

**CONSTITUTION OF THE NATIONAL ASSOCIATION
OF OFORI PANIN PAST STUDENTS `**
(MPANYINFO)

PREAMBLE:

We, the past students of Ofori Panin Secondary School, Kukurantumi, referred to as the 'Association', having agreed to form a non-political association for our mutual benefit and in the interest of our Alma Mater have accordingly resolved to be governed by the provisions of this Constitution.

ARTICLE I DEFINITION OF PAST STUDENT

A past student is any person who at any time and for any length of time attended the school for purposes of study.

ARTICLE II NAME OF THE ASSOCIATION

The name of the Association shall be **OFORI PANIN PAST STUDENTS ASSOCIATION** and its motto shall be "*Dwen na som*"

ARTICLE III AIMS AND OBJECTIVES

The aims and objectives of the Association shall be:

1. To collaborate with other Branches/Chapters to provide assistance in order to support the academic and moral development of the school and improve its image.
2. To provide support and benefits to members when the need arises.
3. To bring together past students with a view to encouraging them to develop a sense of fellowship.
4. To make available to members information or career prospects and avenues for further advancement.
5. To serve as a forum for past students to meet from time to time to discuss matters set out in this Article or for the purpose of entertainment or relaxation.

ARTICLE IV MEMBERSHIP OF THE ASSOCIATION

All past students of Ofori Panin Secondary School are automatically members of the Association.

ARTICLE V YEAR GROUPS

1. Members shall be required to form themselves into year-groups.

2. For the purpose of this Article year-groups shall be designated by the year in which members passed out of form 5 ('O' level), 6th Form ('A' Level) or Form 3 (SSS).
3. Those who left the school prior to finishing either form 5 or SSS shall belong to the year-groups of their mates as if they would have remained and finished form 5 or SSS with them.

ARTICLE VI RESPONSIBILITIES OF MEMBERS

A member shall be deemed to be of good standing who shall:

- (a) regularly and punctually attend meetings and other activities of the Association;
- (b) pay such dues and special levies as may be prescribed from time to time by the Association;
- (c) refrain from any conduct or activities that may tarnish the image of the School;
- (d) Offer such assistance as may be required by and for the good of the Association.

ARTICLE VII EXECUTIVE COMMITTEE

The Association shall have the following officers who shall constitute the Executive Committee.

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Financial Secretary
6. Assistant Financial Secretary (Treasurer)
7. Organizing Secretary
8. Publicity Officer
9. Immediate Past President

ARTICLE VIII PATRONS

The Association shall have a maximum of five (5) Patrons. Patrons shall be persons of outstanding ability and reputation nominated by members of the Association for a period not exceeding four (4) years and may be re-appointed with approval of a general meeting.

ARTICLE IX ELECTION OF OFFICERS

1. All officers shall be elected at a general meeting purposely convened for elections.
2. The votes shall be by a simple majority through secret balloting of members present.
3. All officers shall hold office for a period of two (2) years and shall be eligible for re-election.
4. In the event of a post falling vacant before the general election, the Association shall elect a member to the post pending the general elections.

5. Notice of elections shall be announced at general meeting not less than one month prior to the date of elections.
6. Only members of good standing shall be eligible to stand for election or to vote.

ARTICLE X DUTIES OF OFFICERS AND PATRONS

(a) President

1. The President shall preside over General and Executive Meetings and all social gatherings of the Association and shall be wholly responsible for the proper conduct of business at such meetings and social gatherings.
2. He shall convene meetings in consultation with the Executive or when called upon to do so as hereinafter provided.
3. He shall sign all documents and agreements on behalf of the Association.
4. The President shall be the spokesperson of the Association.

(b) Vice President

In the absence of the President, the Vice President shall perform the functions of the president.

(c) Secretary

1. The Secretary shall summon all meetings in consultation with the President.
2. He shall record minutes of all meetings.
3. He shall be responsible for all correspondence to and from the Association.
4. He shall keep an imprest for stationery, postage and other incidental expenses relating to the running of the Association.
5. He shall keep an up-to-date record of membership.
6. He shall effectively co-ordinate the activities of various committees and sub-committees of the Association.

(d) Assistant Secretary

In the absence of the secretary, the Assistant secretary shall perform the functions of the secretary.

(e) Financial Secretary

1. Financial Secretary shall be responsible for the collection of dues and

issuing of receipts.

2. He shall hand over all monies belonging to the Association to the Bank within one week.
3. He shall direct the disbursement of funds as authorized by the Executive.
4. He shall keep proper records of all financial transaction of the Association.
5. He shall present to the Executive monthly written reports on the Association's finances.
6. He shall present an annual financial statement to the Annual General Meeting which shall thereupon appoint a team to audit the accounts.

(f) Assistant Financial Secretary

In the absence of the financial secretary, the Assistant financial secretary shall perform the functions of the financial secretary.

(g) Organizing Secretary

1. The Organizing Secretary shall be responsible for organizing social and other activities.
2. He shall liaise with the year-groups and co-ordinate the activities of the year-groups, through their conveners/publicity officer.
3. He shall be responsible for motivating effective participation of members in the activities of the Association.

(h) Publicity Officer

1. He shall be responsible for publicizing all meetings and activities of the Association.

(i) Executive Committee

1. The Executive Committee shall be charged with the general running of the Association.
2. The Executive Committee shall have power to co-opt any member to serve on the Committee.

(j) Patrons

1. Patrons shall be required to provide general guidance as well as financial/material assistance to the Association whenever called upon to do so.
2. In times of crisis on serious misunderstanding within the Association, the Patrons shall, when requested, act as arbitrators or mediators.

ARTICLE XI MEETINGS

1. The Executive Committee shall meet at least four (4) times in a year.
2. General meetings or social gatherings shall be held once a month.
3. Meetings shall be conducted in line with accepted norms and regulations.
4. No member shall leave a meeting except with the expressed permission from the President.
5. Emergency meetings shall be convened, when necessary, by the Secretary in consultation with the President.
6. Seven paid up members shall have power to call upon the President to summon a meeting by appending their names and signatures to a note addressed to the President through the Secretary requesting such meeting. Such a note shall disclose fully beyond all reasonable doubts the purpose of the meeting.

ARTICLE XII QUORUM

The quorum shall be formed as follows:

1. Five (5) executive members shall form a quorum at Executive Meetings provided either the President or Secretary is present.
2. Ten (10) members shall form a quorum at General Meetings provided the President or Secretary is present.

ARTICLE XIII VOTING AT MEETINGS

1. Voting at meetings shall be by any of the following procedures:
 - (a) Secret ballot
 - (b) Show of hands
2. Each member shall have one vote.
3. The President shall have a casting vote.

ARTICLE XIV FINANCE

1. The Association's finances shall consist of Annual Dues, Special Levies, Voluntary Contributions, Gifts, Surpluses realized at parties and special fund raising activities.
2. Each member shall pay an Annual Dues as shall be determined by the Association.

3. The Association's funds shall be kept in a Bank operating in Accra as approved by the General Meeting.
4. The Account of the Association shall be operated by the President, Financial Secretary and one other member elected from the General Body and not holding any office in the Executive and they shall be the only signatories.
5. For the purposes of withdrawing monies, any two of these signatories may sign the cheques of the Association as and when approved and directed by the Executive.

ARTICLE XV AUDITORS

1. The General Meeting shall elect an ad-hoc committee of three (3) members, at least one of whom shall be an Accountant to audit the accounts of the Association.
2. One of these who must be an Accountant shall be appointed the President of the committee by the General Meeting.
3. The Committee shall be empowered to call upon any member of the Association to explain a point or a matter or transaction involving collection and disbursement of the Association's funds.
4. The Committee shall submit their report to the Executive Committee within two (2) months and the Executive shall present it to the next General Meeting for discussion.
5. The General Meeting shall then recommend to the Executive the appropriate measure to be taken on the report.

ARTICLE XVI BENEFITS

In the spirit of fraternity and cordiality, and in line with the desire for conviviality and mutual support as befits men and women bonded together by a great Alma Mater, members shall derive important benefits thereby being of good standing with the association.

The following shall be the benefits of members in good standing as defined by ARTICLE VI of this Constitution:

1. (a) For outstanding and exemplary service and participation in the activities of the Union, two (2) individuals shall annually be selected for Honourable Mention and Special Awards as shall be determined by the General Body of the Association.
- (b) The receipt of such an award shall be published in the National News Media, and the presentation shall be made by an eminent person or guest of honour, at a special award giving meeting.

- (c) Selection of recipients shall be made by the Association's Executive and approved by the General Meeting.
2. (a) Members who record distinct achievements in their vocation, profession, occupation or in service to their Alma Mater, Society and the Nation in any field of endeavour as to glorify and bring honour to the name of the school and the Association shall receive a Special Citation and a Medallion with the school crest embossed.
- (b) Selection of recipients shall be made by the Association's Executive and approved by the General Meeting.
3. In the event of serious and protracted illness, members shall receive distress support and continuing help as shall be determined by the Executive. Such help shall be given entirely at the discretion of the Executive and shall be approved by the General Body.
4. In the exercise of this function, the Executive shall be advised by a three-member medical board elected by the General Meeting.
5. In the event of loss of (a) one spouse (b) natural mother (c) natural father, a member shall receive a cash donation as shall be determined at the Annual General Meeting, which shall be presented by a delegation selected by the Executive.
6. Last respect for members of good standing:
- (a) The Association shall honour all members who die in good standing with it, with a funeral donation to the beneficiaries.
- (b) The donation shall be as follows:
- (i) A cash donation of an amount to be fixed for the year at the Annual General Meeting.
- (ii) A wreath
- (iii) One carton beer and one crate soft drinks.

ARTICLE XVII – DISCIPLINE

1. The Executive Committee shall be empowered to censure, suspend, or in any appropriate manner, deal with any member or members whose conduct or general behaviour, in the opinion of the Committee, constitutes a gross disrespect to the Association; or, whose actions are **ultra vires** to the Constitution; or, whose manner and general comportment amount to a flagrant disregard for the Association or any of its objectives and aspirations.
2. Any member who is affected by paragraph 1 above shall be entitled to a hearing by the Executive Committee as of right.
3. The Executive or the General Body shall have power to set up, when considered appropriate, a special ad hoc committee of three (3) members selected from the General Body to give hearing to any member affected by paragraph 1.

4. The findings of such a committee shall be given in written form to the Executive for further action as they might consider fit.
5. In very special cases, Patrons, or a Patron, may be invited to arbitrate.

ARTICLE XVIII - RESIGNATION AND REMOVAL OF OFFICERS

1. Any officer or member of a committee of the Association may relinquish his office voluntarily and shall notify the Executive Committee in writing of his intention at least one month in advance.
2. In the event of the resignation of the entire Executive Committee of the Association, the President shall give one month's notice to a general meeting and assign reasons for their resignation.
3. Any officer or the entire Executive of the Association shall be removed from office should two-thirds of the General Meeting vote for his or its removal on the grounds of inefficiency, incompetence or gross misconduct.
4. Any officer who relinquishes his post or is removed from office shall hand over all documents, monies and other property of the Association after auditing, to the Executive within one week after his resignation.
5. In the event of the entire Executive stepping down or being removed from office, all documents, monies and other property of the Association shall within one week be audited and handed over to a Caretaker Committee appointed by the General Body.

ARTICLE XX - AMENDMENT

This Constitution shall be amended by a majority of not less than two-thirds of the paid-up members present and voting at a general meeting.

ARTICLE XIX - DISSOLUTION

1. The Association shall be dissolved by and with the full consent and concurrence of two-thirds of all paid-up members of the Association.
2. In the event of dissolution as herein-before provided, all liabilities lawfully incurred by the Association, shall be paid up from the assets of the Association, and the remaining assets or liabilities shared equally among the members.

MAY THE ALMIGHTY GOD HELP US TO DEFEND ALWAYS THIS OUR CONSTITUTION.

**SCHOOL HYMN
SCHOOL ANTHEM**