



CONSTITUTION

CHRIST THE REDEEMER COLLEGE ALUMNI ASSOCIATION UK

Section 1: NAME

The name of the association shall be known as Christ the Redeemer College Alumni Association.

Section 2: AIMS & OBJECTIVES

1. The aim of the Association shall be to propagate the spirit of oneness amongst the old students of the College.
2. The Association shall endeavor to help the College in its effort to raise the educational standard of the College.
3. The Association shall contribute to the development and progress of the College in all ways within its power.
4. The Association shall strive to make life in the College better for the present students.
5. While associating with the yearning and aspiration of the College, the Association's object shall be to further project the good name of our *alma mater*.
6. To organize fund raising or any special events to advance any or all of the above stated objectives.
7. To integrate and further the social well being of members.

Section 3: THE NATIONAL SECRETARIAT

The national secretariat of the Association shall be the Christ the Redeemer College main campus at The Rayners, 23 Village Way East, Rayners Lane, Harrow HA2 7LX.

Section 4: MEMBERS

1. Membership shall be open to all interested former students of the College. No entrance fee shall be payable by any member on admission.
2. The branches of the Association may be opened in any part of the United Kingdom and presumably any part of the world.

Section 5: OFFICERS

1. The officers of the Association shall consist of a President, Vice-President, Secretary General, Asst. Secretary General, a Financial Secretary, a Treasurer,

a Publicity Secretary, a Social Secretary, Welfare Officer, and as the house may deem fit.

2.
 - a. The officers shall be elected every 2 years. No officer shall be eligible for re-election for more than 2 consecutive terms.
 - b. **DISSOLUTION** - The house shall be dissolved at the end of every 2 years.
3. If an officer of the Association other than the president resigns or is temporarily absent or for any reason is unable to act, the executive committee may appoint a deputy to take his place until he resumes his functions or until his term of office expires.
4. Election of officers shall be by **SECRET BALLOT** at the Annual General Meeting.

Section 6: CONDITION FOR NOMINATION

Before any officer can be nominated, the house must take into consideration that such person to be nominated fulfils the following qualities:

- a) Must be PUNCTUAL at meetings
- b) Must possess high degree of responsibility
- c) Must be of good BEHAVIOR and
- d) Must have fulfilled his/her financial obligations
- e) Must be full of the Holy Spirit

Section 7: DUTIES OF THE OFFICERS

1.
 - a. The **PRESIDENT** - the Chief Executive and Principal Accounting Officer of the Association. Shall preside at all general meetings of the association and at the Executive Committee Meetings.
 - b. In the event of an equality of voting at any meeting over which (s)he presides, the president shall have a CASTING VOTE, which (s)he exercises at his/her discretion.
 - c. Perform any other duties in the interest of the Association.
 - d. (S)He shall be one of the signatories to the bank account of the association.
2. The **VICE PRESIDENT** - shall assist the PRESIDENT and act for him/her in his/her absence or any other duty/duties as may be assigned to him/her by the president.
3.
 - a. It shall be the duty of the **SECRETARY GENERAL** to convene, with the President's approval, the meetings of the Executive Committee, the Annual General Meetings, and shall be responsible for the proper recording of the minutes of the proceedings at these meetings. (S)He shall submit an **Annual Report** to the General Meetings. (S)He shall coordinate the activities of other officers, if need be.

- b. (S)He shall be responsible for the administration of the Association's secretariat. (S)He shall have power to delegate or assign any of his/her duties to the Assistant Secretary General.
 - c. (S)He shall also be one of the signatories to the bank account of the Association.
4. The **ASSISTANT SECRETARY GENERAL** - shall assist the Secretary General and act for him/her in his/her absence.
5.
 - a. The **FINANCIAL SECRETARY** shall take minutes of the financial records of the Association at every meeting and must hand over his/her collection to the Treasurer on the same day. The Treasurer should issue a report to the Financial Secretary in return for the money collected.
 - b. Maintain all standard accounting books and records.
 - c. (S)He shall be responsible for the finance and budget planning.
 - d. (S)He shall prepare and submit to the executives a monthly financial report.
 - e. (S)He shall prepare and submit Annual Financial Reports at the Annual General Meetings.
 - f. (S)He shall advise the Treasurer to release validity-approved fund.
 - g. (S)He shall perform other duties as may be assigned to him/her by the Association.
6. The duty of the **TREASURER** shall consist of the following:
 - a. (S)He shall keep custody of all funds of the Association.
 - b. (S)He shall keep an imprest account of not more than two hundred Pounds and every sum of money within SEVEN DAYS of its receipt.
 - c. (S)He shall be a signatory to all bank accounts of the Association.
 - d. (S)He shall submit his/her account books for auditing whenever requested to do so by the auditors.
 - e. (S)He shall perform any other duties that may be assigned to him/her by the President.
7. The **PUBLICITY SECRETARY** shall publicise the activities of the Association and project its image. (S)He shall be in charge of all publications and their circulation.
8. The **SOCIAL SECRETARY** shall look after all social activities of the Association.
9. The **WELFARE OFFICER** must work hand-in-hand with the College authorities and (s)he shall see to the successful implementation of the Association's Welfare Programme.
10. The **AUDITOR** shall be responsible for the proper auditing of the account books of the Association kept by the Financial Secretary and other officers of

the Association. (S)He shall submit an Annual Report on the state of the Association's finances and accounts every SIX MONTHS and at the Annual General Meeting of the Association.

Section 8: EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of all the Electoral National Officers and President of each set of the Association. The Executive committee shall be responsible to the Annual General Meeting and shall meet at least ONCE a month. Emergency meetings of the Executive Committee may be convened and held as occasion demands.
2. The duty of the Executive Committee shall be to formulate Policy and execute the same after the approval of the General Meeting.
3. The executive Committee shall be responsible for the management of the affairs of the Association and for which it shall be collectively responsible.
4. The quorum at any executive Committee shall be ONE-THIRD of members of the Executive.
5. The Executive Committee shall arrive at all its decisions by a simple MAJORITY VOTE.
6. The executive committee may co-opt any member of the Association to any of its meetings, but the co-opted members shall have no voting rights.

Section 9: AD-HOC COMMITTEE

The Executive Committee shall have the power to create an AD-HOC committee for any purpose it may deem fit. Such committee shall be wholly responsible to the Executive Committee. In the event of any resignation, the Association shall, at a General Meeting, appoint a member to fill the vacant seat until the next election.

Section 10: RESIGNATION OF OFFICERS/EXECUTIVE COMMITTEE

Any officer or Executive member may resign his/her appointment after giving a month's NOTICE to the Executive, which will later inform the General House.

Section 11: ANNUAL GENERAL MEETING

1. An annual General Meeting shall be held in the month of December each year for the purpose of transacting the following business:
 - a. To receive the Annual reports of the President, the Secretary-General, Financial Secretary and the Auditor. All officers shall submit their Annual Reports to the Executive Committee not later than FOUR WEEKS before the Annual General Meeting.
 - b. To consider the programme of action for the ensuing year submitted by the Executive Committee.
 - c. To consider, and if thought necessary, to pass any resolution submitted to the meeting. Members intending to move motions on any topic at the Annual General Meeting shall forward notice of the

same to the Secretary-General not later than SIX WEEKS before the Annual General Meeting.

- d. Any other Annual Business.
2. Members entitled to attend the Annual General Meeting shall consist of all members of Executive Committee and other members of the Association.
3. The Annual General Meeting shall regulate its own proceedings.
4. If default is made in ordering the Annual General Meeting, the President shall, on the written requisition of SEVEN members delivered to him/her, call or direct the calling of the Annual General Meeting within SEVEN DAYS of receipt of the requisition.
5. Should the president default in the calling of the meeting, the requisitions shall have the right to convene the meeting with AT LEAST THREE (3) Executive Members in attendance.
6. At least, SEVEN DAYS NOTICE of any General Meeting shall be given to all members entitled to attend, provided that any accidental omission to notify a member shall not be a ground for invalidating proceedings of any General Meeting.
7. Emergency General Meeting shall be convened as occasion demands and at least SEVEN DAYS NOTICE must be given to members.
8. Quorum - The quorum for the General Meeting shall be SEVEN MEMBERS including ONE EXECUTIVE MEMBER.

Section 12: FINANCE

1. The financial year of the Association shall be January to December every year.
2. All approval for the expenditure shall be in writing and all payment shall be by cheque, however, payment can also be made by cash for sundry items.
3. The Association shall maintain a current account with a reputable bank as determined by the Executive Committee.
4. The signatories to the bank account of the Association shall be two, one from each of the following categories (a) The President or the Secretary General and (b) The Treasurer or the Financial Secretary.

SOURCES OF INCOME/REVENUE

These shall include:

- i. Annual Subscription
- ii. Special Levy/Levies on members
- iii. Donations

- iv. Money/Monies realised from launching and other social activities by the Executive Committee.

Section 13: ANNUAL SUBSCRIPTION

An Annual Subscription of £60.00 (sixty Pounds each) or monthly subscription of £5.00 shall be payable by each member.

Section 14: BRANCHES

A branch of the Association may be established in any part of the world. Each branch shall be empowered to handle local issues affecting the branch, provided that any dispute among the members of a branch of the Association to be formed shall be referred to the National Secretariat for resolution.

Section 15: OFFENCE & DISCIPLINE

1.
 - a. **Disorderly behaviour at meetings:** Anybody that is found to be disturbing the progress of the meeting may be penalized.
 - b. If the same member so warned and fined for three consecutive occasions does not change for good, (s)he may be SUSPENDED from the meeting for THREE MONTHS.
 - c. **Misappropriation and Embezzlement of funds:** Any misappropriation of the Association's funds by any officer or any member of the Association, shall be punishable by SUSPENSION and/or EXPULSION from the Association, as the Executive Committee shall deem fit, provided that the exercise of this power by the Executive Committee shall not prejudice the right of Association to take legal action against the offending member with a view to indemnifying the Association for any pecuniary loss the Association may have incurred as a result of the misappropriation and/or embezzlement.
 - d. **Subversive Action:** Any Subversive action against the Association (e.g. divulgence of Association's secrets and any other actions which tend to prejudice the best interests of the Association) shall be penalised by suspension from the Association.
 - e. All the Association's power of suspension, expulsion shall be exercised by the Executive Committee provided that no suspension from the Association shall be valid unless the member affected has been given the opportunity of stating his case at the Executive Committee Meeting at which the suspension is to be considered. At least seven days' notice shall be given to the member(s) concerned.
 - f. Any suspended member may appeal to a General Meeting of the Association against his/her suspension. The appellant should have the right to receive notice of the General Meeting at which his/her appeal is to be considered and also the right to attend the meeting.

Section 16: PATRONS/MATRONS

The Patrons/Matrons of the Association shall be the principals of the College and members of the board of governors.

Section 17: AMENDMENT

This constitution may be added to/amended at any General Meeting of the Association by a two-thirds majority of members present and voting at the meeting PROVIDED that a written NOTICE embodying the terms of the addition or amending motion has previously been forwarded to the Secretary General at least SIX WEEKS before the date of the General Meeting at which the Motion will be moved.