

Rules of Eastleigh Secondary School Alumni (ESS Alumni)

1) AIM

The aim of ESS Alumni is:

- To promote the educational, academic, personal, social and cultural development of all past and present students and teachers of Eastleigh Secondary (High) School, Nairobi.

2) FUNCTIONS

The principal functions of ESS Alumni are:

- To arrange and organise activities, meetings and events to enable all alumni of Eastleigh Secondary (High) and of other Nairobi schools across the world to come closer together in thought, action and deeds.
- To work in partnership with the management of Eastleigh High School and other Nairobi schools to help raise standards of teaching, learning, citizenship, sports and culture for all students and teachers.

3) FULL MEMBERSHIP

ESS Alumni shall consist of all past students and teachers of Eastleigh Secondary (High) School, Nairobi. Any past student or teacher who subscribes to the Aim and Functions of ESS Alumni, has registered their details and paid the subscription as determined by the Committee shall be a Full Member of ESS Alumni.

4) ASSOCIATE MEMBERSHIP

Any past student of any of the other high schools in Nairobi, subscribing to the Aim and Functions of ESS Alumni, may apply to the committee for Associate Membership of ESS Alumni. Once approved, upon paying a subscription as determined by the Committee, they may become Associate Members of ESS Alumni. They will have a right to vote and may stand for elections to the Committee.

5) COMMITTEE

A committee of nine people shall carry out the management of ESS Alumni. It will include three Officers – Chair, Secretary and Treasurer – and six members, including up to 3 Associate Members. The committee will be selected or nominated at the General Meeting of ESS Alumni convened for that purpose. The Committee will determine any vacancy in between General Meetings.

6) CO-OPTION

The ESS Alumni committee may co-opt up to three additional members who may be past students or teachers and have relevant expertise, experience and commitment.

7) DUTIES OF OFFICERS

The Chair shall be responsible for the welfare of ESS Alumni, for furthering contact among members and for the strict observance of the Rules.

The Secretary, in addition to exercising the general supervision of the detailed working of the Rules of ESS Alumni will also: -

- Record minutes of all meetings, conduct correspondence and put the decision of the committee meetings into execution.
- Prepare a Report for presentation at the General Meeting.

The Treasurer, in addition to keeping general control over the finances of ESS Alumni shall also: -

- Collect, receive and pay money on behalf of ESS Alumni
- Keep such books and accounts as may be required by the committee and shall be responsible for the correct accounting of all receipts, payments and for the safe custody of the monies of ESS Alumni.
- Deposit all monies received into ESS Alumni's Account.
- Issue receipts on approved forms for all monies received by him on behalf of ESS Alumni.
- Prepare a final audited Statement of Accounts for ESS Alumni to be presented to all members.

The committee may appoint an Auditor. The Auditor shall not be an Officer or a member of the committee.

8) FINANCE

ESS Alumni shall maintain an Account or Accounts in a Bank, a Building Society or any other Institution approved by the Committee.

Any one signature of the Chair or the Treasurer will operate the Account.

The financial period will be 1st April to 31st March of the biennial period.

9) MEETINGS

The committee shall meet at least three times during the year. Additional meetings may be summoned as required, dependent on activities and tasks undertaken by the committee. Biennial General Meetings will be held every two years.

10) QUORUM

For committee meetings, five members or 50% of the committee (whichever is fewer) shall form the quorum. For General meetings, the quorum shall be 20 members.

11) BIENNIAL MEETING

The committee will hold a Biennial General Meeting of all members and present reports from the Chair/Secretary and Treasurer. The new committee will be elected at the Biennial General Meeting.