

bylaws
OF
IMMACULATE CONCEPTION HIGH SCHOOL ALUMNAE ASSOCIATION
DC Chapter

March 1, 2008

- NAME 1. The name of the Association shall be THE IMMACULATE CONCEPTION HIGH SCHOOL ALUMNAE ASSOCIATION DC Chapter (abbreviated ICHS ALUMNAE ASSOCIATION DC Chapter)
- OBJECTIVES 2. The objectives of the Association shall be:
- (a) to foster the interest of The Immaculate Conception High School,
 - (b) to bring those educated at I.C.H.S. in close constant contact with each other and with their Alma Mater,
 - (c) to assist, wherever possible, individuals, charitable and educational institutions.
- MEMBERSHIP 3. (a) Qualification All past students of Immaculate Conception High School shall be eligible for membership in the Association.
- (b) Application for membership can be made verbally or writing to the Corresponding Secretary. Membership commences from the date of acceptance.
 - (c) Ordinary & Honorary
 - (i) Any member at any time after payment of the FIRST year's subscription may become an ORDINARY LIFE MEMBER.
 - (ii) HONORARY LIFE MEMBERSHIP may be conferred as set out in Paragraph 6, Section (h) and these members shall not be required to pay dues.

MEMBERSHIP contd.

- (d) Retirees Members who meet membership qualification and have retired from their place of employment may become a RETIRED MEMBER and be eligible for a reduced membership subscription.
- (e) Student Members Past students of the school, who are in an institution of higher education, may apply for membership. They shall be eligible for a reduced membership subscription as long as they remain students.

SUBSCRIPTION

- 4. (a) The Annual Subscription shall be Sixty Dollars (\$60) payable to the Treasurer. The first year's subscription becomes payable on acceptance..
- (b) The Annual Subscription shall become payable by the first meeting of each fiscal year.
- (c) The Annual Subscription for Retired Members retirees shall be Ten Dollars (\$10) or more, and Thirty Dollars (\$30) or more for Student Members.

MANAGEMENT

- 5. (a) The Management of the Association shall be entrusted to an EXECUTIVE COMMITTEE consisting of SEVEN Officers, all elected at an Annual General Meeting.
- (b) Officers The Officers of the Association shall be: The President, Vice-President, Treasurer, Assistant Treasurer, Recording Secretary, Corresponding and Assistant Corresponding Secretary.

The Officers shall be elected at the Annual General Meeting, and shall hold office for a 2-year term when they shall retire, but shall be eligible for re-election from term to term.

MANAGEMENT contd.

Elections will be held each year for THREE officer positions. Elections for President, Vice-President and Corresponding and Assistant Secretary will be held in odd numbered years (e.g. 2007), and for Treasurer, Assistant Treasurer and Recording Secretary on even numbered years (e.g. 2008).

- (c) Chairman The President shall be Chairman at the meetings of the Association and of the Executive Committee. In her absence, the Vice-President shall take the chair, and in her absence, the Treasurer shall take the chair.

OFFICER DUTIES 6.

President and Vice President

- Provide strategic direction to association
- Ensure compliance with by laws
- Follow-up with officers, committee members and volunteers to ensure that agreed upon actions are accomplished
- Preside over meetings
- Prepare agenda for meetings
- Prepare President's report for meetings
- Liaison with ICHS headmistress in Jamaica
- Liaison with Sr. Maureen Clare
- Liaison with other Alumni Chapters
- Communicate to members as needed.

Recording Secretary

- Read minutes of meetings
- Maintain attendance list at meetings
- Record minutes of meetings
- Finalize minutes of meetings after review by other officers and submit to Corresponding Secretary

Corresponding and Assistant Corresponding Secretary

- Inform members of meetings and other events
- Maintain contact information of members including e-mail list
- Provide updated information for monthly ICHS newsletter
- Distribute minutes of meeting

OFFICER DUTIES contd.

Treasurer and Assistant Treasurer

- Collect and deposit dues timely
- Deposit and write checks
- Accounts for all monies:
 - Maintain a check register with adequate supporting documentation,
 - Reconcile bank statements,
 - Follow up with members on unpaid dues
 - Liaison with the bank
 - Prepare Treasurers Report for meetings
- Raffle
 - Coordinate annual raffle
 - Liaison with Air Jamaica on the first prize
 - Coordinate prizes
 - Design and print raffle tickets
 - Distribute raffle tickets and accounts for all tickets and monies collected
 - Keep members informed of the status of raffle
 - Hold raffle drawing

POWERS OF
MANAGEMENT
COMMITTEE

7. (a) The Executive Committee, hereinafter called the “Committee”, in addition to the powers specifically conferred upon them shall have control of the finances of the Association and the general conduct and management of the Association’s affairs.
- (b) Sub-Committees The Managing Committee may, from time to time, appoint Sub-Committees as they deem necessary or expedient. Such Sub-Committees shall conduct their business with the direction of the Chairman.
- (c) The Committee shall deal with matters not covered by the these Rules, but any decision they make concerning same shall be subject to the confirmation of the first Annual General Meeting or Special General Meeting called for the purpose.
- (d) Resignation of Committee Members The Committee by affirmation of two-thirds of its members, shall have the power to request the resignation of, or declare vacant, the position of any member of its Committee

POWERS OF
MANAGEMENT
COMMITTEE

(cont'd)

- (e) Expulsion or Resignation of Members The Committee shall have the power by affirmation of two-thirds of its members to invite the resignation or withdrawal from the Association, within a specified time, in writing, of any member whose conduct in their opinion is detrimental to the interests of the Association and renders her unfit for membership, and in default of such resignation or withdrawal from the Association, to submit the question of expulsion to a Special or Extraordinary General Meeting. At such meeting, the member whose expulsion is under consideration, shall be allowed to offer an explanation of her conduct verbally or in writing, and if two-thirds of the members present shall vote for the expulsion of such member, she shall thereupon cease to be a member. Upon the termination of membership under this rule, where the expelled member was an Ordinary life member, subscription paid by her shall be refunded in part at the discretion of the Committee.
- (f) Vacancies The Committee, by affirmation of two-thirds of its members, shall have the power to fill any vacancy occurring at the time by resignation or otherwise, until the next Annual General Meeting.
- (g) Co-opted Members The Committee shall have the power to co-opt non-members, because of their particular skill or knowledge, to any particular Sub-Committee, but these persons shall not be entitled to vote within the Association.
- (h) Honorary Life Membership The Committee shall have the power to elect as Honorary Life Member:
 - (i) any member of not less than five years standing, who shall, in the opinion of the Committee, have rendered invaluable service to the Association.
 - (ii) any person who, though not a past student of the school, has had long association with the school and/or the Alumnae, and who, in the opinion of the Committee, has rendered invaluable service to the Association.Such election, in both cases, shall not take effect unless and until the same is confirmed at an Annual General Meeting ensuing after the date of such election.

POWERS OF
MANAGEMENT
COMMITTEE

Cont'd

- (i) Amendment to Rules The Committee shall have the power to alter the Rules, but no such alteration shall take effect until same has been confirmed at any General Meeting or Special General Meeting called for the purpose and by affirmation of two-thirds of the members present.

MEETINGS

8. (a) Membership Meetings The Association shall hold meetings as often as the business of the association requires it.
- (b) Annual General Meeting An Annual General Meeting shall be held during each Calendar year, during the 4th Quarter of the calendar year at a date and time to be fixed by the Committee.
The business at such meeting shall include the Election of Officers, the Presentation of the Treasurer's Report and Financial Statements and President's or Secretary's Report of the Association's activities for the preceding period.
- (c) Special or Extraordinary General Meeting A Special or Extraordinary General Meeting may be called by the Committee at any time for a special purpose, and they shall convene such a meeting upon the requisition in writing of any Ten MEMBERS stating the purpose for which the meeting is required.
- (d) Managing Committee Meetings The Managing Committee may meet as often as the business of the Association requires it. Four Officers shall form a quorum at these meetings.
- (e) Quorum The quorum at any Annual or Special General Meeting shall be seven (7). In the case of an ordinary membership meeting, the quorum shall be four and for the Managing Committee meetings as described in subparagraph (d) hereof.

VOTING

9. ALL MEMBERS of the Association shall be entitled to vote, EXCEPT co-opted members. The vote of NOT LESS THAN 51% of the members present at the meeting is necessary. The CHAIRMAN shall have a CASTING VOTE in case of equality of votes at any meeting.

FINANCE

10. (a) THE FUNDS OF THE ASSOCIATION shall be deposited in any approved Bank in the name of THE ICHS ALUMNAE ASSOCIATION DC Chapter. The account shall be a Subscription Account in which subscription or any other funds shall be deposited.
- (b) Payments being made from this Account must be on the signatures of TWO of the OFFICERS, ONE of whom must be the TREASURER of the Association. All expenditures from the Association's funds must be approved by the President.
- (c) An Annual Income Statement shall be presented to the Association at the Annual General Meeting.
- (d) The Annual Income Statement and all financial statements shall be audited annually and an Audit Report presented at the Annual General Meeting. The Audit Report shall be kept as a part of the financial records of the organization.
- (e) Cheques payable to the Association should be drawn in favour of ICHS ALUMNAE ASSOCIATION DC Chapter.
- (f) The FINANCIAL YEAR of the Association shall be from January 1 - December 31 of each year.

The within by-laws as presented have been accepted by the members present at the membership meeting held at the Hansley residence in Silver Spring, MD 20910 on March 1st, 2008.

Asabi Banjoko-Knorr 3/1/2008

Verna Byfield 3/1/2008