

**THE CONSTITUTION
OF
NORTH AMERICA ASIKAFO ALUMNI ASSOCIATION**



CONSTITUTION OF THE ASIKAFO ALUMNI ASSOCIATION

PREAMBLE:

We, the North America Old Students Association of Obuasi Sec. Tech (hereinafter called the North America Asikafo ALUMNI) assembled on the.....Day of2012;
AWARE of the need to ensure that the Alumni stay in touch with Obuasi Sec. Tech and with each other;
MINDFUL of the desire to maximize the benefits all alumni obtain from continued association with Obuasi Sec. Tech;
DETERMINED to uphold Obuasi Sec. Tech mission and to ensure that North America Asikafo ALUMNI uphold this vision.
DO HEREBY constitutes us into the North America Asikafo Alumni Association in accordance with the school mission

ARTICLE 1: NAME

The name of the Association shall be “**NORTH AMERICA ASIKAFO ALUMNI ASSOCIATION**”

ARTICLE 2: PURPOSE OF THE ALUMNI ASSOCIATION

The purpose for which the Alumni Association is formed is to bring together as a family all Obuasi Sec. Tech old students, teachers and workers affiliated with Obuasi Sec. Tech .
The Alumni Association shall Endeavour to foster a mutually beneficial relationship between Obuasi Sec. Tech and Members by building a network of friends, supporters, developing and enhancing the work of Obuasi Sec. Tech, by utilizing resources and expertise available to the Association.

ARTICLE 3: OBJECTIVES OF THE NORTH AMERICA ASIKAFO ALUMNI ASSOCIATION

The Association is formed in line with Obuasi Sec. Tech overall strategic aims. The Association's objectives include:

- (a). To develop and maintain relationship with Alumni, students and Obuasi Sec. Tech as a whole; support and encourage these groups in their endeavors and extend a hand of fellowship, through financial, material support and otherwise;
- (b) To foster networking and communication among Alumni and students through re-unions, business and social functions, projects, jobs and career development activities;

- (c) To maintain close cooperation and fellowship among Alumni;
- (d) To promote interest of/in Obuasi Sec. Tech;
- (e) To keep the objectives of the Association under continuous review and will add to, or amend them, as it considers appropriate.

ARTICLE 4: MEMBERSHIP

The following shall be deemed eligible members of the Alumni Association and shall be entitled to full membership rights, provided;

(i) Full Membership

- (a) All old students of Obuasi Sec. Tech
- (b) All persons who have taught at Obuasi Sec. Tech and wish to be part of the association
- (c) All persons who have worked as staff, ex-staff, friends of the School and persons or workers of Obuasi Sec. Tech who wish to be part of the association
- (d) Corporations or companies that have assisted Obuasi Sec. Tech in different capacities

(ii) Members' Rights

Upon payment of the appropriate membership fees and monthly dues full membership is granted, and the following rights bestowed:

- (a) Voting rights in all meetings
- (b) To receive notices of meetings and general information
- (c) Stand for elections for any post in the Association.
- (d) To participate in all activities of the Association.
- (e) Good Standing status

ARTICLE 5: SOURCES OF FUNDS FOR THE ASSOCIATION

- (a) Membership fees -All members shall be obliged to pay membership fees as prescribed by the members (example: \$100.00 in 2017)
- (b) Every eligible member shall be obliged to pay monthly dues (example \$10.00 in 2012)
- (c) Donations, gifts, grants and endowments are encouraged.

ARTICLE 6: ORGANS OF THE ASSOCIATION

1) THE EXECUTIVE COMMITTEE

- i. The Association's day-to-day activities shall be run by a committee to be called the Executive Committee which shall report to the members at the next available meeting
- ii. The Executive Committee members shall be elected by the association members and will serve for a period of two years, and shall, on retirement be eligible to offer themselves for re-election.
- iii. To be eligible for Executive Chairman position, one has to be a current member of the Executive Committee, or has served in the past as president of the association

2) MEMBERS THE EXECUTIVE COMMITTEE:

The members of the Executive Committee shall consist of:

- i. Executive Chairman
- ii. President
- iii. Vice President
- iv. General Secretary
- v. Financial Secretary/Treasurer
- vi. Communications and Publicity Officer

3) Duties and Responsibilities of Executive Chairman

- i. To preside over all Executive Committee meetings, functions and activities of the Association.
- ii. To convene through the President and General Secretary all meetings
- iii. To discharge such other duties as maybe determined by the Executive members
- iv. To ensure that the association functions are executed in accordance with the constitution

4) Duties and Responsibilities of the President

- v. To preside over association meetings, functions and activities of the Association.
- vi. To obtain the duties of Executive chairperson in the absence of the Executive Chairman
- vii. To convene through the General Secretary all meetings
- viii. To discharge such other duties as maybe determined by the members
- ix. To represent the Association at different fora.

5) Duties and Responsibilities of the Vice President

- i. Obtain the duties of the Presidency in the absence of the President.

- ii. Obtain the duties of either the Secretary or the Financial Secretary/Treasurer in the absence of the Secretary or the Financial Secretary/Treasurer
- iii. Responsible for reporting and coordinating of activities regarding illness and sickness of members and close relatives of members, deceased members and deceased close relatives of members.
- iv. Undertake other duties or ~~activities~~activities as may be assigned to him by the President and or the members
- v. Responsible for fund raiser activities

6) Duties and Responsibilities of the General Secretary

- i. Obtain the duties of vice presidency in the absence of the Vice President
- ii. Record all transactions and keep minutes of all meetings.
- iii. Receive and record all financial transactions, checks and monies prior to passing on to the Treasurer.
- iv. Keep a register of the alumni members and to establish contact with the alumni as much as possible.
- v. Undertake other activities as may be assigned by the President, Executive Committee and the members

7) Duties and Responsibilities of the Treasurer and Financial Secretary

- i. Keep records of all financial transaction and report periodically to the members
- ii. To collect and ensure safe custody of membership fees monthly dues and donations
- iii. To periodically prepare financial reports for presentation to members
- iv. To obtain the duties of Communications and Publicity in the absence of the Publicity Officer

8) Duties and Responsibilities of the Communications and Publicity Officer

- i. Obtain the duties of the General Secretary and Financial Secretary/Treasurer in the absence of the Vice President and the holder of those positions. .Serve as a spokesperson for the association
- ii. Assist the Vice President in coordinating fund raisers.
- iii. Responsible for fund raisers in the absence of the Vice President
- iv. Effectively communicate and publish all events to members and the public
- v. Actively engage in recruiting new members

- vi. Periodically prepare membership role and progress of events for report and presentation to members
- vii. Undertake other activities as may be assigned by the President and Executive Committee and the members

ARTICLE 7: MANAGEMENT OF THE ASSOCIATION FUNDS

(1) Management

- (i) The Executive Committee shall be responsible for managing the affairs of the North America Asikafo Alumni Association, including financial accounts.
- (ii) Save as resolved, the signatories to the said accounts shall be, the President who shall be the Principal signatory, and any two of the following: Vice President, General Secretary and the Financial Secretary/Treasurer, provided that in the absence of the President the Vice President shall be designated by the President as the principal signatory.
- (iii) The disbursements of funds shall be maintained by the Financial Secretary/Treasurer within the limits set by the members. The secretary shall record all such transaction and report to the members.
- (v) All monies or checks paid to the North America Asikafo Alumni Association shall be:
 - 1. Maintained in a Bank Account approved by the members.
 - 2. All monies and checks shall, first be received and recorded by the General Secretary
 - 3. The General Secretary upon receipt of all monies and checks shall pass then on to the Financial Secretary/Treasurer for banking within five working days.
 - 4. The Executive Chairman, President and Vice President duties exclude receiving and disbursement of funds for any reason.
 - 5. The Financial Secretary/Treasurer shall provide periodic treasury report at meetings or upon request by the Executive committee or members by majority decision.
 - 6. All financial transactions shall be brought to the Executive Committee for approval prior to conducting such transaction and the association members at the next available meeting.

(2) Audit

Finances of the Association shall be periodically audited by appointed members approved by the members of the association.

(3) Election of Executive Members

- a. There shall be an electoral roll of members who shall be eligible to vote
- b. No member shall be elected on the Executive Committee unless in good standing and with full membership
- c. The nomination of the office bearer shall be done at the meetings comprising of a quorum
- d. A motion shall be made for a nomination, properly seconded with majority votes before presented as a candidate.
- e. Voting may be by secret ballot but members may decide to use a different method of voting.
- f. All members of the executive shall be elected by simple majority.
- g. Should there be an equal or lower number of nominees than there are vacancies, then, those nominated shall be elected without a vote.
- h. Should there still be vacancies due to less nominees than vacancies, the Executive Committee may appoint members to serve on the Executive Committee as if that appointee had been duly elected, provided such appointment is approved by the members

ARTICLE 8: SWEARING IN OF BEARERS

The Executive Committee members Bearer shall be sworn in office by a member of the Executive Committee for Oaths of office. Executive committee members shall take the following oath:

*I do solemnly swear and affirm that I shall discharge my duties as..... (position) of the **NORTH AMERICA ASIKAFO ALUMNI ASSOCIATION** in the interest of and for the furtherance of the objectives of the Association without fear or favor, to the best of my ability. So help me God.*

ARTICLE 9: MEETINGS

- a. Meetings will be held once a week or as prescribed by the Executive Committee. All eligible members of the Association will be entitled to attend, speak and vote.
- b. A quorum shall be deemed to exist when 5 members are present.
- c. Should a meeting not be in quorum it will be reconvened as soon as possible.
- d. The members will elect Executive Committee members after the expiry of their tenure of office and transact any other business which has been approved by the Executive Committee and is on the agenda, or which may be competently introduced by the members.

- e. Any Member may ask for an item to be put as a substantive item on the agenda provided such a proposal is notified to the Executive Committee prior to the meeting
- f. All matters will be decided on a simple majority vote of all those Members voting in person or by proxy, with the exception of proposals to change the constitution and vote of no confidence.
- g. Any proposal to change the constitution will require a majority of two-thirds of those eligible members.
- h. The Executive Committee will be chaired by the Executive Chairman, or in his absence the President.
- i. The Executive Committee may conduct periodic meetings in the interest of the association and the quorum will be 3 Executive members including the Executive Chairman.
- j. The Executive Committee meetings may not be opened to members of the Association.
- k. The Executive Committee and/or the Executive Chairman may, however, in their sole discretion, co-opt or invite any member.

ARTICLE 10: REMOVAL FROM OFFICE:

(1) Vote of no Confidence

A motion for a vote of no confidence may be moved at meetings against any member of the Executive Committee;

- a. Any member intending to move a motion for a vote of no confidence shall do so in writing to the General Secretary in a period of one week; unless the motion is related to the General Secretary, then it shall be given to the President. The General Secretary must inform the President of all such motions.
- b. A member of the Executive Committee against whom the motion for vote of no confidence has been brought shall have a right to defend him.
- c. Any motion of a vote of no confidence shall be put to vote and shall be determined by a two-thirds (2/3) majority of all the eligible members.
- d. Where the motion for vote of no confidence is successful, an election for that post shall be called with the President as the chair of the meeting, provided the motion for vote of no confidence is not against the President.
- e. For motion for vote of no confidence against the President, an election for that post shall be called with the Executive Chairman as a chair person for the meeting.

(2) Resignation:

- a. Any Executive Committee member, other than the Executive Chairman and President, may resign by tendering his resignation to the General Secretary expressing the intention to resign, with a one-month notice. The General Secretary must inform the President, and the President must inform the Executive Chairman of all such motions.
- b. Where it is the General Secretary who would wish to resign, the notice shall be tendered to the President, and the President, to the Executive Chairman.
- c. Where it is the President who would wish to resign, the resignation shall be tendered to the Executive Chairman, and the Executive Chairman to the General Secretary.
- d. The General Secretary, with approval from the President or the Executive Chairman shall bring forward to the members, all such resignation, and if accepted, fresh elections shall be held.

ARTICLE 11: INTERIM ARRANGEMENTS

- a. All the Interim Executive Committee members may offer themselves for re-election or re-appointment.
- b. During the time when the Interim Arrangements are in force the Interim Executive Committee may co-opt/and or appoint any eligible member to the Executive Committee to serve until the expiry of its tenure of office.

ARTICLE 12: AMENDMENTS

This Constitution may be amended pursuant to a member of the Association moving an amendment in writing to the General Secretary before a meeting is convened for that purpose or by a resolution or a recommendation by the Executive Committee, adopted by the Members.

ARTICLE 13: RATIFICATION OF PAST ACTS

All acts of the Association and its Interim Executive Committee, prior to the date of adoption of this Constitution, are ratified and affirmed. This is the Constitution of the North America Asikafo Alumni Association.