



# **INDIAN SCHOOL MUSCAT ALUMNI (ISMA)**

E-mail (Oman Chapter): ismalumni.oman@gmail.com

Alumni Registration & ISM correspondence: alumni@ismoman.com

## **SECTION I: Aims & Objectives**

- Serve as vital link between the alumni across the globe & alma mater
- Provide platform for alumni to contribute to the well-being of the school
- Provide updates on various activities and developments of the school
- Provide career guidance to students
- Organize reunions, seminars, forums to help alumni participate in various activities
- Liaise with corporate & retailers for special offers and schemes for ISMA members
- Raise funds for the school
- Sponsor children from economically challenged backgrounds
- Provide updates about school's activities through e-magazines, print year books, newsletters, social media
- Establish and maintain contact with alumni globally
- Maintain database of ISMA members
- Maintain database of ex-teachers of ISM

## **SECTION II: BYE-LAWS**

### **a) Honorary Executive Members & Non-Executive Members:**

#### **1) Office Bearers:**

- **President:**
  - ✓ Shall preside over the General Body and Executive Committee meetings
  - ✓ Shall supervise the overall functioning of ISMA
  - ✓ Shall call for General Body, Executive Committee or any other meetings
  - ✓ Shall approve the agenda and minutes of meetings
  - ✓ Shall coordinate with the working of various subcommittees
- **Vice President:**
  - ✓ Shall perform the duties of the President in his/her absence
  - ✓ Shall coordinate with the working of various subcommittees
  - ✓ Shall work with ISM – ISMA Coordinator to compile ex-teacher database

- **Secretary:**
  - ✓ Shall convene meetings of all committees
  - ✓ Shall keep record and circulate the minutes of the all meetings and maintain other relevant records pertaining to ISMA
  - ✓ Shall execute the decisions of the association
  - ✓ Shall maintain all correspondence with members and other stakeholders on behalf of ISMA
  - ✓ Shall maintain a register of members with relevant details
  - ✓ Shall call for General Body, Executive Committee or any other meetings
- **Joint Secretary:**
  - ✓ Shall perform the duties of the Secretary in his/her absence
  - ✓ Shall draft and circulate newsletters once every three months among members and all fellow chapters
  - ✓ Shall be responsible for all social media interactions
  - ✓ Shall work with ISM – ISMA Coordinator to compile ex-teacher database
- **Treasurer:**
  - ✓ Shall maintain records of funds and finances of ISMA
  - ✓ Shall be responsible for preparation of annual budget
  - ✓ Shall supervise fund expenditure as per the approved budget
  - ✓ Shall coordinate to raise funds for the school
  - ✓ Shall recommend and coordinate 'Student Sponsorship' from ISMA funds, based on a selection criteria
  - ✓ Shall interact with fellow chapters on financial matters

**2) Executive Committee Members:**

- ✓ Executive Committee comprises of elected office bearers and six elected executive members
- ✓ Presidents' of fellow chapters will be ex-officio members to this committee
- ✓ Shall setup sub-committees from time to time for specific purposes for the benefit of ISMA / ISM
- ✓ Shall regulate its own functional procedure and the procedure of the sub-committees
- ✓ Shall organize fund raising activities at least once a year

### **3) *Non-Executive Members:***

These members will not have any voting rights.

- **Patron - in - Chief:**

The Patron-in-chief will always be the Principal of ISM. All major decisions and activities will require the permission of the Patron-in-chief. The Patron-in-chief will be the main co-signatory in all financial matters pertaining to ISMA. In the event of any crucial decision, the Patron-in-chief's decision will be final and binding. The Patron-in-chief would also function as the Returning Officer.

- **ISM – ISMA Coordinator:**

A coordinator from the school will be nominated by the Patron-in-chief to attend all executive meetings of ISMA. The role of this person is liaison between ISMA, ISM and Patron-in-chief. If the coordinator is an ISMA member, then he/she cannot hold any executive committee role in ISMA. The coordinator will be responsible for execution of all administrative roles of ISMA on behalf of ISM. The nominated person will be suitably remunerated for his/her role in ISMA activities from the ISMA fund.

- **SMC – ISMA Coordinator:**

A coordinator from the SMC – ISM will be nominated by the SMC team to attend all executive meetings of ISMA. The coordinator will attend all executive committee meetings of ISMA. The role is liaison between ISMA, SMC and Patron-in-chief. If the coordinator is an ISMA member, then he/she cannot hold any executive committee role in ISMA.

### **b) Appointment of Office Bearers and Executive Committee Members:**

The appointment of Office Bearers and six Executive Committee members will be through an election held at an annual general body (AGM) meeting once in two years. The Patron-in-chief or his appointee (ISM staff) shall function as the Returning Officer for conducting the elections in an organized manner.

### **c) Accounts & Financial Year:**

ISM will maintain a separate book of accounts for ISMA. For all financial purposes the financial year of ISMA will be the same as ISM observes. Annual Budget must be prepared and presented to the Patron-in-Chief after discussion and ratification at an Executive Committee meeting. This budget is subject to approval by the Patron-in-Chief after discussion with the SMC-ISM. Sanction of ISMA funds would be require application

addressed to the Patron-in-Chief with four signatories viz., ISMA-President, ISMA-Treasurer and two other Executive Committee Members. The annual spend limit by ISMA for its own functions would be limited to 20% of the annual revenue collected in favor of ISMA in the respective financial year. All funds received towards ISMA would be in favor of 'Indian School Muscat' only.

**d) Bank Authorized Signatory:**

All bank transactions of ISMA, the three Authorized Signatories will be viz., Patron-in-Chief, ISM - Finance Manager and SMC - President / SMC - Convener / SMC - Treasurer.

**e) Elections:**

- Elections for the office bearers and six executive committee members shall be held once in two years at the AGM
- The Patron-in-chief or his appointee (ISM staff) shall function as the Returning Officer for conducting the elections in a structured manner
- Nominations for the elections shall be received two weeks in advance
- Criteria – Office Bearers position: Candidate must have studied at ISM for at least four continuous years / passed out of Class X or XII from ISM
- If the required number of nominations are not received the Returning Officer reserves the right to invite proposals at the AGM
- Only those members present at the AGM shall vote in a secret ballot
- All executive committee members must be valid resident visa holders of Oman
- Age Criteria: All candidates contesting for Office Bearers and Executive Committee positions should have completed 21 years of age as of 1<sup>st</sup> April of the respective year
- No executive role can be held for more than two consecutive terms (four years)
- ISMA executive member cannot hold any other position at ISM that conflicts with role at ISMA
- The Returning Officer shall call for nomination for ISMA under the following categories: President, Vice President, Secretary, Joint Secretary, Treasurer and six executive committee members, at least thirty days before the AGM

- Each nomination paper must be scrutinized and signed by the Returning Officer
- Ballot paper will be counted by the Returning Officer at the end of voting in presence of the SMC – ISMA Coordinator and ISM – ISMA Coordinator and thereafter the result would be declared and certified by Returning Officer
- In case of tie of votes, the decision of the Patron-in-chief will be final and binding
- All executive committee members shall obtain a Police Clearance Certificate (PCC) before assuming office

**f) Membership:**

- Eligibility: Any child who has studied for two continuous years at ISM / passed out of Standard X or Standard XII from ISM
- Life Membership: RO. 25/- (one time)
- All students passing out of Standard XII from ISM could have their membership collected along with the last quarter fees of RO. 15/- (one time)
- All ex-students who have left ISM since 2012 and thereafter who produce valid student certificate for up to undergraduate course: RO. 15/- (one time)
- All those whom have joined ISMA earlier by remitting the fees earlier need not pay provided the name and payment details are available on the existing database of ISMA
- Termination of Membership: Any member found to be indulging in anti professional activities against the ISMA, ISM or the society at large will be placed before the executive committee for due consideration of termination of membership and the majority's decision will be final

**g) Meetings:**

All General Body, Executive Committee and other official ISMA meetings will be held at Muscat only.

- Annual General Body Meeting (AGM): Must held once a year (preferably every April)
- Executive Committee Meeting (ECM): Must held at least once in three months
- Sub-committee Meeting (SCM): To be held whenever deemed necessary or instructed by the Executive Committee

- Extra-ordinary meeting (EOM): Shall be called for subject to a written requisition raised by at least six members of the executive committee (including office bearers)
- Emergency Meeting (EM): Shall be called for by the President / Secretary under reasonable circumstances
- Quorum: At all executive committee meetings, at least two office bearers and three executive committee members must be present along with the Patron-in-chief, ISM – ISMA Coordinator and SMC – ISMA Coordinator
- The minutes of the executive committee meeting should be approved by the Patron-in-Chief
- Failure of any executive committee member to attend three consecutive executive committee meetings shall forfeit the membership in the executive committee
- Executive Committee Meeting (ECM): whether ordinary or extra-ordinary shall specify the venue, date and time of the meeting along with the agenda of the meeting and minutes of the previous meeting, which shall be sent to every Executive Committee member and Patron-in-Chief at least a week in advance
- Annual Reunions should be organized every year in the month of December

**h) General Rules:**

- All fund collection on behalf of ISMA should be approved by the Patron-in-chief and must be collected in digital form in favor of 'Indian School Muscat' only
- Annual Reunions of the alumni are solely the responsibility of the Executive Committee
- All Life members shall be issued an Identity Card within thirty working days following the payment for the same
- The school's name and relevant logos should not be used for by fellow chapters without the permission of the Patron-in-Chief and SMC
- No membership details shall be shared amongst ISMA members without the written consent from the concerned person and approval from the Patron-in-Chief
- All documents, websites, emails, logos, forums, social platforms, digital media, member database pertaining to ISMA are the sole property of ISM

i) **Dissolution:**

The school management committee and Patron-in-Chief reserve the right to dissolve any executive committee in the event of any untoward incident within ISMA or at ISM related to ISMA.

j) **Registry of Members:**

The Patron-in-Chief or his appointee shall be the custodian of all documents or data related to ISMA. Registry of member database shall be made available to the Executive Committee. Detailed information regarding database of members would be communicated from the desk of the Patron-in-Chief (at his/her judgment) from time to time, based on the official request raised. No membership details will be shared amongst ISMA members without the written consent from the concerned person and approval from the Patron-in-Chief.

k) **Amendments:**

This constitution / Bye-laws should not be repealed, amended or altered except by a resolution passed wherein all executive and non executive members and a minimum attendance of one hundred members are present at a General Body meeting and ratified by SMC-ISM.

l) **Dispute Resolution:**

Resolution of any disputes related to the alumni on any matters or among the office bearers / executive committee members shall be done by the Patron-in-Chief whose decision will be final and binding.

**SPECIMEN OF ISM ALUMNI MEMBERSHIP CARD**

			
<b>INDIAN SCHOOL MUSCAT ALUMNI</b>			
BACK TO THE PAST THROUGH THE FUTURE			
Name	:		
Batch	:		
Membership No:			
Member since	:		<b>Principal</b>
www.ismoman.com		email: ismalumini.oman@gmail.com	
<ul style="list-style-type: none"><li>• This card should be used with a valid photo ID card for identification purposes for all ISMA related activities</li><li>• The use of this card is subject to all terms and conditions accompanying the card and all future amendments</li><li>• This card is non-transferable</li><li>• This is not a credit card</li><li>• This card is to be produced for all the loyalty programmes as per the terms and conditions agreed with Indian School Muscat</li></ul>			
This card is the property of Indian School Muscat, If found kindly return to: PO : 2470, PC : 112, INDIAN SCHOOL MUSCAT PHONE : (+968) 24702567 Fax: (+968) 24794919			