



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

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## **ELECTION BYELAWS**

### **(For Appointment of Office Bearers & Executive Committee Members)**

#### **SECTION I: Introduction**

The appointment of the office bearers will be through an election held at an annual general body (AGM) meeting held once in two years. The nominations are invited from team leaders who will be facing elections for the position of the ISMA President. Each Presidential candidate will form and represent his/her team comprising a total of five members including themselves for the positions (President, Vice President, Secretary, Joint Secretary and Treasurer). The Patron-in-chief or his appointee (ISM staff) shall function as the Returning Officer for conducting the elections in an organized manner. Nine executive committee members will be nominated solely by the Patron-in-Chief.

#### **SECTION II: Aims & Objectives of ISMA**

- 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: Functions of Office Bearers & Executive Committee 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 nine elected executive members
- ✓ Authority for nomination of the executive committee members will solely remain with Patron-in-Chief
- ✓ 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

**SECTION III: Pre-requisites for Candidates**

- 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
- Criteria for Office Bearers position: Candidate must have studied at ISM for at least four continuous years / passed out of Class X or XII from ISM
- All candidates must be Life member of ISMA as per school records

**SECTION IV: Rules & Regulations**

- No executive role can be held for more than two consecutive terms (four years)
- No ISMA executive member can hold any other position at ISM that conflicts with role at ISMA
- If the ISM-SMC coordinator or SMC-ISMA coordinator is an ISMA member, then he/she cannot hold any executive committee role in ISMA.
- Nominations for the elections shall be received two weeks in advance
- The Returning Officer shall call for nomination for the position of ISMA President at least thirty days before the AGM
- Each Presidential candidate shall submit his nomination with the details of the members of his/her team who would be deputed to the positions of Vice President, Secretary, Joint Secretary and Treasurer.

- Each nomination paper must be scrutinized and signed by the Returning Officer
- If the required number of nominations are not received the Returning Officer reserves the right to invite proposals at the AGM
- 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
- All Office Bearers shall administer an oath to the up keeping of ISM, ISMA & their values and dutifully discharge the duties conferred on them under the guidance of the Patron-in-Chief

#### **SECTION V: Amendments**

These byelaws 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 the Patron-in Chief.

#### **SECTION VI: 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.

#### **SECTION VII: Dissolution**

The school management committee (SMC) 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. Any executive member found to be indulging in any anti-professional activities against the ISM, ISMA or the society at large will be placed before the of the SMC office bearers and Patron-in-Chief for due consideration of termination of executive position and/or membership and the Patron-in-Chief decision will be final.