

Constitution and Bylaws of the Alumni Association of Vector Technology Institute

ARTICLE I - The Organization

The name of this organization is The Alumni Association of Vector Technology Institute. The Association is a part of the structure of the College and is subject to the oversight of the Chairman of the Board of Studies and the Executive Director.

ARTICLE II Principal Office

The principal office of The Alumni Association is located at 35A Eastwood Park Road, Kingston 10, Jamaica

ARTICLE III Purpose

The purpose of The Alumni Association is to provide continuing service to the Institute and its alumni by facilitating communication and relations between alumni and the Institute community, and by managing the direction and progress of all alumni projects, events, and programmes. Through its programmes, the Association shall promote a spirit of fellowship and loyalty among the students, faculty and staff, alumni, and the greater Institute community. It is the cultivating ground which prepares our volunteers for positions of Institute leadership and cements the financial resource base of the institution.

Membership Section 1 -- The governing authority of the affairs of the Association shall be vested in its active members and shall be exercised, subject to their control, by a Board of Directors.

A. Membership. The Association has three classifications of membership

Regular: any former student of the Institute's programme for credit during regular academic sessions who has successfully completed and received certification from any academic programme of Vector Technology Institute.

Honorary Alumni: members of the Institute community who do not otherwise meet the criteria established for membership can be designated honorary alumni with the approval of a majority of the Board of Directors. Selection shall be based on careful consideration of service by individuals on behalf of the Institute, the Association, academic departments or active organizations that provide volunteer and financial support. Honorary alumni shall have all the rights and privileges of membership with the exception of voting or holding a membership on the Association's Board of Directors.

Honorary Degreed Alumni: holders of honorary degrees from the Institute are automatically accorded membership in the Association. Honorary degreed alumni cannot be elected to office or the Board of Directors but are eligible to vote in elections if they qualify as an active member.

B. Active Member. An active member shall be an alumnus/alumna or honorary member who has contributed to any recognized Vector Technology Institute fund in the last fiscal year. Only active members shall be eligible to serve in the elective positions of the Association.

Section II -- The Annual Meeting of the Association shall be held at a time and place designated by the Board.

Section III -- Special meetings of the Association may be held on call of the Board of Directors.

Section IV -- Notice of all meetings of the Association, whether annual or special, shall be given by the President or the Secretary by letter or prominent notice in an alumni publication not less than fifteen (15) days prior to the date of the meeting. Notice of any special meetings shall state the purposes of the meetings. No business shall be transacted at a special meeting that does not relate to the purposes stated in the notice.

ARTICLE V Membership of the Board of Directors The Board of Directors is composed of all elected officers (President, Vice President, Immediate Past President, Secretary and Treasurer) and not less than five (5) ordinary members who are elected annually. Members are elected for terms of two (2) years. A member may be re-elected to the Board after two (2) years have elapsed following the expiration of the second term. The Executive Committee may fill vacancies on the Board until such time, not exceeding 30 days, that the President of the Association appoints a Nominating Committee to nominate candidates for election to the Board in accordance with provisions of these By-laws.

ARTICLE VI

Election of Directors and Officers Section I. The election of members of the Board of Directors shall be as follows:

President of the Association shall appoint a Nominating Committee consisting of up to five (5) active members of the Association, of whom at least (2) are currently members of the Board. The chair shall be a current Board member not serving as an officer. The committee shall be selected a minimum of four (4) months prior to the date of the annual meeting of the Association. The call for nominations shall be published in all alumni communications beginning five (5) months before the date of the election.

Nominating Committee shall confer and consider all names which have been suggested and upon receiving the consent of the suggested persons chosen, shall nominate one (1) person for each vacancy which shall occur on the Board. The chair of the Nominating Committee shall present the nominees at the annual meeting of the Association at which time nominations from the floor from active members may be accepted for active members, and the election shall proceed. A plurality of votes cast shall elect the new members. The new members' terms begin on July 1, of each year, or as otherwise determined by the Board of

Directors.

The elected officers, along with the Executive Director constitute the Executive Committee.

II. The election of the Officers of the Association shall be as follows:

Nominating Committee shall choose from the membership of the Board, nominees for the officers of the Association. Officers to be nominated are President, Vice President; Secretary; and Treasurer, if this office is to be filled. Officers who have served one (1) term may be nominated for an additional two (2) year term. The chair of the Nominating Committee shall present the nominees at the designated Board of Directors meeting at which time nominations from the floor may be accepted, and the election shall proceed. A plurality of votes cast shall elect the officers. The term of office shall begin on July 1, of each year, or as otherwise determined by the Board of Directors.

ARTICLE VII

Board Meetings

Section I. The regular semiannual meetings of the Board of Directors shall be held in the Jamaica at a time and place determined by the President of the Association. A portion of each regular meeting may be reserved for a meeting of the Executive Committee.

Section II. Special meetings may be called at any time upon the request of more than one-half the number of Directors. The objectives of the meeting must be set forth in both the call for and the notice of the meeting. No business is transacted at a special meeting that does not relate to the purposes for which it was convened

Section III. A quorum at any meeting of the Board of Directors shall consist of a majority of the membership of the Board. Meetings may be conducted through any form of telecommunications medium, provided all Directors participating can hear each other simultaneously.

Section IV. Any member of the Board who is absent from two (2) consecutive regular meetings of the Board, except for reasons accepted as sufficient by the Executive Committee, or ceases to be an Active member of the Association, ceases to be a member of the Board, and the Board may elect a member to the vacancy for the unexpired term.

ARTICLE VIII Officers

Section I -- The officers of the Association shall be President, Vice President, Immediate Past President, Secretary and Treasurer, who shall be elected by its membership for a term of two (2) years, unless otherwise provided here, and shall hold office until their successors are elected and have qualified. Officers shall not be eligible for election for more than two

(2) terms.

Section II -- Officers, Duties. The officers and their respective duties shall be as follows:

(a) The President exercises a general executive control of the affairs of the Association; presides at all meetings of the Association, the Board, and the Executive Committee; appoints members of committees; serves as an ex-officio member of all committees; performs all duties incident to the office; and such other powers and duties as may from time to time be delegated to the President by the Board.

(b) The Vice President, in the absence or disability of the President, shall perform the duties of the President. S/he shall chair one of the major committees and such other duties as the Board may from time to time prescribe.

(c) The Immediate Past President will serve on the Board and the Executive Committee, and act as council in their deliberations. The Immediate Past President will serve for a term of two (2) years.

(d) The Secretary keeps the minutes of meetings of the Association, the Board, and the Executive Committee, and submits them to the Executive Director within fifteen (15) days of the meeting. S/he shall chair the Board and Executive Committee meetings in the unlikely absence of both the President and Vice President.

(e) The Treasurer shall maintain the financial records of the Association; prepare financial reports for board meetings and send copies to the board of the Vector Technology Institute; pay all Alumni Association bills; prepare all annual financial statements to be presented at the annual general meeting with copies to be sent to the board of the Vector technology Institute at the end of the fiscal year; and prepare a projected budget for the coming year.

ARTICLE IX Committees

Section I -- There are an Executive Committee and a minimum of three major committees of the Board. The major committees shall be those most desired and required at any specific time. Examples are: Awards, Communications, Student Alumni, Constituent Organizations, and Events. The Executive Committee shall have the power and responsibility for determining the three major committees required. The Board or the Executive Committee may create and, in turn, abolish special or ad hoc committees it may establish for the discharge of particular duties. Officers of the Board shall serve as chairs of the major committees. Each member of the Board will be assigned to one of the major committees. Committee chairs are free to recruit committee members who are not members of the Board.

Section II -- Executive Committee. There shall be an Executive Committee of the Board of Directors to be composed of the officers and the Executive Director. The Executive Committee has general supervision of the affairs of the Association and the Board between meetings of the Board. The Executive Committee meets at least two (2) times each year, and the President or Executive Director may call special meetings if required. The Executive

Committee may act on behalf of the Board as necessary in a situation requiring immediate action.

Section III -- Major Committees. The President with the assistance of the Executive Director shall assign each member of the Board of Directors to one of three major committees. These committees shall meet at least twice annually. The President shall assign one of the officers as chair of each committee.

ARTICLE X

Rules of Procedure The rules contained in the latest revision of *Robert's Rules of Order* shall govern all meetings of the Board of Directors except to the extent that the same may conflict with these bylaws.

ARTICLE XI Amendments An amendment to these By-Laws may be proposed by any member of the Alumni Association at or prior to any of its regularly scheduled meetings at which a quorum shall be present. All proposed amendments shall be in writing and shall not take effect unless adopted by a simple majority of these members of the Association present at the meeting. Written copies of all such amendments shall be given to members of the Association..

ARTICLE XII Association Standards for Good Standing

i Association to be considered to be in good standing with the Vector Technology Institute the following standards must be maintained:

- Sponsorship of at least one event during the normal 2 years term of office of the board members.
- Prepare and submit to the Vector Technology Institute the following reports:
 - (1) Annual report of the Alumni Association's current and proposed plan of activities.
 - (2) Annual Finance Reports for the Association.
 - (3) Operate in a manner that is consistent with the mission of the Vector Technology Institute as is outlined in any document published by the Institute.

If the Alumni Association does not meet these requirements within each fiscal year the officers of the board and members (not including executive committee members) will be placed on probation pending compliance to the requirements stated above. Probationary period will result in:

- (1) The executive committee will notify the officers and board members of their probationary status..
- (2) The executive committee with work with the board to identify and assist in solving its deficiencies.
- (3) The executive committee may take control of the Alumni Association's financial

records and resources.

After six months the executive committee will review the status of the probation. If compliance with the above standards is attained then the board will be considered in good standing and all rights and privileges restored. If it is determined that the criteria have not been met but the board is putting forth a good faith effort, probationary period will be extended for as long as the executive committee sees fit or until the standard is achieved. If it is determined that no effort is being made to rectify the situation, the executive committee may invoke a nominating committee to replace the current board members.

Adopted July 1, 2006

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