



The Old Students' Association of St. Joseph High School

Rules

As at January 2004

NAME.

1. The association shall be called The St. Joseph High School Old Students' Association.

PATRON.

2. The patrons of the association shall be the past Principals.

OBJECTIVES.

3. The objectives of the association shall be:
 - (a) To promote among members a bond of friendship and loyalty to the school.
 - (b) To help in the progress of their Alma Mater by the provision of scholar ships etc.
 - (c) To provide for the moral and social aspects of the association.

COLOURS.

4. The colours of the association shall be blue and white.

ASSOCIATION YEAR.

5. The financial year of the association shall commence on the 1st of January and end on the 31st of December.

MEMBERS AND MEMBERSHIP.

6. The association shall consist of Ordinary Members, Life Members, and Honorary Members.
7. All past students who have attended St. Joseph's High School for at least three (3) years shall be eligible for membership.
8. All senior staff, Past and Present shall be honorary members.
9. The subscription for ordinary members shall be one hundred dollars (\$100) per month payable termally in advance. Honorary members shall not be required to pay any subscription, but shall nevertheless be entitled to all benefits and privileges of membership.
10. The first subscription shall become due on election and is payable without request to the treasurer every last Monday of the month.
11. Any member of the association may at any

time, but at the discretion of the committee, compound by one payment of not less than twenty-five dollars for all his/her future subscriptions, and shall therefore become a life member and be entitled to all the privileges of ordinary membership for life, unless he/she shall resign or be expelled. The subscription for overseas life membership shall be twenty four hundred Guyana dollars (\$2400) per year.

12. The rights and privileges of every member shall be personal and not transferable or transmissible by his own act or by operation of law.

13. Election to membership shall be by the committee, which however reserves the right of refusing admission to the association without giving a reason to person concerned. The principal of St. Joseph High School shall submit each year a list of graduates (with recommendations if any) to the committee and shall inform the students of there election to membership.

14. Anyone seeking membership to the association shall address their application to the secretary for submission to the committee, giving his/her name address and qualifications for membership. Immediately upon his/her election notice thereof shall be given him/her by the secretary who shall at the same time request him/her to remit to the treasurer the amount of his/her first subscription. Upon payment of his/her first subscription he/she shall become a member of the association and be entitled to all the benefits and privileges of membership. He/she shall be furnished with a copy of the rules of the association and shall be bound by them and all bye-laws made in accordance therewith.

COMMITTEE.

15. There shall be a committee for the management of the association which shall consist of a President, Vice-President, Honorary Secretary (recording), Honorary Secretary (Corresponding), Honorary Treasurer and Honorary Assistant Treasurer, with the Headteacher as exofficio

member.

16. The members of the committee shall be elected at each Annual general meeting of the association and shall hold office until the next succeeding annual general meeting, when they shall retire but be eligible for re-election.

17. No member shall serve in the committee if he/she is in arrears with his/her subscription.

18. The committee shall meet as often as the business of the association may require, but not less than once in every quarter and at every such meeting not less than seven shall form a quorum.

19. The President, or in his/her absence, Vice-President, or failing them any member of the committee elected to the chair, shall preside at all meetings of the committee or the association, and shall regulate the proceedings. Where the decision on any motion or measure rests on votes being taken, and there is an equality of votes, he/she shall have a second casting vote.

20. If any member of the committee is absent from three consecutive meetings of the committee without being excused by them, or is absent from the country for more than six (6) months, or resigns and his/her resignation is accepted by the committee, his/her seat shall become vacant. The secretary shall report to the committee any such vacancy, and the committee shall have the power, subject to rule 17, to appoint any member of the association to such vacancy.

21. The agenda of every meeting of the committee shall be circulated, and no matter of a controversial nature shall be considered unless it happens to have been placed on the agenda. Provided, however, that if at any meeting of the committee such a matter is brought up for discussion without being on the agenda, it may be dealt with if a majority of those present consider it of primary importance and that it should be discussed at once.

22. The powers of the committee shall be:-

(a) From time to time, to make, alter, or revoke such bye-laws as may appear necessary for conducting and managing the affairs of the association, providing always that such bye-laws are not inconsistent with the rules. All bye-laws so made shall come into operation as soon as made and shall, until revoked, be binding on all members as if they were contained in these rules; provided

however, that all bye-laws may be disallowed, revoked, or otherwise dealt with at a general meeting.

(b) To appoint sub-committees for such purposes and with such powers as may be deemed necessary, and

(c) Generally to manage the affairs of the association.

23. The committee alone shall have the power to pledge the association's credit.

FINANCE.

24. The treasurer shall receive all moneys due to the association, and shall pay such sums as may be ordered by the committee. He/she shall keep an account of all receipts and payments and render such statements to the committee as they require. He/she shall at the end each year prepare an account of receipts and expenditure of the association for such year.

25. The accounts of the association shall be audited periodically by auditors who shall be the Honorary Officers, two of the executive officers, excluding the Treasurer and Assistant Treasurer, and an elected member of the association. A statement showing the financial position of the association certified by the auditors shall be submitted by the treasurer to the annual general meeting in each year.

GENERAL MEETINGS.

26. There shall be an annual general meeting of the association in the month of January in each year for general business. Notice by circular shall be given by the Honorary Secretary.

27. Notices of motions and questions must be sent in writing to the Honorary Secretary not less than ten (10) days before the date fixed for the meeting. Particulars of the business to be discussed shall be sent by circular to each member of the association not less than seven (7) days before the date of the meeting.

28. The committee may convene a Special General Meeting whenever they deem it necessary.

29. The committee shall have the power to convene a special general meeting upon the requisition to that effect signed by not fewer than twenty (20) members of the association stating the purpose for which the meeting is being convened

and such Special General Meetings shall be called within one calendar month after the requisition has been sent in.

30. Not less than five (5) days notice by advertisement as above shall be given of such special general meetings, and the particulars of the business to be discussed shall be sent to each member. No other business shall be discussed.

31. At any general meeting fifteen (15) members shall form a quorum. If, within thirty (30) minutes from the time appointed for the meeting a quorum of members is not present, the meeting, if convened on the requisition of the members, shall be dissolved; in any other case it shall stand adjourned to the same day in the following week at the same time and place, and if, at the adjourned meeting thirty members are not present within thirty minutes of the time appointed, the member present shall form a quorum.

32. Every member who is not in arrears with his/her subscription, as provided in rule 38, shall be entitled to be present at all general meetings of the association and shall be entitled to one vote upon every issue put before the meeting.

33. Voting shall, in the first instant, be by the show of hands but any number of members, not being less than one-third of those present, may demand a poll which shall be taken. A declaration by the chairman of the result of voting, either by show of hands or on a poll, shall be final.

34. The mover of any motion shall be entitled to speak on it before it is seconded; if, after such speech, the motion is not seconded it shall be deemed rejected by the meeting. Any motion standing in the name of the committee need not be seconded.

35. Except with the permission of the committee no motion lost or rejected at any meeting may be brought up again until after the expiration of six months.

36. No member shall be at liberty to speak more than once on the same subject except in explanation or reply or with the special consent of the chairman, provided that the mover of a motion shall have the right of final reply.

REGISTRATION AND EXPULSION OF MEMBERS.

37. A member not in arrears may at any time,

by giving notice in writing to the secretary, resign his/her membership of the association. Any member who has resigned may be re-admitted by the committee on payment of the subscription for the current half year.

38. Any member whose subscription is three months in arrears shall not be entitled to attend or take part in the meetings of the association, not enjoy its privileges, not to vote. Any member who is twelve months in arrears with his/her subscription shall be deemed to have forfeited his/her claim to membership. His/her name may be removed from the register of membership by order of the committee, but he/she shall nevertheless continue liable to pay arrears of subscriptions due at the time of his/her name being removed. He/she may however be re-admitted by the committee upon payment of the arrears due.

39. If any member violates the rules or by-laws, or if the conduct of any member is, in the opinion of the committee, acting on their own initiative or on the representation in writing of any three members, injurious of the association, the committee may by letter suspend or expel such member. Provided however that such member shall have the right to be heard by the committee in his/her defence.

40. All members shall join the association on the express understanding and agreement that the proposal and representation of the three or more members referred to in the rule above, and all discussions that may arise thereon shall be privileged, and no action whatever shall be brought by a member proposed to be expelled or suspended, in respect of any such proposal or discussion against any member making such representation or against any member of the committee or of the association itself.

PROPERTY AND FUNDS.

41. The income and property of the association, from whatever source derived, shall be applied solely towards the promotion of the objects of the association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the members of the association; provided that nothing herein shall prevent the payment in good faith of remuneration to any

officers or servants of the association or other persons in return for services rendered to the association. 42. All property and assets of the association shall be vested in the committee for the time being, as trustees of the association, who shall have the power to deal with it in accordance with these rules, and to invest money and adopt such measures as may appear to them necessary for the furthering of the objects of the association. They shall be indemnified by the association against any claim or demand in respect of any liability properly incurred on the behalf of the association. 43. If upon the winding up or dissolution of the association, there remains, after the satisfaction of all its liabilities and debts, any property whatsoever, the same shall be handed over to the Headteacher of St. Joseph High School.	MISCELLANEOUS. 44. These rules may be added to, repealed or amended by resolution, and new rules substituted therefor at any Annual General Meeting or Special General Meeting; provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the members voting thereon. 45. The committee shall be the sole authority for the interpretation of these rules and of the bye-laws made thereunder, and the decision of the committee on any question of interpretation or upon any matter affecting the association and not provided for by these rules, or by the by-laws made thereunder, shall be final and binding on the members.
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