

# **ST. MARY'S OLD GIRLS' ASSOCIATION (SMOGA)**

## **CONSTITUTION**

### **ARTICLE 1 – NAME**

This body shall be known as St. Mary's Old Girls' Association (SMOGA), and shall hereinafter be referred to as "The Association".

### **ARTICLE 2 – AIMS AND OBJECTIVES**

- a. To establish and extend mutual understanding and cooperation among members.
- b. To maintain the honour and image of St. Mary's Secondary School and the promotion of the individual member's rights and interests.
- c. To cooperate with the staff/students of St. Mary's Secondary School on matters affecting the School.

### **ARTICLE 3 – MEMBERSHIP**

- a. Membership is automatic for all past students (old girls) of St. Mary's Secondary School.
- b. Upon payment of the prescribed registration fee, a person's name shall be included in the membership register.
- c. A person may cease to be a member of the Association by giving written notice to the Executive Council, provided that such a person, if she holds office, has discharged her obligations in full.

### **ARTICLE 4 – VOTING**

- a. Voting shall be by simple majority of paid-up members present at the annual general meeting and all other meetings, except where an amendment to the Constitution is being proposed under Article 13.
- b. Elections to the various constitutional offices shall then take place, and all paid-up members shall be eligible; to vote for this purpose the meeting shall appoint a Returning Officer(s) from amongst its members. Otherwise, the meeting affecting the Association shall also be discussed at the annual general meeting including agenda and financial estimate for the coming year.

## **ARTICLE 5 – EXECUTIVE COUNCIL**

- a. The management of the Association shall be vested in an Executive Council consisting of seven elected members, who shall have satisfied the following pre-conditions:
  - i. Fully paid-up member.
  - ii. Regular attendance at meetings over a minimum period of six (6) months.
- b. The elected members and their duties shall be as follows:
  - i. The President shall preside at all meetings of the Association.
  - ii. The Vice President shall assist the President in all matters and in her absence deputise for the President.
  - iii. The Secretary shall convene such meetings as the President may direct and shall keep proper records of all meetings and attend to all correspondence.
  - iv. The Assistant Secretary shall assist the Secretary and, in her absence, deputise for the Secretary.
  - v. The Financial Secretary shall be responsible for financial records of all funds of the Association.
  - vi. The Treasurer shall be responsible for the custody and disbursement of the finances of the Association.
  - vii. The Publicity/Welfare & Organizing Secretary shall co-ordinate all programmes held for the Association.

## **ARTICLE 6 – TENURE OF OFFICE**

- i. Any Executive Council member shall hold office for one term except that she shall be eligible for a second term of office.
- ii. After serving two continuous terms, no member shall be eligible to hold a third term of office on the same position until one whole term has expired from the end of her second term of office.
- iii. In this Constitution, a term of office shall be a two-year period.
- iv. Any fully paid-up member shall be eligible to be voted into office. Election shall be conducted at the annual general meeting by secret ballot by paid-up members present at the meeting.

- v. A by-election shall be held at any monthly meeting for any office declared vacant. The Executive Council may convene such other meetings as and when the need arises.

#### **ARTICLE 7 – FUNCTIONS OF THE EXECUTIVE COUNCIL**

- a. The Executive Council shall be charged with the implementation of the objectives of the Association and generally carry into effect the provisions of this Constitution, and the management of the affairs of the Association.
- b. The Board of Trustees shall consist of the President, Vice President, Secretary and Treasurer.

#### **ARTICLE 8 – VOTE OF NO CONFIDENCE**

- i. Any member of the Executive Council can be voted out of office by a two-third majority of members present at the meeting.
- ii. Should the entire Executive Council be voted out, an interim Executive Council shall be elected immediately pending fresh elections within two weeks.

#### **ARTICLE 9 – MEETINGS**

- i. There shall be an Annual General Meeting of the Association which shall take place in the School's Assembly Hall.
- ii. Notice of this meeting shall be given by the Executive Council at least 28 days before it is scheduled to take place.
- iii. The quorum at the Annual General Meeting shall be 15 paid-up members.
- iv. The Association shall meet quarterly (i.e. the Third Sundays). Should the need arise, dates for emergency meetings shall be determined and announced by the Executive Council. Whenever possible, an agenda shall be circulated for all executive and regular meetings.
- v. At ordinary meetings, the quorum shall be ten (10) paid-up members. At each annual general meeting, there shall be a roll call of members. Thereafter, the President shall deliver an address. The reports of the Secretary, Treasurer, branches or other subsidiary bodies, shall be distributed to members at the beginning of the meeting and subsequently read and discussed at the meeting.
- vi. All decisions taken shall be binding, provided a quorum has been formed.
- vi. Any paid-up member may petition in writing to the Executive Council to convene a meeting. Such a petition shall indicate the purpose of the proposed meeting and shall be supported by the signatures of at least ten paid-up members. If the response be in

the affirmative, the Executive Council shall propose to inform other members of the Association. If the response be negative, the Executive Council shall state in writing its reason thereof.

#### **ARTICLE 10 – FUNDS**

- a. Each member of the Association shall be required to pay such dues as may be determined by the annual general meeting.
- b. Voluntary contributions shall be collected at the end of each meeting until such time as the Association shall have enough funds to cater for all its needs.
- c. All funds collected by the Association shall be placed in the bank accounts of the Association by the Treasurer.
- d. The Treasurer shall disburse the funds in accordance with the decisions taken by the Executive Council acting on the Association.
- e. The financial year of the Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December each year. Accounts shall be audited and formal statement of accounts submitted to the Annual General Meeting.
- f. If any member is dissatisfied with the accounts, she may petition, and may then seek the support of five additional signatories and if such are forthcoming, the Executive Council shall be informed and thereafter the Executive Council shall convene a meeting to address the issues.

#### **ARTICLE 11 – SOCIAL/FUND-RAISING ACTIVITIES**

The Association shall organize an annual get-together and other activities for all members, for the purposes of raising funds to cater for School projects. The dates and venues of these activities shall be decided by the Executive Council.

#### **ARTICLE 12 – PATRONS**

- i. The Headmistress shall be a life patron.
- ii. There shall be at least four (4) other and no more than six (6) patrons during a given year. They shall be elected at the annual general conference and subsequently formally invited by the Executive Council. Included in this number shall be at least one member of the St. Mary's Secondary School Board of Governors.

## **ARTICLE 13 – AMENDMENTS**

- a. This Constitution shall be amended only at an Annual General Meeting.
- b. Prior notice of such a meeting for amendment should be given to all members.
- c. Any paid-up member may propose an amendment to the Constitution. The member shall submit a copy of her proposal to the Executive Council at least 35 days before the Annual General Meeting. Such a proposal should be supported by at least five other signatories who shall also be paid-up members.
- d. The Executive Council shall endeavour to circulate copies of any such proposal to members before the Annual General Meeting.
- e. Counter proposals may be submitted through the Executive Council or at the said conference by the proposer and the matter debated upon.
- f. The amendment shall be taken if supported by at least two-thirds of the paid-up members present.