

- 1 Name of the Society:**
~~IIFM Alumni Association~~
The registrar changed it to: Alumni Association of Indian Institute of Forest Management
- 2 Head Office:**
The Association shall maintain its registered office at Room No. 114 in main building of “Indian Institute of Forest Management”, Huzur Tehsil at Bhopal – 462003, Madhya Pradesh” and function from this office.
Mobile: -7648900389
Email id: - iifmaa@iifm.ac.in
- 3 Mission:**
“To encourage alumni to participate actively in the IIFM community, to attend events, to volunteer, to create new ways for alumni to stay connected to the IIFM, and to contribute in the growth of the IIFM.”
- 4 Objectives:**
The objectives of the Association shall be:
- 4.1 To provide a vibrant forum that promotes interaction and networking among alumni and students of the Institute.
 - 4.2 To help alumni and students achieve their professional and societal goals.
 - 4.3 To help alumni in their hour of need.
 - 4.4 To facilitate the Association of alumni with their Alma Mater.
 - 4.5 To contribute to the Institute’s vision of being recognized among the world’s leading institutions in academics, research, outreach, and innovation.
 - 4.6 To function on charitable basis, and to run the Association on ‘no profit’ basis.
 - 4.7 To promote best practices in different areas of forestry, science, technology, humanities, and social sciences for the benefit of the society, especially weaker sections.
 - 4.8 To create awareness about the Institute and its alumni in the public.
 - 4.9 To assist deserving and needy students from the Institute suitably.
- 5 Area of Operation:**
The area of operation of the Association shall be Pan India. The head office of the Association will be at Bhopal and any legal dispute shall be subject to resolution at local courts of Bhopal.
- 6 Patron:**
The working/ functioning Director of the Indian Institute of Forest Management, Bhopal shall be the Ex-officio “Patron” of the Association.
- 7 Membership:**
The Association shall have the following categories of members:
- 7.1 **Regular Member:**
An alumnus/alumna, who has received or receives a PGDFM/ M.Phil./ FPM/ MRM/ any degree/ diploma awarded by the Institute and has not paid any subscription for Life Membership, shall be a Regular Member. The membership fees for regular members is ₹1500/-for two years. This may be subsequently amended by the Board of Governors. The amendment has to be ratified by a simple majority vote resolution in an Annual General Body Meeting or Extraordinary General Body Meeting.
 - 7.2 **Life Member:**

An alumnus/ alumna, who has received a PGDFM/ M.Phil./ FPM/ MRM/ any other degree/ diploma awarded by the Institute and paid the subscription of ₹5000/- shall be a Life Member of the Association. This may be subsequently amended by the Board of Governors. The amendment has to be ratified by a simple majority vote resolution in an Annual General Body Meeting or Extraordinary General Body Meeting.

7.3

Honorary Member:

The following shall be an honorary member:

All the past Directors of the Institute.

All faculty members who have served as the permanent faculty member of the Institute.

All regular faculty members.

7.4

Qualification for Membership:

7.4.1

Age should not be less than 18 years.

7.4.2

S/he follows the rules of the Association.

7.4.3

S/he should have a good moral character.

7.4.4

An alumnus/ alumna, who has received a PGDFM/ M.Phil./ FPM/ MRM/ any degree/ diploma awarded by the Institute is qualified to be a Regular or Life Member of the Association. S/he will need to make a formal application along with the prescribed fees to be inducted into the Association.

7.4.5

Past Directors of IIFM, all individuals who have either previously served as the permanent faculty member or are currently regular faculty members of the Institute will be invited by the Board of Governors to be honorary members of the Association, through a formal letter of invitation; on acceptance of which they shall be the honorary members of the Association

7.5

Rules for attaining membership:

7.5.1

Regular and Life Members:

An alumnus/ alumna, who has received a PGDFM/ M.Phil./ FPM/ MRM/ any degree/ diploma awarded by the Institute shall apply in prescribed form along in person, through post or by email to the Secretary, IIFM Alumni Association along with the prescribed fees paid through cheque, bank-draft or electronic transfer. The application will be put up in the next meeting of the Board of Governors where the memberships will be approved. All applicant alumnus / alumna, who meet the prescribed qualification and pay the prescribed fees, will be granted membership.

7.5.2

Honorary Members:

The Board of Governors of the Association will send a formal letter of invitation in person, by post or by email to all past Directors of IIFM, permanent faculty members who had previously served at IIFM and permanent faculty member who are currently regular faculty members of the Institute. Those who give a letter of consent to the invite shall become honorary members of the Association.

7.6

Suspension of Membership:

If any Member is found working against the interest of Indian Institute of Forest Management or interest of IIFM Alumni Association, S/he will be suspended by the Board of Governors which will be approved by 2/3rd of board. A notice stating the name and details of the member should be made available in public domain carrying the sign of President or in case of his/her absence, Vice President should authenticate it. The Board shall formulate a policy in this regard and get it approved in the AGM on a simple majority basis.

7.7

Termination of membership:

7.7.1

Regular Members

7.7.1.1

On death.

- 7.7.1.2 On being medically declared to be mentally unfit.
- 7.7.1.3 A Regular Member ceases to be a member if s/he has not made fresh applications and paid membership renewal fees within three months of the expiry of his/ her previous membership term.
- 7.7.1.4 A Regular Member can resign from the membership of the Association by sending a letter to the Secretary, IIFM Alumni Association. The resignation will come into effect after approval of President. This shall be put up in the next meeting of the Board of Governors for the record purpose.
- 7.7.1.5 The Board of Governors, IIFM Alumni Association, may terminate the membership of a regular member for working against the interests of the Association or the Institute. This decision has to be ratified by a simple majority vote resolution in the next Annual General Body Meeting of the Association and such decision should be communicated in writing to the concerning member.

7.7.2 **Life Members**

- 7.7.2.1 On death.
- 7.7.2.2 On being medically declared to be mentally unfit.
- 7.7.2.3 A Life Member can resign from the membership of the Association by sending a letter to the Secretary, IIFM Alumni Association. The resignation will come into effect after approval of President. However, if the resigning member is a part of the Board of Governors, then this shall be put up in the next meeting of the Board of Governors for approval of president.
- 7.7.2.4 The Board of Governors, IIFM Alumni Association, may terminate the membership of a life member for working against the interests of the Association or the Institute. This decision has to be ratified by a simple majority vote resolution in the next Annual General Body Meeting of the Association and such decision should be communicated in writing to the concerning member.

7.7.3 **Honorary Member:**

- 7.7.3.1 On death.
- 7.7.3.2 On being medically declared to be mentally unfit.
- 7.7.3.3 An Honorary Member can resign from the membership of the Association by sending a letter to the Secretary, IIFM Alumni Association. This shall be put up in the next meeting of the Board of Governors for approval, if accepted.
- 7.7.3.4 The Board of Governors, IIFM Alumni Association, may terminate the membership of an Honorary Member for working against the interests of the Association or the Institute. This decision has to be ratified by a simple majority vote resolution in the next Annual General Body Meeting of the Association and such decision should be communicated in writing to the concerning member.

8 General Body:
 “The Life Members shall comprise the General Body of the Association.”

9 Power of General Body:
 The General Body shall be the Supreme Body of the Association in deciding on any matter relating to the Association and on all matters brought before them by the Board of Governors of Association or by any member of the Association. The General Body shall function in accordance with By-Laws of the Association.

10 Board of Governors:
 The Association shall function through its Governing Board (hereafter referred to as the Board) which shall comprise of the following Elected, Nominated and Ex-Officio members. Two representatives of the Alumni Network Committee of IIFM shall be special invitees to the meetings.

10.1 **Nominated Members:**

- 10.1.1 For the first term pending elections, a Board of Governors consisting of Nominated Members shall be appointed.
- 10.1.2 The Nominated Members shall be selected by the Alumni Network Committee of Indian Institute of Forest Management, Bhopal.
- 10.1.3 The members shall meet the same eligibility as those of the elected Board of Governors.
- 10.1.4 The roles and responsibilities of the Nominated Board shall be the same as those of the Elected Board of Governors.
- 10.1.5 The Nominated Members shall help conduct the first elections of the Board of Governors.
- 10.2 **Elected Members:**
- 10.2.1 **President:** President shall be a Life Member of the Association and a resident of India and should have passed out from IIFM at least 15 years prior to the date of election.
Vice Presidents: Shall be a Life Member of the Association and a resident of India and should have passed out from IIFM at least 15 years prior to the date of election.
- 10.2.2 **Vice President:** Shall be a Life Member of the Association and a resident of India and should have passed out from IIFM at least 15 years prior to the date of election.
- 10.2.3 **Secretary:** Secretary shall be a Life Member of the Association and a resident of India should have passed out from IIFM at least five years before the date of election and be professionally based at Bhopal during the tenure as Secretary.
- 10.2.4 **Joint Secretary:** Joint Secretary shall be Life Member of the Association and resident of India should have passed out from IIFM and professionally based at Bhopal during the tenure as Secretary.
- 10.2.5 **Treasurer:** Treasurer shall be a Life Member of the Association and a resident of India should have passed out from IIFM at least five years before the date of election and be professionally based at Bhopal during the tenure as Treasurer.
- 10.2.6 **Members:** Four members as follows:
- 10.2.6.1 **Member-1:** Shall be Life Member of the Association with PGDFM degree from the Institute and a resident of India.
- 10.2.6.2 **Member-2:** Shall be a Life Member of the Association who has successfully completed M.Phil./MRM from the Institute and a resident of India.
- 10.2.6.3 **Member-3:** Shall be a Life Member of the Association who has successfully completed FPM from the Institute and a resident of India.
- 10.2.6.4 **Member-4:** This is reserved for an alumna of the Institute. She should be a Life Member of the Association who has obtained i.e. PGDFM degree from the Institute and is professionally based in India.
- 10.2.7 **Subject to:**
- 10.2.7.1 In case Secretary, Treasurer or Member-2 stops working at Bhopal, s/he has to submit the resignation as a member of the Governing Board to the President of the General Body. The post should be filled as per the decision of the General Body for the remaining period of the post till the next election.
- 10.2.7.2 No office bearer can be elected for more than two terms for any one post of the Board.
- 10.3 **Ex-Officio Members:**
- 10.3.1 Immediate past President of the Association;
- 10.3.2 Immediate past Secretary of the Association;
- 10.3.3 The post of ex-officio members shall remain vacant for the first year of the functioning of the Association i.e. till the time Board of Governors is elected constitutionally
- 10.4 **Invitees**
- The Coordinator and Associate Coordinator of the Alumni Network Committee, IIFM shall be a special invitee to the meetings of the Board.

- 10.5 **Term of Board of Governors:**
- 10.5.1 The term of the Board of Governors shall be two years from the date of assuming office and shall be reconstituted every alternate year.
- 10.5.2 The Nominated Body formed in July, 2018 will function in accordance with the constitution till the first election takes place in February, 2019.
- 10.6 **Office Bearers:**
President, Vice President, Treasurer and Secretary and Joint-secretary shall be the Office Bearers of the Association.
- 10.7 **Powers of the Board:**
For the purpose of implementing the decisions taken during its tenure, the Board shall be empowered to:
- 10.7.1 Create the required administrative infrastructure for the office of the Association at the Institute and/or at other locations.
- 10.7.2 Constitute various committees for the purpose of executing its responsibilities more efficiently.
- 10.7.3 Exercise other powers as described in By-Laws of the Association.
- 10.7.4 To carry out all required function including any other functions which is not specified or attributed to any other post.
- 10.8 **Appointment of Board of Governors:**
The General Body shall appoint all the Office Bearers and other elected members of the Board through elections, which shall be conducted as per the procedure laid down in the By-Laws of the Association.
- 11 By-Laws:**
These By-Laws shall be called By-Laws of IIFM Alumni Association of Indian Institute of Forest Management, Bhopal, an independent society of alumni of Indian Institute of Forest Management, Bhopal.
- 11.1 **Interpretation:**
In the interpretation of these By-Laws, unless there is anything inconsistent with the subject to context;
- 11.1.1 "Alumni" is defined as an individual who has received a PGDFM/ M.Phil./ FPM/ MRM/ any other degree/ diploma awarded by the Institute.
- 11.1.2 "Association" means IIFM Alumni Association of Indian Institute of Forest Management, an independent society of Alumni of Indian Institute of Forest Management, Bhopal registered under Section 27 of Madhya Pradesh Society Registrkaran Adhiniyam,1973 (No. 44 of 1973).
- 11.1.3 "Board" means the Board of Governors henceforth in this document.
- 11.1.4 "Constitution" means the Constitution of the IIFM Alumni Association.
- 11.1.5 "Financial Year" means the period commencing from 1st April and ending on 31st March of next year.
- 11.1.6 "Assets" shall mean and include all investments, cash in banks, cash in hand and properties including movable and immovable belonging to the Association.
- 11.1.7 "Honorary Member" means as defined in Clause 6.1.3 of the Constitution of the Association.
- 11.1.8 "Institute" means Indian Institute of Forest Management, Bhopal.
- 11.1.9 "Regular Member" means as defined in Clause 6.1.1 of the Constitution of the Association.
- 11.1.10 "Life Member" means as defined in the Clause 6.1.2 of the Constitution of the Association.
- 11.1.11 "Member of the Association" includes Life Member and Regular Member of the Association.

- 11.1.12 "Member of the General Body" includes Life Member.
- 11.1.13 "Office Bearers" includes the President, Vice Presidents, Secretary, and Treasurer.
- 11.1.14 "Person" includes individuals.
- 11.1.15 "Fund" means total consolidated amount present in the bank account of the Association.
- 11.1.16 "Annual budget" means financial budget statement presented in Annual General Body (AGB) Meetings of the Body.
- 11.1.17 "Hour of Need" means at the point in time when someone need help the most.
- 11.1.18 "Nominated Board" means the Board formed for the first year of the functioning of the Association, i.e. till the 1st scheduled election of the Board.
- 11.1.19 "ANC/ Alumni Network Committee" means Alumni Network Committee of Indian Institute of Forest Management, Bhopal.
- 11.1.20 Simple Majority signifies 51% or more of total votes cast.
- 11.1.21 Head office means the registered office of the Association as defined in Clause 2 of the constitution.
- 11.2 **Amendment of Constitution:**
- 11.2.1 The Board, as well as any member of the General Body, may propose amendments to the Constitution, which shall be decided as per procedure is given in the By-Laws of the Association.
- 11.2.2 Any amendment made to the constitution by the due procedure should be notified by the Board within 15 days of the amendment and shall be effective only after notification.
- 11.3 **Register of Members:**
- 11.3.1 The Secretary of Association shall maintain a register of all members of the Association in the form approved by the Board. The register shall be kept open for inspection by all members of the Association and any person authorized by the Board or as per provisions of the Societies Registration Act and rules as applicable. The register shall also be hosted on the website of the Association with appropriate security checks.
- 11.3.2 Updating of Register and enrolment of Members – The Board shall frame guidelines for updating of the register of members on a continuous basis.
- 11.3.3 There shall be no updating of Register after the announcement of the schedule of elections. However, clerical errors would be allowed to be corrected with the orders of the Election Officer appointed under the By-Laws.
- 11.4 **Meetings of General Body:**
- A meeting of General Body of the Association may be ordinary or extraordinary. The **Annual General Body Meeting (AGBM)** of the Association shall be called the Ordinary General Body Meeting. All other General Body meetings shall be called **Extraordinary General Body Meetings (EGBM)**.
- 11.4.1 **Notice Period** – Notice of sixty days for an annual meeting of General Body – AGBM, and 20 days for an extraordinary meeting of General Body – EGBM, shall be given to the members by post or email at their addresses registered with the Association, specifying the place, date, time and agenda. The accidental omission to give or non-receipt of such notice to a member shall not invalidate the proceedings of any General Body Meeting.
- 11.4.2 **Notice** – Subject to the provisions given in these Rules, the date, time and place of the General Body Meeting shall be notified by the President or Secretary under his/her signature. In case of notice through e-mail or e-mail emanating from the President or the Secretary shall be deemed to be signed by them provided the official email is used.
- 11.4.3 **Decisions** – A motion on any matter for decision in the Annual General Body Meeting (AGBM) or Extraordinary General Body Meeting (EGBM) shall deem to have been passed by General Body if supported by a simple majority out of the members present in the AGBM/EGBM provided the quorum is complete. Notwithstanding this provision and any other By-laws, if a motion relates to

amendment of Constitution or these By-Laws, it shall be decided by the provision of By-Laws of the Association.

11.5 **Annual General Body Meeting (AGBM):**

11.5.1 **Frequency of Meeting:** The Annual General Body Meeting (AGBM) shall be held once every year at such time, and date as the Board of Governors shall determine.

11.5.2 **Business:** The business of the Annual General Body Meeting (AGBM) shall be:

11.5.2.1 To receive and to adopt the Association's audited statement of accounts of the preceding year.

11.5.2.2 To receive and approve annual report of the Association with or without amendment.

11.5.2.3 To approve the appointment of certified Auditors for the Association.

11.5.2.4 To transact any other business as proposed by the Board including an amendment in the constitution.

11.5.3 **Venue:** Unless otherwise decided by the Board of Governors, all AGBMs shall be held in the Institute (i.e., the registered office of the Association) or any other functional office of the Association or any other venue decided by the Board.

11.5.4 **Quorum:**

11.5.4.1 The quorum of Annual General Body Meeting (AGBM) shall be thirty members or ten percent of the total number of regular members, whichever is less.

11.5.4.2 It is compulsory for at least two office bearers to attend the meeting in person, one of which should be either the President or Vice President; and the other should be either the Secretary or Treasurer of the Association.

11.5.4.3 If the quorum is not complete, the meeting may be adjourned and reconvened at any time after a stipulated period as decided by the members present in the meeting. The decision for adjournment shall be taken from the majority members voting on the same.

11.5.4.4 Even after adjournment, if the quorum is not complete in the next meeting, the meeting may be adjourned and reconvened on the next decided date, in which no quorum shall be needed, but, Secretary or Treasurer must be present.

11.5.4.5 Any business relating to amendment in Constitution and these By-Laws shall be decided in accordance with the provisions of By-Laws. The President or Vice President and Secretary must be present in the meeting.

11.6 **Extraordinary General Body Meeting (EGBM):**

11.6.1 **Requisition to Convene:**

11.6.1.1 Extraordinary General Body Meeting (EGBM) may be convened by the Board of its own motion or upon a requisition made in writing by not less than thirty members or 10% of general Body of the General Body whichever is less. Such a requisition shall specify the purpose of the meeting and must be signed by all such members and shall be delivered at the Registered Office of the Association. Within a period of thirty days of the receipt of such a requisition, the Board shall notify program for EGBM specifying the agenda as per the requisition.

11.6.1.2 President may convene for the purpose of taking decision of the General Body on a specific matter; the President may also convene Extraordinary meeting of the General Body.

11.6.2 **Venue:** The Board shall decide the venue for holding the EGBM.

11.6.3 **Business:** The business of Extraordinary General Body Meeting (EGBM) shall be confined to the specific matter(s) for which it has been called, and no other matter shall become admissible for discussion

11.6.4 **Quorum:**

11.6.4.1 The quorum of Extraordinary General Body Meeting (EGBM) shall be thirty members or ten percent of the total number of regular members, whichever is less. It is compulsory for at least two office bearers to attend the meeting, one of which should be the President or Vice-President and the other should be Secretary or Treasurer of the Association.

11.6.4.2 If the quorum is not complete, the meeting may be adjourned and reconvened at any time after a

stipulated time period as decided by the members present in the meeting. The decision for adjournment shall be taken from the majority members voting on the same.

11.6.4.3 Even after adjournment, if the quorum is not complete, the meeting may be adjourned and reconvened on the next decided date, in which no quorum shall be needed, but, the President or Vice President or Secretary must be present.

11.6.4.4 Any business relating to amendment in Constitution and these By-Laws shall be decided in accordance with the provisions of By-Laws. The President or Vice President and Secretary must be present in the meeting.

11.7 **Powers of Board of Governors:**

The Board shall have full powers and authority to take decisions and action, which may be expedient for meeting the objectives of the Association, and in particulars the following:

11.7.1 To look after and manage the affairs including Head Office of the Association.

11.7.2 To manage and utilize the funds of the Association in such manner as considered most beneficial for the purpose of realizing the objectives of the Association, subject to decision of the Board.

11.7.3 To raise funds, including accepting donations and subscription with or without any conditions, and frame guidelines for doing so.

11.7.4 To prescribe and revise Life Membership and Regular Membership fees.

11.7.5 To approve annual budget.

11.7.6 To approve annual audited statement of accounts, audit report and annual report of the previous year and present these before the Annual General Body Meeting (AGBM) for its approval.

11.7.7 To recommend appointment of Auditors and their terms and conditions of their appointment for the approval in AGBM.

11.7.8 To appoint staff for managing the affairs on such terms and conditions as may be considered necessary.

11.7.9 To delegate powers to Office Bearers and other Members of the Board and to any member of sub-committee or committee.

11.7.10 To accept resignation of any of the Office Bearer or other member, whether elected, Nominated or ex-officio, of Board.

11.7.11 To collaborate with any Association, society or institution having objectives similar to those of the Association or which may be useful in realizing the objectives of the Association.

11.7.12 To participate and/or enter into contracts on behalf of the Association and to vary and rescind such contracts.

11.7.13 To appoint any committee or sub-committee, consisting wholly or partly of members of the Association and may delegate any of its powers to such a committees or sub-committee and prescribe its terms of reference.

11.7.14 To make the procedure to identify and help the alumni and students in “hour of need” and set up a committee of not less than five life members to take decision in this regard.

11.7.15 To interpret the Constitution and By-Laws, which shall be final and binding upon members.

11.7.16 To nominate Association representative(s), preferably member(s) of Association from India or abroad.

11.7.17 To function purely on a charitable basis and to run the Association on ‘no profit’ basis.

11.7.18 To take any other action in the interest of the fulfillment of the objectives of the Association.

11.7.19 To publish an annual audited report on public domain/website of Association.

11.8 **Appointment of Board of Governors:**

The General Body shall appoint all the Office Bearers and other elected members of the Board through elections, which shall be conducted as per the procedure laid down in the By-Laws of the Association.

11.9 **Duties of Office Bearers:**

- 11.9.1 **President:**
- 11.9.1.1 President shall be the Chief Executive of the Association. He/she shall convene and preside over the meetings of the Board as well as the General Body.
- 11.9.1.2 Subject to the provisions of the Constitution and By-Laws of the Association, he/she shall make announcements regarding meetings of General Body, elections and proposed amendments to the Constitution and By-Laws.
- 11.9.1.3 In case of tie between members present in a meeting of General Body and Board on any agenda or issue, the President or in his absence Vice President, who is presiding the meeting in his/ her place, shall have the decisive vote.
- 11.9.1.4 Subject to any subsisting interpretation given by the Board, the President or in his/her absence Vice President, who is presiding the meeting of General Body or Board, shall have authority to interpret the Constitution and the Bye-Laws of the Association for conducting the meeting and deciding the questions arising at such meeting.
- 11.9.2 **Vice President:**
- 11.9.2.1 The Board or the President may assign any responsibility to Vice President. In the absence of President, Vice President, shall preside over the meetings of the General Body and the Board and exercise all powers of the President.
- 11.9.3 **Secretary:**
- 11.9.3.1 The Secretary shall look after the affairs of the Association under the supervision of the President and in the absence of President Vice President shall look after the affairs.
- 11.9.3.2 Shall maintain the member's registration with the date of entry of member with receipt number of membership fees.
- 11.9.3.3 Shall keep record of termination of any member.
- 11.9.3.4 Secretary shall be the executive head of the Head Office of the Association. S/he shall maintain and keep or cause to be maintained and kept all records of the Association, including a register of members, elections, minutes and agenda and all other records of the meetings of the General Body, Board and committees, and sub-committees constituted by General Body, Board or President. It is the responsibility of the Secretary to appoint a member in every meeting for noting down the minutes of the meeting in a prescribed format, as decided by the Board.
- 11.9.3.5 S/he shall act as a liaison between the Association and the Institute on the one hand and the Association and the Institute's student body on the other. S/he shall also represent the Association in various bodies and meetings with the Institute.
- 11.9.3.6 S/he shall do everything necessary to give effect to the resolutions passed and decisions taken by the General Body and Board. S/he shall keep the President, and the Board apprised of the progress made in this respect from time to time.
- 11.9.3.7 Jointly with Treasurer, sign all cheques.
- 11.9.3.8 S/he shall also file all returns under the Societies Registration Act, 1896 and rules made thereunder and any other law applicable.
- 11.9.4 **Joint- secretary**
- 11.9.4.1 The Board or the President or The secretary may assign any responsibility to Joint-secretary. In the absence of Secretary, Joint-Secretary, shall be the executive head of the Head Office of the Association and exercise all powers of the Secretary.
- 11.9.5 **Treasurer:**
- 11.9.5.1 The Treasurer shall advise the Board on financial matters, supervise all financial transactions and cause to maintain and supervise account records of the Association. In particular, S/he shall deal with or take action on the following:

- 11.9.5.2 All financial transactions,
- 11.9.5.3 Receipts and Expenditure of the Association,
- 11.9.5.4 Collection of grants and donations received by the Association,
- 11.9.5.5 Compilation of Statements of Accounts,
- 11.9.5.6 Audit of accounts and making all records available for the scrutiny, to the auditor,
- 11.9.5.7 Presenting Annual Accounts and Audit Report before the Board and in the Annual General Body Meeting (AGBM),
- 11.9.5.8 Ensure that all books of account are maintained properly and are up to date,
- 11.9.5.9 Filing in consultation with Secretary returns under all applicable acts and prevailing Laws
- 11.9.5.10 Ensure that all the due payments are made to the Association and issue all necessary receipts, and
- 11.9.5.10 Keep the Board informed of the financial condition of the Association.

11.9.6 **Invitees:**

The role of the invitees will be to facilitate the interaction of Alumni with the IIFM Alumni Association and of the IIFM Alumni Association with the Institute (i.e., IIFM). This member is usually the Coordinator and Associate Coordinator of the Alumni Network Committee. The invitees will have no voting rights.

11.10 **Management of Funds and Assets:**

- 11.10.1 All investments of the funds of the Association, including receipts of deposit and all deeds and documents relating to any of the transactions of the Association, shall be kept for safe custody with the Secretary or with a bank as approved by the Board,
- 11.10.2 Subject to the conditions, if any, the Secretary and Treasurer shall deal with the fund thereof in accordance with the direction of the Board evidenced by a resolution and not otherwise,
- 11.10.3 Subject to the approval of the Board evidenced by a resolution thereof, all documents relating the transactions done for/by the Association shall be in the name of the Association and executed by the Secretary or any other Office Bearer authorized by the Board.
- 11.10.4 The Office Bearers shall be respectively chargeable only for such properties, money, funds, securities, or any other property. They shall respectively receive notwithstanding their signing any receipt for the sake of conformity and shall be answerable. And They are also accountable only for their own acts and defaults and not for those of any other members or any other banker, broker, auctioneer, agent or person with whom or into whose hands the money or securities of the Association may be deposited, for the insufficiency or deficiency or any funds or securities and for any other loss under the same, except when it happens through their own dishonesty or willful default.
- 11.10.5 None of Office Bearers and Members of the Board shall be entitled to stipend, salary and pay from the Association. However, they shall be entitled to reimburse themselves or pay and discharge out of the Funds expenses incurred and payment made by them in or about execution of the objectives of the Association or in relation thereto with the approval of the President in consultation with the Treasurer.

11.11 **Bank Account:**

- 11.11.1 The Association shall open account(s) in branches of scheduled/ nationalized banks
- 11.11.2 The bank account shall be operated as decided by Board and supported by resolution.

11.12 **Audit of Accounts:**

Auditors shall present their report to the Board, who shall place the same with its report in the Annual General Body Meeting (AGBM) for the consideration and approval of the General Body.

11.13 **Meeting of the Board:**

- 11.13.1 The Board shall meet as often as required, but at least once in every six months by giving a notice

of at least ten days through post or email to all members of the Board at their addresses available with the Association. A shorter notice shall be valid if agreed upon by President.

- 11.13.2 The notice and agenda for holding a meeting of the Board shall be issued by the Secretary after obtaining the consent of the President or in the absence of the Secretary, by the President.
- 11.13.3 The quorum at any meeting of the Board shall be minimum five members among whom President or Vice President and Secretary or Treasurer shall be present. If the quorum is not complete in any meeting, next meeting may be convened at any time, in which quorum shall be three members personally present, among whom President or Vice President and Secretary or Treasurer must be present.
- 11.13.3 **Subject to:**
- 11.13.3.1 The Board should formulate all the necessary policies like loan facilities, donations, Investments, etc. and all other matters deemed necessary for the smooth functioning of the Association.
- 11.13.4.2 The personal presence means presence at the venue in persons, over Voice on Internet Protocol, telephonic conference call or any such reliable system approved by the Board.
- 11.13.4.3 Meeting by Circulation – For an urgent matter, the decision can also be taken by circulating an agenda amongst the members of the Board by the Secretary after obtaining approval of the President and in his/her absence Vice President.

11.14 **Election of Office Bearers and Elected Members of the Board:**

11.14.1 **General**

- 11.14.1.1 All the elected posts of the new Board of Governors shall be filled by elections in the General Body every alternate year which will become functional from the next financial year.
- 11.14.1.2 Every member of General Body shall be eligible to be elected as President, Vice President, Secretary and Treasurer and elected members of the Board, subject to the conditions specified in the Constitution.
- 11.14.1.3 Every member of the General Body shall have one vote for each post. Vote by proxy is in no case permitted.
- 11.14.1.4 A member shall not be eligible to hold the same position in the Board for more than two terms.
- 11.14.1.5 Every member of the General Body shall have the right to cast only one vote for each post, and to propose and second only one candidate for each of the elected positions of the Board of Governors.
- 11.14.1.6 Election Officer - On behalf of the General Body, elections shall be conducted by an Election Officer, appointed by the outgoing Board at least 90 days in advance and not earlier than 60 days of the expiry of its term. The Election Officer shall be a permanent employee of the Institute, not below the rank of a faculty member of the Institute, and should not be a member of the Association.
- 11.14.1.7 While taking action, the Board shall also convene Annual General Body Meeting or Extraordinary Meeting of General Body to obtain and adopt the election results and announce the names of elected members of the Board for the next term.
- 11.14.1.8 All times given in election schedule shall be Indian Standard Time. Interpretations of all the deadlines will be as per the above clauses.
- 11.14.1.9 The newly elected office bearers will do the election of members within 15 days of their election. (Only life members can nominate themselves or another person for the post of members in the Board of Governors, and they can't file their candidature for more than one category.)

11.14.2 **Conduct of Elections**

- 11.14.2.1 The Election Officer shall be responsible for receipt of nominations, acceptance of withdrawals, scrutiny of nominations, hearing of objections against nominations, actual conducting of elections and announcement of election results in the meeting of General Body.
- 11.14.2.2 Within thirty days of his appointment, the Election Officer shall notify the schedule of elections, which shall include the dates and times of following:
 - 11.14.2.2.1 Receipt of nominations in form as approved by Board,

- 11.14.2.2.2 Publication of all the nominations,
- 11.14.2.2.3 Filing objections against the nominations and scrutiny thereof,
- 11.14.2.2.4 A decision on objections,
- 11.14.2.2.5 Publication of valid nominations,
- 11.14.2.2.6 Withdrawal of nominations,
- 11.14.2.2.7 Publication of final list of contesting candidates,
- 11.14.2.2.8 Voting by way of paper ballot,
- 11.14.2.2.9 Counting of votes, and
- 11.14.2.2.10 The announcement of results.

11.14.3 **Nominations:**

11.14.3.1 Nominations shall be invited at least sixty days in advance of the General Body Meeting, by a general circular to all members.

11.14.3.2 Every nomination shall be required to be duly proposed by at least one member of the General Body and seconded by any member of the General Body other than the proposers. Each nomination shall have the consent of the nominee.

11.14.3.3 No member shall nominate more than one candidate for the same post. No member shall second more than one candidate for the same post. No member, who nominates a candidate for a post, shall second another candidate for the same post. No member, who seconds a candidate, shall nominate another candidate for the same post. In case of any violation, the first entry shall be considered valid.

11.14.3.4 List of Nominations, Scrutiny, Objections, Withdrawal and Final List of Contesting Candidates:

11.14.3.4.1 After the deadline of filing the nominations ends, the Election Officer shall publish post-wise lists of all the nominations for the information of the General Body the very next day and invite objections against the validity of nominations within seven days. Seven days after the expiry of the time for filing objections to nominations, the Election Officer shall scrutinize all nominations and decide all the objections and notify the names of candidates, whose nominations have been found to be valid and publish the same for the information of all the candidates and the General Body.

11.14.3.4.2 Before taking a decision on the objections, the Election Officer shall give three days' notice to the candidate against whom objection has been received, to explain his position. After taking the decision, the Election Officer shall give two days to valid candidates for withdrawal of their nominations.

11.14.3.4.3 Immediately thereafter, s/he shall publish the final list of contesting candidates.

11.14.3.4.4 If no valid nominations are received for a post, further action shall be taken in accordance with the provisions mentioned in the constitution.

11.14.4 **Voting for the Elections**

11.14.4.1 **Modes of Voting:** Votes shall be polled through paper ballot either by physical presence at the election or by postal ballot.

11.14.4.2 **One Chance to Vote:** Member shall get only one chance to vote and s/he may cast only one vote for each post. S/he may cast vote for any number of posts.

11.14.4.3 **Counting of Votes Polled and Declaration of Results:** The Election Officer shall do the counting of votes polled in the following manner:

11.14.4.3.1 Counting of votes polled by paper ballot shall be done immediately after the close of the voting process in the presence of the committee members and the candidates or their authorized representatives present in the General Body Meeting.

11.14.4.3.2 After counting, the Election Officer shall compile the result and announce them in the AGBM. The result will be finally submitted in writing to the Secretary. The Secretary shall formally announce them as a resolution in the General Body

Meeting and shall be adopted as such. The Election Officer shall submit a report on the elections to the Secretary within two days after that.

11.14.4.4 **Schedule of Voting:** The voting shall start after the Election Officer declares it open and the election should be conducted in presence of the Election Officer.

11.14.4.5 Procedures for the postal ballot shall be decided by Election Officer.

11.15 **Model Code of Conduct for Candidates during Elections:**

After the announcement of the Election Schedule by the Election Officer, all the powers of the Board shall cease to exist. Only normal executive functions and time-bound matters shall be handled by Secretary and Treasurer. In extraordinary situations, the Board can exercise its power in consultation with and after approval from Election officer. The decision of the Election Officer will be final in such matters.

11.16 **Redress of Election Complaints:**

The Board shall set up a committee of two persons of impeccable integrity and impartiality in consultation with Election Officer immediately after the announcement of Election Officer. In order to hear complaints and representations from the candidates and other members of the General Body and issue advice to the Election Officer or a candidate or any other person connected with elections, as deemed appropriate. They should be faculty members of the Institute and should not be a member of the General Body of the Association.

11.17 **Un-Filled Posts:**

If any of the posts of Office Bearer is not filled up during elections, the Election Officer shall conduct an election for the same within three months as per the procedure mentioned above. In respect of other elected members of the Board, the incoming Board shall be competent to nominate a member of the General Body subject to fulfilling conditions of Clause 8 of the Constitution.

11.18 **Resignation by Members of Board:**

A member of the Board may tender resignation to the President, the Vice-President or Secretary, which shall be placed before the Board in its meeting, who shall be competent to take a decision in the matter. The decision of President shall be final, and in the absence of President, the decision of the Vice President shall be final. In case both are absent the decision of Secretary shall be final. As soon as resignation is accepted, the concerned member shall cease to hold office.

11.19 **Board Member Position Falling Vacant:**

11.19.1 If the office of any Officer Bearers other than that of President and elected Member of the Board falls vacant after it has been filled, the Board shall be competent to make appointment against the vacancy subject to the conditions specified in By-Laws of the Constitution of the Association.

11.19.2 However, in case of the office of the President falling vacant due to any reason and the tenure left is more than a year; way of an election shall fill it in accordance with the procedure given in the By-Laws. In other circumstance, the Vice President shall be appointed as President for the remaining of the term. The office of the Vice-President so falling vacant shall be filled up out of the elected members of the Board, through voting within the Board. The Board shall fill the resultant office of Member that has fallen vacant. This position will be given to the member who was voted next highest during the initial elections.

11.20 **Dissolution of the Association:**

11.20.1 Not less than two-third of the members of General Body in Extraordinary General Body Meeting (EGBM/AGBM) shall determine whether the Association be dissolved, forthwith or at any further time agreed upon.

11.20.2 On the dissolution of the Association, the funds that remain after all the necessary settlements shall

not be paid or distributed among the members of the Association or anywhere else but shall be given to the Institute as “Alumni/student welfare fund.” Fund has to be transferred to the account of “The Students Association and Alumni Committee.”

11.21 **Indemnity:**

11.21.1 Every member of the Board shall be indemnified out of Assets against all losses and expenses incurred in the *bonafide* discharge of his/her duties, except when it happens through his/her willful neglect or dishonesty or *malafide* intention while discharging his/her duties or action resulting from willful disobedience of the law, bad faith or gross negligence.

11.21.2 No member shall have more than one vote at any of the meetings of the Association or its committee or sub-committee. However, in the meeting of the General Body, Board or any committee or sub-committee, the President shall have a casting vote.

11.21.3 An Office Bearer, Elected Member, Nominated Member and Ex-Officio Member of the Board shall be deemed to have vacated office if he/she is adjudicated or adjudged insolvent or is convicted by a court of law in any country for any offence involving moral turpitude or becomes of unsound mind or physically unfit or unable to act as such. The office so fallen vacant shall be filled up in accordance with By-Laws of the Association.

11.21.4 In case of any dispute arising between the Association and the other party, the provisions of the Arbitration Act shall apply.

11.22 **Application of Act:**

11.22.1 The provisions of the M.P Societies Registration Act and rules made there under, as amended from time to time, shall apply to this Association, once it gets registered.

11.22.2 These By-Laws shall come in effect soon after the General Body approves it and notified by the Secretary. However, the existing Board of Governors shall continue to function until its term is over.

11.23 **Legal dispute:**

Any legal dispute shall be subject to resolution at local courts in Bhopal.

11.24 **Whistle Blower Policy:**

As soon as the Nominated Board gets elected, it is their duty to formulate the Whistle Blower Policy for the Association and get it approved in the AGBM. Anyone believing they are aware of a violation of law or conduct is expected and encouraged to report their concerns as per policy and identity of whistleblower will be kept confidential. The board shall be responsible to act according to the policy formulated.

12 **Certificate:**

Certified that this is the correct copy of the By-Laws of the Association. (Duly signed by office bearers of the Association)

Signatories:

President

Vice- President

Secretary

Treasurer

Member - 1

Member - 2

Member - 3

Member - 4

Member - 5