

BYE LAW OF FIJAI SECONDARY SCHOOL
1994 YEAR GROUP ASSOCIATION (FOSA'94)

PREAMBLE

1. Fijai Secondary school which was established on 29 January 1952 has over the years produced men and women of high repute. This includes the graduating class of 1994 which completed seven/five/two years of study respectively at this great institution. Over the period informal meetings have been held among members of the 1994 graduating class to discuss issues concerning ways of mobilizing the year group to assist our alma mater. Aware of our common responsibility to serve our alma mater through development; Determined to unite under the schools motto of AD ASTRA PER ASPERA; Convinced of the need for cohesive growth and mutual support through fellowship; do hereby resolve to give ourselves this Bye Law to regulate the operation and conduct of the 1994 Year Group Association.

.

ARTICLES

Article 1.0 Name. The Association which is non-political or pressure group shall be called FOSA 1994 Year Group (FOSA '94).

Article: 2.0 Aims and Objectives

- 2.1 To bring together the members of FOSA '94.
- 2.2 To foster solidarity and fraternity among members.
- 2.3 To foster unity, friendship and co-operation among the members and other year group associations.
- 2.4 To seek and promote the welfare of members.
- 2.5 To mobilize resources to support the growth and development of our alma mater.

Article: 3.0 Membership

- 3.1 Membership shall be open to all Young Souls who were classmates or completed Fijai in the 1994 academic or calendar year.

Articles: 4.0 Committees

- 4.1 **Executive Committee.** There shall be an Executive Committee (Executives) which shall be elected to office. Members shall consist of the Chairperson, Vice Chairperson, Secretary, Assistant Secretary, financial secretary/ treasurer, Organizing Secretary.
- 4.2 **Welfare Committee.** There shall be a five-member Welfare Committee who shall be appointed/elected at general meeting to be responsible for the welfare of the members of the Association. Membership shall comprise of a Chairman, Vice Chairman, Secretary and 2 other Members. They must provide alternative ideas on Welfare issues to the Executive Committee for consideration.
- 4.3 **Eligibility/Tenure of Office.** Any member of the association shall be eligible for any appointment so mentioned. The tenure of office of all elected/appointed officials shall be (Two) (2) years. A member shall hold an appointment for as long as he is re-elected into office.
- 4.4 **Ad-hoc Committees.** An Ad-hoc Committee shall be appointed as and when necessary.

Article: 5.0 Functions and Powers of the Executive

- 5.1 They shall be the sole and only body for making representations. To be responsible for the planning of major functions, formulate and implement policies of the Association.
- 5.2.1 They shall have power to create standing or ad-hoc committees in addition to those detailed in article (4.0) to deal with any matter in pursuance of the aims of the association.
- 5.2.2 To liaise with representatives of other year group associations, for the mutual benefit of our alma mata.
- 5.2.3 To seek the general welfare of members of the association and to advice on matters relating to the development of our alma mater.
- 5.5 To have the power to summon a member(s) if these member(s) act in such a way to bring disrepute to the Executive Committee or any committee, or the association in general.
- 5.6 To formulate such rules and regulations as will promote co-cordial relationship between members and or group of members without discriminating on grounds of creed, ethnic

origin, complexion or stature. All rule so formulated shall be approved by a general meeting.

Article: 6.0 Duties of Executive Committee members

6.1 Chairperson

- 6.1.1 S/he shall convene and preside over all meetings.
- 6.1.2 S/he shall be the spokesperson and leader of official delegation and the Association at large.
- 6.1.3 S/he shall be empowered to sign any resolution, memorandum or document in conjunction with the secretary on behalf of the association.
- 6.1.4 S/he shall have the power to refuse any member to address the meeting and reprimand any member whose conduct at a meeting or social gathering is found to be inconsistent with the general norms of the Association.
- 6.1.5 S/he and the executive shall be empowered to discipline any member(s) whose conduct or behaviour brings disrepute to the Association, its elected executive or other committee members.
- 6.1.6 In case of any serious division during meetings over an issue, the Chairperson shall conduct a ballot on it. Where there is a tie, the Chairperson shall have a casting vote.
- 6.1.7 S/he shall delegate some of his/her powers to the vice Chairperson as appropriate.
- 6.1.8 S/he shall be a signatory to the bank account.

6.2 Vice Chairperson

- 6.2.1 In the absence of the Chairperson or his/her inability to perform his/her duties as stated in Article (6.1) the Vice Chairperson shall act on his/her behalf
- 6.2.2 S/he shall perform any other functions assigned to him/her by the Chairperson.

6.3 Secretary

- 6.3.1 S/he shall under the direction of the Chairperson or any group of members subject to the approval of the executive summon meetings stating the agenda.

6.3.2 S/he shall keep true and proper records of proceedings of all meetings and all social functions where necessary.

6.3.3 S/he shall handle all correspondence for and on behalf of the association.

6.3.4 S/he in consultation with the Executive prepares the agenda for meetings and maintains the nominal roll of members.

6.3.5 S/he shall keep custody of all past records of the Association.

6.3.6 S/he shall perform other duties assigned him by the executive committee.

6.4 Assistant Secretary.

6.4.1 S/he shall act on the absence of the secretary.

6.4.2 S/he shall perform other duties assigned him by the executive committee.

6.5 Treasurer.

6.5.1 S/he shall be responsible for the maintenance of all books of accounts and other financial records.

6.5.2 S/he shall receive all monies on behalf of the association and bank same within 48 hours.

6.5.3 S/he shall prepare the statement of accounts quarterly and finally at the end of every year.

6.5.4 S/he shall be a signatory to the bank account.

6.5.5 S/he shall make cash payments on behalf of the Association on the instructions/approval of the Executive.

6.5.6 S/he shall be responsible for all the assets of the Association and keep proper records of them.

6.5.8 S/he shall perform other duties assigned him by the executive committee, or in the interest of the association as and when necessary and be approved by 2/3s of the members in absence of the executives

6.5.9 Financial Secretary

6.5.10 S/he shall be responsible for collecting all monies payable to the Association, issue receipts to cover such monies and pay same within forty-eight (48) hours to the Treasurer who shall acknowledge receipt; and prepare and present quarterly and annual statements of accounts and balance sheet as soon as possible at the end of the stated period

6.6 Organizing Secretary

6.6.1 S/he shall be responsible for the maintenance of order and seating arrangements before and after meetings and social functions.

6.6.2 S/he shall perform other duties assigned him/her by the executive committee.

Article: 7.0 – General/Bye- Elections/Resignation

7.1 The EC will have all the powers to come up with directions and processes on all elections. The process of electing EC members shall be through nominations followed by a general elections by all members. The EC will comprise of Three (3) members with the one with Majority been the EC Chairman supported by the other two. Their tenure of Office shall be in line with Article 8.1 of these Bye law.

7.2 Elections shall be conducted every Two years at a general meeting on a date to be determined by the executive committee.

7.3 Bye-Election shall be conducted when a position becomes vacant as a result of death or incapacitation or removal from Office at the next meeting preceding the occurrence. The processes will be determined by the EC.

Article: 8.0 - Tenure of Office

8.1 The tenure of office of members of the executives and other committees shall be two (2) years for two consecutive terms. Thereafter, one can still be eligible to serve on any committee when appointed.

8.2 Members of sub committees can be re-appointed to serve on the same committee without any limitation.

Article: 9.0 - Meetings and Meeting Procedures

- 9.1 **General Meetings.** General Meetings shall be held on last Friday in every quarter at a time to be decided by the executives. The Quorum for the meeting shall be 10 members.
- 9.2 **Executive Meetings.** Executive Meetings shall be held prior to general meetings and as and when necessary. The quorum for executive meeting shall be 5
- 9.3 **Emergency Meetings.** Emergency Meetings shall be held as necessary.
- 9.4 **Special Meetings.** Special Meetings shall be requested by one-third (1/3) of members. Notice of holding special meetings shall be served at least one week in advance.
- 9.5 Any member wishing to speak on a matter under discussion shall raise his/her hands and shall not speak unless he has been asked to do so.
- 9.6 A motion must be seconded before it is brought under discussion and voted upon.
- 9.7 Decision shall be determined by simple majority with the Chairperson having a casting vote of a deadlock and decisions taken during meetings shall be binding on all members.
- 9.8 Any member who thinks rules are being broken during a meeting or that a speaker is being irrelevant or misleading the house or wasting time may raise a point of order explaining which rules are being broken or why his/her point of order must be allowed.
- 9.9 The member raising the point of order shall raise his/her place and the one speaking shall sit down until the point of order has been decided.
- 9.10 The decision of the Chairperson on any point of order shall be final.
- 9.11 No member shall during the debate use offensive or insulting words to any member or impute improper motives to such a member.
- 9.12 Where a member after using offensive or insulting words, render an apology to the satisfaction of the House, any other member may, with the consent of the Chairperson move that the offending member be referred to the disciplinary committee for further consideration.
- 9.13 Members who may be on official duties may vote by proxy on topical matters at meetings with their proxy being communicated well in advance to the EC.

Article: 10.0 – Finance

- 10.1 Each member shall pay monthly dues of ₵10.00 to be reviewed periodically
- 10.2 Members shall be asked to make special contributions or organize fund raising activities to generate additional funding for a particular intention of the Association.
- 10.3 Any expenditure on Get-together shall be subject to cash holdings.
- 10.4 The Association shall accept voluntary contributions in cash or in kind.
- 10.5 Members shall be fined for indiscipline as the general meeting shall decide.
- 10.6 All monies of the Association shall be kept with a recognized financial institution.
- 10.7 The Chairperson, Financial Secretary and the Secretary shall be the signatories to the Association's accounts. (Chairperson *category A*, while Secretary & Financial Secretary in *category B*)
- 10.8 Any two (2) of the signatories shall withdraw money from the account.
- 10.9 An unaudited account shall be presented to the house every six month.
- 10.10 There shall be an annual financial report (audited) presented to members every year.

Article: 11.0 Benefits

A member in good standing qualifies for the benefits below: eg. A fully paid up member

11.1 Death

- 11.1.1 On the death of a member, the association shall buy a wreath for the burial of such member. Additionally, a cash donation amounting to GH₵1000.00 shall be paid to the children, if there are no children, then the spouse.
- 11.1.2 On the death of a spouse, parents, or a “named” biological or a published adopted child a member shall be entitled to cash donation of amounting to GH₵500.00.

11.1.3 On the death of a member the cash donation of GH¢100.00 shall be made to the bereaved family.

11.1.4 All members shall attend such occasions unless on official duty or incapacitated in the event in 11.1.1. The executives may appoint a delegation to attend in all other cases.

11.2.0 Sick Member

11.2.1 A member who falls ill and gets into long hospital confinement as a result of the illness shall be visited by members of the Association. In addition he shall be given cash amount of GH¢300 if his/her hospitalisation exceeds one (1) month. This shall come from the Association's coffers.

11.2.2 In the case of a member who is in a permanent state of disability, the executive shall consider regular contributions to support him.

11.3 Wedding. On the wedding of a member, he shall be entitled to GH¢200 as cash donation.

11.4 Out-dooring / Christening. On the christening of a new born child of a member, he/she shall be entitled to GH¢200 as cash donation.

11.5 All these contributions have no retrospective effect. Contributions shall be reviewed annually.

11.6 Donations shall be limited to only one registered spouse, "named" biological or published adopted child.

Article: 12.0 - Power to take Decisions/Make Bye-laws

12.1 Where these Bye Law provisions are silent the executives shall take decisions in line with the Association's objectives.

12.2 Such decisions shall be subjected to the approval of two-thirds (2/3) members at a meeting.

Article: 13.0 – Discipline & Sanctions

- 13.1 Any member can report and must provide evidence of the allege contravention or failings to abide by these bye laws to the executive for onward consideration as specified in 13.2 below.
- 13.2 Any member who fails or contravenes these Bye law shall be subjected to a disciplinary action to be determined by a committee set up by the Chairperson known as the Disciplinary committee. It shall comprise of seven (7) members headed by an Ex-Officio member. The composition must have a member from each region. Their findings and recommendations must be presented to the Chairperson His/her action.
- 13.3 The Disciplinary Committee shall recommend the following sanctions and fines based on the severity and findings on a member who have been found to have contravene or failed to adhere to these Bye law:
- a. Disrespecting executive & other committee members or any member – (i.e. insults, false accusations, slander or assault); A **FINE** of 200 cedis, an **Apology** or both.
 - b. Failing to conduct your duties as an Executive or a Committee Member – A Written Warning, **Removal** from **Office** (the removal process to be initiated by the EC) or both.
 - c. Misappropriating and Stealing of Association Funds by any member – Refund the said funds, Suspension from the Association and Removal from Office (the removal process to be determined the EC)

Article: 14.0 – Amendment(s)

- 14.1 The whole or any part of this Bye Law shall be subject to amendment.
- 14.2 The amendment motion shall be served in writing and laid before the House at least one (1) month prior to next general meeting and it shall require the approval of two-thirds (2/3) of the members present. Members who may vote by proxy with their proxy being communicated well in advance.

Article: 15.0 – Effective Date

- 15.1 This Bye Law shall have no retrospective effect.

15.2 This Bye Law shall come into effect when 2/3 of members have signed.

Signature

Date

1.