

NOTE

ON

**CREATION OF CHAPTERS AND ELECTION OF
CHAPTER CHAIRPERSONS**

AND

REGIONAL COUNCIL AND CHAPTER MANAGING COMMITTEE

(approved by the Executive Board on 29.9.2011)

**1. PROVISIONS OF REVISED MEMORANDUM OF ASSOCIATION AND
RULES**

ARTICLE 1:

...

There would be a three tier, federal decentralized structure of governance with strong central collective leadership and coordination system. This may consist of National and Regional bodies and Local chapters.

The Executive Board shall have the power to group the members into Regions in furtherance of the aims and objects of the Association.

Each Region may comprise Local Chapters at the State level. The number of Chapters in a Region would depend on the number of member Institutes in the Region/State. Accordingly, AIMS may have about 12 Chapters in the country to begin with.

2. FORMATION OF REGIONAL COUNCILS AND CHAPTERS

At the last General Body meeting held on 26th August, 2011, it was decided to form the chapters and elect the chapter chairpersons, but without specifying the structure of the chapters and their linkage to the Regional Councils.

Therefore, the following points on election and structure of the regional councils and chapters, etc., was considered and approved by the Executive Board:

- i) Elect the President, Treasurer, Ninth Member at the national level (by all valid institutional members at all-India level);
- ii) Elect the Regional Vice-President of each Region, at the Regional level (by all valid institutional members of a region);
- iii) Elect the two Executive Board members also at the Regional level;

- iv) Elect the Local Chapter Chairpersons at the Chapter level (by all valid institutional members of a chapter); and
- v) Regional Vice-President of each Region, two (three in case the ninth member also gets elected from the same Region) Executive Board members and other Chapter Chairpersons shall form the Regional Council.

3. FORMATION OF CHAPTERS

- ★ A State with a membership of 20 may be formed into a Chapter;
- ★ In case there is a State with a membership of less than 20, it may also be considered for creation of a separate Chapter, as a special case, with addition of one or more contiguous States having less number of members;
- ★ The moment any such State in the Group attains a minimum membership of 20, it can be formed into an independent Chapter;
- ★ AIMS Secretariat, upon approval by the Executive Board or the President, AIMS, announces the constituents of each Chapter;
- ★ A Chapter Chairperson and other Office Bearers of the Chapter Managing Committee shall be elected by the institutional members of the Chapter, with a tenure of one year from one Annual General Body meeting to the next;
- ★ The elections to the Chapters shall be held along with the elections to the other office bearers/members of AIMS Executive Board; and
- ★ Any valid institutional member can contest only one position of the Chapter.

4. REGIONAL COUNCIL AND ITS FUNCTIONS

Structure

- ★ Regional Vice-President
- ★ Executive Board members of the Region
- ★ Other Chapter Chairpersons
- ★ May have a few more members from industry as invitees on the Regional Council

Activities and funding

- ★ The Regional Council is responsible for planning and conducting the activities of the Association in the Region; and
- ★ It should be able to generate income through membership drive, programmes, consultancy, etc., and may use the funds to cover the costs incurred by the Regional Council;

Bank Account Operations

- ★ It is responsible for maintaining and operating the bank account of the monies received and spent on Association's Programmes in the Region during the accounting year of the Association;

- ★ The bank account may be titled with the name of the Council, e.g., “AIMS Southern Regional Council Account” and operated by any two authorized signatories out of the three nominated for the purpose: Regional Vice-President, One Executive Board Member and one of the Area Chairpersons;
- ★ Appropriate resolution will be passed in the meeting of the Executive Board and forwarded to the respective Regional Vice-President for opening (transferring the operations) of the bank account.

Council Meetings

- ★ The Council meetings will discuss the annual budget which will cover financial budgets of all Chapters in the Region, planning of activities within the Region, operational matters, etc;
- ★ The Council may meet at least four times in a year, at appropriate intervals;
- ★ Quorum for the Council’s meeting is fixed at three with the Regional Vice-President presiding over the meetings.

Office Premises

- ★ Regional Council may have necessary secretarial and administrative support, with its office located in a hired building, depending on the financial capability of the Council or Regional Vice-President’s Office, if possible.

5. CHAPTER AND MANAGING COMMITTEE

Structure:

The Chapter Managing Committee shall comprise the following office bearers:

- ★ Chapter Chairperson) (shall be elected by the valid institutional
) members of the Chapter)
- ★ Chapter Vice-Chairperson)
)
- ★ Treasurer)
)
- ★ Secretary)
- ★ Two Co-opted Members (by the Chapter, but optional)
- ★ One Nominated Member (by the Chapter, from the industry)

Functions and responsibilities:

Planning of events and funding

- ★ Chapter is responsible for planning and conducting the activities of the Association in the Chapter;

- ★ It should be able to generate income through membership drive, programs, consultancy, etc., and may use the funds, as specified below, for all the events, programmes, consultancy, and so on, carried out by the Chapter, including all administrative and other costs;

Bank Account Operations

- ★ It is responsible for maintaining and operating the bank account of the monies received and spent on Association's Programmes in the Chapter during the accounting year of the Association;
- ★ The bank account may be titled with the name of the Chapter prefixed, e.g., "Hyderabad Chapter Account" and operated by any two authorized signatories out of the three nominated for the purpose: Chapter Chairperson, Treasurer and Secretary;
- ★ Appropriate resolution will be passed in a meeting of the Executive Board and forwarded to the respective Chapter Chairperson for opening/transferring the operations of the bank account.

Managing Committee meetings

- ★ The Committee meetings will discuss activities within the Chapter, the annual financial budget of the Chapter, operational matters, etc;
- ★ The Chapter may meet at least four times in a year, at appropriate intervals;
- ★ Quorum for the Chapter Managing Committee's meeting is fixed at 1/3rd of the total institutional members of the Chapter or four, whichever is less, with the Chapter Chairperson presiding over the meetings; and
- ★ The proposals on various activities of the Chapter need prior approval of the Regional Council.

Office Premises

- ★ Initially, the Office of the Chapter Managing Committee may be in a hired building or Chapter Chairperson's Office, if possible.

6. SHARING OF NET SURPLUS AMONG AIMS HEADQUARTERS, REGIONAL COUNCILS AND CHAPTERS

| Sl. No | Revenue Source | Share of HQs Council %age | Share of Regnl Chapter %age | Share of %age |
|--------|-------------------------------------|---------------------------|-----------------------------|---------------|
| 1 | New Life Membership Fee | 50 | 5 | 45 |
| 2 | New Annual Membership Fee | 65 | 10 | 25 |
| 3 | Renewal Membership Fee | 100 | 0 | 0 |
| 4 | Membership Admission Fee | 100 | 0 | 0 |
| 5 | Academic Programmes, incl FDPs, etc | 25 | 10 | 65 |
| 6 | Consultancy | 25 | 10 | 65 |

The Membership Fee comes direct to the Secretariat, which will in turn transfer the share of the Regional Council and the Chapters; but, in the case of others, the Chapter concerned will be responsible for collection and transfer of the shares of the Secretariat and the Regional Council.

Regional Councils should be self-sufficient and there could be some programmes at the national and regional level which may be subsidized by the Headquarters. In addition to the national Convention every year, Conventions at the regional level also may be thought of.

State-wise Membership as on 5.8.2011

| Sno | North | Members |
|-----|------------------|------------|
| 1. | Chandigarh | 2 |
| 2. | Delhi | 35 |
| 3. | Haryana | 10 |
| 4. | Himachal Pradesh | 1 |
| 5. | Punjab | 5 |
| 6. | Rajasthan | 12 |
| 7. | Jammu & Kashmir | 2 |
| 8. | Uttar Pradesh | 54 |
| 9. | Uttaranchal | 4 |
| | Total | 125 |

| Sno | East | Members |
|-----|--------------|-----------|
| 1. | Assam | 5 |
| 2. | Bihar | 1 |
| 3. | Chattisgarh | 6 |
| 4. | Jharkhand | 8 |
| 5. | Manipur | 1 |
| 6. | Meghalaya | 1 |
| 7. | Odisha | 25 |
| 8. | West Bengal | 19 |
| | Total | 66 |

Chapters

North

| | |
|------------------------------|----|
| Delhi | 35 |
| Uttar Pradesh | 54 |
| Rajasthan with Rest of North | 36 |

East

| | |
|-------------------------------------|----|
| Odisha | 25 |
| W.B/N.E | 26 |
| Jharkhand with Chatisgarh and Bihar | 36 |

State-wise Membership as on 5.8.2011

| Sno | West | Members |
|-----|----------------|------------|
| 1. | Goa | 3 |
| 2. | Gujarat | 25 |
| 3. | Maharashtra | 118 |
| 4. | Madhya Pradesh | 28 |
| | Total | 174 |

| Sno | South | Members |
|-----|----------------|------------|
| 1. | Andhra Pradesh | 72 |
| 2. | Karnataka | 68 |
| 3. | Kerala | 12 |
| 4. | Tamilnadu | 54 |
| 5. | Pondichery | 1 |
| | Total | 207 |

Chapters

West

| | |
|-------------|-----|
| Maharashtra | 121 |
| Gujarat | 25 |
| MP | 28 |

South

| | |
|------------------------|----|
| Andhra Pradesh | 72 |
| Karnataka/Kerala | 80 |
| T.N and Pondicherry | 55 |