



**THE ST JAGO ALUMNI
ASSOCIATION
OF
TORONTO**

BECKFORD AND SMITH HIGH SCHOOL

CATHEDRAL HIGH SCHOOL

ST JAGO HIGH SCHOOL
(AMALGAMATED IN 1957)

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CONSTITUTION OF THE ST. JAGO ALUMNI ASSOCIATION OF TORONTO

PREAMBLE

In light of the mandate outlined below, this Constitution recognizes and applauds the significant contribution of St. Jago High School in its relentless - often difficult- pursuit towards higher education. Accordingly, this non-profit alumni association is created and shall exist solely with the interest and well-being of the school as an institution of learning.

Insofar as an Association is merely a reflection of its membership, it is crucial that all members of The St. Jago Alumni Association of Toronto attain and sustain "good standing". "Good standing" shall be taken to include, but is not limited to the payment of fees in full and the exhibition of orderly conduct.

PART I

Name of the Association:

1. Unless altered through constitutional amendments, this Association shall be entitled:

THE ST. JAGO ALUMNI ASSOCIATION OF TORONTO (1989).

PART II

Constitutional mandate:

1. The mandate of The St. Jago Alumni Association of Toronto is as follows:
 - a) to aid and assist St. Jago High School in Jamaica, West Indies, in supplying its students with;
 - educational materials
 - sports equipment
 - building materials for repairs, and
 - other items deemed essential by the executive committee and are consistent with the afore-stated preamble.
 - b) to recognize, reward and/or assist students who demonstrate exceptional scholarship and/or outstanding talent in athletics. Such recognition will be made by the executive committee upon recommendation of the principal or other person so designated by the school.
 - c) to engage in social, community and related activities of interest to its members

PART III

Membership

1. Membership in The St. Jago Alumni Association of Toronto is two-fold, consisting of the alumni and associate members.
2. The alumni comprises past students of:
 - a. St. Jago High School, Jamaica
 - b. Beckford and Smith High School, Jamaica
 - c. Cathedral High School, Jamaica
3. An associate member is:
 - a. any person who was a member of the teaching staff of any of the above-named schools.
 - b. any former resident of Spanish Town, its environs and friends, who have an interest in the school.

PART IV

Fees

1. Alumni members shall pay an annual membership fee of twenty-five dollars (\$25.00).
2. Associate members shall pay an annual membership fee often dollars (\$10.00).
3. Membership shall lapse if fees have not been paid within six (6) months following the beginning of the fiscal year. Reinstatement shall be at the discretion of the executive committee.
4. Members who resign in good standing may be re-instated by completing an application for membership with the required membership fees.
5. Annual membership fees shall be appropriately prorated for new members.
6. The fiscal year shall end on March 31.

PART V

Voting Privileges

1. Alumni members "in good standing" - as defined in the preamble - possess the unqualified right to vote on all issues of concern to the Association.
2. Associate members possess voting rights on general issues, but abdicate the right to vote for or hold office as members of the executive committee.
3. Associate members may be co-opted to committees and may participate in all other areas and activities.

PART VI

Composition of Executive Committee

1. Official positions on the executive committee are determined through annual elections.
2. Newly elected Members shall be installed and shall take office in the month of October following elections of that year at a regular monthly meeting.
3. Officers of the executive committee shall consist of the following:
 1. President
 2. Vice-president
 3. Secretary
 4. Treasurer
 5. Public Relations Officer
 6. Social Coordinator
 7. Officer without Portfolio
4. The position of officer without portfolio shall be filled automatically by the immediate past president.
5. If the office of president becomes vacant, the vice-president shall automatically become president.
6. By-elections shall be held to fill the position of vice-president, and any other vacant position.

PART VII

Responsibilities of Officers

President:

- Provide leadership to group.
- Preside and conduct meetings in orderly fashion.
- Inform vice-president if unable to attend, giving as much notice as possible.
- Establish agenda for meeting and ensure its readiness for distribution before commencement of meeting.
- Follow proper order of business.
- Call emergency/special meetings and annual elections when necessary.
- Appoint special committees or sub-committees.
- Cast vote to make or break a tie of a motion, at own discretion.
- Perform any duty when necessary.

Vice-President:

- Assume the duties of the President in his/her absence.
- Serve as program chairman by:
 - ensuring that appropriate programs are selected for quarterly meetings.
 - organizing program activities
 - introducing guest speakers
 - giving vote of thanks to guest speakers, host/hostesses at end of program and later by mail.

Secretary:

- Record proceedings of meetings.
- Prepare, distribute, read and make corrections (if required) of minutes.
- Maintain list of current business for agenda preparation.
- Maintain accurate and up-to-date membership list.
- File reports of boards and committees.
- Maintain reference book containing constitution bylaws, association's postal box location and key number, and any other vital information.
- Handles all general correspondence EXCEPT those directly relating to special assignments of individuals or committee chairs.
- Notify members of time and place of meetings.
- Call meeting to order in the absence of president and vice-president, and elect temporary chairperson.
- Prepare and present report of yearly activities at annual general meetings or whenever required.

Treasurer:

- Receive all funds for association.
- Deposit funds within ten (10) days in bank approved by executive members.
- Receive authorization from executive members with signing privileges for expenditures over one hundred dollars (\$100.00).
- Maintain an accurate financial record of receipts and disbursements.
- Prepare and submit financial statements at annual general meetings or whenever requested.
- Prepare and present up-to-date financial report after a fund-raising event within thirty (30) days.
- Receive membership fees and maintain accurate record of paid amounts.
- Notify members when fees are to be paid, and issue written reminders for delinquent fees.
- Prepare budget for the next fiscal year's expenditures with standing budget committee before the end of the current fiscal year.
- Submit budget to membership at a monthly general meeting after approval given by executive officers.
- Have all reports and books ready for audit when and if required

Public Relations Officer:

- Devise or receive methods for continually increasing membership.
- Submit proposed plans to executive committee and implement, if approved.
- Increase public and members' awareness of Association's activities by newsletter and any other approved means.
- Welcome guests, visitors and new members at meetings.
- Request by survey, receive and submit feedback of association's performance to executive committee.
- Liaise with Alma-mater, the Alliance and other alumni chapters, local and abroad.
- Inform new members about policies and objectives of organization.

Social Coordinator:

- Plan, co-ordinate and organize fund-raising functions with committees.
- Submit list of proposed expenditures to executive members for approval.
- Work closely with program chairperson to co-ordinate social activities for quarterly meetings or whenever required.
- Purchase necessary supplies for functions.
- Maintain inventory of supplies on hand.

Officer Without Portfolio:

Attend and participate in executive meetings.

Assume responsibilities and assist other executive officers when necessary.

Provide guidance to new officers when requested.

Responsible for overseeing the nomination and election process.

Part VIII

Elections

1.
 - a) Officers shall be elected at an annual meeting to serve for a term of two (2) years.
 - b) Officers may be re-elected to same office no more than two (2) consecutive terms.
 - c) A plurality¹ shall constitute an election.
2.
 - a) The President shall announce at least thirty (30) days in advance, a date for elections.
 - b) The Secretary or the Treasurer shall provide eligible members with a list of vacancies no later than thirty (30) days prior to the election date.
3.
 - a) Nominations may be made from the floor.
 - b) Election of officers shall be by secret ballot.
 - c) Voting privileges shall be limited to paid-up alumni members.

¹ Plurality means the greatest number in an election with three or more candidates, so a plurality can be much less than a majority

PART IX

Meetings

1. Regular meetings will be held on the last Saturday of every month, unless otherwise noted by the President.
2. Special or emergency meetings will be called by the President, executive committee, or upon written request by at least five (5) paid-up alumni members.
3. Annual general meetings shall be held no later than sixty (60) days following the end of the fiscal year. Members must be informed at least thirty (30) days in advance of the decided date
4. Regular, special or emergency meetings must consist of a quorum of at least five (5) paid-up alumni members, including a minimum of three (3) executive officers.
5. Annual general meeting will be held in the month of May, on or before the last day.

PART X

Code of Ethics

1. The use of abusive or profane language, or any other disruptive behaviour at any meeting place or social function will not be tolerated.
2. All funds received on behalf of the Association **must** be remitted to the Treasurer **promptly**.
3. No member shall misappropriate funds of the Association.
4. No member shall solicit funds, advertising, etc. in the name of the Association without prior written consent of the executive committee.
5. Officers/members who do not conform with the Code of Ethics, may be removed from office and/or have their membership revoked by a majority vote, at a special convened meeting for that purpose.
6. Violation of any of the aforementioned shall result in a penalty at the discretion of the executive committee.

PART XI

Parliamentary procedures

1. "Robert's Rules of Order" shall govern the proceedings of the Association. See attached form, Appendix A.

PART XII

Amendments

1. Amendment proposal must be issued to all members in writing one (1) month before the next meeting, duly signed and promptly submitted to the Secretary.
2. The correspondence will include the motion for amendment.
3. The full executive must be in attendance in person or by proxy at any meeting to amend the constitution.
4. Approval of any amendment proposal requires a two-thirds (2/3) majority vote of the membership present.

PART XIII

General

1. The motto of the Association shall be: "LABOR OMNIA VINCIT".
(Labour conquers all)
2. The logo of the Association shall be:



PART XIV

Disposal of Accumulated Assets

1. If the Association is dissolved, eighty percent (80%) of its assets shall be forwarded to St. Jago High School in Jamaica and the remaining twenty percent (20%) of said assets shall be donated to a charitable organization in Toronto.

APPENDIX A

ROBERT'S RULES OF ORDER

A set of established rules for the orderly and systematic conducting of business and discussions to reach decisions in an efficient and democratic manner.

GUIDELINES FOR MEMBERS:

- The presiding officer is called "the chair" and uses this phrase rather than "I". During meetings, the President or Vice-President when presiding is called Mr. or Madam President but the presiding officer is addressed as Madam or Mr. Chair.
- To obtain the floor, rise or raise a hand and wait for the chair to nod in recognition or say "The chair recognizes Mr....." Do not interrupt business at hand (except under special circumstances) and do not speak until recognized.
- When two or more rise at about the same time to obtain the floor, the member who rose and addressed the chair first, (after the floor was yielded) is entitled to be recognized. Anyone who rises before the floor is yielded is not recognized ahead of those who wait to rise and address the chair after the floor is yielded.
- It is out of order to stand for recognition when the floor is assigned to someone else.
- Although a member may vote against his/her own motion, if he/she has a change of mind during debate, the member may not speak against that motion.
- Even after a motion to adjourn has been passed, the meeting is not over until the President says "The meeting is adjourned." It is courteous to remain seated and quiet until then.

ROBERT'S ORDER FOR A MEETING

1. Call to order
2. Introduction of new members
3. **Roll Call**
4. Reading and approval of minutes
5. Reports of officers and committees
6. Reports of Special Committees
7. Special Orders
8. Unfinished Business and General Orders
9. New Business
10. Good of the Order
11. Announcements
12. Program
13. Adjournment