



AIMA

ALL INDIA MANAGEMENT ASSOCIATION

ALLINDIAMANAGEMENTASSOCIATION



MODEL CONSTITUTION

for

Local Management Association

(BASED ON ALL INDIA MANAGEMENT ASSOCIATION RULES & REGULATION)



AIMA'S VISION

**“To be a leader in Management
Development Movement”**

AIMA'S MISSION

**“We facilitate individuals
and organizations realize their
potential”**

**MODEL CONSTITUTION FOR LOCAL
MANAGEMENT ASSOCIATIONS
MEMORANDUM OF ASSOCIATION**

1. NAME

The Name of the Society is.....
hereinafter called the.....

2. REGISTERED OFFICE

The Registered Office of the Society shall be situated in the State/Union Territory of.....

3. OBJECTS

The Association shall be public, charitable, literary and scientific society having for its objects, inter alia :-

- (a) to promote and develop education in scientific management;
- (b) to promote amongst members exchange of knowledge, experience and ideas on sound management principles and practices;
- (c) to make available benefits of its activities and facilities to the public at large without any distinction;
- (d) to promote education in theory and practice of management and related subjects through meetings, discussions, lectures, research projects, seminars, conferences, programmes of studies, dissemination and

* The name of the Association should be identified by the name of the city in which its Registered Office is located. It is mandatory not to use the name of state, as more than one Association may exist, or may come up in state.

exchange of information, experience and ideas, libraries, publication of booklets, abstracts, journals and periodicals. Also to publish books and conduct classes for AIMA Diplomas in Management in consultation with AIMACouncil;

- (e) to maintain for the benefit of the members of the Association liaison with organizations interested in management such as trade associations, Chambers of commerce and other management associations in the State;
- (f) to collaborate and cooperate with local chapters of other professional bodies and with educational and research institutions having similar objects;
- (g) to receive and accept subscription, fees, gifts, donations and grants, scholarships in cash or in kind;
- (h) to accept, purchase, receive, take on lease or hire or otherwise acquire any movable or immovable property, rights or privileges; and
- (i) to do all such acts, deeds and things that may be necessary or incidental or conducive to the attainment of the objectives of the Association.

The activities of the association shall be confined to the municipal areas where it is located and two or more contiguous municipal areas where there is no other Local Management Association.

4. EXECUTIVE COMMITTEE

The names, addresses, occupations and designations of the present members of the Executive Committee, to whom the management of affairs of the Association are entrusted, as required under Section 2 of the Societies Registration Act, are given on the next page.

Names and Addresses Occupations Designations

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)
- (vii)

5. DESIROUS PERSONS

We, the undersigned, are desirous of forming a Society namely.....under the Societies Registration Act in pursuance of theMemorandum of Association of the Society.

Names and Addresses Occupations Signatures

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)
- (vii)

Date :

Witness :

Place :

Note : Clauses 4 and 5 are meant for LMAs seeking fresh registration under the Societies RegistrationAct.

RULES AND REGULATIONS

1. DEFINITIONS

The words and expressions contained in these Rules and Regulations shall have the same meanings as in the Act of statutory modifications thereof. However, the following words and expressions shall have the meanings expressed against each, unless they are repugnant to the subject or context:-

“Act” shall mean the Societies Registration Act.....

“Association” shall mean the
Management Association

“AIMA” shall mean the All India Management Association

“AIMA Council” shall mean the Council of Management of All India Management Association

“Committee” shall mean the Executive Committee of the Association.

“Electoral Votes” shall mean the number of votes available to different classes of members for different purposes, as outlined in these Regulations and related by-laws.

“Financial Year” shall mean the accounting year of the LMA, commencing on the 1st day of the April and ending on the 31st day of March each year.

“Regions”

Regions	States/Union Territories
(a) Eastern Region	Assam, Nagaland, Odisha, Bihar, Jharkhand, West Bengal, Arunachal Pradesh, Manipur, Tripura, Sikkim, Meghalaya, Mizoram and Andaman & Nicobar Islands.
(b) Western Region	Maharashtra, Gujarat, Goa, Daman & Diu, Madhya Pradesh, Rajasthan, Uttar Pradesh and Chhatisgarh.
(c) Northern Region	Jammu and Kashmir, Uttar Pradesh, Uttarakhand, Punjab, Rajasthan, Haryana, Himachal Pradesh, Delhi and Chandigarh.
(d) Southern Region	Andhra Pradesh, Kerala, Karnataka, Tamil Nadu, Puducherry and Lakshadweep.

Note : In case of bifurcation of any of the above states, the newly created state (s) will form part of the same region as the parent state.

2. MEMBERSHIP

The Association shall have the following classes of membership :-

(j) Institutional Members

Any firm, corporation, government enterprise, Chamber of Commerce or like institution interested in the development of management shall be eligible for Institutional Membership. Institutional Members may be :

(a) Local Institutional Members

To be decided by the Local Management Associations in accordance with organizations existing in their territory. A model for consideration by LMAs could be :

- (A) |
- (B) | Based on the number of employees
- (C) | in each organization.
- (D) |

(b) Combined Institutional Members

Those organizations who wish to become members of LMAs and AIMA based on the criteria laid down in AIMA Constitution.

(ii) Individual Members

Any Individual holding a position in an industrial or commercial firm, Government enterprise, consulting firm or any other like establishment, which involves the study and application of management principles and the effective utilisation of human and material resources, also any individual teaching management subjects in an educational institution, shall be eligible for individual Membership.

(iii) Professional Individual Members

Those who are professionally qualified, hold managerial positions in industry or government and/or engaged in management teaching qualify for this class of membership. They shall, however, fulfil the specific requirements for each grade of the membership as prescribed in the AIMA Rules and accept the Code of Conduct.

(iv) Honorary Members

Distinguished persons who have rendered outstanding service in the field of management may be invited by the Committee to be Honorary Members of the Association.

(v) Patrons

Any firm, company, organization, corporation or individual making a substantial donation to the Association shall be appointed a 'Patron' of the Association. Such appointments will be decided by a majority of members of the Committee present at a meeting, of the Committee. The Committee will also, by a simple majority of Committee members present at a Committee meeting, decide any question as to any other form of recognition which it might consider necessary to give to Patrons.

(vi) Visiting Members

Visiting Members shall be individuals visiting India who shall have been admitted by the Committee as Visiting Member for a period not exceeding two months.

(vii) Student Members

They shall be persons who have attained the age of

18 years and are enrolled as students in an institution teaching management subjects or the AIMA for its Diploma examination or of management association/institution for its professional examinations shall be eligible for student membership. Application for student Membership shall be sponsored by the Head of the Association/Institution in which the candidate has enrolled himself as a student. No such member shall remain Student member after reaching the age of 28 years except those who are pursuing the AIMA Diploma in Management.

(viii) Temporary Members

Any individual engaged in or having an interest in management may be admitted to Temporary Membership for a period not exceeding two months.

3. AIMA MEMBERSHIP

3.1 The Association shall be or become a member of the All India Management Association and shall comply with the following requirements:-

3.1.1 Provisional Membership

An LMA Member, for affiliation with AIMA as a Provisional Member, shall fulfil the following conditions :-

- (a) It shall be a registered body under the Societies Registration act in its respective State/Union Territory;
- (b) Its territorial limit shall be the municipal limits of a large municipality or two or more contiguous entities depending upon its viability;
- (c) It shall have at least five institutional members and at least 30 individual members (excluding student

members) who shall belong to at least three different organizations;

In the cases of less Individual Members enrolled by new LMAs, each Institutional Member will have a weightage equal to 5 Individual Members and if the total strength becomes equal to 35 Individual Members, the same can be considered for provisional membership;

- (d) It shall be economically viable;
- (e) Its constitution shall be based on the model constitution provided by AIMA;
- (f) It shall submit, once a year, to AIMA a list of its members, annual report and audited accounts;
- (g) Provisional Membership will be for three years duration;
- (h) It shall adopt and abide by the Model Constitution and may include modifications/additions to suit the local conditions;
- (i) It shall have no voting rights and representation on the AIMACouncil;
- (j) New LMAs will use the name of the city as prefix and not the name of State; and
- (k) All applications for Provisional Membership should be routed through/recommended by one of the Non-Rotating LMAs from the region who should examine in detail that the LMA will be able to sustain its activities.

3.1.2 Full Membership

After completion of "Provisional Membership" period of three years, the LMA shall have on its roll at least five institutional

members and at least 50 individuals (excluding student members) who shall belong to at least five different organizations. In the event of the LMA not achieving the membership specified above, after the three years period, the provisional membership may be extended by the AIMA Council after due consideration of the circumstances.

The AIMA Council will have the discretion to waive any clause of the admission criteria and to reduce the three years period of provisional membership (by a maximum period of one year) in cases of excellent performance as determined by the AIMACouncil.

In the case of less Individual Members enrolled by new LMAs, each Institutional Member will have a weightage equal to 5 individual members and if the total strength becomes equal to 55 Individual Members, the same can be considered for full membership.

3.2 Subscription

- (a) The subscription fee payable by the Association to AIMA will be five percent of the total subscription i.e., subscription directly received by the LMA plus the share paid by AIMA to the LMA on behalf of Combined Institutional Members and PIMs (all categories), based on the Audited Statement of accounts for the preceding financial year, subject to minimum of Rs. 1,000/- per annum. A copy of the audited accounts shall be submitted to the AIMA along with the subscription within six months from the closing of the financial year of the LMA.
- (b) Non-submission of annual audited accounts, non-payment of subscription within the stipulated period and violation of any of the above conditions, shall result in

the Association being treated as defaulter, which may result in termination of its membership of the AIMA as per its Rules and Regulations.

4. ELECTORAL VOTES

Each LMA will be considered in terms of electoral votes it commands. The total electoral votes applicable will be calculated as follows :-

- Professional Individual Members - One electoral vote per member

- Corporate / Institutional Members
Those paying
 - Annual subscription to the LMA upto Rs.2000/- - One electoral vote per member
 - Annual subscription to the LMA between Rs.2001/- to Rs.5000/- - Two electoral vote per member
 - Annual subscription to the LMA above Rs.5001/- - Three electoral vote per member

5. TRANSFER OF MEMBERSHIP

In order to maintain continuity of membership, activities, fees etc., a transfer or change of assignment in the case of individual members or change of Registered Office in the case of institutional members from one city to another, their membership may be transferred to the LMA in or near the city of their transfer/ change by mutual consent of both the LMAs.

6. SUBSCRIPTION

6.1 Entrance Fee and Annual Membership subscription payable by various classes of members shall be as follows :

(a) Local Institutional Members : Categories and subscription to be decided by Executive Committee depending on the local conditions.

(b) Combined Institutional Members & Profession Individual Member of AIMA and LMAs; As per AIMA Rule

(c) Share to LMAs

In the case of combined Institutional and Professional Individual Members, AIMA shall pay 25% of the subscription fee to the LMA to whom the member has been affiliated. However, in case of Corporate Members and Life Members, 25% of the average return (as determined by the Finance Committee) on the amount paid by such members as invested by AIMA shall be paid annually to the concerned LMAs.

(d) Local Individual Members

(e) Patron Members

(f) Visiting Members

(g) Student

To be decided by the Executive Committee

6.2 The Committee may alter the rates of entrance fee and subscription for all classes of members except those of Professional Individual Members/Combined Institutional Members. These alterations, shall be done by LMA in consultation with the AIMA Council.

7. REGISTRATION, TERMINATION AND RE-ADMISSION

7.1 Any member who shall, for any reason, cease to be a member, shall nevertheless remain liable for and shall pay to the Association all money which at the time of ceasing to be a member may be due from such member to the Association.

- 7.2 A member, whose membership has terminated during any year, shall not be entitled to any rebate of membership subscription paid or payable for that year irrespective of the date on which his membership terminated.
- 7.3 A member, whose membership has terminated, may seek re-admission provided he pays all the arrears of subscription and such other money as may be due from him to the Association and subject to other rules of the Association framed for this purpose.
- 7.4 On admission, a member shall be informed in writing and upon payment of the subscription to the Association or to the AIMA as the case may be, applicable to his/her/it class of membership, but not before, the member shall be entitled to the privileges and advantages of the Association as a member.
- 7.5 All individuals who being members of any other management association affiliated to the AIMA, are admitted to membership of the Association on transfer from such Association shall not be charged subscription for that period of the current financial year for which they have already paid subscription to the Association of which they were members. They will also be exempted from payment of entrance fee.

8. GENERAL MEETINGS

8.1 Annual General Meeting

There shall be an Annual General Meeting of the Association held in every calendar year and not more than fifteen months shall elapse since the holding of the last Annual General Meeting.

The Annual General Meeting may be held at such time, date and place as the Executive Committee may decide.

A written notice of not less than twenty-one days shall be given of each Annual General Meeting to every member, which shall contain the time, date and place of the meeting and a statement of business to be transacted thereat.

The following business shall be transacted at every Annual General Meeting :

- (a) To receive the report of the Committee and the audited accounts of the Association for the previous financial year and to adopt the same;
- (b) To record the election of members of the Committee and also the office-bearers;
- (c) To appoint Auditors of the Association for the next financial year and fix their remuneration; and
- (d) Any other business with the permission of the Chair.

8.2 Extraordinary General Meeting

An Extraordinary General Meeting of the Association may be convened by the Committee as and when it may deem fit in keeping in view the business to be transacted thereat, and shall be convened within two months of the receipt of requisition made in writing by not less than one-tenth of the total number of members. The requisition must state the objects of the meeting and must be signed by the requisitionists and deposited at the Registered office of the Association. Any business may be transacted at an Extraordinary General Meeting convened by the Committee on its own initiative and only such business shall be transacted at an Extraordinary General Meeting convened on requisition as may have been incorporated in the requisition asking for the convening of such a meeting. If the Committee does not proceed within twenty-one days from

the receipt of the requisition in the Office of the Association, the requisitionists or a majority of them may themselves call the meeting, but in either case any meeting so called shall be held within two months of the date of the deposit of the requisition. Not less than twenty-one days notice to members specifying the time, date and place of the meeting and in case of special business the general nature of such business shall be given to members.

8.3 Quorum

Fifteen members of the Association shall constitute quorum for general meetings of the Association, whether Annual General Meeting or Extraordinary General Meeting.

8.4 Adjournment of General Meetings

If within half an hour of the time appointed for a general meeting, other than the one convened on a requisition, the quorum is not present, the meeting shall stand adjourned to such day, time and place as the President may fix and notice of such adjournment shall be given. At the adjourned meeting, the members present shall constitute quorum. If within half an hour of the time fixed for a general meeting convened on a requisition, the quorum is not present, the meeting shall stand dissolved.

8.5 Voting

- (a) Each Combined and Local Institutional Member shall be entitled to nominate one representative for every Rs. or any part thereof of their annual subscription for attending general meetings of the Association with a maximum of four representatives each. Each one of such representative shall have one vote.

- (b) Each Professional Individual and Local Individual Member shall have one vote at a general meeting of the Association.
- (c) Honorary and Visiting Members may participate in all the activities of the Association and may also attend and speak. but not vote in any general meeting.
- (d) A student member shall have no voting right.

8.6 Casting Vote

At all general meetings, voting shall be by a show of hands. Unless a poll is so demanded a declaration by the Chairman that a resolution has, on a show of hands, been carried or not carried unanimously or by a particular majority, or lost, and any entry to that effect in the book of the proceedings of the Association shall be conclusive evidence of that fact. Only members present in person at the meeting shall be entitled to vote on a show of hands. In the event of equality of votes, the Chairman of the meeting shall have a second or casting vote.

8.7 Minutes of General Meetings

Minutes of proceedings of every General Meeting shall be recorded in the Minutes Book maintained for the purpose and signed by the Chairman of the said meeting within thirty days or in the event of his/her inability to sign for reasons of his/her death or physical incapacity, by a Committee member appointed for this purpose. The pages of the Minutes Book shall be consecutively numbered and each page of minutes of proceedings of each general meeting shall be initialed and the last page shall be signed and dated by the Chairman.

9. EXECUTIVE COMMITTEE

9.1 Composition

The Executive Committee may be composed of the following:

- (a) President;
- (b) Vice-President;
- (c) Honorary Treasurer;
- (d) Honorary Secretary;
- (e) Immediate Past President;
- (f) Not less than one representative of the Institutional Members;
- (g) Not less than one representative of Professional and Local Individual Members; and
- (h) Not more than four persons co-opted as members by the Committee.

No office-bearers shall hold office for more than two years.

9.2 Election of Executive Committee

Rules for the Election of Members of the Executive Committee shall be framed by the Association and incorporated herein. (The Rules and Regulations for AIMA may be taken for guidance.)

9.3 Appointment of First Committee Members

The first members of the Executive Committee shall be appointed by the signatories to the Memorandum of Association of the Association. If committee members are not appointed by the signatories, the signatories shall be deemed as the first members of the Committee and their

tenure shall last till the end of the first Annual General Meeting at which new Committee members shall be appointed.

9.4 Casual Vacancies

If any vacancy shall occur in the office of the President during the two Annual General Meetings, the person acting as Vice President for the time being, if any, shall become the President, and if there be no such Vice President, the Committee shall within a month of the occurrence of the vacancy appoint one of their members as President. Similarly, if any vacancy shall occur in the office of the Vice President during an interval between two Annual General Meetings, the Committee shall appoint one of their members to be the Vice President.

If any vacancy shall occur in the office of any other member of the Committee during the interval between two Annual General Meetings, the Committee shall have the power to appoint any member to be a member of the Committee.

The tenure of office of any member so appointed shall be coterminous with that of the last preceding incumbent of the office in whose vacancy he was appointed, but he shall on his retirement be eligible for re-election.

9.5 Power of the Executive Committee

The Executive Committee of the Association shall have the following powers :

- (a) To manage the day-to-day affairs and engage such employees, consultants as may be considered necessary;
- (b) To lay down policies for the working of Association;
- (c) To incur and defray necessary expenses;

- (d) To appoint sub-committees and convene its own meetings and to regulate proceedings at such meetings subject to these Rules and Regulations:
- (e) To make bye-laws and standing orders and to do all such acts, deeds and things as may be necessary for achieving the objectives of the Association:
- (f) To admit, remove and suspend a member:
- (g) To invest funds of the Association:
- (h) To prepare and present Annual Report and arrange for audit of accounts;
- (i) To hold properties of the Association in such manner as it may from time to time decide;
- (j) To fill up a casual vacancy in the Committee in such a manner as it may think fit having due regard to the representative character of the members whose exit caused the vacancy;
- (k) To frame rules, from time to time, in regard to the election of members to the Committee;
- (l) To continue in office until the conclusion of the next Annual General Meeting, which shall be succeeded by a new Committee constituted in the manner as provided for by these Regulations;
- (m) To seek all possible assistance from Non-Rotating LMAs in the Region in organizing its activities and to work in collaboration with other Local Management Associations in the Region;
- (n) Any deviations from the approved Model Rules and Regulations should only be made after prior consultation with AIMACouncil.

9.6 Meetings

The President of the Association may convene a meeting of the Executive Committee at such time, date and place as he/she may deem fit and proper and he/she shall call a meeting of the Committee if requested to do so by at least four members of the committee. A minimum of four Executive Committee Meetings are to be held in a year.

9.7 Notice

The Secretariat or the Hony. Secretary under the directions of the President. shall send at least seven days notice of every Committee Meeting to each member of the Committee and the notice shall contain the time, date and place of the meeting and details of the business to be transacted at the meeting. However, an emergent meeting may, at the direction of the President, be called by a notice shorter than seven days. Other business may, however be transacted with the permission of the Chair.

9.8 Quorum

Five members shall constitute quorum at a Committee meeting

9.9 Absence from Committee Meetings

The rules for attendance may be decided by the LMAs.

9.10 Decisions at Committee Meetings

Subject to the provisions of these Regulations, questions before the Committee shall be decided by a majority of the votes of the members present.

9.11 Circulation of Resolution

The Committee may pass a resolution by circulation provided

the resolution in draft form is circulated among the Committee members and is approved by majority.

9.12 Proceedings of the Committee Meetings

The Secretariat shall record within thirty days minutes of proceedings of the Committee Meetings in the Minutes Book kept for the purpose after getting the same approved by the Chairman of the said meeting.

10. OFFICE-BEARERS

10.1 President / Vice President

The President shall exercise overall control over the affairs of the Association. He/She may, however, delegate his/her powers in accordance with these Regulations or other Rules and Bye-laws framed from time to time in that behalf by the Committee. He/She shall preside over all the General and Committee Meetings of the Association. In the event of his/her absence, the Vice-President shall preside over all such meetings and in the event of his/her absence the members present shall choose one of their members to be the Chairman of the meeting.

10.2 Hony. Secretary

The Hony. Secretary shall perform such functions as the Committee may, from time to time, determine.

10.3 Hony. Treasurer

The Hony. Treasurer shall perform such functions as the Committee may, from time to time, determine.

11. FUNDS

11.1 Bank Account

The Association may open one or more Bank Account (s) and the Committee of the Association may authorise its members and/or officers/employees of the Association to operate the same in the manner and to the extent that may be determined by it. All subscriptions, donations, grants and other money of the Association shall be deposited in the Bank Accounts of the Association.

11.2 Sources of Income & Utilisation of Funds of the Association

The funds and/or properties of the Association shall not be distributed among the members but shall be applied wholly for the furtherance of the objects of the Association.

11.3 Books of Account

- (a) The Committee shall cause proper books of accounts to be kept of the transactions of the Association and of the assets and liabilities thereof.
- (b) The Committee shall, from time to time determine whether and to what extent and under what conditions and regulations the accounts and books of the Association or any of them shall be open to the inspection of the members and no member shall have any right of inspecting any account or book or document of the Association except as conferred by law or authorised by the Committee.

11.4 Audit of Accounts

Once at least in every year the accounts of the Association shall be examined and the correctness of the income and

expenditure account and balance sheet ascertained by one or more auditors, who shall be qualified Chartered Accountants.

12. SUBMISSION OF ANNUAL LISTS

Once in every year, a list of members of the Governing Body of the Association shall be filed with the Registrar of Societies as required under Section 4 of the Societies Registration Act, 1860.

13. LEGAL PROCEEDINGS

The Association may sue or be sued in the name of the President/Executive Officer as per provisions contained in Section G of the Societies Registration Act, 1860.

14. AMENDMENT OF THE CONSTITUTION

Any amendment to the Constitution of the Association shall be made as per provisions of Section 12 of the Societies Registration Act, 1860.

15. DISSOLUTION OF THE ASSOCIATION

Any number not less than three-fifth of the members of the Association may determine that it shall be dissolved forthwith or at the time when agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claims and liabilities according to the Regulations of the Association. Provided that in the event of any dispute arising about the adjustment of its affairs, the same shall be referred to the Principal Court of Original Civil Jurisdiction at

16. APPLICABILITY CLAUSE

All the provisions of the Societies Registration Act of 1860 shall apply to the Association.

17. INDEMNITY

The Committee members, officers and employees of the Association shall be indemnified in respect of all acts done by them for the Association in good faith and no Committee member, officer, employee of the Association shall be liable for any act done by any of them.

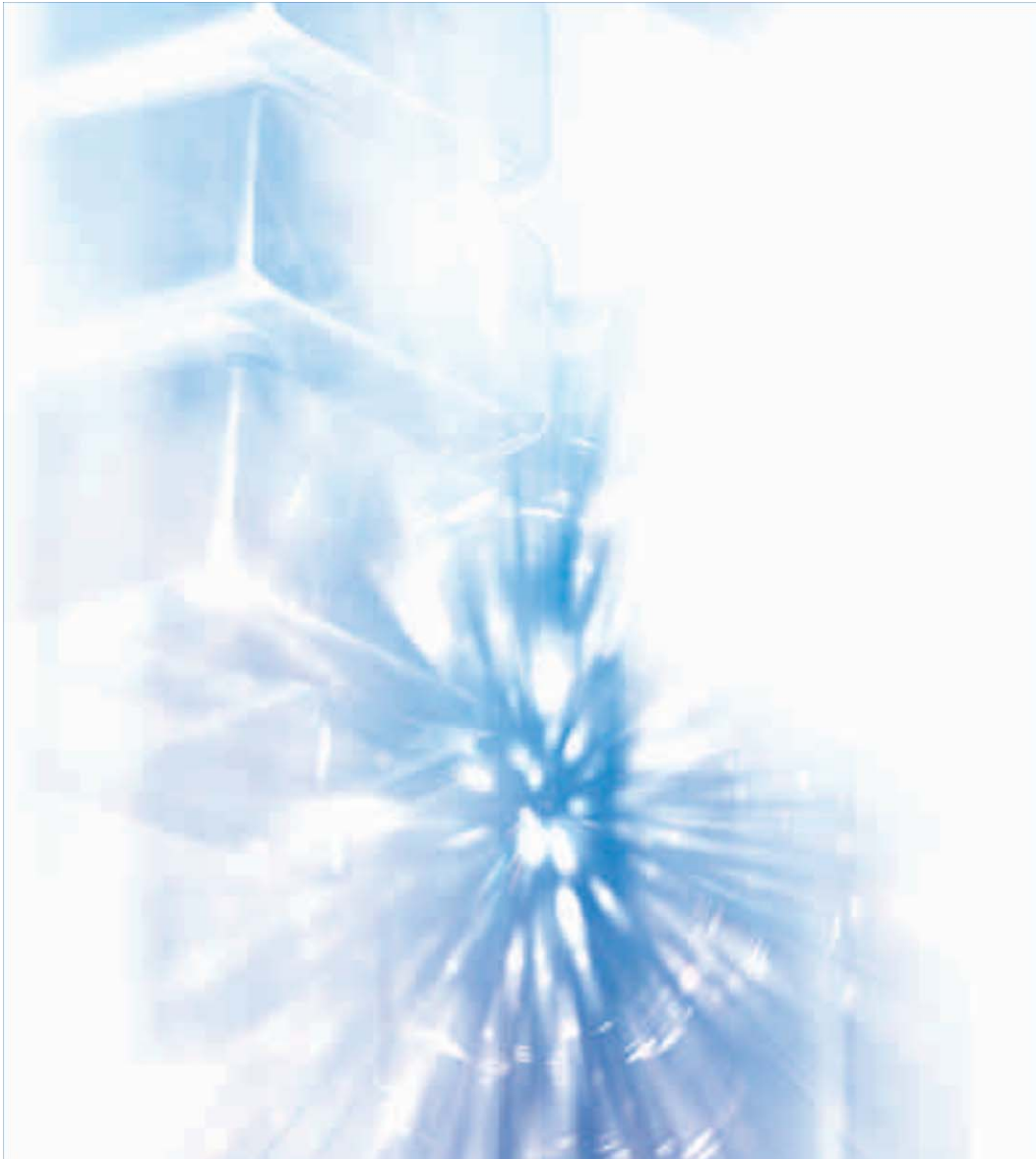
18. CERTIFICATION*

Certified that this is a correct copy of Rules and regulation of the Society.

Sd /-
President

Sd/-
Hony. Secretary

* Applicable to LMA seeking fresh registration as Society.



AIMA
ALL INDIA MANAGEMENT ASSOCIATION

ALL INDIA MANAGEMENT ASSOCIATION
Management House, 14 Institutional Area,
Lodhi Road, New Delhi-110003
Tel.: +91 11 24621323 (D); Fax.: +91 11 24626689
[E-mail: member@aima.in](mailto:member@aima.in)
Website : <http://www.aima.in>

