

CONSTITUTION
of the
ST. CATHERINE HIGH SCHOOL
ALUMNI ASSOCIATION

(Revised March 7, 2021)

NAME OF ASSOCIATION

The name of the Association shall be The St Catherine High School Alumni Association

Section One

DEFINITIONS & INTERPRETATIONS

- 1(a) A past student is a man or woman who attended St. Catherine High School
- 1(b) To become a member of The St Catherine High School Alumni Association one must be a past student of St. Catherine High School and must be in good financial standing to maintain membership as per 1(d)iii to 1(d)v
- 1(c) “Branches of the Association” refer to any past student /alumni group recognized by and formally associated with the Association.
- 1(d) Definitions:
 - 1(d)i **Honorary Member** - any person who in the opinion of the Association has rendered outstanding service to the Association or the school
 - 1(d)ii **Life Membership** is offered to any person who has paid a subscription fixed by the Association for that purpose.
 - 1(d)iii **Paid-Up Member** has fees prorated up to and for the current month or period
 - 1(d)iv **Fully paid-Up Member** has fees paid in full for the year at the beginning of the period as at January 1
 - 1(d)v **Life- Long Membership** is considered 10 years.
 - 1(d)vi **Lapsed payment period** - nonpayment of fees for a year
- 1(e) The Association year runs January to December
- 1(f) A term of office runs for two years beginning at the AGM which is the third Sunday in April.

- 1 (g) A Unit shall be a group of past students, who meet the requirements for membership in the Alumni and who, being fully registered with the Parent Student Association (PSA) and who are from the same graduating year.
- 1 (h) A Branch shall be the affiliate group which meets or resides in Jamaica.
- 1 (i) A Chapter shall be the affiliate or group which meets or resides outside of Jamaica.

Section Two

OBJECTIVES

- 2(a) To develop, foster and maintain network communication amongst members, including local and international past students.
- 2(b) To contribute positively to the total development of the school community.
- 2(c) To foster favourable relations between the school and the wider community.
- 2(d) To bring students who have been educated at the St. Catherine High School into closer interaction with one another.
- 2(e) To foster the interest of past students in the school, and to promote a feeling of unity among its past and present students.
- 2(f) To maintain a permanent record of all past students, including their present addresses, professions and outstanding achievements.
- 2(g) To play a part in the community development and help those less fortunate by displaying civic responsibility.
- 2(h) To generally promote the social, athletic, cultural, religious and intellectual welfare of its members and the school in such manner that is consistent with the mission and vision of the School.

Section Three

MEMBERSHIP

- 3(a) Membership shall be open to all past students
[Subject to Section 3 (e)]
- 3(b) Application for membership shall be made to the Secretary on the prescribed forms, and the subscription shall be paid upon submission of the application, save and except as provided by Section 10C of this constitution.
- 3(c) Membership shall be open to Honorary Members. Such membership will be for five years.
- 3(d) The Executive may invite to be an Honorary Member, any person who in its opinion has rendered outstanding service to the Association.
An Honorary Member shall:

- i. be proposed by way of a resolution at an Annual General Meeting and notice thereof shall be included in the agenda for such Annual General Meetings
 - ii. be subject to approval of the Executive and by a two-third majority vote
 - iii. not be qualified to serve on the Executive or Board of Directors, except as provided by Section 8(a).
 - iv. not pay any dues, but shall be entitled to all privileges and benefits of membership.
 - v. not have a vote as a member.

- 3(e) The Executive may suspend the membership of any member whose conduct inside or outside of the Association is, in its opinion, contrary to the interest of the Association or injurious to its reputation. Such suspension shall not exceed one year. Reinstatement is subject to review by the Executive.

- 3(f) School-leavers who have exited the institution within the last two years, or those enrolled as full time students in tertiary institutions, should pay a subscription fee not exceeding 50% of the regular subscription fee but as decided by the Executive. Notwithstanding, Section 10 (c) may be applied. Such persons shall not be entitled to hold office but shall be entitled to vote.

- 3(g) Membership which has lapsed as a result of non-payment of fees may be reinstated upon payment of the outstanding amount not exceeding three year's dues. Penalties may be waived by the Executive in instances where the individual concerned can prove unemployment for that period, residence outside of the island for the period under consideration or personal situations deemed by the Executive to be worthy of consideration.

- 3(h) Grievance Procedures shall be initiated through written submission to the Board.

Section Four

RIGHTS OF MEMBERS

- 4(a) Every member as defined in Section 1(d) shall be entitled to benefits accorded to the Association.

- 4(b) Every member shall, subject to the constitution, be entitled to vote. (Subject to Section 3 (d))

- 4(c) Every member shall, subject to the constitution, be entitled to move a motion.

Section Five

THE EXECUTIVE

- 5(a) The Executive of the Association shall be as follows:
 - a. President
 - b. First Vice President

- c. Second Vice President
 - d. Corporate Secretary
 - e. Recording & Correspondence Secretary
 - f. Treasurer
 - g. Assistant Secretary/Treasurer
 - h. Public Relations Officer
 - i. Immediate Past President
- 5(b) A term of office shall be considered two years. Members of the Executive may hold the same office for two consecutive terms, after which he or she must stand down in respect of that office for a period of at least one term. No member shall remain an elected member of the Executive, regardless of position for more than ten consecutive years.
- 5(c) The Executive is the administrative organ, and as such shall give directives consistent with the general aims and objectives of the Association.
- 5(d) The Executive can be removed by a two thirds majority of all members duly registered and in good financial standing
- 5(e) Any member of the Executive shall be terminated from his or her position and an election be held if there is a no-confidence vote by the Executive in him or her due to: consistent non-performance, lack of accountability, engaging in activities which could bring the Association into disrepute. The Executive member whose tenure is so terminated has the right of appeal to the Board of Directors. He/She may remain subject to Section 3(e).
- 5(f) The Executive shall meet as the business of the Association warrants, but at least once per month. The Executive should meet plan meetings, and explore ways in which the Association can be improved.
- 5(g) The Executive has the right to co-opt, no more than eight registered members in good financial standing who with the required skills-set, may be needed to lead or contribute to special projects being undertaken by the Association for, but not limited to, membership & recruitment, mentorship, sports, event coordination, etc . These members should serve on the Executive as the project warrants but no longer than existing life of the Executive to which they were co-opt.
- 5(h) At a Special or General Meeting the Executive shall have the power to recommend that a member of the association fills a vacant position. For such vote, notice of this recommendation must be given in the announcement of the meeting. If at least 50% of members plus one member, reject the inclusion of the member(s) so appointed, then election shall be held.
- 5(i) Five members of the Executive shall form a quorum.
- 5(j) An Executive member shall have abandoned his or her position after being absent for three months, subject to professional obligations, military service or assigned official Government duties or acting as representative of Government but not for longer than six months. The Executive will invoke section 5(h).

- 5(k) The Executive shall exercise all the powers of the Association, except the alteration or revision of rules, which can be done only at a General Meeting of the Association (Subject to Section 13)

Section Six

ROLES AND RESPONSIBILITIES OF EXECUTIVE MEMBERS

The President

- 6(a)i It is the duty of the President to be at all meetings of the Association. In circumstances where he or she cannot be present adequate notice shall be given to the Vice Presidents. In absence of the President, the 1st and 2nd VP members present should elect one from among them to chair the meeting.
- 6(a)ii In case of a decision which is put to the vote, where there is a tie the President shall cast the deciding vote.
- 6(a)iii The President shall maintain order while he or she is presiding over the meeting.
- 6(a)iv The President shall preside over meetings of the Association in such a way as to ensure that each member has the opportunity to participate.
- 6(a)v The President shall ensure that Executive members make periodic written quarterly reports during their tenure in office. Such reports should be signed and dated.
- 6(a)vi The President shall serve as an ex-officio member of all sub-committees of the Association.
- 6(a)vii The President shall, after consultation with the Executive, authorize all monetary transactions on behalf of the Association. This is to be done by preparing and presenting a detailed requisition with supporting documentation to the Treasurer. Project Manager, executive member with need or responsibility should prepare and submit requisition. President should sign only after treasurer affirms (by signing of requisition) that funds are available for the specific purpose)
- 6(a)viii The President shall: (1) Ensure that the Association's representative on the school board makes timely report to the Association after board meetings (See School Board Representative)
- 6(a)ix The President shall, along with the Correspondence/Recording Secretary, ensure that adequate notice is given for all General Meetings, and that General Meetings are held at least once each quarter (March, June, September and December). Subject to Section 13.
- 6(a)x The President shall identify, cultivate, and recruit possible leaders.

The Vice Presidents

The Vice Presidents, as directed and assigned by the President:

- 6(b)i shall be responsible for administering the ongoing effort to increase membership and to mobilize the general assembly in conjunction with the appointed member responsible for

membership. [Subject to 5(g)]

- 6(b)ii shall be responsible for maintaining a permanent record, membership register, of all past students with their present addresses and outstanding achievements.
- 6(b)iii shall be responsible for sports and have overall responsibility for special projects.
- 6(b)iv shall conduct any other duty assigned by the President and or Executive

The First Vice-President

- 6(c)i shall automatically act in the absence of the President, unless otherwise agreed upon and a decision taken at the Executive level.

The Second Vice-President

- 6(d)i shall automatically act in the absence of the President and the 1st Vice President unless otherwise agreed upon and a decision taken at the Executive level.

The Recording & Correspondence Secretary

- 6(e)i shall be present at all meetings.
- 6(e)ii shall maintain proper records and minutes of each meeting's proceeding, and to ensure that these are accessible to all members.
- 6(e)iii shall assist the President in calling meetings and in ensuring that all attendance is recorded.
- 6(e)iv is responsible for ensuring that adequate notice of meetings are issued, subject to Section 11, 12, &13.
- 6(e)v shall assist the PRO to ensure that the school and the community are kept aware of the activities of the Association.
- 6(e)vi is responsible for the Association's communication i.e. letters. He or she will ensure that the Association educates the members of the Associations' function, structure and constitution by ensuring the provision of handbooks, whether hardcopy or electronically. All records must be stored at the registered office of the Association.

Assistant Secretary/Treasurer

- 6(f)i shall assist the Secretary in notes taking during meetings and generally help to compile minutes.

6(f)ii shall assist the Vice President in administration and documentation of ongoing membership drive.

6(f)iii is required to act as the Treasurer in the absence of the Treasurer.

The Treasurer

6(g)i shall be in charge of all financial matters

6(g)ii shall maintain proper accounting records of the Association's fund in conjunction with sound and acceptable accounting practices

6(g)iii is responsible for making general reports on the financial status of the Association at quarterly General Meeting to include Income and Expenditure, Bank and Cash Balances, Account Receivables and Account Payables, and any other report that is deemed necessary.

6(g)iv is responsible for organizing systems for regular dues from members and to ensure proper collection, receipting, lodgment of such funds. Payment Register to be maintained and inspected by President or First Vice President at least three times per annum.

6(g)v is responsible for ensuring that the Association aligns itself with other fund raising events and efforts to include other members of the School fraternity, such as PTA, Student Council and Staff.

6(g)vi shall work in tandem with the Vice President in sports co-ordination and special projects and to facilitate the approved transactions relevant to the function of the 2nd V.P. with responsibility for Sports and Special Projects.

6(g)vii shall, at the Annual General Meeting of the Association, present the Financial Statement of Accounts for the previous year. Financial records should be submitted to the President at least two weeks before AGM.

The Public Relations Officer (PRO)

6(h)i is responsible for publicizing all meetings and activities of the Association by appropriate communication media after consultation with President and or the Executive and to obtain the necessary approval.

6(h)ii shall act in conjunction with the members of the Executive to ensure that the aims and objectives of the Association are met.

6(h)iii shall act as liaison between the Executive, general membership on the one hand, and the larger community on the other.

The Corporate Secretary

- 6(i)i shall have responsibility for overseeing the legal aspects of the operation of the PSA. In addition, the incumbent will have other assigned responsibilities including but not limited to:
- Periodic review of the PSA Constitution and any By-Laws
 - Scrutiny and review of all legal documents including Articles of Association, contracts
 - Custody of Corporate records
 - Ensure compliance of PSA with regulations concerning registration, filing of legally required documents
- 6(i)ii does not have the right to legally commit the association to any transaction or arrangement without the prior approval of the Executive.

The Immediate Past President

- 6(j)i shall lend support for continuity to the Executive with regards to existing projects of the Association.
- 6(j)ii shall assist the incumbent President as requested with duties and matters pertaining to the Association and will be available for counsel on Association business.
- 6(j)iii shall make his /her knowledge and skill available to the Association.
- 6(j)iv shall represent the President or serve as a spokesman at the request of the President
- 6(j)v shall assist the President with recruiting of future leaders.
- 6(j)vi shall perform additional duties as delegated by the President.
- 6(j)vii The term of office of the Immediate Past President is concurrent with the term of the succeeding President

Section Seven

THE SCHOOL BOARD REPRESENTATIVE

- 7(a) The Executive shall nominate a representative to the Board of Governors of the St. Catherine High School. He or she may be a member of the existing Executive.
- 7(b) The Board Representative shall give a written report to the Association on all board meetings attended. He or she should represent the views of the past students to the school board and report to the Executive at the next meeting in a written report format duly signed and dated of decisions taken in relation to such matters. Reports should be signed and given to President and kept on file.
- 7(c) The Board Representative shall act at all times in the best interest of the Association and must be mindful that representation is of the views and matters of the Association.

Section Eight

BOARD OF DIRECTORS

- 8(a) The seven member Board of Directors shall comprise:
- Three nominated members of the Association
 - The President of the Association
 - The Principal of St. Catherine High School, or his or her nominee
 - The Treasurer
 - Corporate Secretary
- 8(b) The three nominated members in 8(a) shall be ratified by the Executive and two-thirds majority of the membership in good standing.
- 8(c) The nominated members of the board, and the principal's nominee (where applicable) shall serve for a period of three years. He or she will not be eligible to serve on subsequent Boards of Directors for a maximum of six years.
- 8(d) The Principal or his nominee shall serve as the Returning Officer or shall select an Acting Returning Officer, who shall be responsible for overseeing the conduct of elections at an Annual General Meeting or a Special General Meeting. The Acting Returning Officer's position shall not be held by the President or Immediate Past President.
- 8(e) The Board of Directors shall meet during the last week of every February, May, August, November.
- 8(f) The Board of Directors shall report to the Annual General Meeting on its satisfaction with the work of the Executive in effectively carrying out the business of the Association
- 8(g) The Chairman of the Board of Directors shall be a past student
- 8 (h) The Board shall:
- i.act as an oversight body for the Executive of the PSA.
 - ii.initiate the dissolution of an executive in which it has lost confidence.
 - iii. facilitate appeals and hearings and as subject to 3(e) and 5(e), ensure the establishment of Grievance Procedures and that such procedures are facilitated.

Section Nine

SUBCOMMITTEES

- 9(a)** The Annual General Meeting or the Executive may at any time appoint sub-committees from among Executive members or from the general body of members as may be considered necessary for the discharge of the functions of the Association.

Section Ten

FUNDS AND SUBSCRIPTIONS

- 10(a) The funds of the Association shall be vested in the Executive and deposited in an approved Bank in the name of the Association. The Treasurer, Secretary, the President and the Vice President shall be accorded signing privileges. Payments can only be made on the signature of any two Executive members with signing privileges.
- 10(b) The subscription to the Association shall be fixed from time to time by the Executive and shall be payable on or before each Annual General Meeting.
- 10(c) If the circumstances warrant, the Executive may on the request of the member or group, waive the payment of subscription for a period not exceeding two years.
- 10(d) A subscription to be fixed from time to time by the Executive shall entitle a member to life-membership
- 10(e) Past Presidents are entitled to life- long membership of the Association.

Section Eleven

ANNUAL GENERAL MEETINGS

- 11(a) The Annual General Meeting shall be held on the third Sunday in April of each year (unless otherwise decided by the Executive) for the following purposes:
- i. To review the activities of the previous year
 - ii. To receive and confirm the minutes of the previous Annual General Meeting
 - iii. To receive a report from the President on the activities of the year under review
 - iv. To receive from the Treasurer Financial Statement of Accounts for the year under review. (See Section F (vii))
 - v. To decide on any resolution, notice of which has been given by the Secretary
 - vi. To elect the Executive of the Association if an election is due
 - vii. To transact any other business for which notice has been given

- 11(b) To summon an Annual General Meeting, fourteen clear days' notice in writing shall be given by the Secretary through a letter mailed to each member, or electronically and an advertisement shall be made via social media platforms (possible substitution) or in a Daily Newspaper. The quorum shall be 25 members in good financial standing.
- 11(c) Inadvertence in a member not receiving notice of the Annual General Meeting shall not invalidate the meeting.
- 11(d) Information and Communication technologies can be used to help facilitate an Annual General Meeting, once agreed upon by members.
 - (i) A blended meeting method may be employed, incorporating Information and Communication Technologies and face-to-face to interactions
 - (ii) Annual General Meetings may be streamed through, but not limited to, ZOOM, Google Meets, Microsoft Teams as well social media platforms such as Facebook.

Section Twelve

SPECIAL GENERAL MEETINGS

- 12(a) A Special General Meeting of the Association may be called at any time by the Secretary on the direction of the President or Board of Directors. This meeting may be held face-to-face or online.
- 12(b) Ten days notice in writing shall be given by the Secretary through a letter mailed, or electronically mailed to each member advising of the date fixed for such meeting, together with the object for which such a meeting is called.
- 12(c) No matter shall be dealt with at a Special General Meeting other than those set out in the notice convening the meeting.
- 12(d) Inadvertence in a member not receiving notice of a Special General Meeting shall not invalidate the meeting.

Section Thirteen

GENERAL MEETINGS

- 13(a) General Meetings shall be held at least once per quarter to involve the entire membership. Twenty-one days notice in writing shall be given by the Secretary through a letter mailed, or electronically mailed to each member advising of the date fixed for such meeting, together with the object for which such a meeting is called.
- 13(b) Information and Communication technologies can be used to help facilitate a General Meeting, once agreed upon by members.

- (i) A blended meeting method may be employed, incorporating Information and Communication Technologies and face-to-face to interactions.
 - (ii) General Meetings may be streamed through, but not limited to, ZOOM, Google Meets, Microsoft Teams as well social media platforms such as Facebook.
- 13(c) For General Meetings, 25 members in good standing shall form a Quorum.
- 13(d) Any member shall have the right to move a motion. No motion shall be open for discussion until it is seconded by another member, but the proposer shall have the right to speak to the motion in order to find a second. The motion will only be addressed with the permission of the meeting's chairperson who will place the matter before the membership for discussion or debate.

Section Fourteen

ELECTIONS

- 14(a) Members of the Executive shall be elected at every Annual General Meeting in which an election is due.
- 14(b) On the day of the election, all offices of the Executive shall be declared vacant at the start of the election exercise.
- 14(c) Elections shall be conducted by the Acting Returning Officer subject to Section 8(d).
- 14(d) Only paid-up members of the Association are eligible to be candidates or to vote. Paid-up members of the Association are eligible to vote but only if status was achieved not less than **twenty-four hours** prior to the **start of the annual general meeting**.
- 14(e) A contender for an Executive position must be a fully paid-up member at the beginning of the nomination period and must be nominated for that position, and this nomination must be seconded.
- 14(f) Nominations shall be open fourteen days before the Annual General Meeting and shall close seven days before the day of elections. At the close of the nomination period, the acting returning officer shall announce the nominees. Nominations before the day of the meeting should be made in writing to the Acting Returning Officer. In the event that there are no nominations for a position, nominations shall be open on the floor.
- 14(g) Voting shall be by ballot, as determined by the Acting Returning Officer. Ballots shall be immediately counted by the Returning Officer, and the counting of ballots may be observed by the contesting candidates or his or her nominee.
- 14(h) The candidate attaining more than 50% of the votes shall have attained the contested position. In the event that there are more than two contenders and none achieves more than 50% of the vote, another vote shall be taken between the two contenders with the highest number of votes.
- 14(i) Method of Nominations:
Nomination shall be in the form a ticket of candidates consisting of the President and the two Vice Presidents only. All other candidates nominated individually.

- 14j. In extraordinary circumstances such as a global pandemic, elections could be facilitated online, through reputable platforms, as seen fit by the members

Section Fifteen

BRANCHES OF THE ASSOCIATION

- 15 (a) A group of past students, who meet the requirements for membership in the Alumni and who, being fully registered with the Alumni Association, and who reside or work in the same geographic area OR who are in attendance at a tertiary institution. Existence and operation of Units, Branches or Chapters would be subject to Section to **Section 1(d)** of the constitution

- 15 (b) **Purpose:**

The overall purpose shall be to enable and positively contribute to the total development of the school and its students while maintaining and strengthening the bond among Past Students.

To achieve this, the general objectives shall be to work as an organized group to assist with particular and specific projects with the sole aim of assisting with improving the plant, specific is responsible for, sports and extra-curricular activities offered by the school and approved by the Alumni Association.

Specifically

- a. To provide assistance to the general Alumni Association while supporting its growth and continued development
- b. To contribute positively to the development programmes of the school
- c. With the knowledge of the Alumni Association, to facilitate programmes and events for the benefit and improvement of students, the improvement of the physical plant and the positive image of the development programmes of the school.
- d. To meet , and socialize and maintain with a bond of fraternity and fellowship among members of the Unit / Branch / Chapter to which associated
- e. To provide a strong, vibrant, active, positive, organized and productive membership support to the larger Alumni Association body and its approved activities.
- f. To provide opportunities for positively influencing present students and their families

15. (c) **Formation of Units/Branches/Chapters**

Application for establishment of a Unit, Branch or Chapter shall be made in writing to the executive of the Alumni Association through its President or Secretary. Upon receipt of same, the Alumni Association shall respond to this request within two weeks of the first Executive meeting held thereafter.

Units, Branches and Chapters will be considered only if registered membership is consistently maintained at twenty persons or more.

- i. No person can hold membership in a recognized or approved Unit, Branch or Chapter unless he she is in good financial standing in the larger Alumni Association body.
- ii. Request for Units, Branches, Chapters shall be made only after such a group has successfully been meeting for at least six months with not less than three meetings held.
- iii. Requests should outline all pertinent information including but not limited to:
 - Proposed name of Unit, Branch, Chapter
 - Declaration re nature of association among members, i.e. year groups, geographic, etc
 - CV of Executive members as well as names, addresses and contact numbers for all members
 - Copy of minutes of last two meetings
 - Signed declaration as to understanding of the role and function of a PSA Unit / Branch / Chapter
 - Official location and mailing address of the Unit, Branch Chapter
- iv. Once establishment of a Unit/Branch/Chapter has been granted, the entity may then use the name of the Alumni Association, appended by the agreed name for the Unit, Branch, Chapter.
- v. Once establishment of a Unit/Branch/Chapter must maintain proper records of attendance, accounts, projects, press releases, etc. Minutes of meetings must be duly printed, signed and appropriately stored.
- vi. Once establishment of a Unit/Branch/Chapter has been granted, the entity shall ensure that financial records are audited internally at least once every two years and the audited statements presented at the AGM. Satisfactory records must be kept of all financial transactions.
- vii. Each Unit/Chapter/Branch must make half-yearly reports to the Alumni Association. Such reports must include dates of meetings held, number in attendance, projects undertaken, brief outline of upcoming projects, etc.
- viii. The Unit's / Branch's / Chapter's "Year" of operation should be the calendar year. Additionally a Calendar of Events for the Unit, Branch or Chapter is to be delivered to the Alumni Association before the end of the second month of each year.
- ix. The Leader or a duly nominated member of the Management of the Unit, Branch or Chapter, must attend general meetings of the Alumni Association.

- x. Notwithstanding membership in the Unit/Branch/Chapter, regular members are required to still attend meetings of the larger Alumni Association body where geography allows.
- xi. Written approval is to be obtained from the Alumni Association/ Principal, for all fundraising events using the SCHS brand name, logo, crest, etc. Use of the logo or crest MUST be accompanied by the emblem or logo which identifies the Unit/Branch/Chapter. The Alumni Association reserves the right to demand the revision or abandonment of any Unit's emblem or logo which it deems to be offensive.
- xii. No Unit, Branch or Chapter may use the Alumni Association's brand, logo, crest, etc. (or that of the school) for the personal gain or benefit of members. Any income earned by the Unit, Branch or Chapter shall be used to achieve ONLY the objectives stated by the Unit, Branch, Chapter or ONLY for the charitable purpose approved by at least 75% of the membership in good financial standing with the Unit, Branch or Chapter.
- xiii. To be duly established, each Unit, Branch, Chapter must pay an Annual Affiliation fee of \$3,000 separate and apart from membership fees of individual members. The Affiliation Fee is subject to review every two years.

Notwithstanding the payment of Affiliation Fees, contributions from Units, Branches or Chapters are actively encouraged. Units, Branches or Chapters may however stipulate the use of the contributions made.

Units, Branches or Chapters shall contribute directly to the Alumni Association, or through the allotment of the proportionate number of tickets for public fundraisers or other such opportunities for fundraising, 5% of the proceeds.

- xiv. With due notice (minimum of one week), the President, Vice President or Secretary of the Alumni Association; may attend a general meeting of the Unit, Branch or Chapter but not at the financial expense of the Unit, Branch or Chapter being visited.
- xv. The Alumni Association has the right to terminate association with any Unit, Branch or Chapter which brings the Alumni Association or School into disrepute. Termination will be after discussions held between the Alumni Association and the Unit, Branch, Chapter or its duly recognized representative. Where requested by the Unit, the Alumni Association must facilitate thorough and unbiased investigation into allegations made and a written report of the findings. The Unit must have the right to defend the findings of the investigation as well as the right of appeal to the Board of Directors.

15. (d) **MEMBERSHIP OF UNITS CHAPTERS AND BRANCHES**

- i. Regular Membership will be open to bona fide past students who meet the criteria under which the Unit/Branch/Chapter was established as well as membership in the Alumni Association body.
- ii. Honorary Membership may be granted as per the criteria stipulated by the Unit/Branch/Chapter BUT this membership does not qualify the individual for Honorary Membership in the Alumni Association.

- iii. An Honorary Member shall be an individual who, in the view of the majority of members has contributed significantly to the Unit/Branch/Chapter or its projects. Honorary Members shall not hold office or pay dues.
- d. Associate Membership may be granted only with a minimum of 75% of votes of members in attendance and in good financial standing. Associate membership shall be open only to spouses or relatives of bona fide members of the Unit, Branch or Chapter. Associate members will not have votes or pay dues. However, voluntary contributions will be accepted.
- v. All membership may be terminated with immediate effect if at least 60% of members present and in good financial standing agree for such an action to be taken.
- vi. Honorary and Associate Membership are subject to review every two years.

TERMINATION of UNIT, BRANCH, CHAPTER BY THE ALUMNI ASSOCIATION

- 15(e) A Unit, Branch or Chapter may voluntarily terminate its relationship and standing with the Alumni Association by failing to pay its Affiliation Fee and having the required number of members in good financial standing.
- 15(f) Once the relationship between the Alumni Association and the Unit, Branch or Chapter has been terminated, the latter must IMMEDIATELY cease to use the name, brand, logo, crest, etc of the Alumni Association and the school. Failure to do so may result in legal action being taken against the officers and members of the Unit, Branch or Chapter.

15 (g) DISSOLUTION OF UNIT, BRANCH OR CHAPTER

On dissolution of the Unit, Branch or Chapter, the first obligation shall be to payment of debts and liabilities incurred by the Unit, Branch or Chapter or its duly authorized agents, acting with permission on behalf of the Unit, Branch or Chapter. It is encouraged that any funds remaining thereafter; be contributed to the school’s student welfare programme or any other stated programme.

The intent to dissolve should be communicated in writing to the PSA within three days of this being contemplated by the Unit, Branch or Chapter. Formal notice of the dissolution should be sent to the Alumni Association within one week of the final dissolution of the Unit, Branch or Chapter.

All effort must be made to ensure that the good reputation of the Alumni Association and the school remain intact. For transparency and accountability, the Unit should submit a written and signed record debts or liabilities.

15 (h) STATEMENT OF INDEMNITY

The Alumni Association body and the school shall be indemnified against all legal action which may ensue from the conduct of the business of the Unit, Branch or Chapter.

Section Sixteen

CONSTITUTION

- 16(a) The Constitution is binding and will act as the prevailing document of the Association.
- 16(b) The Executive and general membership shall confirm the requirements of the constitution.
- 16(d) The Constitution shall be made available and accessible to all bona fide members of the Association.
- 16(e) The Constitution cannot be amended or altered in any way without two-thirds majority vote of the paid-up membership

ADOPTION OF CONSTITUTION

Signed this day of
....., 20... by the following and those
indicated on the page (s) attached.

NAME
POST

SIGNATURE
