

YORK CASTLE HIGH SCHOOL PAST STUDENTS' ASSOCIATION CONSTITUTION

1. DEFINITION & INTERPRETATION

"Association" means and refers to the abovenamed York Castle high School Past Students¹ Association.

"School" means Northside, Henderson and York Castle High Schools.

"Past Students" means men/women who attended as students and who left the Schools.

"Chapter Association" means and refers to any group recognized by and associated with the Association.

Words importing the masculine gender include the feminine.

2. AIMS AND OBJECTIVES

- i) To maintain a register of all Past Students.
- ii) To encourage and foster the interest of Past Students in the School.
- iii) To raise funds to be used for the benefit of the School and for such purposes as the Association may consider appropriate.
- iv) Generally to promote the welfare of the School and the Association.
- v) To foster and/or support any charitable or benevolent cause that the Association may approve.

3. MEMBERSHIP

- i) Membership shall be open to all past Students and to Honorary Members.
- ii) Application for membership shall be made to the Secretary on the prescribed forms and the first year's subscription shall be paid when such application is submitted save and except as is provided by Section XVI of this Constitution.

Applicants for membership may, with the consent of the President and the Secretary, be accorded the privileges of the Association pending the consideration of the applications.

- iii) The Managing Committee may invite to be an Honorary Member any person who in their opinion has rendered outstanding service to the Association. An Honorary Member shall not pay any dues but shall be entitled to all the privileges and benefits of membership, except that he shall not be qualified to be an officer or member of the Managing Committee or to vote as a member or to claim any share of the Association upon its dissolution. Proposal of a person for Honorary membership shall be made by way of a resolution at an Annual General Meeting and notice thereof shall be included in the agenda for such Annual General Meeting. Should more than two members disapprove, the proposal shall not be entertained. voting shall be by ballot.

- iv) Any member may give notice in writing to the Secretary of his intention to resign. The member shall continue to be liable for monies due by him to the Association to that date.
- v) The Managing Committee may suspend or terminate the membership of any member whose conduct inside or outside of the Association is, in their opinion, contrary to the interest of the Association or injurious to its reputation.

4. **RIGHTS OF MEMBERS**

Every member shall, subject to the Constitution, be entitled to use and enjoy the Association's property in common with other members.

5. **OFFICERS**

Officers of the Association shall be as follows.:

- 1. President
- 2. Vice President
- 3. Secretary
- 4. Assistant Secretary
- 5. Treasurer
- 6. Assistant Treasurer

6. **TERM OF OFFICE**

The President may hold the same office for three consecutive years only, after which he must stand down in respect of that office for a period of at least one year.

7. **DUTIES OF OFFICERS**

President:

The President shall preside at all meetings of the Association and of the Managing Committee and shall exercise all the duties normally attached to the office of President.

Vice-President

The Vice-President shall in the absence of the President or at the request of the President perform the duties of the President.

Secretary:

The Secretary shall be responsible for recording the Minutes of all Meetings of the Association and of the Managing Committee and shall perform such duties as normally appertain to that office.

Assistant Secretary:

The Assistant Secretary shall assist the Secretary in the performance of his duties and in the absence of the Secretary shall perform the duties attached to that office.

Treasurer

The Treasurer shall:-

- i) be responsible for the funds of the Association and shall cause same to be lodged in such Bank as the Managing Committee shall direct;
- ii) keep the financial records of the Association and present same when requested to do so by the Association or the Managing Committee;
- iii) present an annual audited Financial Statement at the Annual general Meeting of the Association.

Assistant Treasurer:

The Assistant Treasurer shall assist the Treasurer in the performance of his duties and in the absence of the Treasurer shall perform the duties attached to that office.

8. **MANAGING COMMITTEE**

The Managing Committee shall consist of the Officers of the Association, the immediate Past President and three other members who shall be appointed by the President at the beginning of his term of office. Teachers and/or Principals may be co-opted to serve as honorary Members. Five members of the Managing Committee shall form a quorum. If a Committee member fails to attend three consecutive meetings of the Managing Committee without reasonable excuse, the Committee **may** decide **if** he shall cease to be a member of the Committee.

9. **POWERS OF THE MANAGING COMMITTEE**

The Managing Committee **shall have control** of the property of the Association and all such administrative powers as may be necessary for properly carrying out the objectives of the Association in accordance with this Constitution.

10. **PROPERTY OF ASSOCIATION**

The **property of the Association shall be vested in the Managing Committee for the time being who shall be responsible for the safe keeping thereof.**

11. **FUNDS**

The funds of the Association shall be vested in the Managing Committee and lodged in **any** approved **Bank** in the name of the **Association, payment being made on the signature** of any **two of the Officers.**

12. **COMMITTEE MEETINGS**

Meetings of the Managing Committee shall be convened by the Secretary as often as business warrants but at least quarterly. The Secretary shall give at least seven clear days notice to each member of the Managing Committee in

order to summon a Committee Meeting, provided always that the President may direct the Secretary to call a meeting of the Managing Committee at any time he deems it necessary and three days notice to member of the Committee shall be given.

13. **BY LAWS**

The Managing Committee may from time to time make, vary and revoke By Laws (not inconsistent with the Constitution) for the regulation of the affairs of the Association and conduct and discipline of members; and the By Laws in force from time to time shall be binding on the members.

14. **ANNUAL GENERAL MEETINGS**

An Annual General Meeting shall be held on a date during May of each year (unless otherwise decided by the Managing Committee) for the following purposes:

- i) To receive and confirm the Minutes of the previous Annual General Meeting;
- ii) To receive from the President a report of the year under review;
- iii) To receive from the Treasurer an audited Financial Statement of Accounts for the year under review;
- iv) To elect the Officer of the Association;
- v) To decide on any resolution, notice of which has been given to the Secretary;
- vi) To transact any other business for which notice has been given.

To summon an Annual General Meeting fourteen clear days notice in writing shall be given by the Secretary to each member. The quorum shall be not less than twenty (20) members. Inadvertence in giving notice to a member will not invalidate the meeting.

15. **SPECIAL GENERAL MEETING**

A Special General Meeting of the Association may be called at any time by the Secretary on the direction of the President or the Managing Committee and ten days notice in writing shall be given to each member of the date fixed for such meeting, together with the object for which such meeting is called. No matter shall be dealt with at a Special General Meeting other than those set out in the notice convening the meeting. Inadvertence in giving notice to a member will not invalidate the meeting.

16. SUBSCRIPTIONS

The subscription to the Association shall be fixed from time to time by the Committee and shall be payable at the beginning of each fiscal year. Students leaving school may be accepted to membership free from annual subscription for a period of one year and the Managing Committee, if the circumstances warrant, may on the application of any member, waive the payment of subscription for a specified period.

A subscription to be fixed from time to time by the Committee shall entitle a member to life membership of the Association.

17. CHAPTER ASSOCIATION

- i) The Managing Committee may, subject to the payment of the prescribed fees, recognize a Chapter Association by giving written notice of such recognition to such group.
- ii) The Secretary of the Association shall keep a register of all Chapter Associations, such register shall include:
 - a) Names and addresses of Chapter Associations.
 - b) Names and addresses of each Past Student.
 - c) Such other information as the Managing Committee may from time to time deem necessary.
- iii) A Chapter or the respective nominee shall have the entitlement of submitting resolutions to the Secretary and casting one vote at any General Meeting of the Association.

18. AMENDMENTS AND ALTERATIONS

No alteration, amendments or additions shall be made to this Constitution except at an Annual or Special General Meeting of the Association, nor shall same be effective except passed by a 2/3rds majority of the members present and voting. Any such proposed alteration, addition or amendment shall be forwarded to the Secretary in writing at least twenty-one days before such annual or Special General Meeting and the Secretary shall include same in the notice of the Meeting.