



THE SANTA' 07 CONSTITUTION

ADISADEL OLD BOYS ASSOCIATION (AOBA '07) – 2007 YEAR GROUP

FINAL

MAY 25, 2018

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PREAMBLE

On this day the of in the year of our Lord we the old students of **ADISADEL COLLEGE, 2007 YEAR GROUP**, hereafter referred to as "**SANTA 07**", upon realization that we have a duty to our alma mater and in our common interest, hereby adopt and enact for ourselves this Constitution which shall be the legitimate and ultimate seal of our Association, and for the regulation of all actions therein towards the achievement of the aims and objectives herein set. The constitution of the Association acknowledges the Constitution of Ghana as the supreme law of the land and thus all provisions herein a built on it foundations. The Association shall be an affiliate of the Adisadel Old Boys Association (AOBA).

AIMS AND OBJECTIVES

By the adoption of this constitution:

- a. The Association seeks to promote co-operation, communication, and foster goodwill between members of the 2007 Year group of Adisadel College, within and outside Ghana, and shall see to the welfare of its members.
- b. The Association shall also encourage amity among SANTA 07 members, which will nurture the Adisadel spirit of self-help among the group.
- c. It will also seek to promote a cordial relationship between the School's Management and the members of the Year group and actively participate in all programs and activities of Adisadel College and the umbrella body - Adisadel Old Boys Association (AOBA).
- d. The Association is empowered to carry out programmes and activities that will promote teaching and learning and general improvement of conditions in Adisadel College, our alma mater.

In witness whereof by authority duly vested in us, we have hereunder placed our names and signatures as the Executives of the Association acting as the official and final seal to this collective consent and the adoption of this Constitution.

.....
President:
Name:

.....
Vice President:
Name:

.....
Executive Secretary:
Name:

CHAPTER ONE

Supremacy of the Constitution

1. (1) The sovereignty of this Association resides solely in the members of the Association in whose interest the powers of all executives shall be exercised within the framework laid down by this Constitution.

(2) This Constitution shall be the supreme law of the Association and any other law or act found to be inconsistent to this Constitution to the extent of its inconsistency will be ultra-vires and shall be rendered null and void.

Enforcement and Defense of the Constitution

2. (1) Any member who alleges that an act by an Executive or another Member, is in contravention to this Constitution shall put into writing all allegations leveled against the said Executive(s) or Member(s) before the Judicial Committee.

(2) The Judicial Committee shall inform the Executive Committee about such allegations brought before them within one (1) week through the Executive Secretary, who shall then inform the General Assembly.

(3) The Judicial Committee shall examine all allegations raised and present the findings to the Executive Committee to make a declaration to that effect.

(4) In the case where the allegations are made against any member of the Judicial Committee, that individual shall recuse himself. If the allegation is against the Chairman, a new person shall be nominated by the committee to act as Chairman, to facilitate the process.

(5) All members of the Association shall have the duty and right of defending the Constitution at all times.

Amendment of the Constitution

3. (1) This Constitution upon coming into full force of operation could be amended when deemed necessary, which could be an omission or addition to existing provisions therein.

(2) There will be a Judicial Committee established, which will periodically (every 4 years) review the Constitution and make an amendment if deemed necessary, taking inputs from the General Assembly.

(3) Any member seeking for an inclusion or deletion of a provision in the Constitution where non-existent or where a provision therein is deemed by a member as irrelevant shall put into writing his claims and submit to the Judicial Committee to look into such claims.

(4) The Judicial Committee under Clause (3) of this Article upon receiving such communiqué shall respond and inform the Executive Committee through the Executive Secretary, and per the review of the submission, take action.

CHAPTER TWO

Membership of the Association

4. (1) Membership of the Association shall be limited exclusively to “ADISADEL COLLEGE 2007 Year Group”, herein referred as the General Assembly.

(2) Persons who were not part of the SANTA 07 year group, and who by their interests and actions, continue to show support for the group, will be offered membership as “Honorary Members”, by the action of the Executive Committee and will be entitled to all benefits and responsibilities stated in this Constitution for members.

(3) Any interested party satisfying the requirements of Clause (1 & 2) under this Article shall be admitted into the Association by the Executive Committee at the request of the person or upon recommendation by another member at the new entrant’s free will.

(4) The Executive Committee of the Association shall be expected to announce the presence of such new member(s) within two (2) weeks of admission through the official social network platforms run by the Association.

(5) A member shall be abdicated from the Association upon his demise.

Accounts and Finances

5. (1) The Association shall operate Bank Account(s) which shall hold all dues or contributions of the Association and shall bear the official and endorsed name of the Association.

(2) The Treasurer shall call for recommendations about certified banks that the Association can safe-keep its money or hold its investments, which members shall choose from the options through voting, determined by a simple majority.

(3) The account name(s) for the Association shall be recommended by the Treasurer or Association member(s) which will be subjected to voting where a final decision shall be determined by a simple majority.

(4) Signatories to the account shall be the joint signatures of the President, the Executive Secretary, and the Treasurer. The Treasurer shall be required to prepare all cheques issued.

(5) The association shall run on dues paid quarterly or monthly by members of the association, or any other contributions required from the members to run the association or to undertake any project or activity in the name of the year group.

(6) In accordance to Clause (6) under this article, the Executive Committee shall appoint a 5-Member Finance and Welfare Committee who will be mandated to oversee all arrangements relating to the finance of the association and the welfare of members.

(7) The Finance and Welfare Committee shall have the obligation of formulating financial guidelines for operating the finances of the association and also define the welfare policy of the association in a separate document as an addendum to this Constitution, to be approved by the General Assembly.

CHAPTER THREE

Meetings of the Association

6. (1) There shall be ordinary General Assembly Meetings held quarterly to discuss pertinent issues of the Association which shall be organized by the Executive Committee.

(2) There shall be face-to-face meetings and social media meetings where appropriate. The Executive Committee shall be responsible for selecting the venue in the case of face-to-face meetings.

(3) There may be emergency meetings called by Executive Committee due to the gravity and exigency of the issue at hand, where it may fall out of the main quarterly meetings.

(3) Members shall be given a 5 days' notice for such meetings in Clause (3) under this Article which are face-to-face meetings or a 1-day notice in case of social media meetings, whereas a month notice shall be given in the case of Clause (1) under this Article.

(4) Agenda for all meetings shall be prepared by the Executive Secretary in consultation with the President and circulated to members before such meetings.

(5) Members are expected to attend meetings at all times.

Elections of the Association

7. (1) All electoral activities that involve head counts during decision making at meetings shall be conducted by a three (3) member Electoral Committee of the Association which shall be nominated by the Executive Committee and approved by the General Assembly.

(2) All Executives shall be elected into office for a period of two (2) years per term and shall be eligible to run for two terms (either consecutively or at a lapse rate), after which he will have to wait for three (3) years to run for any position again.

(3) An ex-executive shall be eligible to contest for another executive portfolio after leaving office or exhausting his tenure of office in line with Clause (2) under this Article.

(4) Elections of the Association shall be organised within any of the quarterly meetings and shall be conducted by the Electoral Committee, at least two (2) months after a call for nominations from the General Assembly.

(5) The nominations shall be submitted to the Electoral Committee. Names submitted shall be published on the Association's social media platforms not less than a month prior to the election.

(6) Situations like impeachment or demise of an Executive may call for an emergency meeting and elections other than the normally scheduled elections where members shall be notified two (2) weeks prior to such emergency elections.

(7) Impeachment or a '**VOTE OF NO CONFIDENCE**' against any Executive shall require a written petition submitted to the Judicial Committee, who then shall act in accordance to provisions in Article 2 (Clauses 2 &3) in this Constitution.

(8) The Judicial Committee will then liaise with the Executive Committee and Electoral Committee to convene such meeting for a vote on Impeachment after the Judicial Committee has presented its findings to the General Assembly.

(9) In the case of a demise of an Executive, a nominated Executive by the President shall be expected to act until such time an emergency election shall be conducted. In the case of the President, the Vice-President shall act in his stead and shall be required to resign from his VP post if he decides to take part in the emergency election organised to replace the President.

(9) All elections shall be based on the 'simple majority principle' by members therein gathered except cases of **'VOTE OF NO CONFIDENCE'** where 50+1 majority of the simple majority of votes cast in favour for such decision shall hold.

Operational Structure of the Association and their Functions

8. (1) The affairs of the Association shall be managed by an ***"Executive Committee"*** consisting of the following office bearers:

- i. *President*
- ii. *Vice-President –*
- iii. *Executive Secretary*
- iv. *Assistant Secretary*
- v. *Treasurer*
- vi. *Organiser*
- vii. *Assistant Organiser*

(2) The association shall have an ***"Advisory Committee"*** that shall assist the Executive Committee in the smooth running of the Association, which shall consist of the Executive Committee and shall include the following office bearers:

- i. *The Executive Committee – 7*
- ii. *Regional Reps (Northern Sector Reps: Ashanti, Brong Ahafo, Northern, Upper East and Upper West Regions; Southern Sector Reps: Greater Accra, Central, Western, Eastern, and Volta Regions; and Diaspora Reps – 2 each) – 6*

(3) The Executive Committee shall have a meeting at least once in a month, while the Advisory Committee shall have bi-monthly meetings. Notice of one week shall be given for ordinary meetings whereas three days' notice shall be given for emergency meetings.

(4) The Constitution recognizes the various Houses and Classes groups as sub-units of the association, and are relevant for the development of the year group.

(5) *The President*

- α The President shall be the head of the Association and spearhead all the affairs of the Association.
- α He shall represent the Association at all AOBA activities, at Speech Days and be responsible for the general administration of the Association.
- α He shall preside over all General meetings or Executive meetings and exercise general supervision over all activities of the Association.
- α He shall be one of the three signatories to the Association's Bank Account(s) and shall supervise all financial accounting and report to the Association.
- α He shall lead activities in all Executive appointment and shall establish Ad Hoc Committees from members of the Association.

- α He shall enforce all provisions of this constitution and see to advancing the core aims of the association.

(5) *The Vice-President*

- α He shall carry out such duties as may be assigned to him by the President.
- α In the absence or demise of the President, he shall assume the duties and powers of the President till he returns or till such time there shall be elections conducted to fill the vacancy.
- α He shall directly supervise all welfare and programs initiated by the Association.
- α He shall be responsible for reviewing all financial reports and budget before submission to the General Assembly.

(6) *The Executive Secretary*

The Executive Secretary shall:

- α Maintain a database containing the names and addresses of all members of the Association.
- α Issue notice of the meetings in consultation with the President and record the minutes of all meetings.
- α Be responsible to the Executive Committee for monitoring of all activities of the Association and will conduct correspondence on behalf of the Association.
- α Draw up the agenda for every quarterly and emergency meeting(s) that will be held and submit a comprehensive annual report of the Association for the preceding year at general meetings.
- α Execute contracts on behalf of the Association as and when authorized by the Executive Committee.
- α He shall be one of the three signatories to the Association's Bank Account(s).

(7) *The Assistant Secretary*

- α He shall carry out such duties as may be assigned to him by the Executive Secretary.
- α In the absence or demise of the Executive Secretary, he shall assume the duties and powers of the Secretary till he returns or till such time there shall be elections conducted to fill the vacancy.

(8) *The Treasurer*

The Treasurer shall:

- α Be responsible for making all cash collections and receive cash and give receipts thereof on behalf of the Association.
- α Keep regular accounts of money received and disbursed, and be responsible for the proper maintenance of the account books and for this purpose, and he shall post all the receipts for the information of the Executive/ Advisory Committee in an acceptable medium of communication.
- α In consultation with the Executive Committee, set/review dues and any other levy allotted by the Association for ceremonies, donations, projects etc. as and when deemed fit and necessary which shall be brought before the General Assembly for final decision making.
- α Give suggestions for the consideration of the Executive/ Advisory Committee on the percentage of Association money that should be invested, what business/product (including bank products) to invest, the duration of such investment and the percentage of cash to be left in the account for operational activities of the Association which shall be brought before the General Assembly for final decision making.
- α Update the Association during quarterly meetings on the state of the Association account(s) and/ or investment(s).

- α Prepare an annual statement of accounts at the end of the financial year and after approval by the Executive/ Advisory Committee, submit it to the General Assembly.

(9) *The Assistant Treasurer*

- α He shall carry out such duties as may be assigned to him by the Treasurer.
- α In the absence or demise of the Treasurer, he shall assume the duties and powers of the Treasurer till he returns or until such time there shall be elections conducted to fill the vacancy.

(10) *The Organising Secretary*

The Organising Secretary shall:

- α Be responsible for organizing all events of the Association, working in tandem with the Executive Secretary on such events.
- α Propose and develop programmes/ events and lead activities with respect to the Executives concerned in executing such events after approval by members.
- α Be responsible for events (Ceremonies, Rites, Homecoming, Donations etc.) organisation.
- α Draw the budget in consultation with the Treasurer on all events to be organised and submit reports to the Vice-President and Executive Secretary before and after the organisation of such events.

(11) *The Assistant Organising Secretary*

- α He shall carry out such duties as may be assigned to him by the Organising Secretary.
- α In the absence or demise of the Organising Secretary, he shall assume the duties and powers of the Organiser till he returns or till such time there shall be elections conducted to fill the vacancy.

The Rights and Privileges of the General Assembly

9. (1) The General Assembly shall consist of all members of the Association and the final authority shall vest in it. It shall elect the Executive Committee and shall remove any Executive of the Association in accordance with Article 7 of this Constitution.

(2) It shall adopt a Constitution for the Association and receive the Executive Secretary's Reports and Minutes, pass the accounts of the association and consider the Treasurer's quarterly and annual reports.

(3) It shall approve programmes and events of the Association for the ensuing year or within the year.

(4) It shall decide or vote on a bank(s) where the Association can safe-keep its money and decide the amount of dues to be paid, and approve any contributions or levies to be collected by the Association.

(5) It shall discuss and adopt the welfare modalities of the association in accordance with Article 5 (Clause 7) and discuss the welfare and development of Adisadel College our alma mater.

(6) It shall consider and decide about the winding up of the Association and disposal of its assets and liabilities which will require 2/3rd of members of the Association to be present.

CHAPTER FOUR

Committees of the Association

10. (1) There shall be Standing and Ad hoc committees to oversee some activities of the Association.

(2) The Standing Committees shall be the Advisory Committee, the Finance and Welfare Committee, Judicial Committee and the Electoral Committee.

(3) The Standing Committees shall be permanent and have a three-year tenure for its appointees who are ordinary members, except the Advisory Committee, who shall have the same tenure of office as the Executive Committee.

(4) An Ad hoc Committee shall be constituted for a specific purpose or activity, whose tenure shall span over the period of its engagements or as prescribed by the President, who shall also dissolve such a committee at the end of its tenure.

(5) All Standing Committee appointments shall be opened periodically for nominations and applications from members.

(6) All Committee appointments shall be handled by the Executive Committee with the President leading such activities, and approved by the General Assembly as directed in this Constitution.

Composition and Responsibilities of the Judicial Committee

11. (1) The Judicial Committee shall be a three-member committee comprising of the Chairman, and two (2) other members, discerning and knowledgeable in legal and disciplinary issues.

(2) The Chairman of this Committee must have a good appreciation of legal issues and a minimum knowledge in law.

(3) The Judicial Committee shall:

- α Periodically review the Constitution of the Association and receive amendment or review request from members who may also seek for a constitutional review.
- α Formulate and document a guide, defining the Disciplinary Measures and Regulations of the association as an addendum to this Constitution.
- α Handle or deal with all other issues that need legal address including disciplinary issues about the code of conduct of members including the Executive/ Advisory Committees.
- α Be tasked with the interpretation and enforcement of the regulations through its disciplinary powers granted her by the Constitution.
- α Give legal advice to the Executive Committee in their daily discharge of duties.
- α Administer the oath of office to all Executives or appointees of Committees.

Composition and Responsibilities of the Electoral Committee

12. (1) The Electoral Committee shall be a three-member commission comprising three (3) association members.

(2) Its tenure of office shall be what has been described in Clause (3) under Article (10) of the constitution.

(3) The Electoral Committee shall:

- α Handle all the electoral businesses of the Association including elections of Executives and headcount during decision making at meetings.
- α Periodically formulate electoral schedules and guidelines to give direction to every election that will be held in the association.
- α Liaise with the Judicial Committee and the Executive Committee in situations that involve impeachment of an Executive.

Composition and Responsibilities of the Finance and Welfare Committee

13. (1) The Finance and Welfare Committee shall be a five-member committee comprising of the Vice President as the Chairman, the Treasurer, the Organising Secretary and two (2) association members.

(2) Its tenure of office shall be what has been described in Clause (3) under Article (10) of the constitution.

(3) The Finance and Welfare Committee shall:

- α Formulate a financial guidance for operating the finances of the association and also define the welfare policy of the association in accordance with Article 5 (Clause 7).
- α Handle all the financial business of the Association including all welfare arrangements for the association.
- α Periodically vet the accounts for the association and provide support for the Treasurer to put together financial reports of the association.
- α Liaise with the Executive Committee and all other Committees in all situations that involves budgeting.

Composition and Responsibilities of the Advisory Committee

14. (1) The Advisory Committee shall be a thirteen-member committee comprising of the entire Executive Committee and 6 regional representatives in accordance with

(2) Its tenure of office shall be same as the Executive Committee in accordance with Clause (3) under Article (10) of the constitution.

They shall:

- α Be the representatives of the members from within the various geographical regions as described in Clause (2) under Article 8, and shall be nominated by the Executive Committee and be confirmed by such members from such regions.
- α Serve as head of the various Regional Groups of Santa 07 and shall be responsible for leading deliberations on all matters that come to their attention and shall be expected to make submissions thereof at meetings of the Advisory Committee.
- α Carry out such duties as may be assigned to them by the President to assist in the smooth running of the association.
- α Present all communications to their members concerning upcoming meetings, activities and the attendance of events and equally be responsible for informing the Executive Committee about events or ceremonies involving members from these geographical regions.
- α Be directly responsible for organizing Santa 07 representatives to all events concerning his members, working in tandem with the Organising Secretary.

APPENDIX

OATH OF OFFICE

I do in the name of the Almighty God swear, that I will bear true faith and allegiance to this Association as by law established; that I will uphold the integrity of the Association and the office; and that I will preserve, protect and defend the laws of the Association and will faithfully, diligently and impartially discharge the responsibilities of the office to the best of my ability. So help me God.