

## **DRAFT CONSTITUTION FOR ST. PETER'S OLD BOYS ASSOCIATION (PERSCOBA)**

### **PREAMBLE:**

We, the old students of St. Peters Secondary School; realising that we have and share a common past and heritage, realising that by coming together we shall be affording better means of knowing and helping solve each others 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 known as and called St. Peter's Old Boys Association (PERSCOBA)

### **ARTICLE 2 -AIMS AND OBJECTIVES:**

The aims of the Association shall be:

1. To bring all past students to together to provide a common forum to deliberate on matters concerning the membership and St. Peter's School, Nkwatia Kwahu.
2. To take up the matters so discussed with the appropriate agency/authority for the progress of the school and the mutual benefit of the members of the Association.
3. To unite both past and present students of the school.
4. To provide a medium by which interest in the school shall be generated, promoted and sustained among the past students.
5. To generate in the membership of the past students of St. Peter's a selfless love among its members and their Alma Mater,
6. To meet, deliberate and formulate plans and measures deemed suitable and appropriate to advance the betterment and progress of the past students and the school.
7. To help the school consistently maintain the high academic and, oral standards for which the school is noted.

### **ARTICLE 3-POLICIES**

The Association shall be non-political, non-sectarian and non-profit making.

### **ARTICLE 4-MEMBERSHIP:**

Membership shall be open to all past students of St. Peter's School, Nkwatia-Kwahu.

4.1 Membership of the association shall consist of the following: -

1. Full Membership i Membership is open to all past students of the school, who are of sound mind and our desirous of upholding the aims and objectives of the Association. ii He must have been in gainful employment for at least two years (2yrs) after National Service.
2. Associate Membership i All past tutors of the school who served meritoriously in the school for at least five years, subject to recommendation from the Headmaster.
3. Honorary Membership i Public-spirited individuals and institutions who have served or contributed to the development of the school in a very special way. ii. Individual citizens who have exceptionally excelled in the service of mankind, the nation and the church may have an honorary membership conferred on them by the association in recognition of such exemplary service.
4. Student Membership i Past students who are still in school (tertiary) and are yet to qualify for full membership.

4.2 Voting Rights Only paid up full members are entitled to vote at the annual national congress of the association.

#### **ARTICLES 5-STRUCTURE**

1. The Association shall be organised at the National, Regional, Local and Year Group Levels.
2. All members shall constitute a congress of the Association, which shall elect a National Executive Board.

#### **ARTICLES 6 - EXECUTIVE COUNCIL**

- 6.1 The national executive as elected shall together with the various regional presidents form the executive council of association
- 6.2 The executive council shall be the governing body of the association
- 6.3 The executive council shall have the power to create adhoc committees to deal with any matter in pursuit of the aims and objectives of the association.
- 6.4 The executive council may meet as and when it deems fit and the quorum shall be four (4) made up of the President, or Vice, Secretary and two other members.
- 6.5 All properties of the association shall be vested in the executive council.

#### **ARTICLES 7- EXECUTIVE BOARD**

- 7.1 The officers of the association shall comprise the following at the National Regional Local and Year Group levels.

- a President
- b Vice President
- c Secretary
- d Financial Secretary
- e Treasurer
- f Trustee

7.2 The above shall be the composition of the executive board at each level.

## **ARTICLES 8-DUTIES OF THE EXECUTIVE OFFICERS**

### **8.1 The President**

i He shall convene all meetings of the association the Executive Board and the Executive council

ii He shall preside over all meetings of the association the executive council and executive board. 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 authorise 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 and or the Executive council.

viii At the end of his term he shall present a written report on his tenure of office to the General Meeting.

### **8.2 THE VICE PRESIDENT**

The Vice President shall act and perform all the functions of the President in the absence of the former.

### **8.3 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 He shall keep a list and communication addresses and telephone numbers of all members of the association.

iii He shall notify members of meetings of the association on due dates. IV He shall perform all other duties that may be assigned to him by the President

#### 8.4 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 accounts within forty-eight (48) hours of receipt of 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 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 28th of February of every year for presentation to the Annual General meeting of the Association to be held in March.

#### 8.5 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.

#### 8.6 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.

#### **ARTICLE 9-TERM OF OFFICE**

9.1 The President, Vice President Secretary and Treasurer shall serve for two (2) years after which they may be re-elected for another two (2) years term. No Officer mentioned above shall hold the same office for more that two consecutive terms.

9.2 The Trustee shall hold office for three (3) years and shall not be eligible for re-election.

#### **ARTICLE 10-ELECTIONS**

All Officers of the Association at all levels are to be elected to their various positions by simple majority through secret ballot at a general meeting.

#### **ARTICLE 11-MEETINGS**

11.1 A general meeting shall be the highest legislative body of the association.

11.2 At a general and emergency meeting voting shall be by a show of hand unless a poll by secret ballot is requested.

11.3 Motions shall be made, seconded, voted upon and carried through by a simple majority.

11.4 In the event of an equality of votes, the President shall have a casting vote Executive member present shall form a quorum. This shall include at least the President, First Vice President or trustee.

11.5 The general meeting shall:-

a Enact all laws and byelaws necessary to the proper functioning of the association.

b enact and adopt all polices and programs undertaken in the name of PERSCOBA except as specified elsewhere in the constitution.

c Nominate and elect officers designated elsewhere in this constitution.

d Have the final supreme power of judicial review by two-thirds vote.

e Have the power to impeach, suspend on the basis of the findings of a committee appointed by the Executive Council.

f Have rules adopted at general meetings considered as byelaws.

## 11.6 Emergency Meeting

a An emergency general meeting shall be convened to discuss serious and important matters affecting the Association.

b This shall be called on request of one-third members of the Executive, or by ten (10) paid members and sent to the President. The President shall then convene a meeting within fourteen (14) days on receipt of the petition.

## **ARTICLE 12-FINANCE**

12.1 The association shall derive its income from the following sources:-

a Membership Registrations (currently ₦20,000.00)

b Monthly dues (currently ₦10,000.00/month) (The rates for (a) & (b) shall be decided annually at a general meeting)

c Donations and voluntary contributions made to the Association

d Fund Raising Activities

e Revenue on investments by the Association

f Sales of Publications and Other items

g Fines

h Any other legitimate sources of income that shall be available to the Association.

## **ARTICLE 13-ADMINISTRATION OF FUNDS**

13.1 The Association shall open and operate a current account with a recognised bank where all monies of the association shall be deposited.

13.2 Any two of the three signatories - the Treasurer, the President or in the absence of the President, the Vice President shall have the mandate to operate the bank account.

13.3 Official receipt or certificate of honour shall cover all purchases made by the Association.

## **ARTICLE 14-DISCIPLINE**

14.1 Any full member who fails to pay his dues for three consecutive months shall be given a written reminder. If the failure still persists for a further three months he shall stand suspended as a full member. The membership shall however be restored on full payment of all arrears.

14.2 Disciplinary action shall be taken against any member who conducts himself in a manner unbecoming of a product of St. Peter's School.

14.3 Any member who has been suspended from a regional, Local or Year Group shall, ipso facto, stand suspended or dismissed from National association. The member however has a right of appeal. The decision of the Executive Council shall however be final.

#### **ARTICLE 15-AMENDMENT TO THIS CONSTITUTION**

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

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

#### **ARTICLE 16-GROUP BYE-LAWS**

16.1 Each Regional, Local or Year Group shall make rules and regulations for the smooth running of the Group. Such byelaws shall not be inconsistent with the National Constitution.

16.2 A copy of such byelaws shall be deposited with the National Secretariat within thirty (30) days of adoption.

#### **ARTICLE 17- BENEFIT/WELFARE**

17.1 Benefit/Welfare issues such as bereavement hospitalisation etc shall be addressed in the byelaws of the Regional Local and or Year Group levels.