

CONSTITUTION OF ST. ROSE'S OLD STUDENTS ASSOCIATION (ROSA)



DECEMBER 2017

PREAMBLE:

IN THE NAME OF THE ALMIGHTY GOD:

WHEREAS we the old students of St. Roses Senior High School, Akwatia formerly known as St. Roses Secondary School Akwatia; **RECOGNISING** the potential of a platform to consolidate our individual strengths, skills, competencies and love towards the enhancement of our lives and the giving of our due to our nation Ghana and; **ACKNOWLEDGING** our key role in the development and advancement of our Alma Mater;
DO HEREBY ENACT AND ADOPT AND GIVE TO OURSELVES THIS CONSTITUTION.

Article I - NAME

The Association shall be known and referred to as St. Rose's Old Student's Association otherwise known as ROSA.

Article II - Motto

The motto of the association shall be VERITAS (which means truth)

Article III - Objectives

The objectives of ROSA shall be:

- a. To promote the welfare of St. Rose's Secondary School and establish a mutually beneficial relationship between the school and old students.
- b. To establish a medium by which its members will make meaningful contributions to the progress of the school, maintaining, upholding and improving the standards of the alma mater.
- c. To promote academic, networking and social fellowship among members by organising symposia, lectures and other social activities.
- d. To maintain contact among its members and generally seek their welfare.
- e. To uphold the image of St. Roses Senior High School.
- f. To recognize and acknowledge deserving members in various fields of endeavor.

- g. Support our alma mater in pursuit of academic excellence through the provision of requisite facilities and resources. To co-operate with other groups for the purpose of achieving the above.

Article IV- MEMBERSHIP

- 4.1 Membership shall be open to any old girl of St. Rose's Secondary School domiciled in Ghana or abroad irrespective of age and year group. Upon paying annual subscription, she shall become a member of the association.
- 4.2 Every member shall belong to a local branch or year group from which her membership of the national association shall be derived.
- 4.3 Friends and affiliates of St. Roses Senior High School who wish to associate with ROSA shall be admitted.

ARTICLE V- ORGANISATION

- 5.1 The association shall be incorporated under the laws of Ghana. ROSA shall be headed, governed and administered by an Executive Committee called REXCO which shall be responsible to the National Body
- 5.2 There shall be a NATIONAL BRANCH, which shall be the highest decision making organ of ROSA.
- 5.3 The REXCO may approve the establishment of Interest Groups within ROSA
- 5.4 Interest Groups may be Year Groups, geographically based groups, or any other group approved by REXCO.
- 5.5 The criteria and conditions for approval of an Interest Group shall be determined by REXCO.
- 5.6 An application for recognition of an Interest Group shall be signed by no less than ten members in good standing.
- 5.7 Each Interest Group may, with the approval of REXCO, make and adopt rules and regulations on its activities not inconsistent with this Constitution.
- 5.8 The REXCO may at any time appoint such committees, as it considers necessary for any particular purpose.

ARTI CLE VI - LOCAL BRANCHES AND YEAR GROUPS

6.1 The association at a general meeting may approve the establishment of a branch of the association in any town or region of the country or elsewhere or in year groups (where year group refers to the year of completion).

6.2 Each local branch or year group subject to the approval of the REXCO may make and adopt rules and regulations which shall not violate the provision of the constitution

ARTI CLE VII - NATI ONAL AND BRANCH EXECUTI VE BODI ES

7.1 The general management of the association shall be vested in the REXCO

7.1.1 National Chapter:

At the national level, the Association shall be managed by an executive body comprising the following persons elected at an annual general meeting. The elected persons shall serve in their elected position for a term of 3 years:

- National president
- National Vice President
- National Secretary
- National Assistant Secretary
- National Organizing Secretary/Publicity
- National Fundraiser
- National Treasurer
- National Assistant Treasurer
- Ex- officio member (immediate past president or vice president if the president is re- elected or is unavailable)
- National President Elect (to observe the president and would not have any voting rights at the executive level).

7.1.2 The REXCO shall meet at least once a quarter to deliberate on affairs of ROSA.

7.1.3 The quorum for REXCO meetings shall be five, and no business

except that of adjournment shall be transacted without a quorum

- 7.1.3 The REXCO may co-opt any member to assist in the performance of its duties except that such a member shall not have a vote at REXCO meetings.

7.2 Branch Chapter

- 7.2.1 The branches shall be governed by an executive committee comprising a President, Vice President and a Secretary, Assistant Secretary, Organising Secretary/Publicity, Fundraiser & Treasurer.

- 7.2.2 The elected persons shall serve in their elected position for a term of 3 years

7.3 Year Groups

The year groups shall be governed on similar parameters to branches.

Vacancies created in any of the above offices shall be filled as follows:

- a. President- the vice president shall assume the position of the president
- b. Secretary –the assistant secretary shall assume the position of the secretary
- c. In the event of vacancies arising in any post other than mentioned above, the executive shall appoint a member in good standing to hold the office until the next AGM

ARTICLE VIII - TERMS OF OFFICE

- 8.1 All officers of the executive shall remain in office for three years after which officers shall be elected at an annual general meeting.

- 8.2 Outgoing officers may be re-nominated for election for up to a maximum of two consecutive terms.

ARTICLE IX- DUTIES OF OFFICERS OF NATIONAL EXECUTIVE

- 9.1 The National President shall preside at all meetings and other gatherings of the association. In her absence the presiding officer shall be the National Vice President.

- 9.2 The National Secretary shall keep records of all proceedings of the association. In her absence the national assistant secretary or any member from among the executives shall be elected by the executive members to act as secretary for that particular meeting.
- 9.3 The National Treasurer shall keep records of all the receipts and the expenditures of the association and give a financial report at the annual general meeting or at any time as requested by the executive.
- 9.4 Organising Secretary: the organizing secretary shall publicise all meetings of the association, create public awareness of the association and its activities and be responsible for all publications of the association.
- 9.5 Fundraiser: She shall also lead fundraising activities of the Association.
- 9.6 National President Elect: To join the executive body six months to the expiration of the term of the executive as an observer.
- 9.7 The National Executive shall be directly responsible for:
- a. Arrangement and observance of AGM and other gatherings of the association and for the representation of the association at speech and prize giving day and other functions and ceremonies of the alma mater and for the management of all affairs of the association
 - b. Making such regulations which in their judgement shall from time to time be necessary for the successful transaction of the business of the sub committees and management and regulations of the affairs of the association in general
 - c. The finances of the association through the national treasurer. She shall have power to make recommendations on fiscal questions over which the AGM alone has final power of decision.
 - d. Requesting for annual report from the branches

ARTICLE X – DUTIES OF BRANCH AND YEAR GROUP OFFICERS

- 10.1 The President: It shall be the duty of the president to preside at all meetings of the branch and shall have a casting vote

- 10.2** Vice President: It shall be the duty of the Vice President to assist the President at all meetings of the branch and to occupy the chair in the President's absence
- 10.3** Secretary: The Secretary shall be responsible for all correspondence of the branch. It shall be her duty to record minutes at general, annual and executive committee meetings.
- 10.4** Assistant Secretary: the assistant secretary shall assist the secretary in the performance of her duties and act in the secretary's absence
- 10.5** Treasurer: it shall be the duty of the treasurer to keep all the monies of the branch with the branch's bankers. She shall keep proper books of accounts and present a report on the financial status of the Association to the AGM
- 10.6** Organising Secretary: the organizing secretary shall publicise all meetings of the Association, create public awareness of the Association and its activities and be responsible for all publications of the Association.
- 10.7** Fundraiser: She shall also lead fundraising activities of the branch.

ARTICLE XI – SUB COMMITTEES

- 11.1** For the purposes of achieving the aims and objectives of the organization, the Executive may appoint such sub committees as and when it is considered necessary. Such committees shall present their reports or findings in accordance with their terms of reference or scope of operations for appropriate action
- 11.2** There shall be a standing committee headed by the Organising Secretary and consisting of members of the year groups ending with the current year's last number e.g. in 2016, the members will be made up of 1976, 1986, 1996 and 2006.

ARTICLE XII – ELECTIONS

- 12.1** An independent Electoral Commissioner shall be appointed at a General Meeting and shall fix the date, time and place for the elections and shall advise all members.
- 12.2** The Electoral Commissioner shall:

- a. Be a member in good standing
- b. Serve for a term of 4 years and may be reappointed for further Terms
- c. Be responsible for the conduct of all elections at the National Level.
- d. Notify branches and year groups of the opening of nominations and shall indicate on such notices the mode of obtaining and submitting nomination forms
- e. Be the source of communication on all matters relating to elections of ROSA officers.
- f. The Electoral Commissioner may co-opt any Member to assist in her duties.

Article XII I - QUALIFICATION OF CANDIDATES

- 13.1** A candidate for elections shall be nominated by one person and supported by at least 4 members. A qualified candidate shall:
- 13.2** **Be in good standing (active in all activities of the association, paid up all outstanding dues)**
- 13.3** The candidate for president should have completed school (ST. ROSES'S) preferably 15 years ago. This candidate shall be nominated by herself or another person and endorsed by four people (One executive member and any three members in good standing).
- 13.4** All other positions- the candidate shall be in good standing and have completed school five or more years ago. This candidate shall be nominated by themselves or another person and endorsed by two people (One executive member and any other member in good standing)
- 13.5** Be paid up for the two years immediately preceding the year of Elections.
- 13.6** Voting shall be by secret ballot. The election of the candidate will be by a simple majority. The branches shall provide the association with the names of branch officers at least 28 days before the AGM

ARTICLE XI V- TERMINATION (RESIGNATION OR EXPULSION)

- 14.1** Any member or officer may resign her membership or office by notice in writing to the national executive through her branch/

year group. In the case of an officer however, all properties of the association/branch/year group in her possession must be handed over to the association before the resignation is accepted

14.2 Members shall not do anything, which in the opinion of AGM brings the association into disrepute. Where a person is accused of such conduct, AGM may upon the recommendation of a disciplinary committee expel her from the association.

14.3 The Executive to formally write to non-performing officers and expect a response within fourteen working days. If no response is given, or response is unsatisfactory, the officer shall be replaced with a co-opted member until the next AGM. If the officer responds satisfactorily, she shall be asked to continue her duties and observed for three months after which a decision shall be made to replace or retain her.

ARTICLE XV – MEETINGS

15.0 Annual General Meeting (AGM)

The Annual General Meeting of the National Association shall be held in August each year, at least fourteen days' notice shall be given for the meeting. The business of the meeting shall include the following:

- a. Receive from the executive committee a report, balance sheet and audited statement of accounts for the year
- b. Discuss matters affecting the association
- c. To remove or elect or confirm the Auditors for the ensuing period.
- d. Altering any of the Byelaws. Decisions to alter the Bye-Laws shall be by a majority of the three-quarters of the votes entitled to be cast by the members present
- e. Handing over ceremony for executives
- f. Any other business as decided by the Executive

15.1 Executive Meetings

The National Executive or the REXCO shall meet at least once every quarter. Any three members of the executive committee including either

the National president or the National vice president and the national secretary shall form quorum for any executive meeting.

15.2 Ordinary General Meeting

The ordinary General Meeting of the Association shall be held once every month on the second Sunday. The quorum shall be five.

15.3 Emergency Meeting

There shall be an emergency meeting convened by the secretary with the approval of the president to discuss matters of urgency affecting the association.

15.4 Reporting

- 15.4.1** A quarterly reporting system in the form of a newsletter shall be established and circulated by the Executive Committee to all branches both in Ghana and abroad. This is to keep everyone informed of current activities and direction of ROSA.
- 15.4.2** All branches and confirmed Year Groups will report to the Executive Committee through the branch's Chair person on a quarterly basis on their activities.

ARTICLE XVI – FINANCE

16.1 Dues/Fees

- 16.1.1** Annual dues to be paid by each year group which shall remit such amount received to the National Treasurer.
- 16.1.3** Dues can be paid directly to the Treasurer at all meetings who shall issue an official receipt.
- 16.1.4** These dues shall be revised periodically in view of the programmes of ROSA and shall be determined to reflect the current economic trends.
- 16.1.5** Interest Groups may, in addition to the dues and levies required by REXCO, impose such other dues or levies on their members as the Group may determine.

16.2 Bank Account

- 16.2.1** An account shall be opened in the name of the Association at a bank decided by the Executives. Cheques issued by the Association and in the name of the Association shall be signed by the Treasurer or Assistant Treasurer and any one of the following officers
- a. The President

- b. The Vice president
 - c. The Secretary
- 16.2.2 The Executive shall after the election of new officers forward to the bank, specimen signatures of the officers authorised to sign on behalf of the Association.
- 16.2.3 Branches and Year Groups shall present annual financial reports of their funds to the Treasurer, and a percentage determined by the Executive shall be remitted to ROSA National coffers on an annual basis.
- 16.2.4 The financial year of ROSA shall be January to December of any year.
- 16.3 Auditor**
- 16.3.1 An Auditor shall be appointed to audit the accounts of the Association yearly and draw the attention of the Association to any discrepancies that may be detected in a report. The Auditor shall be an accredited professional Accountant.
- 16.3.2 An Auditor will be appointed six month prior to the AGM
- 16.4 Benevolent Fund**
- 16.4.1 The Association shall establish in furtherance of its objective. "The benevolent fund" for the purpose of assisting members (in good standing) and associated members in dire need.
- 16.4.2 Ten (10%) percent of the dues as well as any voluntary contribution will be set aside for the fund. Special levies shall be made in emergencies. For the purpose of efficient administration of the fund, a separate bank account shall be opened into which all contributions shall paid.

Article XVII - WEBSITE

- 17.1 ROSA shall set up an alumni website to promote the ideals and image of the Association.
- 17.2 Annual funding for the maintenance of the website shall come from the coffers of the Association.
- 17.3 Branches and year groups shall periodically pay a token set by the Webmistress to the website maintenance fund in order to post their notices on the site.

Article XVIII - RULES AND REGULATIONS

- 18.1** The Executive Committee shall make Regulations consistent with the objectives of this Constitution and subject to the Constitution and laws of the Republic of Ghana.
- 18.2** Any such regulations shall require the approval by a simple majority at a General Meeting.
- 18.3** Branches shall strictly adhere to these rules and regulations and ROSA's general mode of operating.

Article XIX - DISCIPLINE

- 19.1** Any conduct that brings St Roses Senior High School or ROSA into disrepute shall be subject to disciplinary action.
- 19.2** REXCO shall have the power, either on its own or by a committee appointed by it, to determine the appropriate sanctions against an offending Member or group ranging from a fine to expulsion from ROSA
- 19.3** In all circumstances, however, no disciplinary action shall be taken against a Member unless that Member has been given a hearing.

ARTICLE XX – AMENDMENT TO THE CONSTITUTION

- 20.1** The constitution may be added to or repealed or amended by resolution at an ordinary general meeting, Providing that no resolution shall be deemed to have been passed unless carried by majority of the members present and voting.
- 20.2** The additions or amendments suggested shall be forwarded duly signed by the proposed and seconded to the secretary at least 21 days before the general meeting
- 20.3** The executive shall be the sole authority for the interpretation of the constitution. Decision of the executives on any question of interpretation shall be final

PROMULGATION

This Constitution shall come into force on the 17th day of December in the year 2017.

Signed:

.....

Mrs Grace Brew
President

.....

Dr Selorm Botwe
Vice President

.....

Witness 1

.....

Witness 2

