

Dear Alumni,

Here is a draft of the XIC Alumni Association Charter. If you would like to offer any suggestions, please do so by the 31st of May 2007.

Thank you, and looking forward to hearing from you.

Regards

Jeanne DeSa

jeanne@xaviercomm.org

XIC Alumni Relations.

April 10, 2007.

XIC Alumni Connect
an Alumni Association of the Xavier Institute of Communications

The registered office of the association will be at the following address:

Xavier Institute of Communications
St. Xavier's College Campus, Mahapalika Marg, Mumbai 400 001

Aims and Objectives

The aims and objectives of the association shall be:

1. To exchange news and opinions about professional work within the Alumni network
2. To develop initiatives for the upgrading of knowledge and skills, such as meeting with media experts both National and International
3. To establish a Study Circle for discussion on Current literature in Media
4. To assist XIC in the Project and Process of Selection for a proposed programme of Alumni Professional Achievement Awards . (It would be invaluable to XIC as an Institute to recognize the professional achievements of its alumni as media professionals or a media academics.)
5. To support the XIC by way of publicity and promotion of the value and media education quality of its constituents viz. International Status and Structure Quality Management Faculty and Course Curriculum for its Admissions and Courses (e.g. through a non-formal exchange of views about the value of study programmes on offer.)
6. To keep in touch with faculty members (create, maintain and promote goodwill between members and the Institute)
7. To access XIC Media Resource Centre through a Library Membership
8. To offer Scholarships, awards and sponsorships to alumni in recognition of their professionalism.

Managing Committee

The attainment of these aims and objectives shall be the responsibility of the Managing Committee, which shall have full discretion as to the scope of activities to be organised for this purpose, on the basis of the Aims & Objectives.

The Members will be _____
from _____

At least 100 members All –India to begin before starting the Association.

Funds

All the incomes, earnings, movable or immovable properties of the association shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, profits, bonus or in any manner whatsoever, to the present or past members of the association or to any person claiming through anyone or more of the present or past members. No member of the association shall have any personal claim or any movable or immovable properties of the association or make any profit, whatsoever, by virtue of his membership.

Membership

The association shall have members in the capacity of ordinary members.

Ordinary Members: all ex-students of XIC are eligible.

The Managing Committee will admit members on completion of an application form.

The decision of the Managing Committee, on acceptance of membership will be final.

Membership fees:

Ordinary member: the Annual Subscription for an ordinary member shall be Rs. 100.

Per annum.

A Life Membership of Rs. 2000/- ?? Rs. 10,000/- ??? will also be accepted.

A corpus will be built over a long period of time through small but regular contributions to further aims and objection.

Termination of Membership

Membership of the association will be terminated on: -

1. Voluntary resignation of membership
2. Death of a member
3. Removal of a member by the Managing Committee for valid reasons.

Resignation letters shall be addressed to the Honorary Secretary who will place the same before the Managing Committee.

No refund of subscriptions will be made on resignation / termination of membership.

Members allowing their annual membership to fall into arrears for two years will be liable to have their names removed from the Rolls of the Association. They may be considered for readmission only on payment of all arrears.

Any member acting in a manner objectionable or contrary to the interests of the Association or whose conduct has otherwise been improper shall be called upon to resign from the Association. No such member shall be readmitted except by a vote of two thirds of the members present at any General Body Meeting, on a motion, of which notice has been given.

Funds

The funds of the Association shall be by subscription, donations, contributions, collection by way of cultural performances, lectures or any other allied legal activities undertaken for the augmentation of the finances of the Association to achieve its aims and objects. The funds of the Association shall be deposited with a Bank selected by the Managing Committee.

The **Treasurer** shall operate the bank account of the Associations jointly with either the XIC Director / Finance Manager or Honorary Secretary.

Managing Committee

The management of the association shall be vested in the Managing Committee to direct and conduct the business of the Association which shall comprise of 10 (Ten) members to be elected / nominated / co opted as detailed below:

President of the Association

(Each Chapter will have a Vice- President who will be on the Managing Committee)

8 Members including a Vice – President to be elected by ordinary members.

One person to be nominated by the Director XIC

Office Bearers

Members of the Managing Committee shall elect the following office bearers at the first meeting of the Managing Committee, except for the President of the Association.

Responsibilities of the President

_____ shall ex-officio be the President of the Association

The President shall preside, conduct and regulate the meetings of the General Body and the Managing Committee (whenever possible).

He / She shall decide all questions of order and priority at the Annual General Meeting of the Association and his decision and ruling shall be final.

The Annual General Meeting will be held once a year at the registered office of the Association, Xavier Institute of Communications, Mahapalika Marg, Mumbai 400 001.

He will have the right to convene through the Honorary Secretary an Extra-Ordinary meeting of the General Body if he thinks fit or if special circumstances demand.

In addition to his right of voting as a member of the Association, have a casting vote in the case of a tie on equality of votes at any meeting.

He will be the final arbitrator in matters of contention with regard to the Chapters.

Duties of the Honorary Secretary

The Honorary Secretary will generally work under the overall control and supervision of the Managing Committee and internally will be responsible to:

Convene the meetings of the Association.

Prepare and circulate the agenda papers concerning the meeting.

Maintain minutes of every meeting.

Receive applications for membership and process and submit the same to the managing Committee for its consideration.

- President
- Honorary Secretary
- Honorary Treasurer

Term of Office

The Managing Committee will hold office for a period of two years.

A member shall be eligible for re-election for not more than two consecutive years.

General Body Meeting:-

The Annual General Body Meeting of the members of the Association shall be held on or before 28th February every year, after the close of the Association's year which shall be from April to March. Other General Body Meetings may be held as decided by the Managing Committee from time to time.

25 members shall form a quorum at the General Body Meeting.

In the event of there being no quorum within half-an-hour of the scheduled time, the meeting shall be adjourned for half an hour to take place at the same venue.

No quorum will be required for any adjourned meeting. At the adjourned meeting so held, only the agenda stipulated in the meeting shall be discussed and decisions taken thereon.

At the General Body Meeting the President, in his absence, the Vice President or one of the members of the Managing Committee shall preside over the meeting.

At any meeting the presiding Chairman will have the right of a casting vote in addition to his own vote.

A fifteen day prior notice for the Annual and any other General Body Meeting shall be given to the members. Non- receipt of such notice by a member shall not invalidate proceedings.

The following businesses shall be transacted at the Annual General Body Meeting:

To consider and approve the annual accounts and reports of the Managing Committee.

To consider and approve the audited statement of accounts for the year.

To declare results of the election of office bearers of the association.

To transact any other business for which at least 7 days clear notice in writing has been given by the member concerned to the Honorary Secretary.

To transact any other business with the permission of the Chairman

On a requisition by the 25 members of the Association, the Honorary Secretary shall convene a Special General Body Meeting within one month of the date of receipt of the requisition to discuss the matters mentioned in the requisition.

Arbitration

In the event of any dispute or disagreement either among members of the Managing Committee or other members of the association, which cannot be amicably settled, it shall be referred for arbitration to the President of the association, whose decision in the matter shall be final and binding on both the parties.

Changes in memorandum of the Association

Any change in the memorandum of the Association shall be made only at the special meeting of the General Body called specifically for the purpose and approved by 2/3 of those present.

Dissolution

In the event of the winding up of the affairs of the Association, a special meeting of the General Body shall be held for the purpose and the Association shall be dissolved provided not less than 2/3 of the members present express their wishes for such dissolution by ballot.

All the funds, assets, properties of the Association on the dissolution shall be transferred to the Xavier Institute of Communications.

Suggestions for Membership Fees

\$50 *Overseas*

Rs. 2500 /- for 5 years

Rs. 200 /- per annum

End of Draft