



**The Constitution of
India's International Movement to Unite Nations**



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1. **Applicability**- This document contains all the rules and regulations that will govern India's International Movement to Unite Nations, its internal Hierarchy, the Members who are a part of it or any subsidiary Organization and/or any initiative that uses the words - India's International Movement to Unite Nations or I.I.M.U.N. (also referred to as the 'Organization') or thereof.
2. **Vision**- The aim of the Organization is to unite the world, the Indian way by sensitising tomorrow's leaders, today
3. **Mission**- The vision of spreading the idea of India is to be achieved through furthering 'I.I.M.U.N. Clubs', 'I.I.M.U.N. Chapters' in schools and through conducting activities including but not limited to 'State/ International/ Championship' conferences, debates, dialogues, social service initiatives and any other activity that propagates 'Indian' values, an 'International' mindset or is a 'Movement To Unite Nations' as enlisted in the Constitution of the Organization.
4. **Language**- For all official communication purposes English or Hindi will be the preferred language. However, the activities of the Organization can be carried out in any language or dialect that is preferred by those involved.
5. **Who can be a part of the Organization**
 - a. A Member needs to be older than eleven years of age on the date of acceptance into the Organization and can only serve up until the Member turns twenty-two years of age.
 - b. However, a Member is allowed to participate in I.I.M.U.N. Conferences only so long as they are above eleven years of age and below nineteen years of age.
 - c. All students who are a part of the Organization whether in the capacity of a participant at an I.I.M.U.N. conference or whether it be in the capacity of being a part of the Hierarchy of the Organization are hereafter referred to as Members.
 - d. The aforementioned age barometer is not applicable for those in the Core Council, Council of Elders and those in other subsidiary Organizations, associated bodies or explicitly mentioned in the Constitution
 - e. Every person who joins the Organization has to fill a Membership Form
 - f. Discrimination in any form cannot be carried out so long as a Member meets the clauses mentioned above
6. **Values of the Organization**
 - a. Politically unbiased- individuals in the Organization can have individual views which can be expressed in individual capacity. However, collectively as the Organization, I.I.M.U.N. remains politically & ideologically agnostic
 - b. Secular- every individual who joins the Organization will respect every religion and there will be no distinction made on the basis of religion. Every Member will be free to practice their own beliefs.
 - c. Democratic- the voice of every last Member will be heard and every vote will be counted
 - d. Egalitarian- the Organization will treat every individual with equal respect. There will be no first amongst equals



7. Hierarchy

- a. Founder/ President
- b. Core Council
 - i. Chief Mentors
 - ii. Charge D'affaires
- c. Leadership Team
 - i. Senior Directors
 - ii. Directors
- d. Coordinators
 - i. Assistant Directors
 - ii. Senior Volunteers
 - iii. Volunteers
- e. Teacher Coordinators (not under the direct purview of the Organization)
- f. I.I.M.U.N. Club Presidents
- g. Department Heads
- h. Members
- i. Council of Elders

8. Defining Hierarchy

- a. Founder - Mr. Rishabh Shah shall remain the final decision maker in cases of dispute
President- In the eventuality of Mr. Rishabh Shah being incapacitated due to health issues or otherwise, a nominated representative by Mr. Rishabh Shah and approved by the Advisory Board will take charge of the Organization in the capacity of President.
- b. Core Council- The apex decision making body of the Organization. They are responsible for the day to day affairs of the Organization. This is the only body within the Hierarchy that is age agnostic. They are divided into
 - i. Chief Mentors- They are Members who have served over 2 years in the Core Council. They will mentor the Charge D'affaires and guide the Organization in its overall functioning.
 - ii. Charge D'affaires- They are the Heads of Department- Substance, Social Impact & Media and Conferences
- c. Leadership Team- They are responsible for overseeing Coordinators and conducting I.I.M.U.N. activities. This team is broken up into three Departments- Social Impact & Media, Substance, Conferences and has two levels:
 - i. Senior Directors- Members who have served more than 1 year in the position of Director
 - ii. Directors- Members who have served more than 1 year in the position of Assistant Director
- d. Coordinators- They will be responsible for organising an Annual Meet of all Club Presidents, monitoring and increasing the growth of clubs, chapters and spreading the vision of the Organization at a city level. They have three levels:
 - i. Assistant Directors- Members who have completed 6 months in the Organization as Senior Volunteers



- ii. Senior Volunteers- Members who have completed 6 months in the Organization as Volunteers or have served as Club Presidents in I.I.M.U.N. Clubs
- iii. Volunteers- Members who have joined via recruitment drives or through I.I.M.U.N. Clubs/ Chapters
- e. Teacher Coordinator- a designated teacher who is on the official payroll of any partner school will be the Teacher Coordinator who will supervise and monitor activities of the I.I.M.U.N. Club.
- f. I.I.M.U.N. Club President- The I.I.M.U.N. Club President is the Senior most student in the school and is the Convenor of the I.I.M.U.N Club.
- g. Department Heads- Every I.I.M.U.N. Club will have three Departments- 'Indian' department to promote Indian culture and values, 'International' Department to promote learnings from across the globe, 'Movement To Unite Nations' department attempts to build one world.
- h. Member- Any student, academician, presiding officer who is associated with an I.I.M.U.N Club or I.I.M.U.N. Conference or any person who is a part of the hierarchy or any of the bodies of the Organisation since the inception of the Organisation and has not been removed from the Organisation will be a Member.
- i. Council of Elders- Any person who has worked in the Organization for a period of 3 months in the capacity of a Member or upwards and has not been removed/ impeached automatically becomes an Elder.

9. Demotion and Expulsions

- a. Any person who has been convicted by the Safety Council under the 'Prevention of Sexual Harassment' policy as referred to in Annexure 01 will be taken action against accordingly.
- b. If the person is found to be embezzling and channeling funds of the Organization to purposes other than what was intended, such an individual will be removed with immediate effect. This expulsion can be carried out by a 2/3rd vote of Core Council Members.
- c. In case the Member is yet a part of the Organization, the above mentioned clauses are applicable retrospectively.
- d. A Member who is a part of the I.I.M.U.N Club can be expelled by the Teacher Coordinator
- e. If any individual is found to be consuming nefarious substance which include but are not limited to drugs, vaping, alcohol or any toxic substances during the conduct of the activities of the Organization, they will be removed by their immediate Senior, according to the Hierarchy of the Organization
- f. The Core Council is bestowed with sweeping powers of removing any individual in the Hierarchy of the Organization apart from the Founder/ President if the said individual has in any way brought disrepute to the Organization or has not adhered to the values of the Organization.
- g. Any individual removed from the Organization can appeal to the Founder/ President of the Organization for repealing the verdict unless and until removal was on grounds of Clause 9.a.
- h. Any person who has been removed from the Organisation, cannot rejoin the Organisation



- i. If any person who has left wishes to rejoin the Organisation, they need to seek unanimous written approval of Core Council members to be reinstated. They may be taken back but at two positions lower in the hierarchy or as a member which is higher basis when they left.
- j. If a Member's written application to swap is approved by unanimous vote in the Core Council, only then they can join another department. However, they will join the new department at two positions lower in the hierarchy or as a member which is higher, basis when they left.
- k. If any member in the internal hierarchy i.e. Coordinators, Leadership Team & Core Council is found to be working in any other Organisation they will be immediately removed by the Core Council.

10. Inter Organization Functioning

- a. The Organization will be run under the registered non profit - 'Taking India Forward Foundation'. All financial transactions will be carried out in the name of Taking India Forward Foundation
- b. The Hierarchy of the Organization starting with Core Council, Leadership Team, Coordinators will be under the direct jurisdiction of the Organization.
- c. Semi Autonomous- 'I.I.M.U.N. Clubs', 'Club Presidents', 'Department Heads', 'Teacher Coordinators' and 'Members' all function independent of the Organization. All decisions pecuniary and otherwise unless explicitly stated are taken by these Members. The Organization is not responsible for any mishap caused by these bodies.
- d. Autonomous Bodies- 'Other Bodies' as enlisted in the Constitution are independent of the Organization and are to be seen as sister concerns. However, each of them individually falls under Taking India Forward Foundation and is either accountable to the Core Council or to the Founder/ President of the Organization

11. Hierarchy - In Depth

- a. Founder/ President-
 - i. Scope, Roles & Responsibilities-
 1. Attends one Core Council meeting every month and is responsible for mentoring the Core Council
 2. The person with the final say in the Organization in case of disputes that cannot be resolved by the Core Council
 3. Not involved in day to day functioning of the Organization and any associated Organizations
 4. Annually convenes Advisory Board Meetings & Academic Advisory Council Meetings.
 5. Acts as Liaison Officer between the Board and the Core Council of the Organization
 6. Convenes any associated Organization that is affiliated to the parent Organization- I.I.M.U.N. or Taking India Forward Foundation
 7. Not responsible for the daily financial decisions of the Organization or any associated Organizations



8. Can change any rule/bye law in the Constitution so long as the vision of the Organization and its values remain intact
 9. If there are less than 2 Members in the Core Council, day to day running of the Organization is overseen by the Founder/President
- ii. Perks-
1. Can impose a unilateral veto on the Organization and its decisions in case the vision of the Organization is being altered or values being compromised.
 2. Can call for extraordinary and emergency meetings of the Organization or any associated Organization/ body
 3. Has the power to expel anyone in the Organization so long as the said person does not subscribe to the vision of the Organization and that which is enlisted in its Constitution
 4. Is solely responsible for inducting/ releasing Advisory Board Members
- iii. Continuity- In case of death or incapacitation of Mr. Rishabh Shah to discharge duties as Founder, Clause 8 b, will apply.
- b. Core Council-
- i. Composition- At any given time, at least 2 Members need to be present to constitute the Core Council, failing which the Organization's running will be taken over by the Founder/President of the Organization
 - ii. Selection & Tenure-
 1. A Member who has been a part of the Leadership Team for at least 1 year.
 2. Only Members who have demonstrated exemplary dedication towards fulfilling the goals of the Organization will be considered for the same.
 3. The Member should not have any pending case under the Safety Council or any criminal record against them.
 4. Incoming Core Council Members are selected on unanimous approval of existing Core Council Members
 5. Each Member will serve a minimum of 2 years and a maximum of 7 years in the Core Council of the Organization
 6. Any Member that does not finish a 2 year term will not be entitled to any of the perks as mentioned below
 - iii. Scope, Roles & Responsibilities-
 1. They are the apex decision making body of the Organization and are responsible for all workings which include but are not limited to day to day operations, procurement and management of finance, human resource management, 'promotions' and 'demotions and expulsions'.
 2. They preside on all issues related to the Organization and report only to the Founder/President.



3. They are responsible for conducting at least 12 sessions in a year at the 'I.I.M.U.N. HQ' with luminaries from various walks of life.
4. They convene weekly meetings on a weekend where targets, road map for the Organization are discussed. Quorum for the meeting is 2 people.
5. Minutes of the meeting are submitted to the Founder/President of the Organization
6. Decide Contingents for the State, International and Championship Conferences
7. Each Member gets one vote, unless there are two or more Members from the same department that get inducted into the Core Council, in which case each Department gets a single vote
8. All decisions regarding the Organization minus impeachment require simple majority
9. Working on marquee projects of the Organization outside the purview of the set patterns of the Organization
10. Are responsible for carrying out the annual Championship Conference of the Organization
11. Chief Mentors are responsible for overseeing, advising and guiding the Organization in its entirety.
12. Department Heads are responsible for the 3 Departments of the Organization- Social Impact and Media, Substance and Conferences.
13. They are responsible to invite, manage, maintain and liaise with guests which include but are not limited to speakers, emcees & performers.
14. The Core Council will also include ensuring credible management of Public Relations, hospitality, logistics for the said luminaries that are invited.
15. Recommend changes in the Advisory Board to the Founder/President
16. They can anoint and remove Goodwill Ambassadors, Academic Advisory Council Members of the Organization
17. Act as nodal functioning body and the liaison point between the Founder/President & the rest of the Organization.
18. Conduct Monthly Town Hall meetings
19. They will select Leadership Team Members with a simple majority vote
20. In all cases including the Leadership Team Members, the Core Council has authority to promote/ demote people basis their contribution to the Organization
21. Core Council Members are free to examine books of accounts of the foundation/Organization.
22. Are the final decision makers in constituting new bodies

iv. Perks-

1. They lead the I.I.M.U.N. contingents for State, International & Championship Conferences



2. Regular meetings and access to the Founder/President of the Organization
 3. Bi- annual meetings with select Advisory Board Members
 4. Conducting the Academic Advisory Council Meetings
 5. Receive a letter of recommendation on completion of their tenure from one Advisory Board Member of their choice
 6. Each Core Council Member on completion of a college degree will get automatically recruited to the Organization and be given a stipend of up to INR 40,000 per month which will increase up to 25 percent annually so long as the Member continues to be in the Organization.
 7. They enjoy all privileges accorded to those in the hierarchy below them
- v. Post-Tenure responsibilities-
1. They will recommend the next Core Council Members, three months before retiring from the Organization. They will nominate and mentor the successor up until three months after their official tenure ends. Thereby ensuring a six month mentorship period
 2. The Member must hand over all data collected, curated, received or given during the duration of Member's tenure including but not limited to email ID credentials, database, contracts, templates, project files, I.I.M.U.N.'s social media networking credentials and anything else which is required by the Core Council
 3. They are inducted into the Council of Elders
 4. They liaise and keep the Council of Elders active by organizing meets
 5. Deliver lectures and share experiences with Members of the Organization
 6. Participate and help design Leadership Camps, basis their availability
 7. Any other responsibility that has been given by the Core Council at the time of submitting resignation
- vi. Impeachment-
1. All Members can be removed under the Safety Council byelaws
 2. A 2/3rd majority of all Leadership Team Members, Core Council Members can remove a Core Council Member.
 3. The Core Council Member is allowed to appeal to the Founder/President of the Organization
- c. Leadership Team-
- i. Composition - At any point of time at least 3 Members must be a part of the Leadership Team, one for each Department



ii. Selection & Tenure-

1. These are Members who have graduated from schools and have served as Assistant Directors for at least 1 year. An exception can only be made in case of appointment by the Core Council
2. The Member should not have any pending case under the Safety Council or any criminal record against them
3. All Members will be selected only after simple majority is received from the Core Council
4. Tenure in the Leadership Team is a minimum of 1 year and a maximum of up until the individual turns 22 years of age.

iii. Division of Teams

1. Substance
2. Social Impact and Media
 - a. Video Editing
 - b. Designing
 - c. Social Impact
3. Conferences
 - a. North Zone
 - b. South Zone
 - c. East Zone
 - d. West Zone
 - e. International
 - f. Championship
 - g. Resource Management

iv. Scope, Roles & Responsibilities-

1. The Leadership Team is the backbone of the Organization and is responsible for carrying out operations across the globe.
2. They will be responsible for organising monthly training sessions for the Coordinators. Quorum of these meetings are 3 people-one from each department.
3. They will have to attend Monthly town hall meeting
4. They will assist the council in carrying out social activities, monthly team building activities and any other work as instructed by the Core Council.
5. The Leadership Team will conduct monthly meetings with the I.I.M.U.N. Club Presidents
6. The Leadership Team is divided into 3 Departments
 - a. Substance
 - i. This department acts as the Brain Trust for the Organization and any associated school/ educational institute.
 - ii. They are solely responsible & accountable for everything that pertains to academics which includes but is not limited to making study material, preparing matrices, appointment, liaising with & training of presiding officers, training of delegates, selection of committee and



- agenda's, curation of questions for any activity conducted by the Organization, RoP training for the Organization, making Daily News Bytes and writing blogs
- iii. They are also responsible for monitoring the quality of debate at I.I.M.U.N. Chapter, State, International, Championship Conferences
 - iv. They help in training teachers for the I.I.M.U.N. Clubs that are set up in schools and prepare material that needs to be disseminated to the schools
 - v. Refer Annexure 03 for further details
- b. Social Impact and Media
- i. They are the profile of the Organization. This department is solely responsible & accountable for activities which include but are not limited to managing, editing and designing any and every graphic required for virtual or print purposes.
 - ii. They also record, edit, shoot and combine videos, short and long form content.
 - iii. This apart from managing, editing and maintaining the Organization website. Social Impact and Media is also in charge of all the media presence of the Organization on the world wide web.
 - iv. They will also ensure that data, pictures & videos of all conferences, seminars, workshops, orientations, town hall programs, meetings and any activity of the Organization is recorded, collected and stored as per Social Impact and Media guidelines and norms. Refer Annexure 04.
 - v. Responsible for increasing the happiness quotient of the Organization. They are accountable for carrying out virtual and in person activities, games, seminars, workshops, donation drives, awareness campaigns and any activity that will lead to a rise in the happiness level/mental well being of those involved and associated with the Organization.
- c. Conferences
- i. Chapter- These conferences are organised at a school level to ensure that every last school can experience I.I.M.U.N. in their schools.
 - 1. Chapter conferences are executed with the help of Coordinators
 - 2. Reaching out and finalising the contract with partner schools is the responsibility of the Conferences Department



3. End to End execution apart from what falls under the jurisdiction of other departments
- ii. State- the idea of glocal citizenship should be cemented at a state/ union territory level
1. For all purposes, a state/ union territory will be as defined by the Government of India under the Indian Constitution
 2. Schools from the state are invited for state conferences. Each state conference can happen only once according to the I.I.M.U.N. Calendar year
 3. They are solely responsible and accountable for conducting at least 15 in person physical conferences in India within one calendar year. Conference Department's scope of work includes but is not limited to procuring, executing and managing host school agreements.
 4. They are also responsible for delegate relations, conducting orientations, food management, conference execution, getting performers, speakers, logistics, hospitality and any and every end to end activity that is required to execute a seamless conference apart from what falls under the jurisdiction of other departments.
 5. They are also responsible for liaising, managing, maintaining Members of, and organising the local Global Principal Network Chapter.
 6. They will also maintain files, chapter reports, finance sheets in regards to the conference. The prerogative of liaising with other departments in order to get things that are necessary for the smooth execution of the conference also lies with Conferences Department.
 7. They are also in charge of virtual state conferences and any online student conference apart from International and Championship conferences
- iii. International- is to ensure that they spread the idea of India by sensitising school students through conferences held outside the boundaries of the Republic of India.
1. Only one conference can take place in one country in one calendar



2. Solely responsible and accountable for conducting at least one in person physical conference outside the Republic of India within one calendar year.
3. All other points are as mentioned in State Conferences

iv. Championship- This annual conference is one which is the grand finale event of every year

1. All Schools from across the globe are invited for the same
2. This meet takes place in Mumbai and the inaugural ceremony for the same will take place at an auditorium that can accommodate a minimum of 2000 people.
3. Advisory Board Meeting and the Academic Advisory Council Meeting will take place on the sidelines of this conference
4. All other points are as mentioned in State Conferences

7. Act as the intermediary body and the liaison point between the Core Council & the rest of the Organization.
8. They will recommend the next Leadership Team Members and 3 months before retiring from the Organization nominate and mentor the successor, subject to approval from the Core Council
9. They will choose the next Assistant Directors, subject to approval from the Core Council
10. They recommend Members for Contingents and activities
11. Any new project sanctioned from the Core Council is first offered to the Leadership Team
12. Each Department will report to the Core Council Member who is the Charge D'affaires
13. Participate in Department/ Sub- department meetings
14. They convene weekly meetings for their sub department where targets, road map for the Organization are discussed.
15. Minutes of the Meeting are sent to the Charge D'affaires
16. Refer Annexure 02 for further details

v. Perks-

1. First right to travel for all conferences
2. Travel by flights to all destinations
3. Stay at 3 star/ equivalent hotels
4. On successful completion of tenure, letter of recommendation given by Core Council Members
5. On extraordinary performance, they may be selected to lead the I.I.M.U.N. contingents for State & International Conferences
6. There will be an Annual Leadership Camp- all expenses within the camp including accommodation and meals will be taken care of by the Organization



7. All perks that are offered to all those after them in hierarchy
 8. Each Leadership Team Member on completion of a college degree and so long as they are below 22 years of age will get a chance to be recruited to the Organization and be given a stipend of up to INR 30,000 per month which will increase up to 25 percent annually so long as the Member continues to be in the Organization. The selection post college graduation will be done by an interview followed by a 2/3rd majority vote of all Members who are present in the Core Council
 9. Any Member that does not finish a 1 year term and the 1 month transition will not be entitled to any of the perks as mentioned above
- vi. Impeachment-
1. All Members can be removed under the Safety Council byelaws
 2. A Core Council Member with/without recommendation of a Leadership Team Member and with a simple majority of the Core Council can remove a Leadership Team Member
- vii. Post-Tenure responsibilities-
1. For 1 month post tenure they will be responsible for mentoring and training the next in line
 2. The Member will finish any and all outstanding work in the 1 month that they have
 3. The Member must hand over all data collected, curated, received or given during the duration of Member's tenure including but not limited to email ID credentials, database, contracts, templates, project files, I.I.M.U.N.'s social media networking credentials and anything else which is required by the Core Council.
 4. Any work given by the Core Council on submission of the resignation will also have to be completed.
- d. Coordinator-
- i. Composition- At any point of time at least 3 Members must be a part of the Coordinator team, one for each Department
 - ii. Selection & Tenure-
 1. All Club Presidents who have completed their tenure are eligible to apply as Senior Volunteers. However, their selection is subject to the approval of the Senior Directors in the Leadership Team.
 2. All Department Heads & I.I.M.U.N. Club Members automatically qualify to be Volunteers
 3. The Member should not have any pending case under the Safety Council or any criminal record against them
 4. All Members will be selected only after simple majority approval is received from the Core Council
 5. Tenure as an Assistant Director is a minimum of 1 year and a maximum of up until the individual turns 22 years of age.



iii. Scope, Roles & Responsibilities-

1. They are responsible for the last mile delivery of the Organization in regards to every initiative of the Organization
2. They are the first Point of Contact to solicit, authorise, dissolve, implement, explain and resolve any query in regards to I.I.M.U.N. Chapters and I.I.M.U.N. Clubs
3. Irrespective of Departments, all Coordinators will solicit I.I.M.U.N. Clubs and I.I.M.U.N. Chapters
4. They are responsible for monitoring I.I.M.U.N. Club Presidents, Teacher in Charge's and ensuring reports are regularly filled
5. Attending monthly meets for the I.I.M.U.N. Club Presidents
6. They will be the liaison officers between I.I.M.U.N. Clubs, Chapters and the Leadership Team
7. They are responsible for attending monthly townhall meetings
8. Participate and attend Department/ Sub Department meetings
9. They will ensure all targets in regards to the Organization are met by the Club Presidents

iv. Perks-

1. First right to travel for all I.I.M.U.N. chapter conferences
2. Travel by 3 tier AC trains to all destinations
3. Stay at 2 star/ equivalent hotels
4. On successful completion of tenure, letter of internship given by Leadership Team
5. On extraordinary performance, they can lead I.I.M.U.N. contingents for State & International Conferences
6. First to be recognised to ask questions during special seminars, concourses organised by the Organization
7. Any Member that does not finish a 1 year term and the 1 month transition will not be entitled to any of the perks as mentioned above

v. Impeachment-

1. All Members can be removed under the Safety Council byelaws
2. The Core Council can remove any Coordinator on a simple majority vote

vi. Post-Tenure responsibilities-

1. For 1 month post tenure they will be responsible for mentoring and training the next in line
2. The Member will finish any and all outstanding work in the 1 month that they have
3. The Member must hand over all data collected, curated, received or given during the duration of Member's tenure including but not limited to email ID credentials, database, contracts, templates, project files, I.I.M.U.N.'s social media networking credentials and anything else which is required by the Core Council



4. They will finish any and every work that has been assigned by the Core Council Members and the Leadership Team.

e. Teacher Coordinator-

i. Selection & Tenure-

1. A person who is a subject teacher of History/ Geography/ English/ Social Sciences should be given first preference
2. The Principal/ Owner/ Director of the school is the one who selects the Teacher Coordinator
3. The tenure of the Teacher Coordinator ceases to exist only if the appointing authority replaces the said individual, the individual transfers out of the school, is impeached or if the individual has voluntarily resigned from the position.
4. Has to be above 21 years of age

ii. Scope, Roles & Responsibilities-

1. Is the person who is responsible for ensuring that every last activity enlisted according to the I.I.M.U.N. Club Charter is followed to the best of their ability
2. To ensure that the vision of the Organization and its values are not diluted
3. The person who will be supervising any and all activities of the I.I.M.U.N. Club
4. Will be responsible for ensuring that discipline, orderliness and conduct of Members is appropriate at all times
5. Will assist the Club President in filling the reports of activities conducted
6. Will ensure that there is no financial mismanagement in the I.I.M.U.N. Club
7. Will attend training sessions conducted by the Core Council/ Leadership Team of the Organization for training & development of I.I.M.U.N. Club teachers
8. Will conduct elections for the position of Club President in a fair, transparent manner
9. In case of removal/ expulsion of any Member, the same should be communicated to the Coordinator
10. Is the teacher designate in case there is an I.I.M.U.N. Chapter conference in the school
11. Approves all appointments including that of Club Presidents/ Department Heads
12. Can approve/add departments in the I.I.M.U.N. Club
13. Will oversee recruitment drive

iii. Perks-

1. A certificate from the Senior Director for every year that the teacher continues to be an I.I.M.U.N. Club Teacher
2. The Best I.I.M.U.N. Club Award for the City will be collected by the Club President and the Club Teacher



3. Get their entry/ delegate fee for I.I.M.U.N.'s Annual Championship Conference waived
4. A letter of recommendation from Core Council Members/ Leadership Team for exceptionally hard working teachers
5. Entry Fee waived off for every 10 students that participate from the I.I.M.U.N. Club at any I.I.M.U.N. State/ International/ Championship Conference

iv. Impeachment-

1. A Teacher Coordinator can be removed by 2/3rd Members of the I.I.M.U.N. Club. This is if the Teacher Coordinator is found to be in violation of the I.I.M.U.N. Club Charter, vision of the Organization or has done something to compromise the values of the Organization.
2. A written request of 2/3rd Members is sent to the Principal of the school who will be the decision maker in this case.
3. In case Members are unhappy with the decision, they are free to approach Assistant Directors, who will relay the message to Core Council, who will be the final decision makers.

f. Club Presidents-

i. Election & Tenure-

1. All Members meeting the below mentioned criterion are free to apply, however, election to the level of Club President is based on simple majority.
2. These are Members who have been a part of the I.I.M.U.N. Club for at least 1 year, an exception can only be made in the following cases:
 - a. Founding year of the I.I.M.U.N. Club
 - b. Teacher in charge along with the Principal feels that this is necessary
3. The Member should not have any pending case under the Safety Council or any criminal record against them
4. Tenure as a Club President is a minimum of 1 year and a maximum of up until the individual turns 19 years of age.
5. All other rules are as mentioned in the I.I.M.U.N. Club Charter

ii. How are elections carried out?

1. The Teacher Coordinator adjudicates as the Election Referee. They will set the date of the election, rules and guidelines. They will adjudicate in case of any dispute.
2. All Members aspiring to be Club President, must submit their names to the Teacher Coordinator one month prior to the election
3. Each student is allowed to canvass for votes amongst club Members starting one month prior to the election
4. On day of election, each candidate is allowed to make a 5 minute speech and take questions for 5 minutes
5. Each Member is allowed to cast a secret ballot vote



6. The Member with the most number of votes is elected I.I.M.U.N. Club President
 7. In case the elections are not carried out transparently, the I.I.M.U.N. Club Members can reach out to Assistant Directors and lodge a formal complaint
 8. Any other rule that is mentioned in the I.I.M.U.N. Club Charter
- iii. Scope, Roles & Responsibilities-
1. Is the first elected position holder in the Organization
 2. Serves as the Convenor of the I.I.M.U.N. Club and will ensure all byelaws of the I.I.M.U.N. Club Charter are followed
 3. Ensures a Quorum of 4 Members is met
 4. Selects 3 Department Heads for Indian values, International outlook, Movement to Unite Nations based activities with consensus of the Teacher Coordinator
 5. Ensures that minutes of every session are documented and submitted to the Assistant Director in the prescribed format
 6. Ensure that monthly reports are submitted to the Assistant Director providing detailed updates on sessions and activities carried out by the I.I.M.U.N. Club
 7. In case of an I.I.M.U.N. Chapter being organised in the school, is the person who gets a senior position in the organising committee after Coordinators
 8. Is responsible for leading delegations for all events which include but are not limited to MUN Conferences/ Debates/ Elocutions and any other activity
 9. Is responsible for raising money and managing the finances of the I.I.M.U.N. Club for carrying out activities, if required.
 10. They are responsible for ensuring the curriculum that is disseminated by the Leadership Team and Coordinators reaches the Members of the I.I.M.U.N. Club
 11. Is the liaison point between the Coordinators and the Members of the I.I.M.U.N. Club
 12. Will oversee and conduct the recruitment drive for the 'I.I.M.U.N. Club'
 13. Will ensure that 10 Volunteers are recruited in case an I.I.M.U.N. Chapter is held
- iv. Perks-
1. Gets to attend exclusive by invite meetings and camps specially designed by Coordinators
 2. Best Club President gets awarded by Assistant Directors in a City Level meet
 3. Letter of Recommendation will be given to exceptionally hard working Club Presidents by Senior Director
 4. Opportunity to be trained and be selected as Chairpersons/ Presiding officers for I.I.M.U.N.'s State level Conferences
 5. Directly qualify to be Senior Volunteers post successfully finishing their tenure



6. Club Presidents get their entry/ delegate fee for I.I.M.U.N.'s Annual Championship Conference waived off
 7. Preferential Allotments during I.I.M.U.N.'s State level Conferences, International Conferences and Championship Conference
 8. Any Member that does not finish a 1 year term and the 1 month transition will not be entitled to any of the perks as mentioned above
- v. Post Tenure Responsibilities-
1. Responsible for helping the Teacher Coordinator in conducting elections for the next Club President
 2. For 1 month post tenure as Club President, they will hand hold and guide the new President
- vi. Impeachment-
1. A Club President can be removed by 2/3rd Members of the I.I.M.U.N. Club, if the Club President is found to be in violation of the vision of the Organization, I.I.M.U.N. Club Charter or has done something to compromise the values of the Organization.
 2. A written request of 2/3rd Members is sent to the Teacher In Charge who will be the decision maker in this case.
 3. In case Members are unhappy with the decision, they are free to approach the Assistant Director, who is the final authority on the same.
- g. Department Heads- Additional departments may be created with the permission of the Teacher Coordinator.
- i. Number and Names of Departments - There are 3 Departments
 1. 'Indian' values
 2. 'International' outlook
 3. 'Movement to Unite Nations' based activities
 - ii. Selection & Tenure-
 1. Any Member who is a part of a school and is not convicted under the Safety Council Guidelines can be a Department Head
 2. The Member should have served a term of at least 1 year, unless it is the founding year of the I.I.M.U.N. Club or if the individual is specifically exempted from the said rule by the Teacher Coordinator in consensus with the Club President
 3. A Department Head is selected by the Club President
 4. The Teacher Coordinator has the final say in the selection of the Department Head
 - iii. Scope, Roles & Responsibilities-
 1. Will primarily ensure that the curriculum that is prescribed by the Substance Department of the Organization is followed
 2. Each department has to conduct at least one activity in the year



3. For the 'Indian' values department- they can conduct any cultural activity which promotes Indian values or Indian-ness. Examples include
 - a. hosting a competition for Indian dance and music
 - b. organising a talent show with the theme as promoting Indian-ness.
 - c. Organising an Indian food festival
 - d. Organising a guided meditation/ yoga session
 - e. Organising a talk by a person who can speak about India
 - f. Any other activity that promotes Indian values and thought amongst the students
4. For the 'International' outlook Department- they can conduct any activity that promotes the students to have an international bent of mind
 - a. Hosting a Trivia Quiz on international issues
 - b. Simulation of an international crisis session
 - c. Celebrate days of international relevance
 - d. Any other activity that promotes an International mindset and thought amongst the students
5. For the 'Movement to Unite Nations' based activities
 - a. Digital drives via creating awareness campaigns on social media
 - b. Donation drives like
 - i. A Tree Plantation Drive
 - ii. Book Donation Drive
 - iii. Food Donation Drive
 - c. Beach Clean Up / Road Clean up
 - d. Any other activity that promotes social consciousness and the spirit of giving amongst tomorrow's leaders, today
 - e. Commemorate the following days as a part of I.I.M.U.N.'s Social Initiative Projects:
 - 1) January 22nd - International Day of Education
 - 2) February 14th - Valentine's Day
 - 3) March 08th - International Women's Day
 - 4) April 22nd - Earth Day
 - 5) May 31st - World No Tobacco Day
 - 6) June 21st - Yoga Day
 - 7) July 26th - Kargil Vijay Diwas
 - 8) August 15th - India's Independence Day
 - 9) September 03rd – Founder's Day
 - 10) October 10th - World Mental Health Day
 - 11) November 14th - Children's Day
 - 12) December 25th - Christmas
6. Will carry out Recruitment Drives for the I.I.M.U.N. Club
7. Attend all I.I.M.U.N. Club Meetings/ sessions of the Organization
8. Will help in taking the minutes of the meeting
9. Any other work as directed by the Teacher Coordinator or the I.I.M.U.N. Club President
10. Follow all instructions as delineated in the I.I.M.U.N. Club Charter



- iv. Perks-
 1. On successful completion of tenure, will get a certificate validating the efforts of the Member with the sign of the Teacher Coordinator
 2. Will get Senior positions in case there is an I.I.M.U.N Chapter that takes place in the school
 3. Preferential allotments in the I.I.M.U.N. Chapter Conferences
 4. Any department head that does not finish a 1 year term and the 1 month transition will not be entitled to any of the perks as mentioned above

- v. Post Tenure Responsibilities- Ensure that the new incoming Department Head is being handheld for 1 month

- h. Member-
 - i. Selection & Tenure-
 1. I.I.M.U.N. does not prescribe any pre-requisite on selection of Members, however, individual schools may set about parameters to attend I.I.M.U.N. conferences or be a part of I.I.M.U.N. Clubs, if they so desire
 2. Every Member irrespective of hierarchy fills up a Membership form and consent that the data provided including full name, gender, birthdate, mobile phone number, social media handles, email id, name of educational institute, and address of the Member will be utilised by the Organization for communication purposes.

 - ii. Scope, Roles & Responsibilities-
 1. For Members who have joined I.I.M.U.N. Clubs
 - a. Has to regularly attend meetings of the I.I.M.U.N. Club
 - b. Any other work as directed by the Teacher Coordinator or the I.I.M.U.N. Club President
 - c. Follow all instructions as delineated in the I.I.M.U.N. Club Charter
 2. For Members who have participated in I.I.M.U.N. Conferences-
 - a. Attend a minimum of 4 sessions of the I.I.M.U.N. conference
 - b. Adhere to I.I.M.U.N. Rules of Procedure (refer to Annexure 05)

 - iii. Perks-
 1. For Members who have joined I.I.M.U.N. Clubs
 - a. Gets preferential allotments in case of I.I.M.U.N. conferences
 - b. On successful completion of tenure, will get a certificate validating the efforts of the Member with the sign of the Teacher Coordinator
 2. For Members who have participated in I.I.M.U.N Conferences- they will get a certificate of participation from I.I.M.U.N.



3. Common benefits
 - a. Get an opportunity to work directly with and contribute to the social impact initiatives of the Organization
 - b. Get a chance to publish articles in the I.I.M.U.N. blog

- i. Council of Elders
 - i. Bifurcations in Elders-
 1. Level 1- Those who have been a part of the system for 3 months - 1 year in the Organization
 2. Level 2- Those who have been a part of the system for 1 years - 3 years in the Organization
 3. Level 3- Those who have been a part of the system for 3 years - 5 years in the Organization
 4. Level 4 - Those who have been a part of the system for 5 years - 7 years in the Organization
 5. Level 5- Those who have served over 7+ years in the Organization

 - ii. How are groups created- Every time a Member leaves the Organization post 3 months of working, they are added to a social networking group managed and maintained by the Leadership Team. social networking groups for those in Level 4 and above are managed by the Core Council.

 - iii. Scope, Roles & Responsibilities-
 1. Being Ambassadors of the Organization and carrying forward the vision of the Organization in their day to day lives
 2. Network, guide and help fellow Elders in their career path
 3. Level 3 and upwards can mentor Members of the Organization in carrying out day to day responsibilities
 4. Any other responsibility as accorded by the Founder of the Organization

 - iv. Perks-
 1. Gain Access to a network of people who are all united by one common vision
 2. Exclusive Meets for Elder Members of the Organization
 3. Opportunity to participate in Council of Elder retreats which are organised by the Core Council
 4. Level 3 and upwards to be invited as Special Guests of Honour for State Conferences
 5. Level 5 to be invited for Annual Championship Conference
 6. In case the Elders do not follow the values laid down in the I.I.M.U.N. Constitution or compromise on the vision of the Organization, a 2/3rd majority Members of the Core Council can remove an Elder from the Organization



12. Other Bodies

a. Safety Council-

- i. this is a semi-autonomous body that reports to the Core Council of the Organization
- ii. this council is instituted to ensure that no crimes of sexual/physical nature are caused to any individual
- iii. the jurisdiction of this council extends to every last I.I.M.U.N. Conference
- iv. The 3 Members will be nominated by the Core Council of the Organization and will serve a 1 year tenure
- v. These 3 Members have to be Members of the Leadership Team and Core Council
- vi. They will deal with the cases basis 'Prevention of Sexual Harassment'.
Read Annexure 1

b. Finance Department-

- i. this department will function as an autonomous body which will report only to the Founder of the Organization and to the Trustees of Taking India Forward Foundation.
- ii. this Department is age agnostic
- iii. They are entrusted with the book keeping, auditing, taxation of the Organization
- iv. Core Council Members are free to examine books of accounts of the foundation.
- v. They will conduct random checks on all Members of the Organization to ensure no financial mismanagement takes place. No Member who is a part of the I.I.M.U.N. hierarchy or has been associated with the Organization in any capacity can apply to this department.

c. Global Principal Network-

- i. This is a semi-autonomous body under the jurisdiction of the Core Council.
- ii. This body is age agnostic
- iii. This network of Principals will meet annually to exchange best practices between the academic fraternity.
- iv. State Level Meets of the GPN are held on the sidelines of the I.I.M.U.N. State Level Conferences.
- v. Any educationist so long as they hold the position of Principal/ Head of School is free to join this network.
- vi. There is no fee to join the Network
- vii. This Network also serves as a voice for schools across the globe
- viii. It acts a platform to network with schools across the globe
- ix. This body must meet at least once a year and the quorum of each Meet will be set at 2 persons.

d. Academic Advisory Council-

- i. This is a semi-autonomous body under the jurisdiction of the Core Council.
- ii. This council is age agnostic
- iii. It comprises of public intellectuals, scholars, historians and Ambassadors



- iv. They look after the selection of topics, agendas, committees that need to be simulated at I.I.M.U.N. Conferences
- v. They meet annually and advise the Substance Department of I.I.M.U.N.
- vi. Academic Advisory Council Members can be added or removed by 2/3rd majority of all Core Council

e. Advisory Board-

- i. This is the apex Advisory body of the Organization
- ii. This council is age agnostic
- iii. This is an autonomous body
- iv. Is convened by the Founder/ President of I.I.M.U.N.
- v. Meets annually on the sidelines of I.I.M.U.N.'s Championship Conference
- vi. Core Council Members via the Founder can access the Advisory Board

f. Goodwill Ambassadors-

- i. Any notable luminary so long as they are furthering the vision of the Organization can be appointed as a Goodwill Ambassador of the Organization
- ii. These appointments can be made by the Core Council of the Organization.
- iii. Goodwill Ambassadors can be added or removed by 2/3rd majority of all Core Council Members

13. **Calendar Year-** The Organization was instituted in January 2011 and organised its first conference in August 2012. Therefore, for all purposes and communications, the calendar year of the Organization is an August- August calendar.

14. **What is a Conference** (read along with Detailed Roles and Responsibilities- Leadership Team & Common Rules governing a conference)

- a. Chapter Conferences- 2 day Intra School I.I.M.U.N. Chapter which has the following template
 - i. The conference for all purposes of communication is branded as _____ (Name of School)'s I.I.M.U.N. Chapter _____ (Year) example ABC School's I.I.M.U.N. Chapter 2023
 - ii. The event takes place inside a school premises
 - iii. The school provides for
 - 1. 10 Senior grade students who serve as Volunteers, all of who will get a certificate from the Organization
 - 2. For every 40 students, the school provides 1 classroom
 - 3. They provide for flights, meals, accommodation in a 3 star hotel/ hostel, intra city travel for Team I.I.M.U.N. including Presiding Officers in case the conference is taking place outside of Mumbai
 - iv. At least 4 committee sessions of 2 hours each.
 - v. Minimum of at least 2 councils of 40 students each has to be simulated
 - vi. Individual Committee based closing ceremony/ Closing Ceremony with awards given
 - vii. Social Impact and Media Department covers it on the city page according to prescribed Social Impact and Media guidelines



- viii. A fee of INR 1000 per student is charged for an offline Chapter Conference and INR 500 for an Online conference. This fee can be changed on the basis of a 2/3rd majority vote in the Core Council.
- b. State Conferences- 3 day interschool conference where students from across the state are invited for the event
- i. The conference for all purposes of communication is branded as _____ (Name of School) presents I.I.M.U.N.'s _____ (name of state) Conference _____ (Year) example ABC School's I.I.M.U.N. Kerala Conference 2023
 - ii. Inaugural Ceremony with at least 2 speakers apart from the school and I.I.M.U.N. Contingent Leader. It should also include 2 dance performances- one Indian dance and one international dance style
 - iii. The Host School is provided a host frame and a 15 minute slot in the inaugural and 10 minute slot in the closing ceremony to speak at the event.
 - iv. At least 6 committee sessions of 2 hours each.
 - v. Minimum of at least 5 councils of 40 students each has to be simulated
 - vi. Host School has to provide for
 1. Lunch & High Tea for 2 days of the conference
 2. High Tea for Global Principals Network Meet (in case it is organised)
 3. An Auditorium with sound, stage, lights and set up for the inaugural ceremony
 4. 20 students from Senior grades who will serve as Volunteers and all of who will get a certificate from the Organization
 5. For every 35 students, the school provides 1 classroom for 2 days
 6. 3 star Hotel/ Hostel facility, intra city transport and meals for the team
 7. Hostel facility/ 3 star hotel and additional meals for students from outside the city (at an additional charge). In case of this option- the contingent will be responsible for transportation
 - vii. Closing Ceremony to be organised where chairperson/ resource persons are invited one after the other on stage to give awards. The ceremony ends with a speech from the Contingent Leader
 - viii. Social Impact and Media covers the conference on social media platforms and so also prepares an after movie for the State Conference
 - ix. Substance Department conducts a virtual training session for all student participants and selects all the presiding officers/ chairperson
 - x. A fee of INR 2000 inclusive of taxes (this will increase by INR 500 every 3 years) is charged per student for 3 days of the event which includes access to the inaugural and closing ceremony, Lunch, High Tea, Study material, Admin, multiple virtual training session & a certificate of participation. Additionally, if a student or a school delegation requires accommodation arrangements, the same can be provided for on a chargeable basis.
 - xi. A student who is economically not in a position to pay the fee of the conference is free to apply for up to a 100% fee waiver to the Core Council of the Organization.



- xii. Accommodation, additional meals and intra city travel to be charged to students at actuals and to be transferred to the host school/ 3 star hotel
- xiii. In the eventuality that the host school does not make meal and accommodation arrangements, pre set budgets are as follows,
 - 1. Double Occupancy per room per night inclusive of breakfast and taxes: up to INR 3000
 - 2. Triple Occupancy per room per night inclusive of breakfast and taxes: up to INR 4000
 - 3. Cost per meal per day: up to INR 250

- c. International Conferences- 3 day annual international conference which is organised in a country outside the Republic of India with the aim of sensitising students there to the idea of India.
 - i. The conference for all purposes of communication is branded as ____ (Name of School) presents I.I.M.U.N.'s ____ (name of country) Conference ____ (Year)
 - ii. Students from India and other countries can be invited for the conference. An educational experiential excursion may be created for students coming from overseas.
 - iii. All other points are the same as those in the aforementioned points-State Conferences
 - iv. In the eventuality that the host school does not make meal and accommodation arrangements, pre set budgets are as follows,
 - 1. Double Occupancy per room per night inclusive of breakfast and taxes: up to INR 3500
 - 2. Triple Occupancy per room per night inclusive of breakfast and taxes: up to INR 5000
 - 3. Cost per meal per day: up to INR 500

- d. Championship Conference- Annual 4 day educational extravaganza which is conducted in the following manner
 - i. The conference for all purposes of communication is branded as I.I.M.U.N.'s Annual Championship Conference ____ (Year)
 - ii. The conference will always take place in Mumbai, India.
 - iii. There will never be a title/presenting sponsor for the Annual Championship Conference
 - iv. At least 8 committee sessions of 2 hours each must be conducted
 - v. Minimum of at least 25 councils of 40 students each has to be simulated
 - vi. The inaugural ceremony will take place with at least 2000 students in attendance
 - vii. For the inaugural ceremony
 - 1. A minimum of 2 dance performances- one Indian and one international performance should be included.
 - 2. One performance of a singer should also be included.
 - 3. There should be a minimum of 3 guest speakers.
 - 4. The vote of thanks must be delivered by a Core Council Member
 - 5. Moderating of the ceremony must be done by public personalities of eminence



6. Host Schools of I.I.M.U.N.'s Championship Conference must be acknowledged on stage
7. The ceremony will be no longer than 4 hours
- viii. The Annual Advisory Board Meeting and the Annual Academic Advisory Council Meeting will take place on the sidelines of the Championship Conference
- ix. The host schools will provide:
 1. 15 classrooms for 2 days
 2. 20 Volunteers for 4 days
 3. Auditorium for the closing ceremony
 4. Meals for all participating students in their centre- standardised meals (optional)
- x. Only one Accommodation package for outstation delegates will be provided in a 5 star deluxe hotel. All meals to be provided for in the hotel itself. End to end transport will have to be arranged.
- xi. Fee for the Annual Championship Conference is INR 2,500 per student.
- xii. A student who is economically not in a position to pay the fee of the conference is free to apply for up to 100% fee waiver to the Core Council of the Organization.
- xiii. Leadership Team of the Organization should be flown down for this followed by the Leadership camp.
- xiv. Founder of the Organization will be present for this event

15. Common Rules governing a conference

- a. The theme of all conferences will remain Uniting the world, the Indian way.
- b. Each Member at an offline Physical I.I.M.U.N. conference including participants, principals will get an Admin kit which includes- Placard, Notepad, Pen, I.I.M.U.N. Badge, Folder, Certificate.
- c. All conferences will have 40 students: 2 chairpersons/presiding officers' ratio
- d. No money is to be collected in the form of cash
- e. All monetary transfers are to be made via online transfers, cheques and/or demand drafts
- f. On one day of the conference Indian vegetarian food must be served. (Optional for I.I.M.U.N. Chapters)
- g. On one day of the conference Yoga must be practiced for 1 hour (optional for I.I.M.U.N. Chapters)
- h. Awards per council are: Best Delegate, High Commendation, Special Mention and 2 Verbal Mentions given as per Substance guidelines.
- i. Best Delegation award is calculated & given as per Substance guidelines.
- j. In case of multiple councils being simulated 30 percent committees will be Indian, 30 percent based on International Organizations, and the remaining 40 percent on fictional
- k. I.I.M.U.N. Contingent is for every 40 participants- 1 team Member is sent. In case of large crowds, exceptions can be made with simple majority of the Core Council
- l. The ideal composition of a contingent is 33 percent each to Conferences, Substance and Social Impact and Media in that order. However, in case of dispute a simple majority vote is required in the Core Council.



- m. Every Member who participates in an I.I.M.U.N. Conference has to follow actionable goals- by either planting a tree/plant, feeding a not so privileged person or by donating a book. This task has to be completed post every conference. Only once they have submitted documented proof of the same to the Teacher Coordinator/ senior most Member from a school- should certificates be issued. In case the student is not accompanied by a teacher, then certificate can be collected from the Host School.
- n. Presiding Officer
 - i. Who can be a Presiding Officer- any individual who is below the age of 24 is eligible to apply, provided:
 - 1. The said person has participated in:
 - 5 'MUN Conferences' to be eligible as a Chairperson
 - 3 'MUN Conferences' to be eligible as a Vice-Chairperson
 - 1 'MUN Conference' to be eligible as a Rapporteur
 - 2. Not convicted by the 'Safety Council'
 - 3. Has been interviewed and is deemed fit to oversee students by the Substance Department
 - ii. Travel Allowance- Expenses for travel for out stationed Presiding Officers can be claimed as follows on submission of bills:
 - 1. Chapter Conferences- Up to INR 3,000
 - 2. State Conferences- Up to INR 4,000
 - 3. Championship Conferences- Up to INR 5,000

Expenses for travel for within city Presiding Officers who reside more than 20 kilometres away from the host institute can be claimed as follows on submission of bills:

 - 1. Chapter Conferences- INR 1,500
 - 2. State Conferences- INR 1,500
 - 3. Championship Conferences- INR 1,500
 - iii. Meals - For all PO's travelling for a conference food allowance basis bills submitted, in places where meals are not provided
 - 1. Chapter/ State Conferences- up to INR 250 per meal per day
 - 2. Championship Conferences- up to INR 500 per meal per day
 - iv. Accommodation- in the eventuality the school does not provide accommodation, maximum budget is as follows:
 - 1. Double Occupancy per room per night inclusive of breakfast and taxes: INR 3000
 - 2. Triple Occupancy per room per night inclusive of breakfast and taxes: INR 4000
- o. All Members irrespective of designation will fly Economy class,
- p. Only Board of Advisors and with specific exceptions and a simple majority of the Core Council- certain guest speakers are allowed to fly business class flights and stay in a suite room at a 5 star hotel.
- q. For Rules governing debate please refer to I.I.M.U.N. Rules of Procedure (RoP), for any amendments to the RoP- a unanimous vote of Core Council Members and written assent of the Founder/President is required.
- r. Modifications to what constitutes a conference can be changed by the Core Council on a simple majority vote.



16. **How is a conference organised-** Each conference is organised by a coordinator, and overseen by any one Senior to that person in the hierarchy. They are the people who are solely responsible for this. (Read Annexure 2- Conferences Handbook)

17. **I.I.M.U.N Clubs**

a. What is an I.I.M.U.N. Club?

A club that carries out & promotes Indian-ness, an International mindset and Movement to Unite Nations based activities with the sole purpose to further the concept of global citizenship. The aim is to create leaders without creating noise.

b. Who can constitute an I.I.M.U.N. Club?

Any student, academician, Principal or Member of management belonging to or associated with a school can approach the *Coordinators* of the Organization utilising the reference of an already existing partner institution to constitute this Club in their institution. Alternatively, a school may be approached by the *Coordinators* of I.I.M.U.N. to propose setting up of the same.

c. How can an I.I.M.U.N. Club be constituted in a school?

In order to establish the I.I.M.U.N. Club the institution in question will need to enter into a formal agreement with India's International Movement to Unite Nations. This Agreement or Memorandum of Understanding (MoU) will enlist the roles, responsibilities and deliverables that are expected from both parties that have entered into the agreement. This agreement would need to be signed by the Principal or any Member of the management/managing committee of the school and by a Member of the *Leadership Team* from I.I.M.U.N.'s end. This agreement will remain in perpetuity until and unless either party wishes to revoke the agreement giving a notice of 6 months.

d. Composition- 4 Members are needed to constitute the club- 3 Department Heads and 1 President

e. Minimum Sessions Required

Upon Constitution, the school must ensure that a minimum of 8 sessions are conducted.

f. Hierarchy of the I.I.M.U.N. Club:

Teacher-in charge → Club President → Department Heads → Members

g. Recruitment into the I.I.M.U.N. Club: The Teacher-in-charge is responsible to ensure that the student Member intake for the I.I.M.U.N. Club is done annually. If the school wishes to add Members mid-term/mid-year, written permissions from the designated Assistant Director is required.

h. Reporting Mechanism: for all Activities that are conducted by the Club, a report needs to be submitted by all the I.I.M.U.N. Club President/ Teacher Coordinator/ Department Head to I.I.M.U.N.'s City Head

i. Best I.I.M.U.N. Club Award: Every Assistant Director will conduct an annual City meet to give out an award for the best I.I.M.U.N. Club every year

j. I.I.M.U.N. Clubs will be governed by the I.I.M.U.N. Club Charter which can be amended by School teacher/ Club President in consensus with I.I.M.U.N. Coordinators

k. I.I.M.U.N.'s Leadership Team retains the right to disband any I.I.M.U.N. Club if they are found to be conducting activities which are against the values of the Organization/ working against the vision of the Organization



- l. Financials- I.I.M.U.N. will not charge any pecuniary sum from any Member or any Club for any activity conducted by the I.I.M.U.N. Club. However, schools are free to authorise the collection of a token fee if they deem necessary.
- m. For further details- please refer to Annexure 06- I.I.M.U.N. Club Charter

18. I.I.M.U.N. Chapters

- a. What is an I.I.M.U.N Chapter
 - i. A 2 day conference which is organised within a school constitutes as a Chapter Conference
 - ii. An agreement between a school and the Organization must be signed before an I.I.M.U.N. Chapter is formalised.
 - iii. Every agreement should be for a minimum time frame of 3 years
- b. Language
 - i. The language for purposes of communication will be English, Hindi or any regional language that the students are comfortable in using
- c. Who can conduct an I.I.M.U.N Chapter
 - i. Signing authority on behalf of I.I.M.U.N. is a Leadership Team or someone higher up in the hierarchy
 - ii. I.I.M.U.N Coordinators will help execute the agreement with the school

19. Leave Policy

- a. All those Members in the Organization who are a part of hierarchy between Senior Volunteers – Core Council will be allowed 21 days of annual leave including sick leave, leave for national holidays, leave for exams and any other leave
- b. All leaves except sick leave need to be intimated 15 days in advance to your immediate senior and need to be approved in written communication via email
- c. The only three exceptions outside of the 21 days leave is
 - i. Founder's Day
 - ii. India's Independence Day
 - iii. Any extraordinary leave due to medical reason which may be granted by a 2/3rd majority of all Core Council Members

20. Daily to-do for every Member who is part of the hierarchy of I.I.M.U.N., only exception to this rule is during I.I.M.U.N. Conferences-

- a. Each Member at I.I.M.U.N. who is in the hierarchy has to start every meeting/day with at least 2 mins of mindful meditation (2 percent of the total time duration of any meeting/ rendezvous has to be allocated to this activity)
- b. There has to be at least 8 minutes of current affairs discussion (8 percent of the total time duration of any meeting/ rendezvous has to be allocated to this activity)
- c. Followed by the last 5 minutes spent in recap of the meeting/day (5 percent of the total time duration of any meeting/ rendezvous has to be allocated to this activity)

21. Founders Day – 3rd September of every year will be celebrated as Founders Day and a holiday/ celebrations can be conducted around the birthday of Mr. Rishabh Shah



22. Dispute Resolution - for any dispute that takes place between Members of the Organization, the immediate Senior according to hierarchy' will have jurisdiction. In case of dispute not being resolved, Core Council Members will via simple majority give the verdict. In case of deadlock/ dispute between Core Council Members, matter can be referred to Founder/President.

23. Promotions

- a. At the level of Coordinator, it will take place bi-annually
- b. For Leadership Team, it will be take place annually
- c. For Core Council promotions, basis vacancy.
- d. Exceptional performers can be promoted two levels
- e. Will be announced in the monthly townhall meeting for all levels above Club President

24. Townhall Meetings

- a. Quorum- 10 Members need to be present for these meetings to be conducted
- b. These meetings must take place for a minimum of 30 minutes
- c. These meetings take place once every month and are for all those in the Organization from Coordinators- Core Council will be present
- d. They are addressed by the Core Council of the Organization
- e. They serve as a platform for the Organization to participate in the giving feedback, grievances, suggestions to the Core Council
- f. Important announcements in regards to Organization like announcing Contingents for conferences, promotions and demotions are made here
- g. Minutes of these meetings must be submitted to the Founder on the last date of every month

Amendments- anything and everything in the Constitution of the Organization can be changed but only by those in Core Council. Process for changing the Constitution. 2/3rd majority of all Members of the Core Council will have to submit a written request to the Founder/President

25. I.I.M.U.N. Headquarters

- a. The Organization for its working will be Headquartered out of 400, Aman Chambers, Charni Road, Mumbai.
- b. Even if the Headquarters need be relocated, it cannot move outside of South Mumbai

26. Extraordinary Meetings

- a. Any Member of the Core Council can call for an Extraordinary Meeting of any department/ hierarchy level of the Organization, giving a notice of 3 hours
- b. Any Member of the Core Council can also call for an Extraordinary Core Council Meeting, giving a notice of 30 minutes
- c. Quorum is yet required to be maintained
- d. All rules for passing any decisions will yet remain the same

27. Voting- For all purposes of voting, in case of a simple/ 2/3rd majority required, the number will be rounded off to the higher decimal number.

- a. Example- if the Core Council includes 5 Members, a 2/3rd majority will mean 2/3rd of 5 Members = 3.3 Members i.e. 4 Members.



- b. Example if the Council includes 5 Members, a simple majority will also mean 0.51 of 5 Members = 2.50 Member i.e. 3 Members

Annexures

Annexure 1- [Prevention of Secual Harassment \(POSH\) of Persons at the work place](#)

Annexure 2- Conferences Hand Book

Annexure 3- Substance Guidelines

Annexure 4- Social Impact and Media Guidelines

Annexure 5- [Rules of Procedure](#)

Annexure 6- I.I.M.U.N. Club Charter