

Constitution of Xavier's Alumni St. Xavier, Jaipur.

1. NAME

Society will be named as Xavier's Alumni, Jaipur.

2. REGISTERED OFFICE

The registered office of the society will be at St. Xavier's Senior Secondary School, C-Scheme, Jaipur premises.

3. THE PURPOSE

- (a) To foster and keep alive the bonds of friendship and understanding between the alumni themselves and between the alumni and the school and to explore ways by which we can be mutually helpful to each other.
- (b) Drawing strength and inspiration from mutual co-operation, to keep alive the ideals of moral integrity, service, sincerity and gentlemanliness, which we imbibed together at school.
- (c) To promote education, relief of the poor, medical relief, preservation of environment, monuments, places, objects of artistic or historic interest, and the advancement of any other object of general public utility.
- (d) Any other activity, work beneficial to the mankind and society.

4. MEMBERSHIP

- (A) The membership of Xavier's Alumni, Jaipur shall be open to:
 - (a) Students passing Std. XII from the school and having studied for at least four years.
 - (b) Students passing Std. X from the school and having studied for at least four years.
 - (c) Students having studied in the school for at least seven years.
 - (d) However, if any student is not covered by clause 4(A) (b) and (c), he can be granted membership by the executive if: (i) he has passed at least class X or XII from the school and has studied in the school for at least two year and subject to the other provisions of the constitution, (ii) he has studied in the school for five years and subject to other provisions of the constitution.

(B) REFUSAL, SUSPENSION AND TERMINATION OF MEMBERSHIP

- (a) The membership of the Xavier's Alumni can be refused if the Executive Committee considers the applicant undesirable/unworthy to be admitted in the society even though otherwise the applicant is eligible. Such refusal shall need a 2/3rds majority of the executive.
- (b) That the member can be suspended for duration of one month provisionally, which can be extended after giving a show cause notice and personal hearing for a unlimited period but not more than 3 years by the disciplinary committee consisting of Director, President and at least 3 Executive committee members.

(C) MEMBERSHIP FEE:

- (a) The life membership of the Xavier's Alumni shall be Rs. 10,000/-.
- (b) The life membership shall however be Rs. 1500/- for the students passing class XIIth and joining the Alumni up to June 30th of that academic year.
- (c) Other students seeking membership under clauses 4A (b) (c) at the time when their batch mates are being admitted to the Alumni up to June 30th following their passing class XII, as provided in clause 4C (b), shall also be eligible for membership on paying a fee of Rs. 1500/- only.
- (d) That upto 5 years of passing out from 12th Class, if clause (b) and (c) above is not opted then the fee will be Rs. 2500/- for life membership looking to the fact that the applicants are not earning but are students.
- (e) Golden Jubilee Batch:-

The Executive Committee in order to meet the aims and objective of the society i.e. bondage and brotherhood may relax and grant concession upto 100% of the prescribed fee to the applicants belonging to Golden Jubilee batch from the general rate as specified above.

5. FORMATION OF COLLEGIUM

- (1) With the aim and objective of democratic set up and proportional representation a collegium will be formed consisting of batch representatives from every batch starting from the inception of the school till the last passing out batch.
- (2) The formation of collegium will be by way of self nomination by the representatives of every batch in the prescribed format as given in Annexure-1 of the Constitution.
- (3) In case of more than one candidature and absence of consensus amongst the representatives, lottery will be drawn by the Director, in front of prospective candidates and the selected candidate will be Batch Representative.
- (4) The tenure of the collegium will be two years and Executive Committee will be formed out of it.

- (5) The Collegium will form the Executive Committee within one month of its formation in its Meeting.

6. EXECUTIVE COMMITTEE

(A) COMPOSITION OF EXECUTIVE COMMITTEE:

The Executive Committee shall comprise of :-

- (a) President elected / selected by majority from the collegium.
- (b) Vice President elected / selected by majority from the collegium.
- (c) Secretary elected / selected by majority from the collegium.
- (d) 7 Executive members selected / elected out of the collegium.
- (e) Director appointed by the school administration / Society of Jesus.
- (f) President of the immediately preceding Executive Committee of Xavier's Alumni (Ex Officio member).

EXPLANATION:-

It is hereby clarified that process of selection / election will be carried out by the process of secret ballot in conformity with the Annexed Code of Conduct.

(B) TERM OF THE EXECUTIVE COMMITTEE:

The term of the Executive Committee shall be two years.

(C) FUNCTIONS OF THE EXECUTIVE COMMITTEE:

- (a) To work for aim and object of the society.
- (aa) The Executive Committee shall meet at least once every two months.
- (b) To nominate sub-committee and allocate work to other members.
- (c) To plan and supervise the activities of the Alumni.
- (d) To sanction all expenses of Rs. 10,000/- or more in advance with permission of members of the Executive Committee.
- (e) To raise funds if needed and to utilize them solely to further the aims and objects of the Alumni.
- (f) To present an annual financial report at the Annual General Meeting.
- (g) To provide and approve the remuneration of the Staff.
- (h) The quorum will consist of at least 6 members.

7. PRESIDENT

(A) ELIGIBILITY:

Any person who has been a member of the Alumni for at least five years and has been member of Executive committee for a period of not less than two years.

(B) ELECTION:

The President shall be elected/selected at the meeting by the batch representatives forming the collegium.

(C) TERM:

The President shall hold the office for a period of two years.

(D) POWER AND DUTIES:

- (a) To preside over the executive committee meetings.
- (b) To cast a decisive vote in case of tie besides his own vote.
- (c) To authorize any expenses without the prior approval of the executive provided such sum is less than Rs. 10,000/-.
- (d) To operate the Xavier Alumni bank account along with the director.
- (e) To call a meeting of Executive Committee as and when he deems fit as per the provisions of the constitution.

(E) REMOVAL OF PRESIDENT

The President can be removed if a No Confidence motion is proposed by a member, duly seconded by another and in a special meeting, the proposal is accepted by 2/3rd of collegium or otherwise in an Annual General Meeting the house votes in favor of No Confidence Motion with majority.

8. VICE PRESIDENT

(A) ELIGIBILITY:

Any person who has been a member of the Alumni for at least three years and has been in the Executive Committee for at least one tenure.

(B) ELECTION:

The Vice-President shall be elected/selected at the extra ordinary general meeting by the batch representatives forming the collegium.

(C) TERM:

The Vice-President shall hold the office for a period of two years.

(D) POWER AND DUTIES:

- a. To preside over the executive committee meeting in absence of the President.
- b. To perform the duties of the president in case the president is on leave or resigns or is removed as per provisions of the constitution.

(E) REMOVAL OF VICE-PRESIDENT

The Vice-President can be removed if a No Confidence motion is proposed by a member, duly seconded by another and in a special meeting, the proposal is accepted by 2/3rd of collegium or otherwise in an Annual General Meeting the house votes in favor of No Confidence Motion with majority.

9. SECRETARY

The Secretary will be elected at the extra ordinary general meeting by the batch representatives forming the collegium.

POWER AND DUTIES:

- (a) To look after the day-to-day work of the alumni.
- (b) To maintain the minutes of the executive, extra ordinary and Annual General Meeting.
- (c) To keep and maintain the records of the alumni.

REMOVAL

The Secretary can be removed if a No Confidence motion is proposed by a member, duly seconded by another and in a special meeting, the proposal is accepted by 2/3rd of collegium or otherwise in an Annual General meeting the house votes in favor of No Confidence Motion with majority.

10. EXECUTIVE MEMBERS

ELIGIBILITY:

- (1)** A member of the Executive Committee must be from the collegium.
- (2)** The prescribed strength of 7 Executive Members will be elected / selected by collegium strictly following the rules prescribed in **Annexure-1** and Code of Conduct prescribed therein .

POWERS AND DUTIES

- (a) All members of the executive committee shall have a right to vote.
- (b) Any member can propose a motion in the Executive Committee with the approval of the chair.

(c) The members shall attend the Executive Committee meetings regularly. Failure to attend three consecutive meetings without assigning a suitable reason shall render him liable for suspension/cancellation of membership from the Executive Committee.

(d) The Members shall perform the duties assigned to them by the Executive Committee.

REMOVAL:

A member of the Executive committee can be suspended from its Membership by a 2/3rd majority of the Executive Committee and if approved by 2/3rd majority of collegium, the same will stand terminated.

11. DIRECTOR

The Director shall be nominated by the administration of the school / society of Jesus. He shall act as the custodian of Xavier's alumni funds, operate the bank account along with the president or vice-president. He shall prepare an annual financial report on behalf of the executive committee and present it to the Annual General Meeting. He shall advise the Executive committee on its various functions.

12. ANNUAL GENERAL MEETING

A General Meeting shall be held every year normally on 26th day of December. Such meeting shall be known as the Annual General Meeting and the quorum shall consist of at least 100 members.

13. EXTRAORDINARY GENERAL MEETINGS

An extraordinary meeting can be called by giving 21 days notice in writing and with the signature of at least 50 members or majority of collegium to the director of the Xavier's Alumni along with the point to be discussed. The director if he so considers suitable can ask for further explanation on the points given in such notice.

14. AMENDMENT OF THE CONSTITUTION

(A) All amendments to the constitution shall have to be carried by a 2/3rds majority of the members present at the Annual General Meeting.

(B) Removal of difficulty and Dispute redressal arising out of interpretation qua The Constitution will be referred to the standing Committee comprising of The Director, Chairman - Constitution Draft Committee Shri Samir Jain, Election Officers Shri Ajit Singh and Shri Mukesh Jindel,.

15. We the members of Xavier's Alumni on this twenty-fourth day of August, year 2013, under the provisions of the existing constitution give ourselves this re-drafted constitution to run our organization henceforth under the provision of the constitution.