

# CONSTITUTION of ST. PETER'S OLD BOYS ASSOCIATION

## (PERSCOBA)

### PREAMBLE

We, the old students of St Peters Secondary School; realising that we have and we share a common past and heritage, realising that by coming together we shall be affording better means of knowing and helping solve each other's problems and having a firm belief that such grouping will contribute to our Alma Mater in various ways and in furtherance thereof of the foregoing principle; do resolve and hereby resolve to form ourselves into an Association.

### ARTICLE 1

#### NAME

The name of the Association shall be St. Peter's Old Boys Association herein referred to as (PERSCOBA)

### ARTICLE 2

#### OBJECTIVES

The objectives of the Association shall be: -

- (a) To uphold the ideals for which St. Peter's School was founded and to promote the welfare of the School.
- (b) Provide a medium by which interest in the School shall be promoted among the School's Old Boys wherever they maybe.
- (c) Provide opportunities for Old Boys to make financial and other positive contributions towards the physical and intellectual development of the School and advancement of her influence among the people of Ghana.
- (d) Hold regular meetings for the discussion of any matters of interest to the School and members of the Association.
- (e) Sustain the interest of Old Boys in the School through maintaining facilities for contact and channels of communication and information between the School and Old Boys.
- (f) Manage the Rev. Fr. Clement Hotze Endowment Fund for the purpose of providing capital

resource to the School and such other facilities as fellowship, bursaries, prizes and grants to deserving members of staff and students of the School.

- (g) Promote the production and publication of books, journals and other items of interest to the School and Old Boys.
- (h) Encourage liaisons and consultations with organizations of other schools with similar objectives on matters pertaining education, discipline and welfare in schools within the country.
- (i) Make such rules and do such things as may be considered desirable or incidental or conducive to the attainment of the above objectives.
- (j) Use any other appropriate methods for the carrying out of the objectives of the Association.
- (k) Help the school consistently maintain the high academic excellence and moral discipline for which the school is noted.

### **ARTICLE 3**

#### **LEGAL STATUS**

- (a) Pursuant to Section 24 of the Companies code 1963, Act 179 (hereinafter referred to as the Code), the Association shall have for the furtherance of its authorized objectives all the powers of a natural person of full capacity except in so far as such power are expressly excluded by these regulations.
- (b) Unless otherwise provided by this Constitution or by the Code, the powers of the Association shall be exercised by the Executive Board whose powers shall be limited in accordance with Section 202 of the Code.
- (c) The liability of the members is limited. Each member of the Association undertakes to contribute to the assets of the Association in the event of its being wound up, whilst for payment of the debts and liabilities of the Association and of the cost of winding up such amount as may be required.
- (d) The income and assets of the Association wherever derived from shall be applied solely towards the promotion of the objectives of the Association as set forth in these regulations and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to any member of the Association or the Executive Board provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or person, employed by the Association or to any member of the Association nor prevent the payment of

- interest on money lent or reasonable and proper rent for premises let to the Association.
- (e) If upon the winding up or dissolution of the Association, there remains after the discharge of its debts and liabilities any property of the Association, the same shall not be distributed among the members but shall be transferred to some other Association limited by guarantee having objectives similar to the objectives of the Association or applied to some charitable object, such other association or charity to be determined by ordinary resolution of the members prior to the dissolution of the Association.
  - (f) The Regulation contained in Table B in the Second Schedule to the Companies code 1963 Act 179, shall not apply except insofar as they are repeated or contained in these Regulations.

#### **ARTICLE 4**

##### **MEMBERSHIP**

Membership of the Association shall be made up of the following categories: -

##### **(a) ORDINARY MEMBER**

Ordinary members shall consist of all persons who attended St Peter's Secondary School now St Peter's Senior High School.

##### **(b) ASSOCIATE MEMBER**

- (i) Associate Member shall consist of persons who have taught or held a senior position in the School's administration for a minimum period of five (5) years;
- (ii) Or any persons who have assisted the school in any form and as appointed by the Association.
- (iii) Associate Membership shall be conferred on any qualified person who applies to the Association.

##### **(c) HONORARY MEMBERS**

Honorary membership shall be conferred by a special resolution of the Association at an annual Congress on persons who in the opinion of the Executive Board have rendered valuable service to the School or to the Association.

##### **(d) REGISTER OF MEMBERS**

There shall be kept at the Headquarters of the Association and/or online, a Register and database containing the Roll of all categories of Members and their addresses as well as telephone numbers and E-Mail addresses where possible.

**(e) MEMBERSHIP AND OFFICES**

Only fully paid up ordinary members shall be elected to offices of the Association. Other categories of members may be appointed only to offices on subsidiary committees.

**ARTICLE 5**

**ORGANIZATION**

- (a) There shall be a Congress of the Association hereinafter referred to as 'Congress' which shall be the policy making body of the Association which Congress shall be held annually.
- (b) There shall be an Executive Board hereinafter referred to as 'Board' which shall report to Congress and shall be responsible for the day to day running of the Association.
- (c) The Board may appoint such subsidiary committees and Ex Officio members as it considers necessary at any time for any particular purpose.
- (d) The Board may approve the establishment of a branch, caucus, chapter or year group of the Association in such Region of Ghana or elsewhere on the application of any ten members from the Region/ Area.
- (e) No branch, caucus, chapter or year group will be autonomous of the Association
- (f) Each branch, caucus, chapter or year group may subject to the approval of the Executive Board, MAKE AND ADOPT Rules or Bye – Laws of its activities not inconsistent with this Constitution. Copies of such rules must be approved and deposited with the Board
- (g) Year Groups shall be inducted into the Association ten years after they completed St Peters School
- (h) All Year Groups, Chapters, Caucuses and Branches shall send annual plans and reports of their activities to the Board
- (i) The Executive Board shall hold a minimum of 2 consultative meetings with the executives of year groups, chapters, caucuses and branches annually.

**ARTICLE 6**

**FINANCES**

- (a) Ordinary members shall pay dues to their year groups.
- (b) Year groups shall pay annual dues after inductions to the Association at a rate to be mutually agreed upon and shall be reviewed yearly.

- (c) Chapters and Caucuses shall organize fundraising events for the running of the associations and chapters and caucuses and shall pay an agreed fifty percent (50%) of the funds raised to the Association

## **ARTICLE 7**

### **CONGRESS**

- (a) Subject to the provisions under this Article, Congress of the Association shall be convened and held once a year and Resolutions passed.
  - (I) All ordinary members of the Association who have paid their dues to their year groups are entitled to attend and vote at Congress.
  - (II) The Board shall convene Congress once every year at a venue to be decided by the Board.
  - (III) The Secretary shall give notice of the Agenda and time 21 days before Congress convenes.
  - (IV) Forty (40) ordinary members shall form the quorum for a General Meeting.
  - (V) Decisions of Congress shall be binding on all members of the Association.

### **(b) EXTRAORDINARY GENERAL MEETING**

- (I) The Secretary shall convene within 30 days an extraordinary general meeting whenever two thirds of fully paid up members request for such a meeting by notice in writing addressed to him containing the reasons for the request and the proposed agenda for the meeting.
- (II) The Secretary shall convene such a meeting within the stipulated 30 days.
- (III) The quorum for extraordinary meetings shall be the same as for ordinary meeting of the Congress.
- (IV) Each paid up ordinary member present at any general meeting shall have one vote on a show of hands or a secret ballot or by proxy as the case may be.

## ARTICLE 8

### THE EXECUTIVE BOARD

- (a) Subject to the provisions of the Code with respect to appointment, removal, duties and powers of Directors, the following sub – sections shall apply to the Executive Board.
- (b) The Executive Board of the Association shall be responsible to the Congress.
- (c) The Board shall consist of the following:
  - (I) President
  - (II) Vice President
  - (III) Secretary
  - (IV) Treasurer
  - (V) Financial Secretary
  - (VI) Organizing Secretary
  - (VII) A Trustee
- (d) Paid up Ordinary Members shall be eligible to hold office as Executive Board Members.
- (e) Casual vacancies in any of the above offices may be filled by the Board and the person(s) so appointed shall hold office until the next congress.
- (f) DUTIES OF THE OFFICERS OF THE BOARD
  - (a) The President
    - (I) He shall convene all meetings of the Association, Executive Board and Executive Council.
    - (II) He shall preside over all meetings of the Association, Executive Board and Executive Council. Whilst presiding over such meetings he shall preserve order and decorum.
    - (III) He shall represent and be the spokesman of the Association at all official meetings that require the attendance of the Association.
    - (IV) He shall authorize all disbursements of the Association's funds in conformity with its approved budget.
    - (V) He shall countersign all cheques issued for the business of the Association.
    - (VI) He shall not vote on any issue at any meeting of the Association at which he is presiding, unless the voting is by a secret ballot. However, if there is a tie, he shall

have a casting vote.

- (VII) He shall perform other duties that may be assigned to him from time to time by the General Meeting.

**(b) The Vice President**

- (I) The Vice President shall act and perform all the functions of the President in the absence of the former.
- (II) And any other duties as may be assigned by the President or the Council / Board.

**(c) The Secretary**

- (I) It shall be the duty of the Secretary to keep accurate record of the proceedings of all meetings of the Association and attend to all correspondence.
- (II) To keep a list and communication addresses and telephone numbers of all members of the Association.
- (III) To notify members of the meetings of the Association on due dates.
- (IV) To perform all other duties that may be assigned to him by the President and or the Board.

**(d) The Treasurer**

- (I) It shall be the duty of the Treasurer to receive all monies from the Financial Secretary for the use of the Association, issue receipts to cover such monies and pay same into the Association's designated bank account within forty – eight (48) hours of receipt for same.
- (II) He shall keep an accurate account of all monies received and paid by him on behalf of the Association.
- (III) He shall pay no money without an order/payment voucher signed by the President.
- (IV) He shall render to the Executive Board a report of his receipt and disbursements at each executive board meeting.
- (V) He shall prepare and may sign all cheques.
- (VI) He shall maintain proper accounting records and make them available for inspection and auditing upon request.

- (VII) He shall make a report of the finances of the Association up to 28<sup>th</sup> of February of every year for presentation to the Congress of the Association.

**(e) Financial Secretary**

- (I) It shall be the duty of the Financial Secretary to collect/receive all monies due to the Association, issue receipts to cover such monies and pay same within forty – eight (48) hours to the Treasurer who shall acknowledge receipt.
- (II) He shall keep records of all receipts and make these available for examination upon request.

**(f) Trustee**

- (I) He shall be assigned to undertake various duties by the Executive.
- (II) He shall preside over meetings in the absence of the President and the Vice President.
- (III) He shall take custody of the Association's properties in a transitional period and /or on a vote of no confidence in the Executive.

**(g) Organizing Secretary**

- (I) The Organizing Secretary shall be responsible for the publicity and maintenance of the general contact between the executive and other associations and also represent the executive on other committees as determined by the President.

**ARTICLE 9**

**ACCOUNTS AND AUDIT**

- (a) The Executive Board shall cause proper books of Accounts and Balance Sheet to be prepared, audited and circulated in accordance with Section 123 to 133 of the Code.

The Congress shall appoint auditors qualified in accordance with Sections 134 – 136 of the Code.

**ARTICLE 10**

**ELECTION OF EXECUTIVE BOARD MEMBERS**

- (a) Executive Board Members shall hold office for two years.
- (b) No Executive Board Member shall hold office for more than two consecutive terms of two years



each.

- (c) Congress shall appoint a member in good standing as Electoral Commissioner to organize and conduct elections.
- (d) Year groups, chapters, caucuses and branches may organize and elect such officers as they may require and notify the board within twenty – one (21) days of such election.

## **ARTICLE 11**

### **RULES / BYE LAWS**

- (a) The Executive Board may make such rules and Bye – laws not inconsistent with this Constitution for the running of the Association.

## **ARTICLE 12**

### **REV. FR. CLEMENT HOTZE ENDOWMENT FUND**

The Executive Board shall set up an Endowment Fund to be known as the Rev. Fr. Clement Hotze Endowment Fund. (Fr. Clement's Fund)

- (a) The contributions to the fund shall be by way of subscriptions, special contributions, benefactions, bequests, and from other fund – raising activities the Association may undertake.
- (b) Proceeds of the Fund shall only be used for the pursuit of the fund's objectives

## **ARTICLE 13**

### **COUNCIL OF ELDERS**

There shall be a Council of Elders to counsel the Executive Board in the performance of its functions. Membership of the Council of Elders shall consist of the following:

- (a) Past Presidents of the Association
- (b) Any member of the Association who has made meaningful contributions towards the Association.
- (c) Honorary Members of the Association
- (d) The total membership of the Council shall not exceed 9 and it shall include not more than 3 past

Presidents of the Association at any given time.

- (e) Appointments to the Council of Elders shall be by the President subject to the ratification of Congress.
- (f) The Council shall elect a Chairman from among its members.
- (g) A member of the Council shall hold office for two terms. (One term shall be equivalent to the terms of office of the Executive Board). A member of this Council may resign, or may be removed from office by reason of incapacitation or death.
- (h) The appointment of a member of this council may be terminated by the President in consultation with other members of the Executive Board and Council of Elders on the grounds of stated misbehaviour or from infirmity of mind or body and with the prior approval of Congress.
- (i) A member of this Council shall at the first meeting which he attends take and subscribe to the oath of a member of the Council of Elders.
- (j) Quorum for meetings shall be greater than 50 per centum of its membership.

#### **ARTICLE 14**

##### **DISCIPLINE**

- (a) Any Year Group which fails to pay its annual dues for three consecutive months at the beginning of a calendar year shall be given a written reminder. If the failure still persists for a further three months it shall stand suspended and may lose its recognition.
- (b) Disciplinary action shall be taken against any member who conducts himself in a manner unbecoming of a product of St. Peter's School.
- (c) Any member who has been suspended or dismissed from a Chapter, Branch, Caucus or Year Group shall, ipso facto, stand suspended or dismissed from the Association. The member however has a right of appeal. The decision of the Executive Board shall however be final.

#### **ARTICLE 15**

##### **AMENDMENTS**

- (a) No part of this constitution shall be altered, repealed or additions made to until due notice of the proposed amendment has been placed on the agenda of the congress, notice of which shall have been circulated to members one month in advance.

- (b) Such an amendment shall have to receive assent of at least two - thirds of the members meeting and voting on the issue.

#### **ARTICLE 16**

##### **BRANDING**

- a) The Association owns the name Percoba, #iampercoba and its associated logo and colours and has patented same.
- b) No individual, whether an old student of St Peters Senior High School or not, Year Group, Chapter, Branch, Caucuses, Companies, Agencies or Institutions shall use the name Percoba, #iampercoba, its logos and colours whether for commercial purposes or not, without the express written consent and approval of the Association.

#### **ARTICLE 17**

##### **CALENDAR EVENTS**

The following shall be activities fixed on the Association Calendar and undertaken by the Association;

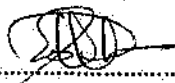
- a) Founders Day Lecture
- b) Anniversary Thanksgiving Service
- c) Health Walk
- d) Presidential Ball
- e) Homecoming
- f) Congress

We the undersigned and desirous of forming an incorporated Association in furtherance of this Constitution and we agree to become members thereof and to accept liability in accordance with article 3 (3) of this Constitution.

Dated at Kumasi this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

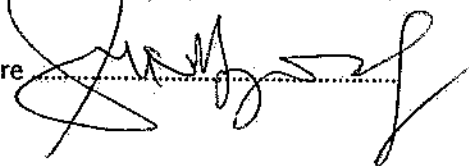
Name RICHARD OSEY - ANIM

Address P.O. BOX KN2762 KANESHIE, ACCRA

Signature 

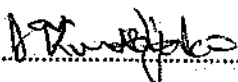
Name DAVID K. A. BOFFO

Address AMB CITY CENTRE ESTATE ACCRA

Signature 

Name DAVID KWASI NYARKO

Address Box CT 5165 CENTRAL ESTATE - ACCRA

Signature 

Name EBEN GHUNNEY

Address P.O. BOX GP 13702, G.P.O. ACCRA

Signature 