATIONAL ASSOCIATION, KAITHAKUZHY</p>
<p>1 DUTIES AND POWERS OF MANAGER</p> <p>1. <b>The manager</b> elected in the Annual General Body Meeting of the Association shall be the Chief Executive of the Nehru Memorial English Medium <del>Higher Secondary School.</del> <i>High</i></p> <p>2. <b>The manager</b> shall be responsible to the Governing Body for the efficient management of the school.</p> <p>3. <b>He shall</b> exercise overall control over the teaching staff and the office staff. He shall see that strict discipline is maintained in the School.</p> <p>4. <b>He shall</b> deal finally with the questions relating to the admission of pupils to the school.</p> <p>5. <b>He is</b> empowered to appoint members of the teaching and non teaching staff of the school against sanctioned posts on proper application and interview and shall report the same to the Governing Body Meeting. The interview shall be made by the Manager and the Head of the institution jointly and / or any other member from the teaching staff. If there is any difference of opinion between the Manager and the Head of institution on the selection of the candidates, the matter has to be referred to the Governing Body and the Governing Body has to select the candidate and the decision of the Governing Body shall be final.</p> <p>6. <b>He shall</b> arrange for the maintenance of correct and proper accounts of the school and also the preparation of the annual accounts of the school.</p> <p>7. <b>He shall</b> arrange to maintain stock accounts in the school for articles and furniture purchased directly and also for the furniture supplied by the Association.</p> <p>President  Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Kollam, Pin-691573</p> <p>Secretary  Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Kollam, Pin-691573</p>	<p>1 DUTIES AND POWERS OF MANAGER</p> <p>1. <b>The manager/s</b> elected in the Annual General Body Meeting of the Association shall be the Chief Executive of the respective institutions.</p> <p>2. <b>The manager/s</b> shall be responsible to the Governing Body for the efficient management of the schools.</p> <p>3. <b>He /They shall</b> exercise overall control over the teaching staff and the office staff. He shall see that strict discipline is maintained in the Schools.</p> <p>4. <b>He/They</b> shall deal finally with the questions relating to the admission of pupils to the schools.</p> <p>5. <b>He/They is/are</b> empowered to appoint members of the teaching and non teaching staff of the school against sanctioned posts on proper application and interview and shall report the same to the Governing Body Meeting. The interview shall be made by the Manager and the Head of the institution jointly and / or any other member from the teaching staff. If there is any difference of opinion between the Manager and the Head of institution on the selection of the candidates, the matter has to be referred to the Governing Body and the Governing Body has to select the candidate and the decision of the Governing Body shall be final.</p> <p>6. <b>He /They shall</b> arrange for the maintenance of correct and proper accounts of the schools and also the preparation of the annual accounts of the schools.</p> <p>7. <b>He/They shall</b> arrange to maintain stock accounts in the schools for articles and furniture purchased directly and also for the furniture supplied by the Association.</p> <p>Treasurer  Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Kollam, Pin-691573</p> <p></p>

EXISTING	AMENDED
<p>8. He shall be competent to incur expenditure on the day to day working of the school subject to the budget provisions and other ceilings if any fixed by the Governing Body.</p> <p>9. He shall keep a maximum cash of <del>Rs. 10,000/-</del> <sup>3,000</sup> (Ten Thousand) and remit the balance received on account of the school Treasurer of the Association.</p> <p>10. He shall be responsible for the payment of salaries to the members of the teaching and non-teaching staff of the school.</p> <p>11. The manager shall be responsible for the conduct of the school in accordance with the provisions of the Kerala Education Act and Rules issued thereunder relating to unaided (Recognized) minority schools. He shall also abide by the orders that may be issued from time to time by the Government and Educational Department in conformity, with the provisions of the Educational Act and Rules thereunder.</p> <p>12. He shall be responsible for receiving all amounts due to the school and for issuing proper receipts.</p> <p>13. He shall be responsible for issuing demand notice or bill in all cases of arrears every month.</p> <p>14. He shall prepare the annual accounts and budget of the school and furnish them to the Secretary for presentation to the Governing Body.</p> <p>15. He shall be competent to sanction casual leave to the Head master of the School. He shall sanction all other kinds of leave to the teaching and non-teaching staff of the school.</p> <p>16. The administration of the school by the Manager should be subject to the control of the Governing Body.</p> <p>President Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Vellam Pin-691573</p>	<p>8. He /They shall be competent to incur expenditure on the day to day working of the school subject to the budget provisions and other ceilings if any fixed by the Governing Body.</p> <p>9. He/They shall keep a maximum cash of Rs.10,000/- ( Ten Thousand) and remit the balance received on account of the school Treasurer of the Association.</p> <p>10. He / They shall be responsible for the payment of salaries to the members of the teaching and non-teaching staff of the schools.</p> <p>11. The manager/s shall be responsible for the conduct of the school in accordance with the provisions of the Kerala Education Act &amp; Rules, Central Board of Secondary Education Rules and other Rules issued there under relating to Unaided (Recognized) minority schools. He /They shall also abide by the orders that may be issued from time to time by the Government and Educational Department in conformity, with the provisions of the Educational Act and Rules there under.</p> <p>12. He/They shall be responsible for receiving all amounts due to the schools and for issuing proper receipts.</p> <p>13. He/They shall be responsible for issuing demand notice or bill in all cases of arrears every month.</p> <p>14. He /They shall prepare the annual accounts and budget of the schools and furnish them to the Secretary for presentation to the Governing Body.</p> <p>15. He/They shall be competent to sanction casual leave to the Principal of the School. He/They shall sanction all other kinds of leave to the teaching and non-teaching staff of the school.</p> <p>16. The administration of the schools by the Manager/s should be subject to the control of the Governing Body.</p> <p>Secretary Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Vellam Pin-691573</p> <p>Treasurer Kaithakuzhy Educational Association Kaithakuzhy, Velichikkala P.O. Vellam Pin-691573</p>

EXISTING	AMENDED
<p align="center">  </p> <p><b>II. DUTIES AND FUNCTIONS OF THE HEADMASTER / HEADMISTRESS</b></p> <p>1. <b>The Headmaster/Headmistress shall be</b> responsible to the Manager for the efficient running of the school.</p>	<p><b>II. DUTIES AND FUNCTIONS OF THE PRINCIPAL/S</b></p> <p>1. <b>The Principal/s shall</b> be responsible to the Manager for the efficient running of the school.</p>
<p align="center">SUBSIDIARY RULES FOR THE MANGEMENT OF THE HOSTEL OWNED BY THE KAITHAKUZHY EDUCATIONAL ASSOCIATION, KAITHAKUZHY.</p>	<p align="center">SUBSIDIARY RULES FOR THE MANGEMENT OF THE HOSTEL OWNED BY THE KAITHAKUZHY EDUCATIONAL ASSOCIATION, KAITHAKUZHY.</p>
<p><b>I. DUTIES OF MANAGER</b></p> <p>1. <b>Manager</b>, elected in the Annual General Body of the Association shall have control over the boarders of the Hostel.(Pupils, members of the teaching staff and Warden) He shall, jointly with the Secretary of the Association, see that strict discipline is maintained among the boarders.</p> <p>2. <b>He shall</b> arrange for the timely dispatch of the Progress Report and such other information regarding pupils in the hostel to their parents.</p> <p>3. <b>The Manager</b>, jointly with the Secretary, shall deal with all questions relating to the admission and removal of <b>pupils</b> and other matters pertaining to the hostel.</p> <p>4. <b>If the Manager</b> gives permission for any of the boarders to leave the hostel it must be informed to the Secretary immediately.</p> <p>5. <b>He shall</b>, jointly with the Secretary see that all facilities for the study of <b>pupils</b> and amenities in the hostel are provided.</p>	<p><b>I. DUTIES OF MANAGER</b></p> <p>1. <b>Manager/s</b>, elected in the Annual General Body of the Association shall have control over the boarders of the Hostel.(Pupils, members of the teaching staff and Warden) He/They shall, jointly with the Secretary of the Association, see that strict discipline is maintained among the boarders.</p> <p>2. <b>He/They shall</b> arrange for the timely dispatch of the Progress Report and such other information regarding pupils in the hostel to their parents.</p> <p>3. <b>The Manager/s</b>, jointly with the Secretary, shall deal with all questions relating to the admission and removal of <b>inmates</b> and other matters pertaining to the hostel.</p> <p>4. <b>If the Manager/s</b> gives permission for any of the boarders to leave the hostel it must be informed to the Secretary immediately.</p> <p>5. <b>He /They shall</b>, jointly with the Secretary see that all facilities for the study of <b>inmates</b> and amenities in the hostel are provided.</p>
<p align="center">   <b>President</b>              Kaithakuzhy Educational Association              Kaithakuzhy, Velichikkala P.O              Kottam, Pin-691573         </p>	<p align="center">   <b>Secretary</b>              Kaithakuzhy Educational Association              Kaithakuzhy, Velichikkala P.O              Kottam, Pin-691573         </p> <p align="right">   <b>Treasurer</b>              Kaithakuzhy Educational Association              Kaithakuzhy, Velichikkala P.O              Kottam, Pin-691573         </p>



MEMBERS OF THE PRESENT GOVERNING BODY (2003-2004)	MEMBERS OF THE PRESENT GOVERNING BODY (2019-2020)
1. COR. Thomas Koshy (President)	1. Dr. T G Joseph (President)
2. Mr. P. Alexander (Secretary)	2. Mr. Roy Geevarghese (Secretary)
3. Mr. V. M. Thomas (Treasurer)	3. Mr. Jacob J. Kolppuram (Treasurer)
4. Mr. Jacob J. Kolppuram (Manager)	4. Mr. M. Mathew Muthalaly (Manager)
5. Mr. K. G. Kochumman (Committee Member)	5. Mr. V. M. Thomas (Committee Member)
6. Dr. T. G. Joseph (Committee Member)	6. Mr. D. Mathew (Committee Member)
7. Mr. D. Mathew (Committee Member)	7. Dr. Susan George (Committee Member)

  
President  
Kaithakuzhy Educational Association  
Kaithakuzhy, Velichikkala P.O.  
Kollam, Pin-691573

  
Secretary  
Kaithakuzhy Educational Association  
Kaithakuzhy, Velichikkala P.O.  
Kollam, Pin-691573

  
Treasurer  
Kaithakuzhy Educational Association  
Kaithakuzhy, Velichikkala P.O.  
Kollam, Pin-691573

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Examiner - Ann Mary Pascal, clerk, ARB

Kollam  
20.01.2021



DISTRICT REGISTRAR &  
REGISTRAR OF SOCIETIES  
KOLLAM.

-9-





# **THE KAITHAUZHY EDUCATIONAL ASSOCIATION**

Reg.No.Q.18/1965

KAITHAUZHY, VELICHKALA P.O., KOLLAM Dist.-691 573

## **AMENDED BYE-LAW**

In the General Body Meeting of the Association for the bye-law amendments held on 8th February 2004 at 2.00 pm in Kaitthakuzhy Educational Association building, the following amendments were made in the bye-law of the Association.

## **RULES OF THE KAITHAUZHY EDUCATIONAL ASSOCIATION, KAITHAUZHY**

(As approved by the Registrar of societies, Kollam)

### **Existing**

3. The Members on the roll shall, at an Annual General Meeting of the Association elect a President, a Secretary and a Treasurer and a Governing Body consisting of Seven members including the President, Secretary and Treasurer. The General Body shall elect from the remaining four Governing Body members, one member as the Manager of all the Educational or cultural institutions conducted by the Association. The quorum for the annual General Body meeting shall be  $\frac{1}{2}$  (Half) of the members on the roll. Unless otherwise specified by any rule, the quorum for other General Body meeting shall be  $\frac{1}{2}$  (Half) the members on the roll.

### **Amended**

8. The members on the roll shall, at an Annual General Body meeting of the Association elect a President, a Secretary and a Treasurer and a Governing Body consisting of Seven members including the President, Secretary and Treasurer. The General Body shall elect from the remaining four Governing Body members, one member as the Manager of all the Educational or cultural institutions conducted by the Association. No member of the Governing body shall hold and executive post, (Secretary, Treasurer or Manager) for more than three years consecutively. The quorum for the annual General Body meeting shall be  $\frac{1}{2}$  (Half) the members on the roll. Unless otherwise specified by any rule, the quorum for other General Body meetings shall be  $\frac{1}{2}$  (Half) the members on the roll.

Commander Thomas Koshy  
President

P.Alexander  
Secretary

V.M.Thomas  
Treasurer



# **DUTIES AND POWERS OF SECRETARY**

2. He shall keep the minutes of meetings and shall be primarily responsible for carrying out all works pertaining to the business of the Association.

2. He shall keep the minutes of meetings and shall be primarily responsible for carrying out all works pertaining to the business of the Association. He shall also maintain a membership register with all details of the members and their nominees and the same shall be made available by the secretary to the members for the reference.

## **IX. AMENDMENTS**

Amendments to the Rules and Regulations of the Association and subsidiary Institutions may be made by a resolution passed at a meeting of the General Body with at least  $\frac{3}{4}$  (Three Fourth) members on the roll of the present and at least  $\frac{2}{3}$  (Two Third) of the present members vote in favour of the amendments. Copies of the proposed amendments to the rules and regulations shall be circulated among the members at least ten days prior to the date of General Body meeting.

## **IX. AMENDMENTS**

No amendments to the memorandum, rules and regulations will be made with out prior approval of the Commissioner of Income Tax having jurisdiction over the case. Amendments to the Rules and Regulations of the Association and subsidiary Institutions may be made by a resolution passed at a meeting of the General Body with at least  $\frac{3}{4}$  (Three Fourth) members on the roll of the present and at least  $\frac{2}{3}$  (Two Third) of the present members vote in favour of the amendments. Copies of the proposed amendments to the rules and regulations shall be circulated among the members at least seven days prior to the date of General Body meeting.

## **MEMBERS OF THE PRESENT GOVERNING BODY**

- |                          |                    |
|--------------------------|--------------------|
| 1. CDR. Thomas Koshy     | (President)        |
| 2. Mr.P.Alexander        | (Secretary)        |
| 3. Mr.V.M.Thomas         | (Treasurer)        |
| 4. Mr.Jacob. J. Koipuran | (Manager)          |
| 5. Mr.K. G. Kochumman    | (Committee Member) |
| 6. Dr.T.G. Joseph        | (Committee Member) |
| 7. Mr.D. Mathew          | (Committee Member) |

Commander Thomas Koshy  
President

P.Alexander  
Secretary

V.M.Thomas  
Treasurer

True Copy

Note of Correction - Nil

Copy compared by { Reader Biju K.R. L.D.  
Examiner Biju D. 18/5/15  
A.D.C.  
16/5/15

DISTRICT REGISTRAR  
AND REGISTRAR OF SOCIETIES  
KOLLAM.

NOTICE AND POWERS OF SECRETARY

P. No. 31.05

C. No.

A/fee - 1.00  
B/fee - 10.00  
C/fee - 8.00  
Total 19.00

name of the applicant Secretary Q 18

Copy printed by the Party

Date of reception of application  
Date of completion of search  
Date of production of stamp and fee  
Date of preparation of copy

Kollam  
16/3/05

DISTRICT REGISTRAR  
AND REGISTRAR OF SOCIETIES  
KOLLAM

## **THE KAITHAKUZHY EDUCATIONAL ASSOCIATION**

Reg: No. Q. 18/1965

KAITHAKUZHY, VELICHIKKALA P.O. QUILON DIST

### **AMENDED BYE - LAW**

(As Approved by the Registrar of Societies, Quilon)

On 17-04-'85, 20-01-'92 and 21-03-'94

#### **MEMORANDUM OF ASSOCIATION**

(Approved by the Registrar of Societies, Quilon, on 17-04-85)

1. The name of the Association shall be "The Kaithakuzhy Educational Association".
2. The registered office of the Association shall be in the Association building at Kaithakuzhy, Adichanalloor Village, Adichanalloor Panchayat, Quilon Taluk, Quilon District, Kerala State.
3. The objects of the Association shall be:
  - i) To promote literature and arts, and the diffusion of useful knowledge of science and arts.
  - ii)
    - a. To conduct one or more educational institutions for imparting education in arts, science, fine arts, literature and technology.
    - b. To erect and maintain buildings and other structures, internal fittings and fixtures necessary and to conduct educational institutions, hostels, meeting halls, centres for social welfare, dispensaries and other activities for the promotion of education and social services in accordance with Christian principles.
    - c. To purchase, lease, hire, exchange or otherwise acquire any movable or immovable property in Kerala and to sell, lease, mortgage, dispose of, exchange, improve, manage, develop, invest, withdraw, re-invest and otherwise deal with any stocks, bonds, monies, securities and all kind of movable and immovable properties for all or any of the above objects. .
  - iii) To conduct research in science, arts including fine arts,

to compile and publish books and literature in the line.

- iv) To encourage scholars by providing scholarships.
  - v) To organise competitions in literature, arts and science subjects.
  - vi) To take up and register the unregistered Kaithakuzhy Educational Association as an Association under Act XII of 1955, "The Travancore Cochin Literary, Scientific and Charitable Societies Registration Act".
  - vii) To found and maintain libraries, reading rooms and art galleries.
  - viii) To do everything that is conducive to the objects enumerated above.
4. The number of members of the Association shall be not more than thirty.
  5. The Association shall be governed by a Governing Body which shall be a committee consisting of seven members elected every year at the Annual General Meeting of the members of the Association. The present members of the committee are:-

1. Mr. K.G. Kochumman	President
2. Mr. John Jacob	Secretary
3. Mr. J.P. Alexander	Treasurer
4. Mr. I. Varghese	Member
5. Mr. P.O. George	Member
6. Mr. V.M. Mathew	Member
7. Mr. Thomas Mathew	Member

6. The management of the affairs of the Governing Body shall be regulated by the rules of the Association, a certified copy where of is filled herewith.

Kaithakuzhy, Dated the 1st Day June 1965

1. Mr. M. Mathen
2. Mr. K.G. Kochumman
3. Mr. P.O. George
4. Mr. T. J. Jacob
5. Mr. V.M. Thomas

6. Mr. K. G. Alexander
7. Mr. D. Mathew

Dated 17-04-85

(Sd)  
Secretary  
Kaithakuzhy Educational Association  
Kaithakuzhy, Adichanalloor.

Certified that the above is a true copy of the Memorandum of Association of the Kaithakuzhy Educational Association, Kaithakuzhy.

**GOVERNING BODY MEMBERS AS ON 20-01-'92**

- |                      |             |      |
|----------------------|-------------|------|
| 1. Mr. K. George     | - President | (Sd) |
| 2. Mr. I. Varghese   | - Secretary | „    |
| 3. Mr. K.G.Kochumman | - Manager   | „    |
| 4. Mr. D. Mathew     | - Treasurer | „    |
| 5. Mr. K.G.Kunchandy | - Member    | „    |
| 6. Mr. K.S. Thomas   | - Member    | „    |

Kaithakuzhy 20-01-'92

(Sd)  
Secretary  
Kaithakuzhy Educational Association  
Kaithakuzhy.

21-03-'94

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**RULES OF THE KAITHAKUZH EDUCATIONAL  
ASSOCIATION  
KAITHAKUZH**

(As Approved by the Registrar of Societies, Quilon  
on 17-04-'85, 20-01-'92 and 21-03-'94)

1. The Association shall be known as "The Kaithakuzhy 'Educational Association'".
2. The registered office of the Association shall be in the Association building at Kaithakuzhy, Adichanalloor Village, Adichanalloor Panchayat, Quilon Taluk, Quilon District, Kerala State.

3. The objects of the Association are those enumerated in the Memorandum of Association of the Association.
- 4.A Any member of a Christian community not below the age of twenty one or a guardian on behalf of a minor interested in the promotion of useful knowledge in arts, science or literature and resident in Kerala may apply to the Governing Body of the Association for Membership. The Governing Body may, on a unanimous resolution of all the members present and voting, accept the application and he/she may be admitted to membership with the approval of the General Body with at least 3/4 (Three-Fourth) of the members on the roll present and at least 3/4 (Three-Fourth) or the present members vote in favour of the admission of the Applicant; and on payment of an initial donation of Rs. 500/- (Rupees Five hundred) and a monthly subscription of one rupee. The Governing Body may reject any application for membership without assigning any reason. But the Nominee or undisputed legal heir of deceased member is entitled on his/her application, to be admitted as a member and he/she shall be exempted from paying any initial donation. Application for new membership shall be made in the prescribed form available with the Association. Nomination of legal heirs from the existing members may be accepted and registered with the Association if required by members, but no member is entitled to nominate any person other than his/her legal heir. The present members shall pay a monthly subscription of one rupee.
- 4.B Such member of the Association, who is a resident outside Kerala can request for transfer of his/her membership on the following condition:-
  - a) The transfer on the basis of an application can only be effected in favour of the transferrer's immediate relatives specified herein (wife, husband, son, daughter, brother or sister only)
  - b) The transferrer must not have attended at least ten Annual General Body meetings continuously as on the date of application for transfer of membership.
  - c) The transferees must be a resident of Kerala.

- d) The transfer of membership is to be approved by the Governing Body and General Body by a majority of at least 3/4 of the members present in the Governing Body and General Body meetings, voting in favour of the transfer.
  - e) The transferee shall be exempted from paying any initial donation.
  - f) After approval of the transfer, the Secretary shall inform the transferee about the transfer of membership and the transferee's name shall be registered as an Association member after removing the name of the transferrer.
- 4.C Such member of the Association, who has attained the age of seventy and above or who is under extreme medical disability on a permanent nature and thus unable to attend the Association affairs, can request for transfer of his/her membership on the following conditions.
- a) The transfer on the basis of an application, proof of age or proof of extreme medical disability of a permanent nature, can only be effected in favour of the transferrer's immediate relative specified herein (wife, husband, son, daughter, brother and sister only).
  - b) The transferee must be a resident of Kerala.
  - c) The transfer of membership is to be approved by the Governing Body and the General Body by a majority of at least 3/4 of the members present in the Governing Body and the General Body meetings, voting in favour of the transfer.
  - d) The transferee shall be exempted from paying any initial donation.
  - e) After the approval of the transfer, the Secretary shall inform the transferee about the transfer of membership and the transferee's name shall be registered as an Association member, after removing the name of the transferrer.
5. The General Body of the Association may exempt any member partially from liability to pay the donation of Rupees Five hundred. But in no case the donation to be paid shall be

less than Rupees Three hundred.

6. The membership of the Association shall at no time be more than thirty.
7. If a member defaults payment of the 'monthly subscription continuously for two years, the Secretary shall cause a notice of default to be served on him/her by registered post and if, within thirty days of receipt of such notice, the arrears are not paid, he/she shall be liable to be removed from the Association membership by a General Body resolution as contemplated in clause 13 hereunder. If any member owes any amount to the Association or misappropriates any funds of the Association or wilfully causes any loss to the Association. He shall be removed from the membership and the amount can be realised by the Association by taking legal proceedings against him for which an extraordinary General Body meeting has to be convened and a resolution as contemplated in clause 13 has to be passed.
8. The members on the roll shall, at an Annual General meeting of the Association, elect a President, a Secretary, Treasurer and a Governing Body consisting of Seven members including the President, Secretary and Treasurer. The General Body shall elect from the Governing Body one member as the Manager of all the Educational or cultural institutions conducted by the Association. The quorum for the annual General Body meeting shall be 1/2 (Half) the members on the roll. Unless otherwise specified by any rule, the quorum for other General Body meetings shall be 1/2 (Half) the members on the roll.
9. The Secretary shall place before an Annual General Meeting, the audited Annual Balance Sheet of the Association for approval. The budget for the ensuring year and the Annual Report of the Association shall also be presented by the Secretary in such meeting.
10. The Secretary, Treasurer and Manager of the Association shall be entitled to an honorarium fixed by the Governing Body, which amount shall not exceed rupees seven hundred and fifty each per month. The President shall be entitled to a travelling allowance of Rs. 100/- (One hundred) per month.

11. The Governing Body shall meet at least once a month to transact the business of the Association. The quorum shall be not less than four members. The Secretary shall be the chief executive officer of the Association.
12. The Association may sponsor, found, take up and manage one or more institutions for diffusing useful knowledge or imparting education in science, arts including fine arts and literature and may frame further rules and bye-laws from time to time consistent with the Memorandum of Association of the Association as may be necessary for the proper conduct thereof.
13. Any member whose conduct is adverse and detrimental to the interests of the Association may be removed from membership of the Association by a resolution in any General Body meeting with fourteen days clear notice, provided that at least  $\frac{3}{5}$  (Three fifth) of the members on the roll are present and at least  $\frac{3}{4}$  (Three fourth) the members present vote in favour of the expulsion.
14. The Secretary shall be the custodian of all the properties, movable and immovable of the Association and he shall for all purposes have power to represent the Association. But the Secretary is having no right or authority to remove any of the movable properties of the Association from its premises without the previous sanction of the Governing Body.
15. The accounts of the Association shall be properly maintained by the Secretary and he shall be the custodian of all the registers and records, but the Secretary is having no right or authority to remove any of the registers or records of the Association from the Association building without the previous sanction of the Governing Body.
16. An Annual General Meeting of the Association shall be convened during the month of April and if it is not possible, during the next month at which the office-bearers of the Governing Body for the ensuing year shall be elected and the budget for the ensuring year passed, seven days clear notice being given to all the members of the Association. Notice shall be served to members on their given address by post under certificate of posting or by acknowledged

messenger delivery. The quorum for the General Body meeting shall be 1/2 (Half) the members on the roll.

17. Subject to the availability of time and fulfilment of the specified notice and quorum required for the subject/ subjects, all subjects concerning the Association and subsidiary Establishments may be discussed and decisions taken in all General Body meetings.
18. For calculating the number of members required for the quorum and the number of votes for different purposes, all fractions below half shall be ignored and all fractions of half and above shall be considered as one.

Certified that the above is a true copy of the rules of the Kaithakuzhy Educational Association, Kaithakuzhy.

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**ADDITIONAL RULES OF  
THE KAITHAKUZHY EDUCATIONAL ASSOCIATION  
KAITHAKUZHY**

(As Approved by the Register of Societies, Quilon)  
On 17-04-'85, 20-01-'92 and 21-03-'94

(For the management of the Kaithakuzhy Educational  
Association and Institutions under the Association)

**I. GENERAL BODY**

- 1) In the Annual General Body meeting of the Association, the following among other matters, shall be dealt with:
  - i) The election of office-bearers and Governing Body
  - ii) The election of Auditors
  - iii) Approval of audited accounts
  - iv) Approval of Annual Budget
  - v) The consideration of any complaint which any individual member may prefer against the existing Governing Body or any other member of the Association; such complaints should be received by the Secretary on or before the end of the financial year (31<sup>st</sup> of March).

- 2) The President, when present, shall preside over the meeting of the General Body. In his absence the General Body may choose a Chairman from the members present to preside over the meeting. Every member present shall have one vote only. Unless otherwise decided, all questions decided by majority of votes. When votes are equal the chairman of the meeting shall have a casting vote.
3. No amendment, alteration or cancellation of a bye-law or enactment of a new bye-law shall be made except at a General Body meeting with at least 2/3 (Two third) of the members on the roll present and at least 2/3 (Two third) of the members present vote in favour of it. Copies of the proposed amendments, alterations; cancellations or enactments of a new 'bye-law should be circulated among the members at least ten days prior to the date of the General Body meeting. - .
4. If, for any reason, the majority of the Governing Body members resign, the Secretary shall convene a special General Body meeting, within one month and elect a fresh Governing Body and such Committee shall be in office for the unexpired portion.

## **II. REQUISITIONED GENERAL BODY MEETING**

1. Not less than one third of the members on the rolls may submit to The President a requisitioned in writing duly signed by all of them requiring the Governing Body to convene a General Body meeting stating the purpose for which the meeting is to be held and the Governing Body shall, within 30 days of such requisition, issue 14 days clear notice for convening such meeting. The President may admit any resolution if he considers it urgent or important on short notice.

## **III. GOVERNING BODY**

1. The President of the Association shall preside over all the meetings of the Governing Body. In his absence the Governing Body shall select a Chairman to preside over the meeting convened.

2. The management and control of the affairs of the Association, both administrative and financial, shall subject to the direction and control of the members in the Governing Body meeting, be vested in the Governing Body. The Governing Body shall have all such powers for carrying out the objects of the Association.
3. In furtherance of and without prejudice to the general powers conferred, the Governing Body shall have the following powers and shall perform the following functions:-
  - a) To perform in the name of and behalf of the Association all rights, duties and functions falling within and in presuance of the Memorandum of Association.
  - b) To make necessary bye-laws for the control of the funds and properties of the Association and to implement them with the approval of the General Body.
  - c) To deposit, invest and deal with any of the monies of the Association not immediately required for the purpose there of in approved Banks and Securities in such manner as they may think fit and from time to time to vary or realise such investments.
  - d) To raise or borrow any sum or sums of money for the Association and to secure the repayment of such monies in such manner and upon such terms and conditions as decided by the Governing Body, but if the amount exceeds one lakh of rupees, the Governing Body has to get the previous approval of the General Body for raising or borrowing such sums.
  - e) To accept any gift or donation, to purchase or otherwise acquire any article or property movable or immovable which the Governing Body considers necessary for the working of the Association.
  - f) To sell, improve, mortgage, develop, exchange, lease, let, sublease, sub-let, manage, dispose of or otherwise deal with the whole or any part of the property of the Association, provided however, that

no document creating any right in the immovable property of the Association be effected without the approval of the General Body of the Association.

- g) To construct on any premises acquired for the purpose of the Association any building or buildings in furtherance of the objects of the Association and to alter, add to, improve or demolish any building on such premises in accordance with the rules.
- h) To appoint any person or persons to carry on the business of the Association whether on remuneration or otherwise subject to such rules and procedures to be laid down.
- i) To appoint any sub-committee and to delegate subject to such conditions as they think fit any of their powers to the sub committee.
- j) To determine the manner in which bills, notes, receipts, cheques releases, contracts and documents shall be signed or executed by or on behalf of the Association.
- k) Three days clear notice shall be given to the members of the Governing Body for ordinary meetings and a day's clear notice for emergency meetings of the Governing Body. The notice shall ordinarily be sent in writing by post under certificate of posting or by acknowledged messenger delivery.
- i) If any of the office-bearers resign for any reason whatsoever or any post becomes vacant due to any other reason the Secretary shall convene a Governing Body meeting within ten days and after accepting the resignation/resignations and/or assessing the reason for any vacant post other than resignation, the Governing Body shall nominate in the vacant place/ places a new member or members from the members of the Governing Body present in the Governing Body meeting. Such nominations shall be valid for the unexpired portion of the term or until such time within the term according to the decision of the Governing Body. If the Governing Body so desires, additional

charge of any vacant post may be given to any office bearer, who shall be entitled to an additional charge allowance decided by the Governing Body; but such additional charge allowance should not exceed rupees two hundred per month.

- m) A Governing Body member/Governing Body members can be removed from the Governing Body during the term of office by a Governing Body resolution provided that at least 2/3 (Two third) of the members on the roll are present and at least 2/3 (Two third) of the members present vote in favour of the removal/removals. In the event of more than one Governing Body member involving in such removal, separate voting are to be conducted for every Governing Body member.

#### **IV. DUTIES AND POWERS OF PRESIDENT**

1. The President shall preside over the meetings of the Governing Body and the General Body. He may direct the Secretary to convene the meetings and shall, subject to the decisions of the Governing Body, direct the affairs of the Association.
2. The President shall see that accounts of cash and other properties of the Association and the institutions under the Association are properly maintained and shall have authority to examine them whenever he feels necessary. The President shall check the cash balance of the Association and institutions under the Association when he feels necessary.
3. In the event of the Secretary of the Association resigning, he shall submit his resignation to the President and the President shall convene a meeting of the Governing Body wherein a new Secretary shall be elected from among the members of the Governing Body for the unexpired period of the year.
4. If the Secretary refuses to convene the meeting of the Governing Body or General Body, or if the President feels that the meeting of the Governing Body or General Body should be convened the President has got the right

to do so after giving seven day's notice.

5. All deeds, agreements etc. are executed on behalf of the Association shall be signed by the President along with the Secretary and Treasurer.
6. The bank accounts of the Association shall be jointly operated by the President along with the Secretary, Treasurer and Manager withdrawals from bank can be effected jointly by any two of the above office-bearers empowered by the Governing Body.

#### **V. DUTIES AND POWERS OF SECRETARY**

1. The Secretary shall be the Chief executive of the Association and shall function in accordance with the directions of the President and the Governing Body, subject to the mandates, if any given by the General Body.
2. He shall keep the minutes of meetings and shall be primarily responsible for carrying out all work pertaining to the business of the Association.
3. He shall arrange for the proper and correct maintenance of the accounts and other records of the Association.
4. All decisions of the Governing Body or the General Body meeting shall be communicated in writing by the Secretary to the concerned persons within fifteen days of taking the decision.
5. All vouchers of the Association should be passed by the Secretary. Vouchers above Rs. 100/- (One hundred) should be signed by the Treasurer of the Association also.
6. The Secretary together with the Treasurer and Manager, shall prepare the Annual accounts and budget estimates for approval of the Governing Body and on approval submit the accounts for audit with the connected records in time to enable the audited account and budget estimates of the Association to be presented at the Annual General Body meeting of the Association.
7. All deeds, agreements, etc. executed on behalf of the Association shall be signed by the Secretary along with

the President and Treasurer.

8. The bank accounts of the Association shall be jointly operated by the Secretary along with the President, Treasurer and Manager withdrawals from bank can be effected jointly by any two of the above office bearers empowered by the Governing Body.

## **VI. DUTIES AND POWERS OF THE TREASURER**

1. The Treasurer shall be the custodian of the funds of the Association and shall ensure that all monies collected are properly remitted in to the Bank.
2. He shall jointly with the Secretary and Manager, prepare the Annual Statements of Accounts and Budget Estimates and Present them to the Governing Body. He shall also, jointly with the Secretary, present the audited accounts and the budget estimates at the annual general body meeting.
3. He shall also maintain true copies (attested or photostat) of all deeds, bonds and such other valuable documents of the Association and a duplicate register of all immovable properties.
4. All deeds, agreement, etc. executed on behalf of the Association shall be signed by the Treasurer along with the President and Secretary.
5. The bank accounts of the Association shall be jointly operated by the Treasurer along with the President and the Secretary and Manager. Withdrawals from bank can be effected jointly by any two of the above office-bearers empowered by the Governing Body.

## **VII. AUDIT**

1. The Balance Sheet and Income and Expenditure Account of the Association and Institutions under the Association shall be audited by one or more auditors to be appointed by the General Body.
2. The appointment of Auditor or Auditors shall be made by the General Body in the Annual Governing Body meeting on such remuneration and terms and conditions as they

may decide. In the event of a vacancy arising in the post, the Governing Body may appoint a competent person for the period.

3. Every Auditor of the Association shall be given the facilities to examine the books of account and vouchers of the Association and shall be entitled to require from the Secretary and other members of the Governing Body and all officers and employees of the Association such information and explanation as may be necessary for the performance of his duties.
4. The Auditors shall make a report, to the Secretary, of the accounts examined by them and the Balance Sheet and Income and Expenditure Account to be laid before the Annual General Body meeting of the Association during their tenure of office.

#### **VIII. FINANCIAL YEAR**

The financial year of the Association shall be from 1<sup>st</sup> April to the 31<sup>st</sup> of March.

#### **IX. AMENDMENTS**

Amendments to the Rules and Regulations of the Association and subsidiary institution may be made by a resolution passed at a meeting of the General Body with at least 2/3 (Two-third) members on the Roll present and at least 2/3 (Two-third) of the present members vote in favour of the amendments. Copies of the proposed amendments to the rules and regulations shall be circulated among the members at least ten days prior to the date of General Body meeting.

#### **X. SUITS BY AND AGAINST THE ASSOCIATION**

The Association may sue and be sued against in the name of the Secretary or such other persons as shall be appointed by the Governing Body for the purpose.

Kaithakuzhy, Dated the 16th day of December 1984.

Certified that the above is a true copy of the Additional Rules of the Kaithakuzhy Educational Association, Kaithakuzhy.

17 - 04 - '85

1. Mr. M. Mathen	President	(Sd)
2. Mr. K.G. Kochumman	Secretary	„
3. Mr. P.O.George	Treasurer	„
4. Mr. T.J. Jacob	Member	„
5. Mr. V.M. Thomas	Member	„
6. Mr. K.G. Alexander	Member	„
7. Mr. D. Mathew	Member	„

Sd/-

Kaithakuzhy, Secretary, Kaithakuzhy Educational Association,  
16-12-'84 Kaithakuzhy, Adichanalloor

Certified that the above is a true copy of the Additional rules  
of the Kaithakuzhy Educational Association, Kaithakuzhy

20-01-'92

**Governing Body Members as on 20-01-1992**

1. Mr. K. George	President	(Sd)
2. Mr. I. Varghese	Secretary	„
3. Mr. K.G. Kochummen	Manager	„
4. Mr. D. Mathew	Treasurer	„
5. Mr. K.G. Kunchandy	Member	„
6. Mr. K.S. Thomas	Member	„

Sd/-

Kaithakuzhy Secretary, Kaithakuzhy Educational Association,  
20-01-1992 Kaithakuzhy

**Subsidiary Rules for the Management of  
The Nehru Memorial English Medium High School  
Kaithakuzhy, Owned by Kaithakuzhy Educational  
Association, Kaithakuzhy.**

Passed at the General Body meeting held on 10-11-1984  
[As approved by the registrar of societies,  
Quilon on 17-04-'85, 21-03-'94 and 20-01-'92]

## **I. DUTIES AND POWERS OF MANAGER**

1. The Manager elected in the Annual General Body meeting of the Association shall be Chief Executive of the Nehru Memorial English Medium High School.
2. The Manager shall be responsible to the Governing Body for the efficient management of the school.
3. He shall exercise overall control over the teaching staff and the office staff. He shall see that strict discipline is maintained in the school.
4. He shall deal finally with the questions relating to the admission of pupils to the school.
5. He is empowered to appoint members of the teaching and non-teaching staff of the school against sanctioned posts on proper application and interview and shall report the same to the next Governing Body meeting. The interview shall be made by the Manager and the Head of the institution jointly and/or any other member from the teaching staff. If there is any difference of opinion between the manager and the Head of institution on the selection of the candidates, the matter has to be referred to the Governing Body and the Governing Body has to select the candidate and the decision of the Governing Body shall be final.
6. He shall arrange for the maintenance of correct and proper accounts of the school and also for the preparation of the annual accounts of the school.
7. He shall arrange to maintain stock accounts in the school for articles and furniture purchased directly and also for the furniture supplied by the Association.
8. He shall be competent to incur expenditure on the day to day working of the school subject to the budget provisions and other ceilings, if any, fixed by the Governing Body.
9. He shall keep a maximum cash of Rs. 3000/- (Three thousand) and remit the balance received on account of the school to the Treasurer of the Association.
10. He shall be responsible for the payment of salaries to

the members of the teaching and non-teaching staff of the school.

11. The manager shall be responsible for the conduct of the school in accordance with the provisions of the Kerala Education Act and Rules issued thereunder relating to unaided (Recognised) minority schools. He shall also abide by the orders that may be issued from time to time by the Government and Educational Department in conformity, with the provisions of the Educational Act and Rules issued thereunder.
12. He shall be responsible for receiving all amounts due to the school and for issuing proper receipts.
13. He shall be responsible for issuing demand notice or bill in all cases of arrears every month.
14. He shall prepare the annual accounts and budget of the school and furnish them to the Secretary for presentation to the Governing Body in time.
15. He shall be competent to sanction casual leave to the Headmaster of the school. He shall sanction all other kinds of leave to the teaching and non-teaching staff of the school.
16. The administration of the school by the Manager should be subject to the control of the Governing Body.

## **II. DUTIES AND FUNCTIONS OF THE HEADMASTER/HEADMISTRESS**

1. The Headmaster/Headmistress shall be responsible to the Manager for the efficient running of the school.
2. He/she shall exercise control over the teaching staff and non-teaching staff of the school and shall have complete control over the day-to-day administration of the school.
3. He/she shall maintain strict discipline in the school and shall when necessary inflict proper punishment on delinquent students.
4. He/she shall arrange for all fees and other dues to the school being collected at the office either direct or through class teachers as he/she deems fit, and for

its prompt remittance to the Manager. He/she shall be responsible for taking necessary steps for the realisation of all arrears.

5. He/she shall be competent to sanction casual leave to all school staff.

Kaithakuzhy, Dated the 17-04-'85

Certified that the above is a true copy of the subsidiary rules of the Management of the N.M.E.M.H.S, Kaithakuzhy.

- |                       |           |      |
|-----------------------|-----------|------|
| 1. Mr. M. Mathen      | President | (Sd) |
| 2. Mr. K.G. Kochummen | Secretary | „    |

Certified that the above is a true copy of the subsidiary rules for the Management of the Nehru Memorial English Medium High School, Kaithakuzhy owned by the Kaithakuzhy Educational Association, Kaithakuzhy.

**Governing Body Members as on 20-01-1992**

- |                       |           |      |
|-----------------------|-----------|------|
| 1. Mr. K. George      | President | (Sd) |
| 2. Mr. I. Varghese    | Secretary | „    |
| 3. Mr. K.G. Kochummen | Manager   | „    |
| 4. Mr. D.Mathew       | Treasurer | „    |
| 5. Mr. K.G.Kunchandy  | Member    | „    |
| 6. Mr. K.S. Thomas    | Member    | „    |

Sd/  
Secretary,  
The Kaithakuzhy Educational Association  
Kaithakuzhy

Kaithakuzhy  
20-01-1992

**Governing Body Members as on 23-02-'94**

- |                       |           |      |
|-----------------------|-----------|------|
| 1. Mr. THOMAS MATHEW  | PRESIDENT | (SD) |
| 2 Mr. V.M. THOMAS     | SECRETARY | „    |
| 3. Mr. K. GEORGE      | MANAGER   | „    |
| 4. Mr. D. MATHEW      | TREASURER | „    |
| 5. Mr. K. THOMAS      | MEMBER    | „    |
| 6. Mr. M. MATHEN      | MEMBER    | „    |
| 7. Mr. J.P. ALEXANDER | MEMBER    | „    |

(Sd)  
Secretary  
The Kaithakuzhy Educational Association,  
Kaithakuzhy

Kaithakuzhy  
23-02-'94

**SUBSIDIARY RULES FOR THE MANAGEMENT OF THE  
HOSTEL OWNED BY THE KAITHAKUZH EDUCATIONAL  
ASSOCIATION, KAITHAKUZH.**

**I. DUTIES OF MANAGER**

1. Manager elected in the Annual General Body of the Association shall have control over the boarders of the Hostel (Pupils, members of the teaching staff and Warden) He shall, jointly with the Secretary of the Association, see that strict discipline is maintained among the boarders.
2. He shall arrange for the timely despatch of the Progress Report and such other information regarding pupils in the hostel to their boarders in the hostel.
3. The Manager, jointly with the Secretary, shall deal with all questions relating to the admission and removal of pupils and other parents in the hostel.
4. If the Manager gives permission for any of the boarders to leave the hostel it must be informed to the Secretary immediately.
5. He shall, jointly with the Secretary see that all facilities for the study of pupils and all amenities in the hostel are provided.

**II. DUTIES OF SECRETARY**

1. The Secretary of the Association shall be the chief executive of the hostel run by the Association. He shall be responsible to the Governing Body of the Association for the efficient management of the hostel.
2. He shall exercise overall control over the staff of the hostel.
3. He, jointly with the Manager, shall see that strict discipline is maintained in the hostel.

4. He shall arrange for the maintenance of correct and Proper accounts of the hostel.
5. He shall arrange to maintain stock accounts in the hostel for articles purchased directly and also for the furniture supplied by the Association.
6. He shall be compellent to incur expenditure on the day-to-day working of the hostel subject to the budget provisions and other ceilings if any fixed by the Governing Body.
7. He shall keep a maximum cash of Rs. 500/- (Five hundred) and remit the balance received on account of the hostel to the Treasurer of the Association.
8. He shall be responsible for the payment of salaries and wages to the staff of the hostel.
9. He shall be responsible for issuing bills in all causes of dues to the hostel every month and demand notice in all cases of arrears.
10. He shall receive all amounts due to the hostel and issue proper receipts.
11. He shall prepare the Annual Accounts of the hostel and Budget Estimate of the hostel for the ensuing year present them to the Governing Body in time.
12. He shall arrange to report to the Manager/Headmistress of the school, the names of pupils who are unable to attend class well in advance of the classes begin everyday. The reason for Such absence shall also be reported. .
13. He shall be competent to sanction leave to the hostel staff.
14. The administration of the hostel by the Secretary and Manager should be subject to the control of the Governing Body.
15. The Secretary jointly with the Manager shall prepare a time table for the hostel and arrange to see that the same is strictly adhered to.
16. If any difference of opinion occurs between the Manager and Secretary in the matter of admission, removals, mess

and on any other matter related to the management of the hostel, it shall be presented to the Governing Body the Secretary and decision of the Governing Body in the matter will be final.

### III. GENERAL .

It shall be the joint responsibility of the Manager and the Secretary to deal with all matters not covered by clauses mentioned above.

Kaithakuzhy, Dated the 16th day of December 1984.

Certified that above is a true copy of the subsidiary Rules for the Management of the Hostel owned by the Kaithkuzhy Educational Association, Kaithakuzhy.

1. Mr. M. Mathen	President	(Sd)
2. Mr. K.G. Kochummen	Secretary	,,
3. Mr. P.O. Georege	Treasurer	,,
4. Mr. T.J. Jacob	Member	,,
5. Mr. V.M. Thomas	Member	,,
6. Mr. K.G. Alexander	Member	,,
7. Mr. D. Mathew	Member	,,

Certified that the above is a true copy of the subsidiary rules for the Management of the Hostel owned by the Kaithakuzhy Educational Association, Kaithakuzhy.

### Governing Body Members as on 20-01-1992

1. Mr. K. George	President	(Sd)
2. Mr. I. Varghese	Secretary	,,
3. Mr. K.G. Kochummen	Manager	,,
4. Mr. D. Mathew	Treasurer	,,
5. Mr. K.G. Kunchandy	Member	,,
6. Mr. K.S. Thomas	Member	,,

Sd/-

Secretary

Kaithakuzhy  
20-01-1992

The Kaithakuzhy Educational Association  
Kaithakuzhy

**Present Governing Body Members**

- |                       |           |
|-----------------------|-----------|
| 1. Mr. THOMAS MATHEW  | PRESIDENT |
| 2. Mr. V.M. THOMAS    | SECRETARY |
| 3. Mr. K. GEORGE      | MANAGER   |
| 4. Mr. D. MATHEW      | TREASURER |
| 5. Mr. K.G. KOCHUMMEN | MEMBER    |
| 6. Mr. M. MATHEN      | MEMBER    |
| 7. Mr. J.P. ALEXANDER | MEMBER    |

Kaithakuzhy  
21.03.'94

(Sd)  
Secretary  
The Kaitiakuzhy Educational Association

