

CONSTITUTION OF THE ST. IGNATIUS COLLEGE ALUMNI ASSOCIATION

WHEREAS, WE former students of St. Ignatius College, Chishawasha, Zimbabwe are desirous of establishing, maintaining and nurturing an organization that perpetuates our association as a community with a common historical, educational and social background, we hereby pronounce the formation and existence of the Alumni Association that shall be administered as follows:

ARTICLE 1: DEFINITIONS

In this Constitution, the following definitions shall be applied to the following terms:

- 1.1 Paid-up member – means a member who is fully paid up on all subscriptions payable by such member as at the time a quorum is to be determined and where a vote by that member is required.
- 1.2 Good standing –means a member that has satisfied all his/her obligation in terms of this constitution.
- 1.3 SICAA – the St Ignatius College Alumni Association.
- 1.4 School – means St. Ignatius College, Chishawasha

ARTICLE 2: TITLE AND OFFICE

2.1 Title

The organization shall be called the St. Ignatius College Alumni Association, herein after referred to as "SICAA".

2.2 Office

The Registered Office of SICAA shall be situated at St. Ignatius College, Chishawasha, or at any other place designated by the Administration and approved by the members at a General Meeting.

ARTICLE 3: AIMS AND OBJECTIVES

The objects of SICAA are:

- 3.1 **First** - to help former students to use the St Ignatius brand for networking
- 3.2 **Second** - to encourage and foster the interest of the former students in the present day activities and aspirations of the school,
- 3.3 **Third** - to make some contribution in the sphere of education by partnering the school and the community in general.
- 3.4 **Fourth** -Networking with local and international Jesuit Alumni
- 3.5 **Fifth** – To support the ideals of Ignatius of Loyola

ARTICLE 4: MEMBERSHIP

- 4.1.1 Membership shall be classified into these categories:
- 4.1.2 **Full Membership** of SICAA shall be open to all who have been past pupils of the school.
- 4.1.3 **Student Membership** shall be open to all sixth formers of the School.
- 4.1.4 **Affiliate Membership** shall be open to persons who were not pupils of the school at any time, but had some significant connection to the school, through employment, social or philanthropic connection, or any other demonstrable useful relationship with the school, or members of the school SDC or of SICAA.
- 4.1.5 **Ex officio Membership** - a Member of the SICAA who is part of it by virtue of holding another office as defined mainly, Jesuit Representative, Rector and Headmaster's representative.

4.2. SELECTION COMMITTEE

A selection committee, which may include all or some of the members of the Administration, shall be formed to determine the criteria and the considerations that will be applied in determining whether or not an applicant should be accepted as a member.

The Selection committee shall be made up of at least the following;

- **Chairperson**
- **Secretary**
- **And any 2 committee members**
- **At least 1 ex –officio member**

4.3 MEMBERSHIP FEES:

- 4.3.1 There shall be membership fees which shall be determined by the General Membership at an Annual General Meeting of SICAA.
- 4.3.2 The membership fees collected shall be used for the administration of SICAA or for any other purpose that advances the purposes of SICAA, as may be determined by the Administration by way of an annual budget.
- 4.3.3 Members who are not fully paid up shall lose their voting, and other rights that are normally enjoyed by full members at AGMs, and other key meetings.

ARTICLE 5: DISCIPLINARY PROCEDURE

Members whose conduct is inconsistent or detrimental to the interests, well being or reputation of SICAA shall be subjected to disciplinary proceedings that might result in cautions, fines, suspensions, or other disciplinary measures that may be deemed appropriate by the Administration, acting as the Disciplinary Committee of the Association.

ARTICLE 6: ADMINISTRATION

The authority to administer SICAA affairs shall be derived from the AGM. The AGM shall in turn mandate SICAA to operate through an Administration of elected members at the Annual General Meeting. The Administration once elected shall choose persons for the following:

6.1.1 Chairperson

6.1.2 Vice Chairperson

6.1.3 Secretary

6.1.4 Treasurer

6.1.5 Four (4) Committee Members

6.1.6 At least two (2) members of the administration shall be Mary Ward Representatives

Whilst the following members shall be ex officio permanent members of the Administration;

6.1.7 Jesuit Representative

6.1.8 Headmaster Representative

6.1.9 The Rector

6.1.10 The Alumni Officer

ARTICLE 7: STRUCTURE OF THE AGM

7.1 The AGM shall vote for (8) eight members by simple majority using secret ballot.

The Eight together with the four` ex-officio posts (Rector, Jesuit Rep and Headmaster Rep) shall meet to allocate portfolios of Chairperson, Vice Chairperson, Secretary, Treasurer and the roles of the three Committee members of the Administration.

7.2 The Administration will run for a term of (Three) 3 years and shall not be eligible to serve more than two (2) consecutive terms in the same office.

7.3 The Chairperson, Vice Chairperson, Secretary and Treasurer must have been paid-up members in good standing for at least one year.

7.4 The Committee will take care of SICAA funds in the best interest of the Association, and within the laws of Zimbabwe.

7.5 Four (4) members of the Administration shall constitute a quorum at Coordinating.

7.6 The Administration may appoint sub-committees of two or more of its members and may delegate to them such functions as may be deemed necessary for a set period of time.

7.7 Members of such sub-committees shall be paid-up members in good standing. Sub-committees shall hold office for such term as defined by their mandate.

7.8 Stream Coordinators shall be identified to act as Focal persons cascading communication to the Committee.

7.9 The Administration may co-opt any one of its members or more in order to delegate to them such functions as may be deemed necessary for a set period of time.

ARTICLE 8: DUTIES OF OFFICERS

8.1 The Chairperson:

The Chairperson shall be responsible for the leadership of SICAA and he/she shall preside at all meetings of members and he or she shall be responsible for the general administration of SICAA.

The Chairperson shall represent SICCA in Board of Governors meetings.

8.2 Vice Chairperson

The Vice Chairperson shall assist the Chairperson in the performance of her or his duties. In the absence of the Chairperson, the Vice-Chairperson will perform the duties of the Chairperson.

8.3 Secretary

The Secretary shall keep a register of members of SICAA, and shall be responsible for the minutes of all meetings of the Coordinating and the General Membership, for keeping records of correspondence, issuing correspondence, and summoning meetings. S/He shall execute the decisions and mandate of SICAA.

8.4 Treasurer

The Treasurer shall be responsible for the financial records, monies and other assets belonging to SICAA and shall make all financial transactions on behalf of the Association. S/He shall render such reports to the Administration at every meeting of the Administration and shall also present the audited Annual Financial Statements at the Annual General Meeting of members.

8.5 Committee Members

Committee members shall be required to play an active role in the discussions of the committee and shall also be considered for any of the above positions in cases of absence.

Such members shall also play an active part in the work of subcommittees. This applies to co-opted members

8.6 Ex Officio Members

Ex Officio members shall be required to play an active role in the discussions of the committee especially in the areas of the portfolios that they represent.

Such members shall also play an active coordinating role in the work of subcommittees and where necessary can also provide support to any role.

8.5 Alumni Officer

This shall be an administrative position of the Alumni Association responsibility for the day to day running of SICAA affairs.

ARTICLE 9: FINANCES AND ACCOUNTS

- 9.1 The Annual General Meeting of members of SICAA shall be held on a date to be determined by the Administration within three months from the end of the Financial Year.
- 9.2 The agenda for the Annual General Meeting shall be determined by the Administration. The agenda shall be circulated in writing at least 14 days before the AGM and the notice shall include the agenda and special business, venue, time and related documents.
- 9.3 Standard Items on the Agenda for the Annual General Meeting shall be (1) Chairman's Report (2) Presentation and adoption of audited accounts (3) Election of external auditors (4) Election of committee members (5) Special Business (6) Any other business.
- 9.4 The Ordinary General Meeting of members of the Association shall be held at dates to be decided by the Administration. The agenda for such meetings shall be determined by the Administration.
- 9.5 That Agenda shall be circulated in writing at least 14 days before the date of the meeting, together with the Notice of the Meeting, venue and time of the meeting, and accompanying documents that may be referred to at the meeting.
- 9.6 In the absence of both the Chairperson and Vice-Chairperson, the members present shall appoint any Committee member to preside at any Meeting.
- 9.7 One third (1/3) of the paid-up members shall constitute a quorum for Ordinary General and Annual General Meetings of members of SICAA.
- 9.8 A Special General Meeting of members of SICAA may be summoned by the Secretary upon receipt of a written petition from no less than one-third (1/3) of the paid-up members. The petition shall clearly state the business to be addressed, and shall be submitted at least fourteen (14) days before the date of the meeting. A Special General Meeting shall also be held whenever the Administration deems it necessary.

- 9.9 The Administration shall meet at least four (4) times each year and minutes from each meeting shall be circulated to the Coordinating members.
- 9.10 An emergency meeting of members of the Administration may be summoned by no less than four (4) members of the Administration to discuss any matter, which, in their opinion, requires urgent attention. All members of the Administration should be given at least seventy-two (72) hours notice.
- 9.11 The Secretary shall provide a calendar of all meetings

ARTICLE 10: VOTING

- 10.1 Voting at meetings, including the Annual General Meeting, shall be by way of secret ballot and simple majority shall be used to decide the vote.
- 10.2 Only physically present members shall vote. There shall be no voting by proxy.
- 10.3 Only paid-up members shall be eligible to vote.
- 10.4 Where the votes are equal, the meeting shall break the tie by another ballot.
- 10.5 Where the subsequent ballot fails to break the tie, lots shall be cast.
- 10.6 Only physically present members on the day of voting shall be available for positions in the Administration. (unless where an apology and declaration of interest is received by the secretary before the commencement of the meeting)

ARTICLE 11: AMENDMENT

This Constitution may be amended, by a two-third (2/3) majority vote of members present at a Special General Meeting or at an Ordinary General Meeting summoned for this purpose or at the Annual General Meeting, provided that notice is served by the Secretary fourteen (14) days before the date of the meeting and thereafter circulated to the membership, seven (7) days before the date of the meeting. Any amendments made prior to registration shall be approved by the General Membership after registration. The amendments are not valid until they are registered.

ARTICLE 12: ANNUAL RETURN

Every year before the first day of April, the Secretary of SICAA shall send prepare a general statement (to be called "Annual Return") of the receipts and expenditure, funds and effects of SICAA, and the statement shall show separately the expenditure in respect of the several objects of SICAA, and shall be made out of the thirty-first (31st) day of December, then last inclusively.

ARTICLE 13: AUDIT

- 13.1 The audited books and accounts of the Association shall be presented to the Annual General Meeting
- 13.2 The auditor shall have access to all the books and accounts of the Association, shall examine the Annual Return and shall verify it with the accounts, vouchers, deeds, documents of title and securities for the whole of the Year to which the Annual Return relates and shall either sign it as found by him or her to be correct, duly vouched and in accordance with law or specially report in what respects they find it incorrect, not reflecting a true and fair view of the underlying transactions, or not in accordance with law.

ARTICLE 14: INSPECTION OF BOOKS

The Administration shall cause the books of SICAA to be available for the inspection by any member or person having an interest in the funds of the Association at all reasonable hours at the office of the Association, or at any place where the books are kept and it shall be the duty of the Treasurer to produce the same accordingly. A copy of the last annual financial statements and any special report of the auditors shall always be available to the members of SICAA.

ARTICLE 15: SEAL

SICAA shall have a seal in with the name of the Association embossed thereon. The seal shall be affixed to all correspondence and documents of the Association and be enhanced with the initials of the Secretary. Such seal must be kept in the custody and possession of the Secretary or the designated Alumni Officer.

ARTICLE 16: DISSOLUTION

- 16.1 SICAA shall be dissolved by a two-third (2/3) majority vote of members present at a Special General Meeting of members, summoned for this purpose.
- 16.2 The disposal of assets of SICAA shall be determined by a two-third (2/3) majority vote of members present at the said meeting.

ARTICLE 17: GENERAL

No member of SICAA has the power and authority to vest and pledge the name, honour, support or affiliation of the Association to any political party, individual or organization, be it of a charitable, social, religious, economic or other nature.

SICCA is a Roman Catholic Church affiliate through the Society of Jesus structures.

The SICAA constitution is subject to the laws of Zimbabwe. SICAA will also have an independent legal persona.

DATE OF ADOPTION.....

CHAIRMAN.....SECRETARY.....

PRINT NAME.....PRINT NAME.....