

**THE CONSTITUTION OF THE SIERRA LEONE GRAMMAR SCHOOL  
ALUMNI ASSOCIATION OF NORTH AMERICA  
(APPROVED BY THE MEMBERSHIP – SATURDAY, MARCH 14, 1998)**

**ARTICLE I**

**Name**

The Association shall be called the Sierra Leone Grammar School Alumni Association of North America.

**ARTICLE II**

The period of duration is perpetual.

**ARTICLE III**

**PURPOSE OF THE ORGANIZATION**

1. To work closely with the Principal of the Sierra Leone Grammar School and to cooperate with the Sierra Leone Grammar School Old Boys Association and interested parties for the welfare and development of the school.
2. To award scholarships to deserving students attending the Sierra Leone Grammar School.
3. To organize regular fund-raising activities.
4. To foster cooperation and unity among Regentonians.
5. To support unity among Sierra Leoneans.

**ARTICLE IV**

**MEMBERSHIP**

Membership shall be divided into two categories: (a) general, and (b) executive.

## GENERAL

1. All ex-pupils of the Sierra Leone Grammar School or C.M.S. Grammar School are eligible for membership in the association.
2. To be a member in **good standing**, members shall be required to pay a subscription fee of \$5 monthly or \$60 annually.
3. Future amount of the membership fee shall be determined by the general membership.
4. Only members in **good standing** shall be eligible to hold office and to vote in elections.

## EXECUTIVE

1. The executive committee shall be the supreme administrative body of the association.
2. The **EXECUTIVE COMMITTEE** shall consist of no less than nine (9) members in good standing.
3. All executive members must attend a minimum of 6 executive and monthly meetings, while performing their assigned tasks.

The following Executive members will be appointed by the elected president of the association.

1. Vice president
2. Secretary General
3. Assistant Secretary
4. Treasurer
5. Organizing Secretary
6. Assistant Organizing Secretary
7. Auditor
8. Historian

## **ARTICLE V**

### **DUTIES AND RESPONSIBILITIES OF EXECUTIVE HEHBERS**

#### **1. PRESIDENT**

It shall be the duty of the President to:

- A. Preside over all general and executive meetings.
- B. Ensure that regular, emergency or executive meetings are being held.
- C. Ensure the effective and harmonious running of the association.
  - I. Coordinate Thanksgiving services, Reminiscence Night, Memorial Services and Special Events.
  - II. Focus on recruitment and retention.
- D. Co-sign checks for payment from the banking account of the association.
- E. Be the only official link of communication between the association and the Principal of the Sierra Leone Grammar School and the Old Boys Association, unless someone is authorized otherwise by the President.
- F. Publish of Regentonian magazine.
- G. Cast a Vote in the event of tie votes in all voting process.
- H. Be the official spokesperson for the association.
- I.
  - No president should serve more than two (3yr.) terms.

#### **2. VICE PRESIDENT**

- A. The vice President shall assume the duties and powers of the President in the event of his/her absence. He or she shall be responsible for executing any assignment given by the president.
- B. Build the C.M.S Network.
- C.
  - Work on investments, trust funds, et al.

#### **3. SECRETARY GENERAL**

The Secretary General shall be responsible for:

- A. The recording and presentation of the minutes of both general and executive meetings.
- B. All official correspondence of the association, with authorization from the President.
- C. Drawing up of the agenda for all meetings in conjunction with the President.

- D. Bringing to the attention of the President and Executive members all matters which require their attention, approval or directive.
- E. The efficient running of the Secretariat.

#### **4. ASSISTANT SECRETARY**

The Assistant Secretary shall:

- A. Deputize for the Secretary whenever he or she is absent or incapable of discharging his or her functions.
- B. Carry out any functions assigned to him or her by the Secretary, Executive committee or the President.

#### **5. TREASURER**

The duties of the Treasurer shall include:

- A. Maintaining the banking account of the association.
- B. Rendering up-to-date reporting of the financial status of the association.
- C. Co-signing checks for payment from the banking account of the association.
- D. Handing over all pertinent accounting records to the auditor for auditing, in a timely manner, as shall be required by the Executive Committee.
- E. Preparing an annual report for presentation to the general meeting of the association, at the end of the association's calendar year.
- F. Ensuring that all financial and pertinent records be mailed to the association's mailing address.

#### **6. ORGANIZING SECRETARY**

The organizing Secretary shall be responsible for:

- A. The coordination and joint implementation of all social activities of the association including the annual Thanksgiving Service.
- B. Presenting quarterly reports on activities to the Executive Committee.
- C. Coordinating all fundraising activities, raffles and School memorabilia sales.
- D. Organizing sports and other activities.

#### **7. ASSISTANT ORGANIZING SECRETARY**

The Assistant Organizing Secretary shall:

- A. Deputize for the Organizing Secretary in his or her absence.

- B. Carry out any functions assigned to him or her by the Organizing Secretary, Executive Committee or President.

## **8. AUDITOR**

The Auditor shall be responsible for:

- A. Monitoring the accounts of the association.
- B. Presenting quarterly audited reports to the general membership through the Executive Committee.
- C. Presenting an annual audited report to the general membership.
- D. Developing an effective auditing system for the association.

## **9. HISTORIAN**

It shall be the duty of the Historian:

- A. To preserve and document all the association's memorabilia and historical records.
- B. To be the custodian of the association's old files and properties.
- C. To collect all school property and memorabilia.
- D. To contribute an article to each publication of the Regentonian magazine.
- E. To document and display the School's historical items in all events.

## **ARTICLE VI**

### **MEETING OF THE EXECUTIVE COMMITTEE**

1. The Executive committee shall meet once a month or as deemed necessary by the President.
2. Six members of the Executive committee shall form a quorum.
3. The Executive Committee will encourage members to participate in its meeting with the following provisos:
  - a. Members who wish to attend Executive Committee meetings will be required to notify the committee in advance.
  - b. The Executive Committee may invite members whom it considers to be of assistance in its deliberations.

- c. Non-Executive members will not be allowed to vote.

## **ARTICLE VII**

### **MEETING OF THE GENERAL MEMBERSHIP**

1. The general meeting of the association shall be held on the second (2nd) Saturday of each month, except as otherwise notified by the Secretariat with authorization from the President.
2. Refer to **ROBERT'S RULES OF ORDER**, revised, seventy-fifth Anniversary Edition by General Henry M. Robert for answers to parliamentary law.

### **QUORUM OF THE MEETINGS OF THE GENERAL MEMBERSHIP**

1. For a meeting to be convened and its records and decisions made binding, there shall be at least eight (8) members present.

## **ARTICLE VIII**

### **ELECTION OF THE PRESIDENT**

1. Elections of the President shall be held every three (3) years at REMINISCENCES (the Saturday prior to Thanksgiving Services).
2. Only the President will be voted in at REMINISCENCES. He or She will be empowered to select his or her executive members within 30days.
3. The Election Chairperson shall be appointed by the outgoing Executive committee and confirmed by the general membership.
4. This Chairperson cannot vote in this electoral process.
5. His or her ruling will be final on all electoral issues.
6. The Election Chairperson shall call for nominations to fill the Office of the President. All nominations shall be seconded and voted upon by members in good standing present at Reminiscences. The candidate with the highest number of votes shall be declared duly elected as President.

7. If there is a tie between two or more presidential candidates, there shall be a run off.
8. There shall be a transition period of ( 30days) during which the outgoing executive members shall hand over all documents pertaining to the association's business.

## **ARTICLE IX**

### **WORKING COMMITTEES**

1. A committee shall be established to further the mission of the organization, when the work to be undertaken by the appropriate executive member or a non-executive member is too much for that member to execute alone or there are others with relevant expertise in that area.
2. It shall lie in the power of the general membership to define the specific terms of reference of any working committee.
3. Chairpersons of Committees: The President shall be the chairperson of the Executive Committee. The chairperson of other committees may be appointed by the President.
4. The president or, in his or her absence, the Vice President, shall intermittently confer with the Chairman of the committee to gauge the direction and progress of the committee, and offer help when appropriate.
5. The Chairman shall work closely with other committee members in the determination of dates, times, frequency of meetings, and responsibilities of each member to ensure a collaborative effort in the committee's work. The committee, through the Chairman or designate, shall give a formal, written report of its findings to the President, in addition to a formal, verbal presentation to the members present.

## **ARTICLE X**

### **VOTE OF NON-CONFIDENCE**

1. In the event that the membership deems that an executive member is not fulfilling his or her responsibilities, and fail to attend six consecutive meetings. It shall be the responsibility of the membership to pass a vote-of-none confidence on the member by two-thirds majority. There shall be a thirty (30) day notification through the President about the membership's intent.

2. A President can be ousted by the general membership if he or she is construed to have been negligent or be incapable of his or her duties. A President can be ousted by two-thirds majority on two consecutive general meetings. There shall be a 30 day written notification sent through the Secretary of the membership's intent.

## **ARTICLE XI**

### **TERMINATION OF THE ASSOCIATION**

1. In the event of the termination of the Association, all assets will be utilized to liquidate outstanding debts and obligations. Any assets remaining shall be disbursed immediately for projects directly connected with our school.

## **ARTICLE XII**

### **THE AMENDING PROCESS OF THIS CONSTITUTION**

To amend this Constitution, a member:

1. Must submit a written notice to the Executive Committee (30 days) in advance.
2. Present a resolution to be moved and seconded by two members in good standing and passed by two-thirds majority of members present in a general meeting.

## **ADDENDUM**

### **BEREAVEMENT CRITERIA**

**1. FOR A MEMBER NOT IN THE D.C. METROPOLITAN AREA** (Baltimore and beyond in Maryland; Manassas and beyond in Virginia)

**A MEMBER OF GOOD STANDING IS ONE**

- Who has attended 50% of meetings up to the time of bereavement for that year (calendar)

OR

- Who is current, to date, on his membership dues. Current to date means, a member is current up to the month prior to bereavement, if he pays his dues monthly, and current for that financial year (March to February), if dues are paid on a yearly basis.

**2. FOR A MEMBER LIVING IN THE D.C. METROPOLITAN AREA**

**A MEMBER OF GOOD STANDING IS ONE**

- Who has attended 50% of meetings up to time of bereavement for that year (calendar)

AND

- Who is current on membership dues. Current to date means, a member is current up to the month prior to bereavement, if he pays his dues monthly, and current for that financial year (March to February), if dues are paid on a yearly basis

**3. AT THE DEATH OF A MEMBER OF GOOD STANDING, THE ASSOCIATION DOES THE FOLLOWING:**

- Attendance by members in full ceremonial uniform
- Attendance by members at Wake with school ties only
- Provides wreath in school colors
- Provides a sympathy card
- Donates \$300 from the coffers
- President requests, from bereaved family, to eulogize deceased. If President is unavailable, Vice President deputizes. If Vice President is unavailable, President appoints an executive member or any member of the organization
- President encourages members to contribute directly to the family if they are so disposed
- President makes request of family for members to be assigned a set of reserved seats so members would be together
- Regentonian attendees sing the school song at the church
- President requests from bereaved family the honor of draping the casket with the school flag

**4. DEATH OF IMMEDIATE FAMILY MEMBER OF A MEMBER IN GOOD STANDING (AM IMMEDIATE FAMILY IS LIMITED TO SPOUSE, MOTHER, FATHER, CHILD, BROTHER, AND SISTER).**

- President informs membership of the bereavement
- Attendance at funeral by executive members and member volunteers
- Organization sends a sympathy card
- Organization provides wreath in school colors
- Donates \$150 from the coffers
- President encourages members to contribute directly through the bereaved family

**5. DEATH OF MEMBER IN GOOD STANDING; FUNERAL IS NOT IN THE D.C. METROPOLITAN AREA BUT MEMBERS COULD USE ROAD TRANSPORTATION, ALL CRITERIA WOULD APPLY AS TO A MEMBER IN GOOD STANDING, IN ADDITION TO THE FIRST TWO (2) BULLETS:**

- President arranges to rent appropriate vehicle for members who wish to attend
- Cost of transportation would be borne by organization (25% from the coffers) and traveling members (75%)
- Attendance by members in full ceremonial uniform
- Association provides wreath in school colors
- Association provides a sympathy card
- Association donates \$300 from the coffers

- President requests, from bereaved family, to eulogize deceased. If President is unavailable, Vice President deputizes. If Vice President is unavailable, President appoints an executive member or any member of the organization
- President encourages members to contribute directly to the family if they are so disposed
- President makes request of family for members to be assigned a set of reserved seats so members would be together
- Regentonian attendees sing the school song **at the church**
- President requests from bereaved family the honor of draping the casket with the school flag

**6. DEATH OF MEMBER IN GOOD STANDING; FUNERAL IS NOT IN THE D.C. METROPOLITAN AREA AND TOO FAR TO USE ROAD TRANSPORTATION, ALL CRITERIA WOULD APPLY AS TO A MEMBER IN GOOD STANDING**

President does the following:

- Calls the bereaved family to offer condolence on the association's behalf
- Have organization send a sympathy card
- Have the organization provide wreath in school colors
- Selects a Regentonian, not necessarily in the D.C. Metropolitan area, to represent the association
- Donates \$300 from the coffers
- Encourages members to contribute directly through the bereaved family

**7. FOR A MEMBER WHO HAS MADE SIGNIFICANT FINANCIAL CONTRIBUTIONS BUT AT THE TIME OF DEATH WAS NOT A MEMBER IN GOOD STANDING**

- The general membership, on a case-by-case basis, will decide whether he should be accorded all the benefits given to a member of good standing.

**8. A MEMBER WHO IS DISABLED (LONG-TERM ILLNESS, OR PERMANENTLY ILL OR IMMOBILIZED, NOT ABLE TO EARN A LIVING) AND CANNOT MEET HIS MEMBERSHIP OBLIGATIONS**

- The association, once these bereavement criteria are adopted, must draw up a list of those disabled, and add to this list as time progresses. However, **for a member to be on this list, he must be current in his yearly dues prior to being on the list.** Once he is on that list, he automatically becomes a member in good standing, and assumes all the benefits accorded to those in this category.

**9. VISITING ILL OR DISABLED REGENTONIANS**

- As soon as the President knows of a Regentonian being disabled and his name is added to the list of disabled members, he is accorded a member of good standing

category and the President, jointly with the membership, and in consultation with the affected member, decide on date and time of the visit by association members.