


CONSTITUTION OF THE ALUMNI ASSOCIATION OF MMLMHI



DR. M. L. DHAWALE MEMORIAL
HOMOEOPATHIC INSTITUTE

DR. M. L. DHAWALE MEMORIAL HOMOEOPATHIC INSTITUTE
ALUMNI ASSOCIATION
RURAL HOMOEOPATHIC HOSPITAL,
PALGHAR BOISAR ROAD,
PALGHAR 404404

CONSTITUTION OF DR. M. L. DHAWALE MEMORIAL HOMOEOPATHIC INSTITUTION ALUMNI ASSOCIATION

Preamble

An Alumni Association is an important organ helping the Institute to realise its mission and goals in the wider community. An Alumni Association is a development partner for the Institute, its students, and the community. Alumni relationships with the Alma Mater are lifelong relationships nurturing mutual support and growth.

In the last more than a decade, DR. M. L. DHAWALE MEMORIAL HOMOEOPATHIC INSTITUTION (MLDMHI) has produced Homoeopathic post-graduates who collectively have developed a wealth of knowledge and experience and have functioned as responsible members of the Homoeopathic fraternity. Several of them have extended their reach in several new areas of clinical practice, administration and social work. The DR. M. L. DHAWALE MEMORIAL HOMOEOPATHIC INSTITUTION ALUMNI ASSOCIATION (MLDMHIAA) endeavours to bring all these outstanding individuals together on a single platform so that all may share their experience& their best practices and help the Alma Mater to reach higher levels of achievement.

1. Name:

The name of the association shall be DR. M. L. DHAWALE MEMORIAL HOMOEOPATHIC INSTITUTION ALUMNI ASSOCIATION (hereafter referred to as the Association).

2. Registered Office:

The registered office of the Association shall be located at Dr. M. L. Dhawale Memorial Homoeopathic Institute, Rural Homoeopathic Hospital, Palghar Boisar Road, Palghar 404404 (hereafter referred to as Dr. M. L. Dhawale Memorial Homoeopathic Institute).

3. Jurisdiction:

The association shall have jurisdiction all over the world wherever the alumni of Dr. M. L. Dhawale Memorial Homoeopathic Institution reside.

4. Mission:

To inspire lifelong alliance of Alumni with MLDMHI by providing opportunities for interaction and networking in order to promote the vision, and values of the MLDMHI.

5. Objectives:

- 5.1 To provide an active platform that promotes mutually beneficial interaction and networking of the Dr. M. L. Dhawale Memorial Homoeopathic Institution with the Alumni and also amongst the alumni.
- 5.2 To play an active role in the development and nurturing of the ALMA MATER through various financial and non-financial contributions of the MLDMHIAA to the activities of the Institute.
- 5.3 To facilitate useful interactions between Dr. M. L. Dhawale Memorial Homoeopathic Institution and other like-minded societies, colleges and health care centres in order to promote the development of Standardized Homoeopathic practices and standard teaching processes.
- 5.4 To support the settling of newly passed out post-graduates from the MLDMHI in areas where the members of the Alumni Association/Chapters are active.
- 5.5 To encourage the spirit of service and philanthropy among the members of the Association.
- 5.6 To promote and support Chapters of the Association and co-ordinate interaction among the Chapters.
- 5.7 To raise and deal with funds and money of the Association.
- 5.8 To undertake all activities for the furtherance of the objectives of the Association.
- 5.9 To provide online or contact support for the continued education of the alumni
- 5.10 To encourage the alumni to actively participate in the quality efforts of the MLDMHI to upgrade its functioning

6. Chapters:

The Association shall be an umbrella organisation taking under its ambit all its Chapters.

The Constituent Chapters will be geographically based.

6.1 Geographical Area Chapters (GAC)

- 6.1.1 The Geographical Area Chapters shall be named as *DR. M. L. DHAWALE MEMORIAL HOMOEOPATHIC INSTITUTION Alumni Association- _____* (Geographical Area) Chapter. For e.g.: Mumbai.
- 6.1.2 The GAC can be within the state of Maharashtra or in different regions of India.
- 6.1.3 The Geographical Area Chapters shall be communicatively linked with Dr. M. L. Dhawale Memorial Homoeopathic Institution Alumni Association.
- 6.1.4 A Geographical Chapter can be started when there are minimum 15 members of the Association registered for the Chapter.
- 6.1.5 The GAC may prefer to get itself registered with MLDMHIAA for enhanced linkages.

7. Membership:

The Association shall have the following categories of members:

- a. Regular Members (hereafter referred to as Members) and
- b. Honorary Members

7.1 Regular Members shall be

- 7.1.1 Those who have received degree(s) through their studentship with Dr. M. L. Dhawale Memorial Homoeopathic Institution herein referred to as the alumni and have paid requisite membership fees.
- 7.1.2 Faculty members who have served the Institute for at least five years and have paid the requisite membership fees.
- 7.1.3 Members of the Institute of Clinical Research (MICR) who have qualified in the Membership examination or those who have passed the SCR Test of the ICR
- 7.1.4 All the former Principals/Directors/ of the Dr. M. L. Dhawale Memorial Homoeopathic Institution shall be invitee members. They shall not have any voting rights.

7.2 **Honorary Members**

- 7.2.1 The Association can also confer Honorary Membership to persons of eminence who have contributed immensely or have shown a keen interest for the development of Dr. M. L. Dhawale Memorial Homoeopathic Institution. **They will not have voting rights.**
- 7.2.2 All physicians who have completed their full time course at the ICR in any of the branches viz. Mumbai, Pune, Vadodara
- 7.2.3 All teachers/supervisors at the Bengaluru unit engaged in training activities
- 7.2.4 All the Ex-officio office bearers of the MLDMHIAA shall be the members.

7.3 **All the Members to be Considered as Members of the MLDMHIAA:**

All the members shall be considered members of the Dr. M. L. Dhawale Memorial Homoeopathic Institution Alumni Association. However, for the sake of close communication, interaction and activities they shall be allocated under Constituent Geographical Area Chapter.

7.4 **Cessation of Membership:**

A member of the Association shall cease to be such a member if he/she resigns from his/her membership or is convicted by a court of any offence involving moral conduct, fails to pay his membership fees for more than three years or on termination of the membership by the Executive Committee for compelling reasons such as promoting religious or political discord.

- 7.5 The membership of those who have ceased to be members on account of non-payment of fees may be restored on the payment of their dues

7.6 **Membership Fees:**

The Executive Committee shall decide the membership fees. It shall be reviewed every three years.

8. **The Organization of the Association:**

8.1 **General Body :**

8.1.1 Formation of the General Body

The General Body shall comprise of all the members of the Association.

8.1.2 Domain of the General Body

The General Body shall be the highest Body of the Association and shall be responsible for furtherance of the objectives of the Association and upholding the provisions of the constitution.

8.1.3 Functionality and other aspects of the General Body.

8.1.3.1 The General Body shall meet in the form of Annual General Meeting (AGM) and if required then as a Special General Meeting (SGM).

8.1.3.2 The Annual General Meeting of all the members of the Association shall be held every year within six months from the closure of the financial year.

8.1.3.3 A notice of at least 15 (fifteen) days ahead of the AGM with Agenda shall be sent to all members of the Association. Incidental non-receipt of the notice by any member shall not invalidate the meeting.

8.1.3.4 The presence of at least 1/5th (one fifth) of the total members of the Association shall constitute the quorum for the AGM and the SGM. If there is no quorum for 30 minutes from the scheduled time of meeting, then the same meeting shall be reconvened thereafter considering the members present as quorum. The business as per the agenda shall be transacted by the members present.

8.1.4 Following business shall be transacted at the AGM:

8.1.4.1 To confirm the proceedings of the previous AGM and any Special General Meeting held during the year.

8.1.4.2 To endorse the Annual report about the activities of the Association and its Chapters as approved by the Executive Committee.

8.1.4.3 To endorse Audited Accounts approved by Executive Committee.

8.1.4.4 To appoint auditors and fix their remuneration.

8.1.4.5 To consider and approve budget for the Association and its Chapters.

8.1.4.6 To nominate 8 members for the General Executive Committee (other than ex-officio members) as and when due. **As far as possible, these may be from the different chapters**

8.1.4.7 To nominate 5 members on the Chapter Executive Committees of each Chapter.

8.1.4.8 Any other business on the agenda.

8.1.4.9 Such other business as may be brought forward with the permission of the meeting Chairperson.

8.1.5 All decisions and resolutions at the AGM shall be taken by a majority of the members present.

8.1.6 The President shall be the Chairperson of all the AGM and SGM of the Association. In the absence of the President, the Vice-President shall act as a Chairperson. In the absence of the President and the Vice-President, the present General Body members will nominate the Chairperson from amongst them.

8.2 **General Executive Committee (GEC):**

8.2.1 There shall be a General Executive Committee to manage the affairs of the Association.

8.2.2 The GEC will have minimum 11 members including ex-officio members.

8.2.3 The Chairpersons of all the CSCs/GAC shall be ex-officio members of the GEC.

8.2.4 The General Body shall nominate

a) 8 members from amongst the Alumni as members of the GEC

b) 5 members from amongst the Alumni allocated under each CSC/GAC as members of the EC of each CSC/GAC

- 8.2.5 The tenure of the General Executive Committee shall be of five years. If a vacancy arises in the General Executive Committee then it shall have authority to appoint a person on the vacant post with the same type of membership criteria.
- 8.2.6 All members shall serve on the General Executive Committee purely on honorary basis.
- 8.2.7 The tenure of the General Executive Committee will be for a period of five years, i.e. one term.
- 8.2.8 The retiring members of the General Executive Committee shall be eligible for re-nomination.
- 8.2.9 The incumbent General Executive Committee shall hold office until the new General Executive Committee is formed and takes charge.
- 8.2.10 Functionality and other aspects of the General Executive Committee
- 8.2.10.1 The General Executive Committee shall be the supreme executive arm of the Association. It shall devise actions and activities for furthering the objectives of the Association.
- 8.2.10.2 To execute the decisions taken by the General Body.
- 8.2.10.3 To monitor the activities of the Association.
- 8.2.10.4 To consider and take decisions on the membership of the Association.
- 8.2.10.5 To maintain a register of the members of the Association.
- 8.2.10.6 To decide upon the scheduling of the AGM and the SGM.
- 8.2.10.7 To manage the raising of funds (by means of subscriptions, grants, loans, donations etc.) and the application of the funds of the Association.
- 8.2.10.8 To approve membership fees.
- 8.2.10.9 To plan for and raise assets as required for fulfilling the objectives of the Association.
- 8.2.10.10 To approve purchase, lease or otherwise acquisition of any building or land for the purpose of the Association.
- 8.2.10.11 To approve all agreements, contracts and other such documents that may be necessary for the purpose of the Association.
- 8.2.10.12 To prepare and approve annual accounts, budgets and annual report for the Association and its Chapters and recommend these to the General Body for further endorsement.
- 8.2.10.13 To do all such other activities as may be necessary for furtherance of the objectives of the Association.
- 8.2.11 Meetings of the General Executive Committee
- 8.2.11.1 The General Executive Committee shall meet as often as required. However, there shall be at least two meetings every year.
- 8.2.11.2 There shall always be a meeting of the General Executive Committee immediately after any General Body meeting to plan execution of the decisions taken in the General Body meeting.
- 8.2.11.3 The quorum for the General Executive Committee shall be 1/3rd (one third) of the members of the General Executive Committee or 10 (ten) whichever is less. If there is no quorum within half an hour, then the meeting of the GEC will be held after half an hour with the members present. Thereafter, it shall transact the business as per the agenda.
- 8.2.11.4 The President shall be the chairperson in all the meetings of the General Executive Committee. In his absence, the Vice-President shall act as the Chairperson. In absence of President and the Vice-President, the present

General Executive Committee members will nominate any one member to chair the meeting.

- 8.2.12 The office of a member of General Executive Committee shall be vacated if he/she has been adjudged medically as of unsound mind, or if he/she ceases to be a member of the Association, or if by notice in writing to the Association he/she resigns, or where he/she is an ex-officio member, if the right under which he/she has been so nominated as ex-officio member ceases.

8.3 Constituent Geographical Area Committee Executive Committee (GAC-EC)

- 8.3.1 There shall be an Executive Committee to manage the affairs of the Chapter.
- 8.3.2 The GAC-EC will have ~~44~~ 8 members including ex-officio members.
- 8.3.3 The General Body shall nominate 5 members on Executive Committee for each GAC. The members to be nominated shall be allocated under the GAC whose EC is being formed. The Executive Committee shall nominate the Joint Secretary of CSC/GAC.
- 8.3.4 The tenure of the Chapter Executive Committee shall be of five years. If a vacancy arises in the Chapter Executive Committee then it shall have authority to appoint a person on the vacant post.
- 8.3.5 All members shall serve on the Chapter Executive Committee purely on an honorary basis.
- 8.3.6 The tenure of the Chapter Executive Committee will be for a period of five years, i.e. one term.
- 8.3.7 The retiring members of the Chapter Executive Committee shall be eligible for re-nomination.
- 8.3.8 The incumbent Chapter Executive Committee shall hold office until the new Executive Committee is formed and take the charge.
- 8.3.9 Functionality and other aspects of the Chapter Executive Committee -
- 8.3.9.1 The Chapter Executive Committee shall be the executive arm of the GAC. It shall devise actions and activities in consonance with objectives of the Association.
- 8.3.9.2 To execute the decisions taken by the General Body and/or the GEC as applicable to GAC.
- 8.3.9.3 To monitor the activities of GAC.
- 8.3.9.4 To maintain register of the members of the GAC.
- 8.3.9.5 To manage the raising of funds by means of subscriptions, grants, loans, donations etc. and application of funds of the GAC.
- 8.3.9.6 To suggest membership fees to GEC.
- 8.3.9.7 To get prepared and approve annual accounts, budgets and annual report for the GAC and recommend to GEC.
- 8.3.9.8 To do all such other activities as may be necessary for the furtherance of the objectives of the Association.
- 8.3.10 Meetings of the Chapter Executive Committee
- 8.3.10.1 The Chapter Executive Committee shall meet as often as required. However, there shall be at least four meetings every year so as to have at least one meeting for every quarter of a year.
- 8.3.10.2 The quorum for the Chapter Executive Committee shall be at least 1/3rd (one third) of the members of the Chapter Executive Committee. If there is no

quorum within half an hour, then the meeting of the CEC will be held after half hour with the members present. Thereafter, it shall transact the business as per agenda.

8.3.10.3 The Chairman shall be the chairperson in all the meetings of the Chapter Executive Committee. In his/her absence the present Chapter Executive Committee members will nominate any one member to chair the meeting.

8.3.11 The office of a member of the Chapter Executive Committee shall be vacated if he/she has been adjudged medically as of unsound mind, or if he/she ceases to be a member of the Association, or if by notice in writing to the Association he/she resigns, or where he/she is an ex-officio member, if the right under which he/she has been so nominated as ex-officio member ceases.

8.4 Office Bearers

8.4.1 There shall be the following office bearers for MLDMHIAA:

- a) **Patron:** The Chairman of the Dr. M. L. Dhawale Memorial Trust shall be ex-officio Patron of the AA.
- b) **President:** The Principal of the MLDMHI shall be ex-officio President of the MLDMHIAA.
- c) **General Secretary:** One of the Alumnus of the Institute functioning as a teacher in the Institute shall be an ex-officio General Secretary of the MLDMHIAA. S/he will be selected by the Alumni in the General Body Meeting.
- d) **Joint Secretary:** An Alumnus shall function as the Joint Secretary. He /She shall be termed as Joint Secretary - MLDMHIAA.
- e) **Vice-President:** The Vice President shall be one of the Professors of Dr. M. L. Dhawale Memorial Homoeopathic Institution as nominated by the President.
- f) **Treasurer:** The Accounts Officer of Dr. M. L. Dhawale Memorial Homoeopathic Institution shall be the treasurer of the MLDMHIAA.

8.4.2 There shall be following Office Bearers for CSC/GAC:

- a) **Chairman:** ~~The Professor/ of the subject~~ A teacher shall be Ex-Officio Chairman of CSC/One of the teachers will be Ex-officio Chairman of the GAC.
- b) **Secretary:** An alumnus residing in the geographical area will be nominated by the Chairman.
- c) **Joint Secretary:** An Alumnus registered under the CSC/GAC shall function as the Joint Secretary of the Chapter.

8.4.3 All the Office Bearers shall be serving the Association purely in an honorary capacity.

8.4.4 The tenure of the Office Bearers will be for a period of five years, i.e. one term. However, the existing Office Bearers shall hold office until the new Office Bearers take over the charge.

8.4.5 Duties of Office Bearers

Office Bearers of MLDMHIAA:

8.4.5.1 Patron:

- a) The patron shall be providing visionary guidance for the development of MLDMHIAA.
- b) He / She shall have the right to attend all types of meeting of MLDMHIAA and its chapters.
- c) In the eventuality the Patron attends any meeting he/ she shall chair the meeting.

8.4.5.2 President:

- a) The President of the Association shall be the person leading the Association and upholding the objectives of the Association.
- b) The President shall Chair all the General Executive Committee and General Body meetings.

8.4.5.3 Vice-President:

- a) The Vice-President shall complement the President in carrying out activities of the Association.
- b) In the absence of the President, the Vice-President shall function as the President.

8.4.5.4 General Secretary:

- a) The General Secretary shall convene meetings of the Executive Committee, the AGM and the SGM and keep minutes of the same.
- b) He/she shall keep and preserve the record of the Association including the minutes of all the meetings of the Association.
- c) He/she shall execute all the decisions taken by the Executive Committee and the General Body.

8.4.5.5 Treasurer:

- a) He/she shall maintain Accounts of the Association and its Constituent Unit Chapters.
- b) The treasurer shall play an important role in the fund raising initiatives of the Association.

8.4.5.6 Joint Secretary:

- a) The Joint Secretary shall complement the General Secretary in carrying out activities of the Association.
- b) In the absence of the General Secretary, the Joint Secretary shall function as the General Secretary.

Office Bearers of CSC/GAC:

8.4.5.7 Chairman:

- a) The Chairman shall be the person leading the Chapter delineating its activities and actions.
- b) He/she shall be the person ensuring that all the Chapter activities are in consonance with the objectives of the Association.
- c) The Chairman shall Chair all the Chapter Executive Committee meetings.

8.4.5.8 Secretary:

- a) The Secretary shall convene meetings of the Chapter Executive Committee and keep the minutes of the same.
- b) He/she shall keep and preserve the relevant records of the Chapter.
- c) He/she shall execute all the decisions taken by Executive Committee.
- d) He/she shall execute all the decisions taken by the GEC and/or the Governing Body as applicable to the Chapter.
- e) He/she shall be co-ordinating with the Treasurer of the Association for maintaining accounts of the Chapter.

8.4.5.9 Joint-Secretary:

- a) The Joint Secretary shall complement the Secretary in carrying out the activities of the Association.
- b) In the absence of the Secretary, the Joint Secretary shall function as the General Secretary.

9. Finance and Accounts

- 9.1 The financial year of the Association shall be from April 1 to March 31 of the following year.
- 9.2 The funds of the Association shall consist of the fees received from the members, donations, gifts etc. from any individual or organization.
- 9.3 The account shall be maintained in a bank which is considered safe by the auditors.
- 9.4 The bank account will be operated by any two signatories out of three nominated by the General Executive Committee from amongst the Office Bearers. The Treasurer will be one of the signatories.
- 9.5 Alumni fee collected shall be kept as fixed endowment. Interest earned on it shall be used for activities of Association & surplus if any will be the part of endowment at the end of each financial year.
- 9.6 No part of the fund of the Association shall be spent for any purpose other than the objectives of the Association.

10. Audit of Accounts

- 10.1 The accounts of the Association and Constituent Unit Chapters shall be audited by Statutory Auditors as appointed by the General Body. These accounts shall be approved by the General Executive Committee and finally endorsed by the General Body.

11. Miscellaneous

11.1 Amendment:

The Constitution may be amended by not less than 3/4th majority of the members present at the General Meeting after such amendments have been approved by the Executive Committee.

12 Dissolution of the Alumni Association

- 12.1 The Association along with the Chapters will automatically dissolve in the event of

the closure of the parent Institute of MLDMHI.

12.2 The Property/bank accounts of the Association and Chapters will be transferred to any like-minded Charitable organization after due permission from the Registrar of Societies.

Abbreviations

MLDMHI	Dr. M L Dhawale Memorial Homoeopathic Institute
MLDMHIAA:	Dr. M. L. Dhawale Memorial Homoeopathic Institution Alumni Association
GAC:	Geographical Area Chapters
GEC:	General Executive Committee
AGM:	Annual General Meeting
SGM:	Special General Meeting
GAC-EC	Geographical Area Chapter Executive Committee

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