



"By hard work we prosper"

# Watershed College

The # 1 Preferred School

+263 (0) 279 23172 / 23438 P. Bag 3718 Marondera, Zimbabwe  
Website: [www.watershed.ac.zw](http://www.watershed.ac.zw) email: [secretary@watershed.ac.zw](mailto:secretary@watershed.ac.zw)

## CONSTITUTION OF THE OLD OWLS ASSOCIATION

### 1. **TITLE**

The title of the organization shall be called the Old Owls Association.

### 2. **AIMS AND OBJECTIVES**

2.1 To encourage and foster the interest of the Old Owls in the present day activities and aspirations of the school.

2.2 To help old students maintain ties of friendship with each other and the school.

*Owls - former students, will scarcely need to be reminded that all past generations of students have benefited from the generosity of literally hundreds of benefactors who helped make Watershed College what it is today. The bursaries and scholarships, without which many students could not have come to Watershed, have been paid from the many showing kindness and good will. Buildings too have been funded by Trust Funds. Sarah's Legacy, under Spirituality, whose parents had decided to spend their late daughter's estate on a chapel, set amongst the Blue-gum trees in the Campus grounds, is perhaps the most notable examples, but benefaction is a continuing process.*

### 3. **MEMBERSHIP**

3.1 **Full Membership** of the Association shall be open to all who have been past pupils of the school.

3.2 **Student Membership** is open to all sixth formers of the School.

3.3 **Staff Membership** is open to all staff members current and ex who have served for a minimum of 5 years

**Honorary Members.** Any person may be elected as an honorary member at an Annual General Meeting.

**Honorary Vice-Presidents.** Any member who has given outstanding service to The Society may, at an Annual General Meeting, be elected as an Honorary Vice-President. Honorary Vice-Presidents will, at an Annual General Meeting, have the same voting rights as Ordinary Members

### 4. **MEMBERSHIP & SUBSCRIPTION FEES**

There shall be a membership fee which shall be determined by the General Membership at an Annual General Meeting of the Association. Subscription fees are to be paid annually.

### 5. **DISQUALIFICATION & FORFEITURE**

Any member will be expelled as a result of being found guilty by the General Membership of any misconduct whatsoever relating to the Association.

### 6. **GENERAL MEETINGS**

- a) An Annual General Meeting shall be held at Watershed College, each year, on a date to be decided between the Executive Committee and the President of The Association.
- b) The Executive Committee may at any time call a Special General Meeting.
- c) The quorum for an Annual General Meeting shall be ten members.
- d) The President, or, failing him the Vice, or, failing him the member thereto elected by the members present at an Annual General Meeting, or a member of the Executive Committee, shall preside thereat.

#### NOTICE OF MEETINGS

Not less than one month's written notice of an Annual General Meeting shall be given to members, but, the Executive Committee may call a Special General Meeting on a shorter notice if it considers it essential to do so.



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## 7. **VOTING**

Every member present in person at any meeting shall have one vote. The Chair at any meeting shall have both a deliberative and a casting vote.

## 8. **ADMINISTRATION**

The authority of the Association shall be vested in the Executive Committee, elected by members at the Annual General Meeting.

### **PRESIDENT**

The Head of Watershed College, for his/her time in office, shall be the President of The Association.

### **The Executive Committee shall comprise:**

- a) President, vice President, Secretary, Treasurer, Four (4) Committee Members, and Staff Representative (nominated by the staff)
- b) The Vice President, Secretary, Treasurer, and the Four Committee members of the Executive Committee shall be elected by a majority vote of members present at the Annual General Meeting, for a term of one (1) year and shall not be eligible to serve more than five (5) consecutive terms in the same office.
- c) The Executive Committee shall appoint Sub-Committees as may be deemed necessary. Members of such Sub-Committees shall be financial members in good standing. Sub-Committees shall hold office for such term as may be necessary.

## 9. **DUTIES OF OFFICERS**

### **President**

- a) The President shall preside at all meetings of members.
- b) The President shall be responsible for the general administration of the Association.

### **Vice President**

- a) The Vice President shall assist the President in the performance of her or his duties. In the absence of the President, the Vice-President will perform the duties of the President.

### **Secretary**

- a. The Secretary shall keep a register of members of the Association, and shall be responsible for the minutes of all meetings of the Executive and the General Membership, for keeping records of Correspondence, issuing correspondence, and summoning meetings. S/he shall execute the decisions and mandate of the Association.
- b. The Secretary shall also make an Annual Return to the President.

### **Treasurer**

- a) The Treasurer shall be responsible for the financial records monies and other assets -belonging to' the Association and shall make all financial transactions on behalf of the Association. S/He shall render such reports to the Executive Committee at every meeting of the Executive Committee and shall also present the audited Annual Financial Report at the Annual General Meeting of members.

## 10. **FINANCES AND ACCOUNTS**

- a) Bank Accounts may be opened in the name of the Association.



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- b) Any Bank Account opened in the name of the Association shall be approved by the Executive Committee, and withdrawals shall be authorized under the signatures of any two (2) of the following officers: the President, Vice President, Secretary, and Treasurer.
- c) Any expenditure above a certain limit must be approved by the Executive Committee. The limit shall be set by the Executive Committee at the beginning of its term of office.
- d) The Association's funds shall be divided into two parts, namely a School Bursary Fund and a General Fund. The purpose of the School Bursary Fund is to cater for the needs of the Watershed College bursary students and the purpose of the General Fund will be for the administration of the Association. The Membership Fees shall be put in the General Fund.

## **AUDIT**

The books and accounts of the Association shall be presented for audit as deemed necessary. The Auditor must be a certified accountant and not a member of the Association.

## **INSPECTION OF BOOKS**

The Executive Committee shall cause the books of the Association to be available for the inspection by any member or person having an interest in the funds of the Association at all reasonable hours at the registered office of the Association, or at any place where the books are kept and it shall be the duty of the Treasurer to produce the same accordingly. A copy of the last annual balance sheet and any special report of the auditors shall always be available to the members of Association.

## **11. OWL MEMORABILIA**

Members of The Association shall be entitled to wear The Association's tie, blazer and other recognised accessories. The design of such articles shall be proposed by the Executive Committee and approved by the members at an Annual General Meeting.

## **12. BRANCHES AND SUB COMMITTEES**

Members outside of Zimbabwe may set up an Old Owls Association Branch, which should be run through a sub-committee consisting of a Chair, Vice- Chair and Secretary/Treasurer. Such sub-committees must be set up and run in consultation with and under the Executive Committee. Sub-committees shall have the power to conduct their own affairs to promote the interests of the Association within regulations of this Constitution. The branches shall, when called upon, assist The Association's Executive Committee to enroll new members and to collect outstanding subscriptions.

## **13. AMENDMENT**

This Constitution may only be amended by a resolution of not less than two-thirds of the members present in person at an Annual General Meeting, of which not less than one month's notice setting out the proposed amendment, shall have been given to all the members.

**DRAFTED ON MONDAY THE 20<sup>TH</sup> OF FEBRUARY 2017**