

## CONSTITUTION OF THE UNIVERSITY OF GHANA ALUMNI ASSOCIATION

### Article 1: Name

The name of the Association is UNIVERSITY OF GHANA ALUMNI ASSOCIATION (hereinafter called "The Association")

### Article 2: Objectives

The objectives of the Association shall be to:

- (a) provide a medium by which interest in the University shall be promoted among the University's Alumni whenever they may be;
- (b) provide opportunities for the Alumni to make positive contributions towards the development of the University, and enhancement of her influence among the people of Ghana;
- (c) perpetuate individual acquaintances and friendship and thereby bind the Alumni into a united fellowship for the social well-being of all members;
- (d) provide a forum for the discussion and promotion of issues affecting education in Ghana;
- (e) make such rules and do such things as may be considered desirable for, incidental or conducive to, the attainment of the above objects.
- (f) To set up any entity that shall engage in any venture as shall be determined by the Association from time to time.

### Article 3: Legal Status

- (1) Pursuant to Section 24 of the Companies Act 1963, Act 179(hereinafter referred to as "the Act"), the Association has for the furtherance of its authorized objects all the powers of a natural person of full capacity except in so far as such powers are expressly excluded by these Regulations.
- (2) Unless otherwise expressly provided in this Constitution or by the Executive Council whose powers shall be limited in accordance with Section 202 of the Act.
- (3) 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 it being wound up, whiles he/she is a member or within one year after he/she ceases to be a member, for payments of the debts and liabilities of the Association and of the cost of winding up such amount as may be required and not exceeding an amount which may be determined from time to time and until so determined, shall be two thousand Ghana Cedis (GHS 2,000).

- (4) The income and property of the Association wherever derived from, shall be applied solely towards the promotion of the objects 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 the members of the Association or of the council provided that nothing herein shall prevent the payment in good faith of remuneration to any officers or persons 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.
- (5) If upon the winding up or dissolution of the Association, the same shall not be distributed among the members but shall be transferred to some of the association limited by guarantee having objects similar to the objects 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.
- (6) The Regulation contained in Table B in the Second Schedule to the Companies Act, 1963 (Act 179) shall not apply except insofar as they are repeated or contained in these Regulations.

#### **Article 4: Membership**

- (1) Membership of this Association shall consist of the following groups: Ordinary, Life, Honorary and Affiliate Members.
- (2) Ordinary Members shall consist of graduates and all former students of the University who have been enrolled for at least one semester at the University and who have registered by paying the prescribed annual subscription to the Association.

- (3) Life Members shall be Ordinary Members who have paid a composite fee equal to 20 annual subscriptions as shall be determined by the Association upon advise of the Council from time to time.
- (4) Honorary Members shall be persons who originally are not Alumni of the University of Ghana but have made substantial contribution to the progress of the University in some way and have been elected by the Council, to become such members.
- (5) Affiliate Members shall be persons who have some relationships or affiliation with the University of Ghana, for a minimum of two years and who have applied to become such members of the Association. They shall include but not limited to: faculty, staff, interns, current students, residents, fellows, post docs and parents of students and friends of the Alumni.
  - (i) Provided that students may have completed one semester at the University may be admitted as Members upon application to the Council.

#### **Article 5: Organisation**

- (1) There shall be a NATIONAL CONGRESS OF ALUMNI hereinafter referred to as Congress, which shall be the policy making body of the Association.
- (2) There shall be an ALUMNI COUNCIL hereinafter referred to as Council, which shall be responsible to Congress for the day-to-day running of the Association.
- (3) The Council may appoint such Committees as it considers necessary at any time for any particular purpose.
- (4) The Council may approve the establishment of Regional Branches and the Regional Branches shall approve the establishment of sub-branches.
- (5) The Regional Branches shall report to the Council through the sector Vice-Chairman.
- (6) The Sub-Regional Branches shall report to their Regional Branches.
- (7) Each Region Branch may, subject to the approval of the Council, make and adopt rules of its activities not inconsistent with this Constitution.

## **Article 6: The National Congress of Alumni**

(1) Subject to the provisions under this Article, general meetings of the Association shall be convened and held, and resolutions passed, in accordance with Part P of Chapter II and part D of Chapter IV of the Act.

### **(2) General Meetings**

- (i) All Ordinary Members of the Association who have paid their annual subscriptions and Life Members are entitled to attend and vote at meetings of Congress.
- (ii) Affiliate and Honorary Members shall have the right to attend meetings of the Association but shall not have the right to any vote.
- (iii) The Council shall convene a general meeting of Congress every year at Legon or at any such place to be determined by Council.
- (iv) The General Secretary shall give notice of the agenda and time at least four weeks before the Congress convenes.
- (v) The quorum for a General meeting shall be formed by twenty-five (25) members.
- (vi) Decision of Congress shall be binding on all members of the Association.

### **(3) Extraordinary General Meetings**

- (i) The General Secretary shall convene an extraordinary general meeting whenever fifteen (15) members (of whom at least five shall be normally resident outside Accra District) request such a meeting by notice in writing addressed to him containing the reasons for the request and the proposed agenda for the meeting or whenever the Council thinks fit or necessary.
- (ii) The quorum for extraordinary meeting shall be the same as for ordinary meetings of Congress.

(4) The Right to Vote

- (i) Subject to article 4.5 each member present shall at any general meeting shall have one vote on a show of hands or a poll or a postal ballot as the case may be.
- (ii) Proxy
  - (a) A member entitled to attend and vote at a meeting of the Association shall exercise such right through a proxy.
  - (b) A proxy shall be a member of the Association.
  - (c) Any member who intends his right to vote by a proxy shall lodge the particulars of such proxy no later than seven days before the meeting.
- (iii) E-voting  
Where available, a member entitled to attend and vote at the meeting shall cast the ballot electrically.

**Article 7: The Alumni Council**

- (1) Subject to the provision of the Act with respect to appointment, removal duties and powers of directors, the following shall apply to the Alumni Council.
- (2) The governing body of the Association shall be vested in the Alumni Council which shall be responsible to Congress.
- (3) The Council shall consist of the following to be elected by Congress:
  - (i) Chairman;
  - (ii) two Vice-Chairmen. As far as practicable these shall be elected from among members who are serving officers of the Association's Branches in the Region;
  - (iii) General Secretary;
  - (iv) Treasurer;
  - (v) four other elected members;
  - (vi) the Vice –Chancellor of the University;
  - (vii) the Registrar of the University;
  - (viii) Presidents of the Halls Alumni
  - (ix) Presidents of the Faculties and Schools Alumni
- (4) Ordinary and Life Members shall be eligible to hold office as Council Members.

(5) Casual vacancies in any of the above offices may be filled by the Council and person (s) so appointed shall hold office until the next Congress.

(6) Co-opted Members

Council may co-opt any person who qualifies to be a member of the Association to serve on the Council or committee of Council from time to time.

(7) Duties of Officers:

(i) Chairman- The Chairman shall, among other things , preside:

(a) at all Council Meetings and in his absence, any of the two Vice-Chairmen, or in their absence a member elected pro-term by the meeting; and

(b) at Congress and in his absence, any one of the two Vice-Chairmen elected by the meeting.

(ii) The General Secretary shall be responsible for:

(a) keeping all the records of the Association;

(b) conducting all correspondence of the Association;

(c) taking minutes at all Council and general meetings;

(d) filling all relevant statutory returns at the Companies' Registry;

(e) presenting the Council's formal report to Congress.

(iii) The Treasurer shall keep account of all monies and other properties belonging to the Association, and shall also present a financial statement at Congress.

(8) Elections of Council Officers:

- (i) Council Members may hold office for two calendar years only unless re-elected.
- (ii) The elections shall be organized by a Commissioner appointed by Council for the purpose from time to time.
- (iii) The Commissioner shall be a member of the Association.
- (iv) The General Secretary in consultation with the Chairman shall fix the date; time and place for the elections so advise all members.
- (v) Each nomination shall be supported by at least two members.
- (vi) The elections shall be by secret ballot.
- (vii) The elections shall be held at a meeting of Congress.
- (viii) Branches may organize and elect such officers as they may require and notify the Council within twenty-one (21) days of such election

(9) Rules and Regulation

The Council may make rules and regulations not inconsistent with this Constitution for the running of the Association. Such rules and regulations may have effect only after they have been approved by a resolution of Congress.

**Article 8: Quorum for Council Meetings**

- (1) Council shall meet at least once every two months.
- (2) Unless otherwise determined by Council, the place of meeting shall be at the Alumni Association's Council Chamber.
- (3) The quorum of Council Meeting shall be ten (10).

#### **Article 9: Resignation or Expulsion of Members and Officers**

- (1) Any member or officer may resign his membership or office by notice in writing to the Chairman of the Council.
- (2) Members shall not do anything which in the opinion of Congress brings the Association into disrepute. Where a person is guilty of such conduct Congress may expel him from the Association.

#### **Article 10: Finance**

- (1) Every Ordinary Member of the Association shall make, for each year, a subscription to be determined by Council as prescribed by Congress from time to time; provided that a person who becomes a member after the 30<sup>th</sup> September of any year may not be required to make any subscription for that year.
- (2) Council shall cause proper books of accounts to be kept and income and expenditure account and balance sheet to be prepared to 31<sup>st</sup> December each year, audited and circulated in accordance with Section 122 to 133 of the Act.
- (3) Auditors qualified in terms of Section 270 of the Act shall be appointed by Council and their duties regulated in accordance with Section 134 of the Act.

#### **Article 11: The Seal**

- (1) The Council is empowered to adopt a Common Seal for use by the Association and shall provide for the safe custody thereof.
- (2) The Seal shall only be used by the authority of the Council or of a Working Committee of the Council authorized by the Council in that behalf and every instrument to which the seal shall be affixed shall be signed by a member of the Council and shall be countersigned by the Secretary or a second member of the Council by some other person appointed by the Council for the purpose.

#### **Article 12: Service of Documents**

- (1) Any document may be served on the Association or on any member of the Council in the manner provided by Section 263 of the Act. and may be served like manner on any member of the Association either personally or at the address supplied by him to the Council for the purpose of service of Notices.

(2) In this Constitution, unless the context otherwise requires:

- (a) "Act" means the company Act. 1963 (Act 179) or any Statutory modification or reenactment thereof.
- (b) Words or expressions shall have the same meaning as in the Act.
- (c) Reference to Sections of the Act. shall mean such Sections as modified or reenacted from time to time.