



DASSSA CONSTITUTION (amended 2018)

1. NAME

- 1.1. The name of the organisation shall be the DOMINICA SECONDARY SCHOOLS SUPPORTERS ASSOCIATION, thereafter to be referred to as DASSSA.
- 1.2. The address of the association shall be 7 Flecker Close, Stanmore, Middlesex, HA7 3LX

2. OBJECTIVES

DASSSA'S Objects are to:

- 2.1. Advance the education of students of Dominica's Secondary Schools in the following areas: education, sport, culture, art and recreation/leisure by assisting in the purchase of equipment, buildings, supplies, providing scholarships, bursaries and teacher training.
- 2.2. Advance the development of people of Dominican origin in the UK by promoting cultural, linguistic, artistic, sporting, and social activities and establish and maintain self-help groups.
- 2.3. Provide relief in times of disaster to Dominicans and their families at home and abroad by establishing points of contact and working together with others to develop, co-ordinate and distribute emergency relief.
- 2.4. Facilitate greater interaction between people with common interest in Dominica by acquiring suitable premises in the United Kingdom to accommodate a Dominica Cultural Centre.

3. POWERS





DASSSA shall exercise the following powers in furtherance of its objects:

- 3.1. Raise funds, invite and receive contributions
- 3.2. Buy, take on lease or in exchange any property, and maintain and equip it for use.
- 3.3. Sell, lease or otherwise dispose of all or any part of its property as security for payment of the money borrowed. (See Section 36 of the Charities Act 1993)
- 3.4. Borrow money and mortgage all or any part of its property as security for payment of the money borrowed (See Section 38 of the Charities Act 1993)
- 3.5. Invest funds on any of the investments authorised for the investment of charity funds.

Write to us:

7 Flecker Close
Stanmore
Middlesex
HA7 3LX

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4. MEMBERSHIP

Membership shall be comprised of Full and Associate members. Unless specified otherwise, all mention of membership/members will be with reference to full members/membership.

4.1. All past students of the secondary schools in **Dominica**, their partners and adult family members are eligible for membership

4.2. Persons who actively support DASSSA's aims and objectives **by fully participating in events and attendance at meetings** shall be eligible.

4.3. Honorary membership may be offered by the executives at its discretion.

4.4. Life membership may be offered to:

4.4.1. Any member who in the opinion of the executive has contributed significantly to DASSSA's work.

4.4.2. Any member who makes a single lump sum payment equivalent to twenty times (x20) the current annual subscription. ~~or £200 whichever is less.~~

4.5. Associate Membership may be offered to:

4.5.1. Any person who would ordinarily qualify for full membership, but whom by virtue of their circumstances or choosing, is unable or unwilling to take an active part in the conduct of the affairs and or activities of the association

4.5.2. Such members will indicate their commitment to the association by making a regular minimum financial contribution to the association amounting to £5 per month or the equivalent thereof per annum.

5. REGISTRATION

5.1. The Registration Fee for full membership shall be twenty Five pounds (£25.00), and is subject to revision at a general meeting.

5.2. Application for full membership may be completed online, or via paper application upon request

5.3. Associate membership can only be applied for online via our donation portal and is activated upon the first online payment.

6. ANNUAL SUBSCRIPTION

6.1. The annual subscription for full membership shall be twenty Five pounds (25.00), and is payable on the anniversary of the date of joining. That amount may be reviewed and approved at a General Meeting of the Associations.

6.2. The annual subscription for associate members who pay annually is the anniversary date of joining. Members who pay monthly will retain their membership by their ongoing monthly contributions.

6.3. **Entitlement to the benefits and privileges of membership shall commence on payment to the association of the relevant subscription and acceptance of a fully completed form.**

7. TERMINATION OF MEMBERSHIP:

7.1. A member, Full or Associate, in arrears ~~on 1 July~~ for three months shall cease to be a member.

7.2. The executive, at its discretion, may reinstate such person on payment of all arrears, ~~but without payment of any new Registration Fee.~~

7.3. The Executive shall terminate membership if at any time it has reason, and after adequate investigation, it believes that a member had brought the Association into disrepute by action or conduct.

8. MANAGEMENT.

8.1. The management of the affairs of the Association shall be vested in a Executive Committee

8.2. The Executive Committee shall comprise the following Honorary Officers:

8.2.1. President

8.2.2. Vice-President

8.2.3. Secretary

8.2.4. Activities coordinator

8.2.5. Treasurer

8.2.6. Membership Officers (one male & one female)

8.2.7. Public Relations Officer

8.2.8. And any two (2) Full members

8.3. An Executive Committee shall be elected at an Annual General Meeting of the Association and shall hold office for two years.

Retiring members of the executive shall be eligible for re-election.

8.4. The Executive Committee shall co-opt a fully paid up member to fill any vacancy occurring within its ranks, and subsequently approved by the members at a General Meeting.

8.5. Ad Hoc Committees shall be commissioned by the Executive Committee ~~as of the Executive Committee~~ as the need arises. Each ad hoc committee shall include at least one member of the Executive Committee, and shall select its own Chairperson.

9. MEETINGS.

Annual General Meeting

9.1. The Annual General Meeting of the Association shall be held no later than 31 March in each year.

9.2. Notice of this meeting, indicating time and place of such meeting, shall be given in writing to each member of the Association at least twenty one days prior to the scheduled meeting date.

9.3. The quorum for the Annual General Meeting shall be one quarter of the paid up full membership.

9.4. The President or in his or her absence the vice president shall preside over the Annual General ~~Greeting~~ Meeting. In the absence of both, members of the Executive shall elect from their ranks a chairperson to preside over the meeting.

9.5. The Agenda for the Annual General Meeting shall include:

1. Minutes of the last AGM
2. Matters arising
3. Presidents report
4. Treasurer's report
5. Public relations officer's report
6. Activities coordinator report
7. Election of the Executive Committee
8. Election of auditors/~~Independent Examiner~~
9. Any other business

a) Ordinary General Meeting

- I. The Executive may, from time to time summons an Ordinary General Meeting of the Full membership to update them on the affairs of the Association.
- II. Notice of time and place and quorum for Ordinary General Meetings shall be the same as for the Annual General Meeting.

b) Extra-Ordinary General Meeting

- I. An Extra-Ordinary General Meeting may be called
 - a. By the Executive Committee on its own, or
 - b. On request from at least ten Full members made in writing to the Secretary, specifying the purpose or reason for such a meeting
- II. At least five days' notice shall be given for such a meeting

c) Executive Committee Meeting

- I. the Executive Committee shall meet at least four times a year
- II. Five members shall constitute a quorum for Executive Meeting

10. DUTIES OF OFFICERS.

- 10.1. The President shall preside over all meetings of the Association; shall present an annual report to each annual General meeting and generally provide leadership to the association.
- 10.2. The Vice-president shall assist the president in his/her duties and preside over meetings in the absence of the president.
- 10.3. The Secretary shall take minutes of all meetings and handle all internal and external correspondence.
- 10.4. The Treasurer shall keep accounts and be responsible for the finances of the association and shall present an audited Financial Statement to each Annual General Meeting.
- 10.5. The Public relations officer shall be responsible for initiating and developing actions aimed at the creation of desirable positive relationships among members and between association and the general public.
- 10.6. Membership officers shall be responsible for recruiting new members and keeping members informed.
- 10.7. The Activities coordinator shall be responsible for organizing the promotional and fundraising activities of the association such as dances, exhibitions, food fairs etc.

11. VOTING.

- 11.1. Voting shall be by show of hands, secret ballot or by electronic means.
- 11.2. The right to vote will be available to the full member only.

12. AUDITORS/(INDEPENDENT EXAMINER)

- 12.1. At each annual General meeting, auditors shall be appointed and shall hold office for one year
- 12.2. Retiring auditors shall be eligible for re-appointment

13. TRUSTEES.

- 13.1. At the first **Annual General Meeting** three trustees shall be elected, in whom shall be vested the assets of the association, other than cash, which shall be under the control of the treasurer.
- 13.2. The Trustees shall deal with the property of the association as directed by a decision passed at an **Annual General Meeting**.
- 13.3. Each Trustee shall hold office for a period of five years or on resignation until removed from office by a resolution passed at an **Annual General Meeting**.

14. TRUSTEES NOT TO HAVE A PERSONAL INTEREST

- 14.1. The income and property of DASSSA shall be applied solely towards the promotion of the objects and no part shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members.
- 14.2. No trustee shall be appointed to any office of DASSSA and paid a salary or fees or receive any remuneration or other benefit in money's worth from DASSSA.
- 14.3. Payment shall be made in good faith of:
 - 14.3.1. Reasonable and proper remuneration for any services rendered by any member, officer or servant who is not a trustee.
 - 14.3.2. Interest on money lent by any member or trustee at a reasonable and proper rate per annum not exceeding 2% less than the published base lending rate of a clearing bank to be selected by the trustees.
 - 14.3.3. Fees, remuneration or other benefit in money or money's worth to any company of which a trustee may also be a member holding not more than 1/100th part of the issued capital of that company.
 - 14.3.4. Reasonable and proper rent for property conveyed or lent by any member or a trustee.
 - 14.3.5. Any trustee's reasonable out-of-pocket expenses.

15. DISSOLUTION.

- 15.1. DASSSA may be dissolved on a resolution proposing such dissolution approved by a two-thirds majority at an Extra-Ordinary General Meeting called for this purpose, giving no less than 21 days' notice and stating the terms of the resolution.
- 15.2. Before dissolution, provision should be made to realise any assets for the benefit of Dominica's Secondary Schools.

16. AMENDMENT.

The Constitution may be amended by two-thirds majority at an Extra-Ordinary General Meeting called for that purpose. No Amendment may be made to the clause 2 objects clause, clause 4 14 – Trustees not to have a personal interest and clause 15 – the dissolution clause.

17 BANKING

Account to be opened at a Bank or Building Society. Any two of four Executive officers namely; the President, vice President, the Secretary and Treasurer must authorise withdrawals when necessary. One of the Signatories should be the Treasurer in the first instance, but in his/her absence, any two Executive members may sign.

18 PROVISIONS FOR TRUSTEE INDEMNITY INSURANCE

Trustee indemnity insurance cover may be provided to protect trustees against the risk of personal liability arising from a breach of trust in instances of honest mistakes or errors of judgement.

DASSSA