

NECAA

NORTHEASTERN COLLEGE ALUMNI ASSOCIATION
SANGRE GRANDE, TRINIDAD

**PROPOSED
DRAFT CONSTITUTION
OF
NORTHEASTERN COLLEGE
ALUMNI ASSOCIATION
SANGRE GRANDE**

September, 2017

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ARTICLE 1: NAME

The name of the Association shall be “Northeastern College Alumni Association” (NECAA) hereinafter referred to as “the Association”.

ARTICLE 2: MISSION STATEMENT

The Mission Statement of the Association shall be:

“To contribute to the development of Northeastern College, Sangre Grande and of its alumni through the conduct, development and improvement of programmes and activities, the provision of financial, technical, material and other support while facilitating and enhancing networking and cooperative activity and development among alumni”.

ARTICLE 3: OBJECTIVES

The Objectives of the Association shall be as follows:

1. To encourage, foster and promote close relations between Northeastern College, Sangre Grande and its alumni and among the alumni themselves.
2. To compile and maintain a register of all alumni and their contact information, to monitor and document their career paths and community involvement for the benefit of Northeastern College and of its alumni.
3. To promote, in the alumni body, an interest in the affairs and well-being of Northeastern College,
4. To provide and disseminate information regarding Northeastern College, its activities, needs, programs and its achievements, to alumni,
5. To ensure that programmes are initiated and developed for the benefit of the alumni,
6. To assist and support the efforts of Northeastern College to obtain funds for its development,
7. To serve as a medium through which alumni may support and advance the pursuit of academic excellence and excellence in all areas of activity at Northeastern College,
8. To guide and assist alumni who have recently completed their study at Northeastern College to further their education, obtain employment and/or to engage in productive pursuits useful to society as may be decided by such alumni.
9. To engage in and promote such activities at Northeastern College and in the local, national and international communities as would enhance the image of Northeastern College and the Association among current students and staff of Northeastern college and the wider community.
10. To develop and help maintain active alumni interactions and enhance the image of Northeastern College and the Association through self-improvement, career development and role modelling in the wider society.

11. To assist needy students of Northeastern College by contributing to their academic development and personal wellbeing by providing book allowances, mentoring, financial and/or other contributions;
12. To provide support to the Northeastern College Library and or other ancillary organizations, clubs or associations of students at Northeastern College by donating and/or assisting in the access to literary, documentary and other resources as would enhance the contribution and role of the said entities;
13. To provide scholarships, incentives, rewards and prizes to students, and alumni of Northeastern College in recognition of significant achievements attained and contributions made to Northeastern College, the local and or national community or any sector of activity in the national community or industry in Trinidad and Tobago;
14. To pursue any other objectives consistent with the above aims and objectives of the Association.

ARTICLE 4: MEMBERSHIP

1. Membership shall consist of five (5) categories:

- a) Ordinary Membership
- b) Associate Membership
- c) Life Membership
- d) Honorary Membership
- e) Student Membership

2. Eligibility Criteria

2.1 Ordinary Membership

- a) Any past student of Northeastern College shall be eligible to apply for **Ordinary Membership** of the Association.
- b) An **Associate Member** who has been a member for a continuous period of three years shall be eligible, on completion of such period, to apply for Ordinary Membership of the Association.

2.2 Associate Membership

Any member of the academic or non-academic staff of Northeastern College who was never a student of Northeastern College shall be eligible to apply for associate Membership of the Association.

2.3 Student Membership

Any fifth or sixth form student of Northeastern College shall be eligible to apply for Student Membership of the Association.

2.4 **Life Membership**

Any Ordinary Member who has given at least 10 years of distinguished or meritorious service to the Association and who in the opinion of the Executive Committee of the Association shall be deserving of exemption from the financial obligations of ordinary membership but continues to enjoy the full privileges of ordinary membership.

2.5 **Honorary Membership**

- a) Any person who is not eligible for Ordinary or Associate membership of the Association but has rendered distinguished service to Northeastern College or to the Association.
- b) Any person who has been a principal or vice-principal of Northeastern College or
- c) Any person who has been honoured and specially recognized by the Principal and the administration of Northeastern College and has been recommended by the Principal to the executive of the Association for **Honorary Membership**, shall be eligible for honorary membership of the Association.

3. **Admission to Membership**

3.1 **Ordinary Membership and Associate Membership**

- a) Application should be made to the Association on the prescribed form
and
- b) Payment of the membership fee prescribed in the by-laws.

3.2 **Life Membership**

- a) Nomination by the Executive Committee of the Association
and
- b) Election by the Association

3.3 **Honorary Membership**

- a) Nomination by the Executive Committee of the Association
and
- b) Election by the Association

3.4 **Student Membership**

- a) Application should be made to the Association on the prescribed form

and

- b) Attendance at one general meeting of the Association.

4. Cessation of Membership may occur due to:

- a) Death,
- b) Resignation,
- c) Non-payment of subscription for a continuous period of three years,
- d) Expulsion as defined in the by-laws

5. Rights of Members:

5.1 **All members** of the Association shall have the right to attend all general meetings of the Association and to participate in the discussion of all issues and matters dealt with at the meetings.

5.2 **Ordinary Members** of the Association and who have paid the prescribed membership fees for the current year and **Life Members** shall have the right to:

- a) Receive all communications from the General Secretary,
- b) Vote,
- c) Nominate, Propose and second the candidate of another member for office,
- d) Hold office in the Association.

5.3 **Associate Members** of the Association who have paid the prescribed membership fees for the year and **Student Members** shall have the right to:

- a) Receive all communications from the General Secretary,
- b) Attend and contribute to all general Membership Meetings
- c) Vote,

5.4 **Honorary Members** of the Association shall have the right to:

- a) Receive all communications from the General Secretary,
- b) Attend and contribute to all general Membership Meetings

6. Obligations of Members:

- a) Members are required to pay membership dues and other financial obligations as specified by the constitution. If dues or other financial obligations are not honored, membership will be suspended as allowed by the bye-laws.

- b) Members should attend Association meetings, unless prevented by extenuating circumstances.
- c) Members are required to represent the best interest of the Association at all occasions, in public as well as private
- d) Members are required to undertake and accomplish to the best of their ability, in a professional and or diligent manner, with transparency and accountability all tasks and other activities, undertaken on behalf of the Association.
- e) No member shall indulge in any activity which may bring the Association into disrepute
- f) The details of all meetings and discussions, including the names of attendees and all material, property and information of the Association shall be deemed confidential unless expressly declared public by the executive of the Association. No member shall disclose such matters to any person, group, organization without the express authority of the Executive of the Association. Any authorization granted shall be solely for the purpose of fostering the aims and objectives of the association.
- g) No member or any other person or group of persons shall act on behalf of the Association or use any property of the Association for any purpose whatsoever, without the express authority of the Association or an authorized officer(s) acting on behalf of the Association.
- h) No member shall receive pay for his/her services without the permission of the executive of the Association and the ratification of the Association.
- i) Each member shall provide the Secretariat of the Association with an email address and a postal address which shall serve as the official address of that member for the sending of all correspondence from the Association.

ARTICLE 5 : 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 undertakings, for the purpose of mobilizing or generating financial and other material resources, to be applied exclusively to the fulfillment 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 objective.
- 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.
- d) Make rules prescribing-

- i. The rates and modes of payment by individual 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 be suspended or terminated.
- 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.
- iv. To delegate any or any one of its functions to the Executive Committee of the association.

ARTICLE 6 : OFFICE BEARERS AND THE EXECUTIVE COMMITTEE

1. The Office bearers of the Association shall comprise the Executive Committee of the Association and shall be the following::
 - i. The President
 - ii. First Vice-President
 - iii. Second Vice-President
 - iv. Ex-officio Vice-Presidents – Chairpersons of each regional chapter and each year grouping.
 - v. General Secretary
 - vi. Two Assistant Secretaries
 - vii. The Treasurer
 - viii. The Assistant Treasurer
 - ix. Year Group Representatives
 - x. Two School Representatives
 - xi. The Principal or her representative
 - xii. Two Student Representatives
2. The responsibility for the management of the affairs of the Association and the powers necessary to discharge such responsibility shall be vested in the Executive Committee. The powers of the Executive Committee shall include the power to pass by-laws as may be required from time to time.

ARTICLE 7 : THE FUNCTIONS OF THE OFFICE BEARERS OF THE ASSOCIATION SHALL BE AS FOLLOWS:

- a) **The President** whose functions shall be
 - i. To chair meetings of the Executive Committee and the General Membership;
 - ii. To authorize the 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;
 - iv. To appoint Committees and submit periodic reports to the General Membership on the activities of the Association.

- b) **The First and Second Vice-Presidents** whose function shall be
- i. To recruit alumni and execute projects;
 - ii. To coordinate activities of the alumni;
 - iii. In the absence of the President to perform functions of the President;
 - iv. To assist the President in the performance of any function or conduct of such activity, in harmony with the Mission Statement, and the objectives and responsibilities of the Association as the President may delegate.
- c) **The Secretariat** of the Association shall be based at Northeastern College. 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;
 - v. To keep accurate records of all meetings and attendances at such meetings, and all decisions taken at such meetings, and to prepare accurate records of such meetings, and decisions for use by the Executive Committee and by the Association.

There shall be two principal officers of the Secretariat.

- 1. The Secretary** whose functions shall be
- To act as secretary at the meetings of the Executive Committee;
- i. To take minutes during the meetings of the General Membership;
 - ii. To act as custodian of all the records of the Association;
 - iii. To co-ordinate the public relations of the Association;
 - iv. To monitor the progress and completion of the activities of the Association;
 - v. To publicize the activities of the Association;

- 2. The Assistant Secretary** whose functions shall be
- i. In collaboration with the secretary and the Executive Committee, to handle issues of publicity for the Association;
 - ii. To coordinate the production of a newsletter, all social media and other publications of the Association;
 - iii. In the absence of the secretary, to perform the functions of the Secretary;

- iv. To publicize and to promote all the activities of the Association.

d) **The Treasurer** whose functions shall be

- i. To act as the custodian of the finances of the Association;
- ii. To maintain a bank account in the name of the Association;
- iii. To act as the custodian of all financial records;
- iv. To act as the custodian of the inventory of property for the Association;
- v. To prepare and present financial reports and statements for the use and information of the Executive Committee and to the membership of the Association at each meeting.
- vi. To prepare the draft annual budget of the Association for presentation to the executive Committee and the General Membership at the Annual General Meetings;
- vii. To ensure that accounts are audited by Auditors of the Association;
- viii. To monitor and to make authorized financial transactions on behalf of the Association.

e) **The Assistant Treasurer** whose functions shall be

- i. To assist the treasurer in the performance of all functions;
- ii. To organize and promote all fundraising activities for the Association;
- iii. To report to the Executive Committee on all the fundraising activities of the Association;
- iv. To coordinate fundraising activities organized by the Alumni; and
- v. In the absence of the treasurer, to perform the functions of the treasurer.

f) **Year Group Representatives**

1961-1969 (2 persons)

1970-1979 (2 persons)

1980-1989 (2 persons)

1990-1999 (2 persons)

2000-2009 (2 persons)

2010-2019 (2 persons)

- i. To collect data for all alumni from their groups and to recruit alumni from their year groups and work towards ensuring the participation and support of their respective year groups in all the activities of the Association.
- ii. Represent and articulate the interests and views of their year groups on the Executive of the Association.

- iii. Work with the Executive in organizing and coordinating and executing the activities of the association
- iv. Provide assistance to the Executive of the Association in identifying expertise and competent personnel within t h e Association for the execution of the activities of the Association in keeping with the Mission Statement, the aims and the objectives of the Association.

g) School Representatives (2 persons)

- i. Current Members of the Academic. Administrative or Non-Academic Staff of Northeastern College Nominated by the Association in consultation with the Principal, to liaise with the Association and Northeastern College in developing projects to address the needs of students and of Northeastern College;
- ii. In collaboration with the Principal, to recommend and 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;
- iv. To initiate student alumni activities.

h) The Principal or his or her designate of Northeastern College whose functions shall be:

- i. Observe key issues and programmes initiated by the alumni, advise on their priority and suitability and relate them to the relevance of the Northeastern College;
- ii. To convey to the Executive Committee proposals worth considering;
- iii. To advise the Executive Committee on the policies and regulations of the Northeastern College.

i) Student Representatives (2)

- i. To sit on the Executive Committee and represent the interest of the student members of the Association.
- ii. Generally to promote the interest of the alumni association and to recruit eligible students to become Student Members of the Association.

ARTICLE 8 : POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

1. In the execution of its functions the Executive Committee shall-

- a) Serve as the policy making and executive group to facilitate the work of the Association between meetings of the General Membership and to take such actions and policies to the General Membership for its consideration;
- 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; 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 draft resolution shall be presented to the General Membership-

2. Meetings:

Meetings of the Executive Committee shall be held quarterly or in the case of any urgency as deemed by the President in consultation with the Secretariat, upon at least 14 days notice and all members of the Executive Committee shall attend the meetings.

One third of the members of the Executive Committee or seven (7) members including the President, or in the case of his absence from the country or his inability to perform his/her duties, the first Vice-President or in the case of the absence of both the President and the first Vice-President, one of the Vice-Presidents, whichever is less, shall form a quorum.

The President or the Vice President shall chair meetings of the Executive Committee.

All members of the Executive Committee shall attend the Executive Committee Meeting.

The Executive Committee or the President in consultation with at least three members of the Executive committee shall decide on the venue of the next Executive Committee Meeting.

- i. The exact dates of the Executive Committee Meetings shall be decided upon by the President in consultation with the Secretariat and the Executive Committee shall be notified by the Secretariat

- ii. The Executive Committee may decide a registration fee or scale of registration fees for the annual General meeting

3. Elections and terms of office for the Executive committee shall be as follows-

- a) The Executive Committee shall be elected during a General Membership Meeting, and/or the Annual General Meeting;
- b) Executive Committee members shall be elected by a majority vote;

- c) The term of office for the Executive Committee shall be one year and the committee members shall assume duty at the close of the General / or Annual General Meeting of the Association at which they were elected and end at the close of the succeeding meeting at which a new Executive Committee was elected;
- 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 9 : MEETINGS OF THE ASSOCIATION

Annual General Meetings (AGM)

1. Annual General Meetings of the Association shall be a duly notified gathering of the general membership of the Association.
2. The Annual General Meetings of the Association shall be attended by –
 - a) All Ordinary members, Lifetime Members, Associate Members and Student Members of the Association, who shall attend the Annual General Meetings as voting members; and
 - b) Honorary Members, who shall attend all Annual General Meetings but shall have no voting rights.
3. The President or in his absence or by his delegation the first Vice- President, or in the case of the absence of both the President and the first Vice- President, one of the Vice-Presidents shall chair Annual General Meetings of the Association.
4. Annual General Meetings shall be held annually.

Extra-Ordinary General Meeting (EGM)

1. The Executive Committee, by a majority vote of at least seven (7) members including the President, or any two vice presidents, may call for an EGM upon the presentation of a petition signed by not less than Fifty (50) Ordinary members of the Association.
2. Voting at an EGM shall be by members eligible to vote and may be by show of hands or by secret ballot. Decisions shall be on the basis of a two-thirds majority vote of eligible members present or a majority of not less than Forty (40) persons, whichever is greater.
3. In the event of tied vote, the Chairman of the session shall have a casting vote in addition to his membership vote.

AGENDA

1. A preliminary agenda for the AGM shall be prepared by the executive Committee and sent to the membership of the association two (2) months in advance of the AGM and at least one month in advance of the EGM.

2. Subscribing members may propose business to be transacted at the AGM and the EGM; Such proposals shall reach the Executive Committee at least 14 days before the AGM and at least 7 days before the EGM;
3. The agenda of business to be transacted at each General Membership Meeting shall be distributed by the Secretariat to the members by email, or be made available at the secretariat for collection at least seven (7) days before the meeting; and
4. 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 meeting.

VENUE

The venue of the following AGM shall be announced at the preceding AGM or at a time and place or manner as the executive committee may decide.

THE FUNCTIONS OF THE GENERAL MEMBERSHIP MEETINGS:

The General Membership acting in a General Member ship meeting of the Association 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 all General Membership Meetings 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.

ARTICLE 10 : FUND RAISING AND FINANCES

1. The Association shall generate its income from-

- a) Membership fees and subscriptions
 - b) Contributions by well wishers;
 - c) Donations and grants from Governments, non-governmental organizations and other donors.
 - d) Fundraising activities taken under the authority of the executive Committee.
-
- 2. The Executive Committee shall open an account in the name of the Northeastern College Alumni Association and all funds of the Association shall be deposited into that account.
 - 3. There shall be four signatories to the Account and these shall be the treasurer, the President the First Vice – President and the Secretary. All cheques shall require the signatures of at least two persons including the Treasurer.
 - 4. A portion of the Association’s fund shall be allocated for the operational and recurrent expenses of the Association.
 - 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 Principal of Northeastern College and by the Association.

ARTICLE 11 : COMMITTEES

- 1. There shall be Standing Committees on:
 - a. Northeastern College Activities and Development
 - b. Alumni Heritage and records
 - c. Finance and fund raising
 - d. Public Relations & Alumni Welfare
 - e. School liason
 - f. Alumni Clubs & Reunions
 - g. Elections & Constitutional Matters
- 2. The Executive Committee may, in addition to the above mentioned committees, establish, disband and appoint any other committee for a specific purpose.
- 3. Each of the Standing Committees shall be nominated by the Executive Committee for a period of one year.
- 4. Each of the Standing Committees shall consist of a minimum of five members, of whom, the chairperson shall be a member of the Executive Committee.
- 5. The chairperson of each Standing Committees shall be a member of the Executive Committee.
- 6. Each standing committee shall appoint a Secretary, and the records, minutes of meetings and actions of each standing committee shall be lodged with the Secretariat.

7. The Treasurer shall be the chairperson of the Standing Committee on Finance.

ARTICLE 12 : ALUMNI CLUBS, REGIONAL CHAPTERS

1. Alumni Clubs and Regional Chapters may be formed with the concurrence of the Executive Committee, as provided for in the By-laws framed under the Constitution.
2. All activities of the Alumni Clubs and Regional Chapters may be coordinated by the Association. The Chairmen or the Secretaries of the Alumni Clubs or Regional Chapters formed with concurrence of the Executive Committee shall submit annual reports to the Association for consideration.
3. 25% of the membership fees collected by any Alumni Club/Regional Chapter formed with the concurrence of the Executive Committee shall be remitted to the account of the Association.

ARTICLE 13 : LEGAL & FINANCIAL MATTERS

1. The Executive Committee may authorize any officers agents or agents of the Association, to enter into any contract and execute and deliver any instrument in the name of and on behalf of the Association.
2. All funds of the Association shall be deposited to the credit of the Association in such banks and/or other institutions in current accounts and/or savings accounts and/or deposits, as the Executive Committee may decide, from time to time.
3. All cheques, drafts, orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the President or the General Secretary or one of the Vice-Presidents authorized by the Executive Committee and the Treasurer or in her absence the person authorized by the executive committee to sign on behalf of the Treasurer.
4. The Executive Committee may accept, on behalf of the Association, any gifts for any general or special purpose of the Association. A written receipt shall be issued by the Treasurer and the receipt of such gift/ shall be minuted at the next Executive Committee meeting.
5. A special fund to be known as the Alumni Association Endowment Fund shall be established and maintained by the Association.
 - 5.1 (a) All pecuniary or monetary gifts made to the Association, and
(b) Such other funds as the Executive Committee may from time to time direct, shall be deposited in the Endowment Fund.
 - 5.2 Any withdrawals from the Endowment Fund shall be at the sole discretion of the Executive Committee of the Association.
 - 5.3 Monies deposited in the Endowment fund shall be used for such projects, as shall be determined by the Executive in consultation with the membership

ARTICLE 14 : VENDING

1. The Association shall use such marketing guidelines and branding such as the logo in accordance with the policies of Northeastern College and with the laws of Trinidad and Tobago and industry standards.

ARTICLE 15 : THE FISCAL YEAR

1. The fiscal year of the Association shall be from the first of January to the thirty first of December.
2. The annual accounts of the Association shall be audited at the end of the fiscal year by an auditor or accountant approved by the principal of Northeastern College and by the Association.

ARTICLE 16 : THE SEAL

1. The seal of the Association shall be as depicted in Schedule I.
2. The Seal of the Association shall not be affixed to any document except by the Secretary in the presence of the President or any one of the Vice-Presidents of the Association.
3. The seal shall be kept in the custody of the Secretariat.

ARTICLE 17 : BY-LAWS

1. The By-laws which are annexed to the Constitution as Appendices to read as the By-law No.1, No. 2 etc., of the Association.
2. The Executive Committee may with the approval of the two-thirds of the full members present, amend, modify, repeal or add to any, of the By-laws.

ARTICLE 18 : AMENDMENTS

1. Subscribing members proposing amendments to this Constitution shall inform the Secretary of the executive committee at least three (3) months prior to the next Annual General Membership Meeting.
2. The Secretary of the executive Committee shall table the proposed amendment during the executive meeting following such notification.
3. Amendments shall be tabled during a duly called Annual General Membership Meeting of the Association and a two thirds majority vote of all members present shall be required to pass an amendment to the Constitution during such annual General Meeting.

ARTICLE 19 : PROPERTY RIGHTS

1. All movable and fixed assets of the Association shall be entered into a register, which shall be reported during the Annual General 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 20 : DISPUTES

1. The Executive Committee shall appoint such professional or qualified personnel as it shall decide to act on its behalf in the settlement and resolution of such disputes and conflicts as may arise in the conduct of the affairs of the Association from time to time.
2. All disputes shall be settled in accordance with the laws of Trinidad and Tobago.

ARTICLE 21 : 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 property whatsoever, after settling all its debts and liabilities the same shall be given or transferred to Northeastern College, Sangre Grande.

APENDIX A

By-Law No. 1 of 2017: Duties of Office-bearers and Committees

1. The President shall exercise the powers normally incident to that position. He/she shall have the right of determination on any dispute arising from any responsibility for the interpretation and clarification of procedural questions. He/she shall preside at all meetings of the Association and of the Executive Committee. In his/her absence the Association or the executive Committee shall elect one of the Vice-Presidents to preside
2. The Vice-Presidents shall assume the duties delegated to them. Each Vice-President shall have particular responsibility of the functions of one of the Standing Committees of the Association.
3. The Secretary shall be responsible for:
 - a) The issue of notices for the Annual General Meeting, Special General meetings and meetings of the Executive Committee,
 - b) The preparation , circulation , presentation and maintenance of the minutes and records of all meetings,
 - c) The circulation of the agenda and/or minutes of minutes, not less than seven days prior to such a meeting.
 - d) The maintenance of the membership register of the Association.

The General Secretary shall convene a special meeting of the Association at the written request of not less than twenty five members or on the request of the Executive Committee, not later than thirty days from the date of the receipt of such notice or order

4. The Assistant Secretaries shall perform such functions as delegated to them by the Secretary and the Executive Committee.
5. The Treasurer shall assist the Executive Committee referred to in article V in the financial planning and expenditure. He/she shall be responsible for the maintenance of the proper accounts of the Association. He/she shall also prepare and present an annual statement of audited accounts at the Annual General Meeting.
6. The Assistant Treasurer shall perform all such functions delegated to him/her by the Treasurer and the executive Committee.
7. The Committee on Northeastern College Development shall from time to time, formulate short-term and long-term proposals for the improvement of Northeastern College. The committee may suggest ways and means of obtaining financial assistance and co-operation to implement such proposals.
8. The Committee on Student Welfare shall promote relations between the alumni and the students of the Northeastern College. It shall from time to time, inquire into and report on student welfare services within the Northeastern College and formulate proposals for their improvement. The Committee shall also be responsible for effective links between prospective employers and Northeastern College students and graduates.
9. The Committee on Finance shall plan the income and expenditure for the year and formulate proposals for raising funds for the activities, projects and programs of the Association.
10. The Committee on Public Relations and Alumni Welfare shall promote better relations between the Northeastern College, The Association and the community, through publications, meetings,

seminars, workshops, discussions and through social media and mass media. The committee shall formulate proposals for the welfare of the alumni and conduct activities to enroll new members.

11. The Committee on Continuing Education & Extension Education shall act as a consultative Committee to Northeastern College, on continuing education & extension for the alumni and shall promote understanding among the alumni and Northeastern College employees about continuing education and extension programmes, workshops, seminars and the like for members of the association and for the Northeastern College employees and interested members of the community.
12. The Committee on Alumni Clubs and Reunions shall promote and evaluate the effectiveness of the alumni clubs and may make recommendations for their improvement. The committee shall formulate and submit to the Executive Committee programs for reunions and other related matters.
13. The Committee on Elections and Constitutional Matters shall be in charge of recommending proceedings for the conduct of elections and shall advise on the interpretation, the modification or amendment of the constitution and the by-laws. It shall also recommend any constitutional and procedural matters, when so requested and report at any General membership meeting.
14. The registration fee for new members shall be TWO HUNDRED DOLLARS (\$200.00). The annual subscription for ordinary membership shall be:
Full Member – \$200.00
Associate Member- \$150.00
15. The number of honorary members and life members shall not exceed twenty (20).
16. The first election of the executive Committee of the Association shall be held at the inaugural meeting of the Association and nomination to all posts shall be accepted at the meeting.
17. Procedure for electing Office-bearers.
 - 17.1 The General Secretary shall call for nominations by written notice to all the members, at least one month before the relevant annual general meeting. The electoral list shall be revised and exhibited in the office of the General Secretary. The notice of the meeting shall also indicate that such electoral list is exhibited in the office of the General Secretary.
 - 17.2 Nomination for the posts of Office-bearers of the Association and for the posts of the five Executive Committee members shall be received by the General Secretary not less than two weeks before the relevant Annual General Meeting. Nominations for the posts for which nominations have not been received can be submitted by any member of the Association during such meeting.
 - 17.3 In the event of there being more than one candidate for any post, an election shall be held, in the manner determined by the Association, at such meeting. Voting rights will be restricted to full members of the parent body of the Association whose subscriptions are not in arrears.
 - 17.4 In case of a vacancy during the course of the year, in any post or office, such vacancy shall be filled by the Executive Committee within one month of the occurrence of the vacancy or at its next meeting, whichever is earlier.

By-Law No. 2 of 2017: Disciplinary Action & Complaints Procedure

1. Complaints against members, individually or collectively, in respect of acts considered to be in breach of the standards of behavior which can be reasonably expected of a member of the Association, shall be addressed to the Executive committee and submitted to the General Secretary.
 2. The complaint must:
 - a) Be in writing and be signed by the complainant/s
 - b) Describe, in adequate detail, the act or behavior complained of and explain why it warrants disciplinary action;
 - c) Be submitted, in duplicate, within two weeks of commission of the alleged breach of discipline, in person or by registered post, together with:
 - i. Copies of all supporting evidence (if applicable)
 - ii. A list of witnesses (if any)
 3. On receipt of any such complaint, the General Secretary shall within 7 days , inform the President (in the first instance) and all the Vice-Presidents, verbally and follow up by sending copies of the complaint letter and supporting documents (if any).
 4. The President and Vice-President shall meet or communicate with each other on the subject and shall within two weeks of receipt of the complaint decide on their course of action. If they are unanimously of the view that the complaint is trivial, frivolous or mala fide and deserves to be disregarded, they shall state their views to the General Secretary and direct him/her to advise the complainant accordingly.
- They may consider imposing some censure or penalty on the complainant in such an event, so as to discourage irresponsible complaints.
5. Should the President and the Vice-Presidents , on the other hand, consider that there is adequate substance in the complaint to warrant inquiry and disciplinary action by way of:
 - i. A verbal or written warning
 - ii. A verbal or written reprimand
 - iii. Any other penalty not amounting to expulsion
 - iv. Expulsion from membership

they shall direct the General Secretary to set the following procedure in motion.

- a) Inform the member against whom the complaint was made (hereinafter referred to as “the member”) in writing within 7 days of receipt of the President’s directive that a complaint has been made against him/her. The letter shall be sent by Registered Post and a copy of the complaint be attached thereto.
- b) The member shall be requested to submit a reply to the charges, within 14 days of date of General Secretary’s letter and should he/she admit the charge in full or substantially concede it, the President and Vice-President shall review all the facts and circumstances and having made such other inquiries as are deemed necessary, dispose of the matter as specific in para5 above.

6. Such inquiry shall be held within 3 weeks of receipt of the reply, at a place and time fixed by the sub-committee. Notice of the proposed inquiry shall be sent by the General Secretary to the complainant and to the member, giving the relevant information as to place, date and time of the inquiry and the names of the members of the sub-committee.
7. The sub-committee, in consultation with the general secretary, shall make its own administrative arrangement and in its conduct of the inquiry, follow the principles of natural justice. :
 - a) The parties must be given time to prepare themselves,
 - b) Both parties should be given a reasonable opportunity and time frame within which to present their cases,
 - c) Parties may be assisted by other members in presenting their case,
 - d) A written record of the evidence led, shall be maintained and copies therefore made available to the parties on payment of a fixed fee by the sub-committee of inquiry.
8. The finding of the sub-committee shall be sent, by way of a report, within 30 days of the completion of the inquiry, to the General Secretary for transmission to the Executive Committee. The Executive Committee shall within 14 days of receipt of the report, decide on the action to be taken and advise the parties accordingly, through the General Secretary. The decision of the Executive Committee shall be final
9. If the sub-committee finds at any stage of the inquiry, that the complaint is unwarranted and that there is no case for disciplinary action against the complainant, it shall so advise the Executive Committee by means of a report setting out the reasons.

In such an event, the Executive Committee may consider the imposition of a penalty in proportion to the gravity of the effect of the complaint and its consequences both as regards the Executive Committee and the member concerned.

10. Third Party Complaints

These shall be dealt with, mutadis mutandis, in the same manner as where the complainant is member. However, since there is no possible sanction against third parties who may make frivolous or trivial complaints of malicious or other reasons, only allegations of grave misconduct such as would, if found to be true, tend to bring discredit to the Association if the offending member be permitted to continue in membership, will be treated in terms of the procedure prescribed above.

11. Other Circumstances warranting Disciplinary Measures

Members convicted of crimes of type that, in the opinion of the Executive Committee, impart a significant degree of moral turpitude and thereby render them unsuitable to continue as members, shall be liable to expulsion at the direction of the Executive Committee. Similarly, a member adjudicated insolvent or against whom a final judgment has been entered in a Civil or Military Court or Tribunal based on evidence that establishes elements of gross misconduct, moral turpitude or dishonesty shall be liable to expulsion, at the discretion of the Executive Committee.

THE SCHEDULE ABOVE REFERRED TO (Article 16)

(Representation of the Seal/Logo)