

CONSTITUTION



Saint Martin's Past Students
Association (SAMPASA)

Saint Martin's Past Student Association (SAMPASA)

Preamble:

Whereas the St. Martin's Secondary School since 1961 to the present has provided students with fruitful and beneficial academic, physical and social education, which has prepared them for active, meaningful and productive life.

And whereas those students proudly feel that they share a common bond and owe special allegiance to the St. Martin's Secondary School, resulting in a deep sense of loyalty to such distinguished Alma Mater.

And whereas those students residing in the diaspora have recognized the need to form an Association to bind themselves into a close and more dynamic body of past students.

Be it Resolved therefore

That there shall be formed a body of past students of the Saint Martin's Secondary School known as THE SAINT MARTIN'S PAST STUDENTS ASSOCIATION (SAMPASA), having an elected executive and governed by this Constitution.

ARTICLE I:

Interpretation, NAME, Mission and Vision

In This Constitution.....

Reference to "The School" shall mean a reference to the St. Martin's Secondary School of Saint Vincent and the Grenadines unless otherwise specified.

“Past Student” shall mean any person who has attended the Saint Martin’s Secondary School of Saint Vincent and the Grenadines as a student and is in good standing.

Reference to “Association (SAMPASA)” shall mean the St. Martin’s Secondary School Past Students Association of North America. The “Association (SAMPASA)” shall be an alumni-based non-profit organization, incorporated under the laws of the State of New York as outlined by its aims and objectives, within the meaning of Section 501(c)(3) of the United States Internal Revenue Code or corresponding section of any future Federal Tax Code.

“Board” or “Board of Directors” (BOD) shall mean the governing body of the Association.

MISSION

SAMPASA shall be the vanguard in making a difference by uniting the skills, experience and generosity of current and past students and further the development of the school.

VISION

SAMPASA will assist and support its Alma Mater's current and past students. The goal being that all who enter as students shall have an opportunity to graduate with an excellent education and a feeling of pride.

ARTICLE II:

AIMS AND OBJECTIVES

The Association shall have the following aims and objectives:

- Provide a forum which will promote the continuity of relationships between current students during their tenure and Alumni.
- Promote the St. Martin's Secondary School of St. Vincent and the Grenadines as an educational institution.
- Cooperate with and assist the school wherever possible.
- Cooperate with, assist and support current and past students where appropriate and in the best interest of the Association.

- Provide any other services as may become necessary with the growth and expansion of the Association.
- Cooperate with other professional organizations or institutions, community-based organizations and sponsors where activities are in keeping with the furthering of the Association's goals and objectives.
- To engage in such activities to raise funds for the achievement of the association's objectives.
- To do all such things as are conducive to the attainment of the Association's objectives.

ARTICLE III: MEMBERSHIP

Section 1:

Membership shall be either:

- (1) Board
- (2) Ordinary
- (3) Active
- (4) Associate
- (5) Honorary

1. The Board shall consist of active members of the association not to exceed 25 members.
The Board shall be the governing body of the association.
2. Ordinary membership shall be automatically accorded to all past students in good standing.
3. Any past student shall be eligible to become an active member.
A past student may become an active member by entering his/her signature on the register of members to be kept for that purpose and by paying the required registration fee of \$30 and an annual membership due of \$10 per month-\$120 per year.
4. Associate membership shall be accorded to Past Teachers of St. Martin's Secondary School of Saint Vincent and the Grenadines in good standing who have served a minimum period of one academic year, and who by their interest and activity have demonstrated that they have the best interest of the School and Association as paramount. Provided, however, that an associate member must have paid the registration fee of \$30 and entered his/her name on the said Register of Members.

5. Honorary membership shall be accorded to any person other than ordinary members who in the opinion of the Executive Board and members of the association, has contributed or fostered meaningful contribution to the association or the school.

Section 2:

RIGHTS, PRIVILEGES AND DUTIES OF MEMBERS

- All active and associate members must pay a registration fee of \$30 on entering their names and signatures on the register of members.
- In order to be considered an active member, a member shall pay annual membership dues of \$120 per year or \$10 per month by the 28th of each month. If no payment is made after three (3) months within the financial year, such member will be contacted.

- Any member who is not financially current at time of the annual general meeting shall forfeit his or her right to vote and shall be declared an inactive member. Such member shall forfeit his/her rights to any privileges or courtesies extended by the Association and is ineligible to elective officers or executive members.
- Associate members are ineligible to vote regardless of registration fee payment.
- Honorary members are exempt from paying any fees. All other privileges will be extended to them with the exception of the ability to vote.
- All active members shall, in order to qualify as such, shall attend at least two meetings annually – in person or via remote access.
- All members shall be entitled to attend and actively participate at general meetings.

ARTICLE IV:

GOVERNANCE

Section 1 – Board of Directors

The Board is elected by members of the Association who are in good standing.

The Board is responsible for governing the Association's operations and delegating responsibilities of the Association to the Executive Body. The Board shall consist of an odd number of Directors, not less than 7 or more than 25 which can change as deem necessary.

Section 2 – Nomination and Selection

To become a Director of the Association, candidates must be nominated in writing by a member of the Board provided the candidate accepts the nomination. The Board after presentation will consider the suitability of the person for membership, based on his/her abilities, time and/or skills, that the individual can bring to the Association, including the future needs of the Association.

The Recording Secretary of the Association shall present all nominations to the Board at the first meeting following the receipt of the nomination. The Board shall then vote whether to grant membership to the nominee to the Board of Directors.

Section 3 – Term

The term of a Director shall be three (3) years, unless:

- a vote of no confidence dictates that a change in the membership status of an individual Director is warranted or
- a voluntary resignation is submitted by that Director or
- individual is deceased

Section 4 – Management

The Board of the Association shall make rules and regulations and manage the operations of the Association.

No part of the earnings or assets of the Association shall be to the benefit of, or be distributed to its members, Directors, Officers or other private persons.

The Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. In the event that the Association is dissolved, all net assets shall be distributed to charitable organizations pursuant with section 501(c)(3) of the code.

No substantial part of the activities of the Association shall be for the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by the Internal Revenue Code Section 501(h); and the Association shall not participate or intervene (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 5 – Voting

Within the Board of Directors, the voting shall be “one director, one vote.”

Section 6 – Designation of Powers

No member of the Board shall delegate any of his or her authority, rights or powers conferred by statute or this constitution,

Section 7 – Resignation of a Director

Members of the Board may resign at any time. The resignation must be in writing and submitted to the Recording Secretary. A written request for leave of absence shall be considered by the Board on a case by case basis.

Section 8 – Notice of Suspension of a Member

Conduct

Any misconduct of a member or Board member could result in suspension or revocation of membership by majority vote by the Board of Directors.

Allegations of misconduct must be in writing by a member or members of the board with signatures and be filed with the Board of Directors. A copy is also served to the member charged.

He/She must be notified of the date of a Special Meeting of the Board of Directors to examine such concerns and evidence.

He/She, at that meeting, must be given the opportunity to respond to allegations of misconduct to the charges. The member, however, shall not be compelled to appear.

Failure to respond could lead to a recommendation from the Board of Directors, but not limited to termination of membership from the Association.

The Board of Directors shall reach a decision, as deemed suitable and prudent.

Section 9 – Dismissal of a Member

A Board member missing two consecutive Executive or Board of Directors meetings without good cause may be subject to dismissal.

Dismissal from the Board of Directors shall be determined by a majority vote of the Board of Directors.

Section 10 - Inactivity

A Member who does not attend the Association meetings for three consecutive meetings or otherwise does not participate in the activities or affairs of the Association without cause shall be deemed an “Inactive Member” and subject to dismissal.

EXECUTIVE

Section 1

- a. The Executive Committee shall consist of a
- President
 - Vice President
 - Recording Secretary
 - Assistant Recording Secretary Treasurer
 - Treasurer
 - Public Relations Officer
 - Three Committee Members

- b. The Executive Committee of the Association shall be selected from the Board
- c. The Executive Committee shall be elected at a Special General Meeting called by the Board of Directors
- d. The Recording Secretary shall serve a notice to every Director at least one month prior to the said date.
- e. The Executive Committee shall be responsible for managing the day to day affairs of the Association. It shall meet as often as deemed necessary to consider the affairs of the Association.
- f. The Executive Committee shall be elected for a Three (3) year term of office.

Section 2

Functions of Executive Officers:

President:

The responsibilities of the President shall include but shall not be limited to the following:

- a. Presides-as Chief Executive Officer of the Association.
- b. The President shall chair meetings and be responsible for convening all meetings of the Board and the Executive Committee.
- c. Communicate and set the agenda for Regular and Special meetings of the Association.
- d. Call both Regular and Special meetings to order, and presides over these meetings

- e. Interpret and administer policies, rules, regulations and procedures of the Association, and ensure that recommendations of the Board of Directors and responsibilities of the Directors are fully implemented.
- f. Cast the deciding vote to break a deadlock of the Board of Directors.
- g. Be the spokesperson of the Association.
- h. Ensure that adequate beneficial communication exists between all channels of the Association.
- i. Present innovative ideas to the Board of Directors of the Association and direct the Association towards the full realization of its goals.
- j. Create liaison with other Association.
- k. Assigned committees

1. In the event the president is not available he/she can send a representative or designee in his/her place

Vice President:

The Vice President shall be responsible for:

- a. The Vice President shall assist the President in carrying out his functions-and shall act as interim President.
- b. The Vice-President shall assume the duties and responsibilities of the President if he/she is unavailable.
- c. The Vice-President shall also be assigned special projects by the President in addition to assisting the President with his/her above-mentioned duties as requested.

Recording Secretary:

The Recording Secretary shall be responsible for:

- a. The posting of notices for meetings.
- b. The posting of agendas for meetings.
- c. Announcing to the Executive Committee of the Association, the date, time and place of all Executive Committee meetings.
- d. Announcing to the Board of Directors of the Association, the date, time and place of all Regular and Special meetings, as required under the constitution.
- e. Recording minutes for all meetings including the Executive Committee, the Board of Directors, and the Annual meetings, and ensure that each respective member receives a copy of the minutes as per the constitution.

- f. Read the minutes and all correspondence received by the Association to Executive Committee and Board of Directors meetings as necessary.
- g. All official correspondence of the Association. He /She shall receive, acknowledge and send out all official correspondence of the Association, and maintain a file of it and respond in a timely manner.
- h. Maintain an up-to-date contact list of all Board of Directors.

Assistant Recording Secretary/Treasurer:

Assistant Recording Secretary/Treasurer shall be responsible for:

- a. The Assistant Secretary Treasurer shall assist the Recording Secretary and Treasurer in all of his/her duties.

- b. In the absence of the Recording Secretary, the Assistant Secretary Treasurer shall perform all the duties of the Recording Secretary.

Treasurer:

The Treasurer shall be responsible for:

- a. The collection of all Membership dues and any other monies due and owing to the Association and deposit all such monies collected into the account of the Association.
- b. The accurate maintenance of accounts or assets of the Association.
- c. Preparation of an annual financial report presentation at the annual general meeting, or of interim reports as required by the Executive.

- d. Distributing funds at the directions of the Executive of the Association
- e. Open and keep records of all bank accounts.
- f. Present new ideas to improve the financial standing of the Association.

Committee Members at Large:

The Committee Members shall assist the Executive Committee generally and assist in the implementation of Programs organized by the Executive.

Public Relations Officer (P.R.O):

The P.R.O shall be responsible for all public relations affairs of the Association including:

- a. Publicizing the relevant affairs and activities of the Association.
- b. Represent the Association at community events.
- c. The distribution of materials about the Association, and its events, to the appropriate individuals, businesses and sponsors.
- d. Making prepared statements to the press with the approval of the Executive.
- e. Doing all such things to enhance the image of the Association.
- f. Promote and market all functions of the Association via all media outlets. Include creation of and maintaining the Association's website and all aspects of social media.
- g. Present new and innovative ideas of the continuous public education of the Association.

Section 3

General Executive Matters:

- a. In the event of a vacancy in the Executive Committee, the general body shall elect a suitable person to fill that post. Such a person shall hold office for the remainder of the term.
- b. The President, Recording Secretary, and Treasurer shall be signatories to the bank account of the Association. Any two (2) of those Executive members shall be empowered to withdraw funds from this account.
- c. Fifty (50%) percent plus one (1) of the Executive membership shall be empowered to convene any meeting.

- d. In the event of a tie in any election whatsoever, the President shall have the decisive vote.

ARTICLE V:

MEETINGS AND ELECTIONS

- a. There shall be four (4) general meetings (one of which shall be an annual General Meeting).
- b. The President shall convene Executive meetings as he/she sees fit.
- c. No elections other than annual general elections shall take place unless such elections are announced by the executive at least two (2) successive meetings.

- d. All meetings shall begin with a prayer and a moment of silence.
- e. Extraordinary general meeting(s) may be requested by the president and or 25% of the general membership. Such meetings shall be given a minimum of seven (7) days notice.

ARTICLE VI:

AMENDMENTS

- a. Any proposed amendments to this Constitution must be submitted to the Recording Secretary at least one (1) month prior to the general meeting at which they receive their first reading.

- b. At the said general meeting the proposed amendment shall be read and discussed.
- c. The general body shall vote on the proposed amendment at the second successive general meeting after they are submitted to the Recording Secretary. Acceptance will be by majority vote of the Board present at the meeting.
- d. Active members shall be entitled to propose any amendment or vote on any matter concerning any amendments.
- e. A proposed amendment shall be incorporated into this Constitution only after a meeting called for that purpose and voted on.
- f. The Board shall have the power to resolve as it sees fit any problem arising out of the Constitution on any matter.
- g. The Board are hereby empowered to make further By-Laws to govern the affairs of the general body provided that such By-Laws are ratified by the majority of the members.

- h. No By-Law shall be voted upon unless it is announced at two (2) successive meetings.

ARTICLE VII:

DISSOLUTION

If at a general meeting a decision to dissolve the association is taken. After the payment of any debts owed by the association, all remaining assets shall be donated over to a Charitable Non-For-Profit Organization in the United States of America.

If the school no longer exists, all remaining assets shall be donated over to a Charitable Non-For-Profit Organization in the United States of America.

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