



ALUMINA ASSOCIATION UNIVERSITY OF TECHNOLOGY, JAMAICA

CONSTITUTION

1. NAME

An organization known as **Alumni Association of the University of Technology, Jamaica** (hereinafter referred to as the Association) shall be established in Jamaica.

2. OBJECTS OF THE ASSOCIATION

The objects are to provide an organization of members of the Alumni resident inside and outside of Jamaica, which shall inter alia

- a) generally promote whatever may tend to elevate the status and advance or protect the interest of the University of Technology and its graduates;
- b) establish and maintain a Secretariat to carryout functions specified by the Alumni.
- c) arrange and undertake fundraising activities of whatever lawful nature for the benefit of the University and Alumni communities.
- d) afford opportunities for communication among the members including the arrangement of social functions.
- e) establish chapters in any region or country, as the executive may deem necessary, for the furtherance of the objectives of the Association;
- l) provide representation on any Council, Management, Staff, Student or Ancillary Staff organizations as specified in the Charter of the University.
- g) issue such scholarships, grants or bursaries to past or present students or any member of the University community as the executive might see fit.
- h) do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them.

3. MEMBERSHIP

All persons who attended a formal course of study at the former College of Arts Science and Technology and/or the University of Technology shall:

- a) be eligible for membership in the Association upon application (addressed in writing to the Honorary Secretary) for admission to membership.
 - i) Indicate his/her willingness to abide by the Rules and Regulations the Association in force from time to time
 - ii) pay such subscriptions as are prescribed by these Regulations.

- b) having been admitted to membership remain member unless and until:
 - i) submission of a written resignation to the Honorary Secretary or;
 - ii) be in arrears of subscription due for a period of more than twelve months.

3. SUBSCRIPTION

Membership subscriptions shall be due and payable on the First day of January in each year at such rate as the Association in General Meeting may from time-to-time determine.

Provided that —In the case of ill-health, misfortune, advanced age, retirement or other grounds the Association on the recommendation of the Executive Committee may remit or reduce the subscription payable by any member;

4. MANAGEMENT OF THE ASSOCIATION

a) Constitution and Composition

The management of the Association shall be vested in a Committee to be known as “the Executive Committee composed of

- i) The Executive Officers of the Association elected in accordance with Regulation No. 5 (b) of these Regulations;
- ii) The immediate Past President;

- iii) Such other members of the Association (not exceeding three in number) who may be elected at the general meeting at which twenty five shall form the quorum;
- iv) The Executive Committee may, if it thinks fit, co-opt additional members to the Committee;
- v) The Executive Committee may appoint any member of the Association to fill any casual vacancy that may arise in the Committee and any member so appointed shall remain in office for so long only as his predecessor would have held office;
- vi) The Committee shall meet not less than four times per year.

b) Executive Officers

The Association shall at each Annual General Meeting elect from amongst its members the following officers:

President

Vice President - Finance and Administration

Vice President — Membership

Vice President — Marketing, Public Relations and Fund Raising

The term of the Executive Officers shall be no less than two years. The Executive Members by majority vote can recommend a change in the composition of the Executive committee where individuals have failed to perform the duties assigned (*or where it is indicted by such members that he/she is no longer able to serve in such capacity or that the position has become vacant by regulations as stipulated in the guidelines governing the constitution*). Such changes must be presented to the general membership at the Annual General Meetings.

The Association shall hold an Annual General Meeting to present the audited financial statements and to update the general membership of its progress and to allow for its input in the general administration of the Association.

No President shall ordinarily hold office for more than two consecutive terms

c) Attendance at Meetings

A record of the attendance of the members of the Committee shall be kept by the Alumni Secretariat. A member who is absent from three meetings in succession without notifying the Alumni Secretariat may be expelled from the Committee

d) Quorum for Executive Meeting

The quorum for Executive Meeting shall be five.

5. ORDINARY MEETINGS

Ordinary meetings of the Association shall be held at such times and places as the Executive Committee may appoint. The Chair shall be taken by the President or in his/her absence, the President Elect, and in his/her absence, the Vice-President of the Association, or if these were absent the members shall elect a Chairperson for the occasion.

6. SPECIAL MEETINGS

By resolution of the Association or at the request of the President or upon a written requisition of fifteen or more members of the Association, the Honorary Secretary shall convene a Special Meeting stating fully the objects for which it is called. Every such meeting shall be held within twenty-eight days from the passing of such resolution or the receipt of such requisition.

7. ANNUAL GENERAL MEETING

The Annual General Meeting of members shall be held at a date not sooner than nine or later than fifteen months after the previous Annual General Meeting to receive the report and financial statements for the preceding year and to elect members to the Executive Committee and to transact any other necessary business.

8. NOTICES

At least twenty-one days' notice of all General Meetings shall be given to members.

9. MINUTES

The proceeding of the Association shall be recorded by the Honorary Secretary in books kept for the purpose; such books shall be open to the inspection of the members at such reasonable times as the Executive Committee may permit.

10. ACCOUNTS

The Treasurer shall keep proper books of account and prepare accounts made up to 31st December each year. Such accounts shall be audited and, together with the auditors' report thereon, be laid before the Annual General Meeting of the Association.

11. FINANCE

The funds of the Association shall be under the control of the Executive Committee and no money shall be paid unless authorized by the Executive Committee. The Treasurer or President and any other Executive Officer as stated in section 5(b) for the time being in office shall sign all cheques.

12. ALTERATION OR WAIVER OF RULES

Any proposal to alter the Rules of the Association or to waive compliance with any of them must be submitted to the members of the Association for consideration and can only be changed by a majority of members in General Meeting.