

BY LAWS

ALUMNI ASSOCIATION

CARIBBEAN NAZARENE COLLEGE

ARTICLE I – Name

The name of the organization shall be Alumni Association of Caribbean Nazarene College (CNC), herein called “the Association.”

ARTICLE II – Objectives

The objectives of the Association shall be as follows:

- a) To foster ongoing relationships among and between past and current students of CNC;
- b) To promote the goals and objectives of CNC;
- c) To promote and provide continuing educational opportunities for members of the Association through the expertise of its members;
- d) To support CNC through financial and other means.

ARTICLE III – Membership

1. **Full membership** shall be opened to all graduates, faculty, and staff of CNC.
2. **Associate membership** shall be opened to:
 - a) The spouses of all graduates, students, faculty and staff of CNC
 - b) All former students (non-graduates) of CNC
3. **Honorary membership** shall be determined and awarded by the Executive Committee of the Association.
4. Associate and Honorary members shall not be entitled to vote on the Association’s business or hold office.
5. Only members who are current with annual dues shall be considered active.

ARTICLE IV – Officers

The officers of the Association shall be President, Vice President, Secretary, Treasurer, and Publications Secretary. Officers shall be elected by ballot at each general meeting.

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ARTICLE V – Functions and Duties of Officers

1. The President shall preside at all meetings at which he/she is present
2. The Vice President shall preside in the absence of the President. If both President and Vice President are absent, the Secretary shall preside.
3. The Secretary shall record and maintain minutes of all activities of the Association, notify all members of the date and agenda for upcoming meetings and shall prepare an annual report to be distributed to all members.
4. The Treasurer shall receive all contributions/dues and shall be responsible for the financial and accounting business of the Association. The Treasurer shall prepare a full annual financial report, including the annual audit, to be distributed to all members.
5. The Publications Secretary shall keep members informed of events planned by the Association, milestones in the lives of members, and other pertinent information by quarterly newsletter.

ARTICLE VI – Chapters

1. Chapters of the Association may be formed in any area where six or more members reside.
2. Each chapter is bound by the objectives of the Association.

ARTICLE VII – Executive Committee

1. The President, Vice President, Secretary, Treasurer, Publications Secretary and three (3) other members, elected at large, shall comprise the Executive Committee.
2. The Executive Committee shall meet (in person or by electronic means) at least quarterly to conduct the business of the Association, including filling any position that may become vacant.
3. Five members shall form a quorum for an Executive meeting.

ARTICLE VIII – General Meeting

The General Meeting shall be held at each reunion (every five years). All active members shall comprise a quorum at the General meeting. Actions will be taken by majority vote.

ARTICLE IX – Finances

Dues shall be as follows:

- a) Full members – US\$50 annually
- b) Associate members – US\$25 annually
- c) Honorary members – US\$100 annually

Donations, grants, bequests, may be solicited of members based on needs of the Association or for specific projects.

The Executive Committee shall appoint a three (3) member team to audit the Associations funds annually.

At each General Meeting, the membership shall determine what funds, if any, shall be given to CNC.

ARTICLE X – Agenda Items

Agenda items, suggested changes, or other items for consideration must be submitted in writing to the Secretary of the Association at least ten (10) days before the meeting at which consideration is being requested.