

CONSTITUTION OF THE COLLEGE OF AGRICULTURE, SCIENCE AND EDUCATION PAST STUDENTS ASSOCIATION

CONSTITUTION

PREAMBLE 1: We the Past Students of the College of Agriculture, Science and Education and its predecessor institutions (Government Farm School, Jamaica School of Agriculture, College of Agriculture, and Passley Gardens Teachers College), herein after referred to as The College, do hereby, adopt and give unto ourselves the following constitution:

PREAMBLE 2: Glossary of Terms

A person or authority interpreting this constitution may refer to matters and facts, which will assist in the purposive interpretation of this constitution. Definition of Terms in this constitution the words hereunder have the meanings described unless the context indicates otherwise:

“Active member” - An ordinary member who has verifiable evidence of participating, within the last 12 months and who have no outstanding membership dues, providing service, marketing and student referrals, or such other criteria as may be determined from time to time and approved by the Executive Committee.

“Adjourned General meeting” – An adjourned General Meeting is the meeting convened in the event that the annual General meeting was not held in September of each year

“AGM” - Annual General meeting

“Alumni” - Refers to a group of former students of an educational institution.

“Alumni Association” - Is a group of persons who have graduated from the same institution and hold their school in high regard. The Alumni Association shall be a **welfare organization** and will strive to promote excellence in scholarship, a unique culture and academic identity of members and the College of Agriculture, Science and Education (CASE) community, and participate in development of higher education in Jamaica. It shall be non-discriminatory and impartial.

“Budget” - A projection of the Association's revenue and expenditure, normally annual.

“Chairman” - A member duly appointed to serve as the head of a standing committee, subcommittee or other committee of the Association.

“Constitution” - A constitution is an aggregate of fundamental principles or established precedents that constitute the legal basis of a polity, organisation or other type of entity and commonly determine how that entity is to be governed.

“EGM” - Extraordinary General meeting

“Electoral Committee” - Persons of high integrity, knowledge and experience on the conduct of elections appointed by the Executive Committee of the Alumni Authority responsible for the Alumni to conduct and supervise an election of the Association.

“Executive Committee” – A team of persons comprising elected alumni members, Ex-officio and co-opted representatives,

“Financial Year” - The calendar period from 1st September to 31st August, aligned to that of the Association unless otherwise decided by a general meeting, at which the books of accounts of the Association are closed and audited.

“Graduate” - A person upon whom a degree or another academic award has been conferred by The College.

“Member in Good Standing” – **A member who is fully paid up in terms of his financial obligations to the Association.**

“Member” - A person whose name appears in the Register of Members of the Alumni Association, having met all the requirements established by this constitution.

“Purpose” – The reason or essence of existence of the Association. The purpose of the Association shall be to nourish the growth and enhance its reputation and its alumni, to maintain a mutually beneficial relationship between The College community and alumni, to oversee all alumni programs and activities, to foster loyalty and financial support for The College, and to represent alumni interest before the College administration and Board of Directors, and to provide services to alumni members.

“Proxy” - is a person designated by another to attend a decision making meeting and vote on his or her behalf. A proxy can be revoked at any time by the guarantor.

Proxy voting – a form of voting whereby a member of decision making body may delegate his or her voting power to a representative to enable a vote in his or her absence.

“Standing Committee” - A committee appointed to carry out a specific duty assigned by the executive.

“Voting Member” – An active member who is eligible to vote at a general meeting (AGM or EGM).

ARTICLE I – NAME

The Name of the Association shall be the College of Agriculture, Science and Education Past Student's Association to be designated “**CASE Alumni Association**”

ARTICLE II – NATURE AND PURPOSE

Section 1 Nature

The Association shall be a Company Limited by Guarantee with a Governing Central Executive and may or may not function in Regional / Parish Branches. The central executive hereafter is referred to as the Executive Committee

Section 2 Objectives of the Association shall be:

- (a) To promote the fellowship and well-being of the past students of The College.
- (b) To support the development of facilities for the dissemination of knowledge through its members in the interest of Agriculture, Science and Education in Jamaica specifically and the Caribbean in general.
- (c) To promote the operation of business co-operatives amongst its members.
- (d) To take active interest in the affairs of The College.
- (e) To support the infrastructure and development needs of The College.
- (f) To support the enhancement of the student experience of The College
- (g) To influence Government Policy in the interest of scientific development, public policy and entrepreneurship.

ARTICLE III – MEMBERSHIP

Section I – Eligibility Eligibility for membership shall be confined to:

- (a) Graduates of The College
- (b) Persons who obtained a Diploma or Certificate in Agriculture from the Department of Agriculture or its antecedent body.
- (c) Other persons who attended The College for at least one full academic year and had left in good standing.

Section 2- Registration

- a) All eligible members must actuate his or her registration by becoming an active member

Section 3 – Honorary Membership

- (a) Persons who were and are actively engaged in Agriculture, Science and Education may be nominated by a registered member to be elected as honorary members. This must be accepted at an Annual General Meeting by a minimum of two-thirds active membership present.

Section 4 – Life Membership

- (a) Life membership shall be obtained by members who pay a lump sum towards membership in the Association for his lifetime. The amount paid for this membership shall be fixed by the Executive Committee, which will be revised every five years.

Section 5- Ex-officio Membership

- (a) Ex-officio Membership will be the Immediate Past President and who is an active member

ARTICLES IV – OFFICERS AND TENURE

Section 1 – Officers

Officers of the Association shall be:

- (a) President
- (b) 1st Vice President
- (c) 2nd Vice President
- (d) 3rd Vice President
- (e) Treasurer
- (f) Assistant Treasurer
- (g) Secretary
- (h) Assistant Secretary
- (i) Public Relations Officer
- (j) Immediate Past President

Section 2 – Tenure

- (a) Only active members of the association shall be eligible for holding office.
- (b) All Officers shall hold office until new Officers are elected
- (c) Elections of Officers shall be held at the Annual General Meeting.
- (d) Five officers shall be elected every two-years, that is at alternate Annual General Meetings, commencing 2020 namely:
 - a. 2nd Vice President
 - b. 3rd Vice president
 - c. PRO
 - d. Assistant Secretary
 - e. Assistant Treasurer
- (e) The following officers shall be elected every two-years, that is at alternate Annual General Meetings, commencing 2021 namely;
 - a. President
 - b. 1st Vice president
 - c. Secretary
 - d. Treasurer
- (f) Each elected officer shall serve for a period of two years
- (g) No elected officer shall serve for more than three (3) consecutive terms in the same position
- (h) In the event of the resignation, extended leave of absence and any reasonable cause the Executive Committee may appoint another member to act in the capacity until the next Annual General Meeting.
- (i) The President and the Secretary shall be Ex-officio Members on all committees

Section 3 – Voting

- a) Each voting member of the Executive Committee shall be entitled to one vote.
- b) In the case of a deadlock, the President reserves the right to a casting vote.

Section 4 Duties of the Officers

President

The duties of the president shall be to:

- i. Preside over all meetings of members and of the Executive Committee.
- ii. Represent the Association on all bodies and fora where such representation might be deemed necessary for the achievement of the objectives of the Association.
- iii. Perform such other duties as customarily appertain to the Office of president or as he may be directed to perform, by resolution of the Executive Committee or by the members voting at an Annual General Meeting.
- iv. Provided that in the absence or disability of any elected officer or their refusal to act, the President through the Executive Committee may appoint another member to act temporarily in their place.

Vice-Presidents

The responsibilities of the three Vice Presidents shall be:

- i). To attend all meetings of the Executive Committee;
- ii). To diligently execute the portfolio responsibilities assigned by the President in pursuit of the objectives of the Association.
- iii). To assume the office of the President, in descending order, and shall assume his/her duties in the event of the absence or disability of the President or his refusal to act, perform the duties and/or all such other duties as the Executive Committee may from time to time prescribe.

Secretary

The duties of the Secretary shall be to:

- i. To attend all the Executive Committee, Annual, Special and General meetings;
- ii. Have custody of all records, documents, correspondence, stationery, stamp and seals etc. belonging to the Association;
- iii. Prepare and issue notices for meetings where necessary;
- iv. Arrange for and prepare meeting place;
- v. Record accurate Minutes of all meetings of members and the Executive Committee and present these to the succeeding meetings;

- vi. Receive incoming correspondence and present these to the appropriate meetings and where immediate reply is required, discuss such reply with the President;
- vii. Write all correspondence on behalf of the Association;
- viii. Attend and keep a complete record of attendance of members and of all decisions taken at the meeting;
- viii. Prepare an Agenda for meetings after consultation with the President

Assistant Secretary

The responsibilities of the Assistant Secretary shall be:

- (i) To attend all Executive Committee, Annual, and Extraordinary General meetings;
- (ii) To assist the Secretary
- (iii) To assume the responsibilities of the Secretary in the event of the absence or disability of the Secretary or his/her refusal to act, perform the duties and/or such other duties as the Executive Committee may from time to time prescribe.

Treasurer

The duties of Treasurer shall be to:

- (i) To attend all Executive Committee, Annual, Special and General meetings;
- (ii) Oversee the financial management and other related obligations of the Association;
- (iii) Keep or have kept all funds of the Association in banks or other registered approved financial institutions designated by the Executive Committee;
- (iv) Keep or have kept all books of accounts, supervise the accounting of the Association and perform all duties incidental to the Office of Treasurer;
- (v) Ensure that the Executive Committee receives financial report at its regular monthly meetings or as requested by the Committee.
- (vi) Produce all books, property and monies of the Association in his possession when requested to do so by the President;
- (vii) Sign all cheques, agreements, drafts, and other negotiable or transferable instruments drawn by the Association as may be required in the process of the Association's business;
- (viii) Prepare and present financial statements to the Annual General Meetings of

the Association.

- (ix) Perform all other duties as appertain to the Office of Treasurer and as the Executive Committee may assign from time to time.

Assistant Treasurer

The duties of the Assistant Treasurer shall be:

- i) To attend all Executive Committee, Annual, Special and General meetings;
- ii) To assist the Treasurer in the execution of his functions
- iii) To perform the responsibilities of the Treasurer in the event of his absence, disability or his refusal to act;

Public Relations Officer:

The duties of the public relations officer shall be:

- i) To conduct all matters relating to the interaction of the Association and the general public as guided by the executive.
- ii) To promote and facilitate all fora geared towards the dissemination of knowledge and matters to do with the interest of the Association.
- iii) To conduct the dissemination of all relevant information for the benefit of the members of the Association.
- iv) To play a pivotal role in all fundraising and welfare activities of the Association.
- v) To perform all other duties as appertain to the Office of Public Relations Officer and as the Executive Committee may assign from time to time.
- vi) Pursue relationships with other relevant like-minded National and International Associations.

Immediate Past President

The responsibilities of the Immediate Past President shall be:

- i) To attend all the Executive Committee, Annual, Special and General meetings;
- ii) To ensure the orderly conduct of Executive Committee meetings.
- iii) To provide guidance to the President in the proper conduct of the affairs of the Association.
- iv) To perform all other duties as appertain to the Office of Immediate Past President and as the Executive Committee may assign from time to time.

ARTICLE V – THE EXECUTIVE COMMITTEE

Section 1 – Composition

- (A) The Executive Committee shall be comprised of not more than twenty eight (28) members divided into categories as follows:
- i) **Elected Officers:** President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Public Relations Officer.
 - ii) **Ex-Officio Member**
 - (a) Immediate Past President
 - iii) **Parish Branch Representatives:** One representative shall be nominated to the Executive Committee by each functioning parish Branch or by members at the parish Annual General Meeting
 - iv) **Co-opted Representatives:** The President shall be empowered to co-opt a maximum of four (4) active members inclusive of one member who possess financial management and auditing skills. The member with the financial management and auditing skills shall be the chair the auditing committee.
- (B) The Quorum of the meetings of the Executive Committee shall be six (6) members, and all categories shall have voting rights with the exception of Co-opted Representatives

Section 2 – Disqualification

- (a) Any member of the Executive Committee who fails to attend four (4) consecutive meetings without tendering an acceptable apology shall forfeit his seat and the seat may be declared vacant.
- (b) A vacant seat may be filled as follows:
In case of Section 1(A) with the exception of Parish Branch Representatives, under this article the Executive Committee shall make the appointments. In the case of (111) Section 1(A) under this article the Parish Branch or Branches shall make the appointment. In every case the appointment shall not go beyond the next Annual General Meeting

Section 3 – Power and Function of Executive Committee

The Executive Committee shall be empowered to carry out the following functions:

- (a) Appointment of standing committees, namely:
 - i. Fund Raising, Entertainment and Fellowship
 - ii. Finance and Investments
 - iii. Education and Public Relations
 - iv. Founders' Days and Collegiate Affairs
 - v. Membership Growth and Welfare
 - vi. Major Project
 - vii. Any other Committee that the Executive Committee shall deem necessary from time to time.
- (b) Make recommendations and execute any project decided upon by the Association
- (c) To formulate policies within the framework of the Constitution.
- (d) To convene all meetings of the Association
- (e) To authorize the expenditure of the funds of the Association.
- (f) To give a general report of its activities at the Annual General Meeting
- (g) To perform all other necessary duties in the interest of the Association
- (h) To meet as often as is necessary to transact the business of the Association but at least once every two months
- (i) To enter into contracts and financial transactions on behalf of the Association.
- (j) To summon Extraordinary General Meetings in accordance with this Constitution
- (k) To admit members
- (l) To lease, buy or receive donation, land and other property, and to erect such facilities and structures as may be required for the business of the Association
- (m) To perform such other duties as the members in General Meetings shall authorize.

ARTICLE VI – GENERAL MEETINGS

Section 1 – Annual

Annual General Meetings shall be held during the month of September of each year. If for any reason it is not held the next General Meeting shall be regarded as the “Adjourned” Annual General Meeting. An adjourned Annual General Meeting shall be held within sixty (60) days of the date of the original Annual General Meeting.

Section 2 – Extraordinary Meeting – May be called by:

;

- (a) The President in consultation with the Executive Committee.
- (b) The Secretary on receipt of a petition signed by not less than twenty (20) active members, stating the matter to be discussed. The agenda must accompany the Notice of Meeting. The quorum of such a meeting shall be fifteen (15) members
- (c) If all conditions of Article VI section 2(b) have been satisfied and a meeting is not called in accordance with Article VI, Section 4; any of the twenty (20) active members may summon such a meeting.

Section 3 – Quorum for General and Adjourned Meetings

- (a) The quorum for an Annual General Meeting shall be twenty-five (25) of the registered members.
- (b) The quorum for an adjourned Annual General Meeting shall be twenty-five (25) the registered members.

Section 4 – Notice of General Meeting

At least Twenty Eight (28) clear days’ notice shall be given to all active members for the holding of general meetings.

Section 5 – Nominations and Voting at General Meetings

The Executive Committee shall appoint an election committee to be chaired by a non – elected Executive Committee member, after it has been established that the said members of the committee are in good standing and have no interest in any of the positions being offered at the said elections. Nominations should take place at the Annual General meeting and voting shall take place face to face and or electronically by secret ballot or by proxy unless a motion to the contrary has been moved and a majority of members present voted in favour.

Section 6 – Resolutions for the Annual General Meeting

- a) All resolutions to be debated at an Annual General Meeting shall be sent to the Secretary at least twenty one (21) days prior to the date of the Annual General Meeting.
- b) Resolutions shall only be accepted at the Annual General Meeting by a two-thirds (2/3) majority of the active members in attendance, voting in favour.

Section 7 – Amendment to Constitution

- a) The Constitution shall only be amended at a General Meeting of the Association by a two-thirds majority vote of all active members
- b) All proposed constitutional amendments to be debated at a General Meeting shall be sent to the Secretary at least twenty eight (28) days prior to the date of the General Meeting.
- c) Proposed constitutional amendments shall only be debated at a General Meetings of the Association provided at least twenty one (21) days clear notice has been given to the general membership, of all such proposed constitutional amendments.
- d) Constitutional Amendments shall only be accepted at a General Meeting by a two-thirds (2/3) majority of the active members present voting in favour.

ARTICLE VII – FINANCES

Section 1 – Fees-ANNUAL DUES

- a) The Fees of the Association shall be Twelve Thousand Dollars (\$12,000.00) per annum or any other fee that may be fixed by the Executive Committee from time to time.
- b) Fees may be paid in full or half yearly or quarterly installments.
- c) All fees shall remain in force until changed by the Executive Committee

Section 2 – Financial Report

- (a) A statement on the financial affairs of the Association shall be presented by the Treasurer at the Annual General Meetings of the Association.

Section 3 – Banking

- (a) The funds of the Association shall be lodged in an Accredited Financial Institution to the credit of the CASE Alumni Association.
- (b) All payments made from the funds of the association shall be done on the basis of appropriate supporting documents approved by the treasurer and President.
- (c) The following officers shall be designated signing officers for all financial, legal and proprietary transactions on behalf of the Association.
 - Treasurer or President and anyone of the following:
 - Vice President
 - Secretary

Section 4 Fund Raising

- a) The Association may from time engage in the raising of funds to finance the various projects and activities of the organizations.
- b) All fund raising functions held in the name of the Association must receive prior approval of the Executive Committee.
- c) Funds obtained from membership dues or fees, members donations and fund raising activities involving the members of the Association shall be used for administrative purposes and approved projects by the Executive Committee
- d) Funds obtained from corporate donations and from fundraising activities involving the general public should be used exclusively for the financing of projects approved by the Executive Committee.

ARTICLE VIII – BY LAWS

Section 1 – Adoption of By-Laws

- (a) By-Laws must have the prior approval of the Executive Committee before they are adopted.
- (b) The Association may in general meeting adopt such by-laws as it deems necessary for the efficient functioning of the Association; providing it does not contravene the Constitution.

ARTICLE IX – BY-LAWS GOVERNING BRANCHES

- | | |
|-------|--|
| No. 1 | All Branches must carry out the objectives of the Association |
| No. 2 | Each Branch shall function under the constitution and by-laws of the Association as approved by the Executive Committee. |
| No. 3 | The President of each Branch or his nominee shall represent the Branch at the Executive Committee. |
| No. 4 | Where any or all the Branches cease to exist and is not resuscitated within one year all the funds and assets owned by that Branch shall be turned over to the |

Executive Committee who will keep those in trust for the Branch or Branches concerned. If a defunct Branch is not resuscitated within two (2) years, the funds and assets may be used by the Executive Committee for the benefit of the Association.

- No. 5 The Branches shall collect the fee of Twelve Thousand Dollars (\$12,000.00) per year from each member for the Association: Fifty percent (50%) of such fees collected shall be retained by the Branch and the other fifty percent (50%) remitted to the Treasurer of the Executive Committee together with the name of all (paying members) those members who have paid.
- No. 6 The portion of fees retained by the Branch is to be used by the Executive for the proper functioning of the Branch.
- No. 7 The Treasurer of the Executive Committee shall issue receipts for monies received from the Branches.
- No. 8 Branches shall issue receipt to members and keep proper record of all funds.
No. 9 All other funds raised by the Branch shall be managed by the Branch.
- No. 10 Information to Branches shall be addressed to the President of each Branch .
- No. 11 The Branches shall annually supply the Executive Committee with copies of their annual report, annual financial statements, and any other information requested.
- No. 12 Branches meet for regular meetings at least once per quarter and hold their Annual General Meeting by August 31 of each year.
- No. 13 The Executive Committee reserves the right to audit the accounts of any Branch.
- No. 14 The quorum of the following meetings shall be:
1. All General Meetings – ten (10) fully paid up members;
 2. Adjourned General Meeting – ten (10) fully paid up members
 3. Executive Meetings – five (5) members
 4. Extraordinary meetings – fifteen (15) fully paid up members.