

**NAPARIMA COLLEGE  
ASSOCIATION OF  
PAST STUDENTS**



**-CONSTITUTION-**

Revised Passed: April 02, 2023

# **NAPARIMA COLLEGE ASSOCIATION OF PAST STUDENTS**

## **-CONSTITUTION-**

### **NAME AND OBJECTIVES**

1. The name of the Association shall be **THE NAPARIMA COLLEGE ASSOCIATION OF PAST STUDENTS.**
2. The objectives of the Association are –
  - a) To provide an Alumni Association for past students of Naparima College.
  - b) To undertake any activity designed to continue or bring past students of the College together in the fraternity enjoyed during their studentship days.
  - c) To assist the College in any way possible, financial or otherwise.
  - d) To promote interest in the College and its activities among members of the public.
  - e) To provide financial aid for deserving students of the College.
  - f) To provide mentoring and psychological aid to deserving students of the College, be it directly or via a third-party
  - g) To encourage and sanction the formation of Naparima College Association of Past Students International Chapter.



- h) Generally, to do all things which constitute the functions of an Alumni Association the world over.

## **MEMBERSHIP**

3. Membership in the Association shall be of four (4) classes- Life, Ordinary, Associate and Honorary.
4. Life and Ordinary Membership shall be open to all past students of the College.
5. Associate Membership shall be open to all members of the Teaching Staff, past and present, and persons in the Community who are recommended by a Life Member and approved by the Executive Committee of the Association.
6. Honorary Membership shall be members of repute of the community at large who shall be invited by the Executive Committee to such membership.
7. Application for Life, Ordinary and Associate Membership shall be made on the Form set out in Appendix 1 hereof.
8. Membership Fees shall be as follows –

**Life Membership – Three Hundred Dollars**

**Ordinary Membership – One Hundred Dollars per annum.**

**Associate Membership – Fifty Dollars per annum.**



Ordinary and Associate Members who pay a sum of Three Hundred Dollars in the aggregate during the course of their membership shall be entitled to Life Membership.

9. A Member whose membership fee shall be in arrears for a period of three months from the date due shall be deemed to be unfinancial and not in good financial standing.
10. An unfinancial member shall not be entitled to vote at any meeting of the Association nor shall he be eligible for election to any office of the Association or membership of the Executive Committee of the Association.
11. An unfinancial member may be restored to financial membership by paying any membership fee or other dues outstanding at any time.

## **OFFICERS OF THE ASSOCIATION**

12. The Officers of the Association shall be –

- a) President
- b) First Vice president
- c) Second Vice President
- d) Secretary
- e) Assistant Secretary
- f) Treasurer



g) Public Relations Officer

13. The Officers of the Association shall hold office for two years or until the Annual General Meeting next following the Annual General Meeting at which they were elected.

14. The President or in his absence, the Chairman, shall have a deliberate and casting vote at any Meeting at which under this Constitution he is entitled to preside.

## **THE EXECUTIVE COMMITTEE**

15. The Executive Committee of the Association shall consist of –

a) The Officers of the Association.

b) Ten Members in good financial standing elected at the Annual General Meeting.

c) The Principal, Vice Principal of the College (Ex Officio).

16. The authority and management of the Association shall be vested in the Executive Committee.

17. The Executive Committee shall have power to regulate its own procedure.

18. Any vacancy in the Executive Committee caused by the absence of any member due to illness or being abroad or for any other good and sufficient reason may be filled by Executive Committee on such conditions as appears to it fit and proper.



19. The seat of any member of the Executive Committee who is absent for three (3) consecutive meetings of the Committee without good and proper reason acceptable to the Executive Committee, shall be declared vacant by the President.
20. The Executive Committee shall meet on the third week in every month unless the Committee or the President or in his absence the First Vice President, shall otherwise direct. Such meeting shall be in person at the office of the Association or at such location previously agreed by the Executive and where permissible shall be held via a virtual platform to accommodate committee members unable to physically attend said meeting.
21. Notice in writing of every such Meeting stating the time and place of such Meeting and including the Agenda of the Meeting and the Minutes of the last preceding Meeting of the Executive shall be forwarded by the Secretary to every member of the Committee at least seven (7) days before the scheduled date of such Meeting.
22. Special Meetings of the Executive Committee may be called by the President or in the case of an emergency in his absence, by the First Vice President or on the written requisition of five (5) members of the Committee.
23. Executive Meetings shall be chaired by the President or in his absence by the First Vice President; or in his absence by the Second Vice President; or in their absence by a Chairman appointed by the Meeting.
24. The Executive Committee of the Association shall have power refer to a Disciplinary Tribunal any member of the Association who in its opinion has been guilty of conduct calculated to bring the Association into disrepute or who has refused to comply with any rule of the Association.



25. The Disciplinary Tribunal shall comprise three members of the Association (not being members of the Executive Committee) appointed by the Executive Committee. The Disciplinary tribunal –
- a) Shall have power to regulate its own procedure.
  - b) Shall afford the member referred to it a reasonable opportunity to be heard on the complaint preferred against him.
  - c) Shall have power to order the suspension or expulsion of the member.
  - d) Any member of the Association so suspended or expelled shall have a right to apply to the Executive Committee for reinstatement after a period of six months from the date of the said suspension or expulsion and the Executive Committee shall have power to deal with such application as it thinks fit and proper.
  - e) The decision of the Disciplinary Committee and the Executive Committee herein shall be final.
26. The quorum for an Executive Meeting shall be seven (7) members. If after the lapse of one hour from the schedule start of the Meeting a quorum is not present the meeting shall stand adjourned to the same time, date and place in the following week unless the President, if present, shall otherwise direct.
27. The Executive Committee shall present to the Annual General Meeting an Annual Report on the affairs of the Association for the period of its tenure.
28. The Executive Committee shall be the sole and final authority on any matter involving the interpretation of the Constitution of the Association and may in its discretion, make rulings on any matter on which the Constitution is silent.



28A. The Executive Committee shall at any Special General Meeting commission the formation of Sub-Committees in the following areas:

- a. Finance
- b. Social Outreach
- c. Sports
- d. Legal
- e. Events
- f. Public Relations
- g. And such areas as may be determined, and upon a vote of three fifths in favour, by the Executive Committee.

28B. Such committees shall carry out specific mandates as directed by the Executive Committee and shall:

- a) Consist of at least 1 member of the Executive Committee and no less than 4 members of the General Membership with the requisite skill, expertise and/or experience in the work mandated to the subcommittee.
- b) Provide reports and/or make recommendations to the Executive Committee, through its sitting Executive Member, on the various issues it is charged with overseeing.
- c) The chairman of the sub-committee shall be a member of the Executive Committee.
- d) Each Sub-Committee shall:





1. Appoint a Chairman at its first meeting. The Chairman of the sub-committee is to be appointed in accordance with Section 28B (c) above and for avoidance of doubt shall be a member of the Executive Committee.
  2. Appoint a Vice-Chairman who shall function as the Chairman in his absence
  3. Appoint a Secretary of the Sub-Committee who shall be charged with the following functions:
    - I. Keep a Roll of Members of that Sub-Committee and such other records as that Sub-Committee may direct.
    - II. Prepare the Agenda for all Sub-Committee Meetings and for all Meetings keep Minutes of all such Meetings.
    - III. Conduct all correspondence of the Sub-Committee.
- e) The sub-committees shall meet as and when required to effect the objectives of the Association and in any event the sub-committees shall meet at least every three (3) months.

#### 28C: THE FINANCE COMMITTEE

- a) The finance of the Association shall be administered by the Finance Committee in conjunction with the directives of the Executive.
- b) To assist in the financial needs of the Association and to ensure transparency in the accounting of the Association's income and expenditure.
- c) The finance committee shall advise the Executive on the expenditure that may be required



- d) Consider and make recommendations on a budget for the financial year to be submitted at the Annual or Special General Meeting
- e) Shall ensure that the financials of the Associations are completed in time for presentation at the Annual General Meeting.

#### 28D.THE SOCIAL OUTREACH COMMITTEE

- a) To assist members of the Alumni who are in need;
- b) To assist the Association in meeting its objectives;
- c) To assist Naparima College as and when called upon to so do.

#### 28E:THE SPORTS COMMITTEE

- a) To assist Naparima College in the management of the various sporting disciplines where necessary.

#### 28H:LEGAL

- a) To review and update the Constitution of the Association with consultation of the Executive and Membership as is necessary.
- b) To assist in effecting the objectives of the Association.
- c) To assist the Executive, the Association and Naparima College with legal issues that may arise and require legal assistance.



## 28I: EVENTS

- a) To provide assistance to the Association in the generation of funds to meet its objectives and to assist Naparima College.

## 28J: PUBLIC RELATIONS

- a) To keep the alumni informed of the dealings of the Association including but not limited to upcoming events.

## **THE PRESIDENT**

29. The President of the Association shall –

- a) Preside at all General Meetings and Executive Meetings of the Association and any other ad hoc meetings which it may be necessary to call at any time for any reason.
- b) Have a deliberate and casting vote at any Meeting over which he presides.
- c) Have the power to refer to the Disciplinary Tribunal at Section 25 above, any officer of the Association for failure to carry out the instructions of the Executive Committee.
- d) In the absence of the President being abroad or in the event of his incapacity due to illness, the First Vice President or in his absence, the Second Vice president, shall act in the place of the President and when so acting shall have all the powers and may perform all the duties of the President.

## **THE SECRETARY/ ASSISTANT SECRETARY**

30. The Secretary of the Association shall –



- a) Keep a Roll of Members of the Association and such other records as the Executive Committee may direct.
- b) Prepare the Agenda for all Executive Committee Meetings and for all General Meetings and keep Minutes of all such Meetings.
- c) Conduct all correspondence of the association.
- d) For General Meetings – Forward to every Member of the Association written Notice of such General Meeting stating the time, date and place and with the Agenda annexed at least seven days before the scheduled date of such General Meeting.
- e) For Executive Committee Meetings – Forward to every Member of the Executive Committee written Notice of such Meeting stating the time, date and place and with the Agenda annexed at least seven (7) days before the scheduled date of such Executive Committee Meeting.
- f) In an emergency when time does not permit for the Executive Committee to meet or its members to be consulted, to take action after agreement with the President or if he is unavailable, with the First Vice president and four (4) other members of the Executive Committee; and in every such case, he shall inform the Executive Committee of the action taken at its next following Meeting.

31. The Assistant Secretary shall –

- a) Assist the secretary in the performance of his duties.
- b) Carry out the duties of the secretary in his absence.



- c) Do all such acts and things, as may be directed by the Executive Committee.

## **THE TREASURER**

32. The Treasurer shall –

- a) Receive all monies paid to the Association and be responsible for such monies until it is lodged with the Association's Bankers.
- b) Keep proper records of all receipts and disbursements of monies and present financial Statements to the Executive Committee from time to time or as it shall direct and at least four (4) weeks before the Annual General Meeting, present an Income and Expenditure Account and Balance Sheet as at the end of the financial year.
- c) Submit for audit when required by the Executive the accounts, books, vouchers and all other financial records of the Association to the Auditor or Auditor appointed by the Executive Committee and present upon receipt the Auditor's Report to the next following Meeting of the Executive Committee.

## **FINANCIAL**

33. The financial year of the Association shall be from September 01 to August 31.

34. The Executive Committee shall have power to impose levies.

35. The Bankers of the Association shall be RBC Royal Bank or any other recognized bank approved by the Executive Committee.



36. Cheques and other Orders for withdrawals of monies shall be signed by the treasurer and the President or the first Vice President or the Secretary.
37. The Executive Committee shall have power in its discretion to invest the funds of the Association in safe interest-bearing Funds at recognized Banking Institutions.
38. No person unless specially authorized by the Executive Committee and acting within the limits of the authority so conferred shall enter into any contract or any other transaction so as thereby to impose any liability on the Association or otherwise to pledge the credit of the Association.
39. The Association shall have power upon the resolution of the Executive Committee to borrow money from a recognised Financial Institution at an interest rate to be in line with the current lending rates, for the furtherance of its objectives. Any sums in excess of one hundred thousand dollars (\$100,000.00) shall be brought before the Alumni at a Special General Meeting to be approved.
40. The income and other property of the Association whenever derived shall be applied solely towards the promotion of the objectives of the Association.
41. Any financial member of the Association may inspect the financial records of the Association upon giving fourteen (14) days' notice in writing to the Secretary or the Treasurer.

## **GENERAL MEETINGS**

42. General Meetings of the Association shall be Annual or Special General Meetings.
43. The Annual General Meeting of the Association shall be held on the third Saturday in September of each and every year and shall be held in a hybrid manner (inclusive of in-



person attendance and virtual attendance) in furtherance of the objectives of the Association.

44. Annual General Meetings shall be chaired by the President or in his absence by the First Vice President or in his absence by the Second Vice President; or in their absence at the end of thirty minutes after the scheduled start of the Meeting, by a Chairman appointed by those present and eligible to vote at such Meetings.
45. The Chairman at any Annual General may with the consent of the Meeting, adjourn any business to another date and time but so that no business shall be dealt with at such adjourned Meeting other than the business which was so adjourned.
46. The quorum at any General Meeting shall be twenty-five (25) members of the Association in good financial standing at the start of such Meeting.
47. Only matters appearing on the Agenda shall be dealt with at any Annual General Meeting but the Chairman shall consider and, allow, where practical, any new matter to be raised and dealt with on a two-thirds resolution of members present.
48. A Special General Meeting shall be called by the Secretary of the Association
  - a) On the direction of the President
  - b) On the written request of a majority of members of the Executive Committee or
  - c) Upon the written request of fifteen members of the Association in good financial standing at the time of such written request.



- d) The business at any Special General Meeting shall be limited to the matter(s) stated in the Agenda or such Meeting.

## **VOTING**

### **THE ELECTION COMMITTEE**

48A. (1) There shall be established for the conducting of voting at Annual General and Special General Meetings an Election Committee

(2)The composition of the Election Committee shall be the Principal or Vice-Principal of Naparima College (including Acting positions) who shall serve as the Chairman of the Election Committee; a member of the Alumni in good financial standing and an impartial member to be jointly agreed by nominated persons for the position of President of the Association.

(3)The Election Committee shall commission such assistance as may be necessary to assist in the conducting of Elections.

(4)Where possible the Election Committee shall deliver the results of any Elections on the date the Elections was held and in the event such is unable to be done those results shall be delivered the day after the Elections was conducted.

### **NOMINATION OF CANDIDATES**

48B.(1)Nominations for election to the Executive of the Association must reach the Secretary fourteen (14) days before the date of the Annual General Meeting at which officers are to be elected. These must be made known to the Association and Alumni at least seven (7) days before the date of the AGM at which officers are to be elected.





(2) If no nominations are received by the stipulated date for any office or if a person nominated for an office declines and there are no other nominations, the meeting can decide by a simple majority vote to accept nominations at the meeting.

(3) All nominations must have a proposer and seconder. Only full members of the Organization are entitled to make nominations.

## **METHOD OF VOTING**

48C. (1) Voting at all Elections within the Association and in particular at all Annual General and Special General Meeting shall be by secret ballot.

(2) The conducting of the secret ballot voting shall be permitted via in person voting and via online platforms such as Zoom voting or Survey Monkey or such other online platform as the Election Committee may decide upon.

(3) Persons who wish to vote via the online platform shall notify the Association of same not less than two (2) weeks prior to the scheduled date of Election and shall provide information as may be required for such registration.

## **DISSOLUTION**

49. The Association shall not be dissolved except on the resolution by secret ballot of five-sixths of the financial members present at a Special General Meeting called for that purpose

50. Upon dissolution of the Association and after the satisfaction of all debts and liabilities, any monies remaining to the credit of the Association shall be donated to Naparima College, San Fernando.



## **AMENDMENT OF RULES**

51. Any addition, alternation or amendment to the Constitution of the Association shall be effective on a three-fourths resolution at a General meeting of the Association provided that at least twenty-eight (28) days prior Notice in writing of such resolution is given to the Secretary by the member proposing such addition, alternation or amendment and further, provided that at least fourteen days written Notice of the said General Meeting is forwarded to members of the Association in good financial standing at the date of such latter Notice.

## **GENERAL**

52. All act done by any meeting of the Executive Committee or any other Committee or by a member of the Executive or other Committee shall notwithstanding that it shall afterwards be discovered that there was some defect in the appointment or election of any such Executive or other Committee or member or that they or any one of them were not qualified at the time of their appointment or re-election or had become disqualified, shall be as valid as if such Executive or other Committee or member had been duly elected or appointed and was qualified to act.

53. No member of the Executive or other Committee, Trustee or Officer of the Association shall be liable for any other member of the Executive or other Committee, Trustee or Officer, or for joining in any receipt or any other act of conformity or for any loss or expense happening to the Association or the Executive or other committee unless such loss or expense happens from his own wilful act or default.

54. The members of the Executive or other Committee, Officers of the Association and Trustees may be indemnified by the Association from all losses and expenses incurred by



them in or about the discharge of their respective duties at the discretion of the Executive Committee except such as happened from their own respective wilful act or default.

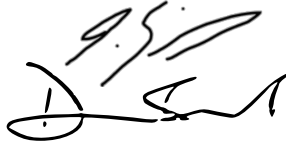
55. No decision taken at any General Meeting or the Executive Committee of the Association shall be reconsidered by the Association or Executive Committee within thirty (30) days of the Alumni being made aware of such decision, without prejudice however to any right of appeal or challenge permitted by this Constitution.

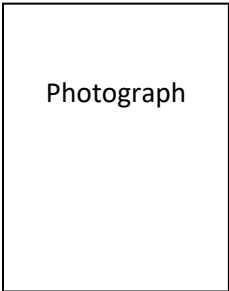
56. Notice may be served upon any member either personally or by transmission by post to the last known address of such member. Any Notice if served by post shall be deemed to have been served on the seventh day following that on which it was posted unless it is proved that such Notice was not received.

Revised: Passed at the Special General Meeting held on the 2<sup>nd</sup> day of April 2023

President: Joel Simmons

Secretary: Damian Baboolal





**NAPARIMA COLLEGE ASSOCIATION OF  
PAST STUDENTS  
Membership Form**

(Only Alumni are eligible)

Your details	Please complete the appropriate sections
<b>PERSONAL DETAILS</b>	
Title (e.g. Mr/ Ms/ Dr)	Family Name:
First Name:	
Family Name (if different when at College)	Male: <span style="float: right;">Female:</span>
Nationality:	Date of Birth:
Address:	Department/Centre/Institute/College:
Postal code:	Ph: Res. <span style="float: right;">Off:</span>
Mobile No.	Year started: <span style="float: right;">Year ended:</span>
Email Address:	
<b>CAREER DETAILS</b>	Are you? <span style="float: right;">Male <span style="margin-left: 20px;">Female</span></span>
Current Employer / Organization	2b. If you were a member of teaching Staff
Job title	Job title
Address <span style="float: right;">Postcode</span>	Department / Course
Worked <span style="float: right;">Work Fax</span>	Year Started <span style="float: right;">Year finished</span>



<b>Stay Connected</b>			
If you would like to receive information from NAPS, please tick the relevant box (and make sure you provide your email address in the section above).			
		E-zines	Events
<b>Alumni Membership Card</b>			
Type of Membership:			
Pay Order/ Bank Draft / DD No. _____		Dated _____	
Bank _____ Branch _____		Amount: .) _____	
The Alumni Membership Card will act as you ID when you visit in future. Please tick the box if you WOULD like to receive card			<input type="checkbox"/>
<b>Please Return Completed Application Form</b>			
By post: <b>P.O .Box 39, Lute Drive, San Fernando</b>			
Signed: ..... dated .....			

I hereby apply for the Membership of the Naparima College Association of Past Students for which I am eligible. My particulars are given above. In case of any change, I shall intimate the same. I have read the contents of the Constitution of the Naparima College Association of Past Students and agree to abide by it.

