



CONSTITUTION OF
FIJAI
OLD STUDENTS
ASSOCIATION

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PREAMBLE:

We the old students of Fijai Senior High School known as Young Souls, realising the need for the formation of a strong and vibrant **FIJAI OLD STUDENTS ASSOCIATION (FOSA)**, do hereby agree to puttogether this **CONSTITUTION** which shall be the governing document for the Association.

CHAPTER 1

NAME OF ASSOCIATION AND PREFIX FOR MEMBERS

1.1 The association shall be known as Fijai Old Students Association and shall use the abbreviation FOSA.

1.2 Every member of FOSA shall be known and addressed as Young Soul. Accordingly, each member shall prefix the name of another member with the phrase “Young Soul”.

CHAPTER 2

AIMS AND OBJECTIVES

2.1 To promote the general interest of our alma mater, Fijai Senior High School, (hereinafter called Fijai) and in particular to promote academic excellence and high standards in Fijai.

2.2 To promote the spirit of comradeship amongst the Old Students.

2.3 To encourage members to set good examples in all spheres of life, worthy of emulation by the current students of Fijai with a view to

ensuring that the school attains and maintains the highest standards of academic excellence, extracurricular performance and is accorded the highest of respect in society.

2.4 To make effective contribution towards the welfare of its members and progress of Fijai.

2.5 To carry out such activities as may be necessary for the attainment of the objectives of this Association and in particular, to promote the interest and image both of Fijai and FOSA.

2.6 To carry out programmes and activities that will promote the improvement of the school's infrastructure, promote teaching and learning and the continuous improvement of the standards in Fijai.

2.7 To promote "Young Soul spirit" among all members and cooperate with the school administration to nurture the students of Fijai to be good 'Young Souls' in future.

CHAPTER 3

MEMBERSHIP

3.1 Membership

3.1.1 There shall be three categories of membership as follows:

- a) Full Members (FM): shall comprise all persons who attended Fijai Secondary School for a minimum period of one (1) year and who are in good standing.
- b) Associate Members (AM): shall be a person who did not attend Fijai but who is either a tutor or officer in the administration of Fijai and has, in the opinion of the National Executive Committee (NEC) contributed significantly in the attainment of the objectives of FOSA and Fijai and deserves to be accorded the status of an Associate Member.
- c) Honorary Member (HM): shall be a person who did not attend Fijai and is not a tutor or officer of Fijai but who in the opinion of NEC has made significant contribution to FOSA and Fijai and deserves to be made HM.

3.1.2 Conditions for Associate and Honorary Members.

A person shall not be made an Associate or Honorary Member unless the person has:

- a) demonstrated interest in Fijai or FOSA or both;
- b) been recommended for the position of AM and HM by NEC;
- c) approved by the members at an Annual General Meeting (AGM); and
- d) NEC may impose a term limit on the appointment of a person to the status of Associate Member or Honorary Member as the context may require.

CHAPTER 4

TITLE OF MEMBERS OF FOSA

4.1 Official Greeting

The official greeting and response of the Association which takes its source from the School hymn shall be:

Greeting	:	YOUNG SOUL
Response	:	SO STRONG

4.2 Hymn

The School hymn shall be sang at all gatherings of FOSA such as:

- a) Meetings
- b) Funeral of a Young Soul
- c) Marriage of a Young Soul
- d) Anniversary celebration of a Young Soul
- e) Any gathering of Young Souls

CHAPTER 5

ORGANISATIONAL STRUCTURE

5.1 FOSA will be made up of:

5.1.1 National FOSA

This shall be the national body of FOSA as represented by:

- a) the officers who constitute NEC; and
- b) The members in an AGM / Emergency General Meeting (EGM)

5.2 Sub-Groups

FOSA may comprise the following sub-groups.

5.2.1 Year Groups

This shall be the basic sub-group of FOSA and shall comprise Young Souls who were classmates or completed Fijai in a specified calendar year or academic year. The year of completion shall be affixed to the name of the year group. Example, FOSA 1952 or FOSA 1953, etc.

It shall be allowed for two (2) but not more than two (2) year groups to constitute one sub-group e.g. 1952 - 1953 year group.

5.2.2 Geographical / Location Sub-Groups

A group of Young Souls located in a contiguous or defined vicinity may form such geographical or location dependent sub-groups as may be necessary. For clarity, geographical sub-groups may include the following:

- a) Regional groups being Young Souls who are based in an administrative region of Ghana e.g. City groups
- b) “Diaspora”: Young Souls based in any country other than Ghana, may form a diaspora group to

which the name of a city, region, district, country or the name that may be approved e.g. FOSA United Kingdom or FOSA New York.

5.2.3 Special Interest Sub-Groups

Persons who are members of FOSA and who share other common interest may constitute interest groups (e.g. Young Souls in “X” or “Y” Church or Young Souls in Architecture or Medicine).

5.3 Membership of Sub-Groups

Each sub-group may maintain its own structure provided that the executive shall be comprised of not more than seven (7) Young Souls and the head of executive team in the sub-group shall be called the chairperson.

5.4 Registration

All sub-groups must register their existence or formation with the NEC and must notify the NEC of the following:

- a) Information on Elected Officers
- b) Time and place of regular meetings
- c) Bye-laws, if any
- d) Contact information

5.5 Subscription

Members shall pay an annual dues in a sum as may from time to time be fixed by NEC. Only paid up members will be deemed to be in “good standing” and eligible for member’s rights and privileges at meetings.

CHAPTER 6

NATIONAL EXECUTIVE COMMITTEE (NEC)

The NEC shall oversee the activities of FOSA. They shall be elected by members at the AGM. They shall serve for a maximum of two terms each of two years’ duration.

6.1 Officers

Officers of the National Association will be:

- a) President
- b) 1st Vice-President, Administration and Finance
- c) 2nd Vice-President, Communication and Programs
- d) Secretary
- e) Assistant Secretary

- f) Treasurer
- g) Financial Secretary
- h) Organising Secretary
- i) 3 elected executive members
- j) The Headmaster of Fijai (ex-officio)
- k) Immediate Past National President (ex-officio)

6.2 Duties Of Officers

6.2.1 President

The President shall:

- a) be the head of the Association and will determine the direction of the group;
- b) represent the Association at Speech Days;
- c) convene meetings and preside over meetings, emergency, ordinary or extra ordinary meetings;
- d) be responsible for the general administration of FOSA;
- e) present a report to the AGM FOSA, at the School's Speech Day and the Biennial Homecoming;
- f) in consultation with the National Executive, establish ad hoc committees to serve the interests of FOSA;
- g) ensure the enforcement of all provisions of this

constitution.

6.2.2 1st Vice President, Finance And Administration

The 1st Vice-President shall assist the President in the performance of his duties. In the absence of the President, shall perform the duties of the President if mandated by the President or if the President is unable to perform his/her duties.

6.2.3 2nd Vice President, Communications And Programs

The 2nd Vice-President shall assist the President in the performance of his duties. In the absence of the President, shall perform the duties of the President if mandated by the President or if the 1st Vice President is absent or unable to perform his/her duties.

6.2.4 Secretary

The Secretary shall:

- a) be responsible for handling all correspondence of FOSA;
- b) be responsible for the taking of minutes at the AGM and National Executive Meetings of FOSA;

- c) in consultation with the President, convene meetings of the National Executive Committee and any other meeting as directed by the President;
- d) execute the decisions and mandate of FOSA;
- e) assist the President to prepare a report of the Association to be presented at the AGM;
- f) compile and read notices at each meeting;
- g) maintain an accurate record and copy of relevant completed records of each grouping.

6.2.5 Assistant Secretary

The Assistant Secretary shall:

- a) assist the Secretary in the execution of his/her duties;
- b) perform such other duties as may be delegated by the NEC;
- c) In the absence of the Secretary, shall perform the duties of the Secretary.

6.2.6 Treasurer

The Treasurer shall:

- a) receive all monies due FOSA and pay same into the Association's account(s) within forty-eight (48) hours or the next working day after receipt of any

monies;

b) issue official receipts for all monies received and all payments made by him shall be supported by vouchers duly countersigned by the President of the Association or any other officer authorised by the President;

c) keep an accurate account of all monies received and paid by him on behalf of the Association;

d) render a report to the National Executive of his receipts and disbursements at their meetings;

e) maintain proper accounting records and make them available for inspection and auditing upon request;

f) keep an imprest determined by the executive for the running of the day-to-day affairs of the association;

g) present the audited accounts of the Association at the end of the year;

h) serve as Secretary to the Welfare Committee;

6.2.7 Financial Secretary (this was omitted altogether)

The Financial Secretary shall:

a) collect 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

b) prepare and present quarterly and annual statements of account and balance sheet as soon as possible at the end of the stated period.

6.2.8 Organising Secretary

The Organizing Secretary shall:

a) ensure the proper execution of all activities of the group; social activities, excursions educational trips, seminars etc.

b) perform other functions as may be delegated to him by the executive.

6.2.9 Executive Officers

a) Assist in the smooth running of the Association; and

b) Perform duties as directed by the president.

6.3 Representatives on School Board

It shall be the responsibility of NEC to nominate at least two (2) persons to represent FOSA on the governing board of Fijai (School Board). Persons nominated to serve on the school board need not be members of the NEC but shall be Young Souls and

persons of repute who, in the view of NEC can advance the interest of Fijai and ensure the attainment of the objectives in the strategic plan applicable for the period.

CHAPTER 7

MEETINGS OF THE ASSOCIATION

7.1 The National Executive Committee (NEC)

National executives shall meet once every quarter.

- a) Emergency meetings, which shall be called for stated purpose(s), shall be summoned by the President at his discretion or upon the request of majority or at least one third of the members.
- b) At least a day's notice shall be required for an emergency meeting.

7.2 Annual General Meeting (AGM)

AGM will be held annually. It will be held on the Friday of the Homecoming, Founders' Day or Speech Day celebrations. The business of the AGM will be as follows:

- a) To receive the President's Annual Report on the

- activities of FOSA during the preceding year;
- b) To receive the Secretary's Report;
 - c) To receive and consider the Audited accounts of the Treasurer for the year;
 - d) To elect officers of the Association where the tenure of the Executive Committee has elapsed;
 - e) To remove, elect or confirm the Auditors for the ensuing period;
 - f) To discuss the welfare of the school and the association; and
 - g) Year groups that are responsible for organising Annual Speech Days will coordinate with the school authorities and the National Executive Committee in order to work effectively for the programme.

7.3 Extra-Ordinary General Meetings

- a) An Extra-Ordinary General Meeting may be convened at any time upon a resolution of the Executive Committee or a requisition of a member or group of members in good standing as per the books;
- b) The requisition of members shall be signed by not less than 20 members in good standing representing not less than ten (10) distinct year groups and served on the Secretary personally or the Chair-

man in the absence of the Secretary;

c) The requisition shall state the Agenda for the meeting;

d) The business which may be conducted at an extra-ordinary general meeting may include:

i) removing all or any of the officers;

ii) Altering any of the Bye-laws.

e) Not less than seven days prior notice in any of the National dailies, setting out the resolutions to be proposed at the meeting, shall be published, if the purpose of the meeting is either to remove any of the officers or to alter the Bye-law;

f) The Executive Committee shall have power to convene extra-ordinary general meeting at a shorter notice. Quorum at an extra-ordinary meeting shall be not less than 80 members or at least half of the number that attended the last AGM; and

g) Decisions to remove any of the officers or to alter the bye-laws shall be by a majority of three-quarters of the votes cast by the members present.

7.4 Quorum

Quorum for an AGM must be at least 31 members including at least 6 national executives.

CHAPTER 8

TIMING, VENUE AND QUORUM OF AGM AND NATIONAL EXECUTIVE MEETINGS

8.1 Unless otherwise necessary, all AGMs shall be held on the Fijai campus and shall coincide with the Founders Day/Speech Day or such other special occasion as NEC may decide.

8.2 Quorum for the National Executive meeting must be 6 members including the President and Secretary or in the absence of the President or the Secretary, the First Vice President or 2nd Vice President or Vice Secretary.

CHAPTER 9

ANNUAL AND SPECIAL EVENTS

9.1 Annual Event

FOSA shall cooperate with Fijai in the organisation of the Founders Day/Speech Day which must be held once every year.

9.1.1 Date For Annual Events

The date for Speech Day / Founders Day shall be fixed jointly by the school administration and NEC and the date shall not be earlier than the third week of January nor later than the last week of February of every calendar year.

9.1.2 Where circumstances demand, NEC may agree with the school administration to modify the date for a particular year but the Founders Day/ Speech Day shall be held every calendar year and shall unless absolutely necessary, fall within the period in 9.1.1 above.

9.2 Responsibility For Raising Funds And Annual Events

9.2.1 On the 20th and 40th year of leaving the final year in Fijai, the two (2) year groups shall have the joint responsibility for organising Speech Days and Founders' Day.

9.2.2 In this case, every year group will have two (2) separate preparation periods of twenty (20) years in each instance give something back to the school. There shall always be a joint committee of the 20th and 40th year groups for the event. For example, the Speech/Founders Day of 2018 shall be organised by the year groups of 1978 and 1998 whilst the Speech/Founders Day of 2019 shall be the responsibility of 1979 and 1999 year groups.

9.2.3 For the purposes of the implementation of this provision, the year groups 1978 and 1998 shall have the first responsibility, being that of the sixty-sixth (66th) Speech/Founders Day to be held in the year 2018 as per the provision in Article 9.2.1. The year group 1979 and 1999 shall have the responsibility for the Speech/Founders Day 2019 in that order.

9.3 Special Events

9.3.1 In addition to the Founders/ Speech and Prize

Giving, if any year group, other than a group responsible for the Founders day in a particular year, is mindful of sponsoring a special event, that group may consult the NEC and the NEC in consultation with the school administration may make a decision as appropriate.

9.3.2 Upon receiving a proposal for a special event (e.g. Homecoming), the NEC may in consultation with the school administration decide that the special event shall be combined with the Speech and Prize Giving/Founders Day of the year in which the special event was proposed to be held.

CHAPTER 10

BYE LAWS

Each Sub-group will formulate its own byelaws which shall not be inconsistent with this Constitution.

CHAPTER 11

REPORT TO NEC

Where any sub-group is of the view that there is a recommendation in the interest of FOSA, they shall furnish the NEC such recommendation.

CHAPTER 12

ACCOUNTS OPERATION

12.1 FOSA shall operate a bank account with a nominated bank by majority decision and the signatories at each transaction shall be any three (3) of the following:

- a) President
- b) 1st Vice President
- c) 2nd Vice President
- d) Secretary
- e) Treasure

f) Assistant Secretary

12.1.1 The President and 1st Vice President shall be “A” signatories and the Secretary and Treasurer shall be “B” signatories.

12.1.2 At all times, the President and one of the “B” signatories and in his absence the 1st Vice President and one of the “B” signatories shall sign all cheques. The two “A” signatories or the two “B” signatories cannot together sign cheques.

12.2 Funding

The Association shall be funded by:

- a) Membership registration
- b) Monthly subscriptions
- c) Donations and Aids
- d) Voluntary contributions by individuals
- e) Sale of souvenirs

- f) Returns from investment
- g) Proceeds from fund raising activities

12.3 Finances

a) NEC shall determine the dues and levies to be paid by Members as it considers appropriate.

- b) Sub-groups may, in addition to the dues and levies required by NEC, impose such other dues or levies on their members as the sub-group may determine.
- c) Sub-groups may collect dues and levies on behalf of NEC and transmit same, together with the list of paid members, to NEC within 30 days of receipt.
- d) NEC shall ensure that proper accounts are maintained of all monies received or expenses incurred by FOSA.
- e) The accounts of FOSA shall be audited by qualified and reputable auditors, and shall be submitted together with the auditor's report to AGM for consideration and approval.
- f) The financial year of FOSA shall be twelve calendar months beginning from the first day of September each year.
- g) NEC shall have the power to set up special funds for specific projects, and determine the conditions for withdrawal from the said funds.
- h) FOSA shall open and operate banking accounts with such banks as NEC may determine.
- i) The signatories to a bank account of FOSA shall be the President, the General Secretary, and the Treasurer, any two of whom shall be sufficient mandate for any transaction.

CHAPTER 13

THE ELECTORAL COMMITTEE

13.1 There will be a 3 member electoral committee that will be responsible for the conduct of elections.

13.2 Their tenure of office shall be for a two (2) year period and they may serve a maximum of two terms.

13.3 A member of the Electoral Committee shall not be a member of the Executive Committee and shall not have nominated a member to be considered for election.

13.4 Voting

a) Voting at Committee meeting shall be by show of hands except otherwise agreed by members present that it should be by secret ballot.

b) Voting at Extra-Ordinary Meetings and AGM shall be by show of hands. However, if there is a motion and it is determined that there is a need for a secret ballot, the voting shall then be by secret ballot.

13.5 Election And Replacement Of Officers

a) The officers of FOSA National executive shall be

elected through secret ballot by a majority vote of members in good standing present at an AGM for a term of two years renewable; and shall not be eligible to serve more than two (2) consecutive terms in the same office;

b) Nominations shall be opened three (3) clear months before the conduct of general elections and in the case of a removed or resigned officer, one (1) clear month;

c) Nominations shall be closed twenty-one (21) days to the election date;

d) Members seeking election to any national office must be in good standing; they will complete and submit appropriate nomination forms and must be supported by three members in good standing from different year groups;

e) Prior to the replacement of an officer (in the case of resignation or removal of an officer), the Executive Committee shall appoint a member of the committee or any member of the Association in good standing to act.

13.6 Nominations Of Candidates

a) The nomination of a candidate shall be made by a member and shall be supported by a minimum of

three members from at least three (3) different Interest Groups;

b) Nominations of candidates shall open ninety days before AGM and shall remain open for sixty (60) days;

c) Where at the expiration of the time prescribed for nominations, only one (1) candidate stands for an executive position, that candidate shall be declared duly elected by the Electoral Officer.

13.7 Discipline Measures

13.7.1 Removal Of Officers

a) An officer or member of the Executive found to be negligent of his/her duties or proof of misdemeanour shall be removed from office upon a motion by a member supported by two others and through a voting by two-thirds of members present and voting at an AGM;

b) Any member who misconducts himself/herself during meetings or brings the name of the Association into disrepute through any form of misdemeanour shall be sanctioned as follows:

i) Warning at the first instance;

ii) Suspension for not less than three months if the

misdemeanour persists;

iii) A suspended member shall continue to pay dues and all other levies.

13.8 Discipline

a) Any conduct that brings Fijai or FOSA into disrepute shall be subject to disciplinary action;

b) NEC 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 FOSA.

c) In all circumstances, however, no disciplinary action shall be taken against a Member unless that Member has been given a hearing.

CHAPTER 14

WELFARE COMMITTEE

14.1 There shall be established a Welfare Committee of the Association. The Welfare Committee shall be solely responsible for the welfare programmes and packages for members in the event of their needs.

14.2 The Welfare Committee shall be chaired by the 1st Vice-Chairman, with the Treasurer as Secretary and the three elected members of the Executive Committee as members.

14.3 Welfare benefits shall be instituted for the following:

- a) Marriage
- b) Bereavement
- c) Sickness
- d) Disaster

14.4 A member shall lose all his/her benefits if as at the time of need he/she is in three months arrears in dues payment.

14.5 Such benefits shall be provided for under the bye-laws of the Association.

CHAPTER 15

STRATEGIC PLAN

15.1 Adoption Of Strategic Plan

Immediately after the adoption of this constitution, FOSA at the AGM which adopts this constitution shall proceed to adopt the 5 year strategic plan for FOSA for the period 2017-2021 and shall thereafter prepare and adopt a new strategic plan in every 5th year to operate from the 6th year for another 5 years e.g. FOSA shall adopt a strategic plan not later than December 2021 to operate from January 2022 to December 2026 in that order.

15.2 Projects To Be Selected From The Strategic Plan

The projects to be carried out by the year groups responsible for the Speech and Founders Day shall be selected from projects outlined in the prevailing strategic plan adopted by FOSA for that period.

CHAPTER 16

AMENDMENT OF CONSTITUTION

16.1 No part of this constitution shall be altered, repealed or additions made until due notice of the proposed amendment has been placed on the agenda of the annual general meeting notice of which shall have been circulated to members at least one month in advance.

16.2 Such an amendment shall have to receive assent of at least two-thirds of the members meeting and voting at the AGM.

16.3 Amendments

a) A provision of this constitution may only be amended at an AGM or at an Extraordinary General Meeting called for the purpose.

b) A proposal for amendment may be made by a Member in writing and communicated to the General Secretary at least sixty days before the meeting at which the said amendment is to be moved.

c) The General Secretary shall then give notice of the proposed amendment at least thirty days before the

meeting at which the amendment is to be moved.

d) A proposal to amend a provision of this Constitution shall be decided by secret ballot and shall be carried when at least two-thirds of the votes are cast in favor of the amendment.

e) The amendment when carried shall come into force on such date as the meeting shall determine.

16.4 Promulgation

This Constitution shall come into force on the 29th day of October in the year 2016.

**ADOPTED AT THE ANNUAL GENERAL
MEETING AT FIJAI ON.....**

SIGNED:.....

NATIONAL PRESIDENT

SIGNED:

NATIONAL SECRETARY

