

Example of Model Constitution for UWIAA Chapters

The University of the West Indies

Alumni Association (UWIAA)-(Name of Chapter)

Constitution

1. Name: The organization is to be known as The University of the West Indies Alumni Association (Name of Chapter). This name shall be used in all future constitutions, correspondence or other material, or references thereto. The Association shall be referred to in this Constitution as the “Chapter” and The University of the West Indies shall be referred to as “the University”.

2. Definitions:

Member Shall mean any person registered with the Chapter.

The University of the West Indies Alumni Association (Name of Chapter) Unless otherwise stated shall mean the Executive and all members.

The Executive All members who are duly elected at an Annual General Meeting (AGM) to serve as officers of the Chapter.

A member in good standing Shall mean that a financial member of the Chapter who is not in breach of any of the provisions of this Constitution, or not facing any disciplinary action.

Financial Member Is a member who has paid his/her dues or fees in accordance with this Constitution and is not in arrears except as provided for by this Constitution

Life Member Shall mean any person registered with the Chapter who shall have paid dues for lifetime membership with the Chapter at a rate to be determined from time to time by the Executive (or ten times that of an Ordinary Member).

Annual Member Shall mean any person registered with the Chapter who shall be required to pay dues on an annual basis at a rate to be determined from time to time by the Executive.

3. Objectives: The objectives of the Chapter shall be to:

- Influence the evolution and development of The University of the West Indies (advocacy).
- Serve as benefactors of the University.
- Promote the Caribbean’s intellectual and cultural development.
- Preserve the Caribbean’s total unity while recognizing island cultural variations.
- Provide opportunities for intellectual stimulation and development (continuing education), and avenues for networking, professional growth, and sharing common experiences of the University’s Alumni.
- Promote the University’s name recognition, regionally and internationally.
- Stimulate interest among members of the community in the affairs of the University as well as raise funds and encourage benefactions.
- Offer advice on any matters affecting the welfare of the University or which may be of interest to the Senate and Council of the University.

4. Membership

Membership shall be of four types: **Ordinary (Annual), Associate, Honorary and Life.**

a. Ordinary (Annual) Membership: Any person who has been awarded a degree, licentiate, diploma or certificate in any Faculty of The University of the West Indies or the University College of the West Indies. This category is the only one eligible for nomination to Executive positions and has full voting rights. Ordinary members may have life or annual membership.

b. Associate Membership:

- i.** Any person who has been a student of the University or of the University College of the West Indies for a period of one academic year and in relation to whom the minimum period has elapsed at the end of which that person could, had that person continued as a student, have qualified within the terms of that former student's registration for membership under clause 6 (a) (see Ordinance 2), provided that the Council may deny Associate Membership under this clause to a person, taking into consideration the circumstances under which that person did not complete the requirements for membership under clause 6 (a) or has ceased to satisfy the requirements.
- ii.** Any person who, at the discretion of the Council, has obtained by examination a degree (or other qualifications considered by the Council to be equivalent of a degree) of a university recognized by the Council for that purpose.
- iii.** Associate members may have life or annual membership.
- iv.** Associate members shall not have the right to hold any executive office but may be granted voting rights at the discretion of the Chapter.

c. Honorary Membership:

- i.** Any person who holds an Honorary Degree from the University or the University College of the West Indies, provided that the Council may deny Honorary Membership to a person qualified under this clause where the Council is satisfied after due hearing that the person so qualified has engaged or is engaging in conduct prejudicial to the principles of the Charter or the Chapter.
- ii.** Any person who in the opinion of not less than two-thirds of the financial members of the Chapter present at a general meeting, can make a significant contribution to the objectives of the Chapter, may be admitted to honorary membership.
- iii.** Honorary Members shall not at any time exceed twenty percent of the Ordinary Membership of the Chapter.
- iv.** Honorary Members shall neither pay entrance fees nor annual subscriptions and may attend meetings but may not vote.

d. Group Membership:

- i.** Any Group or Association comprising members who are UWI graduates, shall be entitled to membership as a Sub-Chapter or Group of the main country Chapter upon presentation of its certificate of registration with the Institutional Advancement Division.
- ii.** Alumni may form affiliated groups or organisations on the bases of graduating class, disciplines, geographic area or other common characteristics. Such groups may only be represented on the Central Executive Committee through their local main chapters.
- iii.** Alumni "interest" groups under ii) can be formed and operate independently using the Model Constitution available through the Institutional advancement Division as a guide to ensure a measure of uniformity, e.g. Arthur Lok Jack GSB Alumni, Special Students Alumni. However they fall under the umbrella of the Campus Country Chapter and the President of the Group is automatically an Executive Member of the Campus Country Chapter, to facilitate synergy, transparency, communication and collaboration as necessary. All such alumni groups and sub-groups must register with the Institutional Advancement Division (IAD), Office of the Vice Chancellor. The President of these groups will be represented by the overall country Chapter at the Central Executive Committee (CEC) Meeting.

e. Further Qualifications for Membership:

- i.** Membership shall not be granted to any person who has been convicted of a criminal offence either within or outside the jurisdiction. Membership shall not be granted to persons who have been deported to Name of Country/State. Membership shall not be granted to any person who is or was at any time a member of or affiliated to any criminal gang, group or organisation.
- ii.** No person can be refused membership on the grounds of race, gender, socio-economic class, religion, or place of residence.

f. Adoption of Open Campus Chapters by International Chapters

UWIAA International Chapters, through the IAD will officially “adopt” two or three Open Campus countries to assist with specific additional funding through UWIREF, undergraduate and graduate student recruitment of second and third generation individuals of Caribbean heritage to utilize online Open Campus learning, especially in professional development. The IAD will coordinate and facilitate and the Chapters will action and report. The agreed “adoptees” follow:

International Chapter

Washington DC
 New York
 Toronto
 Florida
 UK

Adopted Chapters

Grenada, St. Kitts and Nevis
 Belize, Cayman and Turks and Caicos
 Dominica and St. Lucia
 Bahamas, Antigua and Barbuda and Anguilla
 British Virgin Islands, St. Vincent and the Grenadines and
 Montserrat

Note: This in no way takes away from the annual scholarships and other commitments of the various international Chapters which are already in place.

5. The Executive:

- i.** The Chapter Executive shall be the President, Vice President, the Secretary, the Treasurer, the Assistant Secretary/Treasurer and the Public Relations Officer. Depending on the specific needs/circumstances of the Chapter, the number and titles of the Executive might vary. For example, it is possible for a Chapter to include additional officers (or for the titles above to be substituted with) such as First Vice President, Second Vice President, Chair and so on.
- ii.** They shall be elected annually at the Chapter’s AGM.
- iii.** The President and Treasurer shall not hold their respective offices for more than two consecutive years.
- iv.** Subject to any limitations specified in Ordinance 2 or this Constitution, the Executive shall have full power to act in all respects on behalf of the Chapter and shall organize and make such arrangements in connection with its activities, as it deems fit.
- v.** The quorum for meetings of the Executive shall be an uneven number decided by Chapter (MUST BE SPECIFIED IN EACH CHAPTER’S DOCUMENT).
- vi.** A member’s place on the Executive may be declared vacant by the Executive if:
 - a.** he/she is absent for more than three consecutive meetings without special leave of absence from the Executive;
 - b.** the member issues, makes or concurs in the making of public statements or acts in a manner prejudicial to the objectives of the Chapter.
- vii.** In the absence of the President, the Vice President (or where this applies, the First Vice President and Second Vice President in that order) shall assume the chair, and in their absence a Chairman shall be appointed from among the financial members present.
- viii.** The Executive may fill any casual vacancy in the membership by nominating a financial member of the Chapter to be a member thereof.
- ix.** The functions of the Executive Officers are outlined in the Handbook for Chapters of The UWIAA.

Suspension of Executive Officers

- x.** The Executive shall have the power to suspend a member from office. This power shall be exercised by not less than two-thirds of the members of the Executive present and voting providing that:
 - a.** the member who may be in danger of suspension shall be given seven (7) days notice of the day of the meeting where the matter will be discussed;
 - b.** the member who may be in danger of suspension shall have the opportunity to be heard at the meeting where the matter will be discussed;

- c. the decision to suspend the member must be made within twenty-eight (28) days by a two-thirds majority of members in good standing present and voting at a general meeting of the Chapter.

6. Powers:

- i. Subject to the provisions laid down by the AGM, the Chapter Executive shall regulate its own proceedings by a simple majority decision and take all necessary steps to implement the objectives of the Chapter as outlined in this Constitution.
- ii. In the event of a tie in votes, the President shall have the casting vote.

7. General Meetings:

a. Annual General Meeting:

- i. The AGM of the Chapter shall be held at a specified time and consistently around that time thereafter, as the Executive shall appoint;
- ii. Fourteen days notice shall be given of the actual time, place, and business of the meeting;
- iii. Such notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given. The unintentional failure to give notice to any person entitled under this Constitution to receive notice of any AGM or the non-receipt by any such person of such notice, shall not invalidate the proceedings at that meeting;
- iv. The Chapter President (or in his/her absence the Vice President or the First Vice President and Second Vice President in that order) shall preside at the AGM or other general meeting;
- v. The AGM shall regulate its own procedure by simple majority decisions;
- vi. The business of the meeting shall be:
 - a. To receive and consider the report of the Executive for the preceding year;
 - b. To receive and consider the audited accounts and balance sheet;
 - c. To elect members of the Executive (only financial members shall be eligible for election);
 - d. To appoint an auditor;
 - e. To consider any other matters.

b. Special General Meeting:

Special General Meetings may be summoned:

- i. On the advice of the President;
- ii. On the instruction of the Executive;
- iii. By the Secretary upon the written request of at least sixteen (16) financial members. The request shall stipulate the nature of the business to be discussed and members shall be given at least five (5) days notice of such meetings. The meeting shall be summoned no later than thirty (30) days of the receipt of such request. No other business, besides the stated business shall be discussed at that meeting.

c. Quorum

- i. Twenty (20) financial members shall form a quorum at any General meeting.
- ii. If a quorum is not present at the AGM within half an hour of the time fixed for such a meeting, it shall stand adjourned to the same day in the next week at the time and place as is chosen by the President, and, if at such adjourned meeting a quorum is not present within half an hour of the time appointed, the financial members present shall be deemed to be a quorum and may do all the business which a full quorum might have done.

- iii. If no quorum is present at a Special General meeting within half an hour of the time fixed for the meeting it shall be dissolved and no other meeting for the purpose of considering the same or substantially similar business shall be summoned without the leave of the Executive.

d. Voting

- i. Voting at all General meetings shall be by show of hands except for the election of members of the Executive and this shall be done by ballot.
- ii. Only financial members shall vote at a General meeting.

8. Financial Matters:

i. Subscriptions:

- a. Each Ordinary and Associate Member shall pay an annual subscription to be determined by the members at a General meeting from time to time. Such subscription is due and payable on the first day of January in each year.
- b. A Life Member will be required to pay a lump sum subscription equivalent to ten (10) times that of an Ordinary (Annual) Member.

ii. Accounts:

- a. The Chapter shall keep banking accounts in its own name from which money shall be withdrawn on the signature of the Treasurer and either the President or Vice President. The Executive may by resolution, also designate an employee (or employees) of the Chapter who is to sign on the accounts.
- b. The financial year of the Chapter shall commence on the first day of January in each year.
- c. The books of the Chapter shall be audited at least once a year in time for the AGM.

9. Membership Obligations and Ethical Behaviour

- i. An active member should attend Chapter meetings, unless prevented by extenuating circumstances.
- ii. An active member is required to present the best interest of the Chapter at all occasions, public or private.
- iii. No member shall indulge in any activity that may bring the Chapter into disrepute or shall cause the public to question the Chapter's impartiality in political, social and economic matters.
- iv. An active member is required to pay membership dues and other financial obligations as specified by the Treasurer. If dues or other financial obligations are not honoured, membership may be suspended.
- v. An active member is required to undertake and accomplish in a professional manner, tasks and other activities, which may be necessary to attain the objectives of the Chapter.
- vi. The details of all meetings and discussion, including the names of attendees, and all material, property and information of the Chapter shall be deemed confidential unless expressly declared public by the Chapter Executive. No member shall disclose the aforementioned to any person, group, organisation or other, without the express authority of the Chapter Executive.
- vii. No member or any other person or group of persons shall act on behalf of the Chapter or use any property of the Chapter for any purpose whatsoever, without the express authority of the Chapter or an Executive officer(s) acting on behalf of the Chapter.
- viii. No member shall receive pay for his services without the permission of the Chapter after consultation with the Chapter.
- ix. Every member shall perform his duty with professionalism, transparency and accountability.
- x. A member in good standing in the Chapter shall be entitled to attend the meeting of any other Chapter, but shall not be entitled to receive notices of such other Chapter or to vote on any resolution of such Chapter.

10. Amendments to the Constitution:

- i.** Notice of any proposed amendment shall be sent to members along with a copy of amended draft at least fourteen days before the meeting at which the proposed amendment is to be discussed.
- ii.** The amendment shall not be accepted unless approved by two-thirds of the financial members present and voting.
- iii.** The Central Executive Committee must ratify all such amendments.

11. Interpretation of the Constitution:

- i.** Interpretation of the Constitution shall be vested in the Executive.
- ii.** Matters not provided for by the Constitution and which are incidental to the functions of the Chapter shall be determined by a simple majority of members of the Executive.