

**CONSTITUTION OF
THE ACCRA
TECHNICAL
UNIVERSITY
ALUMNI
ASSOCIATION
(ATUAA)**

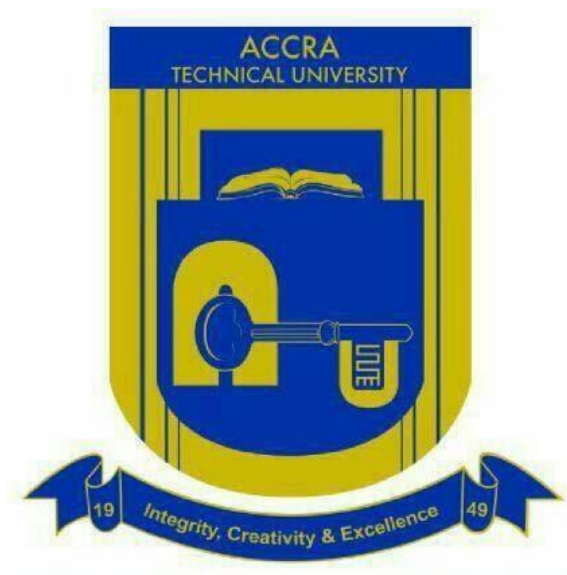


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DEFINITIONS

PREAMBLE

WE, the members of the ACCRA TECHNICAL UNIVERSITY ALUMNI ASSOCIATION (ATUAA) formerly the Accra Polytechnic, having our trust in God believe that it is through unity that the interest of the alumni be safeguarded.

RECOGNISING the national secretariat of the Accra Technical University Alumni Association as the mouthpiece of all former students of the Accra Technical University (ATU),

REALISING the need to organise ourselves in the spirit of oneness to pursue common goals, equality and fraternity,

DETERMNIED to promote the general welfare and ensure continuity of our common goals including academic, social and other pursuits,

AND IN SOLEMN declaration and affirmation of our commitment to freedom, justice, probity, rule of law and accountability,

DO HEREBY ADOPT, ENACT AND GIVE TO OUR SELVES AND GENERATIONS TO COME, THIS CONSTITUTION FOR THE GOVERNANCE OF THE ASSOCIATION.

DECLARATION OF SUPREMACY

This constitution shall be the supreme law of members of ACCRA TECHNICAL UNIVERSITY ALUMNI ASSOCIATION (ATUAA), and any law(s) of member

institutions/ bodies, which is (are) inconsistent with any provision(s) of this constitution, shall to the extent of the inconsistency be null and void.

CHAPTER ONE: THE CONSTITUTION

1. THE SUPREMACY OF THE CONSTITUTION

(i) The supreme power of the Accra Technical University Alumni Association resides in its members in whose name and for whose welfare the officers of the association shall act. (ii) Subject to the Constitution of the Republic of Ghana and all laws of the republic, and the statutes of Accra Technical University, this constitution shall be the supreme law of members of the ATUAA.

(iii) Any law(s) of member institutions/bodies which is (are) inconsistent with any provision(s) of this constitution shall, to the extent of the inconsistency, be null and void.

2. ENFORCEMENT OF THE CONSTITUTION

(i) Any member(s), who alleges that any act(s) or omission(s) of any member(s) is (are) inconsistent with a provision(s) of this constitution, may bring an action(s) to the national executive council for a declaration(s) to that effect.

(ii) The national executive council shall, for the purpose of a declaration under clause (1) of this article, give such direction as it may consider appropriate for giving effect to the declaration so made.

CHAPTER TWO: NAME AND STATUS

3. NAME

(i) The association shall be known as the Accra Technical University Alumni Association, herein after referred to as the ATUAA.

4. MEMBERSHIP

(1) Membership of the association shall be divided into four (4) categories -

(a) Individual membership;

(b) Family membership;

(c) Corporate/Affiliate membership; and

(d) Honourary membership; and shall be open to-

(i) Accra Technical University graduates;

(ii) Any spouse of or child (children) born to a member of the ATUAA shall by default be recognised as an honorary member subject to a written request and an approval by the National Chairman;

(iii) Professors and faculty members at the ATU who are not graduates and corporate organisation(s) of the university may be members by affiliation upon a written request to NEC and acceptance;

(iv) Technical staff at the ATU having a university diploma or degree;

(v) Coordinators of linkages between the ATU and other institutions;

(2) A person may be accorded honorary Membership upon submission of a written application to the ATUAA's national secretariat.

(3) All members of the association shall be bound by the provisions of this constitution and its interpretation as made by the national executive council and its members.

(4) Membership shall cease upon resignation by writing to the chairman of the ATUAA subject to the approval of the national executive council.

(5) The national executive council shall have the right to terminate the membership of any member whose conduct is deemed to be prejudicial to the good name of the association.

5. PATRONS

(1) The National Executive Council (NEC) shall appoint not more than three (3) Patrons (who must themselves be alumni), subject to their acceptance and approval by the general assembly. (2) Notwithstanding (1) supra, the sitting vice chancellor of the Accra Technical University shall be a patron by default and is not limited to any number of years.

(3) The two other patrons so appointed by (1) supra shall hold the appointment for six (6) calendar years subject to renewal.

CHAPTER THREE: AIMS AND OBJECTIVES

6. AIMS

The aims of the ATUAA shall be:

- i. to seek the general welfare and ensure continuity of the common goals of members including academic, social and other pursuits of its members by contributing to the development of ATU and its graduates through improvements and development of curricula and programmes, provision of financial and material support, enhancing networking and career development among the alumni to serve with integrity.

7. OBJECTIVES

(1) The objectives of the ATUAA shall be;

- (i) To provide a forum for members to discuss issues of mutual interest, benefits and advice to improve the curricula and programmes of the ATU.
- (ii) To keep and utilise all relevant records of members.
- (iii) To collaborate with other students' associations, professional bodies and any other groups on issues of mutual/academic interest and benefits to the association.
- (iv) To assist brilliant, needy students of the ATU by contributing to their academic requirements by way of scholarships.
- (v) To provide incentives such as awards and prizes to best students of the ATU and alumni models with proven records of significant contributions to the ATU and society.

- (vi) To enhance the image of the ATU graduates and promote the ATU as a leading national and international institution of excellence by creating and supporting projects deemed relevant to society.

CHAPTER FOUR: ORGANS AND THEIR FUNCTIONS

8. ANNUAL GENERAL MEETING (AGM)

- (i) There shall be an Annual General Meeting (AGM), which shall be the highest decision making organ of the ATUAA to which each member is encouraged to attend.
- (ii) Quorum shall be one third (1/3) of the total number of members in good standing and decisions taken shall be binding on all members.
- (iii) For the avoidance of doubt, observers (Spouses and children, affiliate and honorary members) shall not be counted when quorum is being constituted.
- (iv) In the coming into force of this constitution, quorum shall be the total number of members who are at the venue of the first AGM in good standing at the advertised time.
- (v) Decisions shall be by simple majority, unless otherwise provided for by this Constitution.
- (vi) The general assembly shall concern itself with:
 - (a) General policy of the ATUAA,
 - (b) Any issue referred to it by the member(s), the NEC, and/or any other organ(s) of the ATUAA and

- (c) National executive council elections if the tenure of the incumbent executive members is due.
- (vii) Any issue to be discussed at the AGM, which is not being initiated by the National Executive Council (NEC), shall be communicated in writing to the NEC at least 30 days before an AGM, postal address and any electronic means provided by members.
- (viii) Where the NEC is proposing an issue for discussion at an AGM, NEC shall ensure that all member(s) are served with such notice at least 30 days before the AGM via email or postal/residential address and any electronic means provided by members. All members in good standing are presumed served if notice(s) are delivered via the last known address of a member.
- (ix) The AGM shall be held annually and the last ordinary general meeting preceding the AGM shall decide the date and venue of the AGM.
- (x) Notwithstanding clause (ix) of this article, an extra ordinary general meeting may be convened at any time to discuss emergency issues.
- (xi) The NEC or upon a written request of a minimum of fifty percent (50%) of members in good standing may convene an extra-ordinary/emergency general meeting which shall discuss issues which might have necessitated the calling of the general meeting only.
- (xii) Where the NEC is proposing an issue(s) for discussion at an extra-ordinary general meeting, NEC shall ensure that all members are served with such notice at least 10 days before the general meeting.

(xiii) The conveners, not being the NEC, as in clause xi of this article shall bear two-thirds (2/3) of the cost of organisation, while NEC bears the rest (1/3).

(xiv) At any meeting of the association, when a vote is taken by show of hands or secret ballot, all paid up members shall be entitled to one vote each.

(xv) A communiqué shall be issued at the end of every AGM.

9. ORDINARY GENERAL MEETING (OGM)

(i) There shall be at least three (3) Ordinary General Meetings in a year, one of which shall be held not more than fifty (50) days before the annual general meeting.

(ii) Quorum shall be at least one third (1/3) of the total number of members in good standing present at the last meeting.

(iii) For the avoidance of doubt, observers (Spouses and children, affiliate and honorary members) are not to be counted when quorum is being constituted.

(iv) The office administrator, in collaboration with the general secretary, shall spell out the agenda for the ordinary general meeting to all members at least 14 days before the meeting via email or postal/residential address or any electronic means provided.

(v) Decisions taken at an ordinary general meetings shall be communicated to all members of the ATUAA within seven (7) working days after such a meeting.

(vi) At any meeting of the association, when a vote is taken by show of hands or secret ballot, all paid up members shall be entitled to one vote each.

CHAPTER FIVE:

10. THE NATIONAL EXECUTIVE COMMITTEE (NEC)

(i) There shall be a NEC which shall consist of the following officers:

- (a) The National Chairman
- (b) The National Vice Chairman,
- (c) The National General Secretary,
- (d) The National Public Relations Officer,
- (e) The National Treasurer,
- (f) The National Organiser,
- (g) The National Women's Coordinator.

(ii) All officers of the NEC shall hold office for a term of four (4) years.

(iii) A person shall not be elected to hold the same office as a member of NEC for more than two consecutive terms. However, an officer shall be eligible for election after a cooling off period of eight (8) years after leaving office.

(iv) The NEC shall be responsible for the organisation of all official meetings, activities and functions for the promotion of the aims and objectives of the ATUAA.

(v) Notwithstanding any provision in this constitution, the NEC shall in times of emergency assume emergency powers appropriate to contain the emergency situation, and shall convene an extra-ordinary general meeting within twenty-one (21) days after exercising such emergency powers, to rectify the decision(s).

RESPONSIBILITIES OF OFFICERS OF THE NEC

11. THE NATIONAL CHAIRMAN

(i) The National Chairman shall preside over the annual general meetings, ordinary general meeting, NEC meetings and any other official meetings, activities and functions of the ATUAA.

(ii) He/she shall have a casting vote in the event of a tie at all meetings.

(iii) He/she shall be the official spokesperson and welfare officer of the ATUAA, unless otherwise decided by him.

(iv) He/she shall authorise all expenditure of the ATUAA according to budget approved by the general assembly and shall be the principal signatory to the associations bank/financial accounts.

(v) To supervise and coordinate activities of the national secretariat of the association with the approval of the national executive council, shall have powers to appoint committees, representatives of the association to perform functions on behalf of the ATUAA as per their rules of engagements.

(vi) The chairman with the general secretary shall submit to NEC and the general assembly periodic activity report of the association.

(vii) The chairman represents the ATUAA on the Accra Technical University Council during his tenure.

12. THE NATIONAL VICE CHAIRMAN

(i) The National Vice Chairman shall assist the National Chairman in the performance of his duties.

(ii) He/she shall perform any additional duties as may be assigned to him/her by the general assembly, the NEC and/or the National Chairman, provided it is in consistent with the provisions of this constitution and also shall be a signatory to the association bank/financial accounts.

(iii) He/she shall perform all the duties of the National Chairman with all the powers conferred on the National Chairman under this constitution in the event of the death, resignation or removal from office of the National Chairman, or any other cause of inability by the National Chairman to perform his responsibilities, until such time that a bye-election is conducted to fill the vacancy.

(iv) Notwithstanding clause (iii) of this article, the National Vice Chairman shall act as National Chairman for the an unexpired tenure of his/her predecessor. Where the substantive National Chairman has served more than half of his/her term before his/her death, resignation or removal from office, the remaining period is not counted under article 10(iii).

- (v) He/she shall act as the liaison officer between the ATUAA Chapters and the National Executive Council.
- (vi) He/she shall effectively coordinate the activities of committees under this constitution or ad-hoc committees set up by any organ of the association.
- (vii) Shall initiate the establishment and the organisation of alumni chapters
- (viii) Work in liaison with the dean of students at the ATU to develop projects which will address the needs of the students of the ATU.
- (ix) Coordinate student scholarships and awards sponsored by or through the association.
- (ix) Report to the NEC programme of the associations directly benefiting students.
- (xi) Initiate student-alumni activities and furnish the national secretariat with the data base of a graduating class/year.

13. THE NATIONAL GENERAL SECRETARY

- (i) The National General Secretary shall take minutes at annual general meetings, ordinary general meetings, the NEC and all other official meetings, activities or functions of the ATUAA and make it available to members at least ten (10) days after the meeting(s).
- (ii) He/she shall take custody of all documents and records of the ATUAA, except those relating to finance and shall properly index them for transfer to the incoming NEC.

(iii) He/she shall be responsible for all the correspondence for and on behalf of the association.

(iv) He/she shall report to the annual general meeting on the general activities carried out in the year under review. (v)

He/she shall perform any additional duties as may be assigned to him by annual general meeting, ordinary general meeting, the NEC, and/or the national chairman, provided it is in consistent with the provisions of this constitution.

14. THE NATIONAL PUBLIC RELATIONS OFFICER

(i) The National Public Relations Officer shall be responsible for publicising all activities and functions of the ATUAA.

(ii) He/she shall coordinate the production of the newsletter and other productions of the association.

(iii) In the absence of the general secretary, the National Public Relations Officer shall perform his/her functions.

(iv) He/she shall publicise income generating activities of the association.

(v) He/she shall perform any additional duties assigned to him/her by annual general meeting, ordinary general meeting, the NEC, and/or the national chairman, provided it is consistent with the provisions of this constitution.

15. THE NATIONAL TREASURER

(1) The National Treasurer shall be responsible for all financial matters of the ATUAA and prepare the accounts to be audited by the association's auditors.

(2) He/she shall be the custodian of all financial documents and proper records of financial transactions of the association and also shall be a signatory to the association bank/financial accounts.

(3) He/she shall present a budget proposal to NEC, the ordinary general meeting and a financial statement to the annual general meeting.

(4) He/she in collaboration with NEC, shall coordinate all fundraising activities by the association and its alumni chapters and report to the OGM and the AGM on fundraising projects of the association.

(5) The National Treasurer shall be responsible for all financial matters of the ATUAA, including the collection of dues, financial contributions of any form and disbursement of all monies.

(6) He/she shall keep a reasonable impress which shall be determined by the NEC to allow for the smooth running of national secretariat.

(7) He/she shall be the custodian of merchandising initiatives and organise fundraising activities for the association.

(8) He/she shall perform any additional duties assigned to him by annual general meetings, ordinary general meetings, and/or the national chairman provided it is in consistent with the provisions of this constitution.

16. THE NATIONAL ORGANISER

(1) The National Organiser shall be in charge of organising members for planned activities.

(2) He/she shall be responsible for increasing the membership of the association.

(3) He/she in collaboration with the vice chairman, shall be responsible for increasing alumni membership through the growth of alumni chapters and actively engaging students and young alumni.

(4) He/she shall perform such other duties as may be assigned by the chairman or the NEC.

17. THE NATIONAL WOMEN'S COODINATOR

(1) The National Women's Coordinator shall be in charge of organising ladies for all planned and women activities.

(2) She shall assist the National Organiser in the discharge of his/her activities.

(3) She shall be responsible for increasing the female membership of the association,

(4) She shall perform such other duties as may be assigned by the chairman or the NEC.

18. NATIONAL SECRETARIAT OF THE ASSOCIATION

(1) There shall be a national secretariat of the association with its office based at the capital of Ghana.

(2) There shall be an office administrator (alumni relation officer) to manage the secretariat on behalf of the general secretary in the absence of NEC members and new positions may be created when deemed necessary by the executive committee.

(3) The duties of the office administrator (Alumni Relation Officer) shall;

(a) Coordinate the day to day affairs at the secretariat;

(b) assist the general secretary in taking of minutes during meetings.

(c) Work in close collaboration with members of the national executive council and alumni chapter committees in the execution of their specific tasks; and

(d) Perform such other duties as the NEC/General Assembly (GA) may deem necessary.

(e) Shall enter all moveable and non-moveable assets of the association into a register, which shall be reported to NEC.

(f) Shall serve as liaison officer between The management of the ATU and the ATUAA.

CHAPTER SIX: ELECTIONS AND TENURE OF OFFICE

19. ELECTION OF OFFICERS

(1) The annual general meeting shall elect all officers of the National Executive Council (NEC) every four years.

(2) The rules and regulations guiding the conduct of elections of the NEC shall be set by an electoral commission appointed by AGM.

(3) The results of the national elections shall be presented to annual general meeting for ratification and approval within six (6) hours after the declaration of the results.

(4) In the event of disputes of the electoral results, the aggrieved contestant(s) may challenge the declaration with a written notice

to the electoral commission, copying the judicial committee within two (2) hours after the results have been declared.

(5) In the case of a tie for any position, all the contestants vying for the various NEC positions shall form the electoral college to decide on the winner for such a position; unless there is/are withdrawal(s) such that only one candidate remains and he/she shall be declared winner.

(6) Notwithstanding clause (5) of this article, if more than two candidates are contesting and two of them are tied up with the highest votes, the other candidates whose votes are not up to theirs will be withdrawn before the run-off.

(7) Voting shall be by secret ballot and the winner shall be declared based on simple majority.

(8) Election into NEC is the preserve of graduates of the ATU as described in article four (4), clause 1(i) who is or has held an executive position in a chapter and also in good standing for at least three (3) years.

(9) For the avoidance of doubt, any candidate who is not in good standing for more than three (3) years cannot redeem his/her stand in the election year for the purpose of vying for a position.

20. HANDING OVER AND SWERING-IN

i) Handing over and swearing-in of executive members should be held within three (3) months after an election

ii) After an election and before handing over, any financial expenses, execution of new projects and signing of contracts shall be done in collaboration with the incoming executive members.

21. TENURE OF OFFICE

(1) All officers of the NEC shall hold office for four (4) years only (forty-eighty (48) months from date of being sworn into office).

(2) A person shall not be elected to hold the same office as a member of NEC for more than two consecutive terms.

(3) Any officer of the NEC may resign, vacate, be impeached, suspended or removed from office on account of:

(a) Mismanagement of funds,

(b) Infirmity of body or mind,

(c) Gross misconduct,

(d) Negligence of duty and/or,

(e) Any act that is likely to bring the name of the ATUAA into disrepute.

(4) An officer of the NEC may be removed from office by two-thirds (2/3) majority of delegates present and voting at an emergency, ordinary general meeting or an annual general meeting.

(5) Subject to clause (3) of this article, an OGM may base on credible evidence or suspicion, interdict any officer of the NEC until such time that the officer concerned has been conclusively investigated by a committee appointed by the OGM or an emergency annual general meeting.

(6) A member may, subject to clause (3) of this article, initiate an impeachment proceeding against any officer by writing to the judicial committee, stating very clearly the reason(s) for the impeachment and providing all the necessary evidence for the allegation(s) and the judicial committee shall take all the

necessary steps to address the issue to its logical conclusion. The decision shall be communicated to an ordinary general meeting or an emergency annual general meeting as the case may be.

(7) An officer of the NEC other than the national chairman may relinquish his or her post voluntarily by writing to the national chairman at least one (1) month prior to the proposed date of resignation.

(8) The national chairman may relinquish his/her post voluntarily by writing through the general secretary to NEC at least two (2) months prior to the proposed date of resignation. (9) On receipt of any proposed resignation letter from any officer, the national chairman, general secretary or Public relation officer, as the case may be, shall communicate to the NEC and an ordinary general meeting about such resignation within two weeks.

(10) An officer who resigns his position or who otherwise leaves office shall hand over all properties of the ATUAA in his or her possession to the NEC and clear himself or herself in respect of any other obligations he or she may owe the association within two weeks after acceptance of resignation.

(11) Any vacancy created in respect of any officer by whatever cause shall be filled within three (3) months through a bye-election if the officer has served less than half of his/her tenure.

CHAPTER SEVEN: FINANCES

22. INCOME

1. The funds of the ATUAA shall include:

- (a) Annual membership dues,
- (b) Fundraising / silver collections,
- (c) Contribution from all graduates, donations and

- (d) Any other lawful source of cash or electronic contribution 2. The income and properties of the association shall be applied solely towards the promotion of the objectives of the association as set forth in this constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus or profits to its members.

23. EXPENDITURE

The expenditure of the ATUAA shall include the following:

- (a) Administrative expenses
- (b) Transport and per diem for officers and NEC who work for and on behalf of the ATUAA
- (c) Cost of projects duly approved by ordinary general meeting and/or annual general meeting
- (d) Organisation of seminar/workshops, scholarships/awards, ordinary general meeting, annual general meeting NEC meetings and social activities

24. DUES

The annual dues shall be determined by annual general meeting and shall be paid by all members through their banks, in person at the national secretariat or through their local chapters.

25. BANK TRANSACTIONS

- (a) The ATUAA shall maintain a savings and/or current accounts with a bank(s) that is/are networked nationally as agreed at AGM.

(b) All monies collected on behalf of the association shall be paid into the account/s within one (1) week upon receipt of the said monies

(c) All monies received by any officer on behalf of the association shall be lodged into the ATUAA account/s before disbursement.

(9) The national chairman, national vice chairman and national treasurer shall be signatories to the association's accounts and the national chairman together with any of the two (2) officers shall sign for the purpose of withdrawals

26. FINANCIAL REPORT / BUDGET

(a) The national treasurer shall present a comprehensive financial statement at annual general meeting.

(b) The NEC, through the national treasurer, shall present a comprehensive budget proposal to the first ordinary general meeting after assuming office and subsequently at the annual general meeting on a yearly basis.

(c) The national chairman and the national treasurer shall sign all pay vouchers.

CHAPTER EIGHT: COMMISSIONS/COMMITTEES OF THE ATUAA

27. The ATUAA shall have the following commissions/committees:

(1) Audit Committee

(2) Judicial Committee

(3) Finance Committee

- (4) Electoral Commission
- (5) Projects and Innovations Committee

28. AUDIT COMMITTEE

- (a) There shall be a three (3) member Audit Committee appointed at the first ordinary general meeting.
- (b) The members of the Audit Committee shall have an appreciable knowledge in auditing.
- (c) The Audit Committee shall audit all ATUAA accounts prior to the annual general meeting.
- (d) Subject to clause (3) of this article, reports of the audited accounts shall be presented to the annual general meeting.
- (e) In the event of a rejection of an audit report by the annual general meeting, such rejected report shall be referred to an external auditor, appointed by the AGM.
- (f) The external auditor(s) appointed under clause (e) of this article shall not be a member(s) of the association.
- (g) All auditors appointed under this constitution shall have complete access to all documents and information necessary for the execution of their duties.

29. FINANCE COMMITTEE

- (a) There shall be a three (3) member Finance Committee appointed at the first ordinary general meeting and chaired by the national treasurer.
- (b) The members of the Finance Committee shall have an appreciable knowledge in financial issues.

(c) The Finance Committee shall be responsible for the implementation of the association's financial policy. (d) The Finance Committee, in collaboration with the NEC, shall coordinate all fundraising activities by the association and its alumni chapters and report to the OGM and the AGM on fundraising projects of the association.

30. THE JUDICIAL COMMITTEE

(a) There shall be an Independent Judicial Committee which shall consist of five (5) members of the association whose tenure of office shall not be subject to any term limit. (b) The ordinary general meeting preceding the first annual general meeting shall nominate the members of the Judicial Committee for approval by annual general meeting. (c) The members of the Judicial Committee shall appoint their chairman at their first meeting. (d) The quorum for all the Judicial Committee meetings shall be the three (3) members including the chairman who shall sit and determine any case brought before it except in the case of an appeal where two ad hoc members shall be added to the panel. (e) The Judicial Committee shall be responsible for the interpretation and enforcement of this constitution. (f) The chairman of the Judicial Committee shall act as the national chairman in the absence of the national chairman and the national vice chairman until such a time a bye-election is carried out as provided for in this constitution. The NEC is, however, NOT permitted to resign en block at any point in time. (g) Any member may bring an action before the Judicial

Committee for a declaration or an order to the effect where any document, act or omission of any person is inconsistent with or in contravention of a provision of this constitution.

(h) All cases brought before the Judicial Committee shall be in writing, addressed to the chairman of the committee and such cases shall be dealt with within twenty-one (21) days on receipt of the case.

(i) The Judicial Committee shall communicate its declaration or order thereafter to the NEC, a copy of which shall be served on the member who brought the action before the committee.

(j) Any member to whom a declaration or order is addressed by the Judicial Committee shall duly obey and carry out the terms of the declaration or order.

(k) The Judicial Committee shall perform any other responsibilities as may be determined by the annual general meeting.

(l) A member who is not satisfied with a declaration or order by the Judicial Committee may appeal for redress, after which any further dissatisfaction may be communicated in writing to the NEC or the annual general meeting.

(m) No election dispute shall go past the Judicial Committee. (n) Notwithstanding clause (g) of this article, no action or sanction shall be brought against any member when an appeal process has not been concluded.

31. ELECTORAL COMMISSION

(a) There shall be an independent Ad-hoc electoral commission of the ATUAA which shall consist of five (5) members. (b) The first ordinary general meeting shall appoint the members of the

Independent electoral Commission whose tenure of office shall not be subject to any term limit.

(c) The electoral commission shall elect their chairman at their first meeting.

(d) The electoral commission shall be responsible for the conduct of all elections and shall formulate their own modus operandi which shall not be in contravention with any provision(s) of this constitution, the ATU Statutes and the 1992 Constitution of Ghana.

(e) In the case of a vacancy in the NEC, the Electoral commission shall have three (3) months within which to organise a bye-election to fill the said vacancy(ies).

(f) shall recommend or nullify a person's candidature after vetting, based on constitutionally justifiable grounds.

32. PROJECTS AND INNOVATIONS COMMITTEE

(a) There shall be a five (5) member Projects and Innovations Committee consisting of the following:

I. Three NEC members

II. Two local chapters' executive members

(b) The Projects and Innovations Committee shall design and implement programmes aimed at developing the capacities, skills and knowledge of the ATUAA and students of the ATU. (c) The Projects and Innovations Committee shall consult members of the NEC in the discharge of their duties and shall act on the authority of the NEC in all matters relating to their office. (d) The Projects and Innovations Committee shall have the national chairman as their chairman.

33. APPOINTMENTS

(a) Apart from the commissions /committees afore mentioned, the annual general meeting, the ordinary general meeting or the NEC may appoint a person, committee or commission on the ad hoc basis and assign to him/her/them such functions as may be determined by the appointing organ.

(b) The functions of any such person, committee or commission shall be deemed automatically void when the purpose for which he/her/they was/were appointed ceases.

(c) In the case of a vacancy in any commission/committee except the electoral commission, the NEC shall appoint a replacement in the interim within ten (10) days upon the declaration of such vacancy until such position has been filled per the laid down provision of this constitution.

34. ALUMNI CHAPTERS OF THE ASSOCIATIONS

The association shall have chapters based on the districts/regions of Ghana and by countries in the world. (a) A group of alumni shall qualify to be registered as a chapter after approval by the National Executive Council and have a membership of not less than twenty-five (25).

(b) A chapter shall operate in accordance with the functions of the association as spelled out in this constitution;

(c) Each chapter shall have a committee comprising the following office bearers;

(i) The chairperson, who shall perform the functions of the association's chairman stipulated in Article 11 at the local/regional/country chapter level.

- (ii) The vice chairperson, who shall perform the functions of the association's vice chairman stipulated in Article 12 at the local/regional/country chapter level.
- (iii) The secretary, who shall perform the functions of the association's general Secretary stipulated in Article 13 at the local/regional/country chapter level.
- (iv) The public relation officer, who shall perform the functions of the association's PRO stipulated in Article 14 at the local/regional/country chapter level.

- (v) The treasurer, who shall perform the functions of the national treasurer stipulated in Article 14 at the local/regional/country chapter level.

- (vi) The organiser who shall perform the functions of the national organiser stipulated in Article 16 at the local/regional/country chapter level.

- (vii) The women's coordinator, who shall perform the functions of the national women's coordinator stipulated in Article 17 at the local/regional/country chapter level.

35. NEC MEMBERSHIP

- (i) All national executive members

- (ii) Executive members of the chapters
- (iii) Ordinary members may attend and contribute but do not have voting rights

36. WELFARE

- (i) There shall be a welfare which shall have its own policy document for operation

CHAPTER NINE: MISCELLANEOUS

37. AMENDMENTS

- (1) Subject to the provisions of this constitution, annual general meeting may amend or cause to be amended, in part or in whole, any provision of this constitution.
- (2) Any member in good standing may propose an amendment by writing to the public relation officer, at least two (2) months prior to the annual general meeting, stating the reasons for such proposed amendment, and the public relation officer shall take the necessary steps to inform all members of such proposed amendment, calling for inputs before the annual general meeting.

38. STANDING ORDERS

- (1) The ordinary general meeting, the annual general meeting and the NEC meetings shall be guided by the standing orders as they appear in the schedules in Appendix I.

(2) Notwithstanding clause (1) of this article, the ordinary general meeting, the annual general meeting and the NEC meetings may suspend or modify a portion of the standing orders in case of emergency or necessity, provided that this does not disregard the core business of the meeting.

39. TRANSITIONAL PROVISIONS

(1) Any constitution that governed the ATUAA prior to the coming into force of this constitution is hereby repealed.

(2) Notwithstanding the repeal under clause (1) of this article, any provision of the repealed constitution in existence or in force immediately before the coming into force of this constitution shall, subject to this constitution, continue to be in force until revoked, altered, cancelled or expires.

40. DISSOLUTION

(1) The association shall be dissolved by a resolution passed by not less than two thirds (2/3) of active and subscribing members.

(2) Upon dissolution of the association, all remaining property whatsoever, after settling all its debts and liabilities, the same shall be given or transferred to the Accra Technical University – Students Representative Council (ATU – SRC).

APPENDICES

Appendix I

(a) Order of precedence

(1) The chairman shall allow the following procedural motions to be put when there is already a proposition on the table, in the following order of precedence; (i) That the motion be now put

(ii) That the motion not now be put

(iii) The motion to postpone or adjourn the matter to a later specified meeting (iv) The next meeting

(v) The motion to refer the matter to a committee, ad hoc or otherwise, for investigation and for report

(vi) The motion to limit to a certain specified time or period

(vii) That the matter to lie on the table

(viii) The motion to adjourn the meeting to a later specified date

(2) If the motion “that the motion not now be put” has been seconded, no further discussion of the original question shall be allowed but a member may give notice of his/her desire to speak further on the original question if the motion is carried. Only the proposer shall be allowed to speak before the original question is put to vote.

(b) Interventions

(1) In addition to discussion on the motion, the chairman shall allow the following points of intervention in the following order of precedence;

(i) Point of order

(ii) Point of correction

(iii) Point of information

(2) A point of order must be heard at all times and the chairman shall give a ruling before the issue is further discussed. Point of order shall deal with conduct of procedure of the debate. The member rising to put the point of order shall prove one or more of the following;

(i) That the speaker is traveling outside the scope of the issue under discussion

(ii) That he/she is using improper language

(iii) That he/she is circumventing the standing order

(3) A point of correction shall be a factual presentation seeking to correct a statement made by a speaker. It must be strictly related to the subject under discussion.

(4) A point of information is a question of brief statement of a relevant fact concerning the matter under discussion. It should be directed to either the last speaker or the chairman.

(c) Conduct of meetings

(1) A speaker shall direct his/her speech to the issue under discussion. Every member shall express him/herself solely to the chairman/NEC/AGM.

(2) No member shall be allowed to speak more than once on a motion as long as another member who has not spoken on the motion desires the floor.

(3) The chairman shall interpret the standing orders with the approval of the house. He/she shall be free to take part in all discussions. One or more standing orders may, in case of emergency, be applied.

Appendix II

The Chairman's Oath (Oath of Secrecy)

I.....having been elected to the high office of the Chairman of the ACCRA TECHNICAL UNIVERSITY ALUMNI ASSOCIATION (ATUAA) do hereby in the name of God

solemnly affirm that I will be faithful and true to the ATUAA; that I shall strive at all times to preserve, protect and defend the constitution of the ATUAA and I hereby dedicate myself wholly, without fear or favour to the service and welfare of the association.

I further solemnly affirm that I will conform to the principle of strict accountability; financially and otherwise and that should I at anytime break this oath of office, I shall submit myself to the dictate of the ATUAA constitution and suffer the penalty for it. (SO HELP ME GOD).

To be administered by the chairman of the Judicial Committee at the annual general meeting during the handing over ceremony.

The General Oath of Office

I.....having been elected asdo hereby in the name of God solemnly affirm that I will at all times faithfully and truly serve the ATUAA, that I will support and uphold the principle of accountability; financially and otherwise and seek the welfare of the ATUAA.

I further solemnly affirm that should I at anytime break this oath of office, I shall submit myself to the dictate of the ATUAA

constitution and suffer the penalty for it. (SO HELP ME GOD).
To be administered by the chairman of the Judicial Committee at the annual general meeting during the handing over ceremony.

Oath for Members of the NEC

I.....having been elected/appointed to the NEC of the ATUAA as do hereby in the name of God affirm that I will at all times be faithful and loyal to the ATUAA and will support and uphold the principle of accountability; financially and otherwise and seek the welfare of the ATUAA. I further solemnly affirm that should I at anytime break this oath of office, I shall submit myself to the dictate of the ATUAA constitution and suffer the penalty for it. (SO HELP ME GOD).

To be administered by the chairman of the Judicial Committee at the annual general meeting during the handing over ceremony.

The Judicial Oath

I.....having been appointed as a member of the Judicial Committee of the ATUAA do hereby in the name of God affirm that I will interpret the ATUAA constitution without fear of favour and defend, and uphold the constitution and to adjudicate on all matters that shall be brought before the Judicial Committee without affection, ill will or personal interest. I further solemnly affirm that I shall not be found wanting in the discharge of my responsibilities as a member of the ATUAA Judicial Committee nor place myself in such a position as to frustrate the efficient function of the Judicial Committee of the ATUAA (SO HELP ME GOD).

To be administered by the chairman of the ATUAA at the annual general meeting during the handing over ceremony.

DEFINITIONS

In this constitution, unless the context otherwise requires –
“ATU” means the Accra Technical University.

“Alumni” means -

- (a) All graduates of the Accra Technical University;
- (b) All persons that/who have studied at the Accra Technical University for a minimum of one semester or one academic year and
- (c) Recipients of honorary degrees from the Accra Technical University.

“ATUAA” means the Accra Technical University Alumni Associations.

“OGM” means the Ordinary General Assembly.

“AGM” means the Annual General Assembly.

“GA” means the General Assembly.

“Association” means the ATUAA (the Accra Technical University Alumni Association).

“NEC” means the National Executive Council.

“Good Standing” means attending meetings regularly and paying of dues and fulfilling all financial obligations for at least three (3) years

Dated this twentieth day of february in the year of our Lord two thousand and twenty-two.

Signed:

..... Chairman