

CONSTITUTION

Inanda Seminary Alumnae Association (ISAA)

Article I – Name

The name of this organization is Inanda Seminary Alumnae Association (ISAA), (hereafter referred to as the 'Association'). All persons who qualified at Inanda Seminary, in Durban, are deemed and referred to as Alumnae of Inanda Seminary. Any other person who did not qualify there, but express interest in membership in the Association may be granted Associate member status.

Article II – Object

The Inanda Seminary NPC – MOI requires that the school must have a formal Alumnae Association. The Association in collaboration with Inanda Seminary, (hereafter referred to as "the School") is formed to promote the advancement of the best interests of the School, and the furtherance of professional relationships among alumnae, friends, parents, staff, and related structures. ISAA shall be an integral part of Inanda Seminary, the School. The Association shall have an Alumnae Board as a governing body. The Alumnae Board shall consist of no more than (18) members, serving pro bono at any given period, with effect from October 2017.

Article 111- Aim

The Association seeks to pursue the following objectives:

- Section 1:** Ensuring that the School continues to educate and produce outstanding mainly African girls;
- Section 2:** Contribute to the financial stability and the long-term sustainability of the School;
- Section 3:** Ensuring that the dynamic IS culture of excellence, relationships, song and dance is preserved;
- Section 4:** The provision of opportunities for past students and staff to meet and keep in touch with each other and the school;
- Section 5:** The involvement of past and present students of Inanda Seminary in the promotion of the well-being of the school;
- Section 6:** The promotion and protection of the school's legacy as a heritage and top performing school for mainly African women;
- Section 7:** The strengthening and protection of the Inanda Seminary brand;
- Section 8:** The fostering of a strong community of belonging among students and parents, linking the present with the past and the future;

Section 9: A coordinated approach to support the advancement, as well as future and long-term sustainability of Inanda Seminary, whether financial or by other means. This includes raising funds and securing donations in kind.

Article 1V – Status of the Association

1. The association will have a perpetual life.
2. The School logo shall be the logo of the Association *until changed by a duly constituted AGM of the ISAA in consultation with the school.*
3. The Alumnae members will have no claim on the assets of any nature, belonging to the Association and consequently to the School.
4. Alumnae should strive to conduct themselves in ways that reflect positively upon the Alumnae and the School.
5. Alumnae are encouraged to participate in the Association by embarking on activities that promote the wellbeing of the Association, the School, the community and all Alumnae.
6. The Association must ensure that it furthers the public good rather than seeking private or personal gain, either directly or indirectly, for particular individuals. All members of the Association will conduct themselves in such a way as to protect and promote organization-wide integrity and enhance the ability of the Association to achieve its objectives.
7. The following list identifies examples of conduct considered detrimental to the Association and its reputation:
 - a) Falsification of Association records.
 - b) Deliberate disclosure of confidential information except as authorized.
 - c) Withholding of information critical to the business of the Association
 - d) Harassment (which includes, but is not limited to physical fighting, or creating a hostile environment within the Alumnae).
 - e) Discrimination of any kind and other arbitrary and/or unacceptable grounds.
 - f) Criminal conduct.
 - g) Violation of Association policies and of the pursuit of Association's goals and objectives.
 - h) Theft, misappropriation or deliberate destruction of Association values.
 - i) Dissenting, unsupportive utterances, behaviour that thwarts progress amongst Association members.

Article V – Officers

Section 1: The officers of the Association shall consist of at least a chairperson, deputy chairperson, secretary, all of whom must be Active Members in the Association plus the rest of the Alumnae board.

Section 2: The duties of the officers shall be such as are generally exercised by such officers, and such as may be assigned to them respectively by the Alumnae Board of the Association from time to time.

Article VI - Duties of Officers

Section 1: Chairperson: The chairperson shall preside at all meetings of the Association, shall serve as the chairperson of the Alumnae Board of the Association and an ex officio member of all committees, shall become familiar with Alumnae Association resources and shall attend or assign designee to carry out the necessary duties. Chairperson will make a ruling on deadlocks in discussions.

Section 2: Deputy Chairperson: The deputy chairperson shall assist the chairperson in the absence or disability of the chairperson, or her request, the deputy chairperson shall perform the duties of the chairperson. If the office of chairperson becomes vacant, she shall become chairperson for the unexpired term.

Section 3: Secretary: The secretary shall be responsible for recording the minutes of all meetings and presenting them at subsequent meetings for approval. The secretary shall send reports of all meetings and activities of the Association to the Association. She shall assist the chairperson of the Association.

Article VII - Alumnae Board

Section 1: The Alumnae Board, *all of whom must be Active members of the Association*, shall consist of:

- a. The above-named officers.
- b. The immediate past chairperson of the Association.
- c. All other Alumnae board members

Section 2: The Alumnae Board shall have full power to fill all vacancies. As required by the School board, the Alumnae Board shall have full powers every 3 years, to nominate and second 6 alumnae pro bono, for participation at the School board, for 4 meetings a year. Such nominees will include the presiding chairperson,

deputy and secretary of the ISAA. Other nominees will have Accounting, Law, Human Resource, Education, Marketing and general business experience.

Section 3: The governance of the Association and the direction of its activities shall be vested in the Alumnae Board.

Section 4: A special meeting of the Alumnae Board must be called by the chairperson of the Association upon written request of three members of the Alumnae Board.

Section 5: The Alumnae Board shall hold at least four meetings a year and others at the discretion of the chairperson. Board members are expected to attend at least three meetings a year. Non-attendance (absenteeism) of three consecutive meetings without due notification, will be deemed as resignation from the board. The chairperson will address that with officers concerned.

Section 6: Duties of the Alumnae board shall be *pro bono*, will include but not limited to steering, organizing and directing Alumnae for the benefit of the school.

Article VIII – ISAA Meetings

Section 1: At least one member AGM meeting must be held each year at the AT HOME at the school. Failure to comply with this provision shall make the Association subject to revocation by the School Board.

Section 2: There shall be such other meetings each year as the chairperson, with the approval of the Alumnae Board of the Association, deems desirable.

Section 3: The chairperson of the Association must call all set meetings. The chairperson *must call all requested meetings by board members within 10 days*

Section 4: ISAA members are to receive agenda items/reading material at least a month before the AGM. The AGM will adopt and make resolutions with the number of alumnae present at the meeting.

Section 5: Where this constitution fails to provide authority for procedure, *Robert's Rules of Order* shall be used. www.robertsrules.org

Article IX – Committees

Section 1: The chairperson of the Association shall appoint the following standing committees with the approval of the Alumnae Board:

- a. **Trust:** It shall be the function of this committee to mobilize funds collected and fundraised by Alumnae.
- b. **Mentors:** It shall be the duty of this committee to make sure that the School's mentorship programme, is enhanced as and when required.
- c. **Marketing:** It shall be the duty of the committee to make sure that the School is marketed so as to ensure a constant flow of enrollments.
- d. **Fundraising:** It shall be the function of this committee to coordinate all fundraising efforts for the School.
- e. **Culture Preservation:** It shall be the duty of this committee to ensure the school culture is preserved.

Articles X – Volunteers

Members of the Alumnae Board and committees will be on a voluntary basis ***up to*** 3 years.

But, at each annual meeting before the expiry of the term of office of the Alumnae Board, committees, next set of volunteers will be announced.

Article XI – Adoption

This constitution shall be officially adopted upon its approval by a majority vote of the members of the Association in attendance at the AGM of the Association. It shall take effect soon after upon the Alumnae Board authorizing it's functioning as an official Alumnae Association of the School.

Article XII – Amendments

This constitution may be amended by a 2/3 majority of the total votes cast in a manner decided upon by the Alumnae Board of the Association. No amendments shall take effect until duly approved by the Alumnae Board.

Drafted June 2016
Adopted in principle March 2017
Adopted in full October 2017