

HOLY CHILD SCHOOL PAST STUDENTS ASSOCIATION (1999 YEAR GROUP) CONSTITUTION.

Article 1. Name

The name of the Association shall be “**HOPSA 99**”

Article II. Mission Statement

As members of the Association, we exist to provide moral and financial support to the school (HOLY CHILD SCHOOL) and to each other in times of need

Article III. Members

There shall be one class of members, namely;

1. Past students of Holy Child, 1999 year group

All past students of Holy Child School who completed in 1999 automatically qualify to be considered members of the Association unless membership is expressly renounced.

Article IV. Executive Committee

The Executives of this Association shall be a President, a Vice President, a General Secretary, a Financial Secretary, a Public Relations Officer (PRO), an Organizing Secretary and any such position that may be considered necessary by members.

The Executives shall have general supervision over the affairs of the Association, make recommendations to members and perform duties listed in this constitution to be adopted by the Association.

They shall be elected from members of Association and shall serve until a replacement is elected. No member may hold more than one office at a time.

The tenor for holding an office shall be one year.

Elections shall be held annually to elect new members. Bi-elections shall be held in the following circumstances –

- Resignation by any Executive from an office.
- Unacceptable conduct by any executive which may be termed as disgraceful to the association
- Relocation to another Country, town or city by any Executive

Bi-elections shall be held within 14 days of such an occurrence.

Article V. Dues

The dues for members shall be as follows:

- GHS20.00 monthly.
- GHS240.00 annually.

All members must pay the monthly dues by the 24th of every month by standing order or cheques deposited in the HOPSA 99 account.

New members shall not pay any pro-rated dues, however they shall start payment on the first month of being a member of the Association.

Article VI. Account Operation

An Account shall be opened in the name of the Association with Zenith Bank Limited. Signatories to the account shall constitute three executives, the president, vice president and financial secretary. The signing instruction shall be two to sign at any time.

A maximum balance of GHS 1000.00 shall be maintained in the account at all times.

Any excess funds will be invested in the name of the Association from time to time as may be determined by members and this shall be supported by a simple majority of members.

Article VII. Donations

On donations to specific occasions as shall be determined by members, a member shall be entitled to a donation prevailing at the time and such amounts shall be reviewed on a yearly basis.

Donating to the School or contributing to worthy course shall be determined as and when the need arises.

All members will endeavor to give moral support to the person, persons or organization involved during such occasions. These donations will be made pursuant to official notification by member concerned through official communication lines of the group and acceptance of member for the information to be announced on the main group. Deductions of dues arrears will be made from donation amount if member is not in good standing (has not paid annual dues) and the remainder given as donation. An appeal for extra support will be lunched in addition to the donation

The level of donations applicable currently shall be as follows:

a) Childbirth - GHS 250.00

A delegation of three members shall attend the naming ceremony in addition to all other members who may wish to attend.

b) Marriage (*Include weddings or traditional marriages without weddings) – GHS 500.00

A delegation of two members shall attend the marriage ceremony in addition to all other members who may wish to attend.

c) Bereavement - GHS 1000.00 (*Donations will be made only when the deceased is closely related to the member, such as parents, spouses and children.)

A delegation of two members shall attend funerals that may be held within or outside Accra in addition to all other members who may wish to attend.

d) Ill-health- An appeal for funds would be launch for this donation

A delegation of at least two members shall visit the member, in addition to any other members who may wish to visit him/her. Donations shall be made to members in good standing (Paid their dues) alternatively dues shall be subtracted from donation and the member paid what is left

e) Annual donation to the school- This will be made to the yea group hosting the speech and prize-giving day as our contribution. Donations may also be made on special year group anniversaries.

A delegation of five members shall attend the speech and prize giving day in addition to all other members who may wish to attend.

.

a. Article VIII. Meetings

General meetings of the Association shall be held quarterly (dates and venues shall be communicated to members electronically. At the call of the President or any two other Executives, an extraordinary meeting may be held.

A reminder shall be given between no less than 24 hours in advance of each meeting. (60%) of the members shall constitute a quorum. The rules regarding electronic communication shall be followed.

Article IX. Duties of the Executives

The President shall:

- a) oversee all the meetings and activities of this Association
- b) chair all meetings of the membership and of the Executive Committee
- c) Ensure that the Association, at all times, abides by the rules and regulations of the Association and any other duties that may be assigned her.

The Vice President shall:

- a) Assist the President in the execution of her duties; be in charge of programming and any other duties that may be assigned her.
- b) In the absence of the president stand in to perform the duties of the president.

The Secretary shall:

- a) take minutes at all meetings of the membership and of the Executive Committee
- b) distribute minutes to the membership
- c) Manage the correspondence and any other duties that may be assigned her.

The Financial Secretary shall:

- a) manage and maintain a correct balance of the Association's funds
- b) accept payment of dues from members and update membership list to reflect payment; and
- c) Make available, when requested, a current breakdown of the Association's income and expenses and any other duties that may be assigned her.

The PRO shall:

- a) Shall be MC at all functions held by the group
- b) Shall communicate to all member of the association about functions to be held and any other duties that may be assigned her.
- c) Shall run the social media/communication pages of the association

Organizing Secretary

- a) Be in charge of organizing all functions

Article X. Constitutional Amendments

Proposed amendments to this constitution must be reviewed by a sub-committee. Amendments can only be adopted by $\frac{3}{4}$ votes with prior notice having been given to members. Before going into effect, the amendment must be approved by members of the Association. Voting on issues that may be considered discreet shall be by secret ballot.