



# BY-LAWS, RULES & REGULATIONS OF **IIMC ALUMNI ASSOCIATION**

**IIMC**- Indian Institute of Mass Communication

**IIMCAA**- Indian Institute of Mass Communication Alumni Association

**General Body**- All IIMCAA Members will be members of the General Body. The General Body will be the supreme authority in the matters of IIMCAA.

**Governing Council**- A global body comprising members of the central committee, representatives of chapters/ sub-chapters and founding members

**Advisory Board**- There will be an advisory board for IIMCAA. The membership of the board will be determined as per clause no 6.

**Central Committee**- An elected executive body to oversee day to day affairs

**Chapter**- State/ Other Country level elected executive body

**Sub Chapter**- Zonal level elected executive body within a chapter

**Alumni**- All those who have obtained a PG Diploma or minimum three-month training course certificate from IIMC

**IIMCAA Member**- Alumni who have taken membership as per clause no 6 of these bylaws. All members will have voting rights.

**(1) Name of Association**

The name of the Association is Indian Institute of Mass Communication Alumni Association/IIMC Alumni Association (IIMCAA), also called as IIMC Alumni Association or IIMCAA.

**(2) Registered Office**

2.1 The Registered office shall be in national capital Delhi and at present it is at A 415, LGF, Defence Colony, New Delhi 110024.

2.2 IIMCAA shall have an account in its name in any nationalised/scheduled bank or banks authorised by the Reserve Bank of India. The account shall be operated as enumerated in subsequent clauses of these bylaws.

**(3) Working Area**

The Society will operate on global basis with the support of Chapters/ Sub-chapters of members associated with IIMCAA.

**(4) Aims & Objective:**

4.1 To facilitate information exchange and professional networking of IIMC alumni of different batches/ campuses/ departments based in different cities/ states/ countries

4.2 To introduce awards to recognise alumni who excel in mass communication sector

4.3 To serve mass communication industry's demands for human and intellectual resources

4.4 To represent alumni on any public/ private forum

4.5 Any other aims and objective added/ modified in the future

**(5) Directive Principles**

5.1 It will work as a networking forum for Alumni of different batches/ departments/ campuses entirely.

5.2 It will remain an apolitical organisation. Alumni associating with it will have to accept and adopt to remain apolitical while working for IIMCAA even if they have different political inclinations.

5.3 It will not interfere in the affairs of IIMC in any manner.

## **(6) Membership**

Membership\* of the association is open to any alumni who have obtained PG Diploma/ Completed Training of minimum three months course at IIMC.

- 6.1 Advisory Board membership for 5000 INR and above annually
- 6.2. Lifetime membership is 10,000 INR one time
- 6.3. Annual membership is 500 INR annually
- 6.4. Any alumni in the committee of Chapters/ Sub-Chapters
- 6.5 Foreign National alumni will be members without paying any fee unlike Indian or India born members.

\*Provided that all such members remain voters of IIMCAA except the members who have become voters by paying annual fee will not be allowed to contest elections to Central Committee.

## **(7) Termination of cessation of membership:**

The Central Committee of IIMCAA shall have powers to suspend/ terminate members or/and members from the membership of the association on the following grounds.

- 7.1 On death.
- 7.2 On resignation.
- 7.3 If found to be involved in any kind of anti-social Activities.
- 7.4 If declared offender or unsound mind or insolvent by court.
- 7.5 If guilty of anti-propaganda of aims & objectives and directive principles of the society.

## **(8) General Body & Other Bodies of the Association**

- 8.1 All members of IIMCAA shall constitute the general body.
- 8.2 The General Body shall be the supreme body for IIMCAA.
- 8.3 The Governing Council, The Central Committee, Chapters, Sub-chapters will be executive units of the general body.
- 8.4 There will be State Level and Other Country level Chapters/ Zonal Level Sub-chapters.

- 8.5 All Chapters/ Sub-chapters will function as an independent unit with full autonomy on terms/ meeting intervals and agenda, barring anti-social or any political activity or any activity against the aims & objectives and directive principles of the IIMCAA.
- 8.6 Any chapter won't interfere in the central rules or in the functioning of other chapters.
- 8.7 In case of confrontation between two chapters or chapter and sub chapter, the decision of the central committee will be binding for all.
- 8.8 In case of confrontation between the central committee and chapter/ sub chapter, the decision of the governing council will be binding for all.

## **8.9 General Body Meeting**

**8.9.1** The general body shall meet at least once every year. Urgent meetings can be held on a 15 days' notice to members.

**8.9.2** Meeting will be presided over by the president. In the absence of the president, the Executive President/ Vice President will preside over the meeting. In the absence of President/ Executive President/ Vice Presidents, a senior most member will preside over the meeting.

## **8.10 Notice**

Minimum 15 days' notice shall be given to the members before general body meeting enclosing agenda specifying time, place and issues to be discussed. Urgent meeting shall be held on 7 days intimation. Such notices will be published on IIMCAA website and through prevalent modes of electronic communication.

## **8.11 Quorum**

The quorum for annual meetings of the general body shall be 1/20<sup>th</sup> of the total strength of the general body. Meeting will continue & complete the agenda even if there is no quorum if members present don't raise the issue of quorum. If absence of quorum is questioned the meeting will be deferred for one hour after which the meeting will continue.

## **8.12 Rights and Privileges of Members of General Body**

Every member of the society:

8.12.1 Shall be entitled to participate in the meeting.

8.12.2 Shall be entitled to elect or being elected to the Central Committee of the association as per clause 6

8.12.3 Shall be entitled to elect or being elected office bearer of Chapters/ Sub-chapters in respective area

8.12.4 Shall be entitled to raise any issue He/ She finds suitable for IIMCAA to consider and decide.

## **(9) The Governing Council**

### **1. Composition of Governing Council**

The Governing Council shall consist of all central committee members, president, and general secretaries of chapters/ sub-chapters or two authorised representatives of each chapter/sub chapter, all former presidents and general secretaries of the central committee and founding members of IIMCAA.

### **2. Powers of Governing Council**

The Governing Council will be a global body to decide upon the issues/ policies having wider implications. The Governing council can co-opt any member/ institution to further the aims and objectives of the IIMCAA.

### **3. Meeting of Governing Council**

The Governing Council shall meet at least once every year. It shall meet during Annual Alumni Meet in Delhi in February every year. Notice for the meeting shall be given at least 15 days in advance with agenda listed clearly. Such notices will be published on IIMCAA website and through prevalent modes of electronic communication. The General Secretary with the approval of the President will call the meeting of the Governing council.

### **4. Office Bearers of the Governing Council**

The President and General Secretary of the central committee will be ex-officio president and general secretary of the Governing council.

## **(10) The Central Committee (CC)**

### **10.1 Composition of Central Committee**

The Central Committee shall consist not less than 11 (Eleven) and not more than 51 (Fifty-One) members.

### **10.2 Meeting of Central Committee**

The Central Committee shall meet at least once in every three months. Urgent meetings may be summoned on 24 hours prior notice to the CC Members.

### **10.3 Notice**

Minimum 15 days' notice shall be required for summoning a central committee meeting by CC Members. 24 hours' notice will be compulsory for urgent meetings. Such notices will be published on IIMCAA website and through prevalent modes of electronic communication.

### **10.4 Quorum**

The quorum for the meeting will be 1/10<sup>th</sup> of the total committee strength. In the absence of the President of the Central Committee, the meeting will be presided over by the Executive President or Vice President. In the absence of all three, a senior most member present in the meeting will preside over the meeting. Question of quorum will not arise if members present in the meeting don't raise it. If absence of quorum is questioned the meeting will be deferred for one hour after which the meeting will continue.

### **10.5 Term**

The term of every central committee would be two years.

### **10.6 Functions and powers of the Central Committee**

10.6.1 The Central Committee shall be the executive body of IIMCAA and subject to the provision of these rules, the Central Committee shall conduct the administration and management of the association.

10.6.2 To borrow/ raise/ spend/ distribute funds which may be required to meet the aims, objectives, and directive principles of IIMCAA.

- 10.6.3 To purchase, lease or otherwise acquire any moveable/ immovable property by which may be necessary for association.
- 10.6.4 To take necessary steps for implementation of all the programs and policies drawn by the general body/national council.
- 10.6.5 To pass the events expense or necessary expenditure to meet the day to day expenses of the association.
- 10.6.6 To take decision on applications for new membership.
- 10.6.7 The Central Committee is empowered to remove any member from the association, if it finds that his/ her act is harmful for the association and against the aims, objectives and directive principles of the IIMCAA. Removal process must involve suspension of membership, issuing notice to the concerned member to be responded by 7 days in general and by 24 hours in emergency situations, considering response of the concerned member and taking a final decision.
- 10.6.8 The Central Committee is empowered to start/ dissolve any chapter/ sub chapter if necessitated in the larger interest of the association. Dissolution process must involve suspension of the chapter committee, issuing notice to the concerned chapter/ sub chapter to be responded by 7 days in general and by 24 hours in emergency situations, considering response of the concerned and taking a final decision.
- 10.6.9 The Central Committee is empowered to remove/ change any office bearer of the central committee/ chapters/ sub-chapters if necessitated in the larger interest of the association.
- 10.6.10 The central committee can suspend/ dissolve the chapter if it is found that chapter is involved against the aims, objective and directive principles of IIMCAA. The Sub chapter will be suspended/ dissolved by the central committee of IIMCAA on the recommendation of the concerned chapter. Dissolution process must involve issuing notice to the concerned Chapter to be responded by 7 days in general and by 24 hours in emergency situations, considering response of the concerned and take a final decision.

## **(11) Bye laws Change**

The General Body may frame/ change bye laws from time to time, not inconsistent with the aims & objectives and directive principles of the association to

11.1 Conduct the business and procedure of the general body/ Central committee/ chapter committees/ sub chapter committees.

11.2 Hold the elections for the Central Committee/ Chapters/ Sub-chapters and frame the election rules.

11.3 Maintain Finance and accounts of the association.

11.4 Suspend or dismiss the office bearers/ employees.

11.5 Decide terms and tenure and functions of the officers and employees of the association

11.6 Determine Powers, duties, and functions of the committee as well as other officers and employees of the association

11.7 Execution of contracts and other instrument on behalf of the association

11.8 Conduct and defence of legal proceedings and manner of signing pleadings

11.9 Such others matter as may be necessary for the administration of the association

## **(12) Finance Matter**

12.1 President or Executive President or one Vice President, General Secretary or one Secretary, Treasurer and one of the Organisation Secretary shall handle financial execution such as bank operation & financial agreements. Any two of these four can sign the documents.

12.2 In The event of disagreement between the signatories, the matter may be referred to the CC for decision.

12.3 All the income, earning, moveable, immovable properties of the Association shall be solely utilised and applied towards the promotion of its aim & objectives only set forth in the memorandum of association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends,



bonus, profits or in any manner whatsoever to the present and past Members of the Association or to any person claiming through any or more of the present or past Members. No Member of the Association shall have any personal claim on any moveable or immovable properties of the Association or make any profit, whatsoever by virtue of his/her Membership

### **(13) Role, responsibilities & powers of office bearers.**

#### **13.1 Patron**

13.1.1 The head of the IIMC shall be ex-officio patron of the IIMC Alumni Association.

13.1.2 Patron is an honorary post in the affairs of the association.

13.1.3 Chapters/ sub-chapters may nominate one or more patrons in the same manner for their respective committees.

#### **13.2 President**

13.2.1 In addition to discharging normal duties of a member, the president shall preside over the meetings of the general body, national council and the central committee. The president is authorised to sign or nominate a signatory to sign documents including bank documents, acknowledgements for the contributions received and agreements with individuals/ Institutions on behalf of the association.

13.2.2 The President taking cognisance of any emergent situation as mentioned in clause 7 of this bylaws may take a decision to suspend any member from the membership of IIMCAA. However, it shall be intimated to the central committee and concerned chapters/ sub chapter of IIMCAA within 24 hours through any prevalent modes of electronic communication.

13.2.3 The president of the central committee will be the ex-officio president of IIMCAA and Governing council.

### **13.3 Executive President**

13.3.1 The central committee will have one executive president.

13.3.2 Executive President will take charge of the responsibilities of the President in the absence of the president.

13.3.3 The executive president of the central committee will be the ex-officio executive president of IIMCAA.

### **13.4 Vice President**

13.4.1 The central committee may have one or more vice presidents.

13.4.2 Senior most Vice Presidents will take charge of the responsibilities of the President in the absence of president/ executive president.

13.4.3 The vice president/ vice presidents of the central committee will be ex-officio vice president/ vice presidents of IIMCAA.

### **13.5 General Secretary**

13.5.1 The General Secretary shall maintain records of organisation, prepare and circulate agenda and minutes of meetings.

13.5.2 The General Secretary shall be also responsible for day to day administration of association, send replies in consultation with the president and/or the treasurer.

13.5.3 The General Secretary or any other office bearer authorised by him/ her with the approval of the President shall represent the association in all legal matters, sign the papers related to legal cases, attend to courts or represent the association in Government offices.

13.5.4 The General Secretary of the central committee will be ex-officio General Secretary of governing council and IIMCAA.

### **13.6 Treasurer**

13.6.1 The treasurer will prepare budget and expenditure on an annual/ event basis, get it audited by an auditor appointed by the association and place them before the general body for approval.

13.6.2 Treasurer is responsible for maintaining the cash book and prepare vouchers for the payments made, receive contributions, sign acknowledgements for the amounts or articles received by the association and prepare monthly and yearly statements of revenue and expenditure, as well as the register of assets of association and place them before the central committee/ general body for their approval.

13.6.3 The treasurer is authorised to sign bank cheques, application for drafts and payment instruction and draw money from the bank.

13.6.4 The treasurer is responsible for compliances of prevalent laws in the country.

13.6.5 The Treasurer of the central committee will be ex-officio Treasurer of IIMCAA.

### **13.7 Organisation Secretaries**

**13.7.1** The central committee may have more than one organisation secretary. They are responsible to expand the organisation and maintain the relations with allotted Chapters and Sub-Chapters.

**13.7.2** Organisation Secretaries may recommend formation/ dissolution of State Chapters, Sub-Chapters to the central committee with sufficient grounds in the larger interest of association.

13.7.3 The Organisation Secretary/ Organisation Secretaries of the central committee will be ex-officio Organisation Secretary/ Organisation Secretaries of IIMCAA.

### **13.8 Secretaries**

13.8.1 The central committee may have more than one secretary to undertake the works of the association.

13.8.2 Senior most secretaries will take charge of the General Secretary in the absence of general secretary.

13.8.3 The Secretary/ Secretaries of the central committee will be ex-officio Secretary/ Secretaries of IIMCAA.

### **13.9 Executive Members**

- 13.9.1 The central committee may have more than five executive members. They will discuss the agenda and vote if required along with other office bearers of the central committee.
- 13.9.2 The Central Committee may assign jobs to them as and when required.
- 13.9.3 The Executive Members of the central committee will be ex-officio Executive Members of IIMCAA.

### **13.10 Chapter Committees and their office bearers**

- 13.10.1 All chapters/ sub-chapters may replicate the model of having office bearers in a manner not inconsistent with the central committee.
- 13.10.2 Role and Responsibilities of office bearers of chapters/ sub-chapters will remain same as the central committee for their assigned area. Power will be restricted to their chapter/ sub chapter area only.
- 13.10.3 Any chapter/ sub chapter shall not interfere in the affairs of another chapter/ sub chapter functionally or geographically until asked to do so specifically by the central committee.
- 13.10.4 Removing any member or dissolving any sub chapter will be decided by the central committee only. Chapter/ Sub Chapter will be a recommending body in such affairs.
- 13.10.5 Any dispute between two sub-chapters within the chapter will be resolved by the chapter itself. If the chapter is unable to resolve, then the matter will be referred to the central committee which will take a final decision, in consultation with the governing council/ general body.
- 13.10.6 Any dispute between two chapters will be resolved by the central committee which will take a final decision, in consultation with the governing council/ general body.
- 13.10.7 Any dispute between the central committee and chapter/ sub chapter will be resolved by the governing council which will be binding for all.

## **(14) Elections**

14.1 The central committee will release the voter list as per clause 6 before notification of biennial elections for the central committee.

14.2 The central committee in consultation with the national council shall nominate a senior faculty member from IIMC/ex-faculty member of IIMC/ Senior IIMCAA member/ Senior practitioner in mass communication or any other credible individual as Election Commissioner, and an IIMC official/IIMCAA Member or any other credible individual as Election Officer to conduct biennial elections of the central committee.

14.3 Decision of the election commissioner will be final and can't be challenged with respect to rules, process or results of elections.

14.4 Election for the Central Committee will be held on panel basis only.

14.5 Any panel willing to contest election shall submit nomination papers duly signed by the Presidential candidate and a separate letter of proposers backing them. Nomination paper shall clearly mention who will hold which position if elected to the central committee.

14.6 A group of registered voters may contest with a panel of alumni members ranging from 11 to 51 backed by 10 other IIMCAA members as proposers. Panel must have representations from at least 3 campuses and 3 departments.

14.7 Votes will take place online only. The Election Commissioner will put in place a system for voting and draw rules for voting and counting.

14.8 A member can't hold the post of the President for the 2nd consecutive term in the central committee.

14.9 A member can't continue in the central committee for a 3<sup>rd</sup> consecutive term irrespective of the posts he held in the central committee in two earlier terms.

14.10 Chapter/ Sub Chapter committees may frame their own election rules or go for an open election meeting to choose the office bearers when they feel the requirement or necessity to hold the elections.

### **(15) Appointment of administrative, finance and support staff**

The administrative & finance officers and administrative support staff as well as other miscellaneous staff of the association shall be appointed by the central committee with the approval of the General body on a contractual basis.

### **(16) Seal of Association**

The association has a seal of association and the custody of the seal would be with the President or with any other member of the central committee authorised by the president.

### **(17) Budget and accounts**

18.1 The central committee shall frame the budget on an event/ year basis. The accounts will be operated by any two of the following: Treasurer would be one of them.

18.1.1 President/ Executive President/ One Vice President

18.1.2 General Secretary/ One Secretary

18.1.3 Treasurer

18.1.4 One Organisation Secretary

18.2 Money forming part of the funds of the association vested in the central committee shall be deposited in the name of association in the approved bank or banks.

18.3 The accounts of the association shall be audited annually by the chartered accountant or accountants as defined in the chartered accountants act 1949 (XXXVIII) of 1949 to be approved by the central committee.

### **(18) Annual Report & Accounts**

The central committee shall submit a report on the working of the association annually to the general body. Such report shall contain particulars regarding the work of association during the previous year and shall be accompanied by a balance sheet duly audit showing the income

and expenditure of the association during the said year. It will be published yearly in souvenir book of IIMCAA.

**(19) APPOINTMENT AND REMUNERATION OF AUDITOR & Advocate**

The association shall take services of Auditors and Advocates for regulatory compliance. Remuneration for Auditors and Advocates will be decided by the central committee on yearly basis or agreement basis with annual hike in fees.

**(20) REGISTER OF MEMBERS AND BOOKS OF ACCOUNTS**

The central committee shall maintain a register of members and other books, physically or digitally, as required by the Rules and Regulations, as also the books of accounts shall be open to inspection by the members.

**(21) ALTERATION OF BYLAWS, RULES**

22.1 Subject to the provisions of the Societies Registration Act XXI of 1860, the Association may alter or extend the purposes for which it is established with the previous concurrence of the General body.

22.2 The By-law, Rules & Regulations of the Association may be altered by a resolution passed by majority of the members of general body present in the meeting duly convened and held for the purpose.

22.3 The rules (altered, added, and modified) operate with effect from the date of registration with the Registrar of Societies.

22.4 The General Body may change the name of the Association. The change in the name of the Association shall not affect any rights or obligations of the Association or render defective any legal proceedings by or against the Association and any legal proceedings, which might have been continued or commenced by or against it by its new name.

22.5 The General Body may change the aims & objectives and directive principles of the Association subject to clearance from competent authorities under Societies Registration Act 1860.

22.6 The general body of IIMCAA is the competent authority to alter, amend, modify and notify new rules in accordance with the existing laws of the country.

## **(22) DISSOLUTION OF THE ASSOCIATION**

23.1 The Association may be dissolved in accordance with the provisions of section 13 of the Societies Registration Act (21 of 1860) after obtaining the consent of the Government.

23.2 If, upon the dissolution of the Association, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but it shall be lawful for the members to determine by the majority of the time of dissolution of the Association that such property shall be given to the Government to be utilised for any other purposes referred to in Section 1 of the Societies Registration Act (Act No. 21 of 1860).

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