

**PROPOSED CONSTITUTION OF THE ALUMNI ASSOCIATION OF VIDYA SHIKSHAN PRASARAK MANDAL DENTAL COLLEGE, HINGNA ROAD NAGPUR.**

**Registered as society:** Vidya Shikshan Prasarak Mandal's Dental College Research Centre (VSPMDCRC) Alumni Association (hereinafter referred to as the Association) is an independent society of VSPMDCRC, Nagpur (hereinafter referred to as institute) registered on, vide certificate No. .... Under the societies registration act 1860.

**ARTICLE 1. NAME:** the official name of the association shall be 'VSPMDCRC Alumni Association Nagpur'

**Office:** The association shall maintain its registered office at VSPM DCRC Nagpur and function from this office

**ARTICLE 2. PURPOSE**

1. To promote and perpetuate a close relationship between the institute and its alumni
2. To assist and support the VSPM DCRC in its prime purpose of educating the art and science of dentistry.
3. To maintain the highest ethical standards of the dental profession by inculcating in its graduate members an essence of learning and service to the community.
4. To act as a channel between dental educators, dental students and dental profession.
5. To help facilitate the transition of dental students into the practice of dentistry.
6. To serve as the formal Advisory Board to the Institute for Advanced Continuing Education.

**Patron:**

The Chairman of VSPM AHE, shall be the ex-officio Patrons of the Association.

**ARTICLE 3: MEMBERSHIP:**

**Membership of the alumni association of VSPM Dental College:** membership of the alumni association of VSPM dental college shall include all persons who are recognized by the institute as graduates of the institute. All these graduates will be collectively referred to as ALUMNI.

The Association shall have the following categories of members:

**Life Member:** An alumnus, who has graduated from the institute, shall be a Life Member. The alumni member who pays one time subscription of Rs.1000/- shall be Alumni Life Member and will be eligible for voting. Life members have voting rights.

**Honorary Member:** The following shall be an honorary member:

- All retired faculty who have served the Institute for more than ten years; and □ An eminent person honored by the Institute.
- These members have no voting rights

#### **ARTICLE 4. GOVERNANCE**

##### **General Body:**

The Life Members shall comprise the General Body of the Association.

##### **Power of General Body:**

The General Body shall be the supreme body of the Association, in taking decisions on any matter related to the Association. It will also be the decision making committee on all matters brought before them by any member of the Association. The General Body shall function in accordance with By-Laws of the Association.

##### **Board of Directors:**

The Association shall function through its Board of Directors (hereafter referred to as the Board) which shall comprise of the following Elected, Nominated and Ex-Officio members:

##### **Elected Members:**

1. President: Dean
2. Vice Presidents: Two Vice Presidents namely ○ Vice President-1 and ○ Vice President-2.
3. Secretary:
4. Treasurer
5. Ladies Representative

##### **Nominated Members:**

1. Distinguished Alumnus / Alumna: Board of Directors will nominate 5 members as distinguished alumni.
2. One nominee of the Patron
3. One nominee of the President
4. Batch Incharge: One member from each batch will be appointed to the post by nomination

##### **Ex-Officio Members:**

1. Immediate past President of the Association
2. Immediate past Secretary of the Association

##### **Term of Board of Directors:**

The term of the Board of Directors shall be three years from the date of assuming office and shall be reconstituted every three year.

**Office Bearers:**

President, Vice Presidents, Treasurer and Secretary, Joint Secretary shall be the office Bearers of the Association.

**ARTICLE 5. MEETINGS OF THE BODY**

The meetings of the body shall be held according to the procedure laid down in by-laws of the association.

**ARTICLE 6. AMENDMENTS OF CONSTITUTION AND BY-LAWS:** the board as well as any member may propose amendments to the constitution or by-laws, which shall be decided as per the procedure given in the by-laws of the association.

**BY-LAWS**

These by-laws shall be called By-Laws of alumni association VSPMDCRC, an independent society of Alumni of VSPMDCRC, Nagpur.

**Membership:** the office bearers of the association shall be

- |                            |             |
|----------------------------|-------------|
| 1. President               | (1)         |
| 2. Vice- president 1 and 2 | (2)         |
| 3. Secretary               | (1)         |
| 4. Joint secretary         | (1)         |
| 5. Treasurer               | (1)         |
| 6. Executive members       | (15)        |
| 7. Lady representative     | (1)         |
| <b>Total :-</b>            | <b>(21)</b> |

*Elections will be held once in two years beginning from .....*

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

**1. General**

- All the elected posts of the new Board of Directors shall be filled by elections in the General Body every alternate year.
- **Every member of General Body shall be eligible to be elected as President, Vice President, General Secretary and Treasurer and elected members of the Board.**
- Every member of the General Body shall have one vote for each post. Vote by proxy is in no case permitted. ○ A member shall not be eligible to hold the same position in the Board for more than two terms. ○ 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 Directors.

- **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 100 of the expiry of its term. The Election Officer shall be employee of the institute, not below the rank of Professor, and should not be member of the Association. He should be familiar with the Information and Communication Technologies (ICT). ○ 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. ○ All times given in election schedule shall be Indian Standard Time. Interpretations of all the deadlines will be as per the General Clauses Act, 1897.

- **Nominations:**

- Nominations shall be invited at least forty five days in advance of the General Body Meeting, by a general circular to all members and Local Chapters and by hosting it on the Association's website.
- 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.
- 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.
- Immediately next day after the closing date and time of the nominations, the Election Officer shall publish post-wise lists of all nominations for the information of the General Body and invite by giving two days, objections against validity of nominations.
- Two days after the expiry of 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. Before taking a decision on the objections, the Election Officer shall give one day 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.
- Immediately thereafter, he shall publish the final list of contesting candidates.
- If no valid nominations are received for a post, further action shall be taken in accordance with the provisions of sub-By Law (vi) of By-law 11.

2. **Conduct of Elections** ○ 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.

- Within thirty days of his appointment, the Election Officer shall notify the schedule of elections, which shall include the dates and times of following:
  1. Receipt of nominations in form as approved by Board,
  2. Publication of all the nominations,
  3. Filing objections against the nominations and scrutiny thereof,
  4. Decision on objections,
  5. Publication of valid nominations,
  6. Withdrawal of nominations,
  7. Publication of final list of contesting candidates,
  8. Voting by way of secret ballot, postal ballot and secured web portal,
  9. Counting of votes, and
  10. Announcement of results.

**Modes of Voting:** Votes shall be polled in the following manner:

- By secret ballots by members present in the General Body Meeting,
- Voting through ‘web portal with appropriate security measures’

**Illustration:** A member can vote through any one of the modes listed and has only 1 chance to vote. If a member opts to vote through post, he shall not be entitled to vote by web portal or through secret ballot. He may cast only one vote for each post.

**Voting through web portal with appropriate security measures:** Voting through web portal with appropriate security measures shall stop at the date and time immediately before the start of the voting by way of secret ballot.

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

- Counting of votes polled by secret ballot shall be done immediately after the close of the in person voting in the presence of the committee members and the candidates or their authorized representatives present in the General Body Meeting.
- The Election Officer shall count postal ballots in the GBM by opening the sealed cover.
- Thereafter, the Election Officer shall count the votes polled through web portal with appropriate security measures.
- After counting of web based votes polled, the Election Officer shall compile the result and announce them in the GBM. The result will be finally submitted in writing to the Secretary. The Secretary shall

formally announce them as 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 a day thereafter.

**Schedule of Voting:** Web polling shall be started not earlier than 15 days after the publication of final list of contesting candidates and end not earlier than 15 days thereafter. The web polling shall stop immediately before the start of voting through secret ballot.

**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.

Election Officer shall give opportunity to every candidate to host his manifesto on the website of the Association and to update it not more than five times. The Election Officer shall also give not more than five opportunities to every candidate to send his appeal through emails to the members of the General Body through the Association database of alumni.

**Redress of Election Complaints:** The Board shall set up a committee of three persons of impeccable integrity and impartiality in consultation with Election Officer immediately after the announcement of Election Officer 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 employees of the Institute and not below the rank Associate Professor and should not be member of the Association.

**Un-Filled Posts or Vacant posts:** If any of the post of Office Bearer is not filled up during elections, or vacancy caused by resignation, protracted illness or illness or disability/ death of any member or office bearer. The Election Officer shall conduct election for the same within three months as per procedure mentioned above. Or can be filled from remaining members through majority of votes.

**Resignation by Members of Board:**

A member of the Board may tender resignation to the President or Secretary which shall be placed before the Board in its meeting, who shall be competent to take decision in the matter. As soon resignation is accepted, the concerned member shall cease to hold office.

**Board Member Position Falling Vacant:**

1. If 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 Clause 8 of the Constitution of the Association.
2. However, in case of office of President falling vacant due to any reason and the tenure left is more than a year; it shall be filled by way of an election as mentioned previously. In other circumstance, the Vice President, who has got the higher votes in the election, shall be appointed as President for the remainder of the term. The office of the Vice- President so falling vacant shall be filled up out

of the elected members of the Board. The resultant office of Member that has fallen vacant shall be filled by the Board.

**Appointment of Board of Directors:**

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.

**Powers of the Board:**

For the purpose of implementing the decisions taken during its tenure, the Board shall be empowered to:

1. Create the required administrative infrastructure for the office of the Association at the Institute and/or at other locations,
2. Constitute various committees for the purpose of executing its responsibilities more efficiently, and
3. Exercise other powers as described in By-laws of the Association
4. The affairs of the Association shall be managed by the Executive Committee.

General Secretary and the President and atleast two other members of the Executive committee shall be from amongst the members who are residents of the city.

**DUTIES OF OFFICE BEARERS OF THE ASSOCIATION**

**Patron:** All matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.

**President:** He/She shall preside over all the Meetings. He/She may allocate suitable responsibilities to other executive members.

- He/She may appoint working groups, sub-committees, officer, clerk and such other subordinate in consultation with General Secretary.
- He/She shall act on behalf of Association.

**Vice-President:** The vice-president shall assist the president in his/her official duties. In addition to his/her duties as a Member of the Executive Committee, He/She shall preside over Committee Meetings in the absence of the President.

**Secretary:** The General Secretary shall attend to the day to day correspondence and communications to and from Association.

- Maintain minutes of the meeting
- Maintain official records of the Association.

- Be an ex-officio member of all the Committees of Association.
- Maintain general supervision over the office staff.
- He/She shall be responsible for calling Meetings of the Executive Committee in consultation with the President.
- He/She shall be responsible for filing of Annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the IncomeTax Officer, and such other statutory requirements.

**Joint Secretary:**

- The Joint Secretary shall assist the General Secretary in discharging his/her duties.
- He/She shall carry out such other duties as may be assigned to her from time to time by the Executive Committee.
- He/She shall assume charge as General Secretary in the absence of the Secretary.

**Treasurer**

- The Treasurer shall maintain the accounts of the Association.
- He/She *will be an ex-officio member of all Committees* involving financial implications.
- Receive and hold all money paid to the Association for the use of the Association.
- He / She shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.
- Any other duties that may be entrusted by the managing committee from time to time.

**Executive Committee:** The Executive Committee shall have the power to incur expenditure necessary to carry out the aims of the Association. The Executive Committee shall have the power to frame Bylaws consistent with the aims and objectives of the Association.

- The provisional Bylaws shall be placed before the next General Body Meeting for confirmation.
- The Executive Committee shall have power to consider all communications addressed to the Association.
- The Executive Committee shall be in charge of and protect the properties of the Association.
- The Executive Committee shall collect dues / fees from members.
- To control over accounts, to appoint auditor, to take cognizance of compliant.

**Finance:** Money received as membership fees, donations, subscriptions etc. shall constitute the income of the Association. The funds of the Association shall be deposited in nationalized bank(s) in the name of Association and shall be operated jointly by any two of the following members: (i) President (ii) Treasurer and (iii) General Secretary. The signature of treasurer is mandatory for all transactions. Treasurer shall prepare and submit annual reports, including balance sheets, audited accounts / statements of income and expenditure.

**General body:**



The annual general body meeting (AGM) shall be held every year in the month of July to

1. Elect the executive committee
2. To approve the audits
3. To deliberate the annual report of the association
4. To consider any amendments to the by-laws

The **quorum** of general body meeting shall be one third of total members. The quorum of Annual General Body Meeting (AGBM) shall *be fifty Members* of the General Body, personally present, among whom at least two office bearers, including Secretary and Treasurer, and one member or Office Bearer of the Board must be present.

If the quorum is not complete, the meeting may be adjourned and reconvened at any time after a gap of 10 minutes, in which quorum shall be ten members personally present, among whom at least Secretary and Treasurer must be present.

Even after adjournment, if the quorum is not complete, the meeting may be adjourned and reconvened next day, in which no quorum shall be needed, but Secretary and Treasurer must be present. The meeting shall be conducted in institute premises.

**The following business shall be transacted at the Annual General Body Meeting:**

1. Consider and approve the annual report of the association
2. Examine and adopt audited accounts including balance sheets, income and expenditure statement for the preceding year. Review working of the association and lay down general policy and future program for the guidance of all concerned.
3. Consider any other matter placed before it with the permission of the president.
4. To consider and approve the amendments in the constitution suggested by the members.

**- Executive committee meetings:**

- Meetings of executive committee members shall be convened once in three months
- Quorum for the meeting of the executive committee shall be one-third of the members of executive

**General provisions regarding meeting:**

Seven day notice shall ordinarily be given for all meetings of the General Body/ Executive Committee. The notice of the General Body meeting shall be communicated electronically to all members.

In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee. In the absence of the President and Vice-President, a senior member of the Executive Committee shall preside over the meeting.

All decisions shall be on the basis of majority of votes. In case of equality of votes, the President of the meeting shall have to cast a vote.

**MANAGEMENT OF FUNDS:** All investments of the funds of the Association, including receipts of deposit and all deeds and documents relating to any of the properties of the Association, shall be kept for safe custody with the Secretary or with a bank as approved by the Board.

1. Subject to the conditions, if any, the Secretary and Treasurer shall deal with and dispose of all properties, whether movable or immovable, and the income thereof in accordance with the direction of the Board evidenced by a resolution and not otherwise.
2. Subject to the approval of the Board evidenced by a resolution thereof, all documents whether relating to any immovable or movable property, whether made over to the Association or belonging to the Association including Agreements, Conveyances, Mortgages, Deeds of gifts or leases shall be in the name of the Association and executed by the Secretary or any other Office Bearer authorized by the Board.
3. The Office Bearers shall be respectively chargeable only for such properties, money, funds, securities, or any other property as they shall respectively receive notwithstanding their signing any receipt for the sake of conformity and shall be answerable and 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 respectively.
4. The alumni association amount can be used for publishing material for alumni association.
5. Conducting programs for guidance of the students of “VSPM DCRC Alumni Association.”
6. Conducting scientific and community programs.
7. 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 of the Association 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.

**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.

**Bank Account -**

The Association shall open account(s) in scheduled bank(s) as decided by the Board. The bank account(s) shall be operated jointly by President, Treasurer and Secretary. The bank(s) shall be authorized to honour all cheques, bills, drafts etc. presented before them and to act upon their direction.

**Amendment in Constitution and By-Laws of Association:** The Board as well as any member of the General Body may propose amendments to the Constitution or By-Laws, which shall be decided as per procedure given in the By-laws of the Association.

1. Any amendment in Constitution and/or By-Laws of the Association shall be made by General Body in its Extraordinary General Body Meeting (EGBM) or in its Annual General Body Meeting (AGBM), if Board proposes such amendment. Notwithstanding provision of any ByLaw, amendment to Constitution and/or By-Laws shall require voting by minimum of one hundred alumni and the motion shall deem to be passed if supported by a simple majority. In addition to voting by members present in the Extraordinary General Body Meeting (EGBM) or the Annual General Body Meeting (AGBM), a voting by the General Body of alumni shall be done through web portal with appropriate security measures.
2. Notwithstanding the provisions of above By-Law (i), the Board of Directors may provisionally amend any of the By-Laws, effective immediately upon approval by at least two-third of the votes cast by the members in its meeting in which quorum shall be nine members. However, the provisional amendment should be brought to the General Body in accordance with the By-Law (i) above for approval or ratification by General Body within six months and before the end of the term of the Board. All provisional amendments of By-Laws shall be notified to members of the general body immediately upon the decision of the Board of Directors.

**Dissolution:**

1. Not less than two-third of the members of General Body in Extraordinary General Body Meeting (EGBM) shall determine whether the Association be dissolved, forthwith or at any further time agreed upon.
2. If on the dissolution of the Association, there remains after the satisfaction of its debts and liabilities, any property or funds, whatsoever, the same shall not be paid or distributed among the members of the Association or any of them but shall be given to a similar Association of the alumni of the Institute or the Institute, if there is no Association in existence.

**Indemnity:**

Every member of the Board shall be indemnified out of funds of the Association against all losses and expenses incurred in the bonafide discharge of his/her duties, except when it happens through his/her own 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.

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 subcommittee, the President or Chairman shall have a casting vote.

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 ByLaw14.

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

**Application of Act –**

The provisions of the Societies Registration Act, 1860 and rules made there under, as amended from time to time, shall apply to this Association.

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

**Certificate -**

Certified that this is the correct copy of the By-Laws of the Society.

~~~~~