

# PORT MOURANT TRAINING CENTER ALUMNI ASSOCIATION

## Constitution and By-Laws

Revised Date: September 18, 2009

### Article I - Name and Objectives

#### Section 1 - Name

1. The name of this Nonprofit Corporation shall be Port Mourant Training Center Alumni Association, which hereinafter will be referred to as "PMTC Alumni" or "PMTCAA" and its duration shall be perpetual.
2. The Association shall be a non-political and nonprofit making Corporation.

#### Section 2 – Purpose

1. The purposes of the Port Mourant Training Center Alumni Association are to promote the best interest of the Port Mourant Training Center (PMTC);
2. To keep members informed of all activities at PMTC and its community as a whole;
3. To aid the Institution in its future development, both in an advisory and financial capacity;
4. And to sponsor social and professional activities of the Alumni Association.

### Article III: Rights of Members

#### Section 1: Membership

1. Graduates of PMTC, former apprentices who were enrolled for at least one (1) term of basic year, present and former faculty/staff and members of the Institution's Board of Trustees constitute the membership of PMTCAA.
2. It is understood that the term "Institution" refers not only to PMTC, but also includes Guysuco Training Centre at Port Mourant (GTC/PM) and its predecessor, Bookers (Booker Tate) Sugar Estates Apprentice Training Centre (BSE-ATC).
3. Membership is open to all former apprentices regardless of their geographic location.
4. Any member of PMTCAA who has demonstrated his or her support of the Alumni Association and PMTC consistent with Article III, Section 1, paragraph 1 of these By-Laws is eligible for nomination as a candidate for an Executive Committee or Alumni Council position.
5. Any member of PMTCAA may present the name of a potential nominee for the office of Executive Committee or Alumni Council to the Nominating Committee.

#### Section 2: Membership Categories

Membership of the Association shall be divided into four (4) categories;

1. Basic Membership
2. Recent Grad Membership (graduated 0-5 years)
3. Silver Membership (+65)
4. Friendship Membership (non-alumni)

#### Section 3: Honorary Members

On nomination of the Executive Board of PMTC Alumni, a person who has made a significant contribution to the influence or progress of PMTC may be elected to honorary membership.

#### Section 4: Rights of Members

The rights of members include: voting at all meetings of the Association, voting for the nominated officers, and receiving all publications and notices to all general meetings held under the auspices of the PMTC Alumni Association.

#### Section 5: Non-Discrimination

The PMTCAA shall not discriminate against any of the board or committees or membership because of race, color, religion, sex, sexual preference, age, and physical or mental disability.

## **Article III: Alumni Council**

### **Section 1: Executive Committee**

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Assistant Secretary/Treasurer and six (6) Board Members.

### **Section 2: Alumni Council**

Alumni Council members will be nominated by alumni and elected during the time of elections. This council will include one representative of each five-year period, beginning with 1957 through the last entry class.

The Alumni Council will advise the Executive Committee on alumni concerns, and will make suggestions as to goals, principles, and guidelines. The Council will elect its own chairperson during its first meeting. The members of the Council will consist of:

1. Elected officers of PMTCAA;
2. One representative for every five entry years (i.e., 1957-61, 1962-1966, 1967-71, 1972-76, etc.).

### **Section 3: Terms of Office**

1. The term of office of the members of the Executive Committee and the Alumni Council will begin at the annual meeting following the member's election or appointment, and will run for a two (2) year period.
2. Vacancies occurring during the two (2) year period may be filled by a majority vote of the Executive Committee.
3. All elected Officers will serve on a voluntary basis.
4. A member of the Executive Committee may be removed from his/her office during a term for good and proper reason. A petition for removal, setting out the reasons for the petition, signed by at least five of the elected Executive Committee members, shall be filed with the President in order to start the removal process. The President shall forthwith send a copy of the petition to the subject member by certified mail with return receipt requested to the last address on file for him/her in the Alumni Association. If the subject of the petition does not contest the petition by filing a response thereto, within ten days of receipt of said petition, the President shall consider that member's position vacant and shall take immediate steps to fill the vacancy by following the procedures set out in Article III, Section 2. If said petition is contested, the President shall schedule a hearing for the next meeting of the Board. At said hearing, the members of the Board shall consider the petition and the response thereto in whatever fashion or manner they shall deem appropriate, by majority vote of the members present at such meeting, and they shall then immediately vote on the removal petition. A majority vote of those members of the Board then present at the meeting shall determine the disposition of the petition. If the petition is sustained, the vacancy shall then be filled in the manner described above.

### **Section 4: Powers and Duties**

#### ***Powers***

1. The powers and duties of the Executive Committee and the Alumni Council of the PMTCAA shall be as set forth in the By-Laws, except as specifically provided in the Constitution.
2. The Executive Committee and the Alumni Council shall have the sole power to fix dues of this Association, levy assessments, and otherwise provide for the raising of funds among the alumni of PMTC for use of underwriting Alumni Association programs and expenses.
3. The Executive Committee shall have the power to act on behalf of PMTCAA between meetings of the PMTC Board of Trustees.

#### ***Duties***

1. The President shall:
  - a. preside at all meetings of the PMTCAA at which he/she is present;
  - b. oversee the Alumni's affairs and activities;
  - c. be an ex-officio member of all committees and sub-committees but will not be counted in determining a quorum for such committees;
  - d. authorize the use of funds of PMTCAA according to the budget approved by the Executive Committee;
  - e. submit periodic reports to the Executive Committee and members on the activities of PMTCAA and;
  - f. appoint Committees and their Chairmen, call special meetings as needed.
2. The Vice President shall:
  - a. deputies for the President in his/her absence;
  - b. coordinate activities of the various committees.
3. The Secretary shall:
  - a. act as secretary at meeting of the Executive Committee;
  - b. take minutes during the Annual General Meeting (AGM);

- c. act as custodian of all the records of PMTCAA;
  - d. be the public relations person for PMTCAA;
  - e. monitor fulfillment of activities of PMTCAA and prompt different offices accordingly;
  - f. publicize income-generating activities of PMTCAA.
4. The Treasurer shall:
- a. act as the custodian of the finances, audit records and inventory of PMTCAA;
  - b. prepare and report to the Executive Committee the PMTCAA's regular financial documents and statements;
  - c. be responsible for presenting the annual budget to the Executive Committee;
  - d. be a member of the Finance and Marketing Committee;
  - e. shall be the chief signatory to the accounts of PMTCAA.
5. The Assistant Secretary/Treasurer shall:
- a. be custodian of merchandising initiatives;
  - b. organize/coordinate fundraising activities for PMTCAA;
  - c. assist the Secretary and Treasurer in the administration of the affairs of PMTCAA and deputize in their absences.

## **Article IV: Committees**

The President shall appoint all Committees and their Chairs. The following Committees will be in existence on an annual basis.

Committee Chairmen shall be responsible for conducting the business of their committee and reporting such business to the Executive Committee and Alumni Council.

### **Section 1: Membership and Alumni Annual Fund Committee**

This Committee shall be responsible for recruitment of members and serving in an advisory capacity for fundraising initiatives.

### **Section 2: Awards Committee**

This committee shall be responsible for issues related to the alumni awards including solicitation of nominations, reviewing such nominations, and making recommendations to the Board for the recipients of the awards.

## **Article V: Meetings**

### **Section 1: Annual Meeting**

The Annual General Meeting (AGM) shall be a gathering to be answerable to the entire membership of PMTCAA.

1. The AGM shall be attended by:
  - a. all subscribing members of PMTCAA shall attend the AGM as voting delegates;
  - b. the immediate ex-officio members of the Executive committee; and
  - c. partners and organizations that support PMTCAA who shall be invited to attend by the Secretary of the Executive Committee but such delegates shall have no voting rights.
2. The Executive Committee, by two-thirds (2/3) vote, may call for an extra-ordinary AGM upon request from more than half of the subscribing members of PMTCAA.
3. Voting at the AGM shall be by the subscribing members and may be by show of hands or by secret ballot.

### **Section 2: Agenda**

1. A preliminary agenda for the AGM shall be prepared by the Executive Committee and sent to the members two (2) months in advance of the AGM and;
  - a. subscribing members may propose business to be transacted at the AGM through the Secretary;
  - b. such proposals shall reach the Secretary at least one (1) month before the meeting;
  - c. the agenda of business to be transacted at the AGM shall be distributed by the Secretary to the members and delegates at least two (2) weeks before the meeting; and
  - d. no questions that have not been placed on the agenda shall be discussed or put to vote unless a proposal to that effect is approved by a two-thirds (2/3) majority vote at the AGM.

### **Section 3: Venue**

The venue of the next AGM shall be decided at the preceding AGM.

### **Section 4: Dates**

The Executive Committee shall decide the exact dates of the AGM.

### **Section 5: Functions**

1. The AGM shall have the following functions:
  - a. to determine special projects that shall be financed independently of the general expenditure;
  - b. to consider and approve proposals for any short or long term development plan of activities, and strategies for implementation;
  - c. to receive, review and evaluate reports on implementation of projects and any other reports submitted to the AGM by the Executive Committee, and issue appropriate directions for compliance by the competent officers of PMTCAA;
  - d. to consider and approve proposals by the Executive Committee to appoint a Committee to perform special tasks;
  - e. to consider and approve the budget of PMTCAA;
  - f. to consider and approve auditor's reports, audited accounts and financial statements relating to the accounts of PMTCAA presented by the Treasurer; and
  - g. to receive and consider draft resolutions from the Executive Committee for any issue or question of which this Constitution makes inadequate or no provision for its resolution.

### **Section 6: Quorum**

A quorum shall consist of two-thirds (2/3) of the Executive Committee at a duly called meeting. Proxy voting at meetings shall be prohibited.

## **Article VI: Finances**

### **Section 1: Financial Matters**

1. The Association shall generate its income from:
  - a. membership dues and subscriptions;
  - b. contributions by well wishers;
  - c. donations and grants from, donors and non-governmental organizations; and
  - d. fundraising activities taken under the authority of the Executive Committee.
2. The Executive Committee shall open an account in the name of Port Mourant Training Center Alumni Association and all funds of PMTCAA shall be deposited in that account.
3. There shall be three signatories to the Account and these shall be the Treasurer, the President and the Secretary.
4. Donors shall make donations for specific functions or activities of PMTCAA.
5. All accounts, records and documents of PMTCAA shall be open for yearly auditing by an auditor approved by the Executive Committee.

### **Section 2: Dues**

Membership dues will be set by the Executive Committee

1. Basic Membership Single \$40, Joint \$70;
2. Recent Grad Membership (0-5 yrs) Single \$35, Joint \$60;
3. Silver Membership (65+) Single \$20, Joint \$35;
4. Friendship Membership (non-alumni) \$35.

Joint membership is available for two (2) persons who reside at the same address

### **Section 3: Property Rights**

1. All movable and fixed assets of PMTCAA shall be entered in a register, which shall be reported during the PMTCAA.
2. The income and property of PMTCAA shall be applied solely towards the promotion of the objectives of PMTCAA as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, by way of dividends, bonus or profits to its members.

## Article VII: Procedure

### Section 1: Official Year

The official year of PMTCAA, which shall govern the term of the office and the fiscal affairs of the Association, shall be from the date of the current AGM to the date of the next AGM.

### Section 2: Amendments

1. This Constitution may be amended by a two-thirds vote of the Executive Committee or their present at the AGM.
2. Proposed amendments shall be submitted by subscribing members in writing to the Secretary at least 30 days prior to the AGM at which such amendments are to be considered.

### Section 3: Disputes

The Executive Committee shall appoint a lawyer to handle disputes and all other legal issues involving PMTCAA.

### Section 4: Dissolution

1. The Association shall be dissolved by a resolution passed by not less than two thirds of active and subscribing members.
2. If upon dissolution of PMTCAA there shall remain any property whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to PMTC.

### Section 5: Effective Date

This Constitution shall become effective as soon as the Executive Committee has voted and approved it. All amendments shall become effective upon the approval of the Executive Committee.

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President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Date