

## CONSTITUTION OF THE ADISADEL OLD BOYS ASSOCIATION

**PREAMBLE:** Education in Ghana in the new millennium has reached a stage which calls for support from all quarters. Funding which hitherto rested on the shoulders of the Government and parents, no longer holds. Now it is incumbent on beneficiaries of education to make their contributions to sustain the schools they attended. This is where Old Boys' and Girls' Association have an important role to play. The Adisadel College ode echoes this very sentiment:

‘Others have labored and we share their glory  
Ours to do exploit and add to their gain  
Those who come after will take up our story’

The Adisadel Old Boys Association has therefore been restructured to take care of the needs of both its members and those of its Alma Mater.

1. **AIMS AND OBJECTIVES:** By the adoption of this constitution,
  - a. The Association is empowered to carry out programmes and activities that will promote the improvement of the College's infrastructure, promote teaching and learning and general improvement in conditions prevailing in the College.
  - b. It will also seek to promote a good relationship between the College administration and old boys within and outside the country.
  - c. The Association shall also encourage camaraderie among old boys that will nurture the “Adisadel Spirit” of self help in every old boy.
  - d. The Association shall see to the welfare of its members

## 2. MEMBERSHIP:

Membership is open to all former students of Adisadel College. A member shall be identified by an Energy group and must have completed all the necessary membership registration formalities and must have a membership card.

It is the responsibility of the energy group executive to register members with the national association.

There shall be three categories of members:-

- a) Regular Membership is open to Old boys of Adisadel College with not less than two years studentship duration.
- b) Honorary Membership is by recommendation of the School authorities of a Master who has taught in the school for a period not less than (5-10) years and has identified himself with the tenets and traditions of the school.
- c) Associate Membership is conferred on anyone who through contributions and other acts renders special assistance to the school by congress.

## 3. STRUCTURE

The Association of Adisadel old boys be made up of

- A constituency (grass root/ energy groups)
- The House
- National Executive

A. Membership of the Constituency or Energy groups is open to all identifiable and fully registered members of any grouping of old boys of Adisadel College.

An Energy group may be constituted by:

- Year groups
- Professional groups
- City groups

- Regional groups
- Geographical
- Local
- National
- Corporate
- Fraternity(Lodge)
- Church
- School
- Any other group

B. The House shall be made up of three (3) elected representatives of the constituency or energy groups. The members of The House shall be dedicated members who will be grouped into functional committees to assist the national executives to oversee the activities of the association. They shall serve a maximum of four terms renewable every two (2) years.

C. The National Executive Committee shall oversee the activities of the Old Boy Association. They shall be elected by members of The House but approved by the energy groupings. They shall serve for two terms renewal every two years.

4. **REGISTRATION:** Energy groups must register with the national Association and must make the following available for recognition and inauguration

- a. Elected Officers information
- b. Time and place of regular Meetings
- c. Constitution for study by national executive
- d. Contact information
- e. Annual dues of GH¢300. This is subject to review annually

5. **OFFICERS:** Officers the Association – National, will be:

- a) President

- b) Vice-Administration and Finance
- c) Vice – Communication and programs
- d) Secretary
- e) Assistant Secretary
- f) Treasurer
- g) Organising Secretary
- h) 3 elected at large members

Tenure of officers is for two (2) years for two (2) terms. National officers will be elected at the Annual General congress and will come from The House.

## **6. DUTIES OF OFFICERS**

### **PRESIDENT**

- a. Shall be the head of the Association and will determine the direction of the group
- b. He shall represent the Association at Speech Days
- c. He shall be one of the three signatories to the Associations bank account(s)
- d. He shall convene meetings, preside over meetings, either emergency, ordinary or extra ordinary meetings
- e. He shall be responsible for the general administration of AOBA
- f. Shall present a report to the Annual Congress of the AOBA
- g. He shall establish ad hoc committees from members of The House to serve the interest of AOBA
- h. Enforce all provisions of this constitution

## **VICE PRESIDENT FINANCE AND ADMINISTRATION**

- a. He shall assist the President in the performance of his duties. In the absence of the President, he shall perform the duties of the President if mandated by the President
- b. He shall head the Audit, Welfare and Legal teams of the AOBA
- c. Shall carry out duties as directed by the President
- d. Shall be the President of the welfare committee
- e. He shall be responsible for the management of the Alumni office in cape coast and in the secretariat Accra

## **VICE PRESIDENT COMMUNICATIONS AND PROGRAMS**

- a. He shall assist the President in the performance of his duties. In the absence of the President, he shall perform the duties of the President if mandated by the President
- b. He shall head the programs and communications teams of the AOBA
- c. He shall supervise all programs of AOBA
- d. Shall carry out duties as directed by the President

## **SECRETARY**

- a. He shall be responsible for handling all correspondence of AOBA
- b. He shall be responsible for the taking of minutes of Congress and National executive Meetings meeting of AOBA
- c. In consultation with the President convene meetings of the National Executives and any other meeting as directed by the President.

- d. He shall execute the decisions and mandate of AOBA
- e. He shall assist the President to prepare a report of the Association to be presented at the Annual Congress of AOBA annually
- f. Shall compile and read notices at each meeting.
- g. He shall maintain an accurate record and copy of relevant completed records of each energy grouping
- h. He shall be one of the three (3) signatories to the bank accounts of AOBA.

#### **ASSISTANT SECRETARY**

- a. He shall assist the Secretary in the execution of his duties
- b. He shall perform such other duties as may be delegated by the National Executive Committee
- c. In the absence of the Secretary, the he shall perform the duties of the Secretary.

#### **TREASURER**

- a. He shall be responsible for the keeping of financial records and other assets belonging to AOBA
- b. He shall be responsible for preparing, overseeing and maintaining the operating budget of AOBA.
- c. He shall be responsible for the physical collection of monies for the association and keep an imprest to be agreed upon by the National Executive Committee. He shall issue receipts to cover monies collected. He will deposit the funds at the Bank.

- d. Shall make all financial transactions on behalf of AOBA. He shall keep bookkeeping records of all expenditures and deposits
- e. He shall be obliged to present comprehensive monthly, quarterly, semi-annual financial reports to the National Executive committee and Congress. He shall render such reports to the Executive Committee at any meeting of the Executive
- f. At the ends of the year he will present the audited accounts.

### **ORGANISING SECRETARY**

- a) He shall ensure the proper execution of all activities of the group

### **AT LARGE MEMBERS**

- a. Assist in the smooth running of the Association
- b. Perform duties as directed by the president

## **7. MEETINGS OF THE ASSOCIATION:**

### **THE NATIONAL EXECUTIVE COMMITTEE:**

National executives shall meet not less 6 times in a year.

### **THE HOUSE**

Members shall meet not less than Four times in a year

### **CONGRESS**

National congress will be held annually. It will be held on the Friday of the speech day.

The business of the Annual congress will be as follows

- a. To receive the Presidents Annual Report on the activities of AOBA during the preceding year.
- b. To receive the Secretary's Report.

- c. To receive and consider the Audited accounts of the treasurer for the year.
- d. To elect officers of the Association where the tenure of the Executive Committee has elapsed
- e. To remove, elect or confirm the Auditors for the ensuing period.
- f. To discuss the welfare of the school and the association

## **8. EXTRA-ORDINARY GENERAL MEETINGS**

- a. An Extra-Ordinary General Meeting may be convened at anytime upon a resolution of the Executive Committee or a requisition of a member or group of members in good standing as per the books.
- b. The requisition of members shall be signed by not less than 10 members in good standing and served on the Secretary personally or the Chairman in the absence of the Secretary.
- c. The requisition shall state the Agenda for the meeting.
- d. If the secretary does not give notice of the meeting pursuant to the requisition or before the expiry of 14 days from the service of the requisition, the requisitioner(s) may give notice of the meeting to members
- e. The business which may be conducted at an extra-ordinary general meeting may include:
  - i. removing all or any of the officers;
  - ii. Altering any of the Bye-laws.
- f. Not less than seven days prior notice in any of the National dailies, setting out to resolutions to be proposed at the meeting, shall be published, if the purpose of the meeting is either to remove any of the officers or to alter the Bye-law.
- g. The Executive Committee shall have power to convey extra-ordinary general meeting at a shorter notice
- h. Decisions to remove any of the officers or to alter the bye-laws shall be by a majority of three-quarters of the votes entitled to be cast by the members present.



## **9. QUORUMS**

### **CONGRESS**

Quorum for a national congress must be 31 members including 6 national executives

### **NATIONAL EXECUTIVE MEETINGS**

Quorum for the meeting must be 6 members including the president and secretary or in his absence his appointed vice.

### **THE HOUSE**

Quorum for the house must be 11 members plus 6 National Executive members

## **10. BYE LAWS:**

Each Energy Group will formulate its own byelaws based on the constitution on which to:-

- i) Fix its regular meeting day and time
- ii) Locate its normal meeting place
- iii) Presenting local welfare dues for its organization

## **11. ACCOUNTS OPERATION**

AOBA shall operate bank account with a nominated bank by majority decision and the signatories at each transaction shall be any two of the following:

1. President
2. Secretary
3. Treasurer

## **12. THE ELECTORAL COMMISSION**

- a. There will be a 3 member electoral commission that will be responsible for the conduct of elections
- b. Their tenure of office will be for a three year period for up to two terms

### **VOTING**

- a. Voting at Committee meeting shall be by show of hands except otherwise demanded by a member that it should be by secret ballot.
- b. Voting at Extra-Ordinary Meetings and Annual Congress shall be by show of hands. However, if there is a motion and same is carried that it should be by secret ballot, the voting shall then be by secret ballot

### **ELECTION AND REPLACEMENT OF OFFICERS**

- a. The officers of AOBA National executive shall be elected by a majority vote of members present at an Annual Congress for a term of two years renewable; and shall not be eligible to serve more than two (2) consecutive terms in the same office
- b. A member from The House will qualify to be nominated by not less than three (3) members who must also be in good standing.
- c. Nominations shall be opened four (4) clear months before the conduct of general elections and in the case of a removed or resigned officer, one (1) clear month.
- d. Nominations shall be closed two (2) weeks to the election date
- e. Prior to the replacement of an officer (in the case of resignation or removal of an officer), the Executive Committee shall appoint a member of the committee or any member of the association in good standing to act.

**13. AMENDMENT OF CONSTITUTION:**

THIS CONSTITUTION MAY NOT BE AMENDED UNLESS BY THE NATIONAL DELEGATES' CONFERENCE AT WHICH THERE ARE 2/3 OF MEMBERS PRESENT AND VOTING.

ADOPTED AT THE NATIONAL DELEGATES' CONFERENCE AT CAPE COAST ON

.....

SIGNED:.....

NATIONAL PRESIDENT

SIGNED: .....

NATIONAL SECRETARY