

# **CONSTITUTION**

**of**

## **Alumni Association**

**of**

### **The Midnapore Homœopathic**

### **Medical College Hospital,**

### **Midnapore**

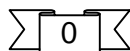
### **Medinipur**

### **Paschim Mednipur**

### **West Bengal**

### **INDIA**

### **PIN 721101**



## CONSTITUTION

**Alumni Association of Homœopathic Medical College  
Hospital, Midnapore : Medinipur: Paschim Mednipur: PIN 721101: West Bengal**

### **Article : 1 : Title :**

Title of the constitution will be Constitution of Alumni Association of The Midnapore Homœopathic Medical College Hospital, Midnapore, Paschim Mednipur, West Bengal.

### **Article : 2 : Fundamentals :**

1. Alumni Association is, both overtly and covertly a non-profit association.
2. Alumni Association is, both overtly and covertly a non-religious association.
3. Alumni Association is, both overtly and covertly an apolitical association.
4. Alumni Association is, both overtly and covertly an association unbiased of any race, colour, caste and creed.
5. Alumni Association is to uphold, to safeguard, to help promotion and growth of studies in Homœopathy.
6. Every alumnus is a natural member of this association by virtue of being an ex-student of the Institute.
7. Every alumnus should uphold dignity, honour, respect, prestige and fame of this association.

### **Article : 3 : Aims and Objectives :**

Section 1 : Aims:

- Para (a) (i) Aim of this Association is to help maintaining link among the ex-students of this Institute.
- (ii) Aim of the Association is to encourage maintenance of dignity, growth and advancement of knowledge of Homœopathy.
- (iii) Aim of the Association is to help promotion of social health through Homœopathic system.

Para (b) This Association will provide moral support to both the old and new student of this Institution.

Para (c) Over and above all the Association must encourage principled homœopathic medical practice based on ethics.

#### Section 2 : Objectives

Para (a) The Association will remain a non-profit organisation.

Para (b) The Association should hold Continued Medical Education termed as CME to help re-orientation through talks, seminars with help of knowledgeable faculty, publication and circulation of articles and souvenirs, may suggest guidelines to improve publications related to homœopathy and likewise.

Para (c) The Association will maintain a link between the old students and the Institute in as many aspects as possible.

Para (d) The Association should maintain valued relationship among all branches of medical fraternity.

Para (e) The Association should encourage the social philanthropists to come forward to open and / or support charitable and/or free homœopathic medical centres.

Para (f) The Association should plan and take up social service projects as medical relief camps during and after natural (as flood, earthquake etc.) and/or artificial (as riot, famine etc.) disasters.

Para (g) The Association, for benefit of students, may undertake co-curricular activities of different formats.

Para (h) The Association is to take necessary steps to represent needs for homœopathic system to different state and central government bodies.

Para (i) The Association is to collect donation for smooth functioning of alumni programmes.

#### Article : 4 : Definition

Para (a) "ALLUMNI" will mean congregation and assembly of alumnus.

Para (b) "ALUMNUS" will mean "OLD STUDENT(S)" and vice-versa of The Midnapore Homœopathic Medical College Hospital, Midnapore, on the

basis of admittance and irrespective of the student(s) completing the basic course being taught in this institution.

- Para (c) "ASSOCIATION" will mean working congregation and assembly of like minded people.
- Para (d) "INSTITUTE" will mean The Midnapore Homœopathic Medical College Hospital.
- Para (e) "MIDNAPORE", "MIDNAPUR", "MEDINIPUR" and "MEDINIPORE" will mean the same place and either spelling may be used.
- Para (f) "BODY" will mean the structure constituted by the old students of the said Institute.
- Para (g) "GENERAL" will mean the old students in general.
- Para (h) "EXECUTIVE" will mean the old student vested with executive powers to plan and execute policy matters.
- Para (i) "CO-OPTED" will mean the old students or any one co-opted for a purpose who was not otherwise vested with executive power but requested to co-operate an executive to execute certain job and/or policy matter.
- Para (j) "MEMBER" applies to all old students of the Institute.
- Para (k) "FEES" will imply an amount of money considered to be necessary to make various expenses of the association which is to be collected from all members.
- Para (l) "CONTRIBUTION/ DONATION" will imply amount of money and materials added to the assets of association.

**Article : 5 : Construction:**

Section : 1 : Association

- Para (a) Alumni Association of The Midnapore Homœopathic Medical College Hospital, Midnapore is to be constituted by the old students of the said Institute.
- Para (b) Alumni Association, thus constituted by old students, becomes constituted by the general members.

Section : 2 : Sub-section 1: Members:

- Para (a) Members of the Alumni Association may be
- i) General Body Member

ii) Executive Body Member

iii) Co-opted Member

Para (b) Constituent body of The Alumni Association may be

- i) General Body is to be constituted by old students or alumni of this Institute in general.
- ii) Executive Body is to be constituted by Alumnus selected/ elected by the General Body members.
- iii) Co-opted Members' corpus may be constituted by life member, ex-officio member, honorary member, donor member and reception committee member.

Para (c) i) General Body Member: All old students are members of the General Body of the Alumni Association by virtue of being old students of The Midnapore Homœopathic Medical College Hospital, Midnapore, the Institution.

ii) Executive Body Member: General Body members in a general meeting will elect/ select few members who would be vested with certain powers by the General Body. Such member, elected/ selected would constitute the Executive Body and will be termed as executive member.

iii) Co-opted Member: Such members may be:

- a) Life member
- b) Delegate member
- c) Ex-officio member
- d) Honourary member
- e) Donor member
- f) Reception committee member
- g) Mentor Member

Sub para (a) Life Member :

- i) A life member is one who had contributed a lump-sum in cash or equivalent article(s)/ kind(s) to the Alumni Association.
- ii) A life member is a General Body member by virtue of being a life member.

- iii) A life member may be an Executive Body member only when one is an old student of this Institute.

Sub para (b) Delegate member:

- i) A delegate member is one who contributes towards the activities of the association such as holding seminars or a social or popular programme.
- ii) A delegate member is a general member for that occasion only.

Sub para (c) Ex-officio member :

- i) Principal of the Institute by virtue of the post of Principal is the ex-officio member.
- ii) An ex-officio member is an honorary executive member if not an old student of this Institute.

Sub para (d) Honourary Member:

- i) Principal of the Institute is an honorary member by virtue of his post if not an old student of this institute.
- ii) A homœopath who has contributed to the system for upliftments as through researches in any field contributing to homœopathic system.
- iii) Any person who had contributed to any system of medicine through research work.
- iv) Any person who has substantially contributed to the society through literary, art, craft, social service or otherwise.
- v) An old student of the Institute cannot become an honorary member.

Sub para (e) Donor Member:

- i) Any person who donates/ contributes regularly or at regular intervals to the Institute and/ or Alumni Association in cash and/ or in kind.
- ii) A donor may donate in memory of a loved and/or respected one and may request the Alumni Association to direct the sum or interest thereof as scholarship to the students.

- iii) A donor may contribute as a scholarship for a proposed/ ongoing research work.
- iv) A donor member may donate towards academic or social or relief activity of the association.
- v) A donor member may not be necessarily an old student of this Institute.
- vi) An old student of this Institute may be a donor member.

Sub para (f) Reception Committee Member:

- i) Any person, Alumnus or otherwise who contributes an amount in cash greater than the delegation fee for single occasion of the Alumni Association becomes a Reception Committee member for that particular occasion only.

Sub para (g) Mentor Body

- i) Mentor Body is an advisory body and not an Executive Body.
- ii) A Mentor Body may be constituted by Principal or representative of Principal of the Institute, Life Member, Ex-officio Member, Honourary Member, Donor Member and a Member from Executive Body of the Alumni Association.

Section 2: Sub-section 2 : Empowerment

Para (a) Empowerment of General Body Members:

A general member by virtue of general membership –

- i) contributes to the general assembly of the Alumni Association,
- ii) has the right to vote to elect/select the executive member to form Executive Body,
- iii) loses right to cast vote or bring motion if membership ceases or is suspended for any reason for that period of cessation or suspension,
- iv) has the right to bring any issue to the notice of the Executive Body for betterment of the Association and the Institution,
- v) has right to seek berth in Executive Body,
- vi) has the right to request the Executive Body to call on a General Body meeting,

- vii) has the right to cause changes in Executive Body,
- viii) has right to bring motion to amend resolution taken and/or the constitution except the basic tenants in Article 2,
- ix) has right to inspect resolutions and accounts in consultation with President/ Working President/ General Secretary.

Para (b) Empowerment of Executive Body Members

An Executive Body Member by virtue of executive membership

- i) constitute the Executive Body of the Alumni Association,
- ii) has the right to issue notice to call on meeting,
- iii) has the capacity to handle all the administrative and financial issues concerning Alumni Association when vested with power to do so,
- iv) can form sub-committee(s) to help smooth functioning of Alumni programmes,
- v) remains responsible for the outcome of functions of the Executive Body,
- vi) has power to accept/ reject/ suspend the proposal(s)/ resolution(s) regarding co-opted members except that of Principal of the Institute,
- vii) has the right to supervise work(s) of sub-committee(s) which is/are answerable to Executive Body,
- viii) to undertake fiscal plans, budget allocation and maintenance of accounts,
- ix) has power to accept / reject application of complaints against an Alumnus and take decisions as it would deem fit,
- x) remains answerable to General Body.

Para (c) Empowerment of Life Member

A Life Member by virtue of life membership

- i) enjoys all the power of general members if one is old student of this institute,
- ii) remains a Co-opted Member of Executive Body not vested with powers of the Executive Body if not an alumni,
- iii) cannot seek berth in Executive Body if not an alumni,
- iv) may be a member of Mentor body.

Para (d) Empowerment of Delegate Member

A Delegate Member by virtue of delegate membership  
i) can participate in seminars and other programmes of the alumni,  
ii) may be a Co-opted Member of Executive Body,  
iii) cannot seek berth in Executive Body.

Para (e) Empowerment of Ex-Officio Member

An Ex-officio Member by virtue of membership  
i) if an old student of this institute then enjoys all the powers as executive member but cannot hold a post in Executive Body,  
ii) If not an old student then remains a Co-opted Executive Member not vested with the powers of executive members and at the same time cannot claim or hold a post in Executive Body,  
iii) may be a member of Mentor Body.

Para (f) Empowerment of Honourary Member

An Honourary Member by virtue of membership  
i) is not vested with any power of Executive Body,  
ii) may be a Co-opted Member of Executive Body,  
iii) cannot seek berth in Executive Body,  
iv) may be a member of Mentor Body.

Para (g) Empowerment of Donor Member

A Donor Member by virtue of membership  
i) a Donor Member, if not an old student can not be vested with executive power,  
ii) may be a Co-opted Member of the Executive Body,  
iii) cannot seek berth in Executive Body,  
iv) may be a member of Mentor Body.

Para (h) Empowerment of Reception Committee Member

A Reception Committee Member by virtue of membership  
i) is not vested with any power and remains a member for that particular occasion only if not an Alumnus of this institute,  
ii) may be a Co-opted Member of the Executive Body,  
iii) cannot seek berth in Executive Body,  
iv) may be a member of Mentor Body.

Section 2 : Sub-section 3: Membership Fee

- Para (a) Membership fee is a voluntary contribution to maintain the financial expenses of the Association.
- Para (b) Membership fee for General member, Executive member, alumnus, Ex-officio member and life member require to be decided in General Body meeting.
- Para (c) Membership fee for Delegate members require to be decided in Executive Body meeting.
- Para (d) Membership fee for Reception Committee member require to be decided in Executive Body meeting.
- Para (e) Membership fee for Donor member require to be decided in Executive Body meeting which should decide the lowest slab of cash or nearly equal valued kind.
- Para (f) Membership fee for Honourary member be excused.
- Para (g) Membership fee for non-alumnus Ex-officio member be excused.
- Para (h) Membership fee for General Body member suspended due to illness, imprisonment or derogatory activity may be kept in abeyance.

### Section 3 : Meeting

#### Sub-section 1 : Calling a meeting

- Para a) i) A General Body member, on reasonable ground, can request an Executive Body meeting.
- ii) One-third member of General Body can call an emergent Executive Body meeting or
- iii) if situation such arises, can call a General Body meeting, if not satisfied with the outcome of Executive Body meeting.
- iv) More than one-half of General Body members can call an emergent General Body meeting.

#### Sub-section 2: Holding a Meeting

- Para a) Meeting be held on a day fixed for; mentioning the date, time and venue.
- Para (b) All meetings to be held in Institution with prior permission from Principal.

Para (c) If such a permission can not be obtained, meeting may be held in other premises for which the members should be properly informed including direction to reach the venue.

Para (d) Meetings be held in Alumni premises allotted by the Institute, with intimation to the Principal.

Para (e) Annual General Meeting be held on a fixed calendar date.

#### Sub-section 3 : Agenda of the Meeting

Para (a) Agenda of the meeting should be properly mentioned without using any vague term.

Para (b) Agenda be circulated among executive members at least 7 days prior to meeting and 30 days in advance to general members to convene a general meeting.

Para (c) Agenda, not previously circulated, may be raised only with permission from Chair, to be obtained prior to commencement of procedure of meeting.

Para (d) Spot agenda may or may not be considered by the Chair.

#### Sub-section 4: Interval of Meeting

Para (a) Executive Body meeting be held in June, September, December and March of every financial year.

Para (b) Emergent Executive Body meeting may be held at 3 day's notice.

Para (c) General Body meeting be held in July and December every year of which December meeting be the Annual General Meeting.

#### Section 4 : Quorum

Para (a) Presence of all members of the body/ committee makes full quorum.

Para (b) Presence of significantly more than 50% of the total members of members of the body/ committee makes a quorum sufficient to hold the meeting, discuss agenda and fix date for next meeting.

Para (c) Presence of 50% of the total number of member the body/ committee does not form a quorum, therefore no agenda can be tabled. Such a situation can call next meeting at earliest date.

Para (d) Presence of 2/3<sup>rd</sup> (roughly 67%) or more member of body/ committee can decide or amend an agenda or amend previous resolution.

Para (e) Presence of all (100%) members or atleast more than 2/3<sup>rd</sup> is require to bring motion to a proposal to cause amendment(s), addition(s), deletion(s) in constitution except fundamentals mentioned in Article 2.

#### Sub-section 5: Minutes

Para (a) Minutes be noted in simple language and must be read over and duly signed by members present.

Para (b) Resolution must be passed by significantly more than 50% of members present in meeting voting in favour else resolution be dropped.

Para (c) Copy of minutes and resolution be circulated among the all members of the body/ committee holding the meeting, i.e. copies of minutes of Executive Body be circulated among all executive members and those of General Body be circulated among General Body members.

#### Sub-section 6 : Amendment

Para (a) Fundamentals as mentioned in Article 2 are not to be subjected to any alteration or amendment.

Para (b) Any motion of amendment brought to the house is to be proposed by one or group of member(s), seconded by another one or group of member(s) and passed unanimously in full quorum or voted in favour by at least 2/3<sup>rd</sup> or more majority of the house.

### **Article 6 : Election**

#### Section 1 Definition:

Election is a democratic method by which General Body chooses the Executive Body members.

#### Section 2: Method:

Method may be

- a) Open or
- b) Close

#### Sub para (a) Open Method

- i) Name of the aspiring executive committee member be proposed by one/ group of member (s), seconded by another one/ group of member(s) and supported in favour by other members by raising hands and the hand-

count will indicate selection/ election of the person as Executive Body member.

- ii) Any member not satisfied with the method may raise issue with election officer and also in general house.

#### Sub Section (b) Close Method

- i) (a) Name of aspiring executive member be proposed by one/ group of member(s), seconded by other one/ group of member(s) and declared in writing.
  - (b) Ballots be collected in sealed box.
  - (c) Ballot box be opened in presence of aspiring members and other members in their full view.
  - (d) Ballots be counted and result declared.
  - (e) One who gets highest number of ballots gets elected.
- ii) Any member not satisfied with the method may raise the issue with election officer and also in general house.

#### Section 3 : Election Officer

Para (a) Definition: Election Officer is a member of the General Body who was not a member of the outgoing Executive Body and do not aspire to be a member of incoming Executive Body.

Para (b) Empowerment: Election officer is vested with power to

- i) Issue election notice
- ii) Declare date of election
- iii) Choose the method of election in consonance with General Body resolution regarding election
- iv) Accept/ reject election proposal/ paper on reasonable grounds.
- iv) Hold and conduct election
- v) Declare result
- vi) Initiate formation of incoming Executive Body.
- vii) Can Co-opt 2 (two) members from General Body to form an electoral body for smooth conduction of election.
- viii) No member of the electoral body can aspire for Executive Body membership.
- ix) All members of electoral body can cast their vote.

Section 4 : Terms of Election

- i) General election to constitute Executive Body will be held in December each year after Annual General Meeting.

**Article 7 : Executive Body**

Section 1 : Definition :

Executive Body is the working module of the General Body/ house selected/ elected by the later.

Section 2: Construction:

Para a) Executive Body may be constructed by the designation of

- a) President
- (b) Working president
- (c) Vice-president(s)
- (d) General Secretary
- (e) Joint Secretary
- (f) Assistant Secretary
- (g) Treasurer

Para b) Designations may be increased if there need be but cannot be decreased.

Section 3 : Empowerment

Sub-Section 1: Empowerment – Empowerment of Executive Body

Vide Article 5 Section 2 Sub-Section 2 Para (b) through to Para (h)

Sub-Section 2: Empowerment – Empowerment of individual executive post.

Para (a) President: President

- i) is the head of the executives,
- ii) shall preside over all the executive and General Body meetings,
- iii) has power to cast an additional vote in case of tie in a referendum or election by virtue of the post of President,
- iv) can delegate power to Working President or any of Vice President(s) according to seniority, in case of informed reasonable absence,

- v) is responsible for correct and logical interpretations of rules and canons of constitution,
- vi) cannot sign papers and documents in relation to accounts in informed and reasonable absence of treasurer and can only overview,
- vii) can depute, in consultation with General Secretary, an Executive Body member to look after duty of treasurer in case of informed and reasonable absence of the later without vesting that executive member with powers of transaction,
- viii) can seek assistance from any Executive Body and General Body member for smooth functioning of Executive Body with intimation to General Secretary,
- ix) in case of pre-term demise of the President, the powers of President will be automatically delegated to Working President,
- x) can approve annual budget,
- xi) is responsible for all functions and activities of the Executive Body,
- xii) is responsible for maintenance of cohesion among Executive Body members,
- xiii) is responsible for moving the alumnus activities,
- xiv) to look after financial matters
- xv) is directly answerable to the General Body/ house.

Para b) Working President: Working president

- i) is to assist President in all matters and bears all the responsibilities as those of the President
- ii) is to preside over the Executive and General Body meeting in informed and reasonable absence of President
- iii) when delegated, has all powers of President
- iv) is answerable to President and general house.

Para c) Vice-President(s): Vice President(s)

- i) is/are to assist President or Working president
- ii) when delegated or in case of informed and reasonable absence of both President and Working President gets vested with all powers of President and Working President in accordance to seniority
- iii) answerable to President and general house.

Para d) General Secretary : General Secretary is

- i) to convene and perform all the functions and activities of Alumni,
- ii) to convene General Body and Executive Body meetings,
- iii) to fix agenda for discussion in meeting(s),
- iv) to maintain the decorum of the association and house,
- v) to maintain link between Alumni Association and the Institute,
- vi) to perform a smooth conduct of meetings,
- vii) to sent copies of minutes to members,
- viii) to keep and maintain direct link with general members,
- ix) to look after financial matters with help of Treasurer,
- x) to work in tandem with President, Vice President(s), Joint Secretary(s) and Treasurer,
- xi) to maintain (a) members' register (b) stock register (c) minute/ resolution register (d) letter issue and dispatch register (e) notice register (f) tender register (g) receipt and payment schedule,
- xii) will represent Alumni Association in local state and central body,
- xiii) will meet press,
- xiv) will depute Assistant Secretary(ies) in consultation with President or Working President,
- xv) can call any General Body member to help functioning of the Executive Body with permission from President or Executive Body,
- xvi) can call any General Body member to help functioning of the Executive Body on deputation with permission from President or Executive Body,
- xvii) can delegate power to Joint Secretary(ies) or Assistant Secretary(ies) in case of informed reasonable absence,
- xviii) cannot sign paper or document in relation to accounts in informed and reasonable absence of Treasurer but can overview,
- xix) can request, in consultation with President, an Executive Member to look after the duty of Treasurer in case of informed and reasonable absence of Treasurer without vesting the member with power of transaction,
- xx) to plan budget in consultation with Treasurer,
- xxi) to look after financial disbursement,
- xxii) to table annual budget in Executive Body meeting for approval,
- xxiii) answerable to Executive Body and General Body.

Para e) Joint Secretary(ies): Joint Secretary(ies) to act in tandem with General Secretary and has to share all responsibilities with General Secretary.

Para f) Assistant Secretary(ies): Assistant Secretary(ies) to act in tandem with General Secretary and Joint Secretary(ies) to share all responsibilities with General Secretary and Joint Secretary(ies).

Para g) Treasurer: Treasurer is

- i) to maintain the financial aspect in order,
- ii) to collect membership fees and deposits in bank account,
- iii) to open an account, as per resolution, in a nationalised bank,
- iv) to open, operate and maintain bank transactions as per resolutions,
- v) to keep the account in order and upto date,
- vi) to get daily accounts signed by General Secretary,
- vii) to prepare budget in consultation with General Secretary,
- viii) to take steps necessary to audit, accounts of each year and to submit the same in Annual General Meeting,
- ix) cannot delegate power to any Executive or General Body member,
- x) is answerable to General Secretary, to President, to Executive Body and General Body in regards to financial aspects.

#### Section 4 : Bank Account

Para a) Bank account be opened with nationalised bank in the name of Alumni Association of The Midnapore Homœopathic Medical College Hospital, Midnapore.

Para b) The bank account is to be operated by all three Executive Body members namely President, General Secretary and Treasurer collectively; alternatively by Treasurer and any two – either President or General Secretary, of the three designations mentioned.

Para c) Any changes in operation module be taken up in Executive Body meeting, resolutions passed and the concerned bank be duly informed.

Para d) Due precautionary measures are to be taken by the Treasurer in regards to bank accounts.

#### Section 5 – Budget

Para a) Annual budget prepared by the Treasurer and General Secretary requires to be approved by Executive Meeting in a Budget Meeting.

Para b) Budget thus approved be finally passed by the General Body.

Para c) Interim budget may be finalised in the Executive Body Meeting

#### Section 6 – Sub Committees

Para a) Sub-committees may be constituted to perform various functions of the Association.

Para b) Each sub-committee be comprised of working members co-opted from General Body headed by General Secretary.

Para c) Each sub-committee be constituted by a necessary number of members.

Para d) Each sub-committee Secretary

i) will plan function of the committee

ii) prepare budget as necessary and get the same approved and allocated by Executive Body

iii) can seek help of any other member/ student of this Institute with approval from General Secretary for betterment in function of the sub-committee

iv) is answerable to President, General Secretary and Treasurer

#### **Article 8 : Termination of Membership**

Para a) Membership of General Body members may be terminated by

i) death of the member

ii) an alumnus cannot be terminated from General Body even if one is prosecuted and convicted in a court of law.

iii) Membership of an alumnus may be suspended for a period of time

(a) if one becomes mentally ill or imbecile to the extent that hinders interest of the Association for a period till recovery

(b) be imprisoned by court of law – for the period of imprisonment

(c) if derogatory activity or mis-conduct or financial impropriety proved by internal assessment – for that period of penalisation

- iv) Non-payment of membership fee for 2 (two) consecutive years will cause cessation of membership.
- v) Activity of a member derogatory to the interest of the Association will cause cessation of membership.
- vi) Non-compliance to the constitution may lead to suspension of membership for a period of time.

Para b) Membership of the Executive Body members may be terminated by

- i) Death of the member will terminate the membership.
- ii) Expiry of the term of the committee will cause cessation of membership from Executive Body..
- iii) Tendering resignation on reasonable grounds will cause cessation of membership from Executive Body..
- iv) Expulsion of the member on reasonable grounds will terminate membership from Executive Body.
- v) Non-informed and unreasonable absence in 2 (two) consecutive Executive Body meetings will cause cessation of membership from Executive Body.
- vi) Executive Body member does not loose the General Body membership in any of the above mentioned situations but (i) mentioned above.
- vii) Membership of the General Body member may be terminated by
  - (i) Death of the member(s) only.
- viii) An alumnus can not be expelled from the General Body.

Para c) Membership of co-opted members may be terminated by

- i) Death of the member
- ii) Transfer of non-alumnus Principal as new incumbent will be Ex-officio member if not an alumnus
- iii) Completion of occasion will ceases membership of Delegate and Reception Committee member.

Para d) Except death all conditions are revocable.

Para e) No alumnus has any right to resign from General Body of Alumni Association.