

# CONSTITUTION OF THE OPASS ALUMNI ASSOCIATION OF NORTH AMERICA

## PREAMBLE

We, alumni of Ofori Panin Secondary School (OPASS), located in Kukurantumi in the Republic of Ghana, now residing in North America (U.S.A. and Canada), have committed ourselves to form a non-profit organization called "OPASS Alumni Association of North America". We, members of the Association, do hereby commit ourselves to support this Association and solemnly pledge to adhere to the tenants of this Constitution which is the basis of our common bond.

## ARTICLE I: NAME OF THE ASSOCIATION

The name of our organization shall be known as OPASS Alumni Association of North America and members shall be known simply as "*Mpaninfoo*".

## ARTICLE II OBJECTIVES

- a. The Association shall be non-profit, non-political, charitable and a voluntary organization.
- b. To organize members of the association and promote the interest and the welfare of the members of the association.
- c. To initiate and fund capital improvement projects and other activities that we deem would enhance teaching and learning at our Alma matter.
- d. To support any viable project as may be initiated by the school administration, benevolent organizations or the Board of Governors.
- e. To promote any other activities that may be deemed necessary and appropriate in the interest of the Association.

## ARTICLE III MEMBERSHIP

Membership of the Association is open to all OPASSIANS residing in North America.

## **ARTICLE IV REGISTRATION AND DUES**

- a. There shall be no registration fees for members of the Association.
- b. Membership monthly dues shall be \$10.00 U.S Dollars (Dues can be paid in quarterly, semi-annually or yearly)

## **ARTICLE V EXECUTIVE COMMITTEE**

The Association shall be administered by an elected, governing-body known as the Executive Committee to be composed of:

- President
- Vice President
- Secretary
- Assistant Secretary
- Financial Secretary
- Treasurer
- Organizing Secretary
- Ambassadors
- Public Relations Officers (PRO)
- Assistant Public Relations Officer

## **ARTICLE VI FUNCTIONS OF THE EXECUTIVE OFFICERS**

**Section 1: President** - The President shall:

- a. Be the Chief Executive Officer of the Association.
- b. Preside over all meetings of the Association
- c. Enforce the Constitution and By-Laws
- d. Work closely with his/her executives and all members to achieve the goal and objectives of the association
- e. Report annually to the membership on the state of the Association
- f. Call emergency/special meetings as and when necessary
- g. Perform other functions as may be required of his/her office.

**Section 2: Vice President** - The Vice President shall:

- a. Perform the functions of the President in his/her absence
- b. Coordinate and assist the President as and when necessary
- c. Perform other functions as may be assigned by the President

**Section 3: Secretary** - The Secretary shall:

- a. Coordinate all activities pertaining to meetings of the Association
- b. Notify all members of the Date, Time and location for all meetings.
- c. Record, maintain and distribute to members copies of minutes of all meetings
- d. Maintain all relevant documents and communications to and from the Association
- e. Communicate all activities organized or sponsored by the Association to all members.

**Section 4: Assistant Secretary** - The Assistant Secretary shall:

- a. Assist the Secretary in his/her duties
- b. Perform the duties of the Secretary in his/her absence
- c. Perform other functions as may be assigned to him/her

**Section 5: Treasurer** - The Treasurer shall:

- a. Be the Chief Financial Secretary (CFO) of the Association.
- b. Keep accurate records of all financial transactions of the Association.
- c. Reconcile bank statements and correct ledgers as needed. (Record individual contributions)
- d. Prepare a bi-annual financial report of the Association and issue copies to all members by July 31, and January 31, respectively
- d. Not disburse any funds for any purpose without the express approval of the executives.
- e. Disbursed funds shall be endorsed by the president and the treasurer.
- f. With input from the Financial Secretary, prepare an annual financial report and submit it to Auditors by February 15, of the proceeding year.
- g. Properly and in a timely manner, handover to his/her successor all financial records and any other relevant document in his/her possession

**Section 6: - Financial Secretary** - The Financial Secretary shall:

- a. Receive and, within five (5) business days, deposit into the Association's bank account all monies payable to the association
- b. Post checks (all dues, donations and pledges paid) to deposit spreadsheet or record-keeping system.
- c. Provide the Treasurer copies of vouchers for all receivables and payments.
- d. Perform the duties of the Treasurer in his/her absence
- e. Perform other functions as may be assigned to him/her

**Section 7: Organizing Secretary** - The Organizing Secretary shall:

- a. Make special efforts to involve all members in the Association's activities.
- b. Organize events and other activities approved by the executives

**Section 8: Ambassadors** – The Ambassadors shall:

- a. Make efforts to contact all OPASSIANS in their regions to register and participate in the Association's activities.
- b. Coordinate with the organizer to organize and promote all activities approved by the executives.
- c. Report regional membership status to the executive committee.

**Section 9: Public Relations Officer (PRO)** - The PRO shall:

- a. Be the spokesperson of the Association at all times
- b. Be responsible for publicizing all the activities of the Association.
- c. Be the Chief of Protocol at all functions of the Association

**Section 10: Assistant Public Relations Officer (APRO)** - The APRO shall:

- a. Act in the absence of the Public Relations Officer (PRO).
- b. Coordinate and assist the PRO as and when necessary.

**ARTICLE VII:  
AUTHORITY AND LIMITATIONS OF THE EXECUTIVE COMMITTEE**

Section 1: Authority - The Executive Committee shall have authority as follows:

- a. Be responsible for the custody and maintenance of the Association's property and finances
- b. Administer the Association using the authority and powers vested under the Constitution

Section 2: Limitation - The Executive Committee shall:

- a. **Not** have any authority to spend or authorize any expenditures in excess of USD \$5,000.00 without authorization by the general membership at a regular or special meeting.

**ARTICLE VIII:  
ELECTIONS AND TENURE OF OFFICERS**

Section 1: Elections of Officers

- a. The Executive Committee shall appoint an Electoral Commission consisting of three non-executive members who shall have the responsibility of overseeing general elections.
- b. All Executive Officers shall be elected by the general membership.
- c. Elections shall be held every two (2) years during a general meeting
- d. All elections shall be by secret ballot
- e. Voting by proxy shall be permitted
- f. Eligible voters shall mail their proxy votes to the Electoral Commission, at least, two weeks prior to an election

## Section 2: Candidates for Office

- a. A candidate for any office should be in good standing. At the minimum, he/she must have paid his/her dues to date and have a good attendance record at meetings
- b. Members may seek an office or be nominated

## Section 3: Tenure of Officers

- a. Elected officials shall take an office in the month of June, following the elections.
- b. The term of office shall be two (2) years for a maximum of two (2) consecutive term
- c. No Executive Member shall hold two offices simultaneously
- d. An Executive Officer may be re-elected to another office upon completion of two (2) consecutive terms.

## Section 4: Vacant Position

- a. An election shall be held to fill a vacant position unless the said office will be vacant for less than three (3) months prior to general elections. If a position becomes vacant by dismissal suspension, death, or resignation, the office shall be filled as follows:
  1. The President shall appoint a member in good standing to temporary fill the position.
  2. A simple majority vote of the Executive is needed to confirm and approve the appointee.
  3. The new appointee shall assume office immediately following the approval.

## **ARTICLE IX**

### **REMOVAL OF EXECUTIVE OFFICERS AND MEMBERS**

## Section 1: Removal of Executive Officer or member

- a. Any elected or appointed member of the Executive Committee may be removed from office by a simple-majority vote at a General Meeting.
- b. Grounds for Removal of Executive Officers The following shall constitute offences or grounds for the removal of any Executive Officer
  1. Misappropriation or embezzlement of funds and/or other assets of the Association.
  2. Violation of the Association's Constitution and By-Laws.
  3. Publication or dissemination of any printed matter which misrepresents the Association or brings its integrity into disrepute.
  4. Any other acts, actions, activities or behavior considered to be contrary to the interest of and good name of the Association.
  5. Acts, actions, and activities considered by the Executive Committee to be prejudicial or detrimental to the interests and good name of the Association

6. Refusal to pay dues for a period of six months or pay any special assessment imposed by the Executives or agreed upon by members.
7. Consistent refusal to participate in planned activities of the associations without valid reason(s).

Section 2: Requesting the Removal of an Officer

- ◆ Any member of the Association, supported by at least any other two members of the Executive Committee, may request the removal of an officer through a written notice to both the President and the General Secretary at least two weeks before a regular meeting of the Executive Committee.

Section 3: Due Hearing before Removing an Officer or an active member

- ◆ A designated sub-Committee shall give any officer whose removal is deliberated a due hearing. The Committee's findings and recommendations shall be presented to the Executive Committee for proper action at a General Meeting.

**ARTICLE X:  
MEETINGS AND PROCEDURES**

- a. Meetings shall be held once each year on a date and in a State, City and location as may be determined by the general membership at its general meeting.
- b. Emergency meetings may be convened by the President.
- c. Two-thirds of the membership shall constitute a quorum for a meeting.

Meetings shall be conducted in English.

**ARTICLE XI  
FINANCES**

Section 1: The Association derives its operational income from:

1. Membership monthly fee of \$10.00 U.S. Dollars or as determined by the Executive Committee.
2. Fundraising and other means deemed to be appropriate by the Executive Committee.

Section 2: Controls and Accountability

1. The Association shall keep its funds in and operate a bank account.
2. Withdrawal from the Association's bank accounts shall be done only under two signatories of the Treasurer and either the General Secretary or the Chairman.

Section 3: Auditing of Accounts:

The Executives shall appoint an Internal Auditor to audit its accounts at least twice every year.

Section 4: The Internal Auditor shall:

1. Not be a member of the Executive Committee.
2. Not disburse any fund of the Association for any purpose.
3. Audit the Association's accounts at least twice every year and report his or her findings to the Executive Committee.

**ARTICLE XII  
AMENDMENTS**

1. Any member or members can propose Amendments to the Constitution.
2. All proposals for amendment must be submitted in writing to the Executive Committee at least two months before a regular General Meeting of the Association.
3. Any proposed amendment to this Constitution shall be deliberated and voted upon by the General Membership at a General Meeting called for that purpose.
4. The Constitution can only be amended by at least a two-third vote of all members of the Association during a General Meeting.