

Constitution of Maulana Azad Medical College Old Students' Association (MAMCOS)

A. MEMORANDUM

1. Name of the Association:

The Association shall be called Maulana Azad Medical College Old Students' Association (MAMCOS)

2. Headquarter of the Association:

The Headquarter of the Association will be located in the state of Delhi, at present in Room No.309 Maulana Azad Medical College, New Delhi.

3. Area of Operation:

The Area of operation or jurisdiction of the Association will be throughout the world.

4. AIMS AND OBJECTIVES OF THE ASSOCIATION:

- i) To serve as a link between the ex-students of Maulana Azad Medical College and their Alma Mater.
- ii) To provide help and any other type of assistance to the member of MAMCOS.
- iii) To help the Ex-Students in matters relating to post-graduation and research.
- iv) To provide help to a member in case he/she is incapacitated.
- v) To provide help to needy member's family in the event of his/her demise.
- vi) To provide help to brilliant/needy under graduate students in the form of scholarship, purchase of Books etc.
- vii) To establish "MAMCOS" Association Building with facilities of temporary stay for members from Outside Delhi. Also to provide Library, Recreation and Indoor games facilities in the above building.
- viii) To publish MAMCOS Bulletin at frequent intervals.
- ix) To organize MAMCOS Welfare services for the humanity at large.
- x) To award prize for excellent work done in the medical field and / or social sphere to members of MAMCOS.
- xi) To assist in the publication of MAMCOS books and / or journals by a member of the Association.
- xii) To make representations to Medical College authorities, Indian Medical Council, Ministry of Health Or Govt., if needed, for the members of the Association.

xiii) Any other objectives that the Executive and General Body may deem fit in the interest of MAMCOS.

xiv) All the incomes, earning, movable or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the Association and no profit thereof shall be applied in any manner whatsoever for the benefit of the present or past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claims on any movable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.

B. Bye Laws of the Association

1. The Association shall be called "MAMCOS".

2. JURISDICTION OF THE ASSOCIATION:

The jurisdiction of the Association will be throughout the "World".

3. ORGANISATION OF THE ASSOCIATION:

The Ex-students of the M.A.M. College who have qualified for the MBBS Degree will form the basic Organization of MAMCOS. Associate Members and staff members will be made as detailed later.

4. PATRON OF THE ASSOCIATION:

The Dean/Principal/Director/Head, M.A. Medical College will be the patron of the Association.

5. MEMBERSHIP:

REGULAR MEMBERS:

Those who have qualified MBBS from Maulana Azad Medical College, Delhi, are eligible to become regular Members. Those shifted abroad will be Regular NRI members.

ASSOCIATE MEMBERS:

Those who have only qualified for the post graduate Degree and / or Diploma from M.A.M. College, G.B. Pant Hospital, G.N. Eye Centre, Delhi can be Associate Members.

STAFF MEMBERS:

Members of the (past or present) teaching staff of M.A.M. College & Associated Hospitals, New Delhi provided they do not belong to categories (i & ii) can be enrolled as "Staff Member of the Association".

HONORARY MEMBERS:

People with outstanding contribution to the community shall be considered by the Executive.

6. TYPE OF MEMBERSHIP:

All members will be enrolled as life members. Only regular members will have voting rights.

7. DISSOLUTION OF MEMBERSHIP:

- i) By resignation of a member.
- ii) On the death of a member.

iii) By the Executive Body on the ground of activities detrimental to the objectives of the association or loss to the Association by a member.

8. COMPOSITION OF GENERAL BODY:

Only Regular Members shall be members of the General Body of the MAMCOS Association Delhi.

9. DUTIES OF GENERAL BODY:

- i) Composition of the Governing Committee.
- ii) To examine the work of the Governing Committee and Executive Committee and decide the future line of action.
- iii) To draw rules and bylaws for the smooth functioning of the Association.
- iv) To adopt the yearly income and expenditure drawn by the Executive Body.
- v) To raise funds for the Association.

10. COMPOSITION OF THE GOVERNING COMMITTEE:

- i. All the batch representatives elected by the regular members of the respective batch.
- ii. All the past presidents(Deleted- including the 2 past presidents of earlier dissolved MAMCOS.)
- iii. President of MAMCOS.

11. DUTIES OF THE GOVERNING COMMITTEE

1. To elect the President and the Executive Committee as per guidelines.
2. Any Member of the Governing Committee can attend any meeting of the Executive Committee (Deleted-without having been invited. He/she will be considered as invited member for that meeting).
3. To function as an extended Executive committee and help in the functioning of the Association.

(Deleted-To assist and supervise the Executive committee in the working of the Association.)

12. COMPOSITION OF THE EXECUTIVE COMMITTEE

The executive committee will consist of:

- i) President
- ii) Vice President
- iii) Hon. Secretary
- iv) Jt. Secretary I
- v) Jt. Secretary II
- vi) Finance Secretary

vii) (DEleted-Asst. Finance Secretary)

viii) Editor

ix) Jt. Editor

x) Secretary Public Relations - (India & Overseas)

xi) 3 members nominated by the President, from the jubilee batches

xii) All past Presidents.

xiii) (Deleted- One Nominated Member from Associate Members)

xiv) One Nominated Member from Staff Members

13. DUTIES OF EXECUTIVE COMMITTEE:

To control and supervise the working of the Association and its funds and to work for fulfilment of Aims and Objectives of the Association.

14. TERMS OF THE GOVERNING & EXECUTIVE COMMITTEE:

The term of the Governing Committee and Executive Committee will be for 2 calendar years. The term will start on 1st January and end on the 31st December of the following year.

15. ELECTION PROCEDURE

1. Entire Proceeding of the election will be Conducted (**Deleted -supervised**) by an Election Commission of 3 persons nominated by the Executive Committee. These 3 members will be Past Presidents or Past Secretaries, whose tenure finished more than 5 years ago. Out of these one shall be the Election Commissioner and two other members. The President and Secretary will serve as observers to the election process. They shall cease to exist as observers if they decide to contest for any post in the same election.
2. Election commission will announce this election procedure and the date of election to this E.C. in an executive meeting called for this purpose & issue notification. Election commission will start the process in October and end the election process within 8 weeks, to start the next term on 1st January.

ELECTION OF THE BATCH REPRESENTATIVES

One representative from every batch will be elected every 2 years. Same representative can be re-elected by the batch any number of times. Proposer & Seconder for the batch representative must be from the same batch. This election shall be under the supervision of an official observer appointed by the Election Commission of MAMCOS. This will be done by convening a batch wise meeting of all the members of MAMCOS by giving them at least two week notice. The notice for this meeting will be posted by the MAMCOS office by email / WhatsApp/ mail/ any prevalent mode of communication.

ELECTION OF PRESIDENT

Any regular member can be elected as President provided he/she has completed 25 years of graduation. The Governing Committee will elect the President in a meeting specially convened for this purpose by the Election Commissioner by giving atleast 2 weeks notice.

Election Commission will receive the names of desirous candidates from the members of the Governing Committee. In case no unanimity is reached, the election will take place by secret ballot in that very meeting and result declared.

ELECTION OF THE OFFICE BEARERS OF EXECUTIVE COMMITTEE

The Governing Committee will elect the bearers of Executive Committee in a meeting specially called for this purpose by the Election Commission. Office bearers will be elected from amongst the batch representatives. This election will take place after the election of the President. It can even be done on the same day.

16. OFFICE BEARERS:- will not have more than 2 terms for the same post

1) The President

a) The President shall be elected by the Governing Committee.

b) Powers and duties of President:

i) The President will preside over all the meeting of the General Body, Governing Committee and Executive Committee.

ii) The President will have deciding vote in case of equal votes.

iii) The President will be responsible for all the work done by the General Body, Governing Committee and Executive Committee.

2. Vice President

Vice president shall be elected by the Governing Committee. The Vice President shall enjoy the powers and duties of the President in his absence.

3. Secretary

a) Secretary will be elected by Governing committee for two years.

b) Powers and duties of the secretary:

i) Appointing and dismissal of workers of the Association with the approval of the Executive Body.

ii) To make payments from approved funds (he can keep a maximum of Rs.10000/- cash for urgent payments)

iii) To avail loans for the association with the approval of the executive body.

iv) Purchase of property for the MAMCOS with the approval of Executive Body, while sale of property shall be the approval of the Governing Committee and General Body.

v) He shall maintain record of all proceeding and distribute work with his Joint Secretaries.

vi) To call meeting of the General body, Governing Committee and Executive

Committee. The Secretary will call the meeting of the Executive Committee, the place and time of which will be fixed in consultation with the President. Notice of the meeting will be issued individually to each member by the Secretary at least 7 days before the date fixed for the meeting. Agenda of the meeting will be approved by the President and will accompany the notice. Notice for the Executive committee can however be given on phone or in any other manner with unanimous approval of the Executive Committee. Notice for General body meeting will similarly be issued by the Secretary at least 15 days before the date fixed for the General Body Meeting.

- vii) The day to-day working of the Association will be looked after by the Secretary.

4. Joint Secretaries

There shall be two Joint Secretaries who shall enjoy the power of the General Secretary in his absence. They will assist the Hon. Secretary in discharging his duties.

5. Powers and duties of Treasurer

Maintenance of accounts duly approved by the Executive Committee. The Treasurer shall be elected by the Governing Committee.

17. MEETINGS

There will be a minimum of two Governing Committee meetings. Six Executive Committee meetings and one General Body meeting in a year. Absence from the Executive meeting without information for 3 times consecutively may lead to dropping of the member from the Executive Committee. The vacancy thus created will be filled in by the Governing Committee.

18. FINANCIAL YEAR

The financial year of the MMCOS will be from 1st April to 31st March every year.

19. QUORUM

The Association will adopt presence of 1/3 of total members as proper quorum in all meetings of the Executive Committee and 50 members in case of General Body. However, the adjourned meeting can be called after 15 minutes of the schedule without quorum. Date of Annual General Body Meeting will be 20th December every year

20. AUDITOR

The Executive Body will appoint an Auditor (Chartered Accountant) who will submit his report to the Hon. Secretary.

21. BANK OPERATION

Out of the President, Secretary and Treasurer, any two may operate the Bank Accounts. The accounts shall be maintained in any of the Nationalised Bank in Delhi/New Delhi.

22. AMENDMENTS IN THE CONSTITUTION

Amendments in the Constitution will be adopted by the General Body by a 3/5th majority of the members present. Constitution amendment so be considered must be discussed and approved by the Executive Committee and Governing Committee. These should be duly circulated to the General Body members atleast 3 weeks in advance of the proposed meeting.

23. DONATION:

Donations of any amount may be accepted by the Association.

24. All the provisions under all the sections of the Societies Registration Act, 1860, as applicable to the U.T. of Delhi shall apply to this society.
25. Once in every year a list of the office bearers shall be submitted to the Registrar of Societies, Delhi, as required under Section '4' of the Societies Registration Act, 1860.
26. The society can be dissolved as per provisions laid down under sections 13 14 of the societies Registration Act, 1860, as applicable to the state of Delhi.
27. **Guidelines for the conduct of functions by Jubilee batches** (Global MAMCOS Day / MIDCON/ Teachers. Day):
- (i) Jubilee batches must form a committee of at least 3 members to coordinate with the office of MAMCOS, to uphold the spirit and ethos of MAMCOS.
 - (ii) Money should be collected in MAMCOS Account.
 - (iii) Host batch should be responsible for collecting funds in correlation to budgetary expenses.
 - (iv) Funds will be disbursed to vendors after receipt of proper invoice and bill and batch has paid up fully for the amount billed for; and approved by the batch coordinator(s).
 - (v) Vendor payments will be made only against the money collected by the batch.
 - (vi) MAMCOS will organise its annual events for the day- MAMCOS oration, MIDCON oration IS Bal Interclass music competition etc. while the batches are free to organise CME & cultural events in the time allotted to them.
 - (vii) Host batches will work with MAMCOS to ensure safety, avoidance of gatecrashing and pleasant conduct of the programme.