

CONSTITUTION OF THE BISHOPS' HIGH SCHOOL OLD STUDENTS' ASSOCIATION

ARTICLE 1 TITLE AND OFFICE

1.1 Title

The organization shall be called the Bishops' High School Old Students' Association, herein after referred to as the "Association".

1.2 Office

The Registered Office of the Association shall be situated at 84 Carmichael Street or at any other place designated by the Executive Committee and approved by the members at a General Meeting. Notice of such change shall be communicated to the Registrar within fourteen (14) days after the change is approved.

ARTICLE 2 AIMS AND OBJECTIVES

The objects of the Association are:

First: to encourage and foster the interest of the old students in the present day activities and aspirations of the school

Second: to make some contribution in the sphere of education by giving help primarily to the school and also to the community in general

Third: to help old students maintain the ties of friendship

ARTICLE 3 MEMBERSHIP

3.1. Full Membership of the Association shall be open to all who have been past pupils of the school.

Student Membership is open to all sixth formers of the School.

3.2. MEMBERSHIP FEES:

a) There shall be membership fees which shall be determined by the General Membership at an Annual General Meeting of the Association.

3.3. DISQUALIFICATION & FORFEITURE

Membership shall be terminated by expulsion under these rules.

Any member will be expelled as a result of being found guilty by the General Membership of any misconduct whatsoever relating to the Association.

ARTICLE 4 ADMINISTRATION

- (a) The authority of the Association shall be vested in the Executive Committee, elected by members at the Annual General Meeting.

The Executive Committee shall comprise:-

President

Immediate Past President

Vice President

Secretary

Treasurer

Assistant Secretary

Four (4) Committee Members

Staff Representative (nominated by the staff)

Woodside Representative (nominated by Woodside Choir)

- b) The President, Vice President, Secretary, Treasurer, Assistant Secretary and the Four Committee members of the Executive Committee shall be elected by a majority vote of members present at the Annual General Meeting, for a term of one (1) year and shall not be eligible to serve more than three (3) consecutive terms in the same office.
- c) The President, Vice President, Secretary and Treasurer must have been financial members in good standing for at least one year.
- d) Six (6) members of the Executive Committee shall constitute a quorum at Executive Meetings inclusive of President or Vice President and five others.
- e) The Executive Committee shall appoint Sub-Committees as may be deemed necessary. Members of such Sub-Committees shall be financial members in good standing. Sub-Committees shall hold office for such term as may be necessary.

ARTICLE 5 DUTIES OF OFFICERS

President:

- (a) The President shall preside at all meetings of members.

- (b) The President shall be responsible for the general administration of the Association.

Vice President

- a) The Vice President shall assist the President in the performance of her or his duties. In the absence of the President, the Vice-President will perform the duties of the President.

Secretary

- a) The Secretary shall keep a register of members of the Association, and shall be responsible for the minutes of all meetings of the Executive and the General Membership, for keeping records of Correspondence, issuing correspondence, and summoning meetings. S/he shall execute the decisions and mandate of the Association.
- b) The Secretary shall also make an Annual Return to the Registrar.

Assistant Secretary

The Assistant Secretary shall assist the Secretary in the execution of her or his duties and shall perform such other duties as may be delegated by the Executive Committee. In the absence of the Secretary, the Assistant Secretary shall perform the duties of the Secretary.

Treasurer

The Treasurer shall be responsible for the financial records monies and other assets -belonging to' the Association and shall make all financial transactions on behalf of the Association. S/He shall render such reports to the Executive Committee at every meeting of the Executive Committee and shall also present the audited Annual Financial Report at the Annual General Meeting of members.

ARTICLE 6 FINANCES AND ACCOUNTS

- a) Bank Accounts may be opened in the name of the Association.
- b) Any Bank Account opened in the name of the Association shall be approved by the Executive Committee, and withdrawals shall be authorized under the signatures of any two (2) of the following officers : the President, Vice President, Secretary, and Treasurer.
- c) Any expenditure above a certain limit must be approved by the Executive Committee. The limit shall be set by the Executive Committee at the beginning of its term of office.
- d) The Association's funds shall be divided into two parts, namely a School Welfare Fund and a General Fund. The purpose of the School Welfare Fund is to cater for the needs of the Bishops' High School and its students and the purpose of the General Fund will be for the administration of the Association. The Membership Fees shall be put in the General Fund.

ARTICLE 7 MEETINGS

- a) The Annual General Meeting of members of the Association shall be held in the month of registration and subsequently within every twelve months at a date to be determined by the

Executive Committee. The agenda for the Annual General Meeting shall be determined by the Executive Committee.

- b) The Ordinary General Meeting of members of the Association shall be held at dates to be decided by the Executive Committee. The agenda for such meetings shall be determined by the Executive Committee.
- c) Members shall be required to maintain at least fifty-percent (50%) attendance at scheduled meetings, to remain in good standing.

- d) In the absence of both the President and Vice-President, the members present shall appoint any member to preside at any Meeting.
- e) One third (1/3) of the financial members shall constitute a quorum for Ordinary General and Annual General Meetings of members of the Association.
- f) A Special General Meeting of members of the Association may be summoned by the Secretary upon receipt of a written petition from no less than one-third (1/3) of the financial members. The petition shall clearly state the business to be addressed, and shall be submitted at least fourteen (14) days before the date of the meeting. A Special General Meeting shall also be held whenever the Executive Committee thinks it necessary.
- g) The Executive Committee shall meet at least once every month.
- h) An emergency meeting of members of the Executive Committee may be summoned by no less than four (4) members of the Executive Committee to discuss any matter, which, in their opinion, requires urgent attention. All members of the Executive Committee should be given at least twenty four (24) hours notice.

ARTICLE 8 VOTING

- a) Voting at meetings, including the Annual General Meeting, shall be by way of a show of hands or by secret ballot, to be determined by a majority of members at the meeting. A simple majority shall decide the vote. There shall be no voting by proxy.
- b) Only financial members shall be eligible to vote.
- c) Where the votes are equal, the meeting shall break the tie by another ballot.

ARTICLE 9 AMENDMENT

This Constitution may be amended, by a two-third (2/3) majority vote of members present at a Special General Meeting or at an Ordinary General Meeting summoned for this purpose or at the Annual General Meeting, provided that notice is served by the Secretary fourteen (14) days before the date of the meeting and thereafter circulated to the membership, seven (7) days before the date of the meeting. Any amendments made prior to registration shall be approved by the General Membership after registration. The amendments are not valid until they are registered.

ARTICLE 10 ANNUAL RETURN

Every year before the first day of May, the Secretary of the Association shall send to the Registrar a general statement (to be called "Annual Return") of the receipts and expenditure, funds and effects of the Association, and the statement shall show separately the expenditure in respect of the several objects of the Association, and shall be made out of the thirty-first (31st) day of December, then last inclusively.

ARTICLE 11 AUDIT

- (a) The books and accounts of the Association shall be presented to the Registrar for audit as prescribed in Section 27 of the Friendly Societies Act, Cap 36:04, provided that an auditor was appointed by the Executive for audit of such books and accounts. The Auditor must be a certified accountant and not a member of the Association.
- (b) The auditor shall have access to all the books and accounts of the Association, shall examine the Annual Return and shall verify it with the accounts, vouchers, deeds, documents of title and securities for the whole of the Year to which the Annual Return relates and shall either sign it as found by him or her to be correct, duly vouched and in accordance with law or specially report to the Registrar in what respects they find it incorrect, unvouched, or not in accordance with law.

ARTICLE 12 INSPECTION OF BOOKS

The Executive Committee shall cause the books of the Association to be available for the inspection by any member or person having an interest in the funds of the Association at all reasonable hours at the registered office of the Association, or at any place where the books are kept and it shall be the duty of the Treasurer to produce the same accordingly. A copy of the last annual balance sheet and any special report of the auditors shall always be available to the members of Association.

ARTICLE 13 SEAL

The Association shall have a seal in the form of a rubber stamp with the name of the Association embossed thereon. The seal shall be affixed to all correspondence and documents of the Association and be enhanced with the initials of the Secretary. Such seal must be kept in the custody and possession of the Secretary.

ARTICLE 14 DISSOLUTION

- a) The Association shall be dissolved by a two-third (2/3) majority vote of members present at a Special General Meeting of members, summoned for this purpose.
- b) The disposal of assets of the Association shall be determined by a two-third (2/3) majority vote of members present at the said meeting.

GENERAL

No member of the Association has the power and authority to vest and pledge the name, honour, support or affiliation of the Association to any political party, individual or organisation, be it of a charitable, social, religious, economic or other nature.

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