

**AMENDED AND RATIFIED CONSTITUTION OF ASSOSA NATIONAL
ADOPTED ON 21ST JANUARY, 2024 AT GENERAL MEETING HELD AT
ADDO HOUSE – 37 MILITARY ARMY OFFICERS MESS - ACCRA**

PREAMBLE: We, the old students of Apam Secondary School/ *Senior High School (SHS) and herein referred to as **Great Apass***;

Desirous of forming an Association of the old students of Great Apass to:

- a. Seek the welfare of the school and its students;
- b. Promote the welfare of the Old Students of Great Apass.

Do hereby adopt the following as a Constitution.

ARTICLE 1: NAME

The **Association** shall be known and called the Apam Secondary School/SHS Old Students Association (**ASSOSA**), hereinafter referred to as "the Association".

ARTICLE 2: AIMS AND OBJECTIVES

The Association shall seek to bring together all past students of Apam Secondary School/SHS in a common bond of friendship to, in addition to (a) and (b) above:

- a. Seek the well-being and development of Great Apass;
- b. Assist in all endeavors to make Great Apass a center of excellence and an attractive environment for academic pursuits.;
- c. Undertake activities incidental to (a) and (b) above;
- d. Use the ASSOSA network as a vehicle to globally mobilize and leverage resources (financial, material & intellectual/human) for the mutual benefit of both the school and the Alumni.
- e. Serve as a platform for the promotion and exchange of business and entrepreneurial ideas for the benefit of members.
- f. Foster strong bonds of friendship among Old Students of Great Apass.
- g. Recognize, honour and celebrate members whose achievements in their fields of endeavour have placed Great Apass on the high national and international pedestal.
- h. To coordinate the activities of the year groups and Chapters
- i. To orient the students during orientation and ensure formation of year groups at the School during leavers service.

ARTICLE 3: MEMBERSHIP

1. Membership of the Association shall be open to all year groups of Great Apass, as well as anyone who enrolled in the school for at least a **Term or a Semester** (if they so desire).
2. Without prejudice to clause (1) above, the Executive Council may confer the status of HONORARY MEMBER on any person who has demonstrated strong ties with and/or has been of significant assistance to Great Apass.

ARTICLE 4: EXECUTIVE COMMITTEE

The following officers shall constitute the Executive Committee of the Association:

- a. President.
- b. Vice President.
- c. Secretary.
- d. Assistant Secretary.
- e. Organizing Secretary.
- f. Assistant Organizing Secretary.
- g. Treasurer
- h. Two immediate Past Presidents
- i. Representation from well-organized ASSOSA chapters.

DUTIES

1. President: The President shall:

- (i) preside over meetings of the Association.
- (ii) be the spokesperson of the Association in consultation with the PRO.
- (iii) represent the Association on the school's Board of Governors.
- (iv) be a signatory to the **Bank** Accounts of the Association.
- (v) oversee the proper day to day running of the affairs of the Association.

2. Vice President: The Vice President shall:

- (i) Assist the President in the performance of his duties.
- (ii) Act in the absence of the President.
- (iii) Act to complete the unexpired term of the President in the event of the President's inability to complete his/her term due to unforeseen circumstances.

3. Secretary: The Secretary shall:

- (i) be responsible for all correspondence of the Association.

- (ii) keep an accurate record of all correspondence and minutes of all meetings of the Association and shall make same available to members.
- (iii) be a signatory to the Bank Accounts of the Association.
- (iv) convene all meetings of the Association, including emergency/extraordinary meetings at the instance of the President.
- (v) **Act as Public Relations Officer of the Association(PRO)**

4. Assistant Secretary: The Assistant Secretary shall:

- (i) assist the Secretary in the performance of his duties.
- (ii) act in the absence of the Secretary.
- (iii) act to complete the unexpired term of the Secretary in the event of the secretary's inability to complete his/**her** term due to unforeseen circumstances.

5. TREASURER

The Treasurer shall:

- (i) be responsible for the collection of levies, fines and donations paid to the Association, issue receipts and lodge same in Association's Accounts.
- (ii) keep an imprest at levels to be determined at the AGM, for the running of the Association.
- (iv) keep all books of Accounts of the Association and prepare financial statements for auditing.
- (v) shall be a signatory to the **Bank** Accounts of the Association.

6. Organizing Secretary: The Organizing Secretary shall:

- (i) in consultation with the Secretary, organize all publicity activities of the Association.
- (ii) assist the Secretary in organizing meetings of the Association,
- (iii) be the Chairman of the Publicity Committee of the Association.

7. Assistant Organizing Secretary: The Assistant Organising Secretary shall:

- (i) assist the Organising Secretary in the performance of his duties.
- (ii) be the Welfare Officer of the Association.
- (iii) Act to complete the unexpired term of the Organising Secretary in the event of the Organising Secretary's inability to complete his term due to unforeseen circumstances.

ARTICLE 5: TERM OF OFFICE:

Officers shall be elected to positions on the Executive Committee or Standing Committee for an initial term of **three (3)** years. They shall be eligible for re-election for an additional term of **three (3)** years only.

An Officer can be re-elected to a different office after serving his or her term of office.

ARTICLE 6: ELECTIONS

Members of the Executive Committee and the Standing Committees shall be elected by simple majority at an Annual General Meeting. Voting shall be by secret ballot or any other means that is employed by the electoral commission and acceptable to members. An electoral commissioner shall be appointed at the AGM to preside over elections to Executive Committee positions and membership of the Standing Committees of the Associations.

ARTICLE 7: MEETINGS

1. Quarterly General Meetings.

- a. There shall be a Council meeting in every quarter of the year.
- b. Ten (10) members, two of whom shall be members of the Executive Committee shall form the quorum for the Quarterly Meeting.

2. Executive Committee Meetings.

- a. The Executive Committee shall meet at least once a quarter prior to the Regular Quarterly General Meetings, to prepare the agenda for that Meeting. The Executive Committee may choose to hold some of these meetings online.
- b. Five members, one of whom shall be the President, or his/**her** Vice shall form the quorum for the Executive Meeting.

Each member shall have one vote with the President having a casting vote in event of a tie.

- c. Emergency/Extraordinary General Meeting: - An Emergency/ Extra Ordinary General Meeting of the Association shall be convened at the request of two-thirds ($\frac{2}{3}$) of the Year Groups of the Association in writing to the Executive Committee stating reasons for the request and the proposed agenda for the meeting. It will however be subject to the discretion and approval of the Executive Committee after deliberating on the reasons given by the requesting year groups.

3. Annual General Meeting.

- a. There shall be an Annual General Meeting of the Association which shall be held not later than January ending of every year and it shall be open to all Assosans.
- b. Decisions of the Annual General Meeting shall be by simple majority of members present and voting.
- c. The Secretary shall present the Annual Report of the Association to the Annual General Meeting.

- d. The Treasurer shall present an Audited Accounts (state of the Association's finances) to the AGM.
- e. The Association's appointed Auditor shall present Auditors Report (Audited Accounts) to the AGM.
- f. Elections to Executive positions shall be held at the AGM.

ARTICLE 8: FINANCES (ACCOUNTS)

1. **Sources of Funding:** - The sources of funding shall include the following:
 - a. Annual Contributions from year groups and Chapters.
 - b. Voluntary contributions/donation from members/non-members.
 - c. Special levies.
 - d. Income from any property acquired or proceeds thereof.
 - e. Income from special fund-raising activities.
 - f. Interests and other revenues generated by the Association's Investments.

2. **Investment:**
 - a. A sizeable proportion of the Association's fund shall be invested in Securities.
 - b. The Executive Committee shall seek the approval of members at an Executive Council meeting before embarking on any investment portfolio.

3. **Bank Account(s):**

The Association shall open and operate a current account(s) with a reputable commercial Bank in **Ghana.**

4. **Audit of the Accounts (Fund):** - The Accounts of the Association for each calendar year shall be audited by an Auditor appointed by the Association at an Annual General Meeting upon the recommendation of the Executive Committee.

ARTICLE 9: COMMITTEES

The Association shall have the following Standing Committees:

- a. Welfare Committee.
- b. Publicity Committee.
- c. Projects Committee.
- d. Entertainment Committee.
- e. Finance Committee.

Membership of each committee shall be by nomination of the Executive Committee and appointment by the Annual General Meeting. The Executive Committee in consultation and approval of the Executive Council shall constitute a Committee other than the ones specified in this constitution to adapt to the changing times.

ARTICLE 10: ELEGIBILITY FOR ELECTION

All officers shall be elected from among the **Active members** of the various year groups or chapters **upon recommendation from the year group/ chapter.**

ARTICLE 11: GROUNDS FOR REMOVAL FROM OFFICE

- a. An Executive Committee Member shall be removed from office for malfeasance, misfeasance, or nonfeasance by a two-thirds majority vote of the Executive Committee in the case of a Committee Chair or a simple majority vote of members in the case of an Executive Committee Member **at the Executive Council meeting.**
- b. The person being removed shall be given fifteen (15) working days from receipt of notice to resign or ask for independent adjudication by the Council of Elders
- c. A vote on removal can only occur if neither choice in Clauses (a) nor (b) of this Article is taken within the time allotted.

ARTICLE 12: COUNCIL OF ELDERS

- a. There shall be a Council of Elders made up of **four (4)** past Presidents of the National Executives and **Three other distinguished personalities.**
- b. The Council of Elders shall have an oversight responsibility of counselling the Executive committee on matters referred to them by the Executive Committee.
- c. Receiving reports from the Executive Committee from time to time.

ARTICLE 13: AMENDMENT

Proposals for Amendment to this Constitution shall be made in writing and endorsed by at least five active year groups in good standing and presented to the President. Amendment proposals shall be considered at the AGM.