



**RULES & REGULATIONS**

**OF**

**DELHI MANAGEMENT ASSOCIATION**

(As approved by the General Body on March 31, 2022)

**India Habitat Centre, Core 6A, First Floor, Lodi Road  
New Delhi**

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# RULES & REGULATIONS OF DELHI MANAGEMENT ASSOCIATION

## PRELIMINARY

1. All the provisions of the Societies Registration Act XXI of 1860, (Punjab Amendment) Act 1957 as extended to the Union Territory of Delhi will apply to the Society.
2. In these Rules & Regulations, the following words and expressions shall have the following meanings, unless repugnant to the subject or context:
  - “The Association” means the Delhi Management Association.
  - “Member” means any class of Member of the Association other than an Honorary Member.
  - “General Meeting” means a General meeting of the Association.
  - “The President” means the President of the Association.
  - “The Sr. Vice President” means the Senior Vice President of the Association. “The Vice President” means the Vice President of the Association.
  - “The Treasurer” means the Treasurer of the Association.
  - “The Committee” shall mean the Managing Committee of the Association.
  - “Financial Year” means the year commencing on 1<sup>st</sup> April and ending on 31<sup>st</sup> March.

## MEMBERSHIP

3. Membership of the Association shall be open to private or government companies, firms, associations, organisations, corporations and individuals interested in furthering the objects of the Association.
4. The Association shall have the following types of members”
  - a) **Founder Members:** The Punjab National Bank and the Delhi Cloth & General Mills Company Limited shall be called Founder Members.
  - b) **Patron Members:** All firms, companies, organisations and corporations eligible for organisational membership under clause 4(e) of these rules and all persons eligible for Professional Membership under clause (f) of these rules shall be eligible for enrolment as Patron Members of the Association on the payment of admission fee and yearly subscription as may be prescribed by the Committee from time to time.
  - c) **Chief Patron:** An individual who has made significant contribution by sponsoring DMA activity/initiative during a year may be selected by the Managing Committee to be Chief Patron for a specified period.
  - d) **Life Patrons:** Members who have made outstanding contribution to the growth and development of the Association for a prolonged period may be selected by the Managing Committee to be the Life Patrons. With a view to provide continued association Life Patrons shall be permanent invitees to the DMA Managing Committee
  - e) **Organisation Members:** All firms, companies, organisations and corporations which subscribe to the objects of the Association shall be eligible for enrolment as Organisation Members.
  - f) **Professional Members:** Will have attained the age of 25 years and should have been engaged in the profession of management for at least 2 (two) years,

should possess a degree or diploma in management from a recognised university or institution or has undergone a junior management training within the organisation or has participated in a young manager's development course or extended functional management course conducted by a recognised body. Those who are engaged in management teaching and /or research, junior officers in management of trade associations, chambers of commerce and industry or in Government of India Services are also eligible provided they satisfy the necessary requirements. In special cases a graduate/postgraduate qualification or any other professional attainment may also be considered as acceptable qualifications.

- g) **Student Members:** Those who are pursuing management studies in University or a recognised Institution shall be eligible for Student Membership. Application for Student Membership shall be sponsored by the University/Institution in which the candidate is enrolled as a student. No such member shall remain a student Member after reaching the age of 25 years.
- h) **Life Members:** Any Firm, Company, Organisation, Corporation, Trust, Institution or Individual shall be eligible for election as Life Member of the Association on payment of such amount as may be determined by the Committee from time to time.
- i) **Combined AIMA-DMA Organisation Members:** All Firms, Companies, Organisations, Corporations enrolled through AIMA shall be eligible to become Combined AIMA-DMA Organisation Members.
- j) **Combined AIMA-DMA Professional Individual Members:** Classifications of AIMA-DMA Combined Professional Individual Members will be the same as prevailing in the AIMA rules & Regulations.

**Honorary Members:** Eminent individuals who have rendered outstanding services in the field of management may be invited by the Committee to become Honorary Members of the Association. The members so invited shall have no liability to pay admission fee and annual subscription. Honorary members would be eligible to participate in all the activities of the Association, without any voting rights

**Co-operating Members:** Any organisation or a Government or Semi Government body concerned with one or more aspects of management may be invited by the Managing Committee to become a co-operating member for such period as may be decided without liability to pay admission fee and annual subscription, provided, however that the member so invited shall have no right to vote.

- 5. a) The Admission of all members except Honorary & Cooperating Members and Life Patrons shall be by application and subject to the approval of Managing Committee.
- b) All members shall be admitted on receipt of such admission fee and annual subscription as may be prescribed by the Managing Committee from time to time.
- 6. a) When an organisation desires conversion of membership from one category to another or an individual from student to professional membership, the admission fee applicable to the new category shall not be payable.
- b) All subscriptions to the Association shall be payable in advance.
- c) Subscriptions once paid are not refundable either in part or in whole.
- d) The year of subscription shall be calendar year or any other basis as may be

- decided by the Committee.
- e) The Committee may on an application by a Member except Student Member agree to commute his annual subscription on receipt of a lumpsum as determined by the committee.
7. A Member of the Association shall cease to be a member and his name shall be removed by the Managing Committee from the list of members in any one of the following cases:
- a) On the member's submitting his resignation from membership in writing and his resignation being accepted by the Managing committee.
- b) On the member's failure to pay subscription which has been in arrears for three months and such arrears having not been paid within two weeks from the service of the written notice given under the orders of the Managing Committee calling for such payment.
- On the recommendation of the Managing Committee, the Association in a General Meeting finding by a majority of not less than three fourths of the members present and voting that his membership is prejudicial to the interests of the Association.
- d) In case any individual member has been adjudicated bankrupt or convicted of felony or any other criminal offense, or if any organisation member has gone into liquidation or become insolvent, the Managing Committee may decide that the name of the said member be removed from the register of the Association and the Secretariat shall communicate such decision to the member.
- e) Any member who, for any reason, ceases to be a member, shall nevertheless remain liable for and shall pay to the Association all moneys which at the time of ceasing to be a member may be due from such member to the Association.
- f) 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.
- g) The Committee may readmit a member, whose membership has terminated, on such terms and conditions as the committee may decide from time to time including payment of all arrears.

## **VOTING**

8. Companies, Firms, Associations, Organisations and Corporations enrolled as Founder, Patron, Life or Organisation Members shall be entitled to nominate one representative for every Rs. 1000/- of their annual subscription or such amount as may be determined by the Committee from time to time, for attending the general and other meetings of the Association with a maximum of ten representatives. Each one of such representatives shall have one vote on show of hands, but in a poll the aforesaid members shall have as many votes as the number of representatives they can nominate, with a maximum of ten votes.
9. An individual who is either a Professional, Life, Patron member shall have one vote at a show of hands or at a poll at the General and other meetings of the Association.
10. At any General Meeting any resolution if put to vote, shall be decided either by show of hands or by secret ballot if so demanded by atleast 5 members or the Chairman of the meeting.

In case of voting by show of hands each member present at the meeting shall have one vote. In case of voting by secret ballot each individual member present at the

meeting would have one vote and representative of organisation members present at the meeting shall have as many votes as the number of representatives they can nominate with a maximum of 10 votes. In case the representative of organisation member is also an individual member, he can cast his vote in addition to organisation members votes. In the event of equality of votes on a motion whether at any General Meeting or Committee Meeting, or any other meeting the Chairman shall have a casting vote in addition to the vote to which he is entitled to as a member.

## **THE MANAGING COMMITTEE**

11. The administration of the affairs of the Association shall be vested in body hereinafter called the Managing Committee.
12. a) The Committee shall consist of:
  - i) President
  - ii) Two Vice President
  - iii) Secretary
  - iv) Treasurer
  - v) Sixteen elected members
  - vi) Outgoing President (unless he indicates in writing his inability to serve on the Managing Committee.)
  - vii) Upto 6 co-opted members invited by the President
  - viii) Secretariat-Member ex-officio (without voting rights)
  - ix) All office bearers elected, and co-opted members shall have voting rights.
- b) The President, two Vice Presidents, Secretary and the Treasurer shall be the office bearers of the Association. Two Vice Presidents, Secretary and Treasurer shall be elected by the Managing Committee from amongst elected members. For the selection of Vice Presidents, member has to be part of the Managing Committee for a period of two years.

The Incoming President shall be appointed through a Search Committee to be constituted by the President three months before the end of the tenure. The DMA Secretariat will intimate the President in writing regarding the timelines for the formation of Search Committee. Also, the progress will be reported and recorded in every Managing Committee meeting.

The Search Committee should have a bigger role to play and in order to have more participation from the Managing Committee. The Search Committee would ideally comprise of eminent professionals as follows:

- a) President
- b) Immediate Past President two Past Presidents.
- c) One Life Patron
- d) 5 Elected Managing Committee Members comprising of:
  - i) One Eminent Academician
  - ii) One HR Expert
  - iii) One CEO/ Eminent Professional
  - iv) One Board Level Executive from amongst organization members

- v) One Life member

It will be the endeavour of the Search Committee to recommend persons of high standing across all functional areas of DMA membership.

The Search Committee will identify suitable person for the position of President and recommend the same to the Managing Committee for approval within. The Managing Committee may refer it back to the Search Committee, if needed, provided two-third of the members present in the meeting so desire.

c) **Rules for the Election of the Members of the Executive Committee**

Members entitled to vote shall be provided with a brief bio-data of each candidate contesting election (maximum of 100 words in a structured format) Canvassing in any form either directly or indirectly is prohibited.

In case of any conflict of interest, directly or indirectly between DMA and any member of the Association, the matter would be referred to the President who would be authorized to take suitable action, in consultation with the Managing Committee.

- b) The term of President, two Vice Presidents, One Secretary and Treasurer will be for 2 years. With a view to ensure continuity and effective functioning of DMA in tune with the goals set by the Managing Committee, the term of Managing Committee would be from January to December.

- c) The President would arrange for the Election of two Vice Presidents, One Secretary and Treasurer out of the elected members of Managing Committee after the said term.

- d) The term of elected members of the Managing Committee would be for two years and that of co-opted members for one year. The elected members shall be eligible for being re-elected for not more than two consecutive terms.

- 14 a) The Managing Committee may exercise all such powers and authorities of the Association as are not by law or these regulations required to be exercised by the Association in General Meeting.

- b) Without prejudice to the general powers conferred by clause 14 (a) it is hereby expressly declared that the Managing Committee shall have the following powers:

- i) to carry out and implement the objects of the Association to perform all executive duties towards that end and to sanction all expenditures for the performance of the activities of the Association;

- ii) to appoint and remove the Secretariat staff as is required for the work of the Association and provide for such remuneration, benefits (including retirement benefits such as gratuity, provident fund etc), amenities, perquisites, allowances, as may be considered proper by the Managing Committee from time to time.

- iii) to co-opt one or more but not exceeding six members to the Managing Committee;

- iv) to fill up any vacancy arising in the Managing committee;
  - v) to determine the payment to be made by a member or non-member for any special work or service undertaken by the Association and to receive such payment;
  - vi) to invest any of the moneys of the Association in such manner as they may think proper and generally regulate and control the custody, management, expenditure and application of all moneys and funds of the Association as the Managing Committee shall think fit;
  - vii) to purchase, sell, exchange, or hire any building, lands of premises, and to alter, improve, build upon, convert and use the same for the objects of the Association as the Managing Committee may thin proper.
  - viii) To raise, borrow or secure the payment of money from time to time by bonds, debentures or promissory notes with or without security or by mortgaging, charging, hypothecating or pledging any lands, buildings, machinery, goods, moneys, deposit receipts, securities, investments or other property of the Association or by such means as the Managing Committee may deem expedient;
  - ix) To establish a Trust or Trusts and appoint Trustees thereof and vest the funds or the surplus income or any property of the Association in the Trustees in such manner as the Managing Committee may from time to time think fit for the purposes of the objects of the Association; and
  - x) To delegate such functions to Functional Committees and persons on such terms and conditions and revoke and alter such delegation as the Managing Committee may from time to time, think fit.
15. Every office-bearer, member of the Managing Committee or Secretariat Staff/employees of the Association shall be indemnified out of the funds of the Association against all liability incurred by him as such office-bearer, member of the Managing Committee or Secretariat, in respect of all acts done by him/her for the Association in good faith.
16. a) If any vacancy shall occur in the office of the President during his tenure, the Immediate Past President / Vice President shall act as the President and in case of their non-availability, the Managing Committee shall within a month of the occurrence of the vacancy appoint one of their number as President.
- b) If any vacancy shall occur in the office of the Vice President during the interval between two ordinary General Meetings, the Managing Committee shall appoint one of their number to be Vice President.
- c) If any vacancy shall occur in the office of any other member of the Managing Committee during the interval between two Annual General Meetings, the Managing Committee shall have the powers to appoint any member to be a member of the Managing Committee.
- d) The Managing Committee may appoint an alternate member to Managing Committee to act for the original member thereof during his absence for a period of not less than three months from Delhi, an alternate member appointed under this clause shall vacate office, if and when, the original member returns to Delhi.

17. The Managing Committee shall meet as often and at such places and at such dates and times as the President may deem advisable; provided that the President shall convene a meeting of the Managing Committee if requested to do so by at least four members of the Managing Committee.
18. A notice of one week shall ordinarily be given before a meeting of the Managing Committee.
19. Any five members of the Committee shall constitute quorum for the meeting.
20. The President or in his absence the immediate Past President or Vice President shall be the ex-officio Chairman of the Managing Committee. In the absence of these the Managing Committee shall elect their own chairman for that particular occasion.
21. Secretariat
  - a) The day-to-day management of the Secretariat of the Association shall be carried out by the Secretariat Manager, or such other designated person as the Committee deem fit;
  - b) The Secretariat Manager shall be accountable to the Managing Committee for meeting out the objectives of the Association and implementing the policies laid down by the Committee & administering the daily work of the DMA, including the management of its Secretariat, He / She shall convene all meetings, lectures and events and keep minutes of the same.
  - c) The Secretariat Manager shall be accountable to the Committee and shall submit to the President or to the Committee, through the President, such periodic reports as may be required from him/ her; and will be responsible for day-to-day administrative matters relating to the Secretariat as per their KPI;
  - d) In the discharge of his/her responsibilities, the Secretariat Manager shall observe and abide the orders, DMA rules & regulations, byelaws framed by the Committee from time to time.
  - e) The Committee shall define the financial limits to meet out the routine expenses and carry out the day-to-day affairs, strictly as per allocated budget.
  - f) Any action beyond budgeted, the Secretariat Manager has to seek approval of the President before taking any action.

### **General Meetings**

22. There shall be annual general meeting of the Association held at a place and on a date and time to be fixed by the Managing Committee ideally within six months of the close of the financial year of the Association for transacting the following business:
  - a) to receive from the Managing Committee and adopt the Annual Report and Audited statements of accounts for the preceding year;
  - b) to confirm and announce the elections of the office-bearers and members of the Managing Committee;
  - c) to appoint auditors for the forthcoming year and fix their remuneration; and
  - d) to transact, with the permission of the President, any other business that may be placed before it by the Managing Committee.
23. A special general meeting of the Association will be convened by the Managing Committee on its own accord and or on the requisition of one third of the total numbers of the Founder, Patron, Organization and Professional Members, addressed to the Secretary of the Association. On receipt of such a requisition notice, the President shall initiate a meeting to be convened within 21 Days of the receipt of such requisition at such time, date and place as he/she may fix.



24. A notice of three weeks shall be given for a special general meeting and no other business shall be transacted excepting that which is stated in the notice.
25. Notice of three weeks (21 days) shall be given to the members before the date of the Annual General Meeting.
26. Twenty one members will constitute the quorum at the General Meetings of the Association.
27. If within half an hour of the time appointed for the holding of a meeting a quorum is not present, the meeting if called upon the requisition of members shall stand dissolved. In any other case unless the Managing Committee determines other wise and gives due notice of the adjourned meeting, the meeting shall be adjourned to the same day in the next week at the same time and place. If at the adjourned meeting also a quorum is not present within half–an-hour of the appointed time members present shall form the quorum.

### **Minutes**

28. The Managing Committee shall cause minutes to be duly entered in the statutory register within thirty (30) days of the conclusion of every such meeting ensuring its pages consecutively numbered. Each page of every such book shall be initialled or signed and the last page of the record of proceedings of each meeting shall be dated and signed by the Chairman of the said meeting within thirty (30) days or in the event of his/her death or inability, by a member of the Council duly authorized by the Committee for the purposes:
  - a) of all appointments of officers;
  - b) of the names of the members of the Managing Committee present at each meeting of the Managing Committee
  - c) of all orders made by the Managing Committee;
  - d) of all resolutions and proceedings of General Meetings and of Meetings of the Managing Committee; and any such minutes of any meeting of the Managing Committee purporting to be signed by the Chairman of such meeting or by Chairman of the next succeeding meeting shall be the evidence of the proceedings.
  - e) The books containing the minutes of meeting of general meeting(s) shall be kept at the principal office of the DMA (India Habitat Centre) and shall be open during business hours, for such periods with information of time and date, not being less in the aggregate than two hours in each day as the Council may determine, to the inspection of any member of the DMA without any charge.
29. The funds of the Association shall be deposited into a bank (preferably a Nationalized bank) approved by the Managing Committee. The Accounts of the Association with the bank shall be jointly operated upon by any two of the office bearers President, Treasurer and/or Secretary nominated by the Managing Committee for the purpose. Such funds of the Association not required beyond current expenses may be kept in the form of fixed deposit and or dealt with in such manner as the Managing Committee may deemed in the interest of Association and shall, approve the same.

### **Audit**

30. Once at least in every year the Accounts of the Association shall be examined and the

correctness of the Income and Expenditure Accounts and Balance Sheet ascertained by one or more Auditors.

- 31.
- a) The Association at each Annual General Meeting shall appoint an Auditor or Auditors to hold office until the next Annual General Meeting and fix his or their remuneration.
  - b) The Managing Committee may fill any casual vacancy in the office of Auditor or Auditors. The first Auditor or Auditors shall be appointed by the Managing Committee.
  - c) The books containing the minutes of meeting of general meeting(s) shall be kept at the principal office of the DMA (India Habitat Centre) and shall be open during business hours, for such periods with information of time and date, not being less in the aggregate than two hours in each day as the Council may determine, to the inspection of any member of the DMA without any charge.

### **Confidentiality**

32. Every member of the Association, Officer, Agent, Accountant or any other person employed in connection with the business of the DMA shall take all reasonable measures to maintain in confidence and safeguard all Confidential Information made available to it in either oral, written or in any form whatsoever. Before entering upon duties, shall sign a Non-disclosure/Confidentiality agreement to observe confidentiality of business affairs and or all transactions of the DMA and the state of accounts with individuals and in matters relating thereof and shall not reveal any of the matters which may come to his/her knowledge in the discharge of their assigned duties except when required, to the extent of its necessity and do so by the Committee or by a General Meeting or by a Court of Law and except so far as may be necessary in order to comply with any of the provisions contained in the Act and/or in DMA Rules & Regulations.

### **REGISTERS AND RECORDS**

33. The necessary statutory registers and records shall be maintained by the DMA:
- a) The prescribed Register of Members showing their names, addresses and annual subscription paid, date of admission to DMA membership and discharge of membership;
  - b) Books of Accounts prescribed by DMA regulations;
  - c) Minutes Books of General Body, Committee and Standing Committee Meetings; and
  - d) Any other register(s) and or record(s) as may be prescribed to be maintained by applicable law to the DMA and in force from time to time.

### **MEETING ATTENDANCE**

34. If a managing committee member is absent for three (03) consecutive meetings without seeking leave of absence, he/she can be removed/replaced with the active member having eminent knowledge and skills, who shall better contribute towards growth and development of the DMA, and such member shall be nominated by the President and ratified by the Management Committee.

### **SUITS FOR OR AGAINST DMA**

35. The DMA may sue or be sued in the name of the President or the Secretary or any other office bearer as may be appointed by the Committee for as per provisions contained in Section 6 of the Societies Registration Act, 1860. Once in every year a list of members of the Committee shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860.

#### **USE OF DMA BRAND (Logo/Letter Heads/Business Cards etc)**

36. DMA Logo/Letter Heads/Business Cards etc. will be printed by the DMA Secretariat with the prior approval of authorized office bearer. Any unauthorized printing/usage of DMA Logo/Letter Heads/Business Cards etc. for personal/ professional work by any Council Members, general members, or non-members, would be liable for appropriate legal action including but not limited to suspension/termination of membership.

#### **AMENDMENT TO THE CONSTITUTION**

37. Any amendment and or modification to the Constitution of the DMA shall be subject and made as per laid down provisions of Section 12 and 12(A) of the Societies Registration Act, 1860 and any Amendment to the Act thereof from time to time.

#### **LIST OF AMENDMENTS**

38. In case any amendments to be carried out, DMA should maintain a register for same.

#### **APPLICABILITY**

39. All the provisions of the Societies Registration Act, 1860 and any Amendment thereof shall apply to the DMA.

#### **Dissolution**

40. Any number not less than three fifths of the Members of the Association may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of property of the Association, its claims and liabilities according to the rules of the Association; provided that in the event of any dispute arising out of the adjustment of its affairs shall be referred to the principal Court of original civil jurisdiction at Delhi.
41. If upon winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatever the same shall not be paid or distributed among the members of the Association, but shall be given or transferred to some other society or societies to be determined by the votes of not less than three-fifths of the members present personally or by proxy at the time of dissolution, or in default thereof, by the principal Court of original civil jurisdiction at Delhi.
42. The foregoing rules may be amended or repealed by a resolution of the General Body passed by a majority of not less than three-fifths of the Members as are present in person or by proxy.

## Objectives

43. The objects for which the Society is established are:
- a) To promote the development of sound management by cultivating an understanding the appreciation of sound management philosophy and principles;
  - b) To provide facilities for exchange of opinion and views on management techniques, practices ad trends and for stimulating thought and effort in developing right solutions to management problems through talks, lectures, conferences, seminars, films, displays, exhibitions, plant visits and training courses.
  - c) To co-operate with industrial, business, educational and research institutions and other organizations in the collection and exchange of information pertaining of to management practices;
  - d) To collaborate and co-operate with other management associations or similar institutions in India and abroad in the task of advancing the aims and objects of the Association and to grant affiliations to groups and bodies having similar aims and objects and also getting itself affiliated to any similar national and international body, if considered necessary.
  - e) To establish a library and build up a collection of management books, periodicals and papers, films and other audio-visual aids and also arrange for their distribution;
  - f) To undertake studies, surveys and research projects;
  - g) To publish literature on management techniques, trends and its overall development;
  - h) To issue appeals and applications for money and funds in furtherance of the said objects and to accept gifts, donations and subscriptions of cash and securities and of any property either movable or immovable;
  - i) Generally to do all other things incidental or conducive to the attainment of the preceding aims and objects and
  - j) To make available benefits of its activities and facilities to the public at large without any distinction.

s/d-

President

s/d-

Secretary