



# CONSTITUTION

## **Birth of the NAAC – Significant Milestones**

The Naparima Alumni Association was born at a meeting on April 8, 1978 at the Head Office of The United Church of Canada on St. Clair Avenue. This meeting was actually supposed to launch the Naparima College Old Boys' Association, Toronto Chapter. During discussion concerning the "form" of the organization we wished to have, a proposal was made from the floor that we create a broader based alumni association that would reflect "our Canadian reality". This suggestion was accepted and thus the NAAC was born.

**October 25, 1976** – a letter was received by Steve Ramsankar from the secretary of the Naparima College Old Boys' Association granting him the authority to establish Canadian chapters.

**May 14, 1977** – 16 former students of Naparima College met to discuss the formation of a chapter of the "Old Boys" in Toronto; a motion was passed supporting this and a working committee was established to implement the motion.

**March 4, 1978** – 50 "Old Boys" attended an Inaugural Banquet at the Hotel Triumph.

**April 8, 1978** – "Old Boys" Association transformed into the "NAPARIMA ALUMNI".

**April 22, 1978** – 1st Executive Meeting of the NAAC.

### **Presidents of NAAC**

1977-78	Merlin Seukeran/Fred Thornhill	1994-95	Rustin Oree
1978-79	Fred Thornhill	1995-96	Stanley Algoo
1979-80	Harold Naphtali	1996-97	Ian Ramdial
1980-81	Howard Sammy	1997-98	Risel Maharaj
1981-82	Milton Moonah	1998-99	Stanley Algoo
1982-83	Rawle Narayansingh	1999-00	Selwyn Baboolal
1983-84	Harold Naphtali	2000-01	Imogen Foster-Algoo
1984-85	Kelvin Shah	2001-02	Cynthia Ramdeen
1985-86	Arthur Siblal	2002-03	Ian Ramdial
1986-87	Deleisha Ali	2003-04	Norma Ramsahai
1987-88	Ralph Shah	2004-05	Risel Maharaj/Merle Ramdial
1988-89	Howard Sammy	2005-06	Vitra Mungal
1989-90	Fulton Seunarine	2006-07	Selwyn Baboolal
1990-91	Arthur Siblal	2007-08	Selwyn Baboolal
1991-92	Ian Ramdial	2008-09	Merle Ramdial
1992-93	Mohan Bissoondial	2009-10	Merle Ramdial
1993-94	Rustin Oree		

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**CONSTITUTION  
OF THE  
NAPARIMA ALUMNI ASSOCIATION OF CANADA  
ONTARIO UNIT  
TORONTO BRANCH**

Approved at the Second Annual General Meeting of the Toronto Branch at the Head Office of the United Church of Canada, 85 St. Clair Avenue East, Toronto, On Saturday, April 28, 1979.

Fred Thornhill  
PRESIDENT

Harold Naphtali  
SECRETARY

Amended 1986  
Amended 1988  
Amended 1990  
Amended 1993  
Amended 1996  
Amended 2002  
Amended 2007  
Amended 2008

**PREAMBLE**

The Naparima Alumni Association of Canada is a secular organization open to members of all ethnic and religious backgrounds who fulfill the membership requirements and adhere to the aims and objects of the Association.

**CONSTITUTION OF  
THE NAPARIMA ALUMNI ASSOCIATION  
OF CANADA**

**I. NAME**

- 1.1 The organization shall be known as the Naparima Alumni Association of Canada, hereinafter referred to as “the Association”.

**II. STRUCTURE**

- 2.1 The total membership of a Province shall constitute a Unit and entities within the Unit may function as Branches.

**III. AIMS AND OBJECTS**

- 3.1 To unite all former members of Hillview College, Iere High School, Naparima College, Naparima Girls’ High School, Naparima Teachers’ Training College, St. Andrew’s Theological College and St. Augustine Girls’ High School resident in Canada.
- 3.2 To provide for social activities among its members.
- 3.3 To provide an avenue for educational and cultural interaction with the society at large.
- 3.4 To be of assistance, where possible, to members of the Association and the Institutions from which the membership is drawn.
- 3.5 To solicit, receive, acquire and hold donations, gifts, devices and bequests for the objects of the Association, to enjoy all the benefits of ownership thereof, to sell or convert any property into money

from time to time; to invest and reinvest any principal sum in such manner as may from time to time be determined, and to disburse and distribute such money and property in the furtherance of the objects of the Association.

#### **IV. MEMBERSHIP**

- 4.1 Regular members of the Association shall be drawn from former students and teachers of the identified family of schools.
- 4.2 Notwithstanding Item 4. 1, non-alumni persons who agree with, and adhere to the aims and objects of the Association, may be recommended by a Regular Member in good standing for Associate Membership.
- 4.3.1 Notwithstanding Item 4.2, spouses of Regular Members who themselves do not qualify for Regular Membership, shall be entitled to Associate Membership.
- 4.3.2 Children of Regular and Associate Members who are members under the Family Membership plan shall be entitled to that Membership until the end of the year in which they attain their sixteenth birthday.
- 4.3.3 Children who attain their sixteenth birthday are no longer entitled to membership under the Family Membership plan but may apply for membership in the appropriate category.
- 4.4 Persons living in jurisdictions where there is no branch of the association may apply for membership in an existing branch

- 4.5 To be a member in good standing, the member must have paid either an annual membership fee for the current year or a life membership fee.
- 4.6 Anyone who, at the discretion of the Executive, by virtue of his/her office, or who has rendered significant service to any of the identified Institutions, or to the Association, may be granted Honorary Membership.

## **V. FINANCES**

- 5.1 The fee structure may provide for different categories of financial memberships.
- 5.2 The membership fees of the Association shall be determined by the Executive.
- 5.3 The fiscal year of the Association shall be from April 1st to March 31st.
- 5.4 The membership year shall coincide with the calendar year.

## **VI. THE EXECUTIVE COMMITTEE**

- 6.1 The Executive Committee shall comprise the elected officers of the Association, the Past President and elected floor members as deemed necessary.
- 6.2 The minimum elective officers shall be those of President, Vice-President, Secretary and Treasurer

## **VII. ELECTION OF THE EXECUTIVE COMMITTEE**

- 7.1 There shall be annual elections for all elective

positions on the Executive Committee, except for that of President. The position of President shall be filled each year by the previous year's First Vice-President. The position of First Vice-President shall be filled each year by election.

- 7.2 Notwithstanding Item 7.1, if the previous year's First Vice-President does not wish to succeed the President then the position of President shall be filled by election.

## **VIII. VACANCIES**

- 8.1 If a vacancy occurs, the Executive Committee shall appoint a member to fill that vacancy.

## **IX. RIGHTS AND PRIVILEGES**

- 9.1 Regular Members whose dues are paid in full for the current year shall be entitled to vote and to hold office.
- 9.2 Associate Members whose dues are paid in full for the current year shall be entitled to all the rights and privileges of Regular Members, but:
- (a) Shall only be entitled to stand for election to the positions of the Two Elected Members
  - (b) Shall not vote on Constitutional matters.
- 9.3 Notwithstanding clause 9.2, Associate Members who have been members in good standing for a minimum of two years and who have been actively involved in the business of the association are eligible to become Regular Members upon approval by the Executive.

## X. MEETINGS

- 10.1 The Association shall have at least two General Meetings each year, to be held in places and at times designated by the Executive. One of these General Meetings shall be the Annual General Meeting and shall be held during the same month of each year.
- 10.2 A special General Meeting may, on the receipt by the Secretary of a signed request of not fewer than ten members, or at the request of the Executive Committee shall, at any time, be called by the President on not less than ninety-six hours notice.

## XI. CONDUCT OF MEETINGS

- 11.1 The Chairperson of each meeting shall conduct the proceedings in conformity with the rules and procedures enacted by the Association and, in all cases not provided for, the practice laid down in the current edition of *Democratic Rules Of Order* by Francis and Francis. *Robert's Rules Of Order* would be used if further direction were required.

## XII. VOTING

- 12.1 Except as the rules may otherwise provide, all questions shall be decided by a majority vote of the members present and voting, but in the case of a tie vote, the question shall be deemed to be negative.
- 12.2 The Chairperson may vote on any question. No member shall have more than one vote.
- 12.3 The voting age shall be sixteen years and over.



- 12.4 Voting to elect officers at the Annual General Meeting shall be open to all members paid in full at the time of the final regular Executive Meeting of the outgoing Executive, but not less than two weeks prior to the Annual General Meeting.
- 12.5 Proxy voting shall be permitted to any member eligible to vote provided that notice, in writing, of the appointment of the proxy is received by the secretary at least one week before the vote is held. The appointed proxy
- a) is limited to a maximum of two proxy votes
  - b) must show a copy of each proxy, and
  - c) must be an eligible voter.

### **XIII. AMENDMENT**

- 13.1 The Constitution of the Association may be amended at any General Meeting, providing that the notice of motion to so amend has been circulated to the membership at least fourteen days prior to the meeting. A change in the Constitution shall be effected only with the support of two-thirds of the members voting.

### **XIV. DISSOLUTION**

- 14.1 The dissolution of the Association is by no means desirable. Such an event, however, may be determined only by a ninety percent majority vote of the total voting membership at the Annual General Meeting and, at the same time, disposition of assets shall be decided by the said membership.

# BYLAWS

## I. NAME

- 1.1 The Naparima Alumni Association in Toronto shall be known as “The Naparima Alumni Association of Canada, Toronto Branch”.

## II. COMPOSITION OF THE EXECUTIVE

- 2.1 The Executive Committee shall consist of the following:
  - Past President
  - President
  - First Vice-President
  - Second Vice-President
  - Secretary
  - Assistant Secretary
  - Treasurer
  - Two Elected Members

## III. DUTIES OF OFFICERS

- 3.1 The President shall be the Chairperson of all Executive and General Meetings of the Association, and shall conduct the proceedings in conformity with the rules and procedures that the Association may from time to time enact. The President shall be a signing officer of the Association.
- 3.2 Should the President be unable to do so, the First Vice-President shall assume those duties and shall be afforded all the rights and privileges of that office. Should the Presidency become vacant prior to the end of the normal term, the First Vice-President shall assume the position.

- 3.3 Should the First Vice-President be unable to fulfill his/her duties, the Second Vice-President shall do so. Should the First Vice-Presidency become vacant prior to the end of the normal term, the Second Vice-President shall assume the position.
- 3.4 The Secretary shall be responsible for recording the minutes of all Executive and General Meetings of the Association, and for all correspondence of the Association including the dissemination of notice of meetings. The Secretary shall be a signing officer of the Association.
- 3.5 Should the Secretary be unable to do so, the Assistant Secretary shall assume all the duties of that position. Should the Secretary's position become vacant prior to the end of the normal term, the Assistant Secretary shall assume the position.
- 3.6 The Treasurer shall be responsible for all the monies of the Association, and shall ensure the collection of all monies due the Association; the payment of all bills duly incurred, and shall keep the books of the Association up to date and in order. The Treasurer shall be a signing officer of the Association.
- 3.7 If appointed, a Liaison Officer shall establish, maintain, and encourage communication between the Naparima Alumni Associations in Canada, the Toronto Branch and our parent institutions in Trinidad, the Toronto Branch and the Principals of our parent institutions and any other body or individuals at the instruction of the Executive.

## IV. RULES GOVERNING THE FUNCTIONING OF COMMITTEES

### 4.1 **Life-Span**

The duration of all Committees must be co-incidental with the life of The Executive.

### 4.2 **Members**

- a) Members may be appointed by the Executive to Committees.
- b) Committees may co-opt members.

### 4.3 **Sub-Committees**

- a) Other Committees appointed by the Executive should function as Sub-Committees of Standing Committees where possible.
- b) Sub-Committees may appoint their own Chairpersons.

### 4.4 **Reporting**

- a) The Executive may request oral reports of any committee.
- b) The final recommendation of all committees shall be in writing.

### 4.5 **Budget**

All Committees which anticipate a need for funding shall prepare an “asking budget” for the current year and submit it through the appropriate channels to the Finance Committee within one month of the formation of the Committees.

## **V. SPECIAL COMMITTEES**

- 5.1 Special Committees may be appointed as the Executive or the President may determine. The President, Secretary and Treasurer shall be ex-officio non-voting members of all Special Committees except as noted otherwise.
- 5.2 The Executive Committee shall appoint a three-member Nominating Committee to prepare a slate of candidates willing to stand for election to office. Notwithstanding the above, provisions shall be made for further nominations from the membership. The President and Secretary shall not be ex-officio members of this committee.

## **VI. STANDING COMMITTEES**

- 6.1 The Toronto Branch of the Naparima Alumni Association shall have five Standing Committees:
  - (i) The Finance Committee
  - (ii) The Social Committee
  - (iii) The Membership Committee
  - (iv) The Education Committee
  - (v) The Communications Committee
- 6.2 The Chairperson of each Standing Committee shall be a member of the executive.
- 6.3 Each Standing Committee must submit a written annual report to the executive at least two weeks prior to the annual general meeting for presentation at the annual general meeting.

## **VII. ORGANIZATION OF STANDING COMMITTEES**

### **7.1 FINANCE COMMITTEE**

- a) The Finance Committee shall consist of the Chairperson who shall be the Treasurer and at least two appointed members of the Association.
- b) The Finance Committee shall undertake the responsibility of initiating ways and means of raising funds for the Association. The Committee shall receive and examine the budgets of all Standing Committees and shall send a total budget to the Executive with comments and recommendations. The Committee shall approve expenditures before monies are expended. The Committee shall assist the Treasurer, where possible, in the final preparation of the annual financial report.
- c) All monies received on behalf of the Association must be forwarded to the Treasurer immediately upon receipt. Receipts will be issued for such monies.
- d) Details of all income and expenditures must be submitted to the Treasurer no later than three weeks from the conclusion of any function of the Association. All receipts, of both income and expenditures, must accompany the report. If no receipts are available a written explanation must be given.

### **7.2 THE SOCIAL COMMITTEE**

- (a) The Social Committee shall consist of a minimum of three persons.
- (b) The Social Committee shall be responsible for the planning, the implementation and the reporting of all the social activities of the Association.

### **7.3 MEMBERSHIP COMMITTEE**

- (a) The Membership Committee shall consist of a Chairperson, the Assistant Secretary and other members as the need arises.
- (b) The Committee shall be responsible for:
  - (i) membership drives
  - (ii) membership records and any other matter within its terms of reference as determined by the Executive.
- (c) The Assistant Secretary shall be responsible for keeping the membership records current and accessible to the Executive.
- (d) The Assistant Secretary will notify members who are about to attain their sixteenth birthday of the impending change in their membership status.

### **7.4 EDUCATION COMMITTEE**

- (a) The Education Committee shall consist of a minimum of two appointed members.
- (b) The Committee shall be responsible for developing programmes to provide an avenue for educational and cultural interaction with the society at large and with institutions in Trinidad and Tobago.

### **7.5 COMMUNICATIONS COMMITTEE**

- (a) The Committee shall consist of a Chairperson and other members as deemed necessary.
- (b) The Committee shall be responsible for producing a quarterly newsletter whose editor shall be the Chairperson.
- (c) The Executive shall approve the editorial policy but in no way inhibit the freedom of the editor.

- (d) The Committee may, from time to time, undertake other publicity matters as directed by the Executive.

## **VIII. CONDUCT OF MEETINGS**

- 8.1 Any member desiring to speak at a meeting shall address the Chair.
- 8.2 The Chairperson may take part in any debate, but before doing so, shall leave the Chair and shall appoint a Vice-President or some other member to occupy it until she/he has spoken.
- 8.3 Members may speak more than once, and then not longer than five minutes, to the same question, but the Chairperson shall have the absolute right not to recognize any member who has previously spoken in that debate. Notwithstanding the above, the mover shall have the right to reply after all members choosing to speak have spoken.
- 8.4 No member shall speak after the question has been put.

## **IX. FINANCIAL PROCEDURES**

- 9.1 The books of the Association shall be audited after March 31st but prior to the Annual General Meeting, by a person or persons appointed by the Executive Committee.

## **X. TIME AND PLACE OF ELECTIONS**

- 10.1 Elections will be held at each Annual General Meeting which will be scheduled during the month of May of each year.



## **XI. QUORUM**

- 11.1 A quorum shall be the lesser of twenty-seven or ten percent of the paid up membership.

## **XII. AMENDMENTS TO THE BYLAWS**

- 12.1 To amend the Bylaws, Item XIII of the Constitution shall apply.

## **STANDING RULES**

### **MEMBERSHIP DUES**

- (a) Regular Members shall pay either an Annual Membership Fee or a Life Membership Fee. The Annual Membership Fee shall be \$15.00 and the Life Membership Fee \$150.00.
- (b) Notwithstanding Item (a), Regular Members who are enrolled as full-time students, shall be entitled to pay a Student Membership Fee of \$10.00, as long as the member remains so enrolled.
- (c) Notwithstanding Items (a) and (b), if two or more members of one family qualify for Regular Membership, such families may elect to pay a Regular Family Membership Fee of \$25.00 annually or a Regular Life Family Membership Fee of \$200.00.
- (d) Notwithstanding Items (a), (b) and (c), if one member of a family qualifies for Regular Membership and others for Associate Membership, such families may elect to pay a Regular-Associate Membership Fee of \$30.00 annually or a Regular-Associate Life Membership Fee of \$250.00.

- (e) Notwithstanding items (a), (b) and (c), if neither member of a family qualifies for Regular Membership, such families may elect to pay an Associate-Associate Membership Fee of \$35.00 annually or an Associate-Associate Life Membership Fee of \$300.00.
- (f) Associate Members who do not qualify under Item (d) , shall pay either an annual fee of \$20.00 or a Life Membership Fee of \$200.00.

## **EXECUTIVE RESPONSIBILITIES**

- 1. An Executive Member who misses 3 consecutive executive meetings without explanation forfeits the right to be an Executive Member
- 2. The Secretary of the Association shall, within 3 weeks of the AGM
  - a) Inform the Members of the responsibilities assigned to each Member of the Executive
  - b) Invite Members to fill identified vacancies on Committees
  - c) Invite Members to serve in other specific roles as identified by the Executive

# NAAC

## *Our History – What We Stand For*

The Naparima Alumni Association of Canada was founded in Toronto in 1978. Its regular membership consists of past students and staff of seven institutions established by Canadian Presbyterian missionaries who began their work in Trinidad in 1868. These institutions are Hillview College, Iere High School, Naparima College, Naparima Girls' High School, Naparima Teachers' Training College, St. Andrew's Theological College and St. Augustine Girls' High School. There is also constitutional provision for Associate memberships.

We support our alma mater schools through annual funding for student awards, bursaries and classroom and library resources and equipment. Special projects also receive financial support.

The funding for our associated Trinidad schools comes from the net proceeds of a variety of events such as dinner/dances, tea parties and concerts.

One of the aims of the Association is *to provide an avenue for educational and cultural interaction with the society at large*. In achieving this aim we provide financial support and expertise for various activities in Ontario. These include bursaries for graduating high school students, funding for the purchase and maintenance of steelpan instruments used in Toronto-area schools' music programmes, donations to libraries, hospitals and churches and to various charities. We also organize and run community-oriented programs such as steelpan classes and educational and topical workshops.

Naparima Alumni Association of Canada is a registered Ontario non-profit corporation. The income derived from managing licensed bingo sessions forms the basis of support for programmes in Ontario.

