



# ISBAA Constitution

Ratified on June 11, 2004  
By the Inaugural ISB Senate

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## **Article 1 – Name and Description**

The name of this organization shall be the Indian School of Business Alumni Association (ISBAA). The ISBAA Senate is the governing body of the ISBAA. ISBAA Senate (or any other person or body as such authorised by the Senate) shall be the sole official body representing the ISB Alumni in all official communication, meetings and transactions that concern the alumni as a whole.

## **Article 2 – Purposes**

The purpose of ISBAA shall be:

- 1) To further the interests of the Indian School of Business and to facilitate the school to develop as a world class institution;
- 2) To encourage the continued flow of outstanding student candidates to the Indian School of Business;
- 3) To assist the Indian School of Business in keeping its curriculum and educational programs relevant to the needs of industry practitioners;
- 4) To serve as a support network for current students of the Indian School of Business in the advancement of their careers, and to actively promote the school among prospective recruiters;
- 5) To develop a strong organization able to further the career goals and enhance networking among the ISB graduates, and to provide continuing education and other services;
- 6) To promote the public visibility of the ISB globally;
- 7) To advance the level of public and private financial support of the ISB;

## **Article 3 – Membership**

Membership, subject to payment of membership fees as given in Article 4, is reserved to all Alumni of the Indian School of Business Post Graduate Programme in Management, all doctoral and post-doctoral students who have graduated from the Indian School of Business, exchange students who have spent 1 Term (6 weeks) or more at the ISB, other full-time students who have graduated from the ISB and others as decided by the ISBAA Senate.

ISBAA Senate can offer honorary membership to but not restricted to:

- 1) Past and present faculty who have taught classes for, or Administrative staff who have worked for the Indian School of Business
- 2) Individuals who demonstrate a commitment to fulfilling the purposes of the Association

#### **Article 4 – Membership Fees**

The membership in ISBAA is subject to payment of a one-time lifetime membership fee, to be included in the ISB's fee structure. Persons who have already become members of the ISBAA without paying the membership fee will continue to be considered full-fledged members of the ISBAA. These members include only the PGP graduating class of 2002, all exchange students through 2004, and the non-paying members of the batch of 2003.

However, in the future, no person would be allowed to become a member of the ISBAA, or to make use of the facilities available to a member of the ISBAA without paying the membership fee, unless the ISBAA Senate decides to grant honorary membership to that person. Qualified persons who have not joined the ISBAA may join at any time provided that they pay the fee applicable to the ISB PGP batch at the time of their joining.

The ISBAA membership fees shall be revised periodically during the annual Senate meeting. The new fees would only be applicable to members paying the fees after such a revision. The fees shall be deposited in an ISBAA account to be maintained at the ISB. Disbursements from this account may be made only in accordance with procedures established by the Senate.

#### **Article 5 – ISBAA Senate and Officers**

- 1) The Senate of ISBAA shall consist of eleven members.
- 2) The Dean of the Indian School of Business, a faculty member whom the Dean may designate, and the GSB Vice President ALCOM (i.e. the student from ongoing batch elected to the post), shall be exofficio members of the Senate without voting rights.
- 3) Seven members of the ISBAA to be elected to the Senate shall hold the post of:
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary
  - d. Treasurer
  - e. Director – Internal Liaison
  - f. Director – External Liaison
  - g. Director – Chapter Liaison

Further to Article 5.8, the elected Chairperson of the immediately preceding term will also be on the Senate for an additional term of 2 years, without voting rights.

- 4) A candidate could nominate him/herself for a specific post (as described in article 5.3) by the use of email or the Alumni website.
- 5) The Candidates having the highest number of votes shall be elected. In the event of a tie, the final decision between the tied candidates shall be made by the

previously elected Senate. If only one candidate runs, the election would be held between that candidate and 'No Vote.' Should the latter gain a majority, the position would remain unfilled until the next regularly scheduled elections.

- 6) In the advent of a vacancy on the Senate, the Senate can select the candidate for the post without election, to serve for the remainder of the departing member's term until the next election.
- 7) The elections shall be held for the posts of :
  - a. Chairperson
  - b. Vice Chairperson
  - c. Secretary
  - d. Treasurer
  - e. Director – Internal Liaison
  - f. Director – External Liaison
  - g. Director – Chapter Liaison
  - h. Chapter Office Bearers
- 8) So as to maintain continuity of purpose the outgoing Chairperson, unless re-elected subject to Article 5.10, shall continue to sit on the Senate for the next two years but shall have no voting rights during this time.
- 9) The term of each elected member shall begin on the 2<sup>nd</sup> of February and shall end 2 years later on the 1<sup>st</sup> of February<sup>1</sup>. While the Dean would hold the post in the Senate for the duration of his tenure as the Dean of the ISB, the GSB VP ALCOM will hold the position for only one year and the faculty member would hold the position for two years subject to reappointment by the Dean.

All ISBAA members described in Article 3 are eligible to serve on the Senate, with the following exceptions:

- a. Except for the Dean and the faculty designated by the Dean, after serving two consecutive terms on the Senate, either partly or for the entire duration of those terms, a member will not be eligible to serve on the Senate in the same capacity for the next term.
  - b. Members impeached as per Article 8 or Section 3 of Article 7 shall not be eligible to stand for any ISBAA election for a period of four years after impeachment.
- 10) The elections for a particular term of the Senate (e.g. 2007-2009) will be completed and the results of the elections will be announced by the 15<sup>th</sup> of October of the previous year (e.g. 2006).
  - 11) Prior to the elections, there will be a 4 day period for filing nominations followed by a 3 day period for withdrawal of nominations.

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<sup>1</sup> For the first Senate, the period leading up to February 2005 shall be considered a formative period. The formal term shall begin in February 2005 and extend through 2007.

- 12) The actual elections will take place over a 1 week period.
- 13) Invitations for filing nominations for the elections will be sent to all the alumni at least 2 weeks prior to the first date on which the nominations are going to be accepted.
- 14) The newly elected members, who will formally begin their term from the 2<sup>nd</sup> of February of the next year (e.g. 2007), will be expected to attend an informal meeting of all the newly elected members of the Senate to be held at the ISB during the next annual alumni reunion. The expenses incurred by the newly elected members in order to attend the meeting will be reimbursed by the ISBAA, subject to the reimbursement policies mentioned in Article 12.

## **Article 6 – Senate Officers and Committees**

### **1) Chairperson:**

- a. Preside at all meetings of the Senate and Association, and shall exercise the general powers of the Chairperson.
- b. Attend the ISB Graduation ceremony
- c. Assign an ISBAA member to be responsible for each event or activity planned
- d. Serve as the spokesperson for the ISBAA
- e. Attend (or sends other designee to) the annual Chapter Directors Council meeting
- f. Assign another officer to conduct Senate meeting in his or her absence
- g. Outgoing Chairperson as per Article 5.8 shall continue to sit on the Senate for additional two years after handing over to the new Chairperson
- h. Assign any missing/unelected officer duties on a rotational basis among existing Senate members.

### **2) Vice - Chairperson:**

- a. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
- b. Work with the Alumni Relations Office to develop meeting agendas
- c. Maintain close contact with the alumni office liaison

### **3) Director - Chapter Liaison**

- a. Monitor activities conducted by ISBAA Chapters to ensure fulfillment of ISBAA purpose
- b. Ensure communication and coordination between chapters, ISBAA and the ISB Alumni Relations Office.

- c. Maintains the chapter roster and communicates to ISB Alumni Relations Office all the changes in records of alumni.
- d. Maintains a chapter file with copies of the chapter charter, by-laws, correspondence, etc.
- e. Help formation of new City Chapters
- f. Solicit from Chapter Directors all information w.r.t. activities and events planned by the Chapter to update the Senate and ISBAA website

**4) Director Internal Liaison:**

- a. Interact with the ISB Career Advancement Services, GSB and GSB VP ALCOM to help with the placement process, Solstice and other PGP related functions.
- b. Plan and Execute ISBAA internal events involving ISB and ISBAA members and submit event reports to the treasurer and share the report with the Senate, within two weeks after an event to the ISB ALUMNI RELATIONS. The forms include the following:
  - i. Evaluation form
  - ii. Attendance
  - iii. Cost Summary sheet

**5) Director External Liaison:**

- a. Communicate with local media about upcoming local events/programs
- b. Provide chapter updates and Class Notes for the ISB Alumni Magazine & the ISB Alumni Newsletter.
- c. Develop a "calling tree" and fax/e-mail system to contact alumni prior to an event to ensure successful turnout at chapter activities
- d. Update the alumni website portal
- e. Plan and Execute ISBAA external events, involving external / non ISB/ non ISBAA members and submit event reports to the treasurer and share the report with the Senate, within two weeks after an event to the ISB Alumni Relations Office. The forms include the following:
  - i. Evaluation form
  - ii. Attendance
  - iii. Cost summary sheet

**6) Secretary:**

- a. Request agenda points from Senate Officers and prepare the agenda for the Senate meeting.
- b. Arrange the location and send out notices for Senate meetings.

- c. Responsible for the recording and distribution of the minutes to ISBAA by use of Alumni website.
- d. Assist the Chairperson in scheduling and conducting the Senate meetings.

**7) Treasurer:**

- a. Set up annual budget projections and actuals.
- b. Responsible for funds collected in the account, and disbursing funds as authorized by the Senate, including record keeping and reporting as required by the ISBAA.
- c. Record bank account transactions.
- d. Annually modify reimbursement limits according to Indian CPI norms as described in Article 12.1.
- e. Responsible for coordinating with the attorneys to ensure complete legal compliance with the applicable laws and regulations.

**8) Committees:**

All committees not otherwise provided for shall be appointed by the Chairperson. Committees may be composed of ISBAA members who are not on the Senate.

**Article 7 – Meetings**

- 1) Senate meetings shall be held at such times and places as the Senate may designate, but at least once every year at the ISB during the annual Alumni reunion held at ISB. Proper notice shall be given to all officers at least two months in advance. The ISB Alumni Relations Liaison shall coordinate such meetings and shall send a reminder at least ten days in advance to confirm attendance.
- 2) The Senate may also meet subject to the call of the Chairperson or at the request of three voting members of the Senate. Such meetings shall be considered special meetings of the Senate and shall not count toward fulfillment of the minimum attendance requirement for regular meetings.
- 3) A member of the Senate who fails to attend at least fifty percent of the regular meetings held during his or her term shall not be eligible to serve on the Senate for the four years following the expiration of his or her term.
- 4) The Senate may authorize participation in meeting of the Senate by means of conference telephone or other similar communications equipment that allows all persons to hear each other.
- 5) A quorum of 3 is required before any decisions taken in a Senate meeting is considered valid.



## **Article 8 – Referendum, Recall and Impeachment**

- 1) The members of the ISBAA, by Referendum, may establish the official position of the Senate on any matter of interest and concern, and within the limits of the Constitution may so direct it to advance that position. A referendum may be initiated by (a) order of the Chairperson, (b) a majority vote of the Senate, (c) petitions bearing signatures of at least 50 ISBAA members. A referendum election shall be called by the Chairperson within two weeks of its initiation. Proposals in the referendum will come into effect if it is approved by a majority vote of the members of the ISBAA who choose to cast ballots for that referendum. The quorum for such a vote shall constitute 50 members.
- 2) The Officers of the Senate may remove from office any Senate appointed representative of any committee, board, or task force by a two-thirds vote of the elected members of the Senate who cast ballots for this proceeding. The quorum for such a vote shall be 3 members.
- 3) Any Senate Officer may be impeached by a two-thirds vote of the members of the ISBAA, who choose to vote in an open, web based ballot. The quorum for such a vote shall be 50 members. Such a vote must be preceded by a 1 month advanced written notification to the Senate Chairperson, brought forward by any one of the members of the ISBAA. The Chairperson will entertain such an impeachment proposal only if the proposal is accompanied by the signatures of at least 100 members of the ISBAA. If an impeachment proceeding against a member fails, no further impeachment proceedings against that member will be entertained for a period of 6 months following the failure of the impeachment proceedings.
- 4) Impeachment proceedings against the Chairperson will be handled by the Vice-Chairperson following the procedure prescribed under articles 8.1, 8.2 and 8.3 above.

## **Article 9 – Amendment of the Constitution**

Amendments to the Constitution can be proposed by either a majority of the current members of the Senate in a meeting held in accordance with Article 7 of the Constitution, or by a referendum initiated by members of the ISBAA in accordance with Article 8.1 of the Constitution.

The proposed amendment to the Constitution will be approved if it receives a majority vote of the members of the ISBAA who choose to vote in an open, web-based ballot.

A notice of 2 weeks will be given to all members of the ISBAA before the ballot takes place, and the minimum quorum for a valid amendment to the constitution shall constitute 50 voters.

## **Article 10 – ISBAA Chapters**

Chapters may be established on a citywide, regional, or country basis. The existing ISBAA chapters include:

- Bangalore
- Chennai
- Delhi
- Hyderabad
- Kolkata
- Mumbai
- U.S.A.

Voting shall occur at the same time for all chapters to prevent multiple voting by the same individual in more than one chapter.

### **Chapter Formation and Dissolution**

New chapters may be formed with a minimum of 5 registered members. Requests for new chapter formation may be directed to the ISBAA Senate Chairperson.

Chapters falling below 5 members may be dissolved at the discretion of the ISBAA Senate.

### **Funding**

Funding may be provided by the Senate to chapters on a one-time or recurring basis. Wherever provided, the amount shall be awarded in proportion to the per capita membership of that Chapter. The minimum number of members for a chapter to receive funding shall be 20. Members must be registered as members on the ISBAA web portal in order for their chapter to qualify for funding.

Funding shall occur at the same time for all chapters to prevent multiple counting of the same member for more than one chapter.

### **Article 11 – Alumni Relations Office**

The Alumni Relations Office shall direct its staff in accomplishing the programs and activities of the Senate. The office shall have the responsibility for assembling and maintaining all permanent records of all ISBAA related activities and shall prepare and distribute publications and communications to the members. Also, the office shall provide general support to the Senate officers. An alumni staff liaison will be assigned to facilitate in planning and promoting the ISBAA, ISBAA chapters and its events.

### **Article 12 – Policy for Reimbursement**

#### **1) Eligibility**

Indian School of Business Alumni Association Senate Officers and City Chapter Presidents are eligible to be reimbursed for up to Rs. 25,000 per ISBAA Senate Meeting. Enforcement of policy and questions of eligibility are the responsibility of the Treasurer and Chairperson of the Alumni Association. The abovementioned Rs 25,000 limit for annual reimbursements shall be adjusted every Dec 31<sup>st</sup> starting in

2004 by the Treasurer according to the Indian CPI / inflation figures for the previous year. The Treasurer shall record such adjustments in a file for such purposes.

## **2) Reimbursement Policy**

The policy for reimbursement for Association funds is as follows: The reimbursement form with original receipts will be submitted to the Treasurer. The Treasurer will approve the reimbursement form. If the Treasurer is unavailable or if the Treasurer is requesting the reimbursement, the Chairperson is the designated signer for the Association. Reimbursements will be issued within 60 days of the submission of receipts.

## **3) Reimbursement Options**

Reimbursements may be paid in the following ways:

- a. A check for up to Rs 25,000 may be written to the individual requesting the reimbursement. In the event that the expenses total more than Rs 25,000, the individual will receive a letter documenting the amount above 25,000 as a donation to the ISBAA for tax purposes but will not receive reimbursement for the same.
- b. The individual can request that no funds are distributed and count the entire expense amount as a donation to the ISBAA, for which a letter documenting this donation will be sent.
- c. The individual can request that in lieu of a check being sent, that the funds can be donated to a specific fund at ISB on their behalf (i.e. Chapter Cities, Annual Fund etc...).

## **4) Substantiation**

Compliance with the Tax record-keeping requirements dictates that receipts are obtained for transportation and all other business-related expenses claimed. Original receipts are required to be submitted with reimbursement vouchers for transportation (ticket stubs), lodging (hotel and motel bills), meals, and any other expenses for which reimbursement is requested. If a credit card is used for payment, both the credit card receipt and the invoice should be submitted whenever possible.

Please do not expect to receive donation credit for any type of expense that you would not be reimbursed for. Examples of qualifying expenses are economy class airfare (or mileage, if you drive to the meeting), taxi fares, meals for yourself, hotel room (for nights of ISBAA meetings only), airport parking, car rental and gas.

**Some examples of expenses that are NOT reimbursable are:**

- Hotel rooms for additional nights prior to or after a board meeting weekend
- Meals on days prior to or after board meeting weekends
- Tickets to festivals or events included in package hotel deals
- Local or long distance telephone calls (unless ISBAA related)
- Laundry and valet services

- Personal entertainment
- Fee for traveler's checks for domestic travel
- Flight or rental car insurance
- Personal alcohol consumption (Not associated with meal)
- Credit card fees
- Meals for others (unless related to ISBAA Business, documented by annotating receipt with participants and purpose of meal)

Any other specific issues not covered by above will be decided upon by the ISBAA Treasurer.

### **Article 13 – Membership Privacy**

The mission of the Indian School of Business Alumni Association is to serve the alumni and together with the alumni to advance the interests and promote the welfare of the Indian School of Business. With this mission in mind, ISBAA shall be sensitive to concerns about ISBAA member's privacy. ISBAA shall stay committed to preserving the privacy of any personal information that an ISBAA member chooses to provide through the ISBAA website. Such information may be requested when one purchases membership, tickets to an event or register for any number of other services that ISBAA may provide. ISBAA will:

- Provide to anyone, upon request, notice of their ability to opt out of information exchanges
- Accept and maintain requests to stop receiving communication or other solicitations from ISBAA

The ISBAA will strive to protect all alumni data of a personal/private nature from loss, misuse, disclosure to any third party or unauthorized access.