

FIJAI SEC SCH



## FOSA 2005 WELFARE

# CONSTITUTION

CHAIRMAN  
ENOCH MATHAPOLY-CUDJOE

VICE-CHAIRMAN  
EMMANUEL ASIEDU

SECRETARY  
LILIAN ATTA ANIM

TREASURER  
RUBINA SWANZY-MENSAH

ORGANIZER  
MICHELLA ETWIRE

EX-OFFICIO  
KINGSFORD BILSON

### 1. NAME

The name of the welfare scheme shall be FOSA 2005 welfare.

### 2. AIM OF THE WELFARE

To provide a fund to support members financially in the event of

- Passing (Death) of Father/Mother/Spouse/Child.
- Death of a member
- Marriage Ceremony
- Childbirth and
- Any other situation or occasion as approved by members in a general meeting.

### 3. MEMBERSHIP

- Membership shall be restricted to all 2005 past student of Fijai Secondary School, both in Ghana and outside Ghana.
- Any person who is a past student of Fijai Secondary School willing to abide by this constitution, shall be eligible to be a member after approval by the Executive Committee.
- Membership shall be categorized into two Paid up Members and Non- paid up Members

#### i. Paid Up Members

These are people who have paid all financial contributions up to date including dues and special contributions.

#### ii. Non-Paid Up Members

These are members who have defaulted in paying their contributions (dues and special contributions).

### 4. CESSATION OF MEMBERSHIP

#### a. Paid up member:

A paid up member shall cease to be a member in the event of

- Death
- Voluntary exclusion
- Excommunication on disciplinary grounds by the Executive Committee with approval from the general membership

**b. Non paid up members :**

A non-paid up member of the welfare fund shall cease to be recognized as such in the event of

- i. Death
- ii. Default in the payment of any contributions (dues and special contribution) for twelve (12) months.
- iii. Not taking active part in activities of the group without any tangible reasons, subject to the decision of the general membership.
- iv. Excommunication on disciplinary grounds by the Executive Committee with approval from the general membership

**5. MANAGEMENT OF THE WELFARE**

A.

The Welfare Scheme shall be managed by a six member executive body who shall make up the Executive Committee, comprising of:

**i. The Chairman**

**ii. The Vice-Chairman**

**iii. The Secretary**

**iv Treasurer (Financial Secretary)**

**v. The Organizer, and**

**vi An Ex-Officio member**

B. The order of Authority or chain of command shall be as follows.

- i. The General Membership.
- ii. Chairman
- iii. Vice Chairman
- iv. Secretary
- v. Treasurer (Financial Secretary)
- vi. Organizer
- vii. The Ex-officio member

**C. FUNCTIONS OF THE EXECUTIVES**

**1) CHAIRMAN**

a) Shall convene and preside over all general meetings and the meeting of the Executive Committee. However, in situations where an emergency meeting is

called for the purpose of impeachment passing a vote of no confidence on the chairman, the Vice-Chairman shall preside over such meetings. b) Shall be a signatory to the account of the association, and sign all other documents on behalf of the association unless he/she is not in a jurisdiction where the said account or document emanates or becomes effective.

c) Shall see to the implementation of the Executive Committee's decisions, and shall concern himself/herself with any other business as may be directed to him by the Executive Committee.

**2) VICE-CHAIRMAN**

a) In the absence of the Chairman, the Vice-Chairman shall assume the duty of Chairman and when so acting shall be vested with all the powers of the Chairman. b) Shall assist the Chairman in the performance of his duties and shall perform such functions as may be assigned to him/her by the chairman. c) Whenever the position of the chairman becomes vacant by reason of incapacitation, resignation, impeachment and removal from office, the Vice-chairman shall assume office as the Chairman to complete the unexpired term of the chairman. d) Whenever the position of the Vice-chairman becomes vacant by reason of incapacitation, resignation, impeachment and removal from office, elections shall be held within one month to fill the vacancy.

**3) GENERAL SECRETARY**

a) Shall with the authority of the Chairman issue notices of all general meetings of members not less than twenty-four hours (24) before the scheduled meetings. However, in case of emergency meetings the secretary shall to issue notices to members less than or within twenty-four (24) hours to a meeting. b) Shall keep and maintain true and accurate minutes and records of all proceedings of the general assembly and executive committee meetings. c) Shall in consultation with the chairman handle all correspondence of the association d) Shall compile and maintain an official list of all members of the association. e) Shall perform any other duties as may be assigned to him/her by the Chairman.

**4) TREASURER / FINANCIAL SECRETARY**

a) Shall keep and maintain proper books of accounts of all dues and any other income accruing to the association. b) Shall collect all monthly dues and other

revenues accruing to the association. c) Shall prepare financial statements for presentation to the general meeting and for audit purposes at the end of each year. d) Shall lodge all monies belonging to the association with the bank and obtain receipts for all such transactions. e) Shall have custody of all the association's cheque books and cash books. f) Shall be a signatory to the account of the association. g) Shall perform any other duties as may be given him/her by the executive council or the general assembly.

#### **5. ORGANIZER**

a) Shall have the responsibility of looking for a means of transporting members to an event (wedding, naming, funeral, etc.) b) Shall be in charge of the venue, food, drinks, etc. for a general meeting. c) Shall ensure that members are well taken care of when they attend an event. d) Shall perform any other duties as may be assigned to him by the chairman.

#### **D. TENURE OF OFFICE**

An executive member shall serve a full term of **two years** after which he/she may be re-elected for another term.

#### **E. REPLACEMENT**

Any member of the executive who ceases to be a member of the executive under any reason, shall be replaced by an interim position holder until general elections are held for a substantive position holder.

#### **6. MEETINGS**

a. General meetings shall be organized on the group's Whatsapp platform or any other online platforms at least once in a month.  
b. There shall be a 'Get-Together' every two years where members would physically meet to make fun, make merry, discuss report and make proposed amendments of the constitution when necessary.

#### **7. FINANCE**

##### **A. Savings of Group Funds**

i. A bank accounts shall be opened and maintained for the group with any bank

as approved by members in a general meeting.

ii. The account shall have three signatories.

iii. Any two of the signatories shall be mandated to conducted transaction on the account.

iv. The executives shall report and present a financial statements to the general members on quarterly basis and as when necessary.

#### **B. Funding**

The welfare fund shall be funded mainly through

a. Payment of Dues

b. Levy on Members for occasions as and when they occur, which shall be known as Special Contributions

c. Voluntary Donations

d. Any other source approved by members.

#### **7. PAYMENT OF DUES AND SPECIAL CONTRIBUTIONS**

a. The payment of Dues and Special Contributions shall be compulsory for all member.

b. Members shall pay annual dues of sixty Ghana cedis (Ghs 60.00) subject to review by the general membership, which shall be paid through MTN mobile money or paid directly to the financial secretary or Treasure at a monthly rate of 5 Ghana Cedis. (5.00)

c. The payment of special contribution shall not be fixed to any amount. Members shall from their own will pay any amount towards the special contribution

d. A member who losses his membership by reason of non payment of contributions for twelve (12) months, as provided in Article 4 (b) (ii) above, shall pay all arrears owed together with a penalty of 30% of owings in order to regain status as a paid up member. This may be reviewed when necessary by the general membership.

#### **8. BENEFITS**

A Paid-up member will be supported financially in the events of

#### **I. BEREAVEMENT**

- a) A member who is bereaved shall inform the association at least TWO WEEKS to the funeral. b) Funerals that shall concern the association are: i. biological mother/father, ii. the legitimate spouse, and iii. biological children. c) The bereaved member should be listed on the poster of the deceased as a child, spouse or a parent. d) The total cost of transportation and other expenses shall not exceed GH¢ 200.00. In the situation the cost of transportation exceeds GH¢ 200.00, member shall pay the extra amount. e) In situations where members do not show interest to honour an invitation; the executive council shall represent the association. f) Below shall be the amount of donation to be given a member:
- i) Biological Father/Mother of a member - GH¢ 1000.00 ii) Legitimate Spouse of a member - GH¢ 1,000.00 iii) Biological Child of a member - GH¢ 1000.00 iv) Decease of a member - GH¢ 2000.00;
- g) In the case of (iv) The Executive Council shall decide in consultation with the surviving spouse how to make the donation to the bereaved family. Also, the general assembly shall, aside their monthly contributions, contribute monies to add up to GH¢ 1000.00 from the associations account to make up for the GH¢ 2000.00 donation.

## **II. OUTDOORINGS**

- a) No outdoorings/naming ceremony shall be recognized if members are not officially invited. b) Invitation to an outdoorings/naming ceremony should reach the Chairman at least two(2) weeks to the event. c) Donation on each occasion shall be - GH¢400 per single birth and Ghs 500 for twins or more. d) In the situation members do not show interest to honour the invitation; the executive council shall represent the association.

## **III. ILL-HEALTH**

- a) The Executive Council shall determine the severity of each case in consultation with one third (1/3) of the general assembly and award benefits accordingly. b) Very severe cases like a major surgery, two weeks hospitalization etc. shall attract between GH¢ 200.00 to GH¢ 1000.00 based on the severity of the case. c) The executive council shall represent the association to present the donation to such persons

## **IV. PARTING GIFTS:**

A member who wishes to leave the association after a period will be given a parting gift of GH¢ 20.00 multiplied by the number of years in the association.

## **9. ANNUAL GET-TOGETHER**

- a) The Executive shall plan a befitting annual Get-Together at the end of the year. The budget of the annual Get-Together shall not exceed GH¢ 1000.00. Otherwise members will contribute monies to pay for the extra. b) Consequently, the budget for refreshment for an executive council meeting should not exceeding Ghs 80.00.

## **10. QUORUM**

A minimum of one third (1/3) members shall form a quorum for any meeting.

## **11. AMENDMENT OF THE CONSTITUTION**

- a. Any amendment to the constitution shall be initiated by a member of the group seconded by another member with the support of 2/3 of the quorum at the general meeting.
- b. The proposed amendment shall be submitted in writing to the executives, which will initiate the necessary consultation and proposed amendment

## **12. ADOPTION**

**This constitution was adopted on this day of .....**  
**motion was moved by.....**  
**and seconded by .....with all members**  
**present agreeing.**

**Name.....**

**Signature..... .. President**

**Date.....**

**Name.....**

**Signature..... Secretary**

**Date.....**