

**CONSTITUTION OF THE SOUTH PENINSULA HIGH SCHOOL
ALUMNI ASSOCIATION**

Founding Statement

We, the founders of the South Peninsula High School Alumni Association, take Pride in our allegiance to our Alma Mater, the Institution that played a pivotal role in forging our world outlook and at which we underwent the sometimes painful transition from children to young adults.

We pledge to uphold the ideals and objectives expressed and implied in the Mission Statement and Constitution of the Association and to do everything in our power to ensure that the current student body, Principal and teachers and the generations of student bodies of the future as well as the Principals and teachers of the future, share our pride in our alma mater, South Peninsula High School.

We honour all former principals, teachers, student leaders and fellow students at South Peninsula High and acknowledge with humble gratitude even the smallest bit of knowledge, insight and wisdom that they passed on to us.

So too, shall we endeavour to pass on to the South Peninsula High School students of the future, knowledge, insight, wisdom and, above all, pride - pride in our beloved South Peninsula High School.

Mission Statement

We the alumni of South Peninsula High School, pledge to uphold, cherish and preserve the culture, traditions and history of our Alma Mater.

In all our endeavours we shall strive to maintain the standards of excellence and integrity that were ingrained in us as high school students and to be self-sufficient in every respect.

We acknowledge the common heritage that binds us to generations of fellow students and teachers, past and present, and say with pride, "We were students at South Peninsula High".

Constitution

1 Objectives

The objectives of the association are:

- 1.1 To foster a bond of unity and fellowship between all ex-students, the current teaching staff and former teachers and principals at the school
- 1.2 To initiate and organise social and cultural activities to facilitate and strengthen the bonds of fellowship between ex-students, the current student body, former teachers and principals and the current teaching staff.
- 1.3 To provide students currently enrolled at the school with bursaries and / or prizes for scholastic and / or sporting achievements.

- 1.4 To provide financial and / or other forms of assistance to the school for the purpose of improving the educational, sports and cultural facilities and equipment at the school.
- 1.5 The provision of bursaries, prizes and financial assistance to the school by the Association shall be dependant upon the availability of funds. Other forms of assistance shall be offered by the Association when these are at the disposal of the Association.

2 Membership

- 2.1 All ex-students, current teachers, former and current non-teaching members of staff as well as past and current members of the School Governing Body shall be eligible for membership of the Association, irrespective of their race, religion, gender, academic qualifications, political persuasion, financial or social status, providing that:
 - 2.1.1 Ex-students must have attended the school for at least two years and should not have been expelled from the school;
 - 2.1.2 Former Principals and former teachers must have served on the staff of the school for at least two years.
- 2.2 Membership of the Association shall be categorised as follows:
 - 2.2.1 Ordinary members shall comprise all ex-students of the school who have lodged with the Association the requisite application form (Annexure A) and entrance fee and whose membership has been endorsed by the Executive Committee of the Association. Ordinary members shall enjoy full voting rights and shall have the right to be heard at all meetings and gatherings of the Association,
 - 2.2.2 Ordinary Members shall also comprise former principals and former teachers at the school who satisfy the conditions of clause 2.1.2 of this constitution. Membership shall be endorsed by the Executive Committee of the Association. They shall enjoy full voting rights and all other rights and privileges accorded to Ordinary Members.
 - 2.2.3 Honorary Members shall comprise teachers and non-teaching staff currently serving on the staff of the school and members of the School Governing Body currently serving on that body. Honorary Members shall not enjoy voting rights but shall have the right to be heard at all meetings and gatherings of the Association. Honorary Membership shall be bestowed automatically and application for this category of membership shall not be required.
 - 2.2.4 The incumbent Principal of the school or her or his nominee shall enjoy Special Honorary membership with the right to attend Executive Committee meetings of the Association. Special Honorary members shall not enjoy voting rights but shall have the right to be heard at all meetings and gatherings of the Association.
 - 2.2.5 Persons closely associated with the school (but who are not ex- students or ex-parents or ex- non- teaching staff) can apply for membership. The executive shall have the sole right to decide on membership of such persons.
 - 2.2.6 The SPHS ALUMNI ASSOCIATION falls under the jurisdiction of the SPHS PTSA. The SPHS AA shall have two representatives at PTSA executive meetings with full voting rights.
 - 2.2.7 All members shall be issued a copy of this constitution.

3 Fees and Subscriptions

All aspirant members and members of the Association, with the exception of Life Members, Honorary members and Special Honorary Members shall be required to pay the following:

- 3.1 Aspirant members shall be required to pay an entrance fee before membership of the Association shall be bestowed upon them
- 3.2 Members shall be required to pay an annual subscription fee.
- 3.3 The entrance fee and annual subscription may be increased or decreased on an annual basis at the discretion of the Committee of the Association.
- 3.4 Members who are in default In respect of the payment of the annual subscription fee shall be suspended from the Association.

4 Organisational Structure

- 4.1 The Association shall comprise a General Body and an Executive Committee.
 - 4.1.1 The General Body shall comprise of members stipulated in 2.2.1, 2.2.2, 2.2.3, 2.2.4 and 2.2.5.
 - 4.1.2 The Executive committee shall comprise of a Chairperson, Secretary and Treasurer, four other members and the incumbent principal (ex- officio).
- 4.2 The responsibilities, duties and functions of members elected to the Executive Committee
 - 4.2.1 Once per annum the Committee shall vote to either Increase or decrease the entrance and / or the subscription fees for the following year or to maintain the status quo concerning such fees.
 - 4.2.2 The Executive Committee shall be duty bound to replace any member of the Executive Committee for the following reasons:
 - 4.2.2.1 Bringing the school and / or the Association into disrepute,
 - 4.2.2.2 Gross dereliction of duty in accordance with the definition, in this Constitution, of the duties of the Executive Committee members.
 - 4.2.2.3 Fraud and / or embezzlement committed against the Association or any other person or persons or organisation.
 - 4.2.3 The Executive Committee shall appoint external auditors and select a legal banking institution to act as its bankers, formulate the policy of the Association with regard to its budget, expenditure, interaction with the school and School Governing Body and its relationship and / or interaction with any other organisation or individual or group of individuals.
 - 4.2.4 The duties, responsibilities and obligations of the Chairperson of the Executive Committee shall be:
 - 4.2.4.1 To preside over meetings of the Executive Committee and the Annual General Meeting and to ensure that such meetings are conducted in accordance with this Constitution and the generally accepted procedures for meetings.

- 4.2.4.2 To protect the rights and privileges of all members of the Association
- 4.2.4.3 To protect the interests of the Association and of its members.
- 4.2.4.4 To be ultimately responsible for, and accountable to the General Body for the actions and conduct of all elected and appointed officials in the performance of their duties as officials of the Association.
- 4.2.5 The duties, responsibilities and obligations of the Secretary of the Committee shall be:
 - 4.2.5.1 To prepare, in consultation with the Chairperson, agendas for Executive Committee meetings.
 - 4.2.5.2 To inform all Executive Committee members and the Principal of the school of Executive Committee meetings and the agendas for such meetings.
 - 4.2.5.3 To send notices of the Annual General meeting to all members of the Association.
 - 4.2.5.4 To keep accurate minutes of meetings of the Executive Committee and of the Annual General meeting and Special meetings.
 - 4.2.5.5 To issue copies of this constitution to all members.
- 4.2.6 The duties, responsibilities and obligations of members of the Executive Committee shall be:
 - 4.2.6.1 To support and assist the Chairperson, Treasurer, and Secretary of the Association In the performance of their duties
 - 4.2.6.2 To pro-actively assist in the policy making decisions of the Executive Committee.
- 4.2.7 The duties, responsibilities and obligations of the Treasurer shall be:
 - 4.2.7.1 To keep accurate, proper and up to date records of the financial transactions of the Association.
 - 4.2.7.2 To present audited Annual Financial Statements to the Chairperson of the Committee, the Chairperson of the Executive Committee and the Annual General meeting.
 - 4.2.7.3 To monitor and manage the bank account and financial affairs of the Association.
 - 4.2.7.4 To keep custody of the cheques of the Association and to issue such cheques upon the instruction of the Chairperson of the Executive Committee.
 - 4.2.7.5 To timeously deposit all moneys belonging to the Association into the bank account of the Association.
 - 4.2.7.6 To ensure that the records of the bank are timeously updated with regard to signatories to the bank account of the Association. The signatories to the bank account of the Association shall be:
 - "A" signatory - the Chairperson of the Association.
 - "B" signatories - the Secretary and Treasurer of the Association.

- Two persons shall sign the cheques of the Association, the chairperson and either of the “B” signatories.

4.2.7.7 To prepare the annual budget of the Association and to present the budget to the Chairperson of the Executive Committee of the Association for approval no later than two months after the Annual General Meeting.

4.2.7.8 To ensure that the expenditure of the Association, per budget item, does not exceed the budget. The express approval of the Committee of the Association shall be required before an over expenditure is incurred.

4.3 Terms of Office

4.3.1 Executive Committee members shall be elected annually at the Annual General meeting

4.3.2 No later than one month after the Annual General meeting, the Executive Committee shall appoint the Chairperson and in consultation with him or her, shall appoint the rest of the Executive Committee. The Executive Committee shall be appointed for a term of one year.

5 Meetings and Procedures

5.1 Quorums

5.1.1 The quorum for the Annual General meeting shall be 10 members who qualify to attend and vote at the Annual General meeting.

5.1.2 The quorum for Special meetings shall be 5 members who qualify to attend and vote at the Special meeting.

5.1.3 The quorum for Executive Committee meetings shall be 5 members.

5.1.3.1 The following procedure shall apply in the event of a deadlocked situation in the Executive Committee:

5.1.3.1.1 The chairperson shall set aside the matter giving rise to the deadlock and the matter shall be discussed and. or debated at a later date.

5.1.3.1.2 Should the matter again give rise to a deadlocked situation, the chairperson shall, at his or her discretion, either exercise a casting vote to break the deadlock or set the matter aside once more, or as a last resort, convene a Special Meeting to seek a mandate from the General Body.

5.1.3.2 The chairperson presiding over meetings of the Executive Committee shall rule with regard to matters of procedure at Committee meetings and / or on whether a proposal, motion or resolution is in conflict with the letter or spirit of this constitution. Such ruling shall be binding upon the Association and may only be rescinded by the Chairperson of the Committee or at a Special meeting by simple majority vote.

5.1.4 The Committee may by simple majority vote, rescind any resolution passed at a previous meeting of the Executive Committee.

5.2 The Annual General Meeting

5.2.1 All members of the Executive Committee, except for the Chairperson and the Secretary who shall continue in office until immediately after the election of officials at the Annual General meeting, shall stand down from office one week prior to the Annual General Meeting which shall be held on the first Saturday in February of every year

5.2.2 All elected and appointed officials of the Association shall be eligible for re-election or re-appointment for consecutive terms.

5.2.3 Nominations for election to the Executive Committee and proposals for amendments to the Constitution and motivations therefore must be received by the Secretary not later than one calendar month prior to the Annual General meeting.

5.2.4 The Secretary shall give notice in writing to each member of the Association of the Annual General Meeting. Such notice, which shall be accompanied by a list of nominees for election and the proposals and motivation for amendments to the Constitution of the Association (if any were received), shall be given not less than two weeks prior to the Annual General meeting.

5.2.5 The agenda for the Annual General meeting shall be:

5.2.5.1 The Annual Report of the Chairperson of the Executive Committee.

5.2.5.2 The Annual Report of the Chairperson of the Executive Committee.

5.2.5.3 The Annual Financial Report.

5.2.5.4 The election of a Returning Officer.

5.2.5.5 Election of Executive Committee members.

5.2.5.6 Amendments to the Constitution.

5.2.5.7 Vote of Thanks.

5.2.5.8 Close.

5.2.6 No business other than that which appears on the agenda shall be conducted, debated or discussed at the Annual General meeting.

5.3 Special Meetings

5.3.1 Special meetings may be convened by:

5.3.1.1 Any ten Ordinary and / or Committee members of the Association who are in good standing.

5.3.1.2 The Chairperson of the Committee at his or her discretion as provided for in clauses 5.3.2.3 and 5.4.4.2 of this Constitution.

- 5.3.2 Special meetings shall be convened for the following reasons only:
- 5.3.2.1 To table a Motion of No Confidence in the Executive Committee or individuals serving on the committee.
 - 5.3.2.2 To table a Motion of Censure directed at the Executive Committee or individuals serving on the committee.
 - 5.3.2.3 To seek a mandate from the General Body should the Chairperson of the Executive Committee or the Executive Committee as a whole deem it necessary that a mandate should be obtained.
- 5.3.3 The following procedure shall apply to the convening of a Special Meeting:
- 5.3.3.1 Should the Special meeting be requested by any ten members, they shall notify the Secretary in writing, stating the reason or reasons for convening a Special Meeting and they shall attach their names and signatures to such notice.
 - 5.3.3.2 Should the Chairperson of the Committee rule that a Special Meeting be convened he or she shall notify the Secretary in writing, stating the reason or reasons for convening a Special meeting and attach her or his signature to such notice.
 - 5.3.3.3 The Secretary shall within seven days of receipt of a notice to convene a Special meeting, set a date for the meeting and issue notices to all members advising them of the Special meeting. Twenty one days notice of a Special meeting shall be given.
 - 5.3.3.4 The notice of the Special meeting shall have attached a copy of the original motivation for convening the meeting.
 - 5.3.3.5 Should the Secretary fail to carry out the provisions of clause 5.3.3.3 of this constitution he or she shall be deemed to have resigned his or her position on the Committee.
 - 5.3.3.6 Should clause 5.3.3.5 of this constitution be applicable, the ten members convening the Special meeting or the Chairperson of the Executive Committee shall Issue the notices of the Special Meeting, providing that members shall receive twenty one days notice of such a Special Meeting.
 - 5.3.3.7 A chairperson to preside over a Special Meeting shall be elected at such meeting from among those present
 - 5.3.3.8 The chairperson presiding over a Special Meeting shall not participate in any debate or discussion at such a meeting nor participate in any vote taken at such a meeting.
 - 5.3.3.9 Should a Vote of No Confidence in the Executive Committee or Committee Executive member succeed, such persons shall be deemed to have resigned their positions and a date shall be set for a bye election to fill such vacancy or vacancies. Should the Vote of No Confidence apply to an appointed official, the Committee shall appoint some other person or persons to fill the vacancy or vacancies.
 - 5.3.3.10 No business other than that provided for in clauses 5.3.2.1, 5.3.2.2, 5.3.2.3 and 5.3.3.9 of this constitution shall be conducted, discussed, debated or put to a vote at a Special meeting of the Association.
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