

CONSTITUTION OF APAM SECONDARY SCHOOL

OLD STUDENTS' ASSOCIATION

ASSOSA 2004 YEAR GROUP

1. NAME

The name of the association shall be "Apam Secondary School Old Student' Association year group" and its abbreviation shall be "ASSOSA' 2004".

2. MEMBERSHIP

2.1 Membership is open to past Apam Secondary school, Apam central region who

2.1.1 Was admitted in or after 2001

2.1.2 Left the school in 2004

2.2 To be in good standing, a member shall pay the monthly dues as determined from time to time by the association

2.3 A member shall be deemed to be in good standing if he has paid all his dues for the year or, in any event if he is not in more than one month in arrears.

3. OBJECTS

3.1 The object of the Association shall be:

3.1.1 To promote the welfare of Apam Secondary School

3.1.2 To promote the welfare of members of the Association.

3.2 To facilitate the realization of the objects mentioned in Article 3.1 the Association may enter into commercial and/or non-commercial ventures and may establish a limited liability company for such ventures.

4. MEETING

4.1 The Association shall meet on the last Saturday of every month of the Year or at any other time that the member may agree to.

4.2 Emergency meetings shall be held at the request of five members of the Association. The member requesting the emergency meeting shall give the secretary at least three(3) days' notice within which he must communicate the date and purpose of the meeting and the nature of the emergency and when it arose to members. The meeting date shall not be longer than 7 days after notice to members.

5. PLACE OF MEETING

The meetings of the Association shall be held at venues to be determined by the members at the general meetings or as directed by the President.

6. EXECUTIVE

6.1 The Executive Officers of the association shall be:

President

Who shall be responsible for the administration of the affairs of the Association and who shall preside over executive and general meetings.

Vice president

Who shall assist the President in the discharge of his duties and who in the absence of the President shall act as the President.

Secretary

Who shall be in charge of all administrative duties of the association i.e keeping records of all general and executive meetings; and also make available minutes to members at least one week before the next meeting is held.

Events Director

Who shall be in charge of all events within the association. He/ She shall also coordinate external events of interest to the association.

Project Director

Who shall be in charge of all planning and execution of projects solely initiated by the association and/ or in partnership with other parties.

Finance director

Who shall keep the financial records of the Association; be responsible for the collection of dues and other payments due from the members; and shall prepare the financial statements half – yearly for submission to the association. He shall also prepare financial statements for annual auditing and advice ways of generating funds for the association.

Director of election and legal

Who shall be in charge of all activities and processes regarding voting and legal matters of the association.

Information Technology Director

Who shall be in charge of the group's social media handles and other online presence; creative materials for promotion, advertising and marketing; and any other IT related **tasks**.

6.2 Officers shall be in good standing and shall be elected by secret ballot and shall hold office for a term of two years. Officers shall be eligible for re-election for another term of two years, however that no officer shall serve for more than two consecutive terms.

6.3 The President shall preside over all meetings of the Association and the Executive. In his absence the Vice President shall preside. In the absence of the President and Vice President the Secretary shall preside. In the absence of the President, Vice President and the Secretary the remaining members of the Executive shall preside.

7. QUORUM

7.1. The quorum for ordinary General Meetings shall be ten (10) and the quorum for emergency meetings shall be fifteen (15). At least one member of the Executive shall be included in the quorum.

7.2. The quorum for Executive meetings shall be three (3).

8. VACANCY

8.1. Should any member of the executive resign, vacate his office or be incapacitated for the balance of his term of office or is otherwise unable to perform his duties, the Association shall as early as practicable thereafter and in any event, within two months, elect another member to fill the office. In the meantime, another member of the Association may be appointed by the members of the Executive to act. Provided that in the case of the President the Vice-President shall act and in the case of the Secretary, the Asst. Secretary shall act.

8.2. Vacancies shall be filled by bye- election.

9. REMOVAL FROM OFFICE

An Executive member may be removed from office by a resolution of the Association passed by at least 75% of the members present at a general meeting after:

- a) The allegations have been spelt out in writing to the Secretary, who shall provide a copy to all members of the Association, including the officer in question;
- b) The officer shall be given the opportunity to respond within 2 months;
- c) At the meeting following the expiration of the response period, the matter shall be put on the agenda and discussed before a vote is taken.

10. ELECTION

- a) The Association's year shall run from April to March.

- b) Officers shall be nominated by March and elected at a General Meeting held in April.
- c) All members shall be notified through electronic mail, writing, radio, TV or newspaper advertisement of the proposed nomination and election.

11. VOTING ON MOTIONS

11.1. All motions except in the case of a motion under Articles 9 and 15 shall be decided by a majority vote, each member having one vote.

11.2. In the event of a tie, the presiding officer shall have a second or casting vote.

11.3. Voting at General Meetings shall be signified by a show of hands, which shall be counted, and the results declared by the Presiding Officer.

12. FUNDS

The sources of the funds of the association shall be:

- a) Monthly dues, the quantum whereof shall be determined by the Association.
- b) Contribution to the Welfare Fund.
- c) Donations
- d) Any other source that shall be determined by the Association.

13. AUDIT

13.1. The financial year of the Association shall run from April to 31st March.

13.2. The final Accounts shall be prepared by April 30th for audit in May.

13.3. The accounts shall be audited by a 3- member Audit Committee or external auditors who shall be appointed at the March General Meeting

13.4. The Audit Committee or external auditors shall submit their report to members at the May General Meeting.

14. BYE – LAWS

The Association shall be entitled to promulgate bye-laws to guide its administration.

15. AMENDMENTS

This Constitution shall be amended by a decision of two thirds (2/3) of the members of the Association in good standing at a General Meeting provided that.

- a) A notice by electronic mail, writing, radio, TV or newspaper advertisement shall be served on each member for at least fourteen(14) days prior to the date of the meeting convened for the said purpose;
- b) Any member wishing to propose an amendment to this Constitution shall deliver to the Secretary the proposed amendment at least twenty-one (21) days before the meeting at which it is proposed to move the amendment.
- c) The Agenda for the meeting shall include the proposal(s) for the said amendment(s)

16. BANK ACCOUNTS

The Association shall operate a Bank Account or Accounts with any Bank in Ghana. The signatories to the account shall be the President, the Vice-President and the finance director. Any two of them shall be capable of approving a transaction on the account.

17. COMMENCEMENT

This constitution shall come into effect on the 31st day of March, 2019

ASSOSA 2004 WELFARE FUND REGULATIONS 1.

WELFARE FUND

There is hereby established for the benefit of its members a Welfare Fund to be known as "ASSOSA" '2004 WELFARE FUND.'

2. MEMBERSHIP

Membership of the 2004 welfare fund is open to all members of the ASSOSA 2004 Year group as defined in the ASSOSA 2004 Constitution.

3. PURPOSE

The purpose of the Fund shall be to enable donations to be made by the group in the event of any of the following:

- (a) The death of a member
- (b) The death of a member's spouse, parent or child:
- (c) The marriage of a member
- (d) The out-dooring of a member's child;
- (e) Protracted sickness of a member.

4. CONTRIBUTION

Until otherwise agree, every member of the fund shall contribute to the Fund an amount of Ghc 120.00 a year to be paid in bulk or in installment of Ghc10.00

5. ADMINISTRATION

The Fund shall be administered by a committee of 3 trustees appointed by a resolution of the ASSOSA 2004 Year Group. At least one trustee must be a member of ASSOSA 2004's Executive.

The trustees may if the Group so decides be incorporated under the trustees incorporated Act and shall serve for a term of two year. Each trustee shall be eligible for re-election for a further consecutive term of officer, provided however, that all three trustees shall not be re-elected.

6. INVESTMENTS

The Trustees are authorized to invest the sums contributed by members to the Fund, subject to the approval by a simple majority of members of the Fund of the investment policy proposed by the Trustees.

7. REPORTS

At every general meeting of the year group, the Trustees shall give an oral report on the state of the fund. Further the trustees shall provide to all members of the Fund bi annually, a written report on the state of the Fund.

8. DONATIONS

The Trustees shall within one month of their appointment put forward proposals regarding investment policy for the fund and the appropriate level of donations for each eventuality specified in regulation 3 above. Only members who have contributed to the Fund are eligible for donations.

9. ACCOUNTS

A separate account shall be established for the Fund at a licensed financial institution. The finance director of ASSOSA' 2004 Year Group and two of the Trustees shall be signatories to the Fund's account.

10. REGULATIONS

The regulations shall form a part of any trust instrument that may subsequently be drawn up in regard to the ASSOSA'2004 Welfare Fund.