

## The Constitution

of

### Haile Selassie High School Alumni Association (Canada Chapter)

#### **Mission and Goals:**

The mission of the Haile Selassie High School Alumni Association (Canada Chapter) is to preserve and promote fellowship amongst present and future alumni as well as support and strengthen the school's mission for the benefit of its current students.

The goals of the Association are:

- To provide financial assistance and support to Haile Selassie High School and its students through, for example, the granting of scholarships and bursaries; supporting the academic, and vocational activities of Haile Selassie High School and its students and making gifts for the benefit and use of Haile Selassie High School and its students;
- To support and undertake class and school reunions and other similar events celebrating the school, its students and its alumni;
- To communicate with Haile Selassie High School Alumni for the purpose of keeping them informed about the current activities of the school and providing a means for them to communicate with each other; and
- To collect monies, by way of fees, donations, fundraising activities or otherwise and to accept gifts, legacies, devises and bequests and to hold, invest, expand or deal with these funds to further the purpose of the Association;
- To develop, coordinate, and maintain the Haile Selassie High School Hall of Fame;
- To promote, support, endorse, sponsor or engage in any activity or to give any assistance incidental to or necessary to achieve any of the goals above.

#### **Name:**

The name of the Association shall be the Haile Selassie High School Alumni Association (Canada Chapter), hereinafter referred to as HSHS Alumni Association or "The Association".

## **Membership:**

Membership shall be open to any former or past student of the school who:

- a. Has graduated; or
- b. Belong to a graduating class; or
- c. If not a graduate or if not belonging to a graduating class was enrolled for at least three full academic year at the school in good standing and is no longer a student or capable of being a student at the school
- d. Notwithstanding paragraph “a”, “b” and “c”, any former student who has a proven record of enrollment for less than three full academic year may be admitted as a member of the Association at the discretion of the Association.

## **Governance:**

There shall be an Executive Committee, elected by the membership of the Association according to the By-Laws and which shall be responsible for establishing policies, plans and procedures for the Association.

## **Officers:**

There shall be the following elected officers:

- President
- Vice-President
- Secretary
- Treasurer

## **Co-option:**

A majority of the elected officers may co-opt no more than two other members to the officer-corps who shall be assigned specific responsibility.

### **Committees:**

The Executive Committee may established either ad-hoc or standing committees for the effective running of the business of the Association.

Such Committees may be established to deal with, among any other matters, any of the following:

- a. Finance and Administration;
- b. Scholarships and bursaries;
- c. Membership;
- d. Public Relations and Communication;
- e. Projects and fundraising;
- f. Awards and Recognition, and;
- g. Any other business incidental or consistent with the mission and goal of the Association

### **By-Laws:**

The Association shall establish By-Laws detailing governance that cannot be changed without previous notice.

### **Rules of Order:**

The rules contained in Robert's Rules of Order Revised shall govern The Association in all cases to which they are applicable, and in which they are not inconsistent with this Constitution and any by-laws made thereunder.

### **General Meeting:**

The Association shall have a Meeting between the first day of January and the end of March on a biennial basis.

### **Amendments to Constitution:**

This Constitution can be amended at any properly constituted Meeting by a majority vote of the members present provided that there was notice to each Association active member and a written statement of the proposed amendment 30 days prior to the biennial General Meeting.

# **Haile Selassie High School Alumni Association (Canada Chapter)**

## **By-Laws**

### **1. Executive Committee**

1.1 There shall be an Executive Committee established from The Association Membership. The Executive Committee shall consist of at least four Haile Selassie High School Alumni. There shall be an additional honorary position reserved for the standing principal of the school or his/her designee.

1.2 The Executive Committee shall hold at least three (3) meetings per year at such time and place as the committee shall determine.

1.3 Special meetings of the Executive Committee may be called by the President on ten (10) days' notice to each officer.

1.4 The Executive Committee shall be responsible for the day-to-day running of the Association between General Meetings and its decision unless overturned by the General Meeting shall bind the Association.

1.5 In the intervals between meetings of the Executive, the President along with the Secretary of the Association may refer and submit to the members of the Executive Committee, definite questions relating to the affairs of the Association, which require immediate action on the part of the Executive Committee. The result of any such round-robin decision of the Executive Committee shall bind the Executive Committee.

1.6 All decisions of the Executive Committee is deemed to be ratified by the Associations Membership unless overruled by a majority decision of the General Meeting or two-third of the membership of the Association in the absence of the General Meeting.

## 2. Officers

2.1 The officers of the Association shall be as follows:

President

Vice-President

Secretary

Treasurer

A maximum of two co-option by the Officers

One nominee of the Standing Principal of the School

## 3. Powers and Duties of Executive Committee

3.1 The Executive Committee shall:

- (a) Transact the general business of The Association;
- (b) Establish major administrative policies governing the affairs of The Association's growth and development including setting and collecting dues for the organization;
- (c) Provide for the payment of legitimate expenses and for the annual auditing of all books of account;
- (d) Ensure that The Association remains focused on the mission and goals established by the Constitution;
- (e) Ensure sound and prudent financial, administration and program management of the Association.

3.2 The Executive Committee shall have all the power to transact business of an emergency nature between Committee meetings. All transactions of this body shall be reported in full at the next regularly scheduled meeting of the Executive Committee.

#### 4. Powers and Duties of Officers

4.1 In addition to the following specified powers and duties, the powers and duties of the officers shall be such as the membership of the Association prescribes in General Meetings:

##### 4.2 President

- (a) The President shall preside at all the meetings of The Association and with the assent of the Secretary or any other elected Officer, may call special meeting;
- (b) The President shall serve as the official liaison of the Association;
- (c) The President shall have overall responsibility for the financial and program management of the Association;
- (d) The President shall signify is no-objection to the annual budget presented to the Association after consultation with the Treasurer;
- (e) The President shall have overall responsibility for policy direction and development;
- (f) The President shall be responsible to ensure that business of the association is conducted in accordance with its objects as contained the Constitution of the Association;
- (g) The President shall ensure that affairs of the Association are managed in accordance with its objects contained in the Constitution of the Association and the provisions of the Bye-Law;
- (h) The President shall ensure the implementation of policies formulated by the Executive Committee and the Association in meetings.

#### 4.3 Vice President

- (a) The Vice President shall serve in the absence of the President and shall chair all properly constituted meetings of the Association in the absence of the President;
- (b) The Vice President shall perform any other duties as assigned by the Executive Committee or the Association.

#### 4.4 Secretary

- (a) The Secretary, in collaboration with the President and subject to the general direction of the Executive Committee shall ensure compliance of the provisions of any statutory requirements, the constitution and bye-laws of the Association;
- (b) The Secretary shall prepare the agenda for meetings and other documents for meetings of the Association in consultation with the President;
- (c) The Secretary shall, at the direction of the President, the Executive Committee or the Association to arrange and to call and hold meetings of the Association and to prepare a correct record of proceedings;
- (d) With consultation of President, to prepare for the general meetings of the Association and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof;
- (e) The Secretary shall ensure filling of various documents/returns as required under the provisions of any statute;
- (f) The Secretary shall ensure proper maintenance of books and registers as required;
- (g) The Secretary shall issue notice and agenda of meetings to members;
- (h) The Secretary shall record the minutes of the proceedings of meetings;

- (i) The Secretary shall assist in the implementation of the policies formulated by the Association and its organs;
- (j) The Secretary shall maintain current and accurate membership records.

#### 4.5 Treasurer

- (a) The Treasurer shall ensure that the finances of the Association are properly handled in accordance with its objectives;
- (b) The Treasurer shall ensure that the Association has written Financial Procedures and these procedures are adhered to in practice;
- (c) The Treasurer shall ensure that there is an adequate financial recording and control system in use;
- (d) The Treasurer shall keep up to date records of all the Association's finances;
- (e) The Treasurer shall report to the Officer Corps and Executive Committee regularly on the financial position of the Association. Such report should be a written report, preferably monthly but at least once a quarter;
- (f) The Treasurer shall prepare the year-end accounts or provide the necessary information for the accounts to be prepared;
- (g) The Treasurer shall ensure that the accounts are audited or examined by an Independent Examiner and they have all the records that they require to carry out their inspection;
- (h) The Treasurer shall present the year-end Financial Report at the General Meeting;
- (i) The Treasurer shall undertake financial planning, produce a budget for both income and expenditure and carefully monitor throughout the year the actual income and expenditure against that budget;
- (j) Regularly assess risks and whether and how such risks should be mitigated;



- (k) The Treasurer shall assume a leadership role in the Organs of the Association or initiatives related to financial matters and The Treasurer shall implement and monitor specific financial controls and systems accordingly and Chair the finance committee in line with standing orders and terms of reference, and report back to the Executive Committee.

## 5. Election and Tenure

- (a) The Officers of the Association shall be elected for a term of two (2) years.
- (b) Nominations of officers shall be made from the fully paid-up membership roll of the Association of members in good standing.
- (c) The nominations shall be communicated to The Association membership no later than fourteen (14) days prior to the general meeting at which the elections are to take place.
- (c) Election of officers shall be by secret ballot at the biennial General Meeting.

## 6. Resignation and Replacement

- 6.1 In the event of death, resignation, or when for any reason, there occurs a vacancy of any office, including membership of the Executive Committee, such vacancy shall be filled by the Executive Committee of the Association. These appointments stand for the unexpired term of the predecessor to that office. In the case of the resignation or replacement of the President of the Executive Committee, the Vice-President will become President and the Executive Committee will proceed with the appointment of the Vice-President.

## 7. Quorums

7.1 Three (3) members of the Executive Committee, one of which must be the President or Vice-President, must be present for the transaction of any business at a meeting of the Executive Committee.

7.2 Twenty-five (25) members or 25% of fully paid members in good standing of the Association must be present to conduct a General Meeting of the Association.

7.3 Three (3) members of any standing or special committee shall constitute a quorum for the transaction of business.

## 8. Alumni Membership and Dues

8.1 Categories of membership may be established by the Association including but not limited to honorary and/or lifetime membership.

8.2 Without prejudice to the above, the Executive Committee may recommend categories of membership.

8.3 Varying categories of membership may be accorded different rights, privileges, duties, responsibilities and obligation as the Association may see fit.

8.4 The Annual dues received from all categories of membership of The Association shall be determined by the Executive Committee. Annual dues for membership are due by February 1 of each year.

8.5 All dues paid to Association by the Constituent Association or chapter shall be accompanied by a classified list of the members for whom dues are paid and certified by the President and Treasurer of the local constituent association.

8.6 Voting members of the HSHS Alumni Association shall be limited to those members in attendance and in good standing with the Association.

## 9. Fiscal Year

9.1 The fiscal year of the Association shall be January 1 through December 31.

## 10. Committees

10.1 Standing committees shall be composed of active members of The Association and shall assume duties as are specified in these By-Laws and such other duties as may be assigned by the Executive Committee.

10. Members of Committees shall be appointed by the Executive and shall serve until the election of Officers at General Meetings.

10.3 Subject to the approval of the Executive, Committees shall have the right to co-opt members and non-members with special skills, expertise or capacities.

10.4 Committee Chairmen are responsible for developing and presenting their terms of reference and action plan within the broad framework and scope of their assigned responsibility for approval by the Executive Committee

#### 10.5 Executive Committee

The Executive Committee shall consist of:

- (a) All elected Officers of the Association; that is, the Officers' Corps
- (b) No more than two but at least one member Co-opted at the discretion of the Officers after their election and not before their first meeting thereafter
- (c) At least one nominee by the Standing Principal of HSHS;

10.6 This Officers' Corps or the Executive Committee shall have all the powers to transact business between meetings of the Association. It shall develop the strategic plans for the Association and ensure policies and procedures are in place for the transaction of the Associations business. As officers, they will work as a team to further the mission and goals of The Association and the students of Haile Selassie High School. All transactions of this body shall be reported at the next regularly scheduled meeting of the Executive Committee.

#### Disqualification or Removal

#### 11. Removal of Executive Committee member, standing Committee member or general member

Any member of this Association may be removed by 2/3 vote of the membership at any meeting of The Association upon any of the following grounds:

- (a) Misconduct or behavior which might result in negative publicity of the organization:

- (b) Conduct, which may tend to interfere with the accomplishment of the objectives set to be accomplished by the organization;
- (c) Failure to perform duties of offices; and
- (d) Violation of the rules, regulation, orders, or By-Laws of this organization or violating any contract by or with this organization.

## General Meeting

12. A general meeting shall take place at least every two years not later than three (3) months after the end of the financial year.

12.1 The General Meeting is to be scheduled by the Officers between January and March in keeping with the above for the following business:

- (a) Receiving of final accounts
- (b) Report of Officers
- (c) Election of Officers
- (d) Taking of Resolution

## Conduct of Meetings

13. The rules contained in *Robert's Rules of Order* shall govern meetings of this Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

## Amendments

14..1 These By Laws may be amended at a general meeting of the Association, provided that written notice of said meeting shall have been sent to all paid up members in good standing at least thirty (30) days prior to date of meeting, which notice shall include the proposed amendment.

14.2 All printing of the By-Laws must include the date of the ratification printed on each page which is to include the total number of pages.

Know all men by these presents: That the undersigned Executive Committee President and Secretary do hereby certify that the above and foregoing By-Laws were duly adopted by the members of said Association as the By-Laws of said Association on the \_\_\_\_\_ day of December \_\_\_\_\_ and that they do now constitute the By-Laws of said Association.

| Name         | Title     | Signature |
|--------------|-----------|-----------|
| Bernard Lee  | President |           |
| Karen Weller | Secretary |           |