

OLD ACHIMOTAN ASSOCIATION (OAA)

CONSTITUTION AND RULES REVISED AT THE RESUMED ANNUAL GENERAL MEETING ON 27TH NOVEMBER, 2016, ACHIMOTA

Preamble to the Constitution

The former students of Achimota School (i sharing a common past and heritage and being aware that coming together shall provide a better means of networking and assisting each other and being of the firm opinion that such a grouping will contribute to progress at the School in various ways and in pursuance of the foregoing; do hereby agree to form themselves into an Association.

Therefore by definition, it is resolved that an old Achimotan or an Akora, [1] although a member of the Association, is first and foremost a member in their individual capacity. It is acknowledged that membership is therefore on an individual basis, and as such, each has individual rights and responsibilities as a member of the Association. Each member shall therefore relate to the Association as an individual.

Rule 1: Name of Association

The Association shall be called "Old Achimotan Association." The abbreviated version of the name shall be "OAA".

In this Constitution all references to 'he' shall refer to 'she' and vice versa as the case may be.

Rule 2: Objects of the Association

The Association shall have for its chief object the formation of a bond of union between Old Achimotans and the School to promote the maintenance of their interest in the School and their willingness to assist in its welfare, and to promote the welfare of its members and the ideals for which Achimota School was founded.

- 2.1 In addition, the Association shall exist for the benefit of the members in the following manner as much as it is practicable:
- i. through the encouragement of closer relations between members of the OAA, and through fostering the interests which they have in common and
 - ii. through keeping members of the OAA informed of the professional activities and advancement of one another and of the activities of the Association as well as issues which concern its welfare.

Rule 3: Membership

3.1 **Full membership** of the Association shall be open to those who attended classes at Achimota School and who completed a recognized course and who are still not pursuing a course of Secondary Education. New Akora are inducted after they have completed their required period of study in the School.

3.2 Members shall be known as Akora.

3.3 Members may constitute themselves into various groups, including international regional groups and branches world-wide^[2], who shall report to the OAA Executive located in Accra. All regional and branch constitutions and rules shall be superseded and guided by this Constitution.

3.4 Other Classes of Membership

i. **Guest Members**

The spouses of ordinary members, who do not otherwise qualify to be members themselves under 3(1) above, shall be admitted as members upon presentation by a member. These spouse members shall be designated as guest members who shall have the same rights and privileges as members except the right to vote.

ii. **Honorary Members:**

There shall be a category of members to be designated as honorary members. Honorary members shall be persons who are deemed and recognized by members of the Association as having demonstrated belief in the ideals of the School and have promoted the interest of the Association, (this may include teaching and non-teaching staff who have served a number of years) and who would have been recommended by members, and approved for honorary membership at an Annual General Meeting.

3.5 Membership of the Old Achimotan Association shall imply acceptance of the rules and regulations of the Association as from time to time provided. No member shall be considered an active member and in good standing unless dues are paid in full.

3.6 For the avoidance of doubt, a member in good standing is a person who has paid their dues in full.

Rule 4: Officers:

The Officers of the Association shall consist of a President, a Vice President, a Treasurer and an Executive Secretary. All officers of the Association, except the Executive Secretary, shall be elected biennially at an Annual General Meeting. The position of the Executive Secretary shall be by appointment from the Executive Committee. Elected officers shall not hold the same office for more than 3 (three) consecutive terms. When considered necessary, an Assistant Treasurer may be appointed by the Executive Committee on the recommendation of the Treasurer. The Executive Secretary will be paid a salary as approved by the Executive Committee.

The President, or in his absence, the Vice President, shall preside at all Executive Committee and General Meetings. In the absence of the President and Vice-President, the members shall appoint a Chairman from among the members of the Executive Committee present to preside at the meeting. The Headmaster/Headmistress of the School shall be an ex-officio member of the Executive Committee and of the Association, if not entitled to full membership, by virtue of the fact that person same may not be an Akora.

Rule 5: Executive Committee:

The duties of the Executive Committee shall include, but not be limited to, the direction of the operation of the OAA in accordance with its constitutional purposes. It shall be responsible for planning the programmes and activities in which it is advisable for the Association to participate.

The Executive Committee of the Association shall consist of the four officers of the Association, Immediate Past President and eight (8) members, elected biennially at an Annual General Meeting. All members of the Executive shall be normally resident in Ghana. The affairs of the Association shall be managed and funds administered by this Executive Committee which shall have the power to authorize expenses of the Association.

The quorum for an Executive Committee meeting shall be six (6). In the event of a tie in any voting, the Chairman shall have an additional casting vote.

The elected members shall be elected biennially at an Annual General Meeting. Vacancies among the officers or the members of the Executive Committee occasioned by death, resignation, or refusal to serve, shall be filled by the Executive Committee by the appointment of another person to serve the unexpired term of office, pending confirmation at the next Annual General Meeting.

The Executive Committee is mandated to meet at least four (4) times in each year of their term of office apart from the AGM.

5.1 Functions of the President

- i. The President is the overall leader of the OAA and shall drive the vision and direction of the same. In that regard, he must inspire members so that together, the objectives of the Association will be achieved.
- ii. He shall preside over all meetings of the Association and the Executive Committee.
- iii. He shall represent the Association at all official meetings that require the presence of the OAA
- iv. He shall perform any other duties as required of the President of an old school association
- v. At the end of his tenure the President shall present a report in writing of his term to the Association.

5.2 Functions of the Vice President

The Vice President shall assist the President as well as act and perform all the functions of the President in his absence.

5.3 Functions of the Executive Secretary[3]

- i. Reporting to the President, the Executive Secretary shall be responsible for managing the affairs of the Association and coordinating the meetings of the Association
- ii. The Executive Secretary shall coordinate the day to day business of the OAA through a Secretariat
- iii. He shall coordinate the activities and events of the OAA
- iv. He shall be the liaison between the School and the OAA
- v. He shall be the liaison between the Achimota School Endowment Trust Fund (ASETF) and the OAA
- vi. The Executive Secretary shall ensure the proper record-keeping and maintenance of information in respect of all year groups of Akoras for the OAA database

- vii. He shall be responsible for monitoring the stock levels of OAA souvenirs and ensure availability of stock at all times
- viii. Other relevant duties which shall be required of him from the Executive Committee from time to time
- ix. The Executive Secretary shall be responsible for the receipt of all monies paid to the Association for its use and to issue receipts and ensure that such monies are paid into the account of the OAA within 48 hours of the receipt of the same.

5.4 Functions of the Treasurer

- i. He shall keep an accurate account of all monies received and paid on behalf of the Association
- ii. He shall furnish the Executive Committee a report of his receipts and disbursements periodically
- iii. He shall be a signatory to all accounts belonging to the OAA
- iv. He shall keep proper accounting records and make them available for inspection and auditing
- v. He shall render a report of the finances of the Association for the period 1st January to 31st December each year for presentation to the Annual General Meeting of the OAA.
- vi. He shall keep an accurate account of all monies received and paid on behalf of the ASETF.
- vii. He shall furnish the Board of Trustees of the ASETF a report of receipts and disbursements periodically
- viii. He shall be a signatory to all accounts belonging to the ASETF
- ix. He shall keep proper accounting records and make them available for inspection and auditing
- x. He shall render a report of the finances of the TRUST for the period 1st January to 31st December each year for presentation to the Annual General Meeting of the OAA.

Rule 6: Fiscal Year

- 6.1 The fiscal year of the Association shall be from 1st January to 31st December..
- 6.2 Books and records of the Association may be inspected by any member at any reasonable time.

6.3 There shall be an annual audit of the OAA. The Treasurer shall be required to produce an annual balance sheet and an income and expenditure account duly audited by the auditor appointed at the previous Annual General Meeting.

6.4 The signatories to the Account shall be the following:

- i. President (Category A)
- ii. Vice President (Category A)
- iii. Executive Secretary (Category B)
- iv. Treasurer (Category B)

Any two of these may sign on the Account, however for purposes of checks and balances no two persons from the same category shall sign together i.e. any person from Category A may sign with any person from Category B.

Rule 7: Elections

7.1 The Officers of the Association shall consist of a President, a Vice President, a Treasurer and an Executive Secretary. All Officers of the Association, except the Executive Secretary, shall be elected biennially at an Annual General Meeting. All members shall be voted for at the AGM.

7.2 Only OAA members in good standing shall be entitled to vote and be voted for. Candidates for election as officers of the Association may be nominated each by two (2) members (in good standing) of the OAA. Such nominations shall be in writing and shall reach the Executive Secretary at least seven (7) days before the advertised date at which the election is to take place (AGM date). The procedure for elections shall be determined by the Electoral Commissioner who may be appointed by the Executive Committee two weeks before the AGM.

7.3 In the event that nominations are not received by the 7 day notice period the Executive Secretary in consultation with the Executive shall extend the nomination period with due notice in writing to all Akoras via any appropriate medium, including social media. In extreme cases, where at the end of the extension period there are still no nominations or adequate nominations received, the Executive Committee shall have the power to enable nominations during the AGM.

- 7.4 No member shall nominate another member for the position of Executive Committee Member unless the nominee is a fully paid up member of the Association. All positions shall be nominated in the manner stated in 7.2. above. However, in the event of any outstanding vacant position, nominations may be re-opened at the AGM. There shall be no voting in absentia for any nominated person to any position.
- 7.5 The term of office shall be a period of two (2) years.
- 7.6 The Executive Committee remains at post even after the AGM and are then required to hand over to the new Executive within a month, at a meeting specifically convened for that purpose, after which they cease to be executives.

Rule 8: Rights of Guests and Honorary Members

Guests and Honorary Members shall have the right to wear the colours and attire of the Association, and to attend and speak at meetings of the Association.

They shall enjoy all the social privileges of Membership, save that they shall not have the right to vote in the election of the Association's Representatives to the School Board, nor may they vote at meetings of the Association.

Rule 9: Sub-Committees:

The Executive Committee may appoint such sub-Committees as may be considered desirable from the members of the Association.

Rule 10: Fees and Dues:

- 10.1 There shall be no admission fee. Members eligible for full membership shall pay annual dues as determined from time to time by the Annual General Meeting through their regional groupings to the Executive Secretary, for deposit with the Treasurer.
- 10.2 Akoras who have celebrated their 50th Anniversary (Golden Jubilee) shall have the option of paying 50% of the agreed membership dues. Only members who have been in good standing from the year 2009 shall qualify for this exception.
- 10.3 Akoras above the age of 75 years who have been in good standing from the year 2009 shall be exempt from paying dues but may make donations.
- 10.4 Guest and Honorary members are not obliged to pay dues but may make donations

- 10.5 Akoras still studying in institutions of learning at vocational, technical or tertiary levels may pay 50% of the agreed membership dues, for the duration of the first seven years of leaving Achimota School.
- 10.6 All members of the Association may be invited by the Executive Committee from time to time to make further subscriptions or donations for the purpose of projects and activities approved by the Executive Committee or the Annual General Meeting.

Rule 11: Funds of the Association

All monies received on behalf of the Association shall be placed in an account to be held in the name of 'Old Achimotan Association'.

Rule 12: Election of Representation to School Board

12. 1 The President of the OAA shall be an automatic representative of the Association on the School Board. The Association shall elect additional representatives to serve on the School Board, provided always that, the total number shall not exceed the number approved by the Ghana Education Service or other supervisory authority from time to time.

12. 2 The Election of the Association's Representatives on the School Board shall be conducted according to the following procedures:

- i. The Executive Committee shall invite nominations from Year Groups. On receipt of the list of nominees, the Executive Committee shall convene a meeting and elect Representatives to the Board.
- ii. Said representatives shall not serve on the School Board longer than a term of two years.. A representative may be re-elected to serve a second term of two years.

Rule 13: Annual General Meeting

The Annual General Meeting of the Association shall normally be held at Achimota School during the month of April every year or at such time as the Executive Committee of the Association may decide.

Notice of the Meeting: The Association shall issue written and electronic notices stating the date, time and place of the Annual General Meeting and shall transmit such notices to all members through the most appropriate means including, but not limited to, e-mail and by placement on the OAA website at least twenty-one (21) calendar days before the date scheduled for the meeting.

The quorum for Annual General Meetings shall be 35 (thirty-five).

When, at any AGM, there is not a quorum within 45 minutes following the time when the meeting was due to start, the meeting shall be adjourned to a future date, the time and place being decided by the members present and being such as will allow sufficient time for notice thereof to be given.

Where there is no quorum at an AGM the rule for the quorum shall not apply at the resumed AGM.

At each Annual General Meeting the Executive Secretary shall report on the activities of the Association during the preceding year(s) and the Auditor shall present audited financial statements of account for the preceding year(s); copies of which shall be made available to members.

The Chairman of any Annual or Extraordinary General Meeting of the OAA shall be the President for the time being, or failing that, the Vice-President. All questions and issues at such meetings and at meetings of the Executive Committee may be decided by simple majority of those present and eligible to vote.

Rule 14: Extraordinary General Meeting

- 14.1 The Executive Committee shall, upon a written request from twenty (20) fully paid up OAA Members, call an Extraordinary General Meeting (EGM) if the request is received at least twenty-one (21) calendar days in advance and states the purpose of the meeting.
- 14.2 Notice of the Meeting: Subject to 14.1 above, the Association shall issue written and electronic notices stating the date, time and place of the Extraordinary General Meeting and shall transmit such notices to all members through the most appropriate means including, but not limited to, e-mail and by placement on the OAA website at least twenty-one (21) calendar days before the date scheduled for the meeting.

Rule 15: Emergency Meetings

- 15.1 The President or the Executive Committee may call for an Emergency Meeting of members of the OAA if the need arises. This power will be invoked only in situations of the greatest urgency which necessarily require that the OAA members meet to take decisions.
- 15.2 Notice of the Meeting: Subject to 15.1 above, the Association shall issue written and electronic notices stating the date, time and place of the Emergency Meeting and shall transmit such notices to all members through the most appropriate means including, but not limited to, e-mail and by placement on the OAA website at least seven (7) calendar days before the date scheduled for the meeting.

Rule 16: Suspension

In order to suspend, exclude or remove any member from the Association, a Disciplinary committee of five members shall be constituted to deliberate on the said act leading to that suspension, exclusion or removal, and hear the 'accused' member, and make recommendations to the Executive committee.

The Executive Committee shall convene a meeting of Executive committee members and Year Group Representatives to receive recommendations from a Disciplinary Committee, deliberate and decide on the suspension, exclusion or removal of any member.

After the Meeting has decided that said member must be thus suspended, excluded or removed the process of doing so must be voting by secret ballot..

Any person so suspended, excluded or removed may appeal to the Members of the Association at the next General Meeting, when the question of his/her suspension, exclusion or removal shall be ratified by a majority of those present voting by secret ballot. No person excluded or removed shall have the right to wear the Old Achimotan Association colours or attire during the time of his/her suspension, or participate in any of its activities.

The circumstances under which a member may be suspended, excluded or removed include but are not limited to acts which are not of good cause and which bring the reputation of the Association into disrepute.

Acts which are not of good cause for which a member may be suspended if he/she (inter alia):

- i. Assaults another member whether sexually or otherwise, commits battery against another member, causes or threatens bodily harm, or threatens damage to another member's property.
- ii. Engages in a vexatious manner towards other members or a member based on race, ethnicity, ancestry, origin, colour, sex, creed, age, marital status, family status and disability that is known to be unwelcome and exceeds the reasonable bounds of freedom of expression.
- iii. Steals or defaces another member's property or the property of the Association.
- iv. Any of the above actions against any person who is not a member but which can be proven may lead to the suspension of a member.
- v. Each matter shall be considered on a case by case basis

Rule 17: Amendment to the Constitution

Any full member desirous of proposing any alteration of or addition to the Constitution of the Association, or of bringing forward any Resolution, shall give notice in writing of such proposal to the Executive Secretary at least 28 (twenty eight) days before the date fixed for the Annual General.

Meeting; provided such proposals are supported by at least 10 other members, but no alteration of or addition to such rules shall be made, unless the same be carried by at least two-thirds of the members present and voting at the ensuing Annual General Meeting or adjournment thereof.

The Executive Committee at its meetings may also agree to amend or alter the constitution. All changes shall be submitted as a proposal to the Association and can only be adopted in the manner stated above.

Rule 18: Motions for Annual General Meetings

Motions to be placed on the Agenda of Annual General Meetings other than business placed on the Agenda by the Executive Committee shall be proposed by the official Regional or Branch Groups or Year Groups of the Association, and shall be forwarded to the Executive Secretary no later than 28 (twenty-eight) calendar days prior to the Annual General Meeting. These matters will be considered under Any Other Business.

Rule 19: Regional, Branch and Year Group Organizations

19.1 Regional and Branch Groups of the Old Achimotan Association shall exist in the administrative regions of Ghana, overseas and as internet based groups.

19.2

- i. Year Groups within the Old Achimotan Association shall exist for each year of students who have passed out of Achimota School. The Year Group shall be named the year at which students took their first public examination in the school – except that Akoras shall have the right to join the year group they feel is most appropriate. No Akora shall join more than one Year group as a full member. Established Year Group Organizations shall appoint their own officers.
- ii. A Year Group's Representatives' Committee consisting of representatives of each Year Group shall exist within the Constitution and Rules of the Association. The Committee shall be subordinate to the Executive Committee. The Committee shall meet quarterly to deliberate on the affairs of Achimota School and the

Association. Where an issue has to be decided by vote, each Year Group present and voting shall be entitled to one vote only.

- 19.3 The Secretary of each Region, Branch or Year Group of the Association shall send each year to the Executive Secretary of the Old Achimotan Association, an annual report on the activities of his Group for the preceding year(s) by the 28th of February, together with a list of members indicating the status of each member in respect of dues payment, and their contact details for update in the OAA database.
- 19.4 Regional, Branch, and Year Groups of the Old Achimotan Association shall collect OAA annual dues of their members and any other subscriptions, donations or levies instituted by the Executive Committee for onward transfer to the Executive Secretary for deposit with the Treasurer.

Rule 20: ABSENTEE VOTING

Subject to the availability of funds the following shall be made available:

20.1 The Executive Committee shall facilitate absentee or electronic voting in the most appropriate medium or format.

20.2 The Executive Committee shall put in place arrangements to facilitate absentee or electronic voting by members in good standing as well as communications among members who cannot be physically present to vote by proxy or electronically.

20.3 Members in good standing, and who reside outside Accra or are absent during the period when a vote is taking place at an Annual General Meeting or Extraordinary General Meeting, may cast their vote in absentia either by:

- i. Submitting a completed absentee ballot form to the Executive Committee Secretary at the OAA Secretariat directly or through a personal proxy.