

RULES OF ST. MARY'S COLLEGE PAST STUDENTS UNION

These Rules were adopted at a meeting of members of the St. Mary's College Past Students Union held on February 05, 1956, and as amended on the dates listed below:

September 24,
1973 May 19, 1977
June 25, 1995
June 24, 2001
June 27, 2002
August 08, 2005
September 08, 2008
October 07, 2013
June 22, 2017

1. NAME

The name of the Association shall be "The St. Mary's College Past Students Union" (*HEREINAFTER CALLED "THE UNION"*).

2. MEMBERSHIP

All past students of the College shall be eligible for membership. Admission of a member shall be determined by the Management Committee on receipt of the required application, in such forms as the Management Committee may from time to time prescribe and payment of the appropriate fees. The classes of membership shall be as follows:

(a) Life

Any Member may become a Life Member upon the payment of a fee as shall be prescribed by the Management Committee.

(b) Honorary

All past students of the College who have joined religious orders and all fathers of the congregation of the Holy Ghost, while they are resident in Trinidad and Tobago, shall be eligible for admission as Honorary Members.

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3. APPROVAL OF MEMBERSHIP

Every application for membership shall be submitted to the Principal for verification that the applicant is a past student of the College.

After confirmation by the Principal, the application shall be considered for approval by the majority of the members present and voting shall be by ballot if so desired by any member of the Management Committee.

Immediately upon the approval of a new member, notice thereof shall be given to him and he shall be furnished with a copy of the Union Rules and be entitled to all the benefits and privileges of Membership and be bound by these Rules.

4. MEMBERSHIP DIRECTORY

A Membership Directory shall be maintained by the Secretary in a form and format prescribed by the Management Committee. The directory shall at all reasonable times be open to inspection by members of the Union. Every member of the Union shall communicate in writing or via e-mail to the Secretary, any change of address for the purpose of updating the membership directory. All notices which are posted to the last known address as recorded in the membership directory shall be considered as having been duly given on the day following the day of posting.

5. MEMBERSHIP FEES

Membership Fees shall be determined by the Management Committee from time to time and shall be payable upon application. All Membership Fees shall be paid to the Union.

6. PATRON

His Grace the Archbishop of Port of Spain shall, if he consents, be the Patron of the Union.

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7. COMMITTEE OF MANAGEMENT

There shall be a Committee of Management (*hereinafter called "The Management Committee"*) consisting of fourteen members of the Union. A member of the Management Committee shall be elected at the Annual General Meeting and shall hold office for three years until the close of the third Annual General Meeting after his election when he shall retire. The members of the Management Committee shall be eligible for re-election. In addition, the Principal of the College shall be a member of the Union and an ex-officio member of the Management Committee and may, if a past student, be elected an officer of the Union.

- (a) The members of the Management Committee shall be elected at the Annual General Meeting as hereinafter provided.
- (b) No member shall be eligible for election to the Management Committee unless he shall have been proposed and seconded by two members of the Union either at or on a nomination paper submitted at the Annual General Meeting.
- (c) A member whose name appears on a nomination paper shall indicate thereon his willingness to serve as a member of the Management committee.
- (d) Where there are more nominations for the Management Committee than vacancies, voting papers in a form settled by the Management Committee shall be delivered to each member present at the Annual General Meeting and entitled to vote thereat.
- (e) The member desirous of recording his vote must return his voting paper duly completed to the scrutineers appointed under paragraph (f).
- (f) Three members present who have not been nominated for election shall be appointed to act as scrutineers.
- (g) The scrutineers shall report to the Chairman the result of the ballot and the members obtaining the greatest number of votes shall thereupon be declared elected in place of retiring members.
- (h) If the occurrence of a tie in any ballot renders it necessary to decide between two or more candidates, the election shall be determined by lot.

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8. OFFICERS OF THE UNION

The Officers of the Union shall be the following:

**PRESIDENT
VICE-PRESIDENT - MEMBERSHIP
VICE PRESIDENT – STUDENT AND SCHOOL AFFAIRS
VICE PRESIDENT – FUND RAISING
HONORARY SECRETARY
HONORARY TREASURER
COMMUNICATIONS OFFICER
HONORARY ASSISTANT SECRETARY
HONORARY ASSISTANT TREASURER**

9. ELECTION OF OFFICERS

The newly elected Management Committee shall within twenty one days after the Annual General Meeting elect from among themselves the Officers for the ensuing term. Nominations for each office shall be proposed and seconded by the members present provided that should there be more than one nomination for any post, the election shall be by ballot. The names of the newly elected officers shall be notified to all members of the Union in a form to be decided by the Management Committee. No member shall hold the office of President or Vice President for more than three consecutive years or the office of Honorary Secretary or Honorary Treasurer for more than five consecutive years.

10. DUTIES OF OFFICERS

The President shall exercise general administrative responsibility and control over the activities of the Union. He shall preside at all meetings of the Union and perform other duties as usually pertain to the office of President. In the absence or incapacity of the President, any one of the three Vice Presidents present and duly elected by the Management Committee members present, shall perform the duties of President.

The Vice President – Membership shall be responsible for the organization, promotion and execution of activities/events for the

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benefit of members.

The Vice President – Student and School Affairs shall be responsible for the organization, promotion and execution of activities/events for the benefit of students and the school in general.

The Vice President – Fund Raising shall be responsible for the organization, promotion and execution of activities/events in order to raise funds to support the Union's objectives.

The Honorary Secretary shall keep inter alia such register of members, minutes of proceedings of the Management Committee and of General Meetings and records of the Union.

The Honorary Treasurer shall keep such books of accounts as the Committee may from time to time direct.

The Communications Officer shall be responsible for promoting the activities of the Union via the available communication channels to ensure that members, and where necessary and appropriate the public, are kept abreast of happenings, events and initiatives.

The Honorary Assistant Secretary and the Honorary Assistant Treasurer shall assist the Honorary Secretary and Honorary Treasurer respectively in the performance of their duties and shall act for them in their absence.

In addition to the specific responsibilities listed above, all Officers shall also be responsible for ensuring that all relevant reports and other documentation of Committees, for which they are responsible, are filed in the Secretariat, as prescribed by the Management Committee, as part of the Union's records.

11. SUB-COMMITTEES

The Management Committee may from time to time appoint from among themselves or from other members of the Union, Sub-Committees for special purposes, and may delegate to them any of the powers of the Management Committee except those of electing and expelling members and making, altering or revoking bye laws and except also those conferred upon the Management Committee by Rule 26. Such Sub-Committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

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12. MANAGEMENT COMMITTEE MEETINGS

- (I) The Management Committee shall meet at least once in every calendar month at such dates and time and at such place as they may determine. Five members shall form a quorum. The President, and in his absence one of the Vice Presidents present and duly elected, as provided for by Rule 10, and in the absence of President and the Vice Presidents some other member of the Management Committee to be selected by the members present shall be Chairman of the meeting. In the case of an equality of votes the Chairman shall have a second or casting vote. Minutes of the proceedings of the Management Committee shall be duly kept by the Secretary, and signed by the Chairman, and shall be open to the inspection of any member of the Union on application to the secretary.
- (II) Upon the receipt of a request signed by any three members of the Management Committee, requesting that a special meeting of the Management Committee be summoned, and stating the nature of the business for which it is to be summoned, the Secretary of the Union shall forthwith issue notices convening such meeting, on a day and at an hour and place to be fixed by the Chairman. At least three days notice of such meeting shall be given.
- (III) The Management Committee shall have power to appoint a member to fill any casual vacancy occurring among the officers or other members of the Management Committee until the next annual general meeting. Any member so appointed shall retire at the next Annual General Meeting, but he shall be eligible for re-election at such meeting.
- (IV) The Management Committee shall confirm the Minutes of the Annual General Meeting and any Special General Meetings at the regular monthly meetings immediately following the holding of these meetings.

13. ANNUAL GENERAL MEETING

The Annual General Meeting of the Union shall be held on a day, time and place to be fixed by the Management Committee not being later than the 30th day of June each year for the following purposes:

- (a) To receive from the Committee the confirmed Minutes of the previous Annual General Meeting and any Special General Meetings.
- (b) To receive from the Committee a report for the preceding Statutory year.

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- (c) To receive the Balance Sheet and Statement of Accounts for the preceding financial year.
- (d) To, (1) elect the Members of the Management Committee and (2) appoint a Chartered Accountant to prepare the Accountant's Review for the ensuing financial year.
- (e) To decide on any Resolution which may be duly submitted to the Committee as provided by Rule 14.
- (f) To deal with any business placed on the Agenda by the Management Committee.
- (g) General business at the discretion of the Chairman.

14. NOTICE OF BUSINESS

Any member desirous of moving any resolution at the upcoming Annual General Meeting shall give notice thereof in writing to the Secretary not later than the 7th day of April in each year.

15. SPECIAL GENERAL MEETINGS

The Management Committee may at any time for any special purpose call a Special General Meeting, and they shall do so forthwith upon the requisition in writing of any ten members stating the purpose for which the meeting is required.

16. CONVENING GENERAL MEETINGS

Seven days at least before the Annual General Meeting, or any Special General Meeting a notice of such meeting and of the business to be transacted thereat shall be sent to every member and no business other than that of which notice has been given shall be brought forward at such meeting except with the unanimous consent of the members present.

17. PROCEEDINGS OF GENERAL MEETINGS

At all general meetings of the Union the President, and in his absence one of the Vice Presidents present and duly elected, as provided for by Rule 10, and in the absence of the President and Vice Presidents, a member selected by those present shall take

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the chair. Every member present shall be entitled to one vote upon every motion and in the case of an equality of votes the Chairman shall have a second or casting vote.

18. QUORUM AT GENERAL MEETINGS

The quorum at all general meetings shall be as follows:

- (a) For motions proposing any repeal, addition to, or amendment of the Rules, thirty (30) members;
- (b) For repeal of any bye-laws or regulations, thirty (30) members;
- (c) For all other business, twenty (20) members.

Provided, however, that should the requisite quorum for transacting any business of which proper notice has been given not be present then the meeting shall stand adjourned so far as such unfinished business is concerned and the Management Committee may fix a day not being less than one month not more than three months from the date of such meeting for the holding of the adjourned meeting for the transaction of such unfinished business only, and proper notice of such adjourned meeting and the business to be transacted thereat shall be given and for such business at such adjourned meeting the quorum shall be the members present.

19. FINANCIAL YEAR

The Financial Year of the Union shall end on the 31st day of March in each year, to which day the accounts of the Union shall be balanced.

20. AUDITOR

At every Annual General Meeting an Auditor shall be elected to serve for the ensuing year. The Auditor shall be a member of the Institute of Chartered Accountants of Trinidad & Tobago who is not a member of the Union's Management Committee. A vacancy occurring in the office of Auditor during the year may be filled by the Management Committee.

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21. FUNDS

All the Funds of the Union shall be vested in the Management Committee who shall deposit them to an account with Banks and/or other Financial Institutions to be selected by the Management Committee in the name of the Union. The Management Committee shall decide upon the manner in which such account or accounts shall be operated.

22. ESTABLISHMENT OF OVERSEAS CHAPTERS

A Chapter of the Union may be established in any overseas territory. Any request to establish a Chapter must be submitted in writing to the Management Committee. Such a request must be signed by at least fifteen past students, who at the time of the request, must be residing or studying in that territory. The establishment of a Chapter must be approved by the Management Committee and ratified at an Annual General Meeting or Special General Meeting. A copy of a draft Constitution is to be made available to the Chapter's Interim Management Committee for adoption at the first General Meeting of the Chapter. Once adopted, the Constitution must be signed by the Officers of the Chapter and the President and one other Officer of the Management Committee of the Union. The Management Committee shall from time to time decide on the format and frequency of reports and consultations regarding the planning and coordination of the Union's activities in all jurisdictions.

23. RESIGNATION OF MEMBERS

Any member may terminate his membership by advising the Honorary Secretary in writing.

24. EXPULSION OF MEMBERS

The Management Committee may expel from membership any member guilty of any conduct rendering him unfit in their opinion to be a member of the Union. Provided that before expelling him the Management Committee shall call upon him for an explanation of his conduct and shall hear what he may wish to present in his defence.

25. EFFECT OF CEASING TO BE A MEMBER

Any Past Student shall, upon ceasing to be a member of the Union, forfeit all right to and claim upon the Union and its property and funds.

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26. BYE-LAWS

The Management Committee may from time to time make, repeal, and amend all such bye-laws and regulations (not inconsistent with these Rules) as they shall think expedient for the internal management and well-being of the Union and shall ensure that all such revocation, amendments, bye-laws and regulations be made known to the members by posting the same to each member within ten days of such change and all such bye laws, regulations and amendments made by the Management Committee under this Rule shall be binding upon the members until repealed by the Management Committee or set aside by Resolution of a General Meeting of the Union.

27. AMENDMENT OF RULES

These Rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting, provided that no such resolution shall be deemed to have passed unless it be carried by a majority of at least two-thirds of the members voting thereon.

28. INTERPRETATION OF RULES

The Management Committee shall be the sole authority for the interpretation of these Rules and of the bye-laws and regulations made thereunder, and the decision of the Management Committee upon any question of interpretation or upon any matter affecting the Union and not provided for by these Rules; or by the bye-laws and regulations made thereunder shall be final and conclusive.

29. DISSOLUTION OF UNION

If at any General Meeting a resolution for the dissolution of the Union shall be passed by a majority of the members present and such resolution shall at a special general meeting held not less than one month thereafter at which no less than one-half of the members shall be present, be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon, the Management Committee shall thereon or at such future date as shall be specified in such resolution, proceed to realize the property of the Union and after the discharge of all liabilities shall hand over the proceeds of realization and all funds of the Union to the Principal of St. Mary's College for the use and benefit of the College and thereupon the Union shall be dissolved.