

CONSTITUTION OF THE IRMA ALUMNI ASSOCIATION

1.0 TITLE

The name of this association shall be "Institute of Rural Management Alumni Association" (hereinafter referred to as the Association).

2.0 LOCATION

The registered office of this Association shall be located in the premises of the Institute of Rural Management (hereinafter referred to as the Institute) at Anand in Kaira District, Gujarat State.

3.0 OBJECTIVES

The Association shall be a non-profit organisation, constituted and operated for the advancement of the following objectives. It shall also strive to develop a concern for rural problems and further the legitimate interests of the deprived sections of the population, within the overall purpose and objectives of the Institute.

3.1 To act as a forum for interaction for the Alumni of the Institute.

3.2 To take up the activities of common interests of Alumni such as :

- Organising meetings, seminars, short duration refresher courses, discussions, conferences and other programmes;
- Promotion of the professional interests of its members;
- Inform the members of the recent developments In the field of management and , academics;
- To publish books, journals, magazines and other materials for promoting the objectives of the Association;
- Any other activities which the members of the Association decide upon to further the achievement of the objectives of the Association;
- To achieve on its own or in conjunction with other organisation(s) all or any of the objectives of the Association.

3.3 To act as a forum to further the interaction between the Institute and the Alumni of the Institute.

4.0 MEMBERSHIP

Membership of the Association shall be of four types 1) Ordinary members; 2) Nominal members; 3) Ex-officio members; 4) Honorary members.

4.1 Any person who has received the Post Graduate Diploma in Rural Management awarded by the Institute shall be an Ordinary Member of the Association.

4.2 Any person who has participated in any other programme(s) conducted by the Institute and is desirous of joining the Association shall be a Nominal Member of the Association.

Provided that all such programmes conform to the guidelines to be formulated by the General Body of the Association.

4.3 Director of the Institute, the Accounts Officer of the Institute who shall be the ex-officio Treasurer of the Association and the nominee of the Director to co-ordinate the activities of the Association shall be Ex-Officio Members of the Association.

Alumni

4.4 The Association may also nominate distinguished practitioners and academics in the field of Management as Honorary Members of the Association. The Executive Committee shall propose such nominations strictly in accordance with the guidelines laid down by the General Body for ratification through a referendum among the ordinary members of the Association. The members shall be given a minimum of 45 days' notice for voting from the date of mailing and three-fourths majority of all votes polled shall be decisive.

5.0 CORPUS FUND

The Corpus Fund of the Association shall consist of the following and will be kept as a fixed deposit.

- i) The initial contribution made by the graduating participants of the Programme in Rural Management (PRM) of the Institute. ~~and off also~~.
- ii) Contributions received from the Institute and other bodies to the Corpus Fund of the Association.
- iii) The entrance fee that may be charged for nominal membership as decided by the General Body of the Association.

6.0 MEMBERSHIP FEE

The ordinary and nominal members of the Association shall pay such fees and periodical subscriptions as may be decided by the General Body of the Association from time to time towards the membership of the Association, and other services rendered by the Association. The General Body shall also decide the modalities and the limits for payment of such fees and subscriptions.

7.0 GENERAL BODY

All categories of members as mentioned in clause 4 of this constitution shall constitute the General Body of the Association.

8.0 RIGHT TO VOTE

All ordinary members of the Association who are not in arrears of membership fee in accordance with clause 6 of this constitution shall have the right to vote, either in person or in the event of his/her inability to be present physically in the meetings through another ordinary member of the Association specifically authorised to vote on hi/her behalf, on any matters concerning the activities of the Association.

Provided that only ordinary members belonging to the particular zone as set out in clause 15 of this constitution shall have the right to elect the zonal representatives of that particular zone to the Executive Committee as laid down under clause 12.

Provided that only ordinary members belonging to the particular zone as set out in clause 15 of this constitution shall have the right to elect the zonal representatives of that particular zone to the Executive Committee as laid down under clause 12.

Provided further that an ordinary member shall be deemed to be a resident in a particular zone in which he/she is staying atleast for one month prior to the date of notification of election to the Executive Committee.

In the Event of a member not working anywhere the zone to which he belongs shall be determined on the basis of the mailing address available with the Association. It shall be the duty of the Secretary to maintain a register showing the addresses of each member of the Association. It shall be incumbent on the members to inform the Secretary in writing of the change of address, if any, immediately after its occurrence.

9.0 PARTICIPATION IN THE ELECTIONS

Only ordinary members who have the right to vote in terms of clause 8.0 of this constitution shall have the right to vote, propose, second and be a candidate for any office of the Association.

10.0 GENERAL BODY MEETING

The General Body Meeting of the Association shall be held at least once in a year and the interval between any two successive General Body Meetings shall not exceed fifteen months.

10.1 The General Body Meeting shall be convened by the Secretary on the recommendations of the Executive Committee by giving a notice of atleast 30 days to the members.

10.2 The quorum for the General Body Meeting shall be 50 ordinary members or 10% of the ordinary membership whichever is less, physically present in the meeting. If at the scheduled time the quorum is not available, the meeting shall be called to order after 30 minutes and the second meeting so convened shall be deemed to be duly constituted even if the quorum is not sufficient.

10.3 The President or in his absence the Vice President of the Executive Committee shall preside over the General Body Meetings.

10.4 The proceedings of each General Body Meeting shall be recorded and circulated among all members by the Secretary.

11.0 **EXTRA-ORDINARY GENERAL BODY MEETING**

The President and in whose absence the Vice-President shall call an Extra-ordinary General Body Meeting of the Association on receipt of a written request from atleast 25 ordinary members or 10% of the ordinary membership of the Association whichever is less, to discuss such issues as may be brought up before the General Body by the requisitioning members. The meeting shall be convened after giving a minimum of 30 days notice to all members and the minimum number of ordinary members required for requisitioning the extra-ordinary General Body Meeting as mentioned above shall constitute the quorum of the said meeting.

12.0 **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of

- i) President
- ii) Vice-President
- iii) Secretary
- iv) The Ex-officio Treasurer who shall be the Accounts Officer of the Institute.
- v) The Director of the Institute or his nominee.
- vi) One representative from each of the zones constituted as per clause 15.0 of this constitution..

12.1 President, Vice-President, Secretary and the zonal representatives will be elected direct. The election to these offices shall be by postal ballot among the members eligible for election as per clause 8 of this constitution.

12.2 The detailed procedure for the election of the office bearers of the Association shall be issued by the returning officer of the election nominated by the Director of the Institute and who shall not be an office bearer of the Association nor a candidate seeking election to any of the posts to which elections are held.

12.3 The tenure of the executive Committee shall be for one year commencing from 1st January of a particular year and the election of the next Executive Committee shall be held in such a way that the new committee shall assume office on the 1st January of the coming year.

12.4 Any elected member of the Executive Committee can resign from the committee by giving three months' notice in writing to this effect.

12.5 Any member of the Executive Committee can be removed from the committee if:

- i) The General Body expresses its lack of confidence in the member by three-fourths of the members present and voting provided notice to this effect has been given to the members in the agenda for the meeting.
- ii) He does not attend three consecutive meetings of the Executive Committee without the consent of the Executive Committee.

- iii) In case of an Executive Committee member elected as a zonal representative, leaves the particular zone on account of his transfer or otherwise as would incapacitate him from representing the zone for a continuous period of three months.
- 12.6 In the event of the vacation of office of any member(s) of the Executive Committee in accordance with the provisions of clause 12.4 and/or 12.5, the committee shall co-opt another ordinary member to fill the vacancy at its next meeting. The newly co-opted member shall hold office till the completion of the tenure of the member whose resignation/removal necessitated his co-option to the committee.

Provided that no such co-option is mandatory if any member of the committee resigns/is removed after 9 months of his assuming office.

Provided further that the vacancy caused by the resignation/removal of a zonal representative shall be filled by co-opting another ordinary member belonging to that particular zone only.
- 12.7 The Executive Committee shall have full authority on all operational matters of the Association subject to the overall policy guidelines of the General Body.
- 12.8 The Executive Committee shall meet atleast once in six months. The meetings of the committee shall be convened by the Secretary after giving a minimum of 30 days notice.

Provided that the Executive Committee can waive the stipulated notice period if a majority of the members agree to the waiver of such a notice.
- 12.9 The quorum of the Executive Committee Meeting shall be four elected members of the committee.
- 12.10 In the event of the office of the President falling vacant, the Vice-President shall assume office of President and shall preside over the meetings of the Executive Committee.
- 12.11 All the issues coming up before the Executive Committee shall be decided by a simple majority. In the event of a tie, the President shall have the right for a second vote.
- 12.12 The Executive Committee may constitute one or more sub-committees to carry out any of the objectives of the Association.
- 13.0 **OPERATING FUNDS FOR THE ASSOCIATION**
The operating funds for the Association shall come from:
 - 13.1 Subscriptions as may be decided by the Executive Committee as per clause 6 of this constitution.
 - 13.2 Surpluses from the sale proceeds of books and/or souvenirs, workshop, conferences, etc.
 - 13.3 Interest on bank deposits of Association funds.
 - 13.4 Interest on corpus funds of the Association.
 - 13.5 Donations to the Association.
 - 13.6 Advertisements in the Association Magazines, Journals, etc.
 - 13.7 All funds generated by the Association shall be utilised only for the activities of the Association.
- 14.0 **ANNUAL FINANCIAL STATEMENT**
14.1 The financial year of the Association shall be the Calendar Year.
- 14.2 At the end of every financial year, the Treasurer shall prepare a detailed financial statement of the Accounts of the Association and get them audited. The Executive Committee, thereafter, shall present before the General Body this audited statement of accounts for the previous year and a budget for the current financial year.

Only after the approval of the Financial Statement for the previous year and the annual budget for the current year by the General Body by a simple majority with amendments

as may be decided by the General Body, the Executive Committee shall have the power to incur any expenditure on any activities of the Association.

Provided that the Executive Committee shall have the power to incur expenditure in carrying on the functions of the association for a period not exceeding 3 months before the budget is approved. The amount that can be thus incurred shall not exceed 10% of the budgeted expenditure under the respective head for the previous year and the Executive Committee shall seek ratification of this expenditure in the next General Body Meeting.

- 14.3 All expenditure of the Association shall be incurred within the budgeted ceiling as approved by the General Body. In the event of any anticipated expenditure exceeding these ceilings, supplementary budget shall be presented before the General Body and its concurrence sought before the expenditure is actually incurred.
- 14.4 All expenditure of the Association shall require prior approval by the Executive Committee.

Provided that the President shall have the power to sanction any budgeted expenditure not exceeding 5% of the budget outlay or Rs.1000/- whichever is less at a time without the prior approval of the Executive Committee.

Provided further that any such expenditure incurred by President without the prior approval of the Executive Committee he shall be ratified by the Executive Committee in the next meeting.

Provided further that unless such an expenditure incurred by the President is ratified by the Executive Committee he shall not incur any further expenditure under this clause of the constitution.

- 15.0 The Association shall have its units in four zones namely North Zone, East Zone, South Zone and West Zone. The following States and Union Territories shall constitute the respective zones :

Northe Zone	East Zone	South Zone	West Zone
Chandigarh	Andaman & Nicobar	Andhra Pradesh	Dadra & Nagar Haveli
Delhi	Arunachal Pradesh	Karnataka	Daman & Diu
Haryana	Assam	Kerala	Goa
Himachal Pradesh	Bihar	Lakshadweep	Gujarat
Jammu & Kashmir	Manipur	Pondicherry	Maharashtra
Madhya Pradesh	Meghalaya	Tamil Nadu	Rajasthan
Punjab	Mizoram		
Uttar Pradesh	Nagaland		
	Orissa		
	Sikkim		
	Tripura		
	West Bengal		

- 15.1 Any member working and/or residing outside the Indian territory will be deemed to be in the West Zone for the purpose of this classification.
- 15.2 The Executive Committee on the recommendations of the General Body shall frame guidelines for the formation and working of Zonal/local chapters.

16.0 AMENDMENTS TO THE CONSTITUTION

The General Body shall have the power to refer any amendments to this constitution as may be proposed by the members for a referendum amongst all the ordinary members of the Association. The referendum shall be by postal ballot and a minimum of 45 days notice from the date of mailing shall be allowed for voting by the members. Three-fourths of all votes polled shall be decisive on such referendum.

- 17.0 The General Body of the Association shall have residual powers on any issue not specifically spelt out in this constitution and those issues shall be decided by a simple majority at a duly constituted General Body Meeting.

GUIDELINES FOR ALUMNI CHAPTERS

The members of the Alumni Association are spread throughout the country, and it is hence felt that the Alumni activities can be best operated in a decentralised manner through the Chapters. Ideally, the strength of the Alumni Association should be derived from creative initiatives by individual Chapters - the Alumni Association playing a role of being some sort of an umbrella federation, affiliating local Chapters which will gain recognition and perhaps get some guidance from the National Association. Given the different conditions which the Chapters will operate in, it is of utmost importance that the guidelines be broad to give sufficient leeway for local initiative. The following guidelines have been formulated with this in mind.

1. Chapters may be set up in any location(s) (cities/towns/States/Countries) where a minimum of 10 alumni live/work.
2. No town/City shall have more than one Chapter.
3. The objectives of the Chapters and all their activities will be in consonance with Alumni Association. Chapters will not associate themselves with any activities that stand in opposition to the Alumni Association or the Institute.
4. Each Chapter will have an elected Executive Committee of not less than five members (Additional members may be co-opted as necessary).
5. Elections to the Executive Committee will be held by each Chapter once in two years. A General Meeting will be held annually, at which the accounts of the Chapter will be presented.
6. Each Chapter will have a President, Secretary and Treasurer. Chapters may have additional office-bearers (e.g. Vice-President, Joint Secretary, etc.) if they feel necessary.
7. It is desirable that the immediate past President and/or Secretary, and/or Treasurer is/are ex-officio members of the Chapter Executive Committee, especially from the point of view of ensuring completion of past accounts and for continuity.
8. Chapters will make appropriate arrangements for proper maintenance of accounts.
9. It is desirable that Chapters should frame and adopt constitutions for providing a framework for activities. The National Association can perhaps frame a model constitution as a guideline.

10. A Chapter will deem to exist after it has been formally recognised at an Annual General Body Meeting, which resolution should be passed by a simple majority. The Alumni Association may also decide to de-recognise a Chapter, but such decisions will have to be approved by three-fourths of the members, eligible to vote through a referendum.

The Decisions to initiate a referendum will rest with the General Body. The resolution for initiating a referendum has to be passed by a three-fourths majority at the General Body Meeting.

11. Each Chapter will send a report of its activities atleast once a year to the President of the Alumni Association.
12. The membership fees to the Alumni Association, of the members forming the chapter shall be used exclusively by the Chapters for their activities. They will also be eligible for grants from the Alumni Association as may be determined from time to time. The Chapters will however, provide all possible inputs at the request of the Alumni Association or The Institute to further Alumni activities and to help the smooth functioning of the Association (e.g. updating of members directory, material and advertisements for a possible Alumni Magazine, etc.)

Resolutions passed in IAA Executive Committee Meetings

Venue: IRMA Campus

Date: 15th August 2007 and 26th January 2008

The Executive Committee resolved in interest of the larger Alumni body and for the efficient functioning of the IRMA Alumni Association towards serving these interests the following:

Resolutions requiring General Body's Approval:

1. Resolved to amend Clause 4.4 of IAA Constitution to change decisive voting percentage in a referendum from three fourth to two thirds of all votes polled. Similarly, Clause 12.5 also amended to change decisive voting percentage to remove a member in a GBM from three fourth to two thirds of all votes polled.
2. Resolved to amend clause 12.3 of IAA Constitution relating tenure of the executive committee. Tenure of the committee shall be for two years commencing from 1st April of a particular year and the election of the next Executive Committee shall be held in alternate years in such a way that the new committee shall assume office on the 1st April of the concerned year.
3. Resolved to amend Clause 12.9 of IAA Constitution reducing the quorum of the Executive Committee Meeting from four elected members to three elected members of the committee.
4. Resolved to amend Clause 14.4 of IAA Constitution authorizing the President of the association to sanction any budgeted expenditure not exceeding 5% of the budget outlay or Rs. 5000/- whichever is less at a time without the prior approval of the Executive Committee.
5. Resolved to amend Clause 15.0 of IAA Constitution by introducing a new zone for IRMAns living outside India. The new zone shall be called International Zone and shall have an elected representative on the committee just the way four representatives for other zones are provisioned. Also resolved to amend Clause 15.1 to include the following: Any member working and/or residing outside the Indian territory will be deemed to be in the International Zone for the purpose of this classification.
6. Resolved to amend Clause 16.0 of IAA Constitution relating amendments to the constitution itself. The changed clause shall read like following: "The General Body shall have the power to refer any amendments to this constitution as may be proposed by the members for a referendum amongst all the ordinary members of the Association. The referendum shall be by postal ballot or mail or any other electronic medium including web site poll and a minimum of 30 days notice from the date of mailing shall be allowed for voting by the members. Two-thirds of all votes polled shall be decisive on such referendum.
7. Resolved that any person who has attended full time fully residential program of IRMA of minimum one year duration is eligible to take membership of the association on payment of alumni association membership fee. Thus, resolved further that FPRM/ OYP/ CRM candidates shall be included as ordinary members of the association on payment of one time alumni association fee as applicable at the time of them joining the association. FPRM candidates shall be eligible for inclusion during and after two years of their fellowship at IRMA.
8. Resolved that IRMA faculty members shall have posting as well as reading rights to the alumni association hosted website and e-groups.
9. Resolved that for all matters of alumni interest requiring voting, use of voting through website/ mail/ any other electronic medium along with GBM and Postal shall be accepted. Any kind of referendum and voting on any issue concerning IAA, its constitution, election, and functioning can be taken up

through postal ballot or electronic mail or GBM. Such voting could be through self or by another ordinary member of the association specifically authorized to vote on behalf of the member.

10. Resolved that all the resolutions be circulated among IRMA Alumni through web site, on yahoo group, and on IRMA Alumni office board at IRMA IAA office. Specific resolutions shall be deemed passed if not more than 50 objections are received from members over a period of ten days from circulation.

Signature of IAA Office Bearers:

1. President
S. S. Ray
 2. Vice President
 3. Secretary
Chandreshwar Singh
Kumar Anshul
Vamshi
 4. West North Zone Representative
 5. North Zone Representative
 6. South Zone Representative
 7. East Zone Representative
 8. Alumni Co-ordinator, Faculty IRMA
M. Mehta
Ray
 9. Representative, IRMA Finance Dept
 - 10.