

**CONSTITUTION OF THE S.D.A. SENIOR
HIGH SCHOOL, GOMOA JUKWA NEAR
AGONA SWEDRU - OLD STUDENTS
ASSOCIATION (SOSA**

Registered Office: [Official Address to be Inserted] | [If Applicable] | [Official Association Email] | [Official Contact Number]

ADOPTION

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Constitution Review Committee; S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru Old Students Association (SOSA)

MOTTO

[To Be Approved by the General Assembly]

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PREAMBLE

WE, the former students of S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru, united by our shared educational heritage, common values, and enduring commitment to the advancement of our alma mater and the welfare of one another;

RECOGNISING the importance of fostering unity, friendship, cooperation, integrity, accountability, transparency, mutual respect, and service among all alumni;

DESIRING to establish a democratic, transparent, accountable, and sustainable Association that shall promote the educational, social, professional, developmental, and welfare interests of its members and contribute meaningfully to the continuous growth and development of S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru;

ACKNOWLEDGING the need for a clearly defined governance framework to regulate the affairs of the Association and ensure orderly administration;

NOW THEREFORE, in the exercise of our collective will and authority, we hereby adopt, enact, and give to ourselves this Constitution as the supreme governing instrument of the S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru Old Students Association (SOSA).

ARTICLE 1: CITATION, NAME, STATUS AND ESTABLISHMENT

Section 1.1 Citation

This Constitution shall be cited as the Constitution of the S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru Old Students Association (SOSA).

Section 1.2 Name

The name of the Association shall be the S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru Old Students Association, hereinafter referred to as "SOSA" or "the Association."

Section 1.3 Status

Members of the S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru Old Students Association shall collectively be known and referred to as "**Ahobrasefo**", and in English as "**Humblerians**."

The designations "**Ahobrasefo**" and "**Humblerians**" shall constitute the official appellations of members of the Association and may be used in all official communications, ceremonies, publications, insignia, and activities of the Association.

Nothing in this section shall be construed as altering the legal name of the Association as provided under this Constitution.

Section 1.4 Status

The Association is constituted by former students of S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru. The Association shall exist as a voluntary, non-profit, non-partisan, and non-sectarian alumni association.

Section 1.5 Establishment

The year of establishment shall be [To Be Confirmed by the General Assembly]. The Association shall have perpetual succession subject to applicable laws of the Republic of Ghana.

Section 1.6 Legal Capacity

The Association may acquire, hold, manage, and dispose of movable and immovable property in accordance with this Constitution and applicable law. The Association may sue and be sued in its corporate name where legally recognised.

Section 1.7 Registered Office and Jurisdiction

The principal office of the Association shall be located at [Location to be Approved by the General Assembly]. The Association shall operate throughout the Republic of Ghana and may establish recognised chapters or branches outside Ghana in accordance with this Constitution.

Section 1.8 Brand Identity

The Association may adopt an official logo, motto, and colours subject to approval by the General Assembly.

ARTICLE 2: INTERPRETATION

Section 2.1 Definitions

In this Constitution, unless the context otherwise requires:

- **"Association"** means the S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru Old Students Association (SOSA).
- **"Constitution"** means this supreme governing instrument.
- **"Executive Committee"** means the elected and appointed body responsible for the day-to-day administration of the Association.
- **"Financial Year"** means the twelve-month accounting period adopted by the General Assembly.
- **"General Assembly"** means the highest decision-making body comprising all members.
- **"Good Standing"** means a member who has fulfilled all financial and constitutional obligations and is not under disciplinary suspension.
- **"Member"** means a person formally admitted into the Association under Article 4.
- **"Officer"** means any elected or appointed official of the Association.
- **"President"** means the elected Chief Executive Officer of the Association.
- **"Simple Majority"** means more than fifty percent of the votes cast.
- **"Special Resolution"** means a resolution passed by not less than two-thirds of members present and entitled to vote.

Section 2.2 Rules of Interpretation

Words importing the singular include the plural and vice versa. Words importing one gender include all genders. Reference to writing includes approved electronic communication. Headings are for convenience only and shall not affect interpretation. Where this Constitution is inconsistent with any applicable national law, the national law shall prevail to the extent of the inconsistency.

ARTICLE 3: VISION, MISSION, OBJECTS AND FUNCTIONS

Section 3.1 Vision

To build a united, vibrant, and influential alumni community dedicated to supporting one another and advancing the development of S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru.

Section 3.2 Mission

To promote lifelong fellowship among former students while mobilising intellectual, financial, and professional resources for the benefit of members and the School.

Section 3.3 Objects

The objects of the Association include promoting unity, fostering strong relationships among alumni, supporting educational development, encouraging ethical leadership, facilitating student mentorship, advancing student welfare, enhancing professional networking, promoting volunteerism, undertaking resource mobilization, elevating the school image, and preserving the school's heritage.

Section 3.4 Functions

To achieve its objects, the Association shall organise meetings and programmes, conduct fundraising, establish welfare programmes, collaborate with school authorities, build strategic partnerships, ensure transparency and accountability in all dealings, and establish robust governance policies.

ARTICLE 4: MEMBERSHIP

Section 4.1 Eligibility

Membership eligibility is open to any person who attended S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru and satisfies prescribed requirements.

Section 4.2 Categories of Membership

The categories of membership shall include:

- Ordinary Members
- Life Members
- Honorary Members
- Associate Members (where approved by the General Assembly)

Section 4.3 Ordinary Members

Ordinary membership requires verifiable evidence of attendance, completion of the formal membership process, and strict acceptance of this Constitution.

Section 4.4 Life Members

The General Assembly may prescribe conditions and financial thresholds for members to attain Life Membership status.

Section 4.5 Honorary Members

Honorary membership may be conferred upon individuals for distinguished service to the Association or the School. Honorary members shall not vote or hold elective office unless explicitly approved by constitutional amendment.

Section 4.6 Register of Members

The General Secretary shall maintain an accurate Register of Members in strict compliance with data protection requirements.

Section 4.7 Obligations of Members

Membership obligations include upholding the Constitution, promoting the positive image of the Association, paying all approved dues and levies, participating actively in activities, respecting lawful decisions of the organs of the Association, and demonstrating conduct that promotes unity, integrity, and mutual respect.

Section 4.8 Cessation of Membership

Membership may cease through voluntary resignation, death, expulsion following disciplinary proceedings, or constitutional amendment. A fair hearing is an absolute requirement before any suspension or expulsion.

ARTICLE 5: RIGHTS AND RESPONSIBILITIES OF MEMBERS

Section 5.1 Rights of Members

Subject to this Constitution and any lawful decisions of the General Assembly, every member in good standing shall have the right to:

- Attend meetings of the Association.
- Participate in discussions and deliberations.
- Vote on matters requiring the decision of the General Assembly.
- Contest for any elective office for which the member is eligible.
- Nominate qualified members for elective office.
- Receive timely information regarding the activities, finances, and decisions of the Association.
- Access approved records of the Association in accordance with policies adopted by the Executive Committee.
- Benefit from programmes and services established by the Association.
- Apply for welfare assistance in accordance with the Welfare Policy and this Constitution.
- Submit proposals, petitions, or motions to the appropriate organs of the Association.
- Be treated fairly and without discrimination.
- Be heard before any disciplinary action affecting the member is taken.

Section 5.2 Responsibilities of Members

Every member shall:

- Observe and uphold this Constitution.
- Promote the objectives and reputation of the Association.
- Respect decisions lawfully made by the General Assembly and the Executive Committee.
- Pay approved dues, levies, and other lawful financial obligations promptly.
- Attend meetings and actively participate in the affairs of the Association.
- Support fundraising and development initiatives.
- Conduct themselves with honesty, integrity, and mutual respect.
- Avoid conduct likely to bring the Association into disrepute.
- Cooperate with officers and committees in the execution of their lawful duties.
- Notify the General Secretary of any change in personal contact information.

Section 5.3 Equality of Members

All members shall enjoy equal rights and opportunities under this Constitution, subject only to eligibility requirements expressly provided herein.

Section 5.4 Good Standing

A member shall be regarded as being in good standing where the member:

- Has not been suspended or expelled.
- Has complied with all applicable financial obligations, unless granted a waiver or exemption.

- Is not under any lawful sanction restricting membership privileges.

Section 5.5 Restriction of Rights

A member who is not in good standing may be restricted from exercising certain constitutional rights, including voting or contesting for office, as determined by this Constitution. Such restriction shall not remove the member's right to a fair hearing.

Section 5.6 Protection of Members

The Association shall promote an environment of dignity, respect, inclusion, and fairness. No member shall be subjected to intimidation, harassment, victimisation, or discrimination on account of lawful participation in the affairs of the Association.

ARTICLE 6: ORGANS OF THE ASSOCIATION AND CHAPTER GOVERNANCE

Section 6.1 Organs

The organs of the Association shall comprise:

- The General Assembly.
- The Executive Committee.
- Standing Committees established under this Constitution.
- Ad Hoc Committees established by the General Assembly or Executive Committee.
- Recognised Chapters established in accordance with this Constitution.

Section 6.2 Supremacy of the General Assembly

The General Assembly shall be the supreme governing authority of the Association. Its lawful decisions shall bind every organ and member of the Association.

Section 6.3 Relationship Between Organs

Each organ of the Association shall exercise only those powers conferred upon it by this Constitution. No organ shall act outside its constitutional authority.

Section 6.4 Accountability

Every organ established under this Constitution shall remain accountable to the General Assembly. Each organ shall submit reports as may be required.

Section 6.5 Delegation

The Executive Committee may delegate specific responsibilities to committees or officers. Such delegation shall not relieve the Executive Committee of its constitutional responsibility.

Section 6.6 Chapter Governance

To promote grassroots participation, members may organise themselves into regional, institutional, or diaspora Chapters.

- **Formation:** A minimum of ten members in good standing may apply to the Executive Committee to form a Chapter.
- **Approval:** The Executive Committee shall review the application and recommend it to the General Assembly for official recognition.
- **Bye-Laws:** Every Chapter shall adopt bye-laws to govern its local operations. Such bye-laws must be strictly consistent with this national Constitution. In the event of a conflict, this Constitution shall prevail.
- **Financial Accountability:** Chapters may collect local dues but must submit an annual financial report to the national Financial Secretary. Chapters shall not open bank accounts using the national Association's name without the express written authorization of the Executive Committee.

- **Dissolution:** The General Assembly reserves the right to dissolve or suspend the recognition of any Chapter that acts contrary to the interests, objectives, or Constitution of the Association.

ARTICLE 7: GENERAL ASSEMBLY

Section 7.1 Status

The General Assembly shall be the highest decision-making body of the Association.

Section 7.2 Composition

The General Assembly shall consist of:

- All members in good standing.
- Honorary Members, who may participate but shall not vote unless otherwise provided by this Constitution.

Section 7.3 Powers

The General Assembly shall have authority to:

- Determine the policies of the Association.
- Elect national officers.
- Approve constitutional amendments.
- Approve annual budgets.
- Receive and consider reports.
- Approve audited financial statements.
- Determine annual dues and levies.
- Establish committees.
- Remove officers in accordance with this Constitution.
- Confer honorary membership.
- Authorise major projects.
- Exercise any other powers conferred by this Constitution.

Section 7.4 Functions

The General Assembly shall:

- Promote unity among members.
- Ensure accountability.
- Review the performance of elected officers.
- Consider proposals affecting the Association.
- Approve strategic direction.

Section 7.5 Authority

The lawful decisions of the General Assembly shall be binding upon every officer, committee, chapter, and member.

Section 7.6 Decision Making

Except where otherwise provided, decisions shall be taken by a simple majority of members present and entitled to vote.

Section 7.7 Special Resolutions

A Special Resolution shall require the affirmative votes of not less than two-thirds of members present and entitled to vote. Special Resolutions shall be required for:

- Constitutional amendments.
- Dissolution of the Association.
- Removal of elected national officers where applicable.
- Any other matter expressly requiring a Special Resolution.

Section 7.8 Records

The proceedings of every meeting of the General Assembly shall be accurately recorded by the General Secretary and confirmed at the subsequent meeting.

ARTICLE 8: EXECUTIVE COMMITTEE

Section 8.1 Establishment

There shall be an Executive Committee responsible for the administration and day-to-day management of the Association.

Section 8.2 Composition

The Executive Committee shall consist of:

- President
- Vice President
- General Secretary
- Assistant General Secretary
- Organising Secretary
- Financial Secretary
- Treasurer
- Communications and Public Relations Officer
- Welfare Officer
- Two persons appointed by the President, subject to confirmation by the Executive Committee.

Section 8.3 Collective Responsibility

The Executive Committee shall act collectively in the interest of the Association. Members of the Executive Committee shall be jointly responsible for decisions lawfully taken by the Committee.

Section 8.4 General Functions

The Executive Committee shall:

- Implement decisions of the General Assembly.
- Manage the affairs of the Association.
- Prepare annual work plans and budgets.
- Safeguard the assets of the Association.
- Supervise committees and ensure proper financial management.
- Develop policies for approval where necessary.
- Promote membership growth and coordinate programmes.
- Submit periodic reports to the General Assembly.

Section 8.5 Meetings

The Executive Committee shall meet at least once every quarter or as often as circumstances require. Emergency meetings may be convened by the President or upon a written request by not less than one-third of Executive Committee members.

Section 8.6 Quorum

The quorum for meetings of the Executive Committee shall be more than half of its serving

members.

Section 8.7 Decision Making

Decisions of the Executive Committee shall be by simple majority. Where votes are equally divided, the person presiding shall have a casting vote.

Section 8.8 Attendance

Executive Committee members shall attend meetings regularly. An Executive Committee member who absents themselves from three consecutive meetings without reasonable excuse may be referred to the General Assembly for appropriate action in accordance with this Constitution.

Section 8.9 Vacancies

A vacancy occurring within the Executive Committee shall be dealt with in accordance with the provisions relating to vacancies under this Constitution.

Section 8.10 Accountability

The Executive Committee shall remain accountable to the General Assembly and shall exercise its authority in accordance with this Constitution.

Section 8.11 Confidentiality

Executive Committee members shall maintain confidentiality regarding matters lawfully designated as confidential, except where disclosure is authorised by the General Assembly or required by law.

ARTICLE 9: MEETINGS AND STANDING ORDERS

Section 9.1 Types of Meetings

The Association shall hold the following meetings:

- Annual General Meeting (AGM).
- Extraordinary General Meeting (EGM).
- Executive Committee Meetings.
- Committee Meetings.
- Chapter Meetings, where applicable.

Section 9.2 Annual General Meeting

The Association shall hold an Annual General Meeting once in every calendar year. The date, venue, and mode of the meeting shall be determined by the Executive Committee. The Annual General Meeting shall be the principal meeting of the Association for the conduct of its constitutional business.

Section 9.3 Business of the Annual General Meeting

The business of the Annual General Meeting shall include:

- Opening formalities and confirmation of the agenda.
- Confirmation of the minutes of the previous Annual General Meeting and matters arising.
- Address by the President.
- Presentation of the General Secretary's, Financial Secretary's, Treasurer's, and Auditor's Reports.
- Consideration and approval of audited financial statements and the annual budget.
- Election of officers, where applicable.
- Consideration of constitutional amendments, motions, and resolutions.
- Any other business approved by the Chair.

Section 9.4 Extraordinary General Meeting

An Extraordinary General Meeting may be convened where urgent matters require the attention of the General Assembly. It may be convened:

- By the President.
- By resolution of the Executive Committee.
- Upon a written request signed by not less than one-third of members in good standing.

The notice convening an Extraordinary General Meeting shall specify the purpose of the meeting. No business other than that specified in the notice shall be transacted.

Section 9.5 Notice of Meetings

Notice of an Annual General Meeting shall be given not less than twenty-one days before the date of the meeting. Notice of an Extraordinary General Meeting shall be given not less than seven days before the meeting, except in cases of emergency where a shorter period may be justified. Notice

may be communicated through electronic mail, official messaging platforms, official social media platforms, circulars, or any other officially approved means.

Section 9.6 Quorum

The quorum for a General Assembly meeting shall be twenty-five members in good standing or one-third of members in good standing, whichever is lower, unless otherwise determined by constitutional amendment. Where a quorum is not formed within one hour after the scheduled commencement time, the meeting shall be adjourned to a date determined by the Executive Committee.

Section 9.7 Presiding Officer

The President shall preside at meetings of the General Assembly. In the absence of the President, the Vice President shall preside. Where both are absent, members present shall elect one member to preside over the meeting.

Section 9.8 Voting

Voting shall ordinarily be by voice vote. Voting may be conducted by show of hands, secret ballot, or electronic means where approved. Elections for national officers shall ordinarily be conducted by secret ballot.

Section 9.9 Minutes

Accurate minutes shall be kept for every meeting. Minutes shall be confirmed at the next appropriate meeting. Confirmed minutes shall constitute the official record of proceedings.

Section 9.10 Standing Orders for Meetings

To ensure orderly conduct at General Assembly meetings, the following rules of debate shall apply:

- **Recognition:** A member shall not speak unless officially recognised by the Presiding Officer.
- **Motions:** Every substantive motion must be moved by one member and seconded by another member before it can be debated.
- **Speaker Priority:** The mover of a motion shall have the right to speak first.
- **Time Limits:** The Presiding Officer may impose reasonable time limits on speeches to ensure the efficient conduct of business.
- **Points of Order:** A member may raise a point of order to draw attention to a breach of the Constitution or meeting procedures. A point of order takes immediate precedence over all other business. The ruling of the Presiding Officer on a point of order is final.
- **Decorum:** All remarks must be addressed to the Presiding Officer. Disruptive behavior, use of offensive language, or failure to yield the floor when directed by the Presiding Officer may result in the member being ejected from the meeting.

ARTICLE 10: ELECTION OF OFFICERS AND ELECTORAL REGULATIONS

Section 10.1 Democratic Elections

All elective officers shall be elected through a free, fair, transparent, and credible electoral process.

Section 10.2 Electoral Authority and Regulations

The Executive Committee shall appoint an Independent Elections Committee or Returning Officer not later than sixty days before scheduled elections. Persons contesting for office shall not serve on the Elections Committee. The Elections Committee is empowered to issue detailed electoral guidelines strictly aligned with this Constitution.

Section 10.3 Eligibility for Election

A member shall be eligible to contest for elective office where the member:

- Is a member in good standing.
- Has paid all approved dues and levies, unless granted a constitutional exemption.
- Is not serving a disciplinary sanction.
- Has been thoroughly vetted and cleared by the Elections Committee.
- Meets any additional eligibility requirements approved by the General Assembly.

Section 10.4 Nomination and Vetting

Nominations shall be opened by the Elections Committee. Every nomination shall be submitted in the prescribed form. A nominee shall signify acceptance in writing. The Elections Committee shall vet all candidates for constitutional eligibility and publish the final register of voters and the final list of qualified candidates at least fourteen days before election day.

Section 10.5 Campaign Regulations

Candidates shall:

- Conduct campaigns respectfully.
- Avoid defamatory statements, bribery, financial inducement, or coercion.
- Avoid misuse of Association resources for personal campaigns.
- Observe any campaign guidelines and expenditure limits approved by the Elections Committee.

Violations of campaign regulations may result in disqualification by the Elections Committee.

Section 10.6 Voting Procedure

Every member in good standing shall have one vote. Voting shall be by secret ballot unless otherwise approved by the General Assembly. Voting shall be heavily supervised by the Elections Committee. Proxy voting is strictly prohibited unless formally authorized by a General Assembly resolution.

Section 10.7 Declaration of Results

Results shall be announced immediately after counting. The candidate obtaining the highest number of valid votes shall be declared elected. Where there is a tie, a run-off election shall be conducted between the affected candidates within fourteen days.

Section 10.8 Election Petition

Any election petition shall be submitted in writing within seven days after declaration of results. The Dispute Resolution Committee established under this Constitution shall determine the petition within twenty-one days.

Section 10.9 Electronic Voting

Where geographical constraints or emergencies exist, the General Assembly may authorize the use of electronic voting.

- **Security and Auditability:** Any electronic voting platform utilized must be secure, accessible to all eligible voters, ensure absolute voter anonymity, and provide a verifiable audit trail.
- **Oversight:** The Elections Committee shall manage and verify the integrity of the electronic voting process, ensuring only members in good standing receive voting credentials.

ARTICLE 11: TENURE OF OFFICE, VACANCIES AND SUCCESSION PLANNING

Section 11.1 Term of Office

Every elected Executive Officer shall serve for a term of four years. An officer may be re-elected for one additional consecutive term. No person shall hold the same elective office for more than two consecutive terms.

Section 11.2 Assumption of Office

Newly elected officers shall assume office immediately after being sworn in or on a date approved by the General Assembly.

Section 11.3 Oath of Office

Every elected officer shall subscribe to an Oath of Office in a form approved by the Association before assuming office.

Section 11.4 Vacancy

An office shall become vacant where the holder:

- Dies or resigns.
- Is removed from office.
- Ceases to be a member.
- Becomes permanently incapable of performing official duties.
- Is absent from meetings contrary to this Constitution.

Section 11.5 Resignation

A resignation shall be submitted in writing to the General Secretary. Where the General Secretary resigns, the resignation shall be addressed to the President. Where the President resigns, the resignation shall be addressed to the Vice President.

Section 11.6 Filling Vacancies

Where the office of President becomes vacant, the Vice President shall act as President until elections are held or until the remaining term expires, as determined by the General Assembly. Vacancies in other elective offices shall be filled in accordance with procedures approved by the General Assembly. Temporary vacancies may be filled in an acting capacity by the Executive Committee.

Section 11.7 Removal from Office

An elected officer may be removed from office for:

- Gross misconduct.
- Abuse of office.

- Financial impropriety.
- Persistent neglect of duty.
- Conduct prejudicial to the Association.
- Conviction for a serious criminal offence.

Section 11.8 Due Process

No officer shall be removed unless:

- Written allegations are submitted.
- The officer is given adequate notice and the opportunity to respond.
- The General Assembly adopts the recommendation by a two-thirds majority of members present and entitled to vote.

Section 11.9 Succession Planning and Transition

To ensure institutional memory and seamless administration, a formal transition protocol shall be observed.

- **Handover Notes:** Every outgoing officer must prepare comprehensive handover notes detailing pending projects, operational status, passwords, and inventory under their care.
- **Transition Period:** There shall be a mandatory transition period of fourteen days following elections, during which incoming officers shall understudy the outgoing administration.
- **Joint Meeting:** A joint transition meeting between the outgoing and incoming Executive Committees shall be held to officially hand over documents, financial instruments, and assets.

ARTICLE 12: COMMITTEES

Section 12.1 Standing Committees

The Association may establish the following Standing Committees:

- Finance Committee
- Welfare Committee
- Elections Committee
- Constitution Review Committee
- Membership and Recruitment Committee
- Projects and Development Committee
- Communications and Public Relations Committee
- Any other Standing Committee approved by the General Assembly.

Section 12.2 Ad Hoc Committees

The Executive Committee or General Assembly may establish Ad Hoc Committees for specific assignments. An Ad Hoc Committee shall cease to exist upon completion of its assignment unless otherwise directed.

Section 12.3 Composition

Committee members shall be appointed based on competence, experience, availability, and commitment. The appointing authority shall ensure reasonable diversity of representation.

Section 12.4 Functions

Every committee shall perform duties assigned under this Constitution, advise the Executive Committee, submit periodic reports, and maintain proper records of its activities.

Section 12.5 Meetings

Each committee shall meet as often as necessary for the effective discharge of its responsibilities.

Section 12.6 Committee Reports

Every committee shall submit written reports to the Executive Committee and, where appropriate, to the General Assembly.

Section 12.7 Dissolution of Committees

The General Assembly may dissolve any committee established under this Constitution where its continued existence is no longer necessary or in the best interest of the Association.

Section 12.8 Protection of Committee Members

No committee member shall incur personal liability for actions taken in good faith in the lawful discharge of committee responsibilities, except where fraud, bad faith, gross negligence, or wilful misconduct is established.

ARTICLE 13: FINANCE AND PROPERTY OF THE ASSOCIATION

Section 13.1 Financial Principles

The financial resources of the Association shall be managed with integrity, transparency, accountability, prudence, and efficiency. Every officer entrusted with Association funds shall act as a fiduciary and shall be accountable to the General Assembly. The funds and assets of the Association shall be applied solely towards achieving the objectives of the Association.

Section 13.2 Sources of Funds

The funds of the Association shall include:

- Membership registration fees.
- Annual dues.
- Welfare contributions.
- Special levies approved by the General Assembly.
- Donations and voluntary contributions.
- Grants and sponsorships.
- Income from approved projects and investments.
- Fundraising activities.
- Lawful income from any other source approved by the General Assembly.

Section 13.3 Annual Dues

Every Ordinary Member shall pay annual dues. The amount of annual dues shall be determined by the General Assembly upon the recommendation of the Executive Committee. Annual dues shall become payable on a date approved by the General Assembly. Members shall be encouraged to pay dues promptly to support the operations of the Association.

Section 13.4 Special Levies

The General Assembly may approve Special Levies to finance approved projects or meet exceptional financial obligations. A Special Levy shall state its purpose, the amount payable, and the period within which payment shall be made. A Special Levy shall not be imposed except by a resolution of the General Assembly.

Section 13.5 Financial Obligations of Members

Every member shall honour all approved financial obligations unless granted a waiver or exemption under this Constitution. Persistent failure to meet financial obligations may affect eligibility to vote, contest elections, or access specified Association benefits.

Section 13.6 Waivers and Exemptions

The Executive Committee may recommend the waiver, reduction, deferment, or exemption of financial obligations in deserving cases. Such recommendations shall be subject to policies

approved by the General Assembly.

Section 13.7 Bank Accounts

The Association shall maintain one or more bank accounts in the name of the Association. All monies received shall be deposited promptly into the approved bank account unless otherwise authorised. Cash holdings shall be kept to the minimum reasonably necessary.

Section 13.8 Signatories

The General Assembly shall approve the categories of signatories to the Association's bank accounts. Withdrawal mandates shall require multiple authorised signatories in accordance with the Association's Financial Policy. The President and the Treasurer shall be principal signatories.

Section 13.9 Budget

The Executive Committee shall prepare an annual budget. The budget shall be presented to the General Assembly for approval. Expenditure shall, as far as practicable, conform to the approved budget.

Section 13.10 Financial Records

The Financial Secretary and Treasurer shall ensure that proper books of accounts are maintained, receipts are issued for all monies received, payments are properly authorised, supporting documents are retained, and financial records are preserved securely.

Section 13.11 Audit

The accounts of the Association shall be audited annually. The General Assembly shall appoint an Auditor who shall not be a serving Executive Officer. The Auditor shall present an independent report to the Annual General Meeting.

Section 13.12 Procurement

The acquisition of goods, works, and services shall be conducted fairly, competitively where practicable, and in the best interest of the Association.

Section 13.13 Investments

- The Association may invest surplus funds in lawful investments approved by the General Assembly.

Section 13.14 Property

All movable and immovable property acquired by the Association shall remain the property of the Association and shall not be appropriated for private benefit.

Section 13.15 Financial Accountability

Every officer responsible for Association funds shall render periodic financial reports to the Executive Committee and the General Assembly.

Section 13.16 Financial Limitations and Authorisations

To ensure prudent fiscal management, strict financial thresholds shall apply:

- **Presidential Limit:** The President may independently authorize emergency expenditures up to a maximum limit set annually by the General Assembly.
- **Executive Committee Limit:** The Executive Committee may collectively approve unbudgeted expenditures up to a medium-tier limit defined in the Financial Policy.
- **General Assembly Approval:** Any expenditure exceeding the Executive Committee limit, or any long-term financial commitment, loan, or asset disposal, must receive prior approval from the General Assembly.

ARTICLE 14: WELFARE

Section 14.1 Establishment of the Welfare Scheme

There is hereby established a Welfare Scheme to provide organised support and assistance to eligible members and, where applicable, their immediate families during approved circumstances.

Section 14.2 Objectives

The Welfare Scheme shall seek to promote solidarity among members, provide financial assistance during periods of genuine hardship, demonstrate compassion during bereavement, promote mutual care and support, and strengthen fellowship within the Association.

Section 14.3 Welfare Fund

There shall be established a Welfare Fund. The Welfare Fund shall be administered separately from the General Administrative Fund. Separate financial records shall be maintained.

Section 14.4 Sources of the Welfare Fund

The Welfare Fund may consist of welfare contributions, donations, fundraising proceeds, grants designated for welfare, investment income attributable to the Welfare Fund, and any other lawful source approved by the General Assembly.

Section 14.5 Welfare Committee

The Welfare Officer shall coordinate the administration of the Welfare Scheme. The Welfare Committee shall assist in assessing applications and making recommendations. Every recommendation shall be guided by fairness, compassion, consistency, and accountability.

Section 14.6 Eligibility

A member shall ordinarily qualify for welfare support where the member is in good standing, has complied with approved welfare contributions unless exempted, and meets the eligibility criteria prescribed by the Welfare Policy.

Section 14.7 Welfare Benefits

Subject to available resources and approved policy, welfare assistance may be granted in respect of:

- Death of a member, a spouse, or a biological or legally adopted child.
- Serious medical emergencies.
- Permanent disability.
- Natural disasters affecting a member.
- Other exceptional circumstances approved by the Executive Committee.

Section 14.8 Funeral Representation

Where a member or an eligible relative passes away, the Association may officially represent the Association at funeral activities, present condolences, provide approved financial assistance, and

undertake any additional support approved by the Welfare Committee.

Section 14.9 Welfare Applications

Applications for welfare support shall be submitted in the prescribed manner. The Welfare Committee may request supporting documentation where necessary.

Section 14.10 Emergency Assistance

Where delay may cause hardship, the President and Welfare Officer may jointly authorise interim assistance, subject to subsequent ratification by the Executive Committee.

Section 14.11 Limitations

Nothing contained in this Constitution shall be interpreted as creating an automatic entitlement to welfare payments. Every application shall be considered on its own merits, available resources, and approved policy.

Section 14.12 Accountability

The Welfare Officer shall submit periodic reports detailing welfare income, welfare expenditure, outstanding commitments, and the status of the Welfare Fund.

Section 14.13 Welfare Policy

The General Assembly may adopt a detailed Welfare Policy prescribing contribution rates, benefit levels, waiting periods, claim procedures, supporting documentation, appeals, and administrative procedures. The Welfare Policy shall be consistent with this Constitution.

ARTICLE 15: RECORDS, COMMUNICATION AND DATA PROTECTION

Section 15.1 Official Records

The Association shall maintain accurate and secure records of its meetings, membership, finances, assets, resolutions, correspondence, and other official documents.

Section 15.2 Custody of Records

The General Secretary shall be the principal custodian of the Association's records, except financial records, which shall be maintained jointly by the Financial Secretary and the Treasurer.

Section 15.3 Electronic Records

The Association may maintain electronic records, provided appropriate measures are taken to ensure their integrity, confidentiality, and accessibility.

Section 15.4 Official Communication

Official communication may be made through circulars, electronic mail, official messaging platforms, the Association's website, social media platforms, or any other medium approved by the Executive Committee.

Section 15.5 Confidentiality

Officers and committee members shall protect confidential information acquired in the course of their duties and shall not disclose such information except where authorised by the Association or required by law.

Section 15.6 Data Protection

The Association strictly commits to protecting the privacy of its members.

- **Lawful Processing:** Personal data shall only be collected and processed for the legitimate administrative, welfare, and communicative purposes of the Association.
- **Consent and Non-Disclosure:** Members' personal information shall not be sold, distributed, or shared with third-party organizations without the explicit, documented consent of the member, except where required by a lawful court order.
- **Access:** Members retain the right to access their personal records held by the Association and request corrections to any inaccuracies.

ARTICLE 16: DISCIPLINE, ETHICS AND CONFLICT OF INTEREST

Section 16.1 Standards of Conduct

Every member shall conduct themselves in a manner that upholds the dignity, integrity, and reputation of the Association.

Section 16.2 Acts of Misconduct

Acts of misconduct include, but are not limited to:

- Misappropriation of Association funds or property.
- Fraud, dishonesty, gross misconduct, or abuse of office.
- Persistent disregard for this Constitution.
- Bringing the Association into disrepute.
- Physical violence, threats, harassment, or intimidation.
- Wilful dissemination of false information concerning the Association.
- Unauthorised use of the Association's name, logo, or property.

Section 16.3 Complaints

Any member may submit a written complaint concerning alleged misconduct to the General Secretary or, where appropriate, to the President.

Section 16.4 Preliminary Assessment

The Executive Committee shall conduct a preliminary assessment and may refer the matter to an appropriate Disciplinary Committee for investigation.

Section 16.5 Fair Hearing

A member against whom disciplinary proceedings are commenced shall receive written notice of the allegations, be given adequate time to respond, be afforded the opportunity to be heard, and be permitted to present evidence and call witnesses where appropriate.

Section 16.6 Disciplinary Measures

Following due process, the General Assembly or the appropriate constitutional authority may impose one or more of the following sanctions: verbal caution, written warning, restitution, suspension from specified privileges, suspension from membership, removal from office, or expulsion from the Association.

Section 16.7 Appeals

A member aggrieved by a disciplinary decision may appeal to the General Assembly within thirty days of the decision. The decision of the General Assembly on appeal shall be final.

Section 16.8 Natural Justice

Every disciplinary process conducted under this Constitution shall observe the principles of natural justice, fairness, impartiality, and due process.

Section 16.9 Conflict of Interest

- **Duty to Disclose:** Any officer or member who has a direct or indirect personal, professional, or financial interest in any matter, contract, or transaction before the Association must fully disclose the nature of this interest.
- **Recusal:** Following disclosure, the conflicted individual shall recuse themselves from the meeting, shall not participate in debates regarding the matter, and shall not vote on the issue.
- **Improper Benefit:** No officer shall use their position to secure unwarranted privileges, contracts, or financial benefits for themselves, their family, or their business associates.

ARTICLE 17: DISPUTE RESOLUTION

Section 17.1 Guiding Principles

The Association shall endeavour to resolve disputes amicably, fairly, impartially, and expeditiously. Every dispute shall be handled in a manner that promotes reconciliation, preserves unity, and protects the interests of the Association.

Section 17.2 Internal Resolution

A dispute arising between members or between a member and an organ of the Association shall first be referred to the Executive Committee for mediation. Where the Executive Committee is directly involved in the dispute, the matter shall be referred to a Dispute Resolution Committee appointed by the General Assembly.

Section 17.3 Dispute Resolution Committee

The General Assembly may appoint a Dispute Resolution Committee consisting of impartial members of good standing. A person having a direct interest in the dispute shall not serve on the Committee. The Committee shall hear all parties and submit recommendations to the General Assembly.

Section 17.4 Exhaustion of Internal Remedies

No member shall institute external legal proceedings concerning the affairs of the Association until all internal dispute resolution mechanisms provided under this Constitution have been exhausted, except where otherwise required by law.

Section 17.5 Final Decision

Subject to applicable law, the decision of the General Assembly on a dispute shall be final and binding.

ARTICLE 18: AMENDMENT OF THE CONSTITUTION

Section 18.1 Power to Amend

The General Assembly may amend this Constitution in accordance with the procedure prescribed in this Article.

Section 18.2 Proposal for Amendment

A proposal to amend this Constitution may originate from the Executive Committee, the Constitution Review Committee, or a written proposal submitted by not less than ten members in good standing or such other threshold as may subsequently be approved by constitutional amendment.

Section 18.3 Notice

Every proposed amendment shall be submitted to the General Secretary. The General Secretary shall circulate the proposed amendment together with explanatory notes to members not less than twenty-one days before the meeting at which it is to be considered.

Section 18.4 Consideration

The proposed amendment shall be debated by the General Assembly before voting. Members shall be afforded a reasonable opportunity to discuss, modify, or withdraw the proposal.

Section 18.5 Approval

A constitutional amendment shall be approved only by a Special Resolution supported by not less than two-thirds of members present and entitled to vote.

Section 18.6 Effective Date

Unless otherwise specified in the approving resolution, an amendment shall take effect immediately upon adoption by the General Assembly.

Section 18.7 Consolidation

The General Secretary shall ensure that every approved amendment is incorporated into the official consolidated version of the Constitution.

ARTICLE 19: TRANSITIONAL PROVISIONS

Section 19.1 Existing Executive Committee

The Executive Committee serving immediately before the adoption of this Constitution shall continue to perform its functions until the expiration of its mandate or until elections are conducted under this Constitution, whichever occurs first.

Section 19.2 Existing Policies

Existing policies, regulations, resolutions, and administrative directives shall remain in force to the extent that they are not inconsistent with this Constitution.

Section 19.3 Existing Assets

All assets, liabilities, records, contracts, and obligations existing before the coming into force of this Constitution shall continue as assets, liabilities, records, contracts, and obligations of the Association.

Section 19.4 Interpretation During Transition

Any question arising during the implementation of this Constitution shall be determined by the General Assembly upon the recommendation of the Executive Committee.

Section 19.5 Review

The Association may undertake a comprehensive constitutional review at intervals determined by the General Assembly where circumstances so require.

ARTICLE 20: DISSOLUTION OF THE ASSOCIATION

Section 20.1 Resolution for Dissolution

The Association shall not be dissolved except by a Special Resolution passed at a duly convened General Assembly.

Section 20.2 Notice

A proposal for dissolution shall be circulated to all members not less than thirty days before the meeting at which it shall be considered.

Section 20.3 Majority Required

A resolution for dissolution shall require the affirmative votes of not less than two-thirds of members present and entitled to vote.

Section 20.4 Settlement of Liabilities

Upon dissolution, all lawful debts and liabilities of the Association shall first be settled.

Section 20.5 Disposal of Assets

After settlement of liabilities, any remaining assets shall be transferred to:

- S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru for educational purposes; or
- Another non-profit organisation having objectives substantially similar to those of the Association, as determined by the General Assembly.

No member shall receive any part of the remaining assets solely by virtue of membership.

Section 20.6 Records

All official records of the Association shall be transferred to the institution or organisation designated by the General Assembly.

SCHEDULE 1: EXECUTIVE OFFICERS AND THEIR FUNCTIONS

1. President

- **Functions:** The President shall serve as the Chief Executive Officer of the Association, provide strategic leadership, preside over meetings of the General Assembly and Executive Committee, ensure the implementation of resolutions, represent the Association in official matters, and exercise any other powers conferred by this Constitution.
- **Limitations:** The President shall not unilaterally commit the Association to financial liabilities exceeding the approved presidential limit, nor execute binding external contracts without the prior approval of the Executive Committee or General Assembly.

2. Vice President

- **Functions:** The Vice President shall assist the President, perform the functions of the President in the President's absence, and undertake assignments delegated by the President or the Executive Committee.
- **Limitations:** The Vice President shall not assume the powers of the President unless the President is officially absent, incapacitated, or the office is vacant.

3. General Secretary

- **Functions:** The General Secretary shall serve as the principal administrative officer, keep minutes and official records, conduct correspondence, maintain the Register of Members, and issue notices of meetings.
- **Limitations:** The General Secretary shall not issue public policy statements or constitutional interpretations without the explicit authorization of the Executive Committee.

4. Assistant General Secretary

- **Functions:** The Assistant General Secretary shall assist the General Secretary and perform the functions of the General Secretary in the latter's absence.
- **Limitations:** Subject to the same limitations as the General Secretary.

5. Organising Secretary

- **Functions:** The Organising Secretary shall coordinate meetings and programmes, mobilise members, and coordinate logistics for Association activities.
- **Limitations:** The Organising Secretary shall not procure logistical services or venues without prior budget approval from the Finance Committee or Executive Committee.

6. Financial Secretary

- **Functions:** The Financial Secretary shall maintain financial records, prepare financial reports, receive income on behalf of the Association, and maintain accurate accounting records.
- **Limitations:** The Financial Secretary shall not make direct disbursements of Association funds or hold Association cash outside of approved banking procedures.

7. Treasurer

- **Functions:** The Treasurer shall safeguard Association funds, ensure timely banking of monies received, keep custody of financial instruments, and prepare periodic treasury reports.
- **Limitations:** The Treasurer shall not authorize sole-signatory withdrawals or mix personal funds with Association funds under any circumstances.

8. Communications and Public Relations Officer

- **Functions:** The Communications and Public Relations Officer shall manage public communication, promote the image of the Association, manage official media platforms, and publicise Association activities.
- **Limitations:** Shall not publish unverified information or express personal opinions on official Association platforms.

9. Welfare Officer

- **Functions:** The Welfare Officer shall coordinate welfare programmes, maintain welfare records, assess welfare applications, and advise the Executive Committee on welfare matters.
- **Limitations:** The Welfare Officer shall not independently guarantee welfare payouts that contravene the approved Welfare Policy.

10. Presidential Appointees

- **Functions:** The two Presidential Appointees shall perform responsibilities assigned by the President and approved by the Executive Committee, provide specialised expertise where required, and participate fully in Executive Committee deliberations.
- **Limitations:** Appointees hold no independent executive powers outside their assigned domains and serve solely at the discretion of the President and Executive Committee.

SCHEDULE 2: OATH OF OFFICE

I,

having been elected or appointed to the office of

do solemnly affirm that I shall faithfully discharge the duties of my office, uphold and defend the Constitution of the S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru Old Students Association, protect the property and interests of the Association, act honestly and impartially, avoid conflicts of interest, preserve confidentiality where required, and perform my duties diligently to the best of my ability.

So help me God.

Signature: _____

Date: _____

SCHEDULE 3: NOMINATION FORM

Office Being Contested: _____

Name of Candidate: _____

Membership Number (where applicable): _____

Name of Proposer: _____

Name of Seconder: _____

Candidate's Acceptance:

I hereby accept the nomination and submit myself to the electoral regulations of the Association.

Signature: _____

Date: _____

SCHEDULE 4: FORM FOR PROPOSAL OF CONSTITUTIONAL AMENDMENT

Title of Proposed Amendment: _____

Article and Section Affected: _____

Existing Provision: _____

Proposed Provision: _____

Reasons for Amendment: _____

Names and Signatures of Proposers: _____

Date Submitted: _____

CERTIFICATION

We, the members of the S.D.A. Senior High School, Gomoa Jukwa near Agona Swedru Old Students Association (SOSA), having considered and approved this Constitution at a duly constituted General Assembly, do hereby adopt this Constitution as the supreme governing instrument of the Association.

This Constitution shall come into force on the date of its adoption unless otherwise resolved by the General Assembly.

EXECUTED AT

Republic of Ghana

On this _____ day of _____, 20.

SIGNED

President

Name: _____

Signature: _____

Date: _____

Vice President

Name: _____

Signature: _____

Date: _____

General Secretary

Name: _____

Signature: _____

Date: _____

Financial Secretary

Name: _____

Signature: _____

Date: _____

Treasurer

Name: _____

Signature: _____

Date: _____

WITNESSED BY

Name: _____

Position: _____

Signature: _____

Date: _____