

POLICY MANUAL

PART - IV

JCI ALUMNI CLUB – INDIA

A program of JCI India

POLICY MANUAL - PART IV as amended and adopted by the 4th NGB in it's meeting held at Agra, in 2025

CONSTITUTION

PREAMBLE

We, the former members and beneficiaries of Junior Chamber International (JCI), committed to continuing the mission of fostering leadership, fellowship, and impactful change, do hereby establish this **JCI Alumni Club - India** to sustain lifelong connections, mentorship, and collaborative service, guided by the principles and values of JCI.

The Constitution of JCI Alumni Club – India shall be comprised of the **Memorandum of Association** and the **Rules and Regulations** as provided hereunder:

MEMORANDUM OF ASSOCIATION

1.1 NAME AND OFFICE

- a. This organization shall be known as "JCI Alumni Club India".
- b. The principal office of the Organization shall be located in the City of Mumbai , having Address: JCI India, National Headquarters, Sahar Plaza, 8th Floor, Windfall, near Chakala Metro Station, J. B. Nagar, Andheri (East), Mumbai, Maharashtra - 400059.

1.2 AFFILIATION

This organisation JCI Alumni Club India [Hereafter also refereed as "JAC" or "JCI Alumni Club"] is a permanent program of JCI India and is affiliated to the Junior Chamber International India. The purpose of this organisation is to reunite the alumni of JCI India by providing a platform to engage them and the rules of governance and subscription amount shall be decided by the National Governing Board.

1.3 AIMS AND OBJECTIVES

The main object for which JAC - India is formed shall be based on a declaration of principles as inspired by the JCI Creed, which shall be as follows:

JCI CREED

We believe,
That faith in God gives meaning and purpose to human life
That the brotherhood of man transcends the sovereignty of nations
That economic justice can best be won by free men through free enterprise
That Government should be of laws rather than of men
That earth's great treasure lies in human personality
And that service to humanity is the best work of life.

1.4 DIRECTIVE POLICIES OF THE JCI ALUMNI CLUB - INDIA

The JCI ALUMNI CLUB - INDIA (JAC-India) is a Program of JCI India and will function under the guidance and supervision of the National Governing Board (NGB) for the following purposes:

- a. To provide a platform for former JCI members interested to continue to support the parent organisation JCI India.
- b. To provide opportunities for above 40 years of age members in the field of leadership, networking, health and wellness programs, coaching, mentoring, community development activities, Business Development, travelling and cultural exchange, charity , social Activity and research and development of JCI India.
- c. To provide a platform for JAC - India members to reconnect with JCI India activities.
- d. To participate in the JAC- India organised conferences, networking meetings.
- e. To participate JAC – India Zone Conference & JAC – India National Convention and cultural exchange programs.
- f. To provide a platform for JCI Alumni to hold office in the JAC – India Regional Board, Zone Board and National Board.

RULES AND REGULATIONS

ARTICLE 1 – EMBLEM AND OATH

1.1 EMBLEM

There shall be an official emblem and a seal of the Organization, which shall conform to the Official shape of the Junior Chamber International emblem as approved by the JAC National Board and ratified by the NGB of JCI India.

1.2 OATH

a. OATH OF MEMBERSHIP

No individual person shall be a member of the JCI ALUMNI CLUB ("JAC") of JCI India without taking the following Oath of Solemn Declaration:

"I do solemnly promise to support the purposes of the JCI Alumni Club India, faithfully perform my duties as a member with honor and integrity and give back to JCI India my very best."

b. OATH OF OFFICE

No Officer of the JAC - India shall assume office without taking the following Oath of solemn declaration as follows:

"I do solemnly swear that I will faithfully execute the office of _____ of JCI ALUMNI CLUB India and will to the best of my ability portray a leading example as JCI India's alumni, and will uphold and enforce the Policy of JAC and Directives of JCI India at all times."

ARTICLE 2 – DEFINITIONS

2.1 JCI ALUMNI CLUB - INDIA (JAC - INDIA)

A program of JCI India, to reunite the alumni of JCI India by providing a platform to engage them and the rules of governance and subscription amount shall be decided by the National Governing Board of JCI India.

2.2 NATIONAL EXECUTIVE COMMITTEE

The highest executive body of the JCI Alumni Club - India at the national level which comprises the National Chairman, Immediate Past National Chairman, National Vice Chairmen representing all the zone of JCI India, National Secretary, Parliamentarian, and National Treasurer.

2.3 NATIONAL BOARD

The highest executive body of the JCI Alumni Club at the national level comprises the National Chairman, Immediate Past Chairman, National Vice Chairmen, Secretary General, National Treasurer, National Directors, Parliamentarian, All Zone Chairman's and National Coordinators.

2.4 ZONE BOARD

The executive body operates at the Zonal level within the JCI Alumni Club, headed by a Zone Chairman and supported by Vice Chairmen, Secretary, Treasurer, and other designated officers.

2.5 REGIONAL BOARD

The executive body operates at the Regional level within the JCI Alumni Club, headed by a Regional Chairman and supported by Vice Chairmen, Secretary, Treasurer, and other designated officers.

2.6 NATIONAL GENERAL ASSEMBLY

A Governing body comprised of members who vote to approve amendments and major decisions of JCI India, as referenced in the constitution of the JCI India.

2.7 NATIONAL GOVERNING BOARD (NGB)

The National Governing Board of JCI India is the governing body responsible for the oversight and approval of constitutional amendments and policy decisions affecting the JCI Alumni Club.

2.8 PRIVILEGE DONOR MEMBER (PDM)

Privilege Donor membership may be extended to any alumni member of this Organization upon recommendation of JAC - India National Board. Privilege Donor members shall pay dues in accordance with the By-Laws.

2.9 LIFE MEMBER

Life membership may be extended to any alumni member of this Organization upon recommendation of any member of the JAC National or JAC Zone Board. Life members shall pay dues in accordance with the By-Laws.

2.10 HONORARY MEMBER

Honorary membership may be extended to any former JCI member who, by reason of exemplary public service, or civic consciousness may be worthy of such membership. Upon the recommendation by JAC Alumni Club - India National Board, that individual be conferred with the Honorary Membership.

2.11 SIMPLE MAJORITY

More than half of the valid votes cast by eligible voting members during a decision-making process.

2.12 GOOD STANDING MEMBER

A status held by members who are up-to-date with dues and not under suspension or disciplinary review.

2.13 DISCIPLINARY COMMITTEE

A designated body appointed by the National Chairman to review complaints, conduct inquiries, and decide on suspension or termination of membership.

2.14 QUORUM

The minimum number of members required to be present to conduct official meetings and make decisions. For any General Body or Special meeting, a quorum shall consist of 30% of the good standing members and Life members. At all meetings of the National Board, Zone Board or Regional Board, 50% of the board members shall constitute a quorum.

2.15 PARLIAMENTARIAN

An officer appointed to advise on legal and procedural matters, and to ensure compliance with constitutional rules during meetings and operations.

2.16 SUSPENSION

A temporary revocation of membership privileges, pending inquiry or for a defined period, as determined by the Disciplinary Committee.

2.17 TERMINATION

Permanent revocation of a member's affiliation with JCI Alumni Club India as decided by the Disciplinary Committee and passed by 3/4th majority of the JAC - India National Board.

2.18 ROBERT'S RULES OF ORDER

Means The Modern Parliamentary Procedures laid down in the Robert's Rules of Order (Latest Edition).

2.19 SECRETARY GENERAL

The Secretary General is the chief administrative head of the organization, who shall not be an active JCI member, and shall work under supervision and control of the National President.

2.20 THE LOCAL ORGANIZATION (LO) PRESIDENT

is the elected leader responsible for the administration and direction of their specific JCI India Local Organization.

2.21 MEMBERSHIP IDENTITY NUMBER

Every Individual member of JAC - India will be issued an unique identity number which will reflect on the JAC membership portal of JCI India. For ascertaining the membership continuity and duration of any member, the membership identity number will be the only criteria followed by JCI India.

ARTICLE 3 - JCI Alumni Club - India Membership

3.1 TYPES OF MEMBERSHIP

The four types of membership of JAC – India is as follows:

a. GOOD STANDING MEMBER

- i. JAC Good Standing membership may be extended to any former JCI India member over the age of forty- years (40) upon the petition of the said member through the online JAC India portal of JCI India. The alumni member shall be responsible for providing satisfactory evidence of any form of past membership with this Organization or any other JCI local organization worldwide. A Good Standing member shall pay a membership fee of Rs. 3,400/- plus applicable taxes.
- ii. The membership fee is subject to revision as decided by the National Board of JAC - India from time to time. The annual membership subscription can be paid by the LO President of any Local Organization of JCI India to whom the JAC member is affiliated or directly by the JAC Member through the online JAC India portal or president's portal of JCI India.
- iii. The deadline for the annual membership subscription is on or before 10th March of the year. The amount of penalty shall be determined by the JCI India NGB from time to time.

iv. **PROCEDURE OF APPLICATION**

- a. Any member shall be recommended for membership by an active Local Organization of JCI India or by a member of the National Board or on direct application by the member in the prescribed online portal of JAC members of JCI India.
- b. Application for the membership shall be forwarded to the National Headquarter in the prescribed online portal of JAC members of JCI India.
- c. The application form will be accompanied by the Name, with his past or present membership details with or without LO name and address of the member in the prescribed online portal of JAC members of JCI India along with Membership fee as prescribed by the NGB of JCI India from time to time.
- d. Membership will be granted to the applicants by the National Board on scrutiny of the application and it's decision shall be final.
- e. A member can opt to join any Zone of the JCI ALUMNI CLUB in India he may desire.
- f. If a member has been terminated/suspended by JCI India, he/she cannot become a member.

b. LIFE MEMBERSHIP

Any Good Standing Member who prefers to pay a one-time life membership fee can do so in accordance with the life-time membership fees as prescribed by the JAC National Board from time to time. Member shall pay a life membership subscription fee on a pro rata basis as per the age of the member as tabled hereinbelow. The life-time membership fee can be paid by the LO President of any Local Organization affiliated to JCI India or directly by the JAC Member to JCI India through the

online portal of JAC India or through the president's portal of JCI India.

AGE	CORPUS FUND	GST	TOTAL
41 - 45	58500	10530	69030
46 - 50	56000	10080	66080
51 - 55	53000	9539	62540
56 - 60	48500	8730	57230
61 - 65	43000	7740	50740
66 - 70	35500	6389	41890
71 - 75	26500	4770	31270
76 - 80	15000	2700	17700

c. HONORARY MEMBERSHIP

- i. Upon the recommendation by JAC Alumni Club - India National Board, Honorary membership may be conferred upon any former JCI member who, by reason of exemplary public service, or civic consciousness may be worthy of such membership. The honorary member shall have no right to vote nor hold office except in an advisory capacity. When admitted as an honorary member, such member shall not be obligated to pay membership fees. The eligibility criteria and number of members eligible for enrolling a person to Honorary Membership has been mentioned in the Policy Manual.
- ii. The Approval Process for application of the Honorary member is as follows:
 - a. Applications for Honorary Membership will be accepted from Local Organizations (LO), JCI India Zone Governing Board (ZGB) and JAC Zone Board.
 - b. The JAC Scrutiny Committee will review each application, ensuring eligibility and assessing the social status of the applicant.
 - c. Approved applications will be submitted to JCI India National Governing Body (NGB) and JAC National Board (NB) for final approval and confirmation of Honorary Members and Giving the Honorary Membership Number.

d. PRIVILEGE DONOR MEMBERSHIP

- i. To become a Privilege Donor Member (PDM), an individual must first be a Life Member of the Organization. Privilege Donor Membership is extended only to those who have attained Life Membership status. Any alumni Life Member of the Organization may be considered for Privilege Donor Membership, based on the recommendation by the JCI Alumni Club National Board. To become a Privilege Donor Member (PDM) a member has to pay a membership fee of Rs 50,000 plus the applicable taxes to JCI India.
- ii. The availability of Privilege Donor Memberships, including the maximum cap, will be as stipulated by the JAC National Board from time to time. The membership fee of PDM is determined annually by the JAC National Board. Admission to Privilege Donor Membership is exclusively contingent upon the applicant holding the status of a Life Member in good standing within the JCI Alumni Club.
- iii. A certain percentage of the total JAC membership will be allocated for Privilege Donor Membership as per the table hereinbelow:

Sr. No.	Year	% of members allowed for PDM membership
1	2024	2% of JAC Total Members
2	2025	3% of JAC Total Members
3	2026	3.5% of JAC Total Members
4	2027	4% of JAC Total Members
5	2028	4.5% of JAC Total Members
6	2029 onwards	5% of JAC Total Members

ARTICLE 4 – JCI ALUMNI CLUB INDIA NATIONAL BOARD

4.1 APPOINTMENT OF NATIONAL BOARD

The National Board shall be appointed by the National Governing Board of JCI India for a period of 1 year based on the composition and eligibility criteria mentioned hereinbelow.

4.2 COMPOSITION OF THE JAC – INDIA NATIONAL BOARD

The administration of this organization shall be vested with the National Board and Zone Board of the JCI Alumni Club India. The JAC - India National Board shall consist of:

- a. One National Chairman
- b. One Immediate Past National Chairman
- c. Five National Vice Chairmen (NVC Management & PR, NVC Growth & Business Networking, NVC Cultural Exchange & Travelling, NVC Mentoring & Coaching, NVC Recognition, Foundation & Social Activity).
- d. One JAC Parliamentarian
- e. One National Treasurer
- f. One National Secretary
- g. Five National Directors (ND Management & PR, ND Growth & Business Networking, ND Cultural & Travelling, ND Coaching & Mentoring, ND Recognition, Foundation & Social Activity).
- h. One Zone Board Chairman of each Zone
- i. Coordinators as may be appointed by the Chairman in consultation with the National Board from time to time.

4.3 ELIGIBILITY

Notwithstanding any other provision herein, any member of the JCI Alumni Club – India shall be eligible for appointment to any position on the JAC National Board, subject to the fulfillment of the following conjunctive conditions precedent:

a. SUSTAINED MEMBERSHIP AND FINANCIAL STANDING

The member must have maintained a continuous and unblemished record of membership with the JAC - India for a minimum period of three (3) consecutive years immediately preceding the date of consideration for appointment.

Furthermore, all membership subscription dues for this entire three-year period must have been remitted strictly in accordance with the stipulated timelines.

b. PRIOR SERVICE WITHIN THE JAC GOVERNANCE STRUCTURE

The member must have demonstrably served in at least one of the following capacities for a minimum tenure of one (1) year:

- i. **Zone Chairman:** Having duly held and discharged the responsibilities of the office of Zone Chairman within the JAC - India organizational framework.
- ii. **Member of the JAC National Board:** Having previously served as a member of the JAC – India National Board, thereby acquiring familiarity with the national-level governance and policy-making processes of the organization.

The satisfaction of both condition (i) and condition (ii) shall be construed as the minimum threshold for eligibility. The appointing authority shall retain the discretion to consider other relevant factors, consistent with the objectives and principles enshrined within this Constitution, in making appointments to the JAC -India National Board.

4.4 VOTING RIGHTS

The Voting Rights shall be vested with 1 National Chairman; 1 Immediate Past National Chairman; 5 National Vice Chairmen, 1 JAC Parliamentarian, 1 National Treasurer & 1 each vote of the Zone Chairman of each Zone. Additionally, The National Chairman shall have 1 casting vote to be used in accordance with the Robert's Rules of Order.

4.4 MANDATORY TRAINING

All appointed national board members must compulsorily attend "JACAS" failing which they would have deemed to have resigned.

ARTICLE 5 – JCI ALUMNI CLUB ZONE BOARD

5.1 APPOINTMENT OF ZONE BOARD

The Zone Board shall be appointed by the National Board of JAC India for a period of 1 year based on the composition and eligibility criteria mentioned hereinbelow. The preceding Zone Board will be appointed on the joint recommendation of the Zone President and the JAC Zone Chairman of the current year.

5.2 COMPOSITION OF JAC ZONE BOARD

The affairs of this Organization shall be managed by the JAC Zone Board consisting of:-

- a. One Zone Chairman
- b. One Immediate Past Zone Chairman
- c. Five Zone Vice Chairmen (ZVC Management & PR, ZVC Growth & Business Networking, ZVC Cultural & Travelling, ZVC Mentoring & Coaching, ZVC Recognition, Foundation & Charity)
- d. One Zone Parliamentarian
- e. One Zone Treasurer
- f. One Zone Secretary
- g. One Zone Co-ordinator (who is also a JAC Member) appointed by Zone Chairman 1 Special Officer- Foundation Contribution.

5.3 FORMATION OF JAC ZONE BOARD

- a. Minimum membership of 100 JAC members is required for a zone to establish a provisional JAC Zone Board.
- b. Minimum membership of 200 JAC members is required for a Zone to establish a permanent JAC Zone Board.
- c. JAC Zone Board will have the following number of Board members as per JAC membership:

- i. 201 to 250 members strength: JAC Zone board will be of 20 Board members.
- ii. 251 to 300 members strength : JAC Zone board will be of 21 Board members.
- iii. 301 to 350 members strength: JAC Zone board will be of 24 Board members.
- iv. 351 to 400 members strength: JAC Zone board will be of 30 Board members.
- v. 401 and above members Strength: JAC Zone board will be of 30 Board members.

Additional appointed officers will be known as zone coordinator portfolio wise or area wise.

5.4 ELIGIBILITY CRITERIA FOR APPOINTMENT OF JAC ZONE CHAIRPERSON

Under the aegis of the JCI Alumni Club (JAC), the esteemed position of Zone Chairman shall be conferred upon a member who satisfies the following cumulative criteria, demonstrating a sustained commitment and active participation within the organization:

- a. **Tenure of Membership:** The candidate who has paid 3 years continuous membership subscription on time to JAC – India.
- b. **Service on the Zone Board:** The aspirant must have previously rendered service on the JAC Zone Board for a period of at least one (1) year, thereby gaining first-hand experience in the operational dynamics of the zone administration.

5.5 PRIORITY CONSIDERATION FOR ZONE VICE CHAIRMAN

It is hereby stipulated that Zone Vice Chairman (ZVCs) who have previously served within the JAC shall be accorded priority in the consideration for the position of Chairman, recognizing their prior leadership and engagement.

5.6 CONSIDERATION OF ZONE DIRECTORS IN THE ABSENCE OF ZVCs

In the event that no Zone Vice Chairman opts to take up the position of Zone Chairman, the candidature of Zone Directors who have demonstrated commendable service may then be entertained.

5.7 CONTRIBUTION TO THE JAC/JCI INDIA

Due cognizance shall also be given to the candidate's broader contributions to the JAC. This encompasses, but is not limited to, active involvement in programs, financial contributions, efforts towards membership growth, and other significant contributions that have demonstrably benefited the organization.

The aforementioned criteria are to be applied judiciously, ensuring that the selection process yields a Zone Chairman who possesses the requisite experience, dedication, and a proven track record of service to the JAC.

5.8 VOTING RIGHTS

Each appointed member of the Zone Board shall possess one (1) voting right on all matters brought before the Zone Board. Additionally, The Zone Chairman shall have one (1) additional casting vote to be used in accordance with the Robert's Rules of Order.

5.9 MANDATORY TRAINING

All appointed Zone and Regional board members must compulsorily attend training program "Z-ARTS" held in the starting of the tenure failing which they would have deemed to have resigned.

ARTICLE 6 – JCI ALUMNI CLUB REGIONAL BOARD

6.1 APPOINTMENT OF REGIONAL BOARD

The Regional Board shall be appointed by the Zone Board of JAC India for a period of 1 year based on the composition and eligibility criteria mentioned hereinbelow.

6.2 NAME AND ESTABLISHMENT OF REGIONS

- a. Each regional entity shall be known as the "JCI Alumni Club [Region Name]"
The chosen Region Name shall be unique and geographically relevant, subject to approval by the JCI Alumni Club National Board.
- b. Once a Region Name is approved, it shall be permanently assigned to that regional entity and cannot be subsequently altered or transferred.
- c. To prevent overlap and ensure distinct operational areas, no two established JCI Alumni Club Regions shall have their geographical centers within a radial distance of twenty-five (25) Kilometers from each other. The precise geographical boundaries of each region shall be defined and approved by the JCI Alumni Club National Board.

6.3 MEMBERSHIP

- a. Each JCI Alumni Club Region must maintain a minimum alumni membership of twenty (20) individuals. Failure to consistently meet this minimum membership requirement may result in a review of the region's status by the JCI Alumni Club National Board.
- b. A Provisional Region shall transition to a permanent region upon achieving a membership base of 50 or more members.
- c. Eligibility for membership in a JCI Alumni Club Region shall be in accordance with the national by-laws of the JCI Alumni Club.

6.4 Regional Board Structure and Composition

Each JCI Alumni Club Region shall, at a minimum, establish a Core Regional Board comprising three (3) essential positions:

- a. One Region Chairman
- b. One Region Secretary
- c. One Region Treasurer
- d. For Regions with an active membership exceeding fifty (50) members, the Regional Board may be expanded. In such cases, the total number

of board members shall not exceed twenty percent (20%) of the total active membership. The composition of the expanded Regional Board shall include:

- i. Two Region Vice Chairmen (as deemed necessary by the Region, within the 20% limit)
- ii. Two Region Directors (as deemed necessary by the Region, within the 20% limit)
- iii. Two Region Coordinators (as deemed necessary by the Region, within the 20% limit).

The specific roles, responsibilities, and reporting lines for these additional board positions shall be defined in the Region's internal operating procedures, subject to approval by the Region Chairman and consistent with the national bylaws.

6.5 REPORTING STRUCTURE

The Region Chairman shall be directly accountable to and shall report regularly to the assigned Zone Vice Chairman of the JCI Alumni Club. This reporting shall include, but not be limited to, regional activities, membership status, financial reports, and adherence to JCI Alumni Club policies and objectives.

The frequency and format of these reports shall be determined mutually between the Region Chairman and the Zone Vice Chairman, in alignment with the reporting requirements established by the JCI Alumni Club National Board.

6.6 VOTING RIGHTS AND PROCEDURES OF THE REGIONAL BOARD

- a. Each appointed member of the Regional Board shall possess one (1) voting right on all matters brought before the Regional Board. Additionally, The Region Chairman shall have an additional casting vote in the Regional Board Meeting apart from his member's vote provided that he/she has casted his member's vote along with others during voting. The casting vote will only then be cast to make a tie or break a tie before announcing the result of the vote.

6.7 FINANCIAL PROVISIONS

- a. Regional Alumni Clubs shall operate with financial independence.
- b. There shall be no financial support or allocation of funds from the National or Zonal levels to Regional Alumni Clubs.
- c. Each Regional Alumni Club is solely responsible for generating and managing its own funds.
- d. All financial transactions shall be conducted through a duly opened and maintained bank account in the name of the Regional Alumni Club.
- e. Comprehensive financial records and accounts shall be maintained at the local regional level.

6.8 PROGRAMMES AND ACTIVITIES

- a. All programs and activities undertaken by Regional Alumni Clubs shall primarily focus on local engagement, fellowship, and leadership development within their defined geographical area.

6.9 SELECTION OF REGIONAL ALUMNI MEMBERS AND BOARD

The selection process for Regional Alumni Club members and the Regional Board shall be determined and executed by the existing Regional Alumni Club, It's Chairman, and it's Board, in accordance with established club by-laws and procedures.

ARTICLE 7 – AMENDMENTS

The Amendments in the Constitution & Rules and Regulations of JCI Alumni Club India can be done by JAC India National Board with 2/3rd Majority votes, subject to approval of the National Governing Board of JCI India.

ARTICLE 8 – GENERAL

- 8.1 The JAC operational year of the organization shall be from 1st April of the year upto 31st March of the ensuing year.
- 8.2 The appointment of the JAC National Board will be done by the National Governing Board of JCI India.
- 8.3 The Zone President (Elect) of JCI India for the upcoming tenure and outgoing Zone Chairman will recommend the incoming Zone Chairman to the National President on Scrutiny the National President will appoint the JAC Zone Chairman.
- 8.4 The Recommendation for the JAC Zone Board shall be made by the Zone Chairman. In consultation with the Zone President (elect) and on Scrutiny the National President will appoint the JAC Zone Board.
- 8.5 The method of selecting Regional Board Members shall reflect the interest and consensus of active alumni members in the Region. The selection may be conducted by:
- a. Consensus among eligible members, or
 - b. Majority vote via secret or open ballot, as determined by the members involved in the process.
 - c. All active alumni members of the Region shall be given the right and opportunity to participate in the selection process.
- 8.6 The National Chairman, in consultation with the National Board, shall determine the committees deemed necessary to fulfil the objectives of the Organization subject to the ratification of the NGB of JCI India.

8.7 The Name, Purpose and the Composition of the Committees shall be determined by the National Chairman in consultation with the National Board subject to the ratification of the NGB of JCI India.

8.8 All current appointed members of National or Zone Board shall hold office until their successors shall have been duly qualified and appointed.

8.9 Vacancy and Appointment Procedure for National Board Member positions:

- a. In the event of a vacancy in the office of the Zone Chairman, arising from resignation or any other cause, the Immediate Past Zone Chairman and the Zone President shall jointly submit their recommendation to the National Headquarters. The National President shall appoint a suitable member to fill the said vacancy for the remaining tenure of the term.
- b. In the event of a vacancy arising in any other National Board position, the National President shall directly appoint a suitable member to fill the said vacancy for the remaining tenure of the term.

ARTICLE 9 – SUSPENSION AND TERMINATION OF MEMBERSHIP

9.1 SUSPENSION PENDING INQUIRY

- a. A member, including member of the National Board / Zone Board / Regional Board, shall be forthwith suspended from JAC - India on the direction of the National President of JCI India or the National Chairman of JAC India if there is an inquiry pending against the member before the National Governing Board or the JAC National Board as the case maybe.
- b. A National Board / Zone Board / Regional Board member shall be forthwith suspended from JAC - India on the direction of the National President of JCI India or the National Chairman of JAC India if there is an inquiry pending against the member before the National Governing Board or the JAC National Board as the case maybe.

9.2 TERMINATION

- a. A member, including member of the National Board / Zone Board / Regional Board, shall be served with a show cause notice as to why his membership cannot be suspended, if in the opinion of the JAC - India National Board, he is not qualified or desirable for membership or is unfit for any reason to continue as a member of JAC - India.
- b. The National Secretary upon the direction of the JAC - India National Board shall issue the show cause notice to the member giving 21 days time to the member from the date of the notice (either delivered personally or sent by registered post).
- c. The JAC - India National Board after considering the explanation of the member shall terminate the said member by a three-fourth (3/4th) majority vote.
- d. A member shall be terminated if he resigns from his/her membership of the JAC - India provided the JAC - India Zone Board accepts the said resignation of the member.
- e. A member shall automatically stand terminated if he/she dies.
- f. A member of the National Board / Zone Board / Regional Board will be removed from office if his membership is terminated by the JAC National Board or JCI India NGB.

ARTICLE 10 – MEETINGS

10.1 Meetings of the National Board

- a. The Annual Appointment Meeting of the National Board shall be held on any day during the month of either February or March of each year. Notice of such meeting shall be delivered by mail, electronic mail to each member's last known address at least fifteen (15) days prior thereto.
- b. The National Board shall meet atleast 4 times in the entire tenure of the board. the date, time, and place must be made known to each board member's last known e-mail address at least fifteen (15) days prior thereto.

- c. Special Meeting of National Board shall be held at the request of the 20% of the National Board members or at the call of the National Chairman or the NGB of JCI India.
- d. Committee meetings shall be decided by the respective Chairman.
- e. Any decision taken in the meetings of the National Board shall be taken by a simple majority vote unless otherwise specifically provided for in this Constitution.

10.2 MEETINGS OF THE ZONE BOARD

- a. The Zone Board shall hold regular meetings at a date, time, and place which must be made known to each member's last known e-mail address at least ten (10) days prior thereto.
- b. Meetings of Zone Board shall be held once in 90 days at the request of 20% members of the Zone Board or at the call of the Zone Chairman.
- c. Committee meetings shall be decided by the respective Chairperson.
- d. Any decision taken in the meetings of the Zone Board shall be taken by a simple majority vote unless otherwise specifically provided for in this Constitution.

10.3 MEETINGS OF REGIONAL BOARD

- a. Regular meetings of the Regional Organization shall be convened, with the date, time, and location thereof communicated to each member at their last known electronic mail address no less than ten (10) days in advance of the scheduled meeting.
- b. Meetings of the Regional Board shall be held at least once every ninety (90) days, or upon the call of the Regional Board itself, or at the request of the Regional Chairperson, or at the written request of more than fifty percent (50%) of the members holding voting rights within the National Board.
- c. The scheduling of committee meetings shall be determined by the chairman of the respective committee.
- d. Any decision taken in the meetings of the Regional Board shall be taken by a

simple majority vote unless otherwise specifically provided for in this Constitution.

ARTICLE 11 – DUTIES AND RESPONSIBILITIES OF OFFICERS

Detailed descriptions of duties and responsibilities for each board member is described as follows:

11.1 THE NATIONAL CHAIRMAN

- a. Supervise the Organization affairs and activities and make an annual report to the members.
- b. Preside at all meetings of the Organization except committee and area specific meetings.
- c. Carry out the purposes of the Organization as well as functions that may be vested upon by the National Chairman by the Organization.
- d. Visit all the zones of JAC – India on an official visit.
- e. Perform such other duties as customarily pertain to the office of the National Chairman.

11.2 The National Vice Chairman

- a. Shall be in-charge of an area consisting of a group of Zones as assigned by the National Executive Committee for supervising their working in all areas of opportunity. The NVC shall ensure to attend Zone Board meetings in all the assigned Zones during their Zone official visits as per the directives of National Board.
- b. Shall preside over the area meetings of his area and conduct the proceedings.
- c. Shall supervise the work of all the zone officers, in their respective assignments and implement the directives of the Constitution, National Convention, National Board and the Zone Board in respect of their assignments.

- d. Shall submit a summarized report of all the activities in their respective assignments and also evaluate the standard of performance of the work of all the assigned officers at each meeting of the National Board.
- e. Shall travel on behalf of JCI India Alumni Club as per the decision of National Board.

11.3 THE NATIONAL SECRETARY

- a. Issue notices of meetings to the national board members including agenda.
- b. Keep a complete and permanent record of the proceedings of all meetings.
- c. Conduct the correspondences of the Organization.
- d. Be the custodian of all the official records of the Organization.
- e. Formally notify the officers, committees and delegates of their election or appointment.
- f. Act as the Secretary for the National Board.
- g. Perform such other functions that may be assigned by the National Chairman/Chairperson.

11.4 THE NATIONAL TREASURER

- a. Keep a record of all fees and dues collected from members.
- b. Disburse funds at the direction of the National Board and report in detail the accounts every Quarterly to determine the financial condition of the Organization and such other items as directed by the National Board.
- c. Pay the mandatory bills of the Organization promptly after the approval of the National Chairman.
- d. Close the books within two (2) months after the end of office and submit them to the auditor.
- e. Submit to the membership a written annual financial report, properly audited, within six (6) months after the end of office.

- f. Perform such other function that may be assigned to him/her by the National Chairman.

11.5 THE PARLIAMENTARIAN

- a. Advise and represent the Organization in all legal matter affecting it.
- b. Advise the National Chairman and JAC Board on the matters of parliamentary procedures and legal interpretations when requested to do so.
- c. Perform such other functions may be assigned by the National Chairman.

11.6 THE NATIONAL DIRECTOR

- a. Promote the area of activity assigned to him in pursuance of the Constitution and Policy Manual and the decisions of the National Board.
- b. Report to JCI India National Board on the working of his assignment.
- c. Travel on behalf of JCI India as approved by National Board.

11.7 THE ZONE CHAIRMAN

- a. Allot the Regions and /or JCI India Local Organizations to the Zone Vice Chairmen and assign any other responsibility / duty to them.
- b. Supervise the working of the Zone Vice Chairmen in the Zone and report to the National Vice Chairmen and National Board.
- c. Endeavour to implement all the decisions of the National Board with the assistance of the Zone Governing Board.
- d. Preside over the meeting of the Zone Governing Board.

11.8 THE ZONE VICE CHAIRMAN

- a. To motivate all assigned members to implement the policy and programs of JCI Alumni Club.

- b. To work under the supervision of the Zone Chairman.
- c. To work on any assignment given by Zone Board.

11.9 THE ZONE DIRECTOR

- a. Promote the area of activity assigned to him in pursuance of the Constitution and Policy Manual and the decisions of the Zone Board and National Board of JCI India Alumni Club.
- b. Report to Zone Board on the working of his assignment.
- c. To work under the supervision of the Zone Chairman.
- d. To work on any assignment given by Zone Board.

11.10 THE ZONE SECRETARY

- a. Promote the activities and events of the Zone.
- b. To record and circulate the Minutes of the Zone Governing Board within 15 days of its completion to the Zone Board members.
- c. To send meeting notice at least 10 days prior to the meeting.

11.11 THE ZONE TREASURER

- a. Record the expenditure incurred by the Zone Board for furtherance of operation.
- b. Brief the Zone Board about the receivables received from Nations on account of subsidy or claim of the Zone.
- c. Collect the Sponsorship amount on behalf of the Zone.
- d. Furnish the Accounts of Zone Board in every meeting.
- e. Any other duties and responsibility assigned by the Zone Board.

11.12 REGIONAL BOARD - RIGHTS AND DUTIES

The rights and duties of all appointed or elected members of the Regional Board shall be determined and prescribed by the National Board and may be modified or updated periodically.

ARTICLE 12 – FINANCE

12.1 SUBSCRIPTION ALLOCATION

JCI India shall retain an amount equivalent to the annual active membership subscription fee. The remaining balance of said subscription shall be transferred to a dedicated account established for the exclusive use of the JAC.

12.2 UTILIZATION OF JAC FUNDS

The funds held within the designated JAC account shall be exclusively appropriated by the JAC National Board for the purpose of facilitating JAC-related events and activities at the national level.

- a. **Zone Board Resource Mobilization:** JAC Zone Boards are empowered to secure supplementary resources through avenues such as sponsorships or voluntary contributions from their membership to defray the costs associated with their respective events.
- b. **Financial Oversight and Audit:** The financial accounts of the JAC National Board shall be subject to audit by JCI India. The finalization of these accounts shall be a joint responsibility of the National Treasurer of JCI India and JAC National Treasurer.
- c. **Travel Expense Reimbursement:** Members of the JAC National Board shall be eligible for reimbursement of travel expenses, the terms and conditions of which shall be determined by the National Board of JCI India and subject to periodic review.
- d. **Zone Board Installation Subsidy:** A one-time annual subsidy of Rupees Fifty Thousand (INR 50,000/-) shall be provided to each JAC Zone Board having crossed 200 members for the purpose of installation ceremonies. To claim this subsidy, the relevant claim form and original supporting documentation must

be submitted. Disbursement of these funds shall preferably be made directly to the designated bank account of the respective JAC Zone Board.

- e. **Event Participation Fees:** For events organized at the National or Zone level, whether by the JAC or JCI India, a separate participation or registration fee shall be levied to cover the associated operational expenditures.
- f. **Administrative Budget and Fund Usage:** The JAC National Board shall be responsible for determining its administrative costs and the proposed utilization of its funds. Such recommendations shall be formally submitted to the National Governing Board (NGB) of JCI India for due consideration and approval.

ARTICLE 14 – RECORDS AND SERVICES AT NATIONAL HEADQUARTERS

- 14.1 One Area Officer, supervised by the National Chairman and Secretary General, will manage JAC administration at NHQ, including membership, communications, and growth.
- 14.2 The assigned Area Officer will serve as the JAC National Secretary, maintaining minutes and records under the JCI India Secretary General's guidance; meeting minutes will be circulated within 15 days of approval.
- 14.3 The Area Officer will coordinate financial matters (claims, budgets, payments) with the National Treasurer and National Chairman.
- 14.4 Approved claims, endorsed by the Secretary General, will be submitted to the JCI India National President and Treasurer for payment.
- 14.5 The Area Officer will coordinate Board Meetings and various JAC events.

ARTICLE 15 – LEGAL

- a. No member of JAC – India shall be entitled to go to any court of law or to commence any proceeding in connection with the activities of the Local Organization, without exhausting the remedies as provided in this Constitution.
- b. All matters in dispute between the members of JAC and all disputes arising out of or in relation thereto shall be referred to Arbitration by a Tribunal of Arbitration to be selected by the National Board. There will be a non-refundable

fee for the arbitration amounting to Rs. 15,000/- borne by the petitioner/ complainant. The members shall be bound by the decision of the above Tribunal of Arbitration. The decision of the above Tribunal of Arbitration shall be final.

ARTICLE 16 – PROTOCOLS

The protocols at the National and Zone Level only at JCI Alumni Club Event will be as follows:

- a. National President
- b. National Chairman
- c. Past National President
- d. Past National Chairman
- e. NEC JCI India
- f. NEC JAC
- g. NGB - JCI India
- h. National Board JAC
- i. Past NEC - JCI India
- j. Past NEC – JAC
- k. Past NGB JCI India
- l. Past National Board JAC
- m. Zone Vice President
- n. Zone Vice Chairman

For JCI India events the JAC protocol will not apply.