

41 INTERNATIONAL



41 INTERNATIONAL AGM/HYM PROCEDURE & PROTOCOL

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Secretary

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These guidelines are prepared based on Constitutional requirements, International Council decisions and personal experiences of the contributors.

They are meant only to be guidelines to assist the new country and its committee to take up the task with ease.

Final decision (within the frame work of the constitutional and other mandatory requirements) on all matters is the prerogative of the new organising country and its committee.

GENERAL

1. Date, venue of the Conference:

An Annual General Meeting shall be held between 1st April and 30th June in each year at the expense of the host member association. The venue and the date shall be fixed by the International Council not less than two years in advance. Invitations will be accepted only from Associations who contribute the full basic fee to the budget.

There shall be a **Half-Yearly Meeting** at the expense of the host member Association, at a venue and date fixed by the International Council not less than two years in advance.

2. Official 41 INTERNATIONAL logo:

Only the official 41 INTERNATIONAL logo should be used in all correspondences and communications. Copy of the registered logo can be obtained from the Secretary.

3. Website:

Please send details of the forthcoming conference to be uploaded in the 41 INTERNATIONAL website www.41international.net

4. Facilities: Facilities for Xerox, internet, computer, office stationary, audio-visual technician to help are mandatory requirements.

5. Hosting: The member Association hosting the AGM/HYM shall submit an invitation to the International President and his partner to attend the 41 INTERNATIONAL Annual General Meeting or Half-Yearly Meeting. Such invitation shall cover the costs of accommodation and breakfast for the duration of the Conference and all official functions.

Official Programmes:

Friday - usually the first day of the AGM/HYM

Morning 9 a.m to afternoon 2 p.m, a Board room for 10 persons is required to conduct Board Meeting. Coffee, biscuits/snacks and drinking water to be provided by 11.30.

Lunch for the Board Members by the AGM /HYMCommittee will be very much appreciated.

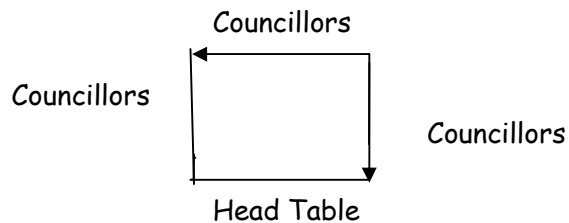
Evening: Informal night: The AGM/HYM Committee can think of a theme or keep it simple with smart casual dressing.

Saturday-

1. AGM/HYM starts at 9.00 a.m

Things required:

- a) Tables and chairs to seat 50 persons. Head Table to seat 5 persons.
Placards will be brought by the Secretary
The seating to be arranged in the following fashion:



The head table can be in the centre or on either of the sides.

- b) Beamer and projection screen with connections to lap top
c) Floating mike- preferably two for councillors
d) Podium with mike
e) Floating /hand held/head mounted mike for the dais
f) 50 numbers writing pads with pen for councillors and head board
g) Extra seating as for the delegates many as the venue will permit
2. Banner Exchange:

A place/hall with seating provision, for banner exchange programme

Time: after lunch between 3.30 to 6 p.m

Mike /podium provision if possible

3. President's Banquet:

Dress: Formal, DJ, Black Tie

Seating as per seating list prepared by AGM Committee

Photographer-optional

Entertainment-optional

Chief Guest -optional

Dance floor and Music- goes without saying.

Sunday-Only for AGM

Morning 9 a.m to afternoon 2 p.m, a Board room for 10 persons is required to conduct Board Meeting. Coffee, biscuits/snacks and drinking water to be provided by 11.30.

For further queries please contact:

Sid

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