

ASCOT HIGH PAST STUDENTS ASSOCIATION (AHPSA)

THE CONSTITUTION

Article I: The Name, Colour and Address:

Section 1: The name of the association is Ascot High Past Students Association (AHPSA) hereinafter referred to as “association”.

Section 2: The colour of the association shall be the colours of Ascot High School hereinafter referred to as “school”.

Section 3: The name, colour and song of the association shall only be changed or amended by the manner prescribed for amendments in this constitution.

Section 4: The address of the association shall be Sector 1 North, Greater Portmore, Portmore, St. Catherine, Jamaica.

Article II: The Objectives of the Association:

Section 1: The objectives of the association shall be:

- a) Participate in school governance to ensure that the affairs of the school are administered in the best interest of all stakeholders
- b) Be involved in all areas of the life of the school to build school culture and develop school pride
- c) Contribute to the improvement of the school’s infrastructure and curricular and co-curricular programmes
- d) Assist the school administration in achieving the vision and executing the mission of the school by pursuing initiatives targeted at student academic, personal and social development and build the capacity of all other stakeholders to serve the school community effectively
- e) Provide financial support to the school administration through various fundraising initiatives
- f) Build the networking capacity of the school and its members

Section 2: Any change to the aforementioned objectives must be approved by the executive body after it had been given at least one week’s notice.

Section 3: Notices of change in association’s objectives may be submitted to the executive body in writing in the manner prescribed by the executive body.

Article III: The Membership of the Association:

Section 1: There shall be two types of membership in the association:

- a) **Full membership** which shall be granted to any person who is at least eighteen (18) years old, attended the school and has paid the membership fee stipulated by the executive for full members
- b) **Associate membership** which shall be granted to any person who is at least 18 years old, a member of the school community and has paid the membership fee stipulated by the executive for associate members

Section 2: A full member has the following rights and privileges:

- a) The right to vote in any matter or business of the association at any meeting of the association including but not limited to elections, transacting business, and making decisions;
- b) The right to be eligible to be nominated for posts as officers of the association and be eligible for appointment to any committee of the association;
- c) The right to participate in any activity of the association and to access association documents as determined by the executive body;
- d) The right to receive all benefits of the association and to be first priority over all non-members in all activities of the association
- e) The right to make any proposal of any change to the constitution, the ethics code, or rules of the association in the manner prescribed by this constitution;
- f) The right to be given at least one week's notice of any action that is about to be taken against him or her and the right to appeal that incoming action; that is, to defend him/herself at a special meeting of the executive council;
- g) The right to withdraw his or her membership from the association;

Section 3: An associate member has the following rights and privileges:

- a) The right to vote in any matter or business of the association at any meeting of the association limited to approval of business transactions, and making decisions not related to appointment and/or election of officers;
- b) The right to be eligible for appointment to any committee of the association;
- c) The right to make any proposal of amendment to the constitution, the ethics code, or rules of the association with the support of at least one full member or two other associate members;
- d) The same rights as detailed in section 2 paragraphs f and g of this article

Section 4: A member has the following responsibilities:

- a) To attend all meetings of the association;
- b) To participate in all activities of the association;

- c) To adhere to all rules, codes, and norms of the association;
- d) To respect all officers of the association;
- e) To pay all required and outstanding dues or monies owed to the association;

Section 5: A member may lose his or her membership status if he or she is deemed not to be in good standing with the association. A member shall lose his or her membership after:

- a) (For the purposes of this section, good standing is defined as the criteria set by the executive body outlining the characteristics of a good member)
- b) Having been notified by the secretary, at least one week before it is taken to the executive body, that he or she is not performing up the standards of a member, and
- c) Being notified by the secretary that the executive body, who shall inform the secretary of the action, has terminated his or her membership.

Section 6: The membership of the association shall meet at least once per month at a place and on date and time as determined by the executive body. Notwithstanding the president shall have the authority to convene a meeting of the membership at any time and place he or she deems it appropriate so to do.

Section 7: The majority of members present at any meeting shall reserve the right to transact business, make decisions, and take any action that the membership is required to take.

Article IV: The Election of Officers, Titles and Duties:

Section 1: The officers of the association shall be elected by the membership at a meeting convened to do so each year in the month of August.

Section 2 Only members of the association who are in good standing by August 1 in the election year shall be eligible to be nominated and to vote:

- a) The president shall announce the day in the August when the elections shall be convened;
- b) The elections shall be presided over by an associate member approved by the executive body;
- c) A member may decline after having given an acceptable reason to the person presiding over the elections.
- d) If an irregularity occurs during the process of the elections, the person presiding over the elections shall determine whether to re-do the elections or not. However, if there is an established breach of the constitution during the process of the elections, the elections shall be

considered null and void and a new date for re-doing the elections must be announced by the president.

Section 4: The beginning of the association's administrative year is September 1 and the end of the association's administrative year is August 31. The new officers will assume duty on September 1 following the date of the elections;

Section 5: The main officers of the association are the president, the first vice president, the second vice-president, the secretary, assistant secretary, the treasurer, assistant treasurer and the public relations officer:

- a) The president shall; call the meetings to order at the appropriate time, preside at all meetings, preserve order at all meetings and decide all questions of order, state and put all questions brought to the membership, sit on the school board and do all things that are incumbent upon a president;
- b) The first vice-president shall; preside at all meetings in the absence of the president; shall act in the event that the president's office becomes vacant; shall preside at membership disciplinary hearings; be chief arbiter of the constitution and shall be the chief judiciary officer; execute duties assigned to him or her by the president and do that which is incumbent upon a vice-president;
- c) The second vice-president shall; preside at meetings in the absence of the president or the first vice-president; act as first-vice-president in the event that the office of the first vice-president is vacant; assist the president and first vice-president; perform duties assigned to him/her by the president and/or the first vice-president and do that which is incumbent upon a second vice-president;
- d) The secretary shall; keep accurate records of the proceedings of each meeting and all business of the association; keep up to date records of the attendance of the membership; execute those duties assigned to him or her by the president and do that which is incumbent upon a secretary;
- e) The assistant secretary shall assist the secretary in all his or her duties, act as secretary in the absence of the secretary, execute duties assigned to him or her by the president or the secretary and do that which is incumbent upon an assistant secretary;
- f) The treasurer shall; have control over all monies collected and spent by the association; keep an accurate record of the association's income and expenditure; record and report on the association's fundraising activities; keep, chair and coordinate all fundraising committee of the association and do those duties as is incumbent on a treasurer;
- g) The assistant treasurer shall assist the treasurer in all his or her duties, act as treasurer in the absence of the treasurer, execute duties assigned to him or her by the president or treasurer, keep a record of the fines of each member, and do that which is incumbent upon a secretary;

- h) The public relations officer shall represent the association in any forum; promote the association on social media platforms and/or coordinate all such promotions; promote the presence of the association in the school and in the community; coordinate all marketing campaigns; build and maintain networks; report to the executive and club membership communications from other organizations and do that which is incumbent upon a public relations officer.

Section 6: The duration of all offices of the group shall last for one administrative year except in the following situations:

- a) The officer has submitted in writing to the executive body his or her resignation from the office, OR
- b) The officer has been dismissed by the executive body owed to his or her failure to comply with the standards of performance set by the executive body, OR
- c) The officer has become unable to execute the duties of his or her office owed to several factors such as migration, illness, lack of time, disciplinary actions or death;

Section 7: In the event that an office becomes vacant by reasons outlined in section 6 of this article:

- a) The president shall appoint an individual to act until the elections for the vacant office are accomplished;
- b) The president shall notify to the association of the vacancy and advise the executive body not more than two (2) weeks than he has appointed the substitute to select a permanent replacement;
- c) In the case that three or more offices become vacant an election shall be called by the president in the manner prescribed by this constitution. These replacements shall terminate their duties on August 31 of the election year.
- d) If the offices become vacant 2 weeks before August in the election year, then the president may ask individuals to fill those posts until the elections are held.

Section 8: No person shall be allowed to serve in the same office for more than five (5) consecutive terms. However, after serving 5 consecutive terms and taking at least 2 administrative years break from that office, he or she may occupy the said office in the future.

Article V: The Executive Body

Section 1: The executive body shall consist of the president, the first vice president, the second vice-president, the secretary, assistant secretary, the treasurer, the public relation

officer and an associate member nominated by the associate members and it shall oversee all the business of the association.

Section 2: The president shall be the chairperson of the executive council.

Section 3: The executive body shall make, amend, and annul any law of the association's bylaws, ethical code and operations of the association in the manner prescribed by this constitution or by the manner prescribed by the various laws.

Section 4: The executive body shall be the supreme arbitrator in any conflict and shall be the supreme interpreter of the constitution, and it reserves the right to overrule the chief judiciary officer/arbiter in the any matter regarding any rule/law/regulation of the association, but it shall only overrule the chief arbiter by at least 5 votes.

Section 5: Except for the provisions outlined in Section 4 of this article, the majority of the members of the executive body present at any meeting shall reserve the right to transact business, make decisions, and take any action that the executive body is required to take.

Section 6: Any member of the executive body may propose a resolution/idea/rule/regulation/amendment to the constitution or association's bylaws/ethical code to be approved by the executive body without giving prior notice. A transaction of the executive council is made outside of a meeting after:

- a) The person proposing the resolution/idea/rule/regulation/amendment has notified all members of the executive body of the proposed resolution/idea/rule/regulation/amendment, and
- b) The proposal is written, and
- c) At least 5 members of the executive council have affixed their signature to the proposal showing their approval.

Section 7: The executive body must meet at least once in each month. The president may call an executive council meeting at his discretion, or at least three members of the executive body may call a meeting after having approached the president.

Article VI: Bylaws and Ethical Code:

Section 1: The association shall have bylaws and Ethical code which outline the conduct and dress code of members, dues and admissions fees, time procedures for conducting business of the association, the criteria for admission and termination of membership, the rules for amending bylaws, and anything they may deem fit to put in the laws so as to promote the good and welfare of the association.

Section 2: Any law in the association bylaws that conflicts with the constitution shall be null and void.

Section 3: The executive body reserves the right to add or amend the association bylaws.

Articles VII: Amendment to the Constitution:

Section 1: An amendment to the constitution is made after:

- a) The executive body has received a proposed amendment at least 1 week in advance before it meets and has approved it, and
- b) A vote of at least the majority of the membership present has accepted the proposed amendment(s) at any meeting of the membership, after having received at least one week's notice to consider the proposal.

THE RATIFICATION OF THE CONSTITUTION OF ASCOT HIGH PAST STUDENT ASSOCIATION.

This constitution is hereby ratified by at least two thirds of the membership of the association. We the members of the aforesaid association hereby adopt **The Constitution of the Ascot High Past Students' Association**, which shall become effective on January 1, 2022. We intend to respect the rules and regulations it contains so as to promote the well fare of our association. Therefore, we have signed this document showing that this constitution shall be the principal law of our association in conducting our selves, making transactions and carrying out our business.

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