

Constitution of Xavier's Alumni Society, 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.
- (b) Students passing Std. X from the school and having studied for at least four years.
- (c) Student has studied in the school for five years and subject to others provisions of the constitution.
- (d) However, if any student/person is not covered by clause 4(a) (b) and (c) , he can be granted membership by the executive committee if: (i) He has studied in the school for at least 2 years and expresses keen desire in writing to be part of Xaviers Alumni and the executive committee feels it would benefit the society, subject to the 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 an unlimited period but not more than 2 years by the disciplinary committee consisting of Director, President and at least 3 Executive committee members.
- (c) That the Disciplinary Committee, if it so finds, that the erring member has neither responded to the show cause notice nor presented himself for a personal hearing, may upon finding his misdemeanor to be of grave concern terminate his membership from the roll of Xavier's Alumni after due written information to him.
- (d) On any disciplinary issue brought to the disciplinary committee the decision of the disciplinary committee will be final.

(C) MEMBERSHIP FEE:

- (a) The life membership of the Xavier's Alumni shall be Rs.15,000/- subject to increase from time to time as per decision of executive committee.
- (b) The life membership shall however be Rs. 2000/- for the students passing class XIIth and joining the Alumni up to June 30th of that academic year, subject to increase from time to time as per decision of executive committee.
- (c) Other students seeking membership under clauses 4(a) (b) (c) at the time when their batch mates are being admitted to the Alumni up to June 30th of that academic year following their passing class XII, as provided in clause 4c, shall also be eligible for membership on paying a fee of Rs. 2000/- only subject to increase from time to time as per decision of executive committee.
- (d) That up to 5 years of passing out from 12thClass, if clause (b) and (c) above is not opted then the fee will be Rs. 3000/- for life membership looking to the fact that the applicants are not earning but are students. This will be subject to increase from time to time as per decision of executive committee.
- (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 up to 100% of the prescribed fee to the applicants belonging to Golden Jubilee batch from the general rate as specified above.

5. THE MENTOR CUM ELECTION COMMITTEE:

- a) The Mentor Committee shall consist of 5 (five) members.
- b) The Executive Committee shall select the Mentor Committee with the help of previous terms mentor committee. The Mentor Committee shall consist of Past Presidents, Vice Presidents, Secretaries or any member with two terms experience as Executive Member

OR

Any alumni member recommended by Director of Xavier's Alumni
- c) Mentor Committee will work for a duration of four years. A person can be a member of mentor committee for two terms with break in between.
- d) Mentor Committee shall supervise elections every 2 years and review the working of the executive committee every 6 months. They should submit their findings to the director in writing.
- e) No member of the Mentor Committee shall occupy any post in the Executive Committee during or after their tenure.

6. 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) Batch representatives will be selected only after they submit an affidavit that they will be present for all events of the Alumni and will work to strengthen the bond to the best of their ability.
- (3) In case of multiple BR candidates, the Mentor Committee will interview and select the candidate based on mutual understanding. In the absence of consensus amongst the representatives, lottery will be drawn by the Director, in front of prospective candidates and the selected candidate will be the Batch Representative.
- (4) 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.
- (5) The tenure of the collegium will be two years and Executive Committee will be formed out of it.
- (6) The Collegium will form the Executive Committee within one month of its formation in its Meeting.
- (7) Batch representative shall stand automatically debarred if he/she fails to attend 3 (three) consecutive meetings.

7. 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 of the executive committee will be carried out by the process of secret ballot in conformity with the Annexed Code of Conduct. Selection of entire executive committee should be after "EXPRESSION OF INTEREST" after the BR selection. Election process from the beginning till the end will be taken care by the Mentor committee which also functions as the election committee. Mentor committee may take the help of other alumni members for smooth conduct of elections.

(B) TERM OF THE EXECUTIVE COMMITTEE:

The term of the Executive Committee shall be two years, which may be extended by the Director for two more years in consultation with the mentor committee.

(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 too their 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.

8. PRESIDENT

(A) ELIGIBILITY:

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

(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 one term which shall be a period of two years. No President shall be eligible to serve more than two terms.

(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 an executive committee member, duly seconded 2 more executive committee members (in writing to the director) and in a special meeting headed by the Director, 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. VICE PRESIDENT

(A) ELIGIBILITY:

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

(B) ELECTION:

The Vice-President shall be elected/selected at the extraordinary 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 executive member, duly seconded by another executive (in writing to the president) 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. SECRETARY

(A) ELIGIBILITY:

Any person who has been a member of the Alumni for at least ten years and has been in the Executive Committee for at least two tenures.

(B) ELECTION:

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

(C) TERM:

The Secretary shall hold the office for a period of two years or as decided by the mentor committee and director.

POWER AND DUTIES:

- (a) To look after the day-to-day work of the alumni.
- (b) To maintain the minutes of the executive, extraordinary special 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 executive member, duly seconded by another executive (in writing to the president) 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.

11. 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 2/3rdmajority of the Executive Committee and if approved by 2/3rdmajority of collegium, the same will stand terminated.

12. 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.

13. ANNUAL GENERAL MEETING

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

14. EXTRAORDINARY GENERAL MEETINGS

An extraordinary general 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.

15. 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) Dispute Redressal and removal of any difficulty arising out of interpretation qua the Constitution will be referred to the Mentor cum Election Committee.

16. We the members of Xavier's Alumni on this twenty sixth day of December, year 2024, under the provisions of the existing constitution give ourselves this re-drafted constitution to run our society henceforth under the provision of the constitution.

** Wherever, 'He' is mentioned in the constitution it implies 'He/She'.*