

CONSTITUTION OF THE JAMAICA ALUMNI ASSOCIATION OF HIGH SCHOOLS

ARTICLE I – NAME

- 1.01 The name of the Association shall be Jamaica Alumni Association of High Schools (JAAHS), herein referred to as “The Association”. It shall be a nonprofit organization incorporated under the laws of Jamaica.

ARTICLE II – INTERPRETATION & DEFINITION

- 2.01 This section contains the definitions and sets out a number of general principles by which these Articles are to be interpreted.
- (i) The Association shall include recognized associations of graduates or, more broadly, of former students of secondary schools in Jamaica.

ARTICLE III – REGISTERED OFFICE

- 3.01 The registered office of The Association will be situated at the St. Andrew High School for Girls, 10 Cecelio Avenue, Kingston 10 in the parish of Saint Andrew, Jamaica, W.I.

ARTICLE IV – AIMS AND OBJECTIVES

The Aims and Objectives of The Association shall be to:

- 4.01 Encourage and foster the establishment, maintenance and improvement of alumni associations in Jamaican secondary schools.
- 4.02 Seek governmental recognition of The Association by securing adequate representation on National Education Boards and Committees, and through these to establish and protect the rights and interests of alumni associations in Jamaica.

Please see link below to the Education Act - Regulation

<https://moj.gov.jm/sites/default/files/laws/EA%20Regulations%201980.pdf>

pgs 39- 40, which shows the right of an Old Students Association to be part of their school board.

The relevant section –71 (1) (d) (i) is inserted below.

71.—(1) Every secondary educational institution owned by the Government shall be administered by a Board of not more than fifteen persons appointed by the Minister in the following manner—

Government
owned
secondary
institution.

- (a) four members including the chairman nominated by the Council;
- (b) the principal of the institution;
- (c) four members elected as follows—
 - (i) one by the academic staff;
 - (ii) one by the administrative and clerical staff;
 - (iii) one by the ancillary staff; and
 - (iv) one by the student council;
- (d) three members elected as follows—

[The inclusion of this page is authorized by L.N. 144/1995]

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- i) one by the Old Students' Association where such an association exists;

- 4.03 Assist the JAAHS members to promote, improve, advance and enrich the academic, cultural, spiritual, philosophical, social and physical development of their programmes.
- 4.04 Provide opportunities and facilities for fellowship between JAAHS and other local, regional and international alumni associations.
- 4.05 Achieve all of the above through the conception and implementation of educational, social, fundraising and other projects in a manner that promotes the welfare and benefits of its members.
- 4.06 Advocate on issues of national importance that impact secondary schools in Jamaica.

Each of these objectives shall be considered separately and may not be dependent on each other.

ARTICLE V – MEMBERSHIP

- 5.01 There shall be two (2) categories of membership
- 5.01.1 Ordinary membership shall be open to the alumni associations in Jamaica which will appoint their representative provided the representative is a member of his/her association
- 5.01.2 Associate membership shall be open to former JAAHS Executive members and/or past presidents of alumni associations who wish to serve
- 5.01.3 Associate members shall be entitled to all membership benefits of the association but will not have the right to vote
- 5.01.4 Associate members shall serve a term of two years coinciding with the term of the incumbent executive
- 5.02 Membership status will be duly conferred upon the alumni association upon submission of a formal application for membership to the JAAHS office and payment of the annual subscription as prescribed by the Bye-Laws.
- 5.03 Only ordinary members in good financial standing are entitled to a vote at any meeting of The Association.
- 5.04 The Executive reserves the right to deny membership to any applicant whose actions are considered injurious / inconducive to the aims and interests of The Association

ARTICLE VI – MANAGEMENT

6.01 The management body of JAAHS shall hereafter be referred to as the “Executive” and shall constitute the executive authority of JAAHS, discharging all functions save for those expressly exercisable by the general membership at a Special or Annual General Meeting. The Executive shall have overall responsibility for the management of the Association’s affairs and shall promote the objects of the Association.

6.02 The Executive shall consist of:

President
1st Vice President
2nd Vice President
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer
Communications & Public Relations Officer
Immediate Past President
Twoother elected ordinary members from the floor

Their duties shall be such as are prescribed by the Bye-Laws.

6.03 All the Executive members shall retire from office together prior to the beginning of the elections at the voting Annual General Meeting held after they came into office. They may be re-elected.

6.04 The proceedings of the Executive are not invalidated by any vacancy in the Executive, any failure to appoint a member or any defect in the appointment or qualification of a member.

6.05 The Executive must declare vacant the seat of any member of the Executive by virtue of their:

- (i) Resignation
- (ii) Death
- (iii) Failure to attend three (3) consecutive Executive meetings without a satisfactory reason for absence
- (iv) Dereliction of duty or abuse of position in contravention of the guidelines outlined in the Association’s constitution.
- (v) Behaviour deemed by the Executive on the recommendation of the Governance Committee, as damaging to the Association.

6.06 The Executive reserves the right to move a no confidence motion against any of its members by a unanimous vote.

See 6.05 subsection (iii), (iv) and (v) of the constitution which sets out the criteria.

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- (ii) Death
- (iii) Failure to attend three (3) consecutive Executive meetings without a satisfactory reason for absence
- (iv) Dereliction of duty or abuse of position in contravention of the guidelines outlined in the Association's constitution.
- (v) Behaviour, deemed by the Executive on the recommendation of the Governance Committee, as damaging to the Association.

6.07 The Executive may appoint Standing Committees and Special Committees to make any inquiry, or to supervise or perform any function or duty which would be more conveniently carried out by a Special Committee. All acts and proceedings of any such Special Committee must be fully and promptly reported to the Executive.

ARTICLE VII – ELECTIONS

7.01

Elections for all offices of the Association shall be held at the **voting** Annual General Meeting

7.02 Nomination of candidates shall be proposed and seconded only by ordinary members in good standing and the consent of Nominee shall first be obtained before voting commences or a declaration is made in the case where only one member is nominated for a post.

7.03

Elected officers shall hold their offices for **two (2) years** and shall be eligible for re-election.

7.04 No representative shall be eligible for the same office for more than three (3) consecutive terms.

7.05 Nominations for officers of the Association shall be made in writing prior to the Annual General Meeting to the Secretary or from the floor of the meeting.

7.06 Only representatives in good standing shall be eligible for election to offices of the Association.

7.07 Voting shall be by secret ballot or by any other method as determined by the Director of Elections.

7.08 Where there is a tie in votes between contestants for the same office, a run-off election shall follow. If the tie is not broken by the run-off election, then a flip of a coin shall be used as the tie breaker.

7.09 At the end of the elections if all the posts are not filled then the new executive shall hold a Special General Meeting, within sixty (60) days after the Annual General Meeting, for the purpose of electing officers to fill the posts.

7.10 The newly elected officers shall take office at the close of the Annual General Meeting.

ARTICLE VIII– MEETINGS

The Association shall carry out the conduct of its business through the following meetings:

8.01 **Annual General Meetings** shall be held on the second Saturday in February each year or within a three month period thereafter for the purpose of holding elections, presentation of the annual financial report, appointing or confirming an Auditor as

well as receiving the President's report. Elections shall be held every other year. Every annual general meeting will be arranged by the Executive Committee. The Secretary must notify the members of the Association at least twenty-one (21) days before the meeting. At least twenty-five percent (25%) of the ordinary members of the Association must be present at any Annual General Meeting for it to be valid. In the event that a quorum is not present at the time scheduled for the meeting, after thirty (30) minutes, the meeting shall stand adjourned to the same day of the following week or as otherwise decided by those present and the ordinary members present at the adjourned meeting the following week may elect a new Executive.

- 8.02 There shall be four (4) **General Meetings** per year. The Secretary shall keep a full record of proceedings at every general meeting of the Association. At least twenty five percent(25%) of the current ordinary members of the Association must be present at any general meeting for any decisions taken to be valid.
- 8.03 A **Special General Meeting** may be called by the President or the Executive or upon requisition in writing by the majority of the members with voting privileges. Notice of the matters to be discussed must be served at least twenty-one (21) days before the meeting.
- 8.04 **Executive Meetings** shall be held a minimum of once every three months and as often in between as determined to be necessary by the said Committee. If the President and Vice Presidents are absent, the attending members of the Executive Committee will choose one member to be Chair of the meeting before any other business is done. At least five (5) Executive Committee members must be present for a meeting to be valid.
- 8.05 Except as otherwise specifically prescribed, every matter at Annual General Meetings, General Meetings, Special General Meetings, Executive Meetings, Sub-Committee Meetings and any other Association Meetings will be decided by a majority of vote of the attending ordinary members. The Secretary will keep minutes, in books kept for the purpose, of all meetings.
- 8.06 The Executive shall not rescind any decision taken at the Annual General Meeting, except when it pertains to the removal of an Executive member on a no confidence motion.
- 8.07 Motions shall be determined by the majority on a show of hands of the ordinary members, unless otherwise determined by the majority. Where a motion is not seconded it shall be deemed to have been rejected by the members present at the meeting at which it is moved.
- 8.08 Any member who intends at any Annual General Meeting to move a motion to rescind any resolution passed at a previous Annual General Meeting shall so inform the Secretary at least five (5) working days prior to such meeting and the Secretary shall cause the motion to be placed on the Agenda and circulated to the members before the start of such meeting.

- 8.09 A decision to rescind a resolution under paragraph 8.08 shall require at least a simple majority of those members present and entitled to vote.

ARTICLE IX – RESIGNATION FROM OFFICE, EXPIRATION OF TERM IN OFFICE AND TERMINATION OF MEMBERSHIP

- 9.01 An Executive member may resign his/her office by giving one (1) calendar month notice in writing to the President. If the President resigns, he/she shall submit the written notice to the Secretary.
- 9.02 An Executive member will no longer be a member of the Executive if he or she:
- (i) Becomes incapable, by reason of mental or physical impediment that would preclude the management of the affairs of office;
 - (ii) Is absent without valid notification from three (3) consecutive Executive meetings and the Executive resolves that his or her office be vacated.
 - (ii) Term in office expires.
- 9.03 A duly elected Executive member shall continue to hold office until the expiration of his/her term despite the fact that his/her tenure of office in his/her association has come to an end. All rights duly vested in this executive member will remain so vested despite the appointment of a new representative from his/her association.
- 9.04 The Executive by unanimous decision shall have the power to terminate the membership of any Association, tenure in office or voting privileges of any JAAHS executive due to neglect of duties or conduct deemed detrimental to the welfare of the Association. The Association, or the JAAHS executive member, shall have the right of appeal to the Executive or its appointed committee, before a final decision is made.

ARTICLE X – FINANCE

- 10.01 The funds of the Association shall be devoted to its maintenance and the carrying out of its objectives and will at all material times be under the control of the Executive and managed by the Treasurer.
- 10.02 Signatures to cheques, invoices or other orders for the payment of money, notes or other evidence of indebtedness issued, accepted or endorsed in the name of the Association shall be with the expressed knowledge and agreement of the Executive.
- 10.03 All funds of the Association shall be deposited to the credit of the Association's account in a financial institution as directed by the Executive.
- 10.04 Debits to the Association's account shall be made over the signature of any two of the following persons: the President, the Vice Presidents and the Treasurer.

- 10.05 The Executive shall follow standard accounting practices with regard to keeping the Association's accounting records, preparing the Association's annual statements of account, auditing or independent examination of the Association's statements of account and disclosing the Association's statements of account to each Annual General Meeting.
- 10.06 The Executive shall make the accounting records including all books and statements of accounts available for inspection by members upon reasonable notice.

ARTICLE XI- NOTICES

- 11.01 Any notice required to be sent to a member shall be in writing and shall be deemed to have been served seven (7) clear days after the same has been posted/sent to the last known mailing/email address of the member.

ARTICLE XII- AMENDMENTS OF BYE-LAWS

- 12.01 Bye-Laws made under the provision of this Constitution may be amended at the Annual General Meeting of the Association provided notice of such amendment or amendments and the nature thereof has been given to the members of the Association at least twenty-one (21) days prior to the date of the meeting.

BYE-LAWS OF THE JAMAICA ALUMNI ASSOCIATION OF HIGH SCHOOLS

1. The Association shall make Bye-Laws on the recommendation of the Executive.
2. Bye-Laws shall be passed or revoked at an Annual General Meeting (AGM) or a Special General Meeting and shall be passed by a majority vote of ordinary members present and entitled to vote.
3. All Bye-Laws shall come into operation when made and, until revoked, shall be binding on all members.

BYE-LAW # 1: ANNUAL MEMBERSHIP FEE

- 1.1 The annual membership fee shall be proposed by the Executive by way of a motion and ratified at the Annual General Meeting.
- 1.2 The fee shall become payable on application for membership and at each Annual General Meeting thereafter to the Treasurer.
- 1.3 A list of all new members is to be presented at the AGM for acknowledgement.
- 1.4 A register of members shall be kept by the Secretary and Treasurer and updated monthly.
- 1.5 The Treasurer is required to send out notice of overdue subscriptions to delinquent members.
- 1.6 Members failing to pay the fee within ninety (90) working days of it becoming due will be deemed not in good standing. A lapse of two years may result in loss of membership.

BYE-LAW #2: PRINTING AND DISTRIBUTION OF CONSTITUTION AND BYE-LAWS

- 2.1 All members shall receive from the Secretary a copy of the Association's Constitution and Bye-Laws either in paper format or via electronic means as soon as they have paid membership fee or the earliest possible time thereafter.

BYE-LAW # 3: MOTTO

- 3.1 The motto of the Association shall be “ _____ ”.

BYE-LAW # 4: EMBLEM /LOGO

- 4.1 *enter description of the Association's emblem/logo here*

BYE-LAW # 5: SEAL/STAMP

- 5.1 There shall be an official seal/stamp of the Association which shall include the name, address and emblem/logo.
- 5.2 The President shall be the custodian of the seal/stamp.
- 5.3 The seal/stamp shall only be used on official documents.

BYE-LAW # 6: OFFICIAL PUBLICATIONS

- 6.1 The Association's name, emblem/logo, motto and address shall be on all official communiqué.
- 6.2 Only the Executive shall be authorized to use the name and, emblem and motto of the Association in the execution of its duties.
- 6.3 The President must approve all official communication and copy same to the General Secretary for filing.
- 6.4 The President must approve all public relations related documentation.
- 6.5 The emblem/logo may be used on the Association's attire and souvenirs.

BYE-LAW # 7: EXECUTIVE

7.1

The **President** or his/her appointee shall preside at meetings of the Executive and the Association. The President shall:

- (i) have power to create special committees from time to time and to determine the Committees' Chairpersons and membership of such committees;
- (ii) have power to fill any vacancies on any committee and to appoint acting officers where qualified members do not stand for election;
- (iii) Supervise the Association's affairs and activities and make reports thereon to the membership at the Annual General Meetings and General Meetings, or any other meetings that may be called from time to time.

7.2 The **1st Vice President** shall assist the President in managing the affairs of the Association and perform other such official duties as assigned by the Executive and shall chair at least one Sub-Committee

In the absence of the President, the **1st Vice President** shall assume the duties, responsibilities and authority of the office.

7.3 - The **2nd Vice President** shall assist the President in managing the affairs of the Association and perform other such official duties as assigned by the Executive and shall chair at least one Sub-Committee.

In the absence of the 1st Vice President , the 2nd Vice President shall assume the duties, responsibilities and authority of the office of the President.

7.4 The **Secretary** shall record the minutes of the Executive Committee and General Meetings and shall perform such other record-keeping and ancillary functions as outlined by the Executive Committee. The Secretary shall also be responsible for organizing all special and general meetings as directed by the Executive. Receive copies of the reports of the activities of all Committees, including all Special Committees, be responsible for all official correspondence and reporting to the Executive body.

7.5 The **Assistant Secretary** provides assistance to the Secretary. In the absence of the Secretary, the **Assistant Secretary** shall assume the duties, responsibilities and authority of the office

7.6 The **Treasurer** shall keep full and accurate records of all receipts and disbursements in books belonging to the Association. The Treasurer shall:

- (i) Account for all deposits, all monies and cheques in the name of and to the credit of the Association in such depositories as may be designated by the Executive.
- (ii) Periodically, prepare a written report and/or make a verbal report of all transactions and the financial condition of the Association.
- (iii) Issue notice of dues payable and be responsible for the collection thereof.
- (iv) Maintain all the accounts of the Association and report at all regular Executive meetings on the status of all accounts.
- (v) Disburse funds solely at the direction of the Executive and on the approved protocols consistent with the generally accepted accounting policies and procedures.
- (vi) Prepare a balance sheet and financial report for presentation at the Annual General Meeting.
- (vii) Report on the financial condition of the Association at such other times as directed by the Executive.
- (viii) Be responsible for the management of all assets and property of the Association.

7.7 The Assistant Treasurer provides assistance to the Treasurer. In the absence of the Treasurer, the **Assistant Treasurer** shall assume the duties, responsibilities and authority of the office.

- 7.8 The **Communications & Public Relations Officer** shall advise the Executive on plans to promote and publicize the activities of the Association and shall prepare promotional materials and arrange press releases in support of specific activities pursued by the Association or on any other issue deemed relevant by the Executive.
- 7.9 The executive shall appoint two persons, one female and one male, whose responsibilities shall be to manage issues and communication relating to the specific interests of girls and boys in secondary schools.
- 7.10 The **Immediate Past President** shall perform such duties and provide such advice from time to time as requested by the President or Executive.
- 7.11 Officers shall keep a permanent record of their work and on demitting office shall hand over their records to the successors in office.

BYE-LAW # 8: STANDING AND SPECIAL COMMITTEES

- 8.1 The President, in consultation with the Executive shall appoint standing committees after the Annual General Meeting (AGM) and appoint special committees from time to time to undertake designated activities as the need arises.
- 8.2 The following shall be the standing committees of the Association:
- (1) Governance
 - (2) Fundraising
 - (3) Administration and Membership
 - (4) Public Relations & Communication
 - (5) Treasury
 - (6) Any other standing committee as may be approved by the Executive.
- 8.3 The President in consultation with the Executive shall appoint chairpersons of all committees.
- 8.4 The President and the Secretary shall be ex-officio members of each Sub-Committee.
- 8.5 The Chairperson of each committee shall be appointed from among the general membership
- 8.6 Standing and Special Committees operation shall commence operations within 45 days of the new executive being formed. into effect within the first thirty (30) days of establishment of the Association

Each Sub-Committee shall:

- (i) Consist of members from the membership of The Association.
- (ii) Appoint a Secretary thereof.

- (iii) Develop objectives/Terms of Reference and plans for ratification by the Executive.
- (iv) Conduct its business in accordance with the terms of reference for which it was constituted.
- (v) Report periodically to the Executive;
- (vi) Regulate its own meetings and decide its own quorum.
- (vii) Have their tenure end at the next voting AGM.

8.7 Committee Meetings shall be held as considered necessary by Chairpersons of respective committees in order to achieve the established objectives of the committee.

BYE-LAW #9: EXECUTIVE OFFICERS REPORTING AND CONFIDENTIALITY OBLIGATIONS

- 9.1 All members of the Executive are required to observe confidentiality in all matters discussed at all meetings
- 9.2 Executive Members are required to report updates of their respective portfolios at Executive meetings and at the AGM.

BYE-LAW #10: ELECTION

- 10.1 A Director of Elections shall be appointed by the Executive to preside over the election of officers at the AGM and this information shall be included in notices of the meeting

BYE-LAW #11: COMPENSATION

- 11.1 There shall be no compensation paid to the Executive and Committee members for services performed in the Association
- 11.2 Association shall reimburse members for expenses incurred for travel and subsistence while carrying out the Association's business.

BYE-LAW #12: ADMINISTRATIVE AND FISCAL YEAR

- 12.1 The administrative year of the Association shall be from the election of the new executive pursuant to the Constitution, for a two year period.
- 12.2 The fiscal year shall be the same period of the Association's administrative year.

BYE-LAW #13: AMENDMENT

- 13.1 The Constitution may be amended at an Annual General Meeting of the Association by at least a two-thirds (2/3) majority of the members present and entitled to vote.
- 13.2 An amendment to the constitution may be proposed by any member and shall be in writing and shall reach the Secretary at least fourteen (14) days prior to the date of the Annual General Meeting.
- 13.3 There shall be a review of the Constitution every five (5) years from the date of the last review. However, where it is deemed necessary, a review may be held prior to that time.
- 13.4 Bye-Laws may be amended at an Annual General Meeting by a majority vote of the members present and entitled to vote.
- 13.5 An amendment to the Bye-Laws may be proposed by any member and shall be in writing and shall reach the Secretary at least fourteen (14) days prior to the date of the Special General Meeting.