

**CONSTITUTION OF THE ST. AUGUSTINE GIRLS’
HIGH SCHOOL ALUMNAE ASSOCIATION**

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1. The name of the Association shall be the “**ST. AUGUSTINE GIRLS’ HIGH SCHOOL ALUMNAE ASSOCIATION**” (“the Association”). The address of the Association will be c/o St. Augustine Girls’ High School, Evans Street, Curepe.

2. **OBJECTIVES**

The Objectives of the Association shall be:

- (a) to promote and foster the continued social interaction and networking among Members of the Association, current and future past students of St. Augustine Girls’ High School (“the School”);
- (b) to foster a spirit of loyalty amongst the past students of the school to the School;
- (c) to encourage past students to contribute to the development and upliftment of the School by giving of their time and expertise;
- (d) to assist the School by providing or contributing towards the development of staff, students and towards the recognition of academic and/or other achievements;
- (e) to assist necessitous students, past students and staff of the School in such manner and upon such terms as deemed fit by the Executive;

- (f) to raise funds for the advancement of the Objectives of the Association;
and
- (g) to support, contribute to or work in conjunction with any other body or bodies which may be working towards similar objectives.

3. **CODE OF PRACTICE**

- (a) All Members of the Association shall treat each other fairly, with respect and dignity, and offer equal opportunity to all individuals without regard to race, gender, sexual orientation, ethnicity, religion or disability.
- (b) The Executive of the Association (“the Executive”) shall maintain the highest standards of professional and personal conduct, and avoid conflicts or the perception of conflicts between personal and official responsibilities.
- (c) The Executive shall decline to accept favours or gifts that are intended to gain favour or influence.
- (d) The income and property of the Association, when and however derived, shall be applied solely towards the promotion of the Objectives of the Association. No portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise, howsoever by way of profit to any Members of the Association provided however that the Executive shall be authorised and empowered to pay reasonable compensation to any person, including any Member of the Association, for services rendered to the Association and generally to make payments and/or distributions in furtherance of the Objectives of the Association.

4. **MEMBERSHIP**

a) There shall be three (3) types of members of the Association – Ordinary, Life and Honorary.

i. Ordinary Members

Comprising persons who have registered and attended classes at the School and who have paid the membership fee as set out in Clause 5 below.

ii. Life Members

Comprising persons who have qualified for Ordinary membership shall be eligible for Life Membership, on payment of the life membership fee as set out in Clause 5 below.

iii. Honorary Members

The Executive may from time to time elect Honorary Members, such persons not being past students of the school, but may be considered worthy of inclusion to the Association. These members will be considered Life Members but will not be required to pay the life membership fee. Honorary Members shall not have the right to vote or hold office in the Association.

5. SUBSCRIPTIONS

a) The annual membership fee for Ordinary Members shall be \$50.00 or such other amount as may be determined from time to time; the membership fee for Life Members shall be \$400.00 or such other amount as may be determined from time to time.

b) All fees are payable on or before the date of the Annual General Meeting. Any member who has paid her membership fee by this date shall be deemed to be a member in good financial standing with the Association. Any member who

has not paid her membership fee by this date shall be deemed to be in arrears and shall not be eligible to vote or hold office in the Association.

- c) Amendment to the membership fees must be voted upon at an Annual General Meeting.

6. EXPULSION

- a) If at any time the Executive considers that the interests of the Association require it, they must invite a Member to withdraw from the Association, by a letter specifying the time before which the withdrawal should be made.
- b) If the Member concerned does not withdraw the Executive must submit the question of her expulsion to a special general meeting to be held within [6 weeks] after the date of the letter.
- c) Not less than [4] weeks' notice of the meeting must be given to the Members.
- d) The Secretary must inform the Member in question of the time and place of the meeting and the nature of the complaints against her in sufficient time to afford her a proper opportunity of offering her explanation.
- e) At the meeting the Member must be allowed to offer an explanation of her conduct verbally or in writing and if after that two-thirds of the Members present vote for her expulsion she will immediately cease to be a Member of the Association.
- f) The voting at any such Special General Meeting must be by ballot or, in the case of a virtual meeting pursuant to Clause 10(f), by electronic voting or polling, if not less than 5 members present at that meeting so demand.

- g) The Executive may exclude from the Association until the Special General Meeting is held any Member whose withdrawal has been requested.

7. **OFFICERS**

a) Officers of the Executive

The elected officers shall be the President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Public Relations Officer and Assistant Public Relations Officer.

b) Election of Officers

- (i) The elected officers, indicated in 5(a), shall be nominated, seconded and elected at an Annual General Meeting of the Association and, subject to Clause 7(c) and subject further to termination of office by resignation, removal or otherwise, shall hold office until the close of the second Annual Meeting of the Association following her election.
- (ii) No Member shall hold the same office on the Executive for more than one term of office, i.e. no more than two (2) consecutive years.

c) Vacancy of Office

An office shall be declared vacant upon receipt of a letter of resignation from an officer, removal of the person as a Member of the Association, or otherwise. Any vacancy of office shall be temporarily filled from within the Executive until the next Annual General Meeting, at which point all vacant positions must be voted upon, and a replacement officer elected to hold office until the next Annual General Meeting at which elections are scheduled to occur in accordance with Clause 7(b).

8. **COMMITTEES**

- a) The Executive may establish from time to time such Sub-Committees as deemed necessary.
- b) The Executive shall establish the Terms of Reference of the Sub-Committees.
- c) Proposals of the Sub-Committees shall be voted upon by the Executive at its regular meetings. (Counter-proposals shall be entertained within a time-frame to be determined by the Executive).

9. **THE EXECUTIVE**

- a) The Executive shall comprise of eight (8) elected officers, twelve (12) floor representatives who shall all be Members in good financial standing with the Association and one (1) staff representative who may not be a Member and who shall be nominated by the School and confirmed by the Executive.
- b) The Executive shall be empowered to co-opt any member or members of the Association to assist in the carrying out of its duties.
- c) The entire Executive shall be elected biennially by show of hands at an Annual General Meeting.
- d) Any member of the Executive who fails to attend 3 consecutive meetings without due excuse, shall with immediate effect cease to be a member thereof, her position declared vacant and voted upon at the next Annual General Meeting.

10. **MEETINGS**

a) **Annual General Meeting**

- (i) The Annual General Meeting shall be held not later than the 31st of May of the following year from the date of the last Annual General Meeting or such later date as may be determined by the Executive.
- (ii) Notice shall be given at least two weeks in advance of the Annual General Meeting.
- (iii) Copies of the Agenda for the Annual General Meeting shall be made available at the School and to all members at least two weeks in advance of the meeting.
- (iv) The Agenda must contain all motions, resolutions and amendments that are to be discussed in the meeting.
- (v) The Treasurer must submit an audited report at the Annual General Meeting. Copies of the Treasurer's audited report must be made available to members at the meeting.
- (vi) The President shall present a report on the activities of the Association during the preceding year in which she held office.
- (vii) At every biennial Annual General Meeting after the completion of the Agenda of the Meeting, the President shall declare vacant all offices. The meeting shall then elect a temporary Chairman who would then proceed with the election of any relevant officers for the following year or new term of office, whichever is applicable.

b) Meetings of the Executive

The Executive shall meet as often as is deemed necessary to properly conduct the affairs of the Association. At a minimum, the Executive shall meet four (4) times per calendar year, inclusive of the Annual General Meeting.

c) Special General Meeting

(i) The Executive can summon a Special General Meeting of the Association. Notice of such a meeting must be given at least two weeks in advance, stating the purpose for which the meeting is required. No business other than that of which notice has been given shall be brought forward at such a meeting except with the unanimous consent of the members present.

(ii) Any Member in good financial standing the Association may petition the Executive to summon a Special General Meeting of the Association provided that:

- such a petition is accompanied by the signatures of not less than 20 financial members of the Association.
- such petition includes the specific reasons for wanting to have such a meeting summoned.

d) Quorum

(i) A quorum at a meeting of the Executive shall consist of six (6) members.

(ii) A quorum at a General Meeting shall consist of fifteen (15) members present in more than one room, provided that by the use of video-conferencing facilities or other audio-visual means it is possible for every person present at the meeting to communicate with each other.

- e) Proceedings at Meetings
- (i) Voting shall be by show of hands or, in the case of a virtual meeting held pursuant to Clause 10(f), by electronic voting or polling.
 - (ii) The Executive may, if it thinks fit, make regulations enabling Members unable to be present to vote by proxy or in writing.
 - (iii) Every Ordinary Member OR Life Member in good financial standing with the Association present is entitled to one vote upon every motion.

f) Virtual Meetings

- (i) If the Executive considers it expedient, any Annual General Meeting, Special General Meeting or meeting of the Executive may be held virtually whereby a number of Members, not less than the quorum, who are not invited to be physically present together, are linked together by any technology that allows them to clearly and simultaneously communicate with each other and participate in such meeting, including by electronic voting or polling either directly or by a proxy holder.
- (ii) In such event, the notice of such meeting shall include a statement to that effect and shall specify any necessary information as to how to access the virtual meeting including any telephone number, access code or password required.
- (iii) A Member shall be conclusively presumed to have been present and to have formed part of the quorum at all times during a virtual meeting until she expressly notifies the Chairman of her intention to leave the meeting.

- (iv) In all other respects, the provisions of this Constitution as to Annual General Meetings, Special General Meetings or meetings of the Executive shall apply to any virtual meeting under this Clause.

11. ADDRESSES OF MEMBERS

- a) Every member of the Association shall notify the Executive of any change in her mailing and/or email address.
- b) All notices posted to a member's last known address shall be considered as having been duly given on the day following the posting.

12. ACCOUNTS

- a) True and proper accounts shall be kept of the sums of money received and expended by the Association, and the matters in respect of which such receipts and expenditure take place, and of the property, credits and liabilities of the Association. The accounting year shall be from April 1 to March 31 of the following year.
- b) The Executive shall appoint one person to serve as auditor of the Association. The auditors shall audit the accounts no later than three weeks before each Annual General Meeting.
- c) All funds of the Association shall be vested in the name of the Association by the Executive, who shall deposit them into an account in the name of the Association, held with a bank to be selected by the Executive.
- d) Disbursements of the Association's Funds shall be authorized by the Treasurer and/or President and one (1) other signature from among four (4) signatories

to be agreed upon and authorized by the executive. All signatories must be titled officers of the executive.

- e) On the dissolution of the Association, funds remaining after the payment of its debts and obligations shall be turned over and paid to the School.

9. **INTERPRETATION OF CONSTITUTION**

The Executive shall be the sole authority for the interpretation of this Constitution and of any rules or regulations made therein.

10. **AMENDMENT OF THE CONSTITUTION**

This Constitution may be added to, repealed or amended by resolution at any Annual General Meeting or Special General Meeting, provided that no such resolution shall be deemed to have passed unless it is carried by a majority of at least 2/3 of the members voting therein.

Revisions to the Constitution must be made available to all members at least three (3) weeks prior to the Annual General Meeting or Special General Meeting.