

CONSTITUTION

The Bursars' Association of Jamaica

RULE 1: NAME

The organisation shall be called the Bursars' Association of Jamaica hereafter referred to as "The Association". The short title of the Association is BAJ. The Association shall be registered as a non-profit organisation.

RULE 2: REGISTERED OFFICE

The registered **Head Office** shall, for the time being, be located at the University of Technology, Jamaica, 237 Old Hope Road, Kingston 6, Jamaica.

RULE 3: AIM

To provide professional leadership for the financial managers and heads of support services of school, thus enhancing effectiveness, success and improved efficiency, thereby ensuring a higher standard of learning in schools resulting in improved standards of achievement.

RULE 4: DEFINITIONS

BURSARS: For the purpose of this Constitution Bursar means the person responsible for Finance and Accounting along with one or more of the following support areas of a school:

Facilities and Property Management

Human Resource Management

Canteen Operations

Administrative Management

Information Management

EDUCATIONAL INSTITUTIONS- For purposes of this Constitution, Educational Institutions would be defined as in the UNESCO declaration

WORKING LANGUAGE FOR BAJ is English.

RULE 5: OBJECTIVES

The objectives of the Association are:

1. To develop and maintain a code of conduct and guidance for its members regarding their professional work.
2. To organise discussions, conferences, seminars and workshops on various issues in educational institution management.
3. To publish newsletters and such other publications as The Association shall determine from time to time.

1. To establish and promote networking opportunities and mentoring support for Bursars.

1. To foster links and exchanges with similar organisations in financial and support system management in education overseas.

1. To seek funding and to engage in fund-raising activities to enable the Association to carry out its activities.

1. To act on behalf of its members in all matters relating to Conditions of Service.

RULE 6: MEMBERSHIP OF THE ASSOCIATION

6.1: Eligibility

1. Any person, engaged in financial management as well as leading and administering, human, physical or financial resources activities, or infrastructural support services within an educational institution shall be eligible for membership.

2. Membership in The Association is annual and shall be renewable each year at the time of the Annual General Meeting, or as otherwise specified by the Executive, except in the case of Life Members and ex-Officio Members.

6.2: Register of Members

A 'Register of Members' of The Association, maintained by the Executive Secretary shall be kept at the Registered Office of The Association, and shall contain:

1. The members' names, addresses and contact information.
2. The date on which each member was accepted.
3. The date on which the member last paid membership fees.
4. Occupation and other relevant affiliations.
5. Special interests, skills and talents that may be of value to The Association in trying to achieve its objectives.

6.3: Categories of Membership

There shall be five (5) categories of membership as follows:

6.3.1 Individual

Any employee of an educational institution engaged in managing the financial resource along with administrative or infrastructural services within an educational institution in Jamaica, shall be eligible for full membership in The Association. S/he shall be admitted to membership on condition that s/he:

1. Submits evidence of involvement in the financial management of the institution
2. Pays the relevant membership fees.
3. Signs the Code of Ethics of The Association.
4. Satisfies in the opinion of the Executive any other such requirements as specified by The Association.

Any one accepted as a member shall enjoy all the rights, privileges and obligations of membership, including **the right to vote** on such matters that require a ballot which are brought before The Association.

6.3.2 Associate

Any person, local or international interested in, but not directly involved in the financial management of educational institutions in Jamaica, who subscribes to the aims and objectives of The Association, shall be eligible for associate membership. Associate members shall have the same rights and privileges as full members **EXCEPT** that they may not be elected to any office of The Association nor be allowed to vote on matters before the Association.

Associate membership shall be conferred on condition of:

- Payment of membership fees.
- Acceptance of the “no power to vote” clause.
- Signing the Code of Ethics.

An Associate member may be co-opted to serve on sub-committees of The Association.

6.3.3 Life

Any member shall have the option of paying the designated life membership fee instead of the annual membership fee and thereby be granted life membership.

Life membership shall be conferred on condition of:

- Payment of the full life membership fee at one time.
- Signing the Code of Ethics.

6.3.4 Contributing Member

Persons operating outside the Jamaica who have an interest in or are involved in financial management of educational institutions may be admitted as contributing members. Contributing members may not be elected to any office of The Association nor vote at Annual General Meetings, but on payment of the requisite subscription fee, shall be entitled to receive the publications normally distributed to members.

Such members may also be asked to make contributions in various ways, including monetary contributions.

6.3.5 Honorary Members

An honorary member shall be a person selected by the Executive in recognition of his/her notable and/or outstanding contributions to Financial Management in Educational Institution and its administration over a period of time. Such members shall be entitled to all rights, privileges and obligations of membership including the right to cast one vote on any matter brought before The Association.

6.4: Membership Fees

Membership fees of The Association shall be recommended by the Executive and ratified at the Annual General Meeting. Fees become payable on the first day of August of each year and shall be subject to review by the Executive from time to time.

6.5: Administrative Year

Administrative year of The Association shall be from August 01 to July 31 next.

6.6: Termination of Membership

Any member whose action, in the opinion of the Executive, is likely to bring The Association into disrepute may have his/her membership terminated by the Executive.

RULE 7: CHAPTERS

The Association may establish Chapters, as is necessary and in accordance with the Rules and Regulations of The Association.

RULE 8: MEETINGS

8.1 Annual General Meeting

The Association shall convene its Annual General Meeting once per year. The quorum for the Annual General Meeting shall not be less than one-fifth of the total registered members in good financial standing.

Notice of the Annual General Meeting shall be sent to members not less than 30 days before the date of the meeting. The Annual General Meeting shall be held not later than four (4) months after the end of the administrative year and at a location to be determined by the Executive. The meeting shall consider the reports of the *President* (not Executive), the Treasurer and the Auditors, and except for the immediate Past President shall elect the Officers of the Association.

The Annual General Meeting shall be the supreme authority of The Association.

8.2 Special General Meetings

(a) A special General Meeting may be called at any time by Resolution of the Executive, or by the President and the Vice President(s) jointly. Notice of such a meeting shall be given not less than fourteen (14) days before the date of the meeting.

The quorum shall not be less than one quarter of the total registered members in good financial standing.

(b) A Special General Meeting may also be called, if requested by not less than 20% of the members in good standing. The request shall be made, in writing, to the Secretary and stating the reason for the meeting. The meeting shall be convened within Thirty (30) days of the receipt of such a request and the matters to be discussed shall be confined to those for which the Special General Meeting was called. The quorum shall not be less than one-quarter of the total registered members in good financial standing.

RULE 9: OFFICERS

9.1 The Officers of The Association shall be:

- i) President
- ii) Immediate Past President
- iii) PresidentElect
- iv) Six (6) Vice Presidents (one for each Region)
- v) Secretary
- vi) Assistant Secretary
- vii) Treasurer
- viii) Assistant Treasurer
- ix) Public Relations Officer
- x) Parish Representatives (14)

9.2 The functions of the Officers:

- a) **President**

The President shall normally preside over all meetings of the Executive and all General Meetings and report to the Executive on interim actions taken and be available for consultation on Association matters.

The President shall not occupy office for more than one term. This is except for the first two years of the association

b) Immediate Past President

The Immediate Past President shall, in the absence of the President, perform the duties of the President.

c) President Elect

The President Elect shall take up office one year after his/her election and may in the absence of the President and the Immediate Past President perform the duties of the President.

d) Vice Presidents

There shall be a vice president for each region, as defined by the association. The region's vice president shall preside over the meetings of his/her region and shall be responsible for ensuring that members are kept informed about activities of the association.

e) Secretary

The Secretary shall issue notices convening all meetings of the Executive Committee and General Meetings and shall be responsible for maintaining a clear and accurate record of the official business of The Association, including:

- Minutes of General, Special and Executive Committee Meetings.
- Correspondence of The Association.
- The Register of Members and additionally, shall be responsible for the preservation of all records of The Association in general.

f) Assistant Secretary

The Assistant Secretary shall assist the Secretary in the performance of his/her duties and act for the Secretary in his/her absence.

g) Treasurer

The Treasurer shall receive and disburse, under the direction of the Executive; all moneys received and shall keep in safe custody vouchers for all moneys disbursed.

S/He shall keep books of accounts of all moneys received and paid and shall prepare periodic statements of accounts for the Executive Committee meetings and shall be responsible for the presentation of audited accounts at the Annual General Meeting. He/she shall make all financial records available to the Executive and Auditor for inspection.

The Treasurer shall keep an up-to-date list of all members, recording payments of subscriptions.

h) Assistant Treasurer

The assistant Treasurer shall assist the Treasurer in the performance of his/her duties and shall act as the Treasurer in his/her absence.

i) Public Relations Officer

The Public Relations Officer shall promote the image and goodwill of The Association.

S/He shall publicise the activities of The Association.

RULE 10: NOMINATION AND ELECTION OF OFFICERS OF THE ASSOCIATION

1. *The Officers shall be elected at the Annual General Meeting.*
2. Voting shall be by ballot. Only members present and in good standing shall vote. There shall be no voting by proxy.
3. At least eight (8) weeks prior to the Annual General Meeting, the Executive shall appoint a Nominating Committee of not less than five (5) persons and shall designate a Chairman of that committee. The Committee shall be responsible for the conduct of the election in accordance with the elections procedures adopted by the association.
4. At the Annual General Meeting the Chairman shall present the nominees for each office. No nomination from the floor will be entertained.
5. In the event that there is not a majority, the President shall immediately take another ballot.

RULE 11: THE EXECUTIVE

11.1 Composition

The Executive shall consist of:

- (i) The President
- (ii) *The Immediate Past President*
- (iii) *The President Elect*
- (iv) *Vice Presidents*
- (v) The Secretary
- (vi) The Assistant Secretary
- (vii) The Treasurer
- (viii) The Assistant Treasurer
- (ix) The Public Relations Officer
- (x) The Parish Representatives

11.2 Functions

The Executive shall be responsible for the conduct of the affairs of The Association between Annual General Meetings.

11.3 Election

All Executive Members, except the Immediate Past President shall be elected on completion of the term of office by the existing Executive, and shall be eligible for re-election. The President shall not be eligible to serve for more than one term, but shall become eligible for election again after sitting out two years of office.

11.4 Meetings

Meetings of the Executive shall be held at least once every two months provided that at least seven (7) days notice of such meeting is given to each member. The quorum for the meeting shall be five (5) Executive members. Notice of matters to be brought before the Executive must be given in good time.

11.5 Powers and Duties of the Executive Committee

The powers and duties of the Executive shall be as follows:

- a) Supervise the affairs of The Association;
- b) Carry out the policies of The Association and pass such general or special regulations as may be considered expedient in order to give effect to such policies;
- c) Propose the operating budget of The Association for approval at the Annual General Meeting;
- d) Nominate Auditors for the approval at the next Annual General Meeting;
- e) Appoint members of the Standing Committees of The Association;
- f) Establish Chapters and Ad Hoc committees as the need arises;
- g) Fill vacancies on the Executive arising during the year. In such instances, the Executive will make an acting appointment for the period until elections are held at the next Annual General Meeting;
- h) Hold discussions with relevant bodies on financial and other support services for Educational Institutions;
- i) Make public pronouncement on the financial management and other support services of educational institutions.

11.6 Removal from Office

A member of the Executive shall vacate office:

- a) If the member resigns office giving at least one (1) month's notice, in writing, to the Secretary of The Association. However, the Executive may waive the period;
- b) If s/he is found to be of unsound mind or becomes bankrupt;
- c) If the Executive, with sufficient cause, requests the resignation of the member. If the member is also an officer, the resignation is reported to the General Meeting;
- d) If at a Special General Meeting of members specifically called for the purpose of removing a member, a resolution is passed by two-thirds of members present, the member shall be removed from office.

11.7 Remuneration

Executive Members shall not receive any remuneration for their services, but by resolution of the Board, subsistence and reimbursement travelling expenses may be allowed.

11.8 Standing Committees

The functions of the Standing Committee shall be as stated hereunder:-

a) Finance and Fund Raising Committee

To advise the Executive on matters relating to the development and implementation of its financial policies.

b) Membership Committee

To develop and implement policies and plans to increase the membership of The Association and the involvement of members in its activities.

c) Professional Development Committee

To plan and implement training activities in relevant areas of need for all categories of members and, as approved, by the Executives.

d) Public Relations Committee

To communicate the aims and objectives of The Association and promote the activities of The Association to the members and the general public.

e) Publications Committee

To produce and distribute the publications of The Association on a timely basis. Publications shall include, but shall not be limited to: newsletters, bulletins, journals, reports, proceedings and other documents pertinent to the interests of members and fulfilling the aims and objectives of The Association.

RULE 12: FINANCE

12.1 General

The Association shall be financed by membership dues, grants, voluntary subscriptions and donations and may adopt other measures for raising funds. The funds of The Association shall be deposited in a commercial bank decided on by the Executive, which shall also have the right to place funds in Investment Accounts. Withdrawals from these accounts shall be made on the signature of the Treasurer and any one of the following officers:

- a) President
- b) Immediate Past President
- c) Secretary

12.2 Membership Fees

Each category of members of The Association shall pay an annual membership fee, which shall fall due on the first day of August of each year.

The quantum to be paid shall be decided at the Annual General Meeting.

12.3 Signatories

All cheques or authority for withdrawals from The Association's bank account shall bear the signatures of the Treasurer and one of the other signatories as per RULE 12.1).

12.4 Appointment of Auditors and Audit of Accounts

The Auditors of The Association shall be elected by the members at the Annual General Meeting and shall hold Office until the next Annual General Meeting.

It shall be the responsibility of the Auditors to make such examination of financial records of The Association, from time to time, for reporting to the members. They shall carry out an in-depth audit of The Association's accounts annually and shall prepare audited statements to be presented at the Annual General Meeting or at any Special Meeting of The Association so called for or for other purposes.

The Treasurer, on behalf of the Executive, shall cause proper books/records of accounts to be kept with respect to all financial transactions of The Association.

RULE 13: CHANGING OF RULES AND REGULATIONS

The Executive shall have power to revoke or make Rules and Regulations for the promotion of the aims and objectives of The Association and for the proper conduct of business, provided that no Rule or Regulation shall contravene this Constitution.

The Annual General Meeting by simple majority vote may revoke or amend any Rule or Regulation made or amended by the Executive.

The decision of the Executive on the Rules and Regulations or the interpretation thereof shall be conclusive and binding on all members of The Association unless and until such decision shall be over-ruled by an Annual General Meeting or by a Special General Meeting.

RULE 14: EXAMINATION OF RECORDS

All books, documents and other records of The Association shall be kept at its Head Office and may be examined by a member in good standing on giving not less than seven (7) days notice, in writing, to the Secretary of The Association.

RULE 15: EXECUTION OF DOCUMENTS

Any two of the President, Executive Secretary or Treasurer, shall have the authority to sign and stamp documents in the name of and on behalf of The Association. In the event that any two of the above elected officers of The Association are unable to carry out this function, the Executive shall have the power by majority vote to appoint two (2) other members of the elected Executive to sign and stamp documents on behalf of The Association.

The stamp shall bear the logo and registered name of The Association and shall be affixed by the Executive Secretary requiring execution under the stamp. The stamp shall remain in the custody of the Secretary unless the Executive dictates otherwise.

RULE 16: INTERPRETATION OF CONSTITUTION AND REGULATIONS

On any point where the Constitution or the Regulations are silent or where a conflict of interpretation arises, the decision of the Executive shall be final, subject to the over-riding authority of the Annual General Meeting or a Special General Meeting.

RULE 17: AMENDMENTS TO CONSTITUTION

The Constitution shall not be altered or rescinded except by Resolution passed and confirmed by The Association in an Annual General Meeting or at a Special General Meeting in the following manner:

- a) the mover of the proposed Resolution shall give eight (8) weeks notice thereof, in writing, to the Secretary of The Association setting out the intention to amend, alter or rescind any part of the Constitution;
- b) the Secretary shall set out such proposed Resolution in full in the notice convening such meeting;
- c) such Resolution shall not pass unless there is an affirmative vote by two-thirds of the members present and voting.

RULE 18: DISSOLUTION OF THE ASSOCIATION

The Association shall not be dissolved except by Resolution passed at a Special General Meeting of members in good standing summoned specifically for this purpose, by a voting of not less than two-thirds of the members present. The quorum shall not be less than one quarter of the total registered members in good financial standing. If no quorum is realised, the proposal to dissolve The Association shall be submitted to a General Meeting which shall be held two (2) months later and the notice of which must be sent at least thirty (30) days before the day appointed for the meeting.

If the Special General Meeting approves the Resolution for the dissolution of The Association, the members present at that meeting by simple majority vote shall decide which organization or organizations shall inherit the assets of The Association.