



Queen's College Old Students' Association

(GUYANA)

CONSTITUTION

1. NAME

The name of the Association shall be THE QUEEN'S COLLEGE OLD STUDENTS' ASSOCIATION (GUYANA), hereinafter referred to as *the Association*.

2. OBJECT

The object of the Association shall be to bring together former students as well as staff and friends of the **Queen's College of Guyana**, hereinafter referred to as *the College*, in order to help preserve and foster the special character of the College and to provide various forms of assistance to the College, including the organising of fund-raising activities for the benefit of the College and any charitable purpose connected therewith.

3. MEMBERSHIP

- 3.1 Membership of the Association shall be open to former pupils and staff (present and past) of the College and to friends of the College.
- 3.2 Admission of the former students and staff of the College to membership of the Association shall be by payment of the annual subscription at the time of admission.
- 3.3 Friends may be admitted to membership of the Association on the approval of the Management Committee through sponsorship in writing by two members of the Association at least one of whom must be a former student or member of staff (present or past). Friends so admitted can have honorary status only.
- 3.4 The Association, having regard to its object, shall recognise and deem to be members of this Association, such members of Queen's College Old Students' Overseas Chapters.

4. COMMITTEE OF MANAGEMENT

- 4.1 The Committee shall comprise:- The President, Immediate Past President, Two (2) Vice-Presidents, The Headmaster/Headmistress, a Secretary, a Treasurer, an Assistant Secretary/Treasurer, a Public Relations Officer, A Physical Educator & Sports Advisor, and six (6) ordinary members.



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- 4.2 The Headmaster shall be an ex-officio member of the Committee, and the Parent-Teachers Association of the College shall be free to nominate a representative to sit on the Committee.
- 4.3 A term shall be one (1) calendar year.
- 4.4 Five (5) members of the Committee shall constitute a quorum.

5. POWERS OF THE COMMITTEE

5.1 The Committee shall be empowered to:

- (i) Make Rules for the running of the Association, and set the level of membership subscriptions provided that such measures are ratified by the membership at a General Meeting;
- (ii) Appoint such standing and *ad hoc* sub-committees as may be required from time to time;
- (iii) Devise strategies and execute such projects or programmes, in consultation or collaboration with the Ministry of Education where necessary, as would advance the education and welfare of the students of the College;
- (iv) Plan, organise and direct such activities as are consistent with the pursuit of the Object of the Association;
- (v) Initiate, constitute, and administer a fund whose monies are to be held in trust for the use and benefit of the College and, in any event, to have the Association recognised as an official charitable organisation;
- (vi) Ensure that in its fund-raising activities the Association does not indulge in any form of permanent trading to satisfy the charitable objects of the Association;
- (vii) Manage the affairs of the Association in areas not specifically mentioned or defined above and not repugnant to the Object of the Association.
- (viii) Ensure adequate participation by replacing its members who are absent without excuse for three consecutive meetings. Such replacements shall be nominated and voted for at an Executive Committee meeting. Similarly, a vacancy on the Executive arising from any other reason shall be filled in like manner.



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5.2 The Committee shall meet once a month.

6. THE ANNUAL GENERAL MEETING

6.1 The Annual General Meeting (AGM) shall be held in the month of March

6.2 Notice of the AGM shall be sent to members at least seven (7) clear days before the meeting, and there shall be a press announcement of the said meeting fourteen (14) clear days before the said meeting.

6.3 A quorum at the AGM shall not be less than twelve (12) members in good standing.

6.3A: In the event that there is not a quorum of members present at the time advertised for the start of the AGM, then those assembled shall wait for another 30 minutes and if there is still not a quorum present, then the Meeting shall be adjourned to a time and place determined by those present and the quorum required at that Meeting shall be five (5) members.

6.4 The business of the AGM shall include:

- (i) Adoption of the minutes of the previous AGM and intervening extraordinary General Meetings.
- (ii) Receiving reports on functions and activities.
- (iii) Adoption of the Statement of Accounts of the Association and the report thereon submitted by the Association's auditors.
- (iv) Election of office-bearers.
- (v) Appointment of the Auditors (2) who shall not be members of the Association.
- (vi) Notice of motions which must reach the Secretary forty-eight (48) hours before the time appointed for the meeting.

6.5 The AGM shall be presided over by the President, or in his absence, one of the Vice-Presidents, and failing him, by a member of the Committee according to rank.

7. EXTRAORDINARY GENERAL MEETING

7.1 By the order of the Committee or on receipt of a written request, which shall state the purpose for which the request is made, signed by at least twelve (12) members, the Secretary shall call an Extra-Ordinary General Meeting (EGM).



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- 7.2 The rules governing the issuance of notices of EGMs shall be as in clause 6.2 except that the period of notice shall be forty-eight (48) hours. An EGM must be convened by the Secretary within ten (10) days of receipt of a valid request for the same; but the Secretary shall be under no obligation to summon an extraordinary general meeting if, at the time of his receipt of the requisition, the AGM is ten (10) days hence.
- 7.3 A quorum at an EGM shall be as for an AGM (Vide: clause 6.3.)
- 7.4 No business, save and except that for which the Extraordinary General Meeting has been called, shall be transacted at that meeting.

8. AMENDING THE CONSTITUTION

- 8.1 This Constitution may be amended only at an AGM or at an EGM specially called for that purpose. Amendments may be proposed by the Committee or by members of the Association. An amendment shall be deemed to be carried only if at least two-thirds of members present vote in favour of it.

9. DEFICIENCY IN CONSTITUTION: Procedure

Where the rules are silent on matters of procedure, the Chairman shall be guided by the settled rules of parliamentary procedure or practice.