

CONSTITUTION OF THE CHRISTIAN SERVICE UNIVERSITY COLLEGE  
ALUMNI ASSOCIATION

**DRAFTING COMMITTEE**

- |                         |   |           |
|-------------------------|---|-----------|
| 1. Rev. Kwame Asabere   | - | Chairman  |
| 2. Kwame de-GRAFT Agyei | - | Secretary |
| 3. Pastor Mary Pokuaa   | - | Member    |

**CONTENTS**

Article 1	:	Name
Article 2	:	Purpose and Objectives
Article 3	:	Membership
Article 4	:	Officers
Article 5	:	Terms of office and Duties
Article 6	:	Sources of Finance
Article 7	:	Committees
Article 8	:	Meetings
Article 9	:	University College Council
Article 10	:	Standing Orders
Article 11	:	Decorum
Article 12	:	Election
Article 13	:	Amendments

**Article 1 - NAME**

The name of the Association shall be **Christian Service University College Alumni Association**.

**Article 2 - PURPOSE AND OBJECTIVES**

The purpose for the formation of the Association shall be as follows:

- a. To come together and fraternise and help advance the cause of the Kingdom of God by demonstrating Christian qualities and values wherever we find ourselves.
- b. To support Christian Service University College to maintain its core values.
- c. To encourage alumnus to accept appointment from the University College

**Article 3 - MEMBERSHIP**

The membership shall consist of persons who have undergone full training at the University College and have been awarded certificates, Diplomas and Degrees in any discipline. Persons who have taken part in short courses run by the University College may apply to be admitted as Associate Members.

Former lecturers, professors and members of the faculty of the University College or outstanding individuals in the community who share the ideas of the Association may be granted honorary membership status. Such members shall be decided at general meeting of the Association by 2/3 votes of the members present. Such members shall not be eligible for election and shall have no voting rights.

**Article 4 - OFFICERS**

- a. The officers of the Association who shall constitute the Executive Council shall be the President; Vice President; General Secretary; Assistant General Secretary; Organiser; Treasurer; Financial Secretary; Regional Organisers; Alumni representative on University Council; and Women Commissioner.

**Article 5 - TERMS OF OFFICE AND DUTIES**

The officers of the Association shall hold office for two years from the date of their induction and shall be eligible to contest for a second term only. For the avoidance of doubts, the Officers so elected can hold office for two terms of two years each.

If for any reason, an officer wants to resign his/her position, such an officer shall give three months written notice addressed to the General Secretary and shall state reasons for the intended action.

The General Secretary shall bring the letter up to the Executive Council where it shall be discussed and a decision be taken. The decision taken by the Executive Council shall be communicated to the General Meeting.

**PRESIDENT**

- a. He/She shall chair all meetings of the Executive Council as well as general meetings.
- b. He/She shall in liaison with the General Secretary prepare agenda for executive and general meetings.
- c. He/She shall lead the Association to develop short and long term goals and strategies for attaining such goals.

- d. The President shall have the power to appoint an adhoc committee as and when it is necessary to perform a specific function.

#### VICE PRESIDENT

- a. The Vice President shall assist the President in the management of the Alumni Association.
- b. The Vice President shall in the absence of the President, preside at all executive and general meetings and shall assume the powers of the President until such time that the President is available to assume duties.

#### GENERAL SECRETARY

- a. It shall be the duty of the General Secretary to record minutes of all meetings of the Association.
- b. He/She shall keep records of all correspondence of the Association.
- c. He/she shall keep register of names of members of the Association with names of admission, death, resignations or dismissals and shall execute all other duties that are usually assigned him/her by the President.
- d. He/She shall prepare and despatch/mail official correspondence of the Association.
- e. He/she shall be computer literate.

#### FINANCIAL SECRETARY/TREASURER

- a. The Financial Secretary shall receive, hold and disburse all cheques, monies or funds of any kind on behalf of the Association. He/She shall keep an accurate accounts record of all funds received and disbursed, and render accounts to the Association at the last meeting of the year.
- b. An auditing committee shall be appointed by the Executive Council to audit the annual report.
- c. He/She shall be knowledgeable in principle of accounting

#### AUDIT COMMITTEE

A three-member Auditing Committee shall be appointed by the Executive Council annually to audit the annual financial report of the Financial Secretary.

#### WOMEN COMMISSION

- a. Shall function as Executive Council member.
- b. She shall represent the interest of the women.
- c. Shall organize the women of the Association.

#### **Article 6 - SOURCES OF FINANCE**

- i. Each member shall pay annual dues to be determined by the Executive Council, approved by the General Meeting. Such dues shall be paid in full by the end of the first half of the year. The financial year of the Association commences from 1<sup>st</sup> September of each year and ends on 31<sup>st</sup> August of each year.

- ii. The Association shall accept voluntary donations/contributions from members, organisations, churches, corporations and any institution which has the welfare and interest of the Association at heart.

#### **FINANCIAL POLICY**

1. An account shall be open in the name of the Association in any of the recognised banking institutions.
2. All monies received either cash or cheque shall be paid into that accounts.
3. As much as possible, all transactions should be done with cheques.
4. The Executive Council shall come out at any given time how much shall be kept.
5. The principal signatory to the Association's fund shall be the President. In case of his/her absence, the Vice President shall be the signatory. In the absence of the President and Vice President, the Treasurer shall be the signatory.

#### **Article 7 - COMMITTEES**

The following committees shall be established to oversee affairs of some sectors of the Association.

1. Finance Committee to be chaired by the Financial Secretary.
2. Welfare Committee to be chaired by the Vice President.
3. Organising Committee to be chaired by the Organiser.

All committees shall have five members constituting it.

#### **FINANCE COMMITTEE**

The Finance Committee shall advise the Financial Secretary on matters of finance and explore avenues of raising funds for use in funding activities of the Association.

#### **WELFARE COMMITTEE**

This Committee will be responsible of the welfare matters of its members.

#### **ORGANISING COMMITTEE**

1. It shall mobilise members to get involved in programmes and activities that would contribute positively to the image of the Association.
2. Organise seminars, Talks, tours/excursions and other recreational or community activities that will develop cohesion, friendliness and oneness in the Association.

It is hereby stressed that all the committees shall operate in line with approved principles and procedures laid down by the Association.

#### **Article 8 - MEETINGS**

There shall be four ordinary meetings for a year to be held on quarterly basis. Wherever, monthly or bimonthly meeting could be held when necessary.

#### **EMERGENCY MEETINGS**

The President in liaison with the General Secretary may convene an emergency meeting when they are satisfied that an issue which is of interest and importance will have to be brought to the notice and knowledge of members for a discussion and necessary action.

## **QUORUM**

1. Quorum for all meetings shall be twenty persons of membership of the Association.
2. If a quorum is not reached, the meeting shall proceed, the absence of quorum notwithstanding, and any decision taken shall be submitted to the next meeting for ratification.

## **Article 9 - UNIVERSITY COLLEGE COUNCIL**

The President shall represent the Association on the University College Council.

## **Article 10 - STANDING ORDERS**

The conduct of all meetings shall be along the following regulations and procedures:

1. The President or the Vice President shall chair all meetings and shall see to the orderly conduct of meetings and shall exercise the prerogative to rule out of order, all matters irrelevant to the issue before the meeting.
2. Members wishing to address the meeting shall first obtain permission from the President by a show of hand.
3. Under no circumstance shall a member who has the floor be interrupted in his/her speech, save in the case of making a point of order, a point of correction or a point of information. All such permission may be given by the President after the member has done so by the appropriate signal. The President cannot be called to order.
4. Every motion shall be seconded and no notice shall be taken of any motion, unless it is seconded.
5. A motion may be amended with the consent to the mover, by addition of words; deletion of words; any combination of the two.
6. A motion thus amended shall be put first and voting shall be by show of hands, unless the meeting has determined that it shall be done by secret ballot.
7. Votes shall be carried by a simple majority decision.
8. All meetings shall not run for more than one and a half hours.

## **Article 11 - DECORUM**

1. All members of the Association shall, wherever they find themselves, conduct themselves in such manner that they shall protect the reputation of themselves and the Association and the University College at large.
2. When a member is seen to be conducting him/herself in such a way that seems to bring the reputation of the Association into disrepute, the leadership shall call the person and counsel him/her.
3. If the member so persists in perpetuating the vices, the Association shall disassociate herself from the person.

**Article 12 - ELECTIONS**

1. There shall be elections for the positions of Executive Council members once every two years.
2. Qualification
  - a. Any person in good standing with the Association shall be qualified.
  - b. Such persons shall conform to the provision in Article 11.
3. Persons who are interested shall be nominated and seconded by two other members who are in good standing. The nomination shall be done in writing.
4. Challenging of elections – The validity of the election of an Executive Council member may be challenged by a member of the Association who may present a petition for that purpose to the body in charge of the election within 48 hours after the declaration of the results.
5. The Executive Council shall appoint a 5-member electoral body to oversee the conduct of the elections.
6. Officers so elected shall swear the oath of office.

**Article 13 - AMENDMENT**

This constitution may be amended by a vote of two-thirds of the members present and voting at a stated business meeting, provided that the amendment shall have been offered in writing thirty days before any general or emergency meeting. The Constitution shall be reviewed on three-year intervals when the need arises.

THIS CONSTITUTION WAS APPROVED BY THE GENERAL MEETING  
ON..... AND IS DEEMED TO HAVE COME INTO FORCE  
EFFECTIVE FROM.....

Signed for and on behalf of Association:

.....  
President

.....  
General Secretary