

**CONSTITUTION OF THE  
ALEXANDRA SCHOOL ALUMNI  
ASSOCIATION**

## TABLE OF CONTENTS

### **PART 1 – PRELIMINARY**

1.	Name.....	1
2.	Interpretation .....	1
3.	Enforceability .....	2
4.	Aims and Objectives .....	3

### **PART 2 –MEMBERSHIP ..... 4**

5.1	Membership of the Association .....	4
5.2	Categories of Members .....	4
5.3	Patron .....	5
5.4	Application for Membership .....	6
5.5	Register of Members .....	6
5.6	Inspection of Register .....	7
5.7	Resignation of Members .....	7
5.8	Expulsion of Members .....	7
5.9	Record of Cessation of Membership.....	8
5.10	Fees and Subscriptions .....	8
5.11	Defaulting Members .....	8
5.12	Resolution of Disputes .....	9
5.13	Disciplining of Members .....	9
5.14	Right of Appeal of Disciplined Members .....	10

<b>PART 3 – MEETINGS</b> .....	11
6.1 Presiding Member .....	11
6.2 Executive Committee Meetings .....	11
6.3 General Meetings .....	12
6.4 Extra-Ordinary / Emergency General Meeting .....	12
6.5 Annual General Meetings .....	12
6.6 Quorum for General Meetings .....	13
6.7 Quorum for other Meetings .....	14
6.8 Notice of Meetings .....	14
6.9 Adjournment of Meetings .....	15
6.10 Decisions and Resolutions .....	16
6.11 Standing Orders and Resolutions .....	16
<b>PART 4 – OFFICERS</b> .....	17
7.1 Composition and Membership .....	17
7.2 President .....	17
7.3 Vice President .....	18
7.4 Secretary .....	18
7.5 Treasurer .....	19
7.6 Assistant Secretary/Treasurer .....	20
7.7 Public Relations Officer .....	20
7.8 Liaison Officer .....	21
7.9 Miscellaneous Officers .....	21

8.0	ELECTION OF OFFICERS .....	21
9.0	Election Schedule .....	22
10	COMMITTEES .....	22
10.1	Executive Committee .....	22
10.2	Sub-Committees .....	23
10.3	Disciplinary Committee .....	24
11.0	Removal of Officers .....	24
12.0	Vacancies .....	24
	<b>PART 5 – MISCELLANEOUS .....</b>	<b>25</b>
13.1	Funds – Source .....	25
13.2	Funds – Management .....	26
13.3	Accounts .....	26
13.4	Inspection of Books etc. ....	26
13.5	Property of the Association .....	27
13.6	Dissolution of the Association .....	27
13.7	Amendment of the Constitution .....	28
13.8	Affiliate Chapters .....	29
14.	DECLARATION .....	29

**CONSTITUTION  
OF THE  
ALEXANDRA SCHOOL ALUMNI ASSOCIATION**

**Adopted at the Annual General Meeting held on**

**, 2017**

## **PART 1 -PRELIMINARY**

### **1. Name**

The Association shall be called the **ALEXANDRA SCHOOL ALUMNI ASSOCIATION**, hereinafter referred to as **ASAA**.

### **2. Interpretation and Definitions**

(1) In this Constitution, unless the contrary intention appears:

**AGM** means Annual General Meeting.

**Alexandrian** means any person who has attended the Alexandra School.

**ASAA** means the Alexandra School Alumni Association.

**Business Meetings** includes general meetings, extra-ordinary general meetings, meetings of election of officers and the Annual General Meeting.

**Committee** means the Executive Committee.

**Financial Member** means a Life Member or an Ordinary Member who has paid his subscription in accordance with paragraph 5.10 herein.

**Financial Year** means the period commencing in the month of October of one year and extending to the month of September of the following year for which the accounts are made up and submitted to the Association at the Annual General Meeting.

**General Assembly** means the total membership present at the properly convened business meeting of the Association.

**Meeting of Election of Officers** means a general meeting at which one or more officers of the Association or members of the Council are being elected.

**Member** includes any person identified in any of the categories of membership set out hereunder.

**Member in good standing** shall have the same meaning as that applicable to a financial member as hereinbefore defined.

**Month** means calendar month.

**Register** means the register kept by the Honorary Secretary showing the different categories of members of the Association, namely: Ordinary Membership List (OML) for Ordinary Members; Life Membership Lists (LML) for Life Members; Honorary Membership Lists (HML) for Honorary Members and Honorary Life Membership Lists (HLML) for Honorary Life Members.

**Regulations** mean the regulations for the management of the Association.

**Rules** mean the Constitution of the Association in force for the time being.

**School** means the Alexandra School.

Words importing the masculine gender shall include the female gender.

Words importing the singular number shall include the plural number and vice versa.

(2) In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

### **3. Enforceability**

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the provision or phrase shall be read down for the purposes of that jurisdiction, if possible, so that it is valid and enforceable. If it cannot be so read down, the provision shall be severed to the extent of the invalidity or unenforceability. The remaining provisions of this Constitution and its

validity or enforceability shall not be affected by the severance in any other jurisdiction.

#### **4. Aims and objectives**

The primary aims and objectives of the Association shall be:

- (a) To act as a liaison between past and present students of the Alexandra School and foster an atmosphere of unity among them.
- (b) To assist the past and present students of the Alexandra School financially and through mentorship programmes that are directed towards facilitating the development of self-esteem, self-worth and pride in being a student or graduate of the Alexandra School.
- (c) To promote the general welfare of its members as well as members of the community by striving at all times to improve the cultural, social and sporting activities of past and present students so that they may become industrious and progressive members of society.
- (d) To award enabling scholarships to needy and worthy students who attend the Alexandra School, supply educational materials whenever possible to the Alexandra School and assist the School wherever the need arises.
- (e) To assist any community effort deemed to be worthy of aid.
- (f) To do all such other lawful things as are incidental or conducive to the attainment of the above objectives.



## **PART 2 - MEMBERSHIP**

### **5.1 Membership Generally.**

The members of the Association shall be past students of the Alexandra School whose names are recorded in the Register of Members maintained by the Secretary.

### **5.2 Categories of Members**

The members of the Association shall be classified into four (4) categories, namely: Ordinary Members; Life members; Honorary Members and Honorary Life Members.

#### **(a) Ordinary Members**

Ordinary Membership of the Association is subject to the payment of the appropriate entrance fee.

#### **(b) Life Members**

- A person who is otherwise qualified for membership of the Association may, on attaining the age of 60, apply for life membership and shall at the same time make a payment of \$250.00 to the Treasurer of the Association.
- A member may transfer his membership from that of an Ordinary Member to that of Life Member PROVIDED ALWAYS that no part of any subscription paid as an Ordinary Member shall count towards his Life Membership fee.

**(c) Honorary Members**

- i. The Executive Committee may from time to time nominate any person or persons to honorary membership. Such person or persons are exempted from the mandatory subscriptions for Ordinary Members but may at their discretion, subscribe voluntarily,
- ii. Honorary Members shall be entitled to all the privileges of the Association, except that even though they may speak at any meeting of the Association, they cannot vote on any matters raised at business meetings or hold office.
- iii. Honorary Members are nominated for an indefinite period at the discretion of the Executive Committee which may remove such members at pleasure.
- iv. The Principal of the Alexandra School or his nominee, past Principals and members of staff of the Alexandra School shall be Honorary Members of the Association.

**(d) Honorary Life Members**

The executive Committee may bestow the title of “Honorary Life Member” on those Honorary Members who have attained the age of 60 years and on any Alexandrian for distinguished service to the Community, to the school and to the Association in particular.

**5.3 Patron**

The Association shall have a Patron who shall be nominated by the Executive Committee. On nomination, the Patron automatically becomes an Honorary Member of the Association.

## 5.4 Application for Membership

Membership is by application and every application for membership of the Association shall be in the following form or in such other form as the Executive Committee shall from time to time prescribe.

TO: The Honorary Secretary, Alexandra School Alumni Association, Alexandra School, St. Peter.

The undersigned .....(name) of .....(address) wishes to become a member of the Alexandra School Alumni Association and hereby applies to be a member thereof subject to the due observance of the rules and regulations of the Association.

Age / Date of Birth: .....

Period attended school: .....

House: .....

E-mail address: .....

Telephone number:.....

Signature of Applicant: .....

Date: .....

## 5.5 Register of Members

The Secretary of the Association must establish and maintain a Register of Members of the Association in which she has entered the name and postal or residential address of each person who is a member of the Association, together with the category of membership and the date on which the person became a member.

## **5.6 Inspection of Register**

The Register of members shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.

## **5.7 Resignation of Members**

- (a) A member of the Association may resign from the Association by first giving to the Secretary written notice of at least one month (or such other period as the Committee may determine) of the member's intention to resign and on the expiration of the period of notice, the member ceases to be a member.
- (b) Any member of the Executive Committee may at any time resign by tendering a letter of resignation to the Secretary of the Association.
- (c) The Executive Committee may invite any executive member of the Committee to resign or may suspend his membership if, in its opinion, the Association stands to suffer by retaining such a member.
- (d) Such a member shall be given reasonable time in which to resign and failure to do so may result in the consideration of the member's expulsion at an Extra-Ordinary General Meeting.

## **5.8 Expulsion of Members**

- (a) The member whose expulsion has been recommended shall be notified at a meeting of such and of the grounds on which the said expulsion has been recommended.
- (b) It shall be within the authority of the Executive Committee to exclude such a member from all benefits and activities of the Association until a decision on the expulsion has been reached.

- (c) At such a meeting, the member shall be allowed to explain orally or in writing why he should not be suspended or expelled from the Association.
- (d) If two-thirds of the members present at the meeting vote for the expulsion of the member, that person shall immediately cease to be a member of the Association.

## **5.9 Record of Cessation of Membership**

If a member of the Association ceases to be a member, the Secretary shall make an appropriate entry in the Register of members recording the date on which the member ceased to be a member.

## **5.10 Fees and Subscriptions**

- (a) Yearly subscriptions for Ordinary Members shall be \$120.00 payable in full on registration or in three (3) equal instalments before the Annual General Meeting.
- (b) Life Members of the Association will not be required to pay any further subscriptions to the Association, but nothing herein shall prevent any such members from subscribing voluntarily.
- (c) Membership subscriptions may be revised at an Annual General Meeting and are non-refundable.

## **5:11 Defaulting Members**

Any member whose subscriptions are not paid in accordance with sub-clause 5.10 (a) and thus remains unpaid at the date of the Annual General Meeting shall be deemed to have forfeited his right to participate in any meeting of the Association.

However, the accidental participation of such a member shall not invalidate any decision reached or resolution passed at any such meeting.

## **5.12 Resolution of Disputes**

A dispute between a member and another member (in their capacity as members) of the Association, or a dispute between a member or members and the Association is to be referred to the Disciplinary Committee.

## **5.13 Disciplining of Members**

- (i) No member of the Association shall for any reason whatsoever misbehave himself at any time or place in such a manner that will undermine the reputation of the Association. Persons who misbehave will be dealt with by the Disciplinary Committee and may be fined, suspended indefinitely or in extreme cases, expelled.
- (ii) A complaint may be made to the Disciplinary Committee by any person, that a member of the Association:
  - (a) has refused or neglected to comply with a provision or provisions of this Constitution; or
  - (b) has wilfully acted in a manner prejudicial to the interest of the Association
- (iii) The Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (iv) if the Committee decides to deal with the complaint, the Committee:
  - (a) must cause notice of the complaint to be served on the member concerned; and

- (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Committee in connection with the complaint; and
  - (c) Must take into consideration any submissions made by the member in connection with the complaint
- (v) The Committee may, by resolution, expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- (vi) If the Committee expels or suspends a member, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Committee for having taken that action and of the member's right of appeal.
- (vii) The expulsion or suspension does not take effect:
  - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
  - (b) if within that period the member exercises the right of appeal, unless and until the Association confirms the resolution, whichever is the later.

#### **5.14 Right of Appeal of Disciplined Member**

- (i) Any member who is disciplined by the Disciplinary Committee has a right of appeal to the Executive Committee within 7 days after the notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect. Thereafter, he has a final right of appeal to the General Assembly whose decisions shall be final.

- (ii) The notice may, but need not be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (iii) On receipt of a notice from a member, the Secretary must notify the Committee and the Committee must convene a general meeting of the Association within 28 days after the date on which the Secretary received the notice.
- (iv) At a general meeting of the Association convened under sub-clause 5.14(iii):
  - (a) no business other than the question of the appeal is to be transacted; and
  - (b) the Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
  - (c) the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (v) The appeal is to be determined by a simple majority of votes cast by members of the Association.

## **PART 3 - MEETINGS**

### **6.1 Presiding Member**

- (i) The President or in his absence the Vice President shall preside as Chairperson at each general meeting of the Association.
- (ii) If neither the President nor the Vice President is present or is unable or unwilling to act, the members present shall choose one of their number to preside as Chairperson of the meeting.

### **6.2 Executive Committee Meetings**



- The Executive Committee shall regulate its own procedure and fix its own time of meetings but unless otherwise circulated, its meetings shall be held quarterly.
- An Executive Committee Meeting must be held within seven (7) days of the Annual General Meeting or Meeting of Election of Officers at which other members of the Council shall be elected.

### **6-3 General Meetings**

General Meetings shall be held on the second Saturday of each month. If due to uncontrollable circumstances a meeting cannot be so held, the Honorary Secretary MUST notify all members in good standing of the new date for such a meeting within forty-eight (48) hours of the said date.

### **6.4 Extra-Ordinary/Emergency General Meetings**

- (a) Extra-Ordinary General Meetings of the Association may be convened whenever necessary to discuss any important business of the Association and shall be called within 7 days of a request for such a meeting.
- (b) Such a meeting may be summoned by the Secretary on the written request of two-thirds (2/3) of the financial members of the Association. The purpose for which the meeting is requested and the resolutions proposed must be disclosed.
- (c) The only business to be conducted at such a meeting shall be that contained on the agenda for the meeting.

### **6.5 Annual General Meetings**

- (a) The Annual General Meeting (AGM) shall be held at the end of the Financial year in October at such time as shall be fixed by the Executive Committee.
- (b) Where the AGM has not been held on or before the time provided under sub-section 6.5(a) of this rule, any (10) financial members may themselves constitute a meeting of the Association and elect from their number a temporary Chairman and Secretary for the purpose of arranging the holding of the AGM in accordance with the provisions of this rule.
- (c) At least seven (7) days clear notice of the AGM specifying the date, place and time, shall be given advertisement in a daily newspaper in this Island or otherwise served as hereinafter provided.
- (d) The business to be transacted at the AGM shall include:
  - Consideration of the President's Report on the activities of the Association for the preceding year
  - Consideration of the Balance Sheet and Statement of Accounts of the Association
  - Election of Officers
  - Selection of an Auditor
  - Consideration of Motions and Resolutions which have been duly submitted to the meeting
  - Minutes of the last AGM
  - Any other business which, in the presiding Chairman's view, arises out of the above.

## **6.6 Quorum for General Meetings**

- (i) The Quorum for General Meetings properly convened shall be ten (10) members in good standing.

- (ii) A General Meeting is properly convened if it is held as set out in paragraph 6.5 or if not so held, is convened after forty-eight (48) hours advanced notice in writing has been given to all the members in good standing by or on behalf of the Honorary Secretary.
- (iii) If within thirty (30) minutes of the time advertised for the commencement of the meeting a quorum is not present, the meeting shall be adjourned until such date as the President directs.
- (iv) If at the adjourned meeting a quorum is not present within thirty (30) minutes after the time appointed for the commencement of the meeting, the members present (being at least 10) are to constitute a quorum.

## **6.7 Quorum for other Meetings**

- (i) The Quorum for Executive Committee Meetings shall be 5 including the President or the Vice President and the Secretary or Assistant Secretary/ Treasurer and for the AGMs ten (10) members in good standing, one of whom must be the President or Vice President and the Secretary.
- (ii) If a meeting properly convened or summoned as hereinbefore provided is postponed twice for a lack of a quorum, it **MUST** be held on the 3<sup>rd</sup> occasion so convened or summoned, irrespective of the fact that there is no quorum as hereinbefore provided and the persons present at the third or subsequent meeting shall constitute the quorum.
- (iv) Otherwise, no meeting requiring a quorum shall be held unless there is a quorum.

## **6.8 Notice of Meetings**

- (a) A Notice of meetings and the resolutions to be proposed may be served by the Association upon every member either PERSONALLY or by sending it electronically to such member at his registered or last known place of abode in this Island.
- (b) Any Notice served by way of the Association's Website and in the media shall be deemed to be an official Notice.
- (c) Notice of every AGM shall be given in a manner hereinbefore authorized to every member except those members who have not supplied to the Honorary Secretary an address within this Island for the giving of notices to them.
- (d) The accidental or inadvertent omission to give Notice of a meeting to or the non-receipt of any such notice to any of the members shall not invalidate any resolution passed or decision reached at such a meeting.
- (e) Unless otherwise set out in this Constitution, advance Notice shall be given at least forty-eight (48) hours before the date of a General Meeting and at least seven (7) days before the AGM, Meeting of Election of Officers or Extra-Ordinary General Meeting.

## **6.9 Adjournment of Meetings**

- (1) The Chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of the members present at the Meeting, adjourn the Meeting from time to time and place to place but no business is to be transacted at an adjourned meeting other than the business left unfinished at the Meeting at which the adjournment took place.
- (2) If a General Meeting is adjourned for 14 days or more, the Secretary must give written or oral Notice of the adjourned Meeting to each member of

the Association stating the place, date and time of the Meeting and the nature of the business to be transacted at the Meeting.

## **6.10 Decisions and Resolutions**

- (i) A question arising at a General Meeting of the Association is to be determined by either:
  - (a) a show of hands; or
  - (b) by a written ballot, if on the motion of the Chairperson or if 5 or more members present at the Meeting decide that the question should be so determined.
- (ii) If the question is to be determined by a show of hands, a declaration must be made by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost. An entry to that effect in the minute book of the Association is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (iii) If the question is to be determined by a written ballot, the ballot is to be conducted in accordance with the directions of the Chairperson.
- (iv) The decisions and resolutions of any AGM or Extra-Ordinary General Meeting cannot be cancelled or in any way altered by the Committee, except in accordance with a subsequent decision of a General Meeting.
- (v) No decision reached at an AGM shall be invalidated by any defect in the right to vote of any person present or voting at such Meeting.

## **6.11 Standing Orders and Regulations**

- (i) There shall be Standing Orders relating to the conduct or meetings of the Association and the Executive Committee shall have power to make such Standing Orders as it deems fit.
- (ii) The Executive Committee may make such Regulations relating to the Constitution as it thinks fit.
- (iii) The Constitution is, however, the Supreme Law of the Association and subject to the provisions herein contained, if any Standing Order or Regulation is inconsistent therewith, this Constitution shall prevail and the Standing Order or Regulation shall, to the extent of the inconsistency, be void and of no effect whatsoever.

## **PART 4 - OFFICERS**

### **7.1 COMPOSITION AND MEMBERSHIP**

The officers of the Association shall be the President, Vice President, Secretary, Treasurer, Assistant Secretary-Treasurer, Public Relations Officer, Liaison Officer who shall be a staff member and Chairpersons of the various Committees.

### **7.2 President**

The President shall preside at General Meetings and Meetings of the Executive Committee and shall have a casting vote.

- (i) He shall give assent in writing when necessary to all matters agreed upon by a majority vote either in the Executive Committee or the General Assembly. His opinion shall be sought on all important matters affecting the Association and he must be consulted before any decision is taken on any matter by or on behalf of the Association by an officer or member of the Association.
- (iii) He shall present at the AGM an Annual Report on the business and activities of the Association during the year.

- (iv) The President or his representative shall sign the minutes of each meeting and shall sign cheques in the absence of the Secretary or Treasurer.
- (v) He has the right to serve as an ex-officio member of all Committees except the nominating committee.
- (vi) Except in exceptional circumstances, the President shall not make decisions in the name of the Association without first consulting the Executive Committee.
- (vii) If exceptional circumstances do arise, the President must immediately inform the Executive Committee of such transactions as have been made.
- (viii) The President may, with the approval of the Executive Committee assume the duties of an officer if, in his opinion, the functions of that officer are not being properly carried out or would be more conveniently carried out by another

### **7.3 Vice President**

- (i) The Vice President shall assist the President whenever required to do so and shall assume the duties of President in the absence or inability or unwillingness of the President to act.
- (ii) He shall also bear responsibility for co-ordinating the work of the various committees.

### **7.4 Secretary**

- (i) The Secretary shall attend all General Meetings of the Association and all meetings of the Executive Committee
- (ii) Issue Notices of meetings
- (iii) Record and preserve the minutes of meetings
- (iv) keep an up-to-date and comprehensive record of all members of the Association in the appropriate membership list.

- (v) In conjunction with the President, summon all members to Executive Committee meetings of the Association.
- (vi) Prepare the Agenda for such meetings.
- (vii) Provide members with a list of the resolutions to be tabled at least fourteen (14) days before the AGM or the Extra-Ordinary General Meeting.
- (viii) Supply the Patron with copies of the minutes and notice of all Executive Committee Meetings of the Association within seven (7) days of such meeting.
- (ix) Assume responsibility for all correspondence of the Association
- (x) Carry out the instructions of the Committee.

## **7.5 Treasurer**

- (i) The Treasurer shall be appointed to this position and may be removed from the said position by the Executive Committee.
- (ii) The Treasurer shall be responsible for all the finances of the Association and shall:
  - (a) receive all subscriptions and monies paid to the Association and keep an itemized account of all receipts and expenditures of the Association;
  - (b) make such payments on behalf of the Association as the Committee shall sanction;
  - (c) notify all defaulting members of their arrears of subscription after a lapse of three (3) months and make the books of the Association available to any member upon reasonable demand;
  - (d) whenever required by the Committee, render an account of any financial transaction;



- (e) lodge all monies received in excess of \$20.00, within one month after receipt with the Association's bankers in the name of the Association;
- (f) make withdrawals on the joint signatures approved by the Association;
- (g) at each quarterly General Meeting, give the General Assembly a progress report on the financial position of the Association since the last report and at the end of each financial year, prepare a full financial report, with a comprehensive statement verified by the auditor, covering the financial affairs of the Association during the year for presentation at the Annual General Meeting.
- (h) Attend all General Meetings and meetings of the Executive Committee

## **7.6 Assistant Secretary/Treasurer**

In the absence of the Secretary or the Treasurer, the Assistant Secretary/Treasurer shall carry out the duties of the Secretary or the Treasurer as outlined at paragraphs 7.4 and 7.5 hereof.

## **7.7 Public Relations Officer**

- (a) The Public Relations Officer shall be responsible for informing the public of the affairs and activities of the Association and shall also be responsible for the preparation and presentation of all Press Releases approved by the Committee relating to the Association.
- (b) Create functional and beneficial linkages with the wider public.

## **7.8. Liaison Officer**

- (i). The Liaison Officer shall be appointed by the Executive Committee and shall liaise between the Alexandra School and the Alumni.
- (ii) He shall establish a functional relationship with other Associations and Sports Clubs.

## **7.9. Miscellaneous Officers**

The Executive Committee may from time to time appoint a member to be responsible for any activity or project of the Association.

## **8.0 ELECTION OF OFFICERS**

- (i) The officers shall be elected by ballot every two years from among the members in good standing at an AGM or Meeting for Election of Officers by a 2/3<sup>rd</sup> majority except in cases of emergency when the office must be filled within twenty-eight (28) days after being declared vacant at a General Meeting by the Chairman.
- (ii) Persons are permitted to utilize the Website for voting by proxy and must do so at least 1 month before the scheduled election date.
- (iii) No officer may be elected to the same office for more than two (2) consecutive terms.
- (iv) Officers shall hold office from the date of election for a period of two (2) years unless otherwise determined at an Extra-Ordinary General Meeting.
- (v) No member who is not in good standing at the date of the AGM or Meeting of Election of Officers is eligible for election to any office.

- (vi) No member who is absent from an AGM or Meeting of Election of Officers may be considered for nomination unless some form of notice and/or interest in such office was received by any two (2) members in good standing.
- (vii) Members who are running for office must be graduates of the Alexandra School and any financial member is eligible for election to an Executive post.

## **9.0 Election Schedule**

Elections shall be held every two (2) years and all members of the Association in good standing have a right to vote at the AGM.

## **10. COMMITTEES**

### **10.1 Executive Committee**

- (a) The Executive Committee shall consist of the Officers listed at paragraph 7.1 above and shall include the immediate past President.
- (b) The Committee shall have absolute control and management of all the affairs and property of the Association and shall exercise all powers of the Association as it shall think fit except as otherwise provided by this Constitution.
- (c) The Committee shall have the power to appoint sub-committees and appoint advisers to the Executive Committee.
- (d) The Committee shall have the following special powers and duties:
  - (i) act in its discretion in the case of any matters in which the Constitution is silent.
  - (ii) take any steps to prevent infringement of the rules of the Association

- (iii) delegate any of the duties to a sub-committee or sub-committees of the Association.
- (iv) elect chairpersons of the sub-committee.
- (e) At any meeting of the Executive Committee, five (5) persons shall constitute a quorum. If a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the meeting shall be adjourned until such date as the President may direct.
- (f) The President shall preside at all meetings of the Executive Committee. In his absence, the Vice President shall preside or in the absence of the Vice President, the Secretary shall preside.
- (g) The Executive Committee shall meet quarterly to conduct the business of the Association.
- (h) The Executive Committee shall be the final authority for the interpretation of the Constitution, and its decision upon any question of interpretation or upon any matter affecting the Association and not provided for by the Constitution shall be final and binding on the members.

## **10.2 Sub-Committees**

- (a) There shall be five (5) sub-committees, namely:
  - Finance Committee
  - Programme and Mentoring Committee
  - Sports Committee
  - Publicity Committee
  - Membership Committee
- (b) Sub-Committees may be selected at meetings of the Executive Committee. One person may constitute a committee. Any person or persons selected to

serve on a Sub-Committee may be dismissed in the same manner in which he was appointed.

### **10.3 Disciplinary Committee**

There shall be a Disciplinary Committee to deal with all matters of discipline. This Committee shall consist of not less than three (3) members including a life member.

### **11.0 REMOVAL OF OFFICERS**

1. Cause for removal shall be deemed to be any behaviour which sullies the name and character of the Association.
2. All complaints regarding the behaviour of members shall be submitted to the Secretary in writing.
3. The Disciplinary Committee shall meet to hear such complaints within 7 days of a complaint being made and shall have the power to take appropriate disciplinary action including termination of membership.
4. The outcome of a disciplinary hearing shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within three (3) days of hearing.
5. There shall be a right of appeal to the Executive Committee.

### **12.0 VACANCIES**

1. A vacancy shall be declared when an officer is no longer eligible for the Association, resigns or is removed from office.

2. Any vacancy on the Executive Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining members of the Executive Committee and approved by a simple majority of the general body.

## **PART 5 - MISCELLANEOUS**

### **13.1 Funds - Source**

- (a) The funds of the Association are to be derived from entrance fees and annual subscriptions of members, donations and, subject to any resolution passed by the Association in General Meetings, such other sources as the committees determine.
- (b) All monies received by the Association must be deposited as soon as practicable and without deduction to the credit of the Association's bank or other authorised deposit-taking institution account.

### **13.2 Funds - Management.**

- (a) The Financial Year of the Association shall be from October 1<sup>st</sup> to September 30<sup>th</sup>.
- (b) Subject to any resolution passed by the Association in a General Meeting, the funds of the Association shall be used solely for the purpose of carrying out the objectives identified in this Constitution.
- (c) The Banker of the Association shall be a reputable banking institution.
- (d) There shall be four (4) Trustees of the Association who shall be the President, the Secretary, the Treasurer and one other member selected by the Association. No Trustee shall hold any salaried office under the Association.

- (e) The signature of the President together with that of one other trustee shall be required before any sum of money less than One thousand dollars (\$1,000.00) is withdrawn from any bank account of the Association, while the signature of the President and that of the Treasurer shall be required for all sums in excess of One thousand dollars.

### **13.3 Accounts**

- (a) True and accurate accounts of the monies received and expended by the Association shall be kept by the Honorary Treasurer.
- (b) Subject to any reasonable restriction as to the time and manner of inspecting the accounts that may be imposed in accordance with the regulations of the Association for the time being, the accounts shall be open to inspection by members of the Association.
- (c) Monthly statements of income and expenditure shall be presented to the Executive Committee.
- (d) The accounts of the Association shall be examined at least once a year and the correctness of the Balance Sheet and the accompanying Statement of Income and Expenditure shall be verified by an auditor (who may or may not be a member of the Association) chosen at the AGM or Meeting of the Election of officers.
- (e) The Association shall retain its accounting records for a minimum of five (5) years.

### **13.4 Inspection of Books etc.**

- (1) The following documents must be open to inspection, free of charge, by a member of the Association at any reasonable hour:
  - (a) records, books and other financial documents of the Association

- (b) this Constitution
  - (c) the minutes of all Committee Meetings and General Meetings of the Association.
- (2) A member of the Association may obtain a copy of any of the documents referred to in sub-clause (i) on payment of a fee of not more than One dollar (\$1.00) for each page copied.

### **13.5 Property of the Association**

- (a) The Association's property shall only be used in the furtherance of the aims and objectives of the Association.
- (b) The distribution of proceeds arising from the sale of property to members is prohibited.
- (c) The Association's property shall be vested in not less than two (2) and no more than four (4) custodians, one of whom shall be the Treasurer.
- (d) The custodians shall be appointed by the members at a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting

### **13.6 Dissolution of the Association**

1. The Association may not be dissolved except with the consent of at least two-thirds (2/3) of the members voting at an Extraordinary General Meeting convened for that purpose.



2. In the event of a decision to dissolve the Association, the Committee shall by a date specified in the resolution to dissolve the Association, discharge all liabilities and use the balance of monies for the benefit of the Alexandra School or in such a manner as the members decide upon.
3. When all such business is completed, the Association shall stand dissolved.

### **13.7 Amendment of the Constitution**

1. The existing Constitution may only be amended by a resolution supported by a two-third majority vote of the total membership of the Association entitled to vote and who are present at an AGM or Extra-Ordinary General Meeting of which advanced notice of the specified amendments proposed is given in writing by the Honorary Secretary.
2. No additional alteration or amendment shall be made to this Constitution unless the same be submitted to the Executive Committee for consideration.

### **13.8 Affiliate Chapters**

- (i) Members may form branches outside the island of Barbados to promote the expansion of the Association, hereinafter referred to as "Affiliate Chapters".
- (ii) The branches shall meet as Affiliate Chapters of the Association and shall conduct service and sporting activities in accordance with the objectives of the Association.
- (iii) The members of an Affiliate Chapter shall be granted membership in the Association and other Affiliate Chapters in accordance with the Constitution of the Association
- (iv) Affiliate Chapters must be endorsed by the Association in writing prior to formation and registration as Non-profit Organizations.

- (v) Each Affiliate Chapter shall be responsible for its own internal governance and for the adoption of its Constitution, which must be in harmony with the Association's Constitution. Each Affiliate Chapter shall review the Constitution and By-laws periodically to ensure consistency with that of the Association. Should any conflict arise the Association's Constitution and By-laws shall prevail.
- (vi) The Constitution, By-laws and any amendments thereof of each Affiliate Chapter's Constitution shall be reviewed and approved in writing by the Association prior to adoption by the Affiliate Chapter.
- (vii) The internal affairs of the Affiliate Chapters shall be governed by the Affiliate Chapters in accordance with their Constitution and By-laws.
- (viii) The Affiliate Chapter may be dissolved by a two-thirds vote of the Association.

**14. DECLARATION**

The **ALEXANDRA SCHOOL ALUMNI ASSOCIATION** hereby adopts and accepts this Constitution as an operating guide for the regulation of the action of its members.

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

NAME:

POSITION: President

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

NAME:

POSITION: Secretary



