

FIJAI SENIOR HIGH SCHOOL

**FOSA NORTH AMERICA
GROUP INC**

FIJAI SEC. SCH.



**FIJAI OLD STUDENT ASSOCIATION (FOSA)
NORTH AMERICA GROUP**

CONSTITUTION

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PREAMBLE

We, the old students of Fijai Senior High School Sekondi, Ghana, having considered the need to unite and promote the growth and development of our alma mater. We commit to uphold and preserve the good name and image of the school as we abide by these articles in the letter and spirit of this constitution. We will also support local educational charities in the United States.

ARTICLE 1

NAME OF THE ASSOCIATION

The Association will be known and called FOSA NORTH AMERICA GROUP INC, FIJAI OLD STUDENTS ASSOCIATION (FOSA) Hereafter in this document, the term “Association” will refer to FOSA NORTH AMERICA GROUP.

ARTICLE 2

SLOGAN

The Association’s slogan will be YOUNG SOULS
RESPONSE: SO STRONG THE RACE TO RUN

ARTICLE 3

MOTTO

The motto of the Association will be
AD ASTRA PER AS PERA
(TO THE STARS THROUGH THICK AND THIN)

ARTICLE 4

AIMS AND OBJECTIVES

1. To promote (friendship, socialization) and networking among past and present students.
2. To create an atmosphere that fosters creativity, collaboration and promotes personal and professional development.
3. To assist our alma mater to maintain and provide high quality education through fundraising activities, and infrastructure development.

ARTICLE 5 STATUS

The FOSA NORTH AMERICA GROUP INC is a non-profit organization.

ARTICLE 6 FISCAL YEAR

Section 1: BEGINNING

The fiscal year of the Association will begin January 1 of every year.

Section 2: ENDING

The fiscal year of the Association will end on December 31 of every year.

ARTICLE 7 MEMBERSHIP

1. Is open to all young Souls who attended Fijai Senior High School in Sekondi, Ghana, for at least a year, and reside in the USA.
2. The Association will confer honorary membership to individuals who have distinguished themselves towards the growth and development of Fijai Honorary members cannot vote or hold positions. (FIJAI Senior High School)
3. To become an active member of the Association one must complete the Association's registration form and pay \$10 monthly dues.
 - a. Members must fulfill financial obligations including up to date annual dues (\$120/\$10 a month) and other duly approved levies.
 - b. All membership dues and levies paid to the Association are non-refundable.

- c. Monthly dues must be paid by the 5th of every month.
- d. Members are required to attend at least 50% of the general meetings per calendar year.
- 4. An inactive member will be reinstated when all arrears have been paid.

ARTICLE 8

SUBSCRIPTION

- 1. Any member who is not up to date with dues, will not be eligible to hold any office.
- 2. Any member who is not up to date with dues is not entitled to vote.

ARTICLE 9

COMMUNICATION

The association will use every social media avenue registered in its name to communicate to its members, ie whatsapp,email, Facebook, Instagram, Twitter, and other social media platforms.

ARTICLE 10

MEETINGS

Meetings will be held on a BI-WEEKLY. bases of each month unless otherwise stated.

QUORUM:

- 1. Five (5) executive members , including the President or Vice-President and Secretary or Vice Secretary will form a quorum for executive meetings.
- 2. Ten (10) members will form a quorum for general meetings.

ARTICLE 11

ELECTION/TENURE OF OFFICE

1. Selection of officers will be held every two years after a nomination process. Such elections will be held in October of election year during the FOSA congress.
2. Nominees will be members who have consistently attended meetings and are current on their dues payment.
3. All elected members of the Association will hold office for a term of two years and may be re-elected for another two years. No member may be eligible for the same role during re-election after holding office for two terms.
4. Voting of the Association shall be by Secret Ballot except as otherwise decided by the Association. (4. Voting of officers shall be by...
5. Only members in good standing shall have voting rights.

ELECTION PROCESS:

1. Elections will be held every two years to elect Officers of the positions outlined in Article 11 above.
2. The election will be conducted by a 5-member Election Committee nominated by members of the Association.
3. All members who are current on their dues, will be encouraged to participate in the election process.
4. The elections will begin with nominations from eligible members to the executive positions outlined below. Nominations will be accepted within a seven-day period.
5. The Elections Committee will tally all nominations and present nominees to the general membership for voting.
6. The voting will be held within a seven-day period.
7. The Elections Committee will tally all votes within 24 hours of the end of voting period and announce winners.
8. The winners will be sworn in during the 1st meeting of the new year please (take out green high light)---out

SPECIAL ELECTION

1. Special elections will be held within 30 days in the event of a vacancy/vote of no confidence/illness. (Of)
2. Unbecoming of an Executive, fighting, being disruptive behavior.
3. The same general election procedure will be utilized.

ARTICLE 13

COMPOSITION OF EXECUTIVES

For effective administration and management of the affairs of THE ASSOCIATION, the following offices shall be established

4. *President,*
5. *Vice President,*
6. *Second Vice President*
7. *Secretary*
8. *Vice Secretary*
9. *2nd Vice Secretary*
10. *Treasurer*
11. *Financial Secretary*
12. *Organizing Secretary*
13. *Vice Organizing Secretary*
14. *2nd Vice Organizing Secretary*
15. *Public Relations Officer*
16. *Chaplain*
- ~~(17-16. Technology Officer~~

Please replace he/she with President

President

1. The President will be the executive head of the Association and preside over all meetings.
2. He/She will manage the daily affairs of the Association with the assistance of the other officers.
3. He/She will have the right to an ordinary vote and the power of casting a vote.

4. He/She will be a signatory to the Association's Bank Accounts and shall approve the disbursement of its funds.

(Please replace He/she with the Office title)

Vice President

1. The Vice President will act in the absence of the President.
2. He/She will assist the President in the performance of her duties.
3. He/She will have the right to an ordinary vote and the power of casting a vote.
4. She will be a signatory to the Association's Bank Accounts and shall approve the disbursement of its funds.

2nd Vice President

1. The Vice President will act in the absence of the President and 1st Vice President
2. He/She will assist the President in the performance of her duties.
3. He/She will have the right to an ordinary vote and the power of casting a vote.
4. She will be a signatory to the Association's Bank Accounts and shall approve the disbursement of its funds.

Secretary

1. The Secretary will be the chief administrator of the Association and responsible to internal and external correspondence.
2. He/She will develop the agenda in consultation with the executives, convene all meetings and record minutes.
3. He/She will be responsible for the safe custody of the Association's records, accounts and other documents belonging to the Association.
4. He/She will prepare the annual report of the Association in consultation with the President and Vice President to be presented at the February general meeting.

(Please replace he/she with titles)

5. The Secretary will work in conjunction with the Vice-Secretary.

Vice-Secretary

1. The Vice-Secretary will ensure that Notices of meetings are circulated ~~fourteen~~ (3) calendar days before meetings.
2. He/She will act in the absence of the Secretary.
3. He/She will assist the Secretary in the performance of her duties.

(Please takenout fourteen let 3 stand alone)

Treasurer

1. The Treasurer will be the custodian of funds and securities of the Association, as well as all documents associated with the bank account.
2. He/She will be a signatory to the Association's Bank Accounts and shall approve the disbursement of its funds.
3. He/She will send reminder notices to members to pay dues and all other monetary obligations.
4. He/She will collect and deposit all monies, securities and valuable effects in the name of the Association in the bank account.
5. He/She will not disburse monies without the written approval from the President or Vice-President.
6. He/She will give a financial report at monthly general meetings and present a statement of the financial position of the Association annually.

Financial Secretary

1. The Vice-Treasurer will act in the absence of the Treasurer.
2. He/She will assist the Treasurer in the performance of her duties.
3. He/She will send reminder notices to members to pay dues and all other monetary obligations.

4. He/She will work in conjunction with the Treasurer to present a statement of financial position of the Association annually.

Organizing Secretary

1. The Organizing Secretary will coordinate the activities of the Association.
2. He/She will be in charge of organizing the Association's events.
3. He in consultation with the executives will appoint committee members to organize association events.

1st Vice Organizing Secretary

1. The Vice Organizing Secretary will coordinate with the Organizing Secretary the activities of the Association.
2. He/She will be in charge of organizing the Association's events.
3. He in consultation with the executives will appoint committee members to organize association events.

(1. The Public Relations Officer will be the mouthpiece.....)

Public Relations Officer

1. Be the mouthpiece of the organization and liaise between the organization and the general public as well as members
2. He/She will generate positive publicity for the Association.
3. He/She will promote meetings and events.
4. He/She will oversee all media publications.

Chaplain

The Chaplain will oversee spiritual welfare of the members of the Association.

Technology Officer

1. The Technology Officer will assist the Public Relations Officer with all media publications and activities.
2. He/she will be responsible for the maintenance of the Association's website and social media platforms.

ARTICLE 14A

CODE OF CONDUCT/ETHICS

1. The code of conduct will consist of the following expectations: efficient and satisfactory performance of duties, honesty and sincerity, good moral judgment, and willingness to promote unity and success of the Association.
2. Any officer who is unable to fully engage and fulfill their primary responsibilities will be encouraged to notify the Executive Board in writing.
3. Executives should conduct themselves professionally: relate respectfully with one another and all members during meetings.
4. Executives should exercise restraints and not resort to name calling or the use of vulgarity during disagreements.

This Association will have zero tolerance to such inappropriate behavior including all verbal and physical aggressive behaviors.

ARTICLE 14B

CONFLICT-RESOLUTION

All officers will use appropriate words and acceptable means to resolve all conflicts and disagreements.

Dissatisfactory behavior or a breach of our code of ethics and conduct will result in a punitive action that will be decided on by a Disciplinary committee.

ARTICLE 15

FINANCE

Funds of the Association will be from the following sources

1. Monthly dues and contributions from members.
2. Returns from investment.
3. Grants, donations or voluntary contributions from individuals, organizations, and other sources.
4. Proceeds from events.

ARTICLE 16

CONGRESS

As part of strengthening alumina networking a yearly FOSA Congress will be held in October. a student from Fijai will be selected through a raffle draw to attend each congress. A selected teacher will accompany the student.

FUNDRAISING: The Association will raise funds to support projects to be undertaken for the school, and donate to a local Charity in the USA.

1. Funds of the Association shall be disbursed as agreed upon by the members.
2. Auditing: accounts of the Association will be audited annually.
3. Signatories: The President, Vice-President and Treasurer will serve as signatories to the Association's bank account. The Association's check will be signed by the President or Vice President and Treasurer.
4. Members will vote for location/cities for annual congress
5. Upon dissolution all assets will be distributed to another 501(c)3 organization.

(5. Upon dissolution,

ARTICLE 17

AMENDMENT TO CONSTITUTION

The following process will apply:

1. A written proposal is made to the Executives, stating the reasons for the Amendment. The Executives will then share the proposal with the members.
2. Members are allowed a period of 7 days to respond. The response will be in the form of a vote for or against using an online voting process.
3. If members agree that an amendment is needed, a Working Group will be set up to work within 30 days.
4. Members will be allowed a period of 7 days to send in their amendments.
5. The Working Group will deliberate and apply the amendments and present for review. Members will be allowed a period of 3 days to respond.
6. The amended constitution, signed by the President, Vice President and a Member will be shared with the members.

ARTICLE 17

The Constitution will be signed and dated by the President, Vice President, Secretary and one Member, to be valid. Any copy of the Constitution/Appendix which does not bear the signatures of the above-mentioned will be deemed invalid and therefore cannot be implemented or applied.

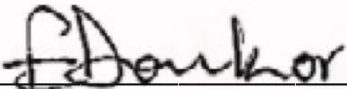
PRESIDENT

Name ANDREW MENSAH-SOWAH

Signature  Date March 13th, 2023

VICE PRESIDENT

Name EMMANUEL DANQUAH

Signature  Date March 13th, 2023

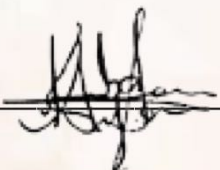
SECRETARY

Name ABA KWEGYIRBA SAM

Signature  Date March 13th, 2023

MEMBER

Name EVELYN AKOFUR

Signature  Date March 13th, 2023



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