Azerbaijan Diplomatic Academy Alumni Association

CHARTER

Baku 2012
§1 Mission

ADA Alumni Association is established to create alumni culture, where Alumni will stay closely connected and highly affiliated to the missions and goals of their Alma Mater after graduation. Involvement of Alumni to ADA related issues is based on mutually beneficial cooperation including, but not limited to financial support. ADA Alumni Association is aimed to grow into a large group of socially active citizens, who will not restrict themselves to their daily affairs only, but will give back to their institution and the society on whole. Thus the activities of ADA Alumni Association will be directed both to promotion of ADA’s mission and to taking an active social role in the society. All members of ADA Alumni community agree to sign the following charter, which will regulate their activities.

§2 Goals and Targets

Main goals and targets of ADA Alumni Association are enumerated below:
− Unify all ADA Alumni and assist them to grow into a solid, unified and well functioning body;
− Create strong links between ADA and its Alumni on the basis of mutual benefit;
− Promote ADA Missions within Azerbaijan and abroad (through Alumni Ambassadors);
− Organize and coordinate Alumni activities;
− Take active part in social, cultural and scientific events of the country

§3 Membership

3.1 All ADA students who have successfully completed ADA under-graduate and graduate programs have the right to become a member of ADA Alumni Association. The information about them will be included into ADA Alumni Database, and will be updated according to their new achievements and appointments. A copy of an ADA Alumni Charter and ADA Alumni Code of Conduct will be sent to new Alumni a week prior to signing ceremony. All international alumni of ADA will be given special status – Alumni Ambassador, according to which they will be authorized to represent ADA's interests in his/her country of origin or work. This representation might be in a form of attracting students from their country to ADA, facilitating the interview process, finding sponsors and implementing joint projects.

Once ADA Alumni Charter is signed Alumni become sentenced to all rights and obligations mentioned in the document.

3.2 All ADA Alumni have the following rights:
− to elect and to be elected to the Board of ADA Alumni Association as well as to take active part in the management of organization;
− to control the activities of the Board of ADA Alumni Association and require any information related to the activities of the Board;
− to take part at any event organized by ADA Alumni Association.
− to withdraw his/her membership from ADA Alumni Association once he/she notify the Board of
Alumni Association about his/her intention in a written form. Once Alumni violates ADA Alumni Code of Conduct he/she will get verbal notice. If he/she keeps violating our rules and regulation written notice will be sent. If Alumni does not react to this measures, and does not change his/her behavior, then the Board has right to dismiss that person upon one verbal and one written notification.

3.3 All ADA Alumni have the following obligations:
- to follow the ADA Alumni Charter and ADA Alumni Code of Conduct;
- to implement decisions made by the Board of ADA Alumni Association.

§4 Structure

The activities of ADA Alumni Association will be governed by the Board of ADA Alumni Association. The Board will consist of the President, Vice President, Treasury, Secretary, Event Coordinator.

4.1 President – is a chief executive officer at ADA Alumni Organization. It is elected and non-renewable position. The president will be elected every year on Annual General Assembly of ADA Alumni. The duties of the President will include:
- serve as a primary contact of Alumni with ADA;
- represent Alumni Association in all meetings with outside organizations;
- chair all meetings and report about the results to the Alumni (a minimum one meeting for two months is to be carried out);
- schedule Alumni projects and events and facilitate their implementation.

4.2 Vice president - is elected renewable position. Vice president will serve 1 year as well. Main responsibilities of vice-president are:
- assist to president to implement all projects and event;
- accomplish duties delegated to him/her by the president.

4.3 Secretary is elected renewable position. The period of serving is 1 year. Responsibilities of the secretary are:
- keep minutes of all Board and group meeting of ADA Alumni Association and distribute them among alumni;
- keep Alumni updated about meetings, nominations, schedule and venue (and changes of them) of different activities;
- assist to President and Vice-President to prepare annual report;
- update ADA Alumni database according to new achievements and appointments of Alumni.

4.4 Event Organizer is elected renewable position. The period of serving is 1 year. Responsibilities of event organizer are:
- plan the dates and venues of organizing events mentioned in the charter;
- agree and manage the budget of the events;
- inform Alumni about upcoming event, facilitate transportation (if required) and other organizational procedures;
- come with ideas of new events discuss it with alumni and submit plan of the suggestion to the Board;
- submit annual plan about organized events, their budgets and outcomes.

4.5 Treasury is one year renewable position, the duties of which are:
- collect and record fees and dues;
- prepare ADA Alumni Association Annual Budget Project;
– handle Banking and other financial operations;
– prepare the financial part of annual report.

§5 Elections

Every single ADA Alumni, irrespective of age, gender, program and year of graduation has a right to nominate him/herself to any elected position in the Board of ADA Alumni Association. Candidates for all positions in the Board of ADA Alumni Association will be elected on Annual Basis. Except from the Presidents, all other positions are renewable. Election are to be hold every year on first Saturday of October. International Alumni or Alumni who are abroad at the time of election, or for any other reason cannot physically attend elections can submit their voices electronically to members of Election Committee. The candidate for particular position is to be elected by the majority of more than the half of votes. If required majority was not obtained in the first round of elections, the second one is to be organized, where two persons obtained more votes than the others during the first round will participate. The results of the elections are to be announced at the end of Elections day by Election Committee.

Election Committee is to be established a week prior to Elections. There will be three members in Election Committee – 1 Alumni of bachelor degree, 1 Alumni of master degree, 1 ADA stuff member. Work at Election Committee is absolutely voluntarily and Alumni who are interested can submit their candidacy to Alumni Relations Office via email. A week prior to election the members of Election Committee will be announced to everyone via email.

§6 Events and projects

ADA Alumni Association is planning to accomplish the following projects and events :

1. General Assembly of ADA Alumni once a year on 28th of May
2. Small group meetings to share common interest and information (upon request)
3. ADA Alumni Service Day once a year
4. Annual Alumni Summer trip
5. “Alumni mentoring” program for last year students
6. MADIA 2012 merit based award
7. ADA Alumni need based award
8. ADA Alumni Awareness day
9. Other projects/initiatives are to be carried on ad hoc basis.
APPENDIX 1: ADA Alumni Association Budget structure

The budget of ADA Alumni Association will be comprised from 2 major parts: income and expenses.
In general the sources of income of ADA Alumni Association and destination of expenditures are mentioned below.

Main sources of ADA Alumni Association Budget's income will be:

- Donation of Alumni;
- Sponsorship by Several Organization of joint projects.

Main destinations of ADA Alumni Association Budget's expenditure will be:

- expenses related to functioning of the Board of ADA Alumni Association;
- Annual Summer Trip;
- organizational expenses of General Assembly of ADA Alumni;
- expenses of planned project and event.