



## THE CONSTITUTION OF THE ALUMNI ASSOCIATION OF STANN CREEK ECUMENICAL JUNIOR COLLEGE

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### BYLAWS

#### **Article 1: Name**

The name of the organization shall be “The Alumni Association of Stann Creek Ecumenical Junior College (EJC).”

#### **Article 2: Location**

The main office of the Alumni Association shall be on the campus of EJC. The Association is considered at all time a part of the Junior College, and as such has no independent legal status.

#### **Article 3: Aims and Objective**

The aims and objective of the Alumni Association of EJC shall be to:

- Communicate, with enthusiasm, the mission and purpose of the college
- Adapt and promote a core value of excellence, lifelong relationships and learning, build advocacy and encourage a global citizenry, and foster an Ecumenical pride.

#### **Article 4: Roles and Responsibilities**

- Work together with administration and faculty to achieve the aims and objectives of the Institution; promote the mission, support the programs and services, and build awareness of priorities.
- Promote and improve proper relations between the Association and the institution.
- Promote a strong relationship between the association and current students
- Promote fund-raising drives geared to assist deserving students.
- Promote the college within one’s sphere of influence
- Foster an appreciation of college and community
- Develop strong relationship with alumni locally and internationally. Attract additional alumni.
- Support the College through an annual gift commensurate with your personal circumstances and desire to influence change and assist in educating students in southern Belize.
- Conduct nominations and elections to the Executive Committee of the Association. Assist with training and transition.

#### **Article 4: Membership**

Membership shall be General, Executive, Honorary and Voting.

- a) All graduates of S/CEJC are *General members* for life on the Commencement date for his or her cohort.
- b) *Honorary members* are present and former members of Faculty, Administration and the Board of Governors and those who have been recommended to the body and approved by the Dean because of their extraordinary personal commitment to S/CEJC.
- c) *Voting members* at any meeting are those who are current with their dues.

## **Article 5: Officers**

The Board of Governors grants the Alumni Association the authority to establish itself on behalf of the Junior College. The Director of Student Affairs is responsible for issues related to the Alumni Association.

There shall be four elected officers: President, Vice President, Secretary, and Treasury. These are the Executive members and must be financial members.

The Association should have a representative on the Board of Governors.

### **President**

The President is the Chairman of the Association and shall preside over all meetings. He/She can summon meetings. He/She shall supervise all activities pertaining to the Association and delegate duties to those in the Association. Lastly, he/she shall approve and countersign all reports made by the Association. The President is the chairperson of the executive committee made by the Association. He/She votes on all motions placed before the Association. In the event of a split vote on any motion and after votes have failed to break the split and/or the motion cannot be amended, the President shall have the casting vote.

### **Vice-President**

In the President's absence he/she shall assume all responsibilities of the President.

### **Secretary**

The Secretary shall record and keep minutes of all meetings. The Secretary shall be responsible for records relevant to his/her duties.

### **Treasurer**

Records of any financial transactions of the Association shall be kept by the Treasurer. The Treasurer shall make a semester report to the Association of all receipts and expenditures of the Association.

The Treasurer shall also attempt to make an estimate or rough budget for the coming financial year and present it to the executive committee and the Association.

## **Article 6: Meetings**

- a) One meeting is held each semester on the Friday of the week after mid-semester.
- b) Special meetings may be called by the executive or after signatures of at least fifteen financial members have been received with a request for such a meeting.
- c) At least one week notice must be given for each meeting.

A quorum is a minimum of twenty-five financial members.

## **Article 7: Finances**

Financial members pay ten dollars (\$10) per month or one hundred dollars (\$100) per year. Fees are to be paid at the beginning of the fiscal year (Sept – Aug) or by monthly installments for the entire year.

Monies are deposited into S/CEJC Student Union bank book. A written contract will indicate that no monies from the Alumni Association can be withdrawn without the signatures of the Treasurer, the Dean, and one other executive member selected by the body.

A maximum of seventy-five percent of dues can be used for project(s) agreed upon by the majority at a meeting. The other twenty-five must remain in the bank for the operation of the Alumni Association.

## **Article 8: Amendments**

Amendments to the Constitution or By Laws shall be considered adopted upon being passed by a two-thirds vote at a meeting; and had been approved by the Board of Governors.