

SPARSH ACADEMY ALUMNI ASSOCIATION CONSTITUTION

This Constitution of the SPARSH Academy Alumni Association is hereby accepted and approved by the Patron and Founding Committee on 29th April 2023 and subject to amendment by the Alumni Association only.

1. Introduction

The “SPARSH ACADEMY ALUMNI ASSOCIATION” is an association of students who have completed various fellowships and DNB courses at the SPARSH group of hospitals. The office of this Association is located at the premises of SPARSH Hospital, No 146 Infantry road, Bangalore, 560001.

2. Aims and Objectives

2.1 Create a platform to foster friendship among the trainees and students, past and present, faculty and management of the SPARSH Hospital Group.

2.2 Encourage activities to strengthen the bond between the institution and the students while pursuing opportunities to contribute to the personal and professional growth of the students.

2.3 Organize periodic events encompassing academic, hands-on training, socio-cultural and other areas for personal growth primarily focussed at the students of this institution both past and present.

2.4 Co-ordinate efforts towards addressing social and public health issues reverberating with the ethos of the institution.

2.5 Communication regarding avenues for professional growth opportunities within the institution and outside.

2.6 Maintain an active communication and co-ordination channel among students across various states and countries.

2.7 Work on building a robust system where the platform would support communication among past students to ensure continued care for their patients by specialists from the alumni association across geographies.

2.8 Explore the possibilities of using the institutional infrastructure to host trainings and workshops.

2.9 Publish a biannual newsletter to keep alumni informed about the developments within the institute, personal/professional accomplishments of the members and showcase talents of the alumni.

1. Membership

3(a) All doctors who have undergone training at SPARSH hospital are entitled to become members of the Association.

3(b) Patron Member

1. The Chairman of SPARSH Group of Hospitals, shall be patron of the Association.
2. The patron's advice and assistance shall be sought for directing the activities of the association towards the objectives and vision of the institution.
3. The patron shall be permanent invitee to all functions of the Association

3(c) Expulsion of Members

The Executive committee, following the approval of the general body, may expel any member whose actions are found to be offensive and not in adherence to the common vision of the Association. This decision would be taken following a two-thirds majority favouring the decision at a general body meeting. Any member of the association may bring such incidents/individuals to the notice of the executive committee.

4 Executive Committee

Executive Committee would consist of the following elected members on a honorary basis:

1. one president
2. one vice-president
3. one general secretary
4. one treasurer
5. two faculty nominees

4.1-The president of the preceding Committee shall be an ex-officio member of the executive committee

4.2- The Executive Committee shall serve a term of two years from the date of the election.

4.3- 2 terms(4years) shall be the maximum duration for which a person can continuously hold a particular position in the Committee . No member shall be part of the committee continually for more than 3 terms(6years) in total.

4.4-The committee members would be elected during the annual meetings and in the event of a post falling vacant out of schedule, the executive committee may nominate a fresh member for the rest of the tenure.

4.6-It is advisable to have members who have held executive positions in the committee previously to be considered for the post of the president and general secretary.

5.0 Election of the Members of the Executive Committee

5(a) The Notice of the Annual General Body Meeting, sent 21 days in advance, shall invite nominations for the number of the post 1-4.The faculty nominees shall be nominated by the management.

5(b) The notice shall specify the time, date, and venue of the meeting. This notice shall also specify the last date (7 days before the date of the AGBM in the Election Year) for receipt of nominations in writing duly signed by the Proposer, Secunder, and the prospective candidate, all of whom should be a member of the rolls of the Association.

5(c) Nominations to the above posts shall be sent in writing/ e-mail to the General Secretary on or before the specified date (7 days prior to the Elections) and shall bear the signature of the proposer, seconder, and prospective candidate, all of whom should currently be a member of the Association. The list of nominations shall be intimated on the Alumni Association Website and Notice Board at least 5 days prior to the Elections.

5(d) If nominations to any of the above posts are not received on or before the specified date, it shall rest with the retiring (out-going) Executive Committee to propose a candidate for that office.

5(e) If there are any posts for which there are no nominees, nominations posts for these Posts may also be entertained from the floor at the Annual General Body Meeting.

5(f) It is suggested that for the convenience of running the day-to-day affairs of the association it is desirable that candidates to the posts to reside in Karnataka during the tenure of office.

5(g) The election shall be conducted by the Returning Officer nominated by the President.

5(h) The member may cast one vote for each of the elected offices. The vote shall be cast by secret ballot, in person, or by electronic ballot (when available).

5(i) Immediately after completion of the voting, the Returning Officer shall nominate four scrutinizers to tally the votes and announce the results as soon as possible

5(j) In case of a tie for any office re-election shall be held for the same post at the same time.

5(k) The retiring Gen. Secretary shall notify the results of the election in a written statement signed by the Returning officer.

6. Duties and Responsibilities of the Executive Committee Members

6(a) President

1. Shall preside over all meetings of the Alumni Association
2. To nominate a substitute to officiate in the absence of himself/herself and the vice President
3. To nominate a Returning Officer to conduct the elections of the Association.
4. To cast the deciding vote in case of a tie in matters put to vote at a meeting of the Executive Committee and General Body, except in the election of office-bearers.

6(b). Vice President

1. To assist the president in the performance of his/her duties

2. To substitute for the president in his /her absence
3. To carry out such duties and responsibilities as are allotted to him/her by the president

6 (c) General Secretary

1. To be responsible for calling of a meeting of the Executive Committee and the General Body in consultation with the President.
2. To record the minutes of all meetings of the Executive Committee and the General Body.
3. To ensure that the decisions of the Executive Committee and the General Body are duly carried out
4. To place before the General Body, the minutes of the previous General Body Meeting and the Annual Report for adoption
5. Shall be responsible for the day to day work of the Association – including the legal and statutory obligations of the Association.

6(d) Treasurer

1. To be responsible for the finances of the Association.
2. To be responsible for maintaining detailed accounts of the financial transactions of the Association and to submit the same for scrutiny by the Executive Committee.
3. To maintain the books of accounts
4. To have the annual Statement of Accounts duly prepared and audited and present the same to the General Body at the Annual general body meeting.

Additional Notes:

- The Members of the Executive Committee shall assist and coordinate with each other in the performance of their duties for the common good of the Association.
- The Executive Committee shall, from time to time circulate a report to the General Body of the activities of the Association and shall also prepare an Annual Report of such activities.

It shall, in all important matters seek the prior sanction of the General Body.

- The member in charge of the various activities shall have the option of forming sub-committees consisting of members of the Executive Committee and another member of the Association to facilitate the achievement of objectives.
- All members of the committee (present and nominated) shall be present at the General Body Meeting of the Association. Any absence shall be intimated in writing to the General Secretary.

1. Meetings of the Executive Committee

7(a). Within fifteen days of the election, the out-going Gen.Secretary shall call for a combined meeting of the newly elected and the outgoing Executive Committee to hand overcharge. The outgoing Gen. Secretary shall notify all members of both committees at least one week in advance of the date of the meeting.

7(b). The Executive Committee shall meet regularly thereafter. Notice of such regular meetings with the agenda shall be issued to all members of the Executive Committee by the Gen. Secretary at least one week in advance. These meetings should be held at least once in two months. However, an emergency meeting of the Executive Committee may be held on notice of two days only.

7(c). The quorum for each Executive Committee meeting shall be six and the President shall preside over all such meetings. In the absence of the President, the Vice President shall preside. In the absence of both, the meeting shall be presided over by a member of the Executive Committee nominated by the President.

7(d). If a member of the Executive Committee is absent for three consecutive meetings without giving prior notice he/she may be deemed to have resigned from office. The President shall write to the member after two such absences and ask for an explanation for his/her absence. The post is declared vacant after an absence from the third consecutive meeting. A new member can then be co-opted to vacated post.

7(e). In case an Executive Committee post falls vacant during the course of the year, the Executive Committee shall fill the vacancy by co-option of a member of the Association.

7(f). In the events of a tie in votes on any issue the decision of the presiding member shall be final.

7(g) The minutes of each Executive Committee meeting shall be recorded by the General Secretary. The minutes of the meeting shall be circulated to all members of the Executive Committee within one week of each meeting.

1. Meeting of the General Body

8 (a) A minimum of 21 days clear notice shall be given for all meetings of the General Body. The business to be transacted at this meeting shall be sent to each member of the Association.

This notice can be sent by post or email and a record of this maintained at the association offices. Such notices shall be posted on the existing website of the association.

The notice shall be accompanied by the minutes of the previous AGBM, annual report, and the audited statement of accounts for the previous financial year.

8(b) The Annual General Body Meeting shall be held once in 12 months and not exceeding 15 months of the previous Annual General Body Meeting. The General Body Meeting shall be preferably held on the first Saturday of June annually so that those planning to attend can do so.

The following businesses will be transacted at the Annual General Body Meeting:

1. Presentation and adoption of the minutes of the previous Annual General Body Meeting

1. Presentation and adoption of the Annual report.

- iii. Presentation and adoption of the Audited Statement of Accounts for the year

1. Election of the member to the Executive Committee.
2. Any other matter with the prior permission of the Chair.

8(c) Quorum for the General Body Meetings

1. 1/6 of the number of members on the rolls of the Association or 20 members whichever is less shall form the quorum for the meeting of the General Body.

1. If the required number of members for the quorum for the General Body Meeting is not present the meeting shall stand adjourned for at least 30 minutes. The meeting so adjourned shall be held thereafter on the same date and at the same place provided the quorum is present

In the absence of the quorum at the end of the period specified by the President, the meeting shall stand adjourned to another date, and notices of the same shall be issued to all members at least one week in advance.

8(d) At all meetings of the General Body, in the case of a tie on any issue other than the election of office bearers, the President shall have the casting vote.

9. Extraordinary General Body Meeting

9(a). An Extraordinary General Body Meeting shall be called by the President on receipt of a memorandum from 1/6 of the members of the Association or 20 members whichever is less. Notices of this meeting will be given to all members at least 21 days in advance. This meeting will transact such business as specified in the notice.

9(b) The President or two-thirds of the Executive Committee can call for an Extra-Ordinary General Body Meeting with all the other conditions (mentioned above in Clause 9.a) remaining the same.

1. Finances

10 (a) The official financial year of the Association shall be from 1st April to 31st March.

10(b). The funds of the Association shall be deposited in a Scheduled Bank in the name of the Association. These shall be jointly operated by the Treasurer and any one of the following office bearers of the Association.

1. President
2. General Secretary

10(c). The Accounts of the Association shall be audited by a Chartered Accountant appointed by the General Body as the Auditor for the year and the accounts shall be presented at the Annual General Body Meeting of the Association for adoption.

10(d). The Honorary General Secretary shall not incur expenditure exceeding Rs.10,000/- at any time without the previous sanction of the Executive committee

10(e). Any fees collected during the year will be added to the capital fund

10(f). The funds of the Association which are not immediately required shall be invested in such securities or in bank accounts as may, from time to time, be determined by the executive committee of the association.

10(g). The Executive Committee shall meet the expenses of conducting the activities of the Association from the interests accruing from the Capital fund, other investments, and such income as is generated from activities of the Executive committee during its term.

10(h). The Executive Committee shall not liquidate the capital Fund and other investments to meet recurring expenditure. This power shall rest solely with the General Body.

11. Activities of the Association

The Association shall be responsible each year to conduct the events and honor the commitments listed below:

11(a). Atleast 2 Continuing Medical Education events

11(b). Publication of the bi-annual bulletin/newsletter

11(c) Maintenance and updating the Directory of members.

11(d). Organizing a Convention of Alumni once in 2 years to felicitate members of significant Jubilee batches – who have completed 5, 10 and 25 years after admission to SPARSH Academy.

Any new activity which requires recurring expenditure shall be undertaken only with the permission of the General Body.

1. Amendments

12(a). Any amendment to the Constitution shall become valid if it has been duly proposed, seconded, and passed by a vote of 2/3 majority of the members present at the Special General Body meeting called for this purpose.

12(b). The quorum for such a meeting shall be 30.

12(c). The proposed amendments shall be circulated to the members of the Association at least 21 days before the date of the meeting.

12(d). Only such supplementary amendments to it as shall have been received by the Secretary at least seven days before the meeting shall be considered.

1. Dissolution

The Association shall not be dissolved except by a three-fourths majority vote of members present at a meeting of the General Body specifically called for the purpose, provided that a total number of votes cast at such meeting, is not less than two-thirds of the total number of the members on the rolls of the Association on the day of the meeting. In the process of dissolution, the funds of the Association, after meeting all its liabilities, shall be disposed of in accordance with directives given on this behalf at such a meeting.