

CONSTITUTION OF THE 1980 YEAR GROUP OF THE OLD ACHIMOTAN ASSOCIATION (Proposed Revision)

ARTICLE 1.0:

NAME:

- 1.1 The Association shall be called "The Old Achimotan Association - 1980 Year Group ("the Year Group").

ARTICLE 2.0:

AIMS AND OBJECTIVES:

- 2.1 To foster and promote friendship and unity among Year Group Members.
- 2.2 To organize activities for the educational, social and intellectual development of Year Group Members
- 2.3 To provide support to members in times of need
- 2.4 To organize activities for the purposes of assisting Achimota Secondary School ("the School") in all aspects.
- 2.5 To promote the maintenance of interest of Year Group Members in the School
- 2.6 To help promote the ideals for which the School was founded.

ARTICLE 3.0:

MEMBERSHIP:

- 3.1 Full Membership of the Year Group shall be open to all past students of the School who were either:
- (a) admitted in the first year of the School in the 1975/76 Academic Year or
 - (b) passed out at Ordinary Level in the 1979/80 Academic Year or
 - (c) passed out at Advanced Level in the 1981/82 Academic Year or
 - (d) at any period of time in his/her secondary education sat in the same class as the category of persons described in (a) to (c) above.

PROVIDED that no person can be a full member of the Year Group and be a full member of any other Year Group of the Old Achimotan Association.

- 3.2 The Year Group may in its absolute discretion invite such persons as are deemed desirable in the interests of the Year Group and the School to become Honorary Members. Any candidate for honorary membership shall be proposed by a fully paid up member of the Year Group in writing addressed to the Executive of the Year Group providing details of the person proposed.
- 3.3 Spouses of Full Members shall be guest members of the Year Group if they do not already qualify for full membership.
- 3.4 Honorary and Guest Members shall be subject to the rules of the Association, and shall be entitled to such benefits and privileges of membership as shall be conferred by the Year Group except that they shall not be qualified to hold any offices or be members of the Executive or to vote as members.
- 3.5 All members of the Year Group shall fully comply with this Constitution and any other rules and regulations that are passed and adopted by members in a General meeting

ARTICLE 4.0:

EXECUTIVE AND ELECTORAL COMMISSIONER:

- 4.1 The Executive Committee of the Year Group (the Committee) shall consist of a President, a Secretary, a Treasurer a Publicity Officer and a Welfare Officer, together with up to two representatives of each recognised regional branch group, selected by the regional group.
- 4.2 Officers of the Executive (other than regional representatives) shall be elected biennially at an Annual General Meeting.
- 4.3 Any Executive Officer shall be entitled to resign upon the giving of one month's written notice to the Executive Committee.
- 4.4 Any member of the Executive could be removed from office on grounds of stated misconduct. A Year Group member seeking to have an Executive Officer removed on grounds of stated misconduct shall:-
- (a) give written notice of such misconduct by the Executive Officer in question giving details of the alleged misconduct.
 - (b) the Executive Committee shall investigate the allegation and shall give the affected officer an opportunity to appear before the Committee to provide any information that will assist the Committee in its investigations.
 - (c) the Committee shall consider the evidence before it, make a finding and communicate its findings to the Year Group at the next monthly meeting after the findings have been made.

4.5 In the event of a vacancy on the Committee, for whatever reason, the Committee shall meet and appoint a member of the Year Group to fill such vacancy until such time that an Annual General Meeting will be held at which meeting an election will be held to fill the vacancy, except that where the vacancy occurs at a time when the Annual General Meeting is more than six months away, then an emergency meeting will be called for the purposes of holding a bye-election.

4.6 The Executive Officers shall perform the following functions:-

4.7 The President shall:-

- (a) be the official head of the Year Group and shall convene and preside over all Year Group and Committee Meetings.
- (b) represent the Year Group at all functions and be the liaison between the Year Group, Other Year Groups and the Old Achimotan Association except that the President shall be entitled to delegate this function to any other Executive Officer.

4.8 The Secretary shall:-

- (a) record and keep minutes of all meetings and shall be responsible for all correspondence with outside groups under the direction of the President and for the proper maintenance of all such correspondence and other records of the Year Group.
- (b) summon meetings and issue notice of meetings at the request of the President.
- (c) act on behalf of the President in his/her absence.
- (d) Keep an up to date record of contact details of members
- (e) perform such other duties as may be assigned by the President.

4.9 The Treasurer shall:-

- (a) be responsible for the proper operation of all financial accounts of the Year Group.
- (b) be responsible for the collection and banking of all dues and other monies for the Year Group.
- (c) keep up to date and accurate financial records and submit a financial statement to the Year Group at the Annual General Meeting.

4.10 Publicity Officer:-

- (a) shall be responsible for organizing and publicizing social functions of the Year Group.
- (b) perform such other duties as may be assigned by the President.
- (c) draw up an Annual Programme of Activities for the Year Group.
- (d) Encourage members to participate in meetings and social activities
- (e) Setup, maintain and administer suitable electronic platforms for dissemination of information, including but not limited to any WhatsApp platform set up as a Notice Board.

4.11 Welfare Officer:-

- (a) Ensure the proper administration of the Welfare Fund and take such measures as are necessary to ensure that the Welfare Fund is properly funded
- (b) perform such other duties as may be assigned by the President.
- (c) Encourage members to participate in welfare activities

4.12 Regional Branch Group Representatives shall:-

- (d) Communicate all decisions of the Executive Committee to their regional groups
- (e) Represent the interests of year group members outside Ghana, and communicate their concerns to the Executive Committee.
- (f) Mobilise year group members in their regions to participate in activities of the Year Group.

4.13 Any member offering himself or herself for election must endeavour to fully pay all his dues and settle any other financial obligations to the Year Group or the Old Achimotan Association. Such member must also have attended at least one-half of general Meetings held by the Year Group in the twelve month period preceding the time that he/she offers himself for election.

4.14 The Executive Committee shall meet as often as it shall determine and shall determine the time and place of such meetings save that the Executive Committee shall put in place such measures as to ensure that the President or other duly designated representative of duly constituted Branches under this Constitution can participate in any such meetings

4.15 The quorum for an Executive Committee meeting shall be 3. In the event of a tie for any decision made by voting the President, or in his absence the Committee member presiding over the meeting, shall have the casting vote.

Electoral Commissioner

4.16 There shall be an Electoral Commissioner appointed by the Executive Committee. The

Electoral Commissioner shall:

- (a) have full and exclusive right over the holding of elections and voting procedures at meetings.
- (b) be the only person authorised to validate elections results of Executive Officers.
- (c) Setup, maintain and administer suitable electronic platforms for the purpose of voting at meetings and for elections.

4.17 In the event of voting at General Meetings not related to the election of Executive Officers, the Secretary in the absence of the Electoral Commissioner shall be mandated to monitor and carry out voting procedures and be the only person authorised to validate and announce the results of voting.

ARTICLE 5.0:

GENERAL MEETINGS:

5.1 General Meetings shall be held on the first Friday of every quarter, or at such other date as the Members in General Meeting shall deem appropriate.

5.2 In the absence of the President, the Secretary shall preside over any meetings and in the absence of the President and Secretary, at any meeting, any other Executive Committee member or where the circumstances so warrant any member elected by members present shall preside over that meeting.

5.3 An Annual General Meeting (AGM) shall be held on the First Friday of December in every year.

5.4 The quorum for meetings shall be 10 members as defined in Clause 3.1.

5.5 Each member shall have one vote and voting, except in the case of election of Executive Committee members, shall be by show of hands for members physically present at meetings. For members voting by electronic means the Electoral Commissioner or in his/her absence the Secretary shall regulate the voting and announce the results of any such voting by electronic means and include such votes in the total tally for the issue being voted on.

- 5.6 Votes shall be carried by simple majority, and in the event of a tie, the President or in his /her absence the person presiding over the meeting shall have a casting vote.
- 5.7 In the case of voting for Executive Officers such voting shall be by secret vote whether such vote is cast physically at a General Meeting or by electronic vote. The Electoral Commissioner or in his/her absence the Secretary shall ensure that there shall be no double voting.
- 5.8 The Executive Committee shall, upon a written request from at least 10 members as defined in Clause 3.1 call an Extraordinary General Meeting (EGM) provided that any such request shall be received at least one month in advance of the proposed date for the EGM and shall state the purpose or purposes for the meeting. The Executive Committee shall also of its own accord call an EGM provided that reasonable notice is given by the Committee for any such meeting and that the purpose or purposes for this meeting are clearly stated.
- 5.9 Any member wishing to place any matter for discussion at any meeting shall forward by written notice to the Secretary, in the case of an AGM, two clear months before the date of the holding of the AGM and in the case of a General Meeting at least one month before the holding of such General Meeting. Matters for an EGM shall be as stated in Clause 5.8 above. Provided that the Executive Committee shall have full discretion to decide whether any such matter or matters proposed should be placed on the Agenda for any meeting
- 5.10 The Secretary shall issue written notices to members stating the date, time and place of every meeting through predefined media as determined by the Executive Committee such media including but not limited to emails and specially designated WhatsApp notice /board Platforms. Members shall ensure that they provide the Secretary with up to date telephone numbers email addresses and/or postal addresses

ARTICLE 6.0:

ELECTIONS AND VOTING METHODS :

- 6.1 Candidates for election to any Executive Committee position must be nominated by two members of the Year Group.
- 6.2 The Executive Committee shall in consultation with the Electoral Commissioner set up modalities to facilitate voting by members who are temporarily or permanently resident outside Ghana or outside the Greater Accra Region of Ghana or who are unable to physically attend any meeting even while present in the Greater Accra Region of Ghana. Such modalities and methods shall meet standard universal data protection and privacy laws.

- 6.3 The Electoral Commissioner shall ensure that effective methods are in place to prevent double voting and all manner of voter fraud and that each manner of voting provided by the Electoral Commissioner shall have the same effect and no member shall be disadvantaged by using one particular method of voting over another provide such voting procedure has been validated and circulated by the Electoral Commissioner as an approved form of voting.
- 6.4 The Electoral Commissioner shall be responsible for clearly defining and communicating through the various platforms the various methods of voting and the times and dates for such voting. The Electoral Commissioner shall also ensure that voting results are equally communicated through the approved communication channels

ARTICLE 7.0:

SOCIAL ACTIVITIES AND WELFARE

- 7.1 Any individual member or group of members shall be entitled to organize Social Activities at any time and at any place of their choosing provided that at no time shall such Social Activities be deemed to be meetings as defined under this constitution.
- 7.2 Notwithstanding Clause 7.1 above, official Social events may be organized in such manner as to precede or follow meetings.
- 7.3 The Year Group shall implement modalities to cater for the welfare of its members, including but not limited to the following purposes
- Support for members whether resident in Ghana or outside Ghana in the event of death of a member ,bereavement ,illness, weddings outdoorings, christenings of a close family member and such other events as shall determined by the Executive Committee.
 - to cater for events occurring where a Regional Branch is located or to support members who have to travel to Ghana for such events
 - Contribution to transportation expenses incurred by designated year group members attending any of these events on behalf of the Year Group
 - Social events and activities organised by the Year Group for members

ARTICLE 8.0

FINANCE

- 8.1 The Year Group shall operate such bank accounts as shall be determined by the Executive Committee in which all its monies shall be deposited.
- 8.2 The Treasurer or any two Executive Officers shall be signatories to the Accounts.
- 8.3 The Executive Committee shall in its discretion invest such monies of the Year Group as it shall deem appropriate.
- 8.4 Each member shall pay such monthly dues as are approved at an Annual General Meeting. The amount of monthly dues to be paid and the modalities for payment and review of the amounts to be paid shall be agreed to at a General meeting.
- 8.5 The Executive Committee shall communicate to members the purpose of the monthly dues
- 8.6 Members may at a general meeting agree on contributions to be made for a particular activity or project.
- 8.7 Honorary and Guest Members shall not be required to pay dues but may make donations.
- 8.8 Fund raising activities and appeals for donations may be made by the Year Group where the circumstances so warrant.
- 8.9 Branches may open and operate such Bank Accounts as they may determine

ARTICLE 9.0:

BRANCHES

- 9 The Year Group shall recognize the existence of Branches. At the date of entry into existence of this Constitution the Year Group recognizes the OAA Europe Year Group and the OAA North America Year Group. Any group of eligible members of the Year Group as defined in Clause 3.1 residing outside Ghana who wish to form any other Regional Branch of the Year Group shall send a written request to the Executive Committee. The Executive Committee shall review the request and make recommendations to the Year Group at a General Meeting for acceptance or rejection of the request for formation of a regional branch. The Year Group shall then vote to accept or reject the request by secret ballot.

9.2 The President or duly appointed representative of any Branch duly set up under this Constitution shall be an automatic member of the Executive Committee

9.3 All Branches shall be bound by this Constitution. Branches shall be entitled to have guidelines governing their existence provide that no such guidelines shall be in conflict with this Constitution. In the event of any conflict between any such guidelines and the Constitution, the Constitution shall prevail.

ARTICLE 10.0:

AMENDMENT TO THE CONSTITUTION

10.1 Amendments and proposals shall be in writing and shall be submitted to the Executive Committee not later than two (2) months before an Annual General Meeting. The Executive Committee shall send notices of such proposed amendments to all members of the Year Group at least one (1) month before the Annual General Meeting.

10.2 Any provision of this Constitution may be amended by a majority of two-thirds of all members qualified to attend and vote at an Annual General Meeting.

ARTICLE 11.0:

COMMENCEMENT DATE

11.1 This Constitution has been approved and adopted by a General Meeting of Members of the Year Group on the 7th day of December 2018 and shall be deemed to have come into effect on that date and replaced all prior versions of Constitution of the 1980 Year Group of the Old Achimotan Association.