Rules and Regulations for Chapters of the Indian Statistical Institute Alumni Association (ISIAA)

Regulation 13 of the Memorandum of Association of ISIAA specifies that

“A group of no less than 10 members with approval of the Executive Committee may constitute themselves into a CHAPTER of the Association on the basis of commonality of location and/or interest. The members forming a Chapter shall clearly stipulate and intimate to the Executive Committee the basis of the Chapters and regulations governing the chapter.

The Executive Committee shall approve the formation of a Chapter except when the regulations of the Chapter are inconsistent with those of the Association or when its basis duplicates that of another Chapter.”

A Chapter of ISIAA should adhere to the Memorandum of Association.

Chapter Committee

A Chapter will have a Committee comprising of at least 3 members. It will comprise of the Chapter Coordinator, Chapter Secretary and Chapter Treasurer, who will be elected from among the chapter members.

The committee must meet at least 6 times a year and maintain minutes of the meeting. A copy of the minutes should be sent to the Secretary of the parent body within 15 days of the meeting.

Chapter Activities

A Chapter must have prior approval from the ISIAA Executive Committee for all proposed activities. The Chapter Coordinator will be required to send program details along with an estimate of expenses at the start of a period (preferably a year) to the ISIAA Secretary. The chapter can carry out the proposed activities after the Executive Committee approves the program and budget.

Chapter Income and Expenses

A Chapter is empowered to receive money as membership fees and donations, and is required to issue receipts for each payment received. For this purpose, it will maintain a Receipt Book with pre-numbered receipts.

At the end of a month and not later than 10th of the following month, a Chapter will send all money received, along with copies of the receipts issued, to the parent body. Only payments in the form of crossed cheques in the name of “Indian Statistical Institute Alumni Association” should be accepted. A chapter cannot accept cash payments.

A Chapter will be given some amount as Petty Cash for meeting immediate minor expenses. Chapter Treasurer shall maintain a record of expenses and submit a statement every month-end (not later than 10th of the following month) for reimbursement from the parent body. For meeting any major expenses, the parent body shall issue cheques to the Chapter.

A Chapter will be able to spend as per budget previously approved by the Executive Committee. All expenses should be authorized by at least two members of the Chapter Committee, one of them being the Chapter Treasurer.