



BY-LAWS

Of The

CAMPERDOWN HIGH SCHOOL
PAST STUDENTS ASSOCIATION
FLORIDA CHAPTER, INC.

ADOPTED: October, 2002

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Revised: September 15, 2007

Revised: February 18, 2012

SIGNED: Dwight Montgomery

TITLE: Executive Secretary

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OF
CAMPERDOWN HIGH SCHOOL PAST STUDENTS'
ASSOCIATION, FL CHAPTER

ARTICLE I – NAME

The name of the Association shall be Camperdown High School Past Students' Association of Florida, Inc.

ARTICLE II – OFFICES

The principal office of the corporation shall be in the County of Broward, State of Florida. The corporation may also have offices at such other places within or outside of this state as the Board may from time to time determine or the business of the corporation may require.

ARTICLE III –PURPOSES

The purposes for which this corporation has been organized are as follows:

- (A) To promote the interest of Camperdown High School located at 6b Camperdown Road, Kingston 16, Jamaica, West Indies, and those who attended this institution.
- (B) To uphold and perpetuate the teachings of those instructors who devoted their skills, time and efforts to Camperdown High School.
- (C) To promote a better understanding of and an appreciation for the cultural heritage of Jamaica.
- (D) To formulate economic and social ideas for the betterment of the humanity, and former Camperdown High School students in particular.
- (E) To engage in fundraising activities to obtain the means to assist needy students and special projects at Camperdown High School, and deserving local charities in the U.S.A.
- (F) To promote and enrich the academic, cultural, philosophical, social and physical development of Camperdown High School.

- (G) To form a bond between the institution; its students, teachers, administrators and past students.
- (H) To provide opportunities and facilitate for fellowship between Camperdown past students, their families and friends of Camperdown High School.
- (I) To achieve all of the above through the conception, implementation and careful supervision of social and fundraising projects, in a manner that does not violate the creed of Camperdown High School or negatively impact the name or character of the institution.

ARTICLE IV –MEMBERSHIP

1. QUALIFICATIONS FOR MEMBERSHIP

Section 1: CLASSES OF MEMBERSHIP

There shall be three classes of membership:

- a) Regular
- b) Associate
- c) Honorary

Section 2: REGULAR MEMBERS

- A) Regular Membership shall be open to all past students who attended Camperdown High School or Camperdown Extension School. Regular Membership status will be duly conferred upon the submission of a formal application for membership to the Association and payment of the annual dues as prescribed by Article X.
- B) Each non-graduate who has completed at least two years at Camperdown High School or Camperdown Extension School, and left in good standing, without earning a School Leaving Certificate, may upon any time after leaving become a regular member, by enrolling or causing him/herself to be enrolled, pursuant to these By-laws.
- C) All other former students not covered by Section 2(a) or (b) may be admitted at the discretion of the Executive Committee, pursuant to these By-laws.

Section 3: ASSOCIATE MEMBERS

- A) The Executive Committee may co-opt as an Associate Member any person falling under the following categories: past student, relatives of members of the Association, current members of the staff of Camperdown High School.

- B) Associate Members may not hold elected office, vote or in any way control or manage association practices or policies.

Section 4: HONORARY MEMBERS

- A) The Executive Committee may, by unanimous vote select as an Honorary Member, any person who now or in the past has been closely associated with the Camperdown community in an administrative or a philanthropic role.

Section 5: EXECUTIVE COMMITTEE MEMBERS

- A) All elected officers of the Association shall be members of the Executive Committee. Membership on the Executive Committee shall run concurrently and be of the same duration as the official tenure of the office.
- B) The directors of the Executive Committee shall be the President, Vice-President, Secretary, and Treasurer.

Section 6: MEMBERSHIP PROCEDURE

- A) Any person meeting the requirements of this ARTICLE shall become a Regular or Associate Member, by submitting an application to the secretary of the Association, together with dues for the year in which he/she applies for membership. Dues shall be paid in accordance with a dues schedule as adopted from time to time by the Executive Committee.
- B) A Regular Member should pay his/her dues; attend meetings; support fundraisings; and introduce potential members to the Association.

Section 7: MEMBERSHIP RIGHTS AND PRIVILEGES

- A) Regular Members in good standing “good standing” shall mean currently paid dues for at least fourteen (14) days prior to any date on which the status of membership shall be in question), shall be eligible to hold office, vote on all matters submitted to the membership, and fulfill any and all outstanding debts/obligations to the Association, except as provided herein.
- B) Associate Members shall be ineligible to hold office or vote on matters submitted to membership. Non-members and members not in good standing are not eligible to vote.

Section 8: CHAPTERS AND AFFILIATE GROUPS

- A) **CHAPTERS:** Members of the Association who reside in any city, community or region outside of Florida may organize a local chapter

which shall, upon the approval of the Executive Committee, become a Chapter of the Alumni Association.

- B) **AFFILIATES:** Members of the Association may organize, upon the approval of the Executive Committee, affiliate groups whose interests are directed at the development or enhancement of a specific curricular core or extracurricular activity at Camperdown High School or share a common interest.
- C) **REQUIREMENTS AND CONDITIONS:** The Executive Committee shall determine the requirements for admission of all such groups. The Executive Committee may from time to time impose such conditions and provide such financial assistance to all such groups as it shall determine to be in the best interest of the Association.

ARTICLE V – OFFICERS, DUTIES AND POWERS

The elected officers of the Association shall be comprised of the Executive Committee. The Executive Committee shall have overall responsibility for the routine management of the Association's affairs; shall have the authority to co-opt members and create task forces; shall have veto power over the decisions of all sub-committees; shall be the only Body authorized to speak officially on the Association's business; shall be the only Body authorized to solicit funds, or designate the solicitation of funds on behalf of the Association; shall carry out its functions based on democratic principles and practices; and shall have the following duties and powers:

The **President** shall be the chief executive officer of the corporation. He/She, or his/her appointee, shall preside at the meetings of the Executive Committee and General Meetings and may appoint a Chairperson for the Association's General Meetings. He/She shall oversee the general management of the affairs of the corporation and shall see that all orders and resolutions of the Executive Committee are carried into effect. Shall have the power to appoint Acting Officers where qualified members do not stand for election, subject to the unanimous vote of the Executive Committee. He/She shall appoint the Chairperson of all-standing committees and special committees. Shall with the other directors, sign all written contracts or other financial obligations of behalf of the Association as authorized by the Executive Committee. Shall promulgate the Constitution and By-Laws of this Association. Shall make a full report of the administration of his/her office and the business of the Association to the entire membership at the Annual General Meeting.

The **Vice President**, shall assist the President in his or her capacity as Executive, shall preside over meetings and appoint Acting Officers in the absence of the President. Should the President relinquish his/her post, the Vice President shall carry out the duties of the President for the remainder of the current term and until the next general election of officers.

The **Executive Secretary**, shall record minutes of the Executive Committee and General Meetings. Shall perform other record-keeping and ancillary functions as outlined by the Executive Committee. Shall have the custody of the seal of the corporation and shall affix and attest the same, to documents when duly authorized by the Executive Committee. Shall attend to the giving and serving of all notices of the corporation, and shall have charge of such books and papers as the Executive Committee may direct; shall attend to such correspondence as may be assigned and perform all the duties incidental to his/her office. Shall maintain a membership roll, alphabetically arranged and included place of residence and date membership.

The **Assistant Secretary** shall assist the Executive Secretary. During the absence or disability of the Executive Secretary, the Assistant Secretary designated by the Executive Committee, shall have the powers and functions of the Executive Secretary.

The **Treasurer** shall have the care and custody of all the funds and securities of the corporation, keep full and accurate records of all receipts and disbursements in books belonging to the Association. Shall deposit all monies and checks in the name of and to the credit of the Association in such depositories as may be designated by the Executive Committee. Shall, when duly authorized by the Executive Committee sign checks and drafts. Each check and or draft shall be countersigned by any other director. Shall prepare monthly financial reports, event and annual budgets and analysis for the Executive Committee as needed or upon request. Shall at all reasonable times exhibit the books and accounts to any executive or member of the association upon application at the office of the association during normal business hours. At the end of each fiscal year, shall have an audit of the accounts of the association made by the Financial Committee appointed by the President, and shall present such audit in writing at the annual general meeting of the members, at which time an annual report setting forth in full the financial conditions of the association shall be presented.

The **Assistant Treasurer** shall assist the Treasurer. During the absence or disability of the Treasurer, the Assistant Treasurer designated by the Executive Committee, shall have the functions of the Treasurer.

The **Membership Coordinator** shall actively recruit new members for the Association. Shall be responsible for any promotional material and correspondence related to recruitment with the approval of the Executive Committee. Shall maintain and update the membership roster and contact list. Shall have secure access to the membership roster.

The **Special Project Coordinator** shall advise the Executive Committee of plans for the Association's social, civic and fundraising activities subject to the Executive Officers' approval. Shall be expected to execute approved plans to meet stated objectives.

The **Public Relations Coordinator** shall prepare promotional materials and arrange press releases in support of specific activities pursued by the Association. Shall advise the Executive Committee of plans to promote and publicize the activities of the Association.

The **Electoral Committee** shall be responsible for the coordination of the annual elections, preparation of ballots; accurate tally of votes and reporting on the results of the election.

ARTICLE VI- EXECUTIVE COMMITTEE

Executive Committee shall be responsible for overseeing the performance of the Executive Officers in their routine management of the Association's affairs. The Executive Committee shall be elected by unanimous vote of the general membership. Shall be a Regular Member in good standing and therefore be eligible to vote.

ARTICLE VII – ELECTIONS

Elections for all officers of the Association shall be held on the **third Saturday of January every two years.**

If for any reason fifty percent (50%) of the Executive Committee is unable to complete their term of office, the Executive Committee may call an early election.

Nomination of candidates shall be proposed and seconded only by members in good standing.

Nominations for officers of the Association may be made in writing prior to the annual general meeting.

To be eligible for election as a director of the Association, a nominee must have served on the Executive Committee for at least two full years prior to the proposed date of his/her election as a director.

Only members in good standing shall be eligible for election to the Executive Committee. They should fulfill requirements of Article IV – Section 2.

Outgoing officers shall be eligible for re-election.

Voting shall be by secret ballot.

Where there is a tie of votes between nominees for the same office, a run-off election shall follow.

All members in good standing shall have one vote.

Officers may hold the same position for an indefinite term, provided that said officer is duly re-elected.

Officers shall commence their respective terms of office on the third Saturday of January of the year in which they were elected and shall serve for two years.

ARTICLE VIII – MEETINGS

The Association shall carry out the conduct of its business through the following meetings:

- A) **Annual General Meeting (AGM)** shall be held the **third Saturday of January** annually for the purpose of presentation of progress, reports by officers, state of the Association, address by the President at a time and place set by the Executive Committee, except that in the event of postponements, the directors shall fix a day not more than five (5) weeks from the date fixed by these By-Laws.
- B) **Semi-Annual General Meetings (SAGM)** shall be held the **third Saturday of July** for the purpose of presentation of progress reports by the officers, state of the Association, addressed by the President at a time and place set by the Executive Committee, except that in the event of a postponement, the directors shall fix a day not more than five (5) weeks from the date fixed by these By-Laws.
- C) **Special General Meeting** may be called by the Executive Committee as warranted by a prepared agenda or upon requisition in writing by 51% of the members with voting privileges stating the objective of such meetings. The Secretary's written notice of special meetings should clearly indicate the objective of such meeting.
- D) **Executive Committee Meeting** shall be determined by said committee.
- E) **Project Meetings** shall be determined by chairpersons of the respective groups in order to achieve the established objectives of the task force within the given time frame.
- F) **Notice of all meetings** shall be distributed at least seven (7) days in advance to respective members; The Executive Committee may be called into emergency session with 48 hours notice. Notices of the AGM and SAGM shall be distributed in writing and posted on the website.
- G) **Quorum** required at Executive meeting shall be five (5) Executive Committee Members.
- H) **Quorum** required for AGM shall be seven (7).
- I) **Actions of the Executive Committee** unless otherwise required by law, the vote of a minimum of five (5) of the executives present at the time of

the vote, shall be the act of the Executive Committee. Each executive shall have one vote.

- J) **Voting Eligibility** is afforded to each Regular Member in good standing.
- K) **Voting List** shall be prepared by the Secretary in conjunction with the Treasurer and made available at every annual, semi-annual or special meeting. The list shall include all Members qualified to vote at such meeting.
- L) **Chairperson** for General Meetings may be appointed by the President.
- M) **Fiscal Year** of the Association shall be **JANUARY 1 TO DECEMBER 31**, unless changed by the Executive Committee (09/15/07)
- N) **Robert's Rules of Order**, all meetings shall be conducted pursuant to Robert's Rules of Order.
- O) **Place and Time of Meetings**, the Executive Committee may hold its meetings at any designated place, either within or outside the state as it may from time to time determine.
- P) **ORDER OF BUSINESS**
The order of business at all meetings of members shall be as follows:
 - i) Prayer
 - ii) Roll Call
 - iii) Approval of minutes of the preceding meeting
 - iv) Reports of officers
 - v) Old and unfinished business
 - vi) New business
 - vii) Good and welfare
 - viii) Next Meeting
 - ix) Adjournment

ARTICLE IX – TERMINATION OF MEMBERSHIP

- A) **Executive Committee Member** may resign his/her office by giving one (1) calendar month notice in writing to the Committee, the President or the Secretary of the corporation. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Committee or such officer, and the acceptance of the resignation shall not be necessary to make it effective.
- B) Members of the Executive Committee promise to perform their duties in accordance with the statutes set out in the Bylaws of the Camperdown High School Past Students' Association Florida Chapter Inc. They are

expected to perform their duties to the best of their ability. All items, passwords and data bearing the name of the Association; is owned by the Association and is for the use of the Association only. No part of these items shall be considered personal nor shall such item be removed, erased or taken for any use other than that of the Association. This includes the website, incorporation seal and Association name. The business of the Association shall remain confidential and information regarding said business shall not be used without the expressed permission of the Executive Committee. Violation of these terms will subject the member to disciplinary action as outlined in D & F.

- C) Any member of the Executive Committee may be recalled by requiring a special general meeting (see Article VIII - b).
- D) The Executive Committee by unanimous decision shall have veto power to terminate the membership, tenure in office or voting privileges of any member of the Association due to neglect of duties or actions judged injurious to the Association's image, by providing fifteen (15) days notice in writing.
- E) Vacancies on the Executive Committee shall be promptly filled, and in all elective offices and elective committees, by appointment from among Regular Member in good standing. Each such appointment shall be effective until the next annual election subject to the restrictions contained in Section 2 of this Article.
- F) Any or all of the Executive Committee may be removed for cause by a vote of the members or by action of the Executive Committee. Officers may be removed without cause only by vote of the members. The following constitutes Mandatory Removal from office:
 - (a) No officer may continue to hold office unless in good standing.
 - (b) An officer shall be deemed to have vacated office after being **absent for more than three (3) consecutive meetings of the Executive Committee**, upon the vote of a majority but not less than 5 members of the Executive Committee.

In the event of the death, resignation or removal of an officer, the Executive Committee must unanimously approve the appointment of a successor to fill the unexpired term. Any two or more offices may be held by the same person, except the offices of President and Secretary.

- G) Any member, who has been deemed by a majority but not less than 5 members of the Executive Committee to have displayed behavior unbecoming of a member, insubordination to a decision by the Executive Committee will be subject to disciplinary action, up to and including termination of membership.
- i) Disciplinary Action shall include verbal then a written warning. A notice of intent to remove a member must be sent to the President of the Association who will in turn present it to the Executive Officers for a decision by majority vote, if a member has demonstrated conduct including but not limited to: lewd behavior, is found guilty of any criminal act including but not limited to assault and battery as defined by the laws of the state of Florida, institution of projects and use of Association materials and equipment without the consent of the Association, using the name of the Association for personal gain, breach of confidentiality, lack of participation and interest (after verbal and written communication), misrepresentation and any other act deemed unlawful and which is not within the purpose of the Association. To protect the integrity of the Association, if his or her membership is terminated because of any of the above, all passwords, codes, keys, accessed by said member shall be changed.

ARTICLE X – REFUSAL OF MEMBERSHIP

- A. Any past student who has displayed behavior determined to be injurious, hurtful and/or, malicious towards the chapter, school and/or associations may be refused membership by the Executive Committee.
- B. Any person who has never been a member who has maligned the chapter, school and/or associations and wishes to become a member must be determined by majority vote of the membership and/or Executive Committee at the next AGM after a period of five (5) years from the date of the infraction and if membership is granted such member can never be elected as an officer on the Executive Committee.
- C. Any current or prior member who has maligned the chapter, school and/or associations shall be banned from renewing their membership for a period not less than five (5) years and if membership is renewed such member can never be elected as an officer on the Executive Committee.
- D. If membership was terminated for any other reason except malignment of chapter, school and/or associations, the membership application maybe reviewed by the Executive Committee after a period of two (2) years for renewal.

ARTICLE XI – MEMBERSHIP DUES

- A) **Annual Dues** shall be determined by the Executive Committee and officially announced at the Annual General Meeting.
- B) **Dues shall become payable** on application for General Membership on June 1st of each year and shall be valid thru May 31st of the following year.
- C) **Failure to pay Dues** within sixty (60) days of becoming payable will render said member not in good standing and will not be eligible to vote. A lapse of one (1) year will result in the need to re-apply for membership.

ARTICLE XII – ASSISTANCE CRITERIA

- A) The aim of the Association's assistance to Camperdown High School shall be to supplement the institution's basic program.
- B) Recommendation for assistance to Camperdown High School in specific areas will ordinarily emanate from the Association's members or from the school's administration with the endorsement of the Principal.
- C) The decision to assist on a particular project will rest entirely with the Executive Committee.

ARTICLE XIII – FINANCE

- A) The funds of the Association shall be devoted to its maintenance and the carrying out of its objectives.
- B) The Executive Committee has set up a **Petty Cash Fund in the amount of \$200/year** which shall be made available for emergency spending only. The President, Vice President and Treasurer must all agree on expenditure and shall advise the Executive Committee at the next meeting.
- C) **An amount of \$200/year** shall be set aside for the placement of advertisements or congratulatory notes in other alumni association's souvenir books.
- D) **Signatures** to checks, invoices or other orders for the payment of money, notes or other evidence of indebtedness issued, accepted or endorsed in the name of the Association shall be with the expressed knowledge and agreement of the Executive Committee.

- E) **All funds of the Association** shall be deposited to the credit of the Association in a financial institution as directed by the Executive Committee.
- F) **Withdrawals** from the Association's account shall require the signatures or approval of any two of directors of the association; President, Vice President, Executive Secretary, or Treasurer.
- G) A written order of disbursements shall be submitted to the Treasurer and all payments shall be made by check when applicable, signed by the Treasurer and countersigned by the President or any other director. Payments made by the association's ATM Card shall have prior approval by the Executive Committee, invoices are to be submitted prior to and/or immediately after payment is made.
- H) **The Association's Financial Year** shall run from January 1 to December 31.
- I) **Should the dissolution of the Association become necessary, all assets of the Association, after liabilities are settled, shall be transferred to CAMPERDOWN HIGH SCHOOL.**

**ARTICLE XIV – NOT FOR PROFIT TAX EXEMPT
STATUS OF THE ASSOCIATION**

Section 1. GRANT TO OTHER ASSOCIATIONS

The Executive Committee shall review all requests for funds from other organizations. The Committee shall require that such requests specify the use to which the fund will be put, and if the Committee approves the request, it shall authorize payment of such funds to the approved grantee. The Executive Committee shall require that the grantees furnish a periodic accounting to show that the funds were expended for the purposes that were approved by the Committee. The Committee may, in its absolute discretion, refuse to make any grants or contributions or otherwise render financial assistance to or for any or all the purposes for which funds are requested. After the Executive Committee has approved a grant to another organization for a specific project or purpose, the corporation may solicit funds for the grant to the specifically approved project or purpose of the other organization. However, the Executive Committee shall, at all times, have the right to withdraw approval of the grant and use the funds for other charitable, scientific or educational purposes. (*Jan. 90 IRS amendment*).

Section 2. NOT FOR PROFIT PURPOSES

Notwithstanding any other provisions of these articles, the corporation is organized exclusively for one or more of the purposes as specified in Section 501(c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under IRX Section 501(c) (3) or corresponding provisions of any subsequent Federal tax laws. (*January 1990 IRS Amendment*).

ARTICLE XV – AMENDMENTS OF BYLAWS

- A) Amendments to the Bylaws may be made at the Annual General Meeting. The motion should appear on the agenda and should be passed on a ruling of at least two-thirds ($2/3$) of the voting members present but not less than a quorum as defined in Section VII, H.
- B) Members desiring to make amendments should submit the motion with signatures of mover and secondary to the Executive Secretary no less than thirty (30) days before the Annual General Meeting.

APPENDIX A
STANDING COMMITTEES AND THEIR FUNCTIONS

- Section 1. All standing committee chairpersons shall be appointed by the President and shall report to the Executive Committee at such times as the Executive Committee may designate.
- Section 2. The Executive Committee shall constitute the Committee on Finance and shall have supervision over the financial affairs of the Association subject to the limitation contained in Article XIII.
- Section 3. The standing committees shall be as follows:
a) Membership Committee
b) Public Relations Committee
c) Fundraising Committee
d) Financial Committee
- Section 4. Standing committees shall be composed of at least two members in addition to the Chairperson. Committee members shall be selected by the Committee Chairperson.
- Section 5. The Membership Committee has the responsibility for the retention and enlargement of membership in the Alumni Association.
- Section 6. The Public Relations Committee has the responsibility for advertising all alumni events, informing members of other alumni events in order to increase participation.
- Section 7. The Fundraising Committee shall examine, analyze and present to the Finance Committee and Executive Committee viable fund raising activities to be undertaken by the Association. Proposals should be accompanied by data on cost effectiveness and should conform to the overall policy of the Association.
- Section 8. The Financial Committee shall be composed of members who shall seek to ensure the integrity of the accounts and advise the Executive Committee on whether or not an independent audit is required.
- Section 9. Other Committees: The President may appoint such other special or temporary committees as he/she deems necessary with such duties as may be prescribed by him/her or by the Executive Committee.
- Section 10. All Committee's decisions or recommendations shall be subject to approval by the Executive Committee.