

UNION CHRISTIAN COLLEGE ALUMNI CHAPTER
IN UAE

BYE-LAW

Version 2.1

2025

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Introduction

The Union Christian College Alumni Chapter (U C College Alumni UAE aka UCC ALUMNI UAE), was established in May 2013. There is no physical office for the chapter. UCC ALUMNI UAE office functions as a virtual entity in the U.A.E. There are more than 200 members in the Chapter. The members meet periodically and share their memories and promote a sense of oneness. A website of UCC ALUMNI UAE is maintained in the name of www.uccalumniuae.org. There are three formal WhatsApp groups maintained by UCC ALUMNI UAE in the names of “UCC ALUMNI UAE”, “UCC UAE EXCOM [YEAR]”, “UCC CORE FRIENDS” and “OPPORTUNITIES & BEYOND”. Key terms and abbreviations are defined below:

1. **College** : Union Christian College Aluva, Kerala, India
2. **Name** : The Name of the alumni chapter shall be “Union Christian College Alumni, UAE”. This alumni chapter is affiliated to Old Students Association (OSA) of U C College, Aluva, Kerala, India.
3. **Office** : The office of the Chapter shall be virtually located. There shall be no physical address for the Chapter.
4. **AdCom** : Advisory Committee
5. **ExCom** : Executive Committee

Objectives

The objective of the Chapter shall be that it:

- a. Establish a sense of esprit-de-corps among the members
- b. Maintain effective communication and network among the old students of the college
- c. Provide opportunities to meet periodically and share the experiences of the members
- d. Encourage institutional loyalty, cultural, [sports related]
- e. Support the alma mater in all possible ways
- f. Provide social, professional and psychological assistance to needy members.
- g. Conduct in-service educational and guidance programmes for the mental, physical and social development of the members and their families.
- h. Maintain social responsibility towards the community where they reside

Membership

The membership of the Chapter shall be as follows:

1. All those who have studied in the college and have residency in the U.A.E shall become members of the Chapter.
2. Adding to the UAE UCIANS WhatsApp group (i.e. UCC ALUMNI UAE) shall confirm the membership in the alumni even though the member is advised to register their details in the Online Membership Database form available in the website
<https://www.uccalumniuae.org/member-database>
3. No membership fee is levied to become a member of UCC ALUMNI UAE.
4. A voluntary contribution of AED.100/- shall be collected as Patronage from those who are willing.
5. A membership shall be cancelled/withdrawn/cease by
 1. Voluntarily exiting from the WhatsApp group by the member.
 2. Removing the member by designated Admins of the WhatsApp group upon request from the member.
 3. Removing the member by designated Admins of the WhatsApp group upon any reported misconduct after notifying or in an event of death.
 4. Leaving the country (UAE) permanently after cancelling the UAE residency.

Administration

1. The administration of the Chapter shall rest in an Executive Committee and an Advisory Committee, hereafter referred to as the ExCom and AdCom respectively.
2. All positions of the ExCom and AdCom are of honorary in nature. No remuneration in cash or kinds shall be given to any member of the ExCom or AdCom or any other position created for the functioning of the UCC ALUMNI UAE.
3. UCC CORE FRIENDS shall comprise of founding members, yesteryear office bearers and active members of the alumni who have contributed to the smooth functioning and well-being of the alumni.
4. The following is the structure of UCC ALUMNI UAE.
 1. **Chief Patron:** Principal, UC College, Aluva shall be the Chief Patron of UCC ALUMNI UAE
 2. **Honorable Patrons:** Those who have studied in the U C College Aluva and having contributed exemplary services to the society and/or the college shall become Honorable Patrons of UCC ALUMNI UAE. Their number shall be limited to a maximum number of five.
 3. **Executive Committee: Executive Committee shall be comprised of a total of 15 members as follows:**
 1. **President:** An elected person from members in a meeting attended by 50% members of ExCom and AdCom together in the last or first calendar month.
 2. **Secretary:** An elected person from members in a meeting attended by 50% members of ExCom and AdCom together in the last or first calendar month.
 3. **Treasurer:** An elected person from members in a meeting attended by 50% members of ExCom and AdCom together in the last or first calendar month.
 4. **Vice President:** An elected person from members in a meeting attended by 50% members of ExCom and AdCom together in the last or first calendar month.

5. **Joint Secretary:** An elected person from members in a meeting attended by 50% members of ExCom and AdCom together in the last or first calendar month.
6. **Convenors – 3 Nos. for Arts, Sports & Media respectively:** An elected person from members in a meeting attended by 50% members of ExCom and AdCom together in the last or first calendar month.
7. **Other Members of ExCom:** Any other Seven representatives from members of the UCC ALUMNI UAE. At least one of the seven members shall be woman.
8. Term of President, Secretary and Treasurer elected for the year is limited to one year. They shall not be continued in the consecutive calendar year. Same individuals may be re-elected for these positions after three years.
9. 50% of the members of the Executive Committee shall exit at the end of the term in the form of voluntary exit or based on a lot system. This will help in giving opportunities for new members in the committee. Those members exited may be re-elected after one year.
10. Those members of the Excom who exits will be added to the UCC CORE FRIENDS WhatsApp group.
11. UCC Alumni representative in the Old Students Association (OSA) shall be member of the ExCom
4. **Advisory Committee:** Advisory Committee shall consist of atleast **10** members who are active members of the alumni.
 1. This committee is a permanent executive body of UCC ALUMNI UAE.
 2. If a member of the AdCom leaves voluntarily or cease to become a member of the alumni, that position shall be filled by another person from the alumni after getting in to a consensus among rest of the AdCom.
5. **Sub Committees:** Sub-committees for Arts, Sports & Media shall be formed by respective convenors in discussion with the ExCom/AdCom. Number of members shall be fixed by the convenors in discussion with ExCom & AdCom.

Executive Committee (ExCom) - Conduct

1. The ExCom shall have the following responsibilities
 1. To plan and manage all affairs of the Chapter, to incur and meet all necessary expenses and do all such acts as are consistent with the bye-laws of the Chapter.
 2. To actively identify old students of the college who are residing in the UAE and encourage them to become members of the alumni.
 3. To enroll as members in the WhatsApp group (of members) after taking their consent from the prospective member.
 4. Hold executive meetings of the committee at least once in 3 months.
 5. Inform the decisions of the ExCom to the members through WhatsApp group.
 6. To organize social, cultural, sports, recreational & educational programmes for its members and families.
 7. To plan income & expenses for the affairs of the alumni.
 8. To liaise with members on their well-being
2. The quorum for the executive committee shall be 2/3rd of the Executive Committee members.
3. Voting rights in committee meetings are restricted to Executive Committee & Advisory Committee members except the OSA representative.
4. It is mandatory for members with voting rights to attend or give prior excuses for all online & offline meetings called for by the Secretary / Joint Secretary
5. Absence of a ExCom without prior excuses in three consecutive meetings shall be considered as intention of voluntary resignation from the respective committee. It shall be communicated to the member by Secretary on Whatsapp as direct message and shall be announced in the Whatsapp group.
6. All meeting schedule (online or offline) shall be announced by Secretary or Joint Secretary or a designated person by the Secretary
7. At least five days prior notice shall be given for all committee meetings except on emergency situations

8. President/VP/Secretary/Joint Sec/Treasurer/Convenors can invite any alumni member to a committee meeting. However those invitees will not have voting rights.
9. All committee members are expected to actively participate in Personal-Calling-Exercise, WhatsApp or Social Media campaigns related to an event and Casual Cold-calls to ensure the well-being of members.
10. In addition, all committee members shall maintain regular cordial contacts with alumni members

Responsibilities of the Advisory Committee (AdCom)

1. The AdCom shall have the following responsibilities
 1. To advise ExCom on matters deemed suitable for the fruitful existence of the alumni chapter to uphold the spirit of the values of the college, objectives conceived during formation of the alumni in 2013 conforming to the laws of the UAE.
 2. To maintain members of the UCC CORE FRIENDS
 3. To actively assess performance of members of the alumni and present a panel of new ExCom members for forthcoming year in the annual meeting of UCC CORE FRIENDS.

Duties of the Office Bearers

President

- 1) The President shall have control over the affairs of the Chapter and shall preside over the committee meetings, General Body (if any) and all formal meetings held by UCC ALUMNI UAE.

Vice President

Vice President shall take up role of President in his/her absence

Secretary

- 1) To oversee, day-to-day functioning of UCC ALUMNI UAE
- 2) Enroll new members after taking their consent
- 3) To maintain proper registers
- 4) To convene meetings of the committee when authorized to do so by the president.
- 5) To keep a correct record of the proceedings of all committee
- 6) To perform all other functions as may be assigned from time to time by the President or by the Executive Committee / Advisory Committee.
- 7) Maintain books of accounts along with Treasurer

Joint Secretary

Joint Secretary shall take up the role of Secretary in his/her absence

Treasurer

- 1) To keep a regular account of income and expenditure of the Chapter and it shall be presented to the Committee annually/whenever required.
- 2) He/She shall have powers to operate the accounts of the Chapter and to incur such expenditure as may be approved by the committee.
- 3) He/She shall be diligent in all spendings and ensure that all transactions are transparent and accountable.

Convenors

- 1) To ensure that all programmes approved by the ExCom are conducted smoothly with proper planning and operations leading to the success.
- 2) To oversee and designate programmes to relevant convenors and participate in their meetings.

OSA Representative

- 1) Alumni representative to the OSA shall be nominated by the AdCom.
- 2) OSA representative must attend online/offline meetings of OSA without fail.
- 3) OSA representative must attend annual executive body of the OSA held in the UC College ollege. Excuses from attending this meeting shall be accepted only on personal emergencies.

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