

CONSTITUTION
OF
“Association of RIMS Alumni” (ARIMSA)

(I) MEMORANDUM OF ASSOCIATION

1. Name: - The name of the Society shall be “Association of RIMS Alumni” Imphal-Manipur, short title shall be “ARIMSA”.
2. Registered Office:-The Registered Office of the society shall be situated at its building Located within the premises of the Regional Institute of Medical Sciences, Imphal-795004.
3. Aims & Objects: - The objects for which the society is established are-
 - a) To sustain and strengthen the bonds of co-operation and fellowship amongst all the Ex-students of the Regional Institute of Medical Sciences.
 - b) To maintain the honour and dignity and to uphold the prestige of the Alma mater and to foster cordial relationship with teachers, students, authorities and patients.
 - c) To cultivate and promote medical & allied sciences by encouraging and assisting educational institutions in research activities, publications of journals and books etc.
 - d) To maintain an up-to-date Register of Alumni of RIMS with their qualifications and addresses.
 - e) To arrange for holding annual Re-union of the past students with co-operation of different students organizations of the institution.
 - f) To raise funds, collect subscriptions, donations and receive endowments and to utilize them properly for the benefit of the Association and for the furtherance of its objects.
 - g) To maintain a benevolent fund to help alumni in case of distress or for a noble cause.
 - h) To receive grants for the purpose of the society from Central/State Governments.
 - i) To do all such things as may be deemed incidental or conducive to the attainment of the foregoing objects.

- j) The income and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the objects of the Association and no portion thereof shall be paid or divided amongst any of its members by way of profits.

(II) RULES & REGULATIONS.

Membership:-

- (A) Eligibility: - Any person who passed out MBBS/MD/MS/Post Graduate diploma/Superspecialities, from RIMS and who agrees in writing to be bound by the Rules & Bye-laws of the Association shall be eligible for membership.

(B) Type of Membership:-

- i) Founder Life member.
- ii) General Life member.
- iii) Honorary member.

(C) Cessation of Membership:-

- i) By resignation:-A member may at any time resign his membership by applying for the same to the Secretary in written. Such resignation shall be put up in the next Executive Committee Meeting.
- ii) By removal:-On the report of gross professional misconduct or conviction of legal offences made against any member, the matter shall be place before a Special or General body meeting for discussion. The name of the member shall be removed from the register if a 2/3 majority of members present in the meeting vote for such removal
- ii) On medical ground: - When somebody becoming insane or insolvent.
- iii) On the death of the member or the dissolution of the Association.

(D) Re-admission of Members:-

Members who have resigned under rule C (i) shall be readmitted on application and by approval of the Executive body.

- (E) Rights of members:-All the bonafide members of the Association shall have the following rights:-

- a. To nominate, elect or be elected in any election of the Association.

- b. To propose or second a proposal.
- c. To submit a suggestion/resolution to the Executive Committee or Subcommittee for discussion on any matter.
- d. To have one vote in any election.
- e. To receive all publications of the Association either free or at such rate as the Executive Committee may fix from time to time.
- f. To forgo his membership at his desire.

(F) Register of members:-The Association shall maintain a register of members containing the names, addresses and their occupation, the date of admission and that of cessation. The Register will be kept open for inspection of the members of the Association on requisition.

(III) EXECUTIVE COMMITTEE.

- (A)The management and control of the affairs, funds and assets of the Association shall be vested in a Executive Committee which shall consists of the following office bearers:-
- a) President -1
 - b) Vice president -1
 - c) Hony. Secretary -1
 - d) Joint Secretary -1
 - e) Treasurer -1
 - f) Members (eight).
- (B)The Executive Committee shall be elected once in two years by way of election of the General body.
- (C)The immediate past president & Honorary Secretary will be Ex-officio members of the current Executive Committee.

(IV) DUTIES OF OFFICE BEARERS.

(A) President:-

- a) Shall preside overall meetings of the Association.
- b) Take all disciplinary actions such as removal, dismissal etc. in consultation with executive committee.
- c) The president shall be the legal custodian of the Association. He shall interpret the memorandum, rules and bye-laws and shall decide doubtful points.
- d) Shall in addition to his ordinary vote, have a casting vote in case of equality of votes.
- e) Shall decide all matters in an emergency when a meeting of the Executive Committee cannot be held.

(B) Vice president:-

- a) He shall assist the president in all affairs of the Association. In the absence of the president, he shall have the powers and perform the duties of the president.

(C) Honorary Secretary:-

- a) Shall convene all meetings of the Association.
- b) Maintain minute books of all meetings.
- c) Issue general circulars and notices.
- d) Shall have general supervision of accounts, pass all bills for payments and sign cheque jointly with the treasurer.
- e) Shall prepare a biannual report of the activities of the Association.
- f) Shall have the power to appoint, dismiss, suspend and sanction leave of all employees of the Association and determine and pay their salaries etc. subject to approval of the executive committee.
- g) Shall have responsible for the collection of subscriptions jointly with the treasurer.
- h) Shall maintain a membership register and attendance register of all meetings.

(D) Joint Secretary:-

- a) Shall assist the Secretary in all respects for smooth running of the Association.
- b) In the absence of the Secretary, he/she shall discharge the functions of the secretary.

(E) Treasurer:-

- a) He shall collect and receive all subscriptions, donations and deposit money and grant receipt for money thereof.
- b) Maintain and keep cashbook and such other accounts as are necessary.
- c) Operate bank accounts jointly with the secretary.
- d) Shall prepare with the help of the secretary an annual statement of account and balance sheet and have it duly audited by the auditor in time for presentation before the Executive Committee and the biannual general body meeting.

(V) ALTERATION OF RULES & REGULATIONS & BYE-LAWS.

Any proposal for amendment or change of the rules & regulations and bye-laws shall first be discussed by the executive committee. The recommendation of the Executive committee along with the proposed change if any, shall then be circulated to the members along with the agenda of the annual general body meeting or a special

general body meeting called for the purpose. The proposed change shall be considered to be duly passed, if majority of three-fourths of the members' present, vote in favour of such change. The new rule shall be operative with immediate effect.

(VI) BOOKS OF ACCOUNTS: INSPECTION OF & AUDIT.

The books of accounts and other statutory books shall be kept at the registered office of the Association. Such records shall be made available for inspection by the members of executive committee or by any member of the Association at such time and place as the Executive Committee directs on a written request made by any member. The Association shall maintain accounts, which will be audited annually by a qualified auditor appointed by the Executive body.

(VII) ACCOUNTING YEAR.

The accounting year of the Association shall be from 1 April to 31st of March of one term of the Executive council. (one term consists of two years)

(VIII) MEETINGS.

(A) Executive Committee Meeting: -

- (a) The Executive Committee shall ordinarily hold at least six meetings a year or as often, as may be necessary. The Secretary shall issue notice of such meetings in consultation with the President.
- (b) Notice should be sent to the members either by messenger or by post or through leading news papers and shall be put on the Notice Board of the Association.
- (c) On an emergency, the Secretary with the consent of the President can call an emergency meeting with only 24 hrs. notice.
- (d) Quorum: - The quorum of the Executive Committee shall be 7 (seven) of which at least 3 members shall be other than the office bearers (If quorum could not be formed, meeting can be held as adjourned meeting with permission of the president).
- (e) If a member of the Executive Committee fails to attend three consecutive meetings of the Executive Committee without prior information to the Secretary, his membership of the executive committee will automatically cease.

(B) General Body Meeting: - There shall be three kinds of general body meetings:

- (a) Biennial (b) Special/Extraordinary (c) Requisition.

(a) The General body shall meet at least once in 2 years to transact the Association business along with the conduct of elections.

- (i) Quorum: - 10% of the life members on the register maintained by the Association or 50 whichever is less; shall form the quorum for

transaction of any business. If within half an hour from the time appointed for the meeting, a quorum is not obtained, the meeting shall be adjourned to another day that is fixed by the executive committee or it can be held on the same day as adjourned meeting, the executive committee deems whichever is necessary.

(ii) Chairperson: The president, or in his absence the Vice-president shall be the chairperson.

(iii) The general body of the Association shall consist of both categories of members- Founder members & General Life members.

(iv) Notice for Biannual General Body Meeting (BGM) shall be sent to each member at his registered address at least 7 clear days before the date of BGM by a messenger or 15 clear days under certificate of posting, the date of posting or despatch being sufficient evidence of notice.

(iv) The business to be transacted at the Biannual General Body meeting shall be:-

- Condolence, if any.
- Confirmation of the proceedings of the last biennial general body meeting and all other general body meetings.
- Reading and adoption of the annual report of the Association by Hony. Secretary.
- Reading and adoption of the audited statement of account of the Association by the Treasurer.
- To hold the election of Executive Committee for the next session.
- To consider any amendment or resolutions brought forward by the Executive committee and individual members, if any.
- To transact such other business which in terms of the memorandum, Rules & Regulations and Bye-laws might be transacted at the Biannual General Body meeting?

(b) Special General Body Meeting: - The Executive Committee, whenever they think fit, may call a Special General Body meeting. Notice and quorum for the meeting shall be the same as for the biannual general body meeting.

(c) Requisition General Body Meeting:-The Executive Committee shall on a requisition made in writing to the secretary by at least 20 members, called a Requisition General Body Meeting. The requisitionists shall write their full names and addresses legibly and must state the object of the meeting proposed to be held. Notice and quorum for the meeting shall be the same as for the biannual general body meeting. In case of requisition meeting quorum should be made by 40 and if quorum could not be formed within half an hour of the specified time, the meeting should be considered dissolved.

(C) All disputable points shall be decided by majority of votes, either by show of hands or by ballot as decided by the president. In case of equality of votes, the President shall use his casting vote

(IX) ASSOCIATION YEAR:-

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

BYLAWS.

Association of RIMS Alumni. (ARIMSA).

Chapter- I

Section 1(membership)-

Eligibility: - Mentioned in Rules & Regulation clause (A).

There shall be 3 categories of membership in the Association.

- (a) Founder life membership: - These include members who have passed MBBS from RIMS and have enrolled themselves before registration of the Association by contributing a sum of Rs.2000/- per member (rupees three thousand in case of couples) and have extended full support towards the initial formative activities of the Association.
- (b) General Life membership: - These include the Doctors who have passed MBBS , Post graduate degrees in Medical Education or both from RIMS and have enrolled by paying rupees one thousand per member(Rupees 1750/- in case of couples).
- (c) Honorary membership:- The Director RIMS, Dean of academy and Medical superintendent RIMS shall be Honorary members of the Association without voting rights and shall not be eligible for executive posts and they need not pay membership subscription. Similarly, any other person/persons approved by the executive council may be listed as Honorary members.

-Both founder life members & general life members who are already enrolled and their membership still valid shall be recognize as bonafide members of ARIMSA.

Section 2 :-(application for membership)

- (a) Any eligible person for membership shall apply to the Secretary for membership by way of submission of a dully filled-up application form, which can be get from the office of ARIMSA.

- (b) All the application forms submitted should be put-up in the next Executive Committee meeting for final approval.

Chapter II-Administration & Management.

- (a) The administration and management of the affairs of the Association is vested with the Executive Committee.
- (b) Members of the Executive Committee shall be elected at the Biennial general body meeting and shall hold office for two years or until their successors shall have been elected and assume office.
- (c) The executive committee shall be elected from the members having the voting right.
- (d) No member is allowed to hold more than one executive post during the same office tenure.
- (e) The quorum of the executive body meeting shall be seven and any and any resolution of the committee shall not be passed unless the motion shall have at least five asserting votes.
- (f) If the treasurer is absent for some time or during very emergency period, the president, as a temporary arrangement, may designate a member of the executive committee to exercise the powers and perform the duties of the treasurer.
- (g) If the posts of secretary and joint secretary fall vacant, the president of the association may designate a member of the executive committee to perform the duties of the secretary and another member as joint secretary.

Chapter III- Funds & Expenses.

- (a) Funds for the Association shall be raised by subscriptions and donations. However, no donation or contribution, whatever size it may be, shall not be entertained by any one or group of members, except upon prior authorization of the executive committee and similarly disbursement by the treasurer may be made only upon the authorization of the executive committee.
- (b) The funds of the association shall be spent only for the attainment of its objects and for other purposes decided and approved by the executive committee from time to time. However, no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means.
- (c) The Bank accounts, fixed deposits, and any other financial accounts will be maintained both by the Secretary and by Treasurer. When there is a change of persons, the signatures of the new office bearers will be duly attested by the President, which will be forwarded to the Bank for authorization to maintain the account.

Chapter IV- Election.

- (a) The Executive Committee members shall be elected every two year in a general body meeting, to be held on a date fixed by the Executive Committee.
- (b) All bonafide members (founder & general life) whose names are in the register are eligible to franchise their vote and contest for candidature.
- (c) The electoral roll will be prepared by the executive committee and will be kept in the Alumni office for inspection. A copy of the electoral roll will be available, if required, after approval by the executive committee.
- (d) Any objection about the electoral roll will have to be made in writing to the Secretary within 15 days of publication of the electoral roll. The decision of the Executive Committee is final.
- (e) Notification for all election processes will be done by the Hony. Secy. At least 20 days before the date of election.
- (f) For smooth conduction of the election of the election, the Executive Committee shall constitute an Election Sub-committee with five members including the president as Chairman as the Sub-committee. The chairman will be the returning officer for the election.
- (g) If there is more than the scheduled number of candidates for a particular post, voting will be taken for that post by ballot in person.
- (h) Nomination can be filed in plain paper address to the Chairman election Sub-committee duly proposed and seconded by at least one valid member each.
- (i) One bonafide member of the alumni can contest for one post only. Otherwise, his/her candidature in all posts will automatically be cancelled.
- (j) The polling center shall be located within the premises of RIMS. Place and time for the voting will be fixed by the returning officer.
- (k) The results of the election will be declared by the returning officer on the same day after the counting is over.

Re-Union Day:-

- (a) The Association shall organize Re-union of the past and present students of the Institution at least once a year. Venue of the reunion day celebration shall be within the RIMS complex. Number of days and timing of the function will be decided by the Executive body.
- (b) An organizing committee for the reunion will be formed with president of the Association as the chairman and honorary secretary as the organizing secretary. The committee will be supported by other subcommittees to be formed as per requirement

- (c) Every subcommittee shall have a chairman and a convener. Convener shall be selected from one of the executive members.
- (d) Plans made by every subcommittee shall be finally approved by the organizing committee before it is being implemented.
- (e) Under normal circumstances, information about the reunion day celebration should be informed to all the bonafide members by postal letter at least two months before the fixed date. This should be supplemented by publication in newspapers (local and/ national) and also through other information networks.

Accounts of the Re-union:-

- (a) Bonafide members have to subscribe reunion fees every year, amount of which shall be fixed by the organizing committee every year.
- (b) Separate account shall be maintained for Alumni Re-union. This account will be audited by the auditor of the Alumni association. If there is any shaving at the end, it should be transferred to the Alumni account.

Felicitations:-

- (a) The Association will honour some teachers of RIMS, members of ARIMSA and other dignitaries on the reunion days.

Teachers:- Director RIMS, Dean of Academy & Medical superintendent and other faculty members who worked and or retired from the institution are to be felicitated with simple gifts and certificate.

Life members of ARIMSA: - Bonafide members of ARIMSA who have done credible jobs in the field of academic, social, political sports and other extracurricular activities will also be felicitated on the reunion days

Dignitaries: -Any other personalities who are involved either directly or indirectly for the uplift of RIMS may be felicitated on the reunion days.

- (b) Selection of personnel for felicitation shall be done by a felicitation committee, which will be chaired by the president of the Alumni Association.