



THE UNIVERSITY OF TRINIDAD AND TOBAGO

*DRAFT CONSTITUTION OF  
THE UNIVERSITY OF TRINIDAD AND TOBAGO  
ALUMNI ASSOCIATION*

DRAFT





## **ARRANGEMENT OF ARTICLES**

	Page
Article 1: Definitions	2
Article 2: Name	2
Article 3: Mission Statement, Goals and Objectives of the Association	4
Article 4: Powers and functions	5
Article 5: Organs of the Association and their functions	6
Article 6: Meetings of the Association	10
Article 7: Membership of the Association	13
Article 8: Financial matters	14
Article 9: Property rights	15
Article 10: Amendments	15
Article 11: Disputes	15
Article 12: Dissolution	16
Article 13: Vending	17



## **ARTICLE 1**

### **DEFINITIONS**

“Alumni” means –

- (a) all graduates of The University of Trinidad and Tobago;
- (b) all persons who have studied at The University of Trinidad and Tobago; and
- (c) recipients of honorary degrees from The University of Trinidad and Tobago.

## **ARTICLE 2**

### **NAME**

- (1) The name of the Association shall be The University of Trinidad and Tobago Alumni Association (hereinafter referred to as the “Association”).
- (2) The Association shall be a non-political and non-profit making organization.
- (3) The Association’s mission, goals and objectives shall be to support the development of The University of Trinidad and Tobago thereby indirectly contributing to the development of The University of Trinidad and Tobago.
- (4) The Association shall be represented on the Board of Directors of The University of Trinidad and Tobago.
- (5) The motto of the Association shall be “Networking through The University of Trinidad and Tobago”.
- (6) The Association shall use the logo of The University of Trinidad and Tobago.



## **ARTICLE 3**

### **MISSION STATEMENT, GOALS AND OBJECTIVES OF THE ASSOCIATION**

- (1) The Mission Statement of the Association shall be “To contribute to the development of The University of Trinidad and Tobago and its alumni through improvement and development of programs, provision of financial and material supports and enhancing networking and career development among the alumni.”
- (2) The goals of the Association shall be -
  - (a) to raise financial and material resources for efficient and effective teaching and learning as well as the general well being of students and staff at The University of Trinidad and Tobago; and
  - (b) to develop and help maintain active alumni interactions and enhance the image of The University of Trinidad and Tobago through self-enrichment, career development and role modelling in the wider society.
- (3) The objectives of the Association shall be –
  - (a) to enhance and maintain links among members of the alumni and between alumni and The University of Trinidad and Tobago;
  - (b) to assist needy University students by contributing to their academic requirements such as book allowances and financial contribution;
  - (c) to provide support to The University of Trinidad and Tobago Library by donating and/or assisting the library access documentary resources;
  - (d) to provide incentives such as rewards and prizes to the best student researchers and best alumni models with proven record of significant contribution to society and industry in Trinidad and Tobago;
  - (e) to devise ways and means of raising funds for the Association and The University of Trinidad and Tobago;
  - (f) to encourage alumni to develop their respective careers through use of University resources and support from staff;
  - (g) to initiate seminars, lectures and other academic functions for the benefit of alumni and The University of Trinidad and Tobago;



- (h) to create and support projects deemed necessary at The University of Trinidad and Tobago;
- (i) to enhance the image of The University of Trinidad and Tobago and promote The University of Trinidad and Tobago as a premiere local, regional and international institution of excellence in training and research;
- (j) to develop mentorship programmes; and
- (k) to engage in social and culture integration activities with The University of Trinidad and Tobago international community. This can include any activity that link UTT with graduates and existing native and expatriate communities associated with UTT. For example, culture nights, cultural presentations, meetings, ladies club, children activities, food fairs, outreach and charity activities, children science and language Classes, etc.

## **ARTICLE 4**

### **POWERS AND FUNCTIONS OF THE ASSOCIATION**

In pursuance of its aims and objectives and for the better and proper performance of its functions under this Constitution, the Association shall have powers to -

- (a) engage in any legal and ethical activities or undertaking for the purpose of mobilizing or generating financial and other material resources to be applied exclusively to the fulfilment of the aims and objectives of the Association as set out in this Constitution;
- (b) solicit donations, gifts and other forms of material aid acceptable to the Association for the purpose of meeting the financial requirements and other needs of the Association in furtherance of its aims and objectives;
- (c) exercise any other power, perform any other function or do any other activity that may lawfully be so exercised, performed or done by the Association for carrying out, or giving effect to, the purpose for which the Association is established; and
- (d) make rules prescribing –
  - (i) the rates and modes of payment by individual or institutional members which shall apply from time to time in respect of membership fees,



subscription fees, and other contributions/donations towards the funds of the Association;

- (ii) the circumstances in which and the conditions upon which membership of the Association may or shall be suspended or terminated; and
- (iii) such other conditions relating to membership as may be necessary or desirable to ensure the integrity, independence, honour and dignity of the Association as well as efficacy in its operations.

## ARTICLE 5

### ORGANS OF THE ASSOCIATION AND THEIR FUNCTIONS

- (1) The Association shall have an Executive Committee consist of the following –
  - (a) the **President** whose functions shall be-
    - (i) to chair meetings of the Executive Committee and the **General Membership**;
    - (ii) to authorize use of the funds of the Association according to the budget approved by the **General Membership**;
    - (iii) to supervise and coordinate activities of the Executive Committee of the Association; shall have powers to appoint Committees, and submit periodic reports to the General Membership on the activities of the Association.
  - (b) the **Vice President** whose functions shall be –
    - (i) to recruit alumni and expand projects;
    - (ii) to coordinate activities of the Alumni;
    - (iii) in the absence of the President, to perform functions of the President.
  - (c) the **Secretary** whose functions shall be -



- (i) to act as secretary at meeting of the Executive Committee;
  - (ii) to take minutes during the meeting of the General Membership;
  - (iii) to act as custodian of all the records of the Association;
  - (iv) to be the public relations person for the Association;
  - (v) to monitor fulfilment of activities of the Association and prompt different offices accordingly; and
  - (vi) to publicize income-generating activities of the Association.
- (d) the **Assistant Secretary** whose functions shall be -
- (i) to handle issues of publicity for the Association;
  - (ii) to coordinate the production of the newsletter and other publications of the Association;
  - (iii) in the absence of the Secretary, to perform the functions of the Secretary; and
  - (iv) to publicize income generating activities of the Association.
- (e) the **Treasurer** whose functions shall be -
- (i) to act as the custodian of the finances of the Association;
  - (ii) to act as the custodian of audit records;
  - (iii) to act as the custodian of the inventory of property for the Association;
  - (iv) to prepare and report to the Executive Committee the Association's regular financial documents and statements;
  - (v) to prepare the draft annual budget of the Association for presentation to the Executive Committee and the General Membership at the Annual General Meetings ;
  - (vi) to ensure that accounts are audited by Auditors of the Association; and
  - (vii) to make financial transactions on behalf of the Association.



- (f) the **Deputy Treasurer** whose functions shall be-
- (i) to be custodian of merchandising initiatives;
  - (ii) to organize fundraising activities for the Association;
  - (iii) to report to the Executive Committee on fundraising projects of the Association;
  - (iv) to coordinate fundraising activities organized by Alumni; and
  - (v) in the absence of the Treasurer, to perform the functions of the Treasurer.
- (g) **Committee Member responsible for student programs** whose functions shall be-
- (i) to work in liaison with the Dean of Students at The University of Trinidad and Tobago to develop projects addressing the needs of students;
  - (ii) to coordinate student scholarships and awards sponsored by or through the Association;
  - (iii) to report to the Executive Committee on programs of the Association directly benefiting students; and
  - (iv) to initiate student-alumni activities.
- (h) **Committee Member responsible for Alumni programs** whose functions shall be-
- (i) to coordinate academic and self-enrichment programs for the alumni;
  - (ii) to coordinate and arrange, in liaison with Alumni, excursions, and reunions for the alumni; and
  - (iii) to coordinate alumni awards or prizes sponsored by or through the Association.
- (i) **Committee Member responsible for University programs** whose functions shall be -
- (i) to propose and develop projects for the improvement of The University of Trinidad and Tobago campuses in collaboration with the administration of The University of Trinidad and Tobago; and



- (ii) to coordinate alumni input on The University of Trinidad and Tobago curricula and programs; and
- (j) the Secretariat of the Association shall be based at The University of Trinidad and Tobago. The responsibility of the Secretariat shall be –
  - (i) to manage positions created by the Executive Committee as deemed necessary;
  - (ii) to oversee the day to day affairs of the Alumni Association;
  - (iii) to work in close collaboration with members of the Executive Committee and the Alumni in the execution of their specific tasks; and
  - (iv) to perform such duties as the Executive Committee may deem necessary.
- (k) the Provost or his designate of The University of Trinidad and Tobago whose functions shall be-
  - (i) to observe key issues initiated by the alumni and relate them to the relevance of The University of Trinidad and Tobago;
  - (ii) to convey to the Executive Committee proposals worth considering;
  - (iii) to advise the Executive Committee on the policies and regulations of The University of Trinidad and Tobago.
- (2) In the execution of its functions the Executive Committee shall -
  - (a) serve as a policy and executive group to facilitate the work of the Association between meetings of the General Membership, and to take such actions and policies of the General Membership;
  - (b) serve as an advisory and planning body for the Association of projects and any other reports submitted to the Executive Committee and issue appropriate directions for compliance by the competent organs or officers of the Association;
  - (c) consider and approve proposals by the President to appoint a Committee to perform special tasks;



- (d) consider the budget of the Association before it is presented to the General Membership;
  - (e) appoint auditors of the Association;
  - (f) receive and consider auditor's reports and audited accounts, and financial statements relating to the accounts of the Association presented by the Treasurer General; and
  - (g) receive, consider and draft a resolution for any issue or question for determination and in respect of which this Constitution makes inadequate or no provision for its resolutions. Such a draft resolution shall be presented to the General Membership for approval.
- (3) Elections and terms of office for Executive Committee shall be as follows –
- (a) the Executive Committee shall be elected during the General Membership;
  - (b) Executive Committee shall be elected by a majority vote;
  - (c) the term of office for Executive Committee shall be **one** year and shall resume duty at the close of the Annual General Meeting of the General Membership at which they were elected and end at the close of the succeeding meeting at which a new Executive Committee was elected; and
  - (d) any position that falls vacant between annual general meetings may be filled by a majority vote of the Executive Committee until the close of the next Annual General Meeting

## **ARTICLE 6**

### **MEETINGS OF THE ASSOCIATION**

- (1) The General Membership shall be a gathering to be answerable to the entire membership of the Association.
- (2) The General Membership shall be attended by -
  - (a) all subscribing members of the Association who shall attend the General Membership meeting as voting delegates; and



- (b) partners and organizations that support the Association who shall be invited to attend by the Secretary of the Executive Committee but such delegates shall have no voting rights.
- (3) The President or his vice shall chair meetings of the General Membership.
- (4) General Membership meetings shall be held annually.
- (5) The Executive Committee, by two-thirds vote, may call for an extra-ordinary General Membership upon request from more than half of the subscribing members of the Association.
- (6) Voting at the Annual General Membership shall be by the subscribing members and may be by show of hands or by secret ballot.
- (7) The Chairman of the session shall have a casting vote in addition to his deliberation vote.
- (8) A preliminary agenda for the Annual General Membership Meeting shall be prepared by the Executive Committee and sent to the Association **three months** in advance of the Annual General Membership Meeting and -
  - (a) subscribing members may propose business to be transacted at the General Membership Meetings;
  - (b) such proposals shall reach the Executive Committee at least two months before the annual general meeting;
  - (c) the agenda of business to be transacted at the General Membership shall be distributed by the Secretary General to the Chapters and delegates at least one month 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 majority vote at the General Membership.
- (9) The venue of the next Annual General Membership Meeting shall be decided at the preceding Annual General Membership Meeting.
- (10) The Executive Committee shall decide the exact dates of the Annual General Membership Meeting.
- (11) The Executive Committee may decide a registration fee or scale of registration fees for the next Annual General Membership Meeting.



- (12) The Executive committee may waive registration fees either partly or wholly for subscribing members of the Association.
- (13) The General Membership shall have the following functions -
  - (a) on the proposal by the Executive Committee, to decide the subscription rates;
  - (b) to determine special projects that shall be financed independently of the general expenditure;
  - (c) to consider and approve proposals for any short or long term development plan of activities, and strategies for implementation;
  - (d) to receive, review and evaluate reports on implementation of projects and any other reports submitted to the Annual General Membership Meeting by the Executive Committee, and issue appropriate directions for compliance by the competent organs or officers of the Association;
  - (e) to consider and approve proposals by the Executive Committee to appoint a Committee to perform special tasks;
  - (f) to consider and approve the budget of the Association;
  - (g) to consider and approve auditor's reports, audited accounts and financial statements relating to the accounts of the Association presented by the Treasurer; and
  - (h) 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.
- (14) Meetings of the Executive Committee shall be held **quarterly** and all members of the Executive Committee shall attend the meetings.
- (15) One third of the members of the Executive Committee shall form a quorum.
- (16) The President or the Vice President shall chair meetings of the Executive Committee.
- (17) All members of the Association shall attend the Annual General meeting.
- (18) The Executive Committee shall decide on the venue of the next Annual General Meeting for the Association.
- (19) The exact dates of the Annual General Meeting shall be decided upon by the Executive Committee.



- (20) The Executive Committee may decide a registration fee or scale of registration fees for the next Annual General Meeting.
- (21) A preliminary agenda for the Annual General Meeting shall be prepared by the Executive Committee and sent to all members one month in advance of the annual general meeting.
- (22) Subscribing members may propose business to be transacted at the Annual General Meeting and such proposals shall reach the Secretary of the Association at least two weeks before the annual general meeting.
- (23) The Secretary shall distribute the agenda of business to be transacted at the Annual General Meeting to subscribing delegates at least one week before the meeting and 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 majority vote at the Annual General Meeting.
- (24) The Annual General Meeting shall have the function of -
  - (a) giving recognition to each registered member; and
  - (b) determining special projects according to the objectives of Association that shall be financed independently by the Executive Committee.

## **ARTICLE 7**

### **MEMBERSHIP OF THE ASSOCIATION**

- (1) Membership of the Association shall be divided into four categories -
  - (a) individual membership;
  - (b) family membership;
  - (c) corporate membership; and
  - (d) honorary membership; and shall be open to-
    - (i) The University of Trinidad and Tobago graduates;
    - (ii) spouses and children of The University of Trinidad and Tobago graduates who shall be members by association;



- (iii) Professors and faculty members at The University of Trinidad and Tobago who are not graduates of the university who shall be members by affiliation;
  - (iv) technical staff at The University of Trinidad and Tobago having a university diploma or degree;
  - (v) coordinators of linkages between The University of Trinidad and Tobago and other institutions; and
  - (vi) honorary membership which shall be offered to outstanding people in their respective fields.
- (2) There shall be a registration fee for each category of membership, except honorary members
  - (3) Membership and subscription fees shall be determined by the Executive Committee and ratified by a simple majority vote at the Annual General Membership Meetings.
  - (4) Payment of annual subscriptions shall be made by the end of the month of September each **Academic year**.
  - (5) All members of the Association shall be bound by the provisions of this Constitution, and its interpretation as made by the Executive Committee and its members.
  - (6) At any meeting of the Association, when a vote is taken by show of hands or secret ballot, all paid up members shall be entitled to one vote each.
  - (7) Membership shall cease upon resignation by writing to the President of the Executive Committee.
  - (8) The Executive Committee shall have the right to terminate membership for any member whose conduct is deemed to be prejudicial to the good name of the Association.

## **ARTICLE 8**

### **FINANCIAL MATTERS**

- (1) The Association shall generate its income from -



- (a) membership fees and subscriptions;
  - (b) contributions by well wishers;
  - (c) donations and grants from Governments, bilateral donors and non-governmental organizations; and
  - (d) fund raising activities taken under the authority of the Executive Committee.
- (2) The Executive Committee shall open an account in the name of The University of Trinidad and Tobago Alumni Association and all funds of the Association 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) A portion of the Association's fund shall be allocated for discharging the duties of the Alumni.
  - (5) The Executive Committee shall open an account for the Endowment Trust Fund which shall be a Trust run by the Association;
  - (6) Donors shall make donations for specific functions or activities of the Association.
  - (7) All accounts, records and documents of the Association shall be open for yearly auditing by an auditor approved by The University of Trinidad and Tobago.

## **ARTICLE 9**

### **PROPERTY RIGHTS**

- (1) All movable and fixed assets of the Association shall be entered in a register, which shall be reported during the Annual General Membership Meetings.
- (2) The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association 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 10**

### **AMENDMENTS**

- (1) Subscribing members proposing amendments to this Constitution shall inform the Secretary of the Executive Committee six months prior to the next Annual General Membership Meeting.
- (2) The Secretary of the Executive Committee shall table the proposed amendment during the Executive Committee meeting.
- (3) Amendments shall be tabled during the Annual General Membership Meeting and a two thirds majority vote shall be required to pass an amendment to the Constitution during the Annual General Membership Meeting.

## **ARTICLE 11**

### **DISPUTES**

- (1) The University of Trinidad and Tobago shall appoint a lawyer that shall handle disputes and all other legal issues involving the Association.
- (2) All disputes shall be settled according to the laws of Trinidad and Tobago.

## **ARTICLE 12**

### **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 the Association there shall remain any property whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to The University of Trinidad and Tobago.



## ARTICLE 13

### VENDING

- (1) The Association shall use the marketing guidelines and branding such as the logo in accordance with The University of Trinidad and Tobago standards.

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