

MEMORANDUM

HOLY FAMILY INSTITUTE OF NURSING ALUMNI ASSOCIATION (HFINA)

STATUTES OF THE LOCAL ASSOCIATION

The Association of **HOLY FAMILY INSTITUTE OF NURSING EDUCATION**, Alumni is a movement springs from the interest and affection which binds the alumni to HFINE Family. Through the Association, the members wish to maintain and develop the insight and inspiration received at the Holy Family Institute of Nursing Education. Alumni belongs to the Ursuline Family by reason of a special bond forged by their being educated in an Ursuline educational Centre.

Art 1: Name and Identity of Alumni Association

The Association is known as "HOLY FAMILY INSTITUTE OF NURSING ALUMNI ASSOCIATION" (HFINA)

HOLY FAMILY INSTITUTE OF NURSING EDUCATION, alumni are persons who being part of the Institution have received a preparation for life based on the Principles of the Ursuline educational system.

The education received creates in them bonds of filial loyalty and gratitude and a readiness to witness to the values of our educational system as well as a capacity for service.

"HOLY FAMILY INSTITUTE OF NURSING ALUMNI ASSOCIATION" is inspired by gratitude to participate in the Ursuline educational mission in ways that are consonant with their state in life.

To take part in the HOLY FAMILY INSTITUTE OF NURSING ALUMNI Association alumnae have to register himself/ herself in the association and accept to abide by the rules and regulations put down by the association of HOLY FAMILY INSTITUTE OF NURSING Alumni of India.

Art 2: The Association

The Association is made up of alumni who, aware of the commitments contained in the Statutes and Regulations of the HOLY FAMILY INSTITUTE OF NURSING Association of Alumni have voluntarily organized themselves into an association of the HOLY FAMILY INSTITUTE OF NURSING Alumni.

The Association is formally constituted through a decision of the management of HOLY FAMILY INSTITUTE OF NURSING EDUCATION, KURLA.

To the Management also belongs the power to dissolve the association. However, such a step will be taken only with the understanding of the committee of past pupils. In the event of such a step being taken, the Manager (President) appoints an ad hoc association Committee to function till the next meeting of the Annual General Assembly (AGA), which may confirm the choice of the manager (President). The ad hoc committee will, however remain in office only till the expiry of the term to which the dissolved committee was elected.

The following procedure is adopted for the election of the committee of the new association that is being set up.

The Manager (President) invites all the alumni who are desirous of forming an association to come together for a general assembly to elect the office Bearers (see Art. 4) and to fix the membership fee (see Art . 5).

The general assembly elect, from among themselves, the office Bearers (President, Vice-President, Secretary, Treasurer and councilors) by separate voting for each Post. To be elected, office bearers need to obtain absolute majority (half+). In case of a deadlock after the first two ballots, the matter shall be decided by relative majority in the third ballot.

After the election, the founding members register themselves and pay the membership fees.

The association pays to the School an annual affiliation fee, the quantity of which is determined by the manager.

Art 3: Aims of the Association

The general aims of the Association of HOLY FAMILY INSTITUTE OF NURSING Alumni are:

To abide by the rules and statutes laid down by the Parent body (Management of **HOLY FAMILY HOSPITAL SOCIETY**).

To re-unite in the nest from where we grew and flew off.

To conduct orientation and training programs to students on various topics to enhance their skills.

To create awareness among students about the scope of their nursing profession in the world.

To provide a platform for students to develop their qualities.

To participate in social welfare activities for social growth.

To raise the fund to support the students by providing scholarship to provide financial support to the economical backward students of HFINE

To keep in touch with, unite and animate all former beneficiaries of HOLY FAMILY INSTITUTE OF NURSING Alumni Education so as to help them to preserve and promote life.

To spread the spirit of HFINE and to involve themselves in the institution's mission to the society of today.

To work towards building up a social and political order based on Justice, peace and harmony.

Art 4: Enrollment and Membership

To become a member of the association, an alumnus/an alumni should have frequented the Holy Family Institute of Nursing Education for a period of time sufficient to enable him/her to know the institute and assimilate the spirit of HFINE to some extent.

He/she has to submit a written application for membership to the association in person to the Secretary or through the Website, together with the membership subscription. If the association Committee finds the application in order, the applicant is enrolled.

There are two types of membership - Annual and life. While enrolling in an association, it is the right of the individual to choose the type of membership (Annual or Life) he/she wants; it cannot be imposed on them by the association. Life members shall receive a life membership card from the Association.

When an individual ceases to be a member of the Association through voluntary resignation or an act of dismissal by competent authority, the member also loses his/her membership/office (if any).

Art 5: Membership Subscriptions

The association fixes the subscription amount for both annual and life membership.

Annual members who may be elected to the association committee if, at any time, their subscription fee becomes overdue by more than 30 days, a decision in this regard is communicated to the member signed by the president or secretary or treasurer.

Annual membership:

Rs. 200/- only

Lifetime membership:

Rs. 1000/- (Indian residents)

Rs. 2000/- (Other countries)

It was decided to give the membership card and copy of the rules and regulations to the members of the association.

Art 6: Rights of Members

Registered members have the right to:

Vote during meeting and elections in the association of one's registration, subject to Art 19d, and Provided he/she has paid the membership subscription

To receive the official news of the committee.

Enjoy only granted facilities by the association.

Membership does not allow any recommendations for the admissions of the institute and hostel or any say in the management of the Institute.

Art 7: Activities

Any activity of the association is valid if it corresponds to the aims of the Management of the institution and is initiated by the management. The association encourages its members to be active as a group and as individuals in any work or project that promotes the aims of the school management and is monitored by the manager (President).The association provides the funding of the projects taken up by the management of HFINE under the banner of HOLY FAMILY INSTITUTE OF NURSING ALUMNI ASSOCIATION (HFINA).The administration of all the projects taken up by the alumni is solely in the hands of the management of HFINE and the authority of the management of HFINE will not be challenged by the alumni or any other organization at any point of time. The decision of the management of HFINE regarding any of the projects is final.

Art 8: Tasks of the association

To hold the annual general assembly (AGA)

To hold periodic programs for the on-going formation of the alumni so that they as individuals and groups, grow in their awareness of the obligations of being HFINA. This in concrete would involve various activities like:

Study of HFINE system of education and the spirit of the Ursulines spirit.

Organizing programs for developing leadership qualities in the alumni so that they become community leaders and agents of health and harmony.

Organizing programs to develop in young people the sense of responsibility and concern for society.

Conducting periodic meetings of the committee to chalk out plan of action.

Conducting training sessions on professional approach for students and nurses.

Conducting personality development trainings, interview answering skills and confidence building programs.

Conducting social welfare activities such as blood donation, health awareness programs, tree plantation, cleanliness drive etc.

Conducting Blood Donation Camp and Free Medical camps

Art 9: Annual General Assembly (AGA)

The AGA is held once a year to which all alumni are invited. However, only those who are registered and paid the membership subscription may vote at the AGA.

Art 10: Tasks of the association

To pass resolutions on the activities of the association.

To approve the annual report and the statement of accounts.

To elect the committee members of the association.

To fix membership subscription.

Art 11: The Office Bearers

The Executive Committee is the executive organ of the association. It consists of the president, vice-president, secretary, treasurer and a minimum of two members.

The committee may co-opt other alumni. Co-opted members have No right to vote.

The quorum is one more than half of the elected members.

The committee meets once in two months, and whenever the president deems it necessary.

To foster the growth of the association and create better relationship among the alumni, twice a year meetings of the association committee may be followed by an informal meeting with all the alumni who are able to attend.

Elected or co-opts members who do not have at least 50 per cent attendances at the convened meetings in a year are disqualified to stand for elections again for the next two terms. However, those who fall short of the 50 per cent attendance in any year may be considered eligible if they have an aggregate of at least 75 per cent attendance in a four-year term.

Art 12: The manager (President)

The manager is not an elected member. She is the President by default. She is the spiritual guide and animator.

She is directly responsible for the on-going formation of the alumni.

She carries out the work of animation through communication, personal contacts, visits, etc.

She ensures that the association faithfully adheres to the statutes, rules and regulation of the organization and that everything is done in the spirit of HFINE.

As an animator and guide, she is present at all meeting and gatherings. Whenever she is unable to attend, she keeps herself informed of what takes place at the meetings.

As a member of the committee, she takes full part in all its deliberation, decisions and activities.

She is a compulsory signatory to all financial transactions of the association.

She represents the association in its dealings with other associations.

She convenes the annual general assembly, the executive committee meetings and all other meetings of the association. She prepares the agenda for these meetings and presides over them.

She communicates to the members the decisions of the executive committee and sees to the execution of those decisions which have a bearing on the Association.

She keeps the Management informed of how things are in the association.

She ensures that all committee members carry out their duties diligently and in keeping with the regulation.

After every major activity, she conducts an evaluation of it. Besides that, Once in six months she makes an assessment of the overall performance of the association (Membership, Finances, Formation, deliberations carried out etc)

Art 13: The association Vice-President (Senior)

He/She takes the place of the President in his absence.

He/She is present at all Committee meetings and assists the President in his duties.

He/She ensures that all committee members carry out their duties diligently and in keeping with the regulation.

He/She keeps the Management informed of how things are in the association.

Art 14: The Executive Secretary

He/She keeps up-to-date the list of the members and the list of all the alumni of the institution.

He/She prepares and sends out notices for meetings of the Committee and of the AGA.

He/she attends to the correspondence of the Association.

He/She draws up the minutes of the meetings of the Committee and of the AGA.

He/She prepares the chronicles and statistics of the Association and collects the documentation, photos, etc.

He/She looks after and preserves the achieves of the association, taking special care to file all correspondence and to keep them up-to-date.

He/She keeps the President informed of all happenings in the Association and ensures that no decision is made or any correspondence goes out of the office without the President's knowledge and consent.

On the completion of his tenure, he hands over all files and documentation regarding the Association to the incoming Secretary in the presence of the association delegate.

He/She hands over the balance sheet of the audited account to the executive committee.

Art 15: The Association Treasurer

By default one of the sister tutor is nominated for the post of treasurer by the Manager/President

He/She prepares and keeps up-to-date the inventory of goods owned or used by the association.

He/She receives subscriptions, donations and any other income and accounts for the same.

He/She prepares the internally audited Statement of Accounts of the Association and presents it at the AGA for approval.

He/She maintains the registers and books of accounts and carries out the administrative acts of the Association.

He/She deposits the money of the Association in a Bank account in the name of the Association, which is to be operated by two signatories out of the three (Manager, President, Treasurer). The manager should be the compulsory signatory.

On completion of his/her tenure, he hands over to the incoming treasurer all registers, books cash and documents relating to finance in the presence of the delegate.

Art 16: Executive Members

The executive members take part in the Committee meetings with full and equal rights as the other members. They may be assigned special tasks by the President. Co-opted members will not have the right to vote.

Art 17: Elections Rules

Elections are held once in two years.

The election of the members of the Executive Committee is the privilege of the registered members who have paid the subscription and are present at the General Assembly.

Members registered less than six months before the election shall not have the right to vote, but may be present at the meeting. Similarly, to stand for election, a member must have completed six months from the date of his/her enrolment, and must have paid the membership subscription to his association.

Members desiring to stand for election shall submit their nominations in writing, using the prescribed format, endorsed by two registered members of the Association, to the EC at least 20 days in advance of the date of election.

The Annual General Assembly fixes the total number of members needed for the next committee. This is to be done at the Assembly preceding the one that will actually elect the Committee.

Committee members are elected from a list of nominees, without assigning particular offices to any one of them. For being elected to the Committee, candidates need to obtain only a relative majority. However, the outgoing president will be an ex-officio member of the Committee with voting rights; he may be elected to any office, subject to the limitations imposed on him by art 22a.

The Committee members elect the office bearers (i.e. President Senior Vice-President, Secretary, Treasurer and members') from among themselves, by separate voting for each post. To be elected, office bearers need to obtain absolute majority. In case of a deadlock after the first two ballots, the matter shall be decided by relative majority, in the third ballot.

Art 18: Election Procedure

The Executive Committee fixes the date (if not already done) for the Annual General Assembly which has the task of electing the new Committee.

The President informs all members about the election.

After nominations have been received, the Ex Comm. verifies if they are in order as per and prepares the ballot papers with the names of all the nominees.

The voting is done by ticking the names of the candidates in the ballot paper. Only 'X' numbers of names shall be ticked, where 'x' is the total number of members required for the committee.

The outcome is decided by relative majority as specified. The EC declares the leading 'X' number of candidates as elected to the Committee.

The EC then signs off and hands over to the Delegate the files and documentations regarding the election.

Thereafter, the members elected to the Committee meet with the Principal to elect the office bearers (namely: President, Vice President, Secretary, Treasurer, and Members'). The manager/principal presides over this meeting with the right to vote.

Art 19: Duration of Office

The President holds office for a period of two years and may be re-elected to the same office for a second term. He may, however, be re-elected to another office. Anyone who has been elected two terms as president shall not be eligible for that post again before the lapse of at least two terms. In exceptional cases, if it seems unavoidable, a written permission must be sought from the National Committee.

The other member for the committee are also elected for a terms of two years. They may, however be re-elected to the same offices for consecutive terms, without limit.

Art 20: Vacancies

When the office of a committee member other than a councilor becomes vacant due to any reason, the committee will appoint another committee member to that post who will hold the office only till the completion of the mandate of the member who has ceased to hold office.

Art 21: Incompatibility

The office of the president, secretary and treasurer of the committee are incompatible with offices of a public character carrying grave responsibilities of a political nature.

Art 22: Disciplinary Action

If in the considered opinion of the Executive Committee, an alumnus/a is found guilty of serious unbecoming behavior or any action that is gravely harmful to the Association, the Committee may decide, with a two-thirds majority vote, to take any suitable action against the member, including his/her removal from office or dismissal from the Association. The decision regarding the disciplinary action should be conveyed to the member in writing.

If the association committee fails to take to action against an erring member referred to above, the principal/manager may take disciplinary action it may deem fit against the member, including his/her removal from office or dismissal from the association.

Any office bearer who does not attend three consecutive meetings without leave of absence shall cease to hold office. A decision in this regard shall be communicated to the member in writing, signed by the president and/or secretary, and countersigned by the delegate.

A member who is removed from an office following a disciplinary action contemplated in the above paragraphs, shall not hold an office till the completion o the term for which he/she was originally elected. A member dismissed from the association at any level shall not be reinstated without the approval of the executive committee.

Art 23: Secretariat of the Association

The Association will have its office preferably in the HFINE. The institution places at its disposal a place suitable for its meeting and organization.

Art 24: Newsletter

The association is expected to publish a newsletter at least once a year.

Art 25: Banner

The association shall have a banner of its own. It shall be exhibited on occasions of solemn celebrations and meetings. The association banner needs the approval of the executive committee.

Art 26: Alumni Badge

The badge is given to members at the time of joining the association. It is a sign of association among all members.

Art 27: Identity Card

Each member shall obtain from the association.

Art 28: Finances

The association is financially supported by the membership subscriptions, donations and money raised through various other activities.