

# THE CONSTITUTION

OF

**OPOKU WARE OLD BOYS ASSOCIATION**

**IN THE UNITED STATES OF AMERICA**

**(AKATAKYIE USA)**



**ADOPTED BY MEMBERS OF AKATAKYIE USA**

**AT THE**

**2013 ANNUAL MEETING IN ALEXANDRIA, VA**

**AUGUST 31, 2013**

*Adopted on the 31<sup>st</sup> day of August Two Thousand and Thirteen in The Year of Our Lord  
By the Members of Opoku Ware Old Boys Association in the United States of America at its 2013 Annual General  
Meeting in Alexandria, VA. Amended on the 4<sup>th</sup> day of July Two Thousand and Fifteen in The Year of Our Lord By  
Members of the Same Organization at its 2015 Annual General Meeting in Manassas, VA.*

## FOREWORD

ARTICLE I: Preamble.

We, the old students of Opoku Ware School, meeting in the City of Atlanta, in the State of Georgia, USA, at our Second Ordinary Session of our Assembly, on August 31, 2003:

HAVING DEVOTED the full session of our meeting to deliberate democratically, frankly, solemnly, and extensively on a broad-spectrum of issues affecting us and our esteemed Alma Mater and RECOGNIZING that there is steadily a growing number of past students of Opoku Ware School in the United States;

NOTING with concern that with this increasing number of Akatakyie, the greater need to form a cohesive organization that will coordinate, articulate, and aggregate the issues affecting us and our Alma Mater is urgently necessary;

BEARING IN MIND the daunting challenges faced by our Alma Mater in terms of marshalling resources to provide the finest education possible in this increasingly complex age;

AWARE that responding to these challenges requires, among other things, sustained collective effort and will of an exceptional nature from all Akatakyie wherever they may be;

AFFIRMING the importance of the education and enrichment bestowed upon us by our Alma Mater, and CONVINCED that such education will be beneficial to future generations of Akatakyie;

ALSO RECOGNIZING the need to assist our Alma Mater in providing for future generations of Akatakyie and also in maintaining its esteemed reputation in secondary school education in Ghana;

To these ends, we Akatakyie in the United States finally wish to state clearly and specifically the common desire of the aforementioned consent to promulgate this constitution through which we hope to accomplish our various objectives.

The aims of Opoku Ware Old Students Association USA are to:

- (i) Promote the wellbeing of our Alma Mater;
- (ii) Promote the wellbeing of all Akatakyie through effective networking and dialogue;
- (iii) Provide a harmonious environment for friendships to flourish among all Akatakyie of different generations;
- (iv) Foster unity and understanding among Akatakyie in undertaking collective projects on behalf of our Alma Mater; and
- (v) Provide a forum for discussing issues pertaining to the welfare of our Alma Mater.

ARTICLE II: Name. The name of our organization shall be OPOKU WARE OLD STUDENTS ASSOCIATION USA. Our slogan shall be DEUS LUX SCIENTIAE.

ARTICLE III: Membership.

Membership of the organization shall be open to all persons who have attended Opoku Ware School and also to all friends of Opoku Ware School, teaching and non-teaching staff who are residents of the United States. Membership shall be organized as follows:

- (i) Affiliate Member
- (ii) Student Member

- (iii) Member
- (iv) Member in Good Standing

However, voting on any issue before the association shall be restricted to members in good standing. A "Member in Good Standing" is defined as one who has paid the association dues for the previous two years leading up to the current annual meeting. Proxy voting shall be organized for non-attending members in good standing.

ARTICLE IV: The Executive Committee.

The Executive Committee shall comprise the following:

The President,  
The Vice-President,  
The Secretary,  
The Treasurer,  
The Public Relations Officers,  
The Legal Advisors,  
And all persons designated by the President to undertake any ad hoc task.

ARTICLE V: The President

The President shall:

- (i) Chair all meetings of the Executive Committee and the Annual General Meeting;
- (ii) Be the Chief Executive Officer of the organization;
- (iii) See to the efficient running of the Opoku Ware Old Students Association USA and to the adherence to the provisions of the constitution; and
- (iv) Represent the organization's interest in all forums as agreed to by the Executives.

ARTICLE VI: The Vice-President.

The Vice-President shall:

- (i) In the absence of the President, chair meetings of the organization and of the Executive Committee; and
- (ii) Perform such other duties as deemed necessary and are assigned to him by the President under the constitution and its bylaws or delegated to him by the Executive Committee.

ARTICLE VII: The Secretary

The Secretary shall:

- (i) Be responsible for the recording of resolutions and motions that are passed at Ordinary Sessions at Annual Meetings and also at Executive Committee meetings;
- (ii) Keep a true and accurate records of the proceedings of the Executive and General meetings; and
- (iii) Be responsible for the circulation of all documents and correspondence.

ARTICLE VIII: The Treasurer

The Treasurer shall:

- (i) Open and/or maintain an account at a reputable financial institution(s) and lodge therein the organization's funds and be a signatory thereon with the President and the Secretary;
- (ii) Provide to the organization a quarterly report on the status of the organization's finances, and at such other time(s) required by the Executive Committee;
- (iii) Present written reports at all annual general meetings;
- (iv) Keep an accurate record of all financial transactions;
- (v) Keep an inventory of all the property of the organization;

- (vi) Arrange for payments of all debts as approved by the Executive Committee; and
- (vii) Inform specific members should they be indebted to the organization due to non-payment of contributions or any other financial commitment they have with the organization.

ARTICLE IX: The Public Relations Officers

Two Public Relations Officers shall be appointed, and they shall:

- (i) Promote and co-ordinate the involvement of Akatakyie in the organization;
- (ii) Co-ordinate the organization's publicity and public relations programs; and
- (iii) Be responsible for protocol, ushering and invitations to the organization's functions.

ARTICLE X: The Legal Advisors (non-members of the Executive Committee)

- (i) The Legal Advisors shall be responsible for ensuring that all transactions and conduct of the organization are in compliance with provisions in this constitution, and also with the laws of the state of incorporation; and
- (ii) Be the legal counselors to the Executive Committee and the Organization in any case of embezzlement and/or any misconduct that impugns the organization's reputation.

ARTICLE XI: The Returning Officer (non-members of the Executive Committee)

Akatakyie, in a general meeting, shall appoint a member in good standing to be the Returning Officer. The Returning Officer shall be disqualified from voting or being a candidate in elections and shall not be a member of the Executive Committee. The Returning Officer shall hold office for a period of two years until resignation or removal from office by way of a resolution by members in a general meeting, and shall be responsible for the general direction, supervision, and proper conduct of all elections of officers held during his tenure and in particular is responsible for:

- (i) The notification of elections;
- (ii) The printing, tallying, and custody of ballots;
- (iii) The physical arrangements for voting especially so as to guarantee security and privacy; and
- (iv) The certification of returns and official notification thereof to Akatakyie and such certification shall be final.

The Returning Officer shall retain in his possession, for a period of at least six months after the conduct of any election of officers, all ballots and other documents used for the election.

ARTICLE XII: Board of Trustees

The President shall nominate at least nine distinguished members, who have contributed significantly and promoted the welfare of the Association, with supporting documents, for consideration by the Executive Committee into the Board of Trustees. The Executive Committee will elect a minimum of five members to serve at any given time. The maximum number of Trustees shall not exceed nine at any given time.

This Board of Trustees shall be responsible for:

- (i) Leading major fundraising efforts outside the Association;
- (ii) Providing Executives with counsel on capital development and major projects;
- (iii) Rectify mid-term changes in the Executive body; and
- (iv) Advise the Executive on important issues affecting the direction of the Association.

ARTICLE XIII: Election of Executive Members and Replacement

- (i) Persons seeking or being nominated for executive positions shall be dues-paying and active members of the Association and must have attended at least two previous annual congress of the Association;

- (ii) All Executive positions are to be filled by election at Ordinary Sessions of our Annual General Meeting. These meetings shall be announced at least two months in advance;
- (iii) Nominations to the Executive Committee may be made by any Okatakyie;
- (iv) New Members of the Executive Committee shall assume office upon confirmation at the Annual General Meeting. The term of office for the Executive Committee shall be for two years;
- (v) If for some unexpected reasons, a vacancy occurs in the Executive Committee subsequent to an Annual Meeting, the president shall nominate a replacement candidate with the advice and consent of the Executive Committee and rectified by the Board of Trustees;
- (vi) Any Executive Committee Member may resign from his position at his own discretion, provided he gives the Executive Committee a two-month notice in advance to enable a replacement candidate to be nominated;
- (vii) A decision to suspend or terminate the services of an Executive Committee Member may be reached only at the general meeting after intensive consultations. This decision shall be communicated to the individual Executive by the Board of Trustees;
- (viii) An Executive Committee may remove an Executive Member by documenting impropriety that will cause harm to the Association and passing a unanimous vote of no confidence. This decision shall be communicated to the individual Executive by the Board of Trustees;
- (ix) In the case of an Executive Committee Member who is persistently absent from Executive Committee meetings, he may be replaced only after the Executive Committee has informed and requested members in a general meeting to decide whether to appoint an acting Executive Committee member to replace the absent Executive Committee member; and
- (x) Books and records will be transferred from the old Executive Committee to the new Executive Committee at dates and times to be designated as convenient for the old and new Executive Committee but shall not exceed 60 days after the elections of the new Executives.

#### ARTICLE XIV: Meetings

- (i) The Executives shall meet at least once a month to discuss and advance the issues of the Association.
- (ii) The Association shall meet once a year for its Annual General Meeting in August-September of every year.
- (iii) The Meetings shall proceed using the Robert's Rules

#### ARTICLE XV: Financial Statements and Accountability

- (i) The Treasurer shall publish the current state of financial affairs on the Akatakyie USA's website and present the financial statements of the Associations to the Executive Committee before the annual meetings and later to the members at annual meetings.
- (ii) The Financial Statements of the Association shall be audited annually and the findings shall be reported to the members at its annual meetings.
- (iii) All checks to be issued in the Name of the Association shall be signed by an elected member of The Board of Trustees upon the instruction of the President and/or Treasurer with the approval by the Executive Committee.
- (iv) Any expenditure of \$1,000 or more requires the approval of all the Executives.
- (v) Under no circumstance must the association hold a credit or debit card.
- (vi) No funds must be withdrawn from the Association's account without the use of official Association checks.
- (vii) The Association must not operate an online banking account and/or processing.

#### ARTICLE XVI: Standing Committees

- (i) Auditing Subcommittee – Responsible for undertaking annual audits and presenting reports to Executives and Members at Annual Meetings

- (ii) Nominating Subcommittee – Responsible for obtaining nominations for various executive positions and subcommittees for due process
- (iii) Capital Development and Projects Subcommittee – Responsible for major fund raising for identified projects, developing project timelines and project executions with timely feedback to the Organization. This subcommittee shall be chaired by the President or his delegate and shall have as a member the Treasurer from the National Executive Committee.
- (v) Membership Subcommittee – Responsible for increasing membership via awareness, Chapter Associations, and other activities. This subcommittee shall be chaired by the Public Relations Officer and shall have as a member the Secretary from the National Executive Committee.
- (vi) Permanent Organizing Subcommittee – Responsible for planning, marketing, promoting and budgeting for Annual Meetings of the Association with guidance from the National Executive Committee. This subcommittee shall be chaired by the Vice President or a delegate by the executive and shall have as a member the Public Relations Officer from the National Executive Committee.

ARTICLE XVII: Membership Dues and Contributions

The Executive Committee shall propose appropriate annual membership dues to be voted upon by members at the organization’s annual meeting. The membership dues must be paid before or during the annual meetings in that particular year.

ARTICLE XVIII: Chapter Societies.

Chapter Societies shall be formally organized, inaugurated and recognized as important facets for progress and expansion by the National Organization. The President and Vice President shall officially inaugurate all Chapters and present them with Certificates of Recognition and Membership of the National Organization. These Chapter Societies shall promote the local, regional and national interests of Akatakyie USA. Presidents of all City Chapters of the organization shall be ex-officio members of the Executive Committee and shall attend Executive meetings as non-voting members.

ARTICLE XIX: Amendments to the Constitution.

The Constitution may be amended at a special meeting of the organization by motion supported by the majority of Akatakyie present at such a meeting, provided that at least 30-day notice is given before such meeting. Proposed amendments shall be submitted to the Executive Committee first before they can be formally introduced for consideration by all Akatakyie. This constitution shall be reviewed by the Legal Advisors each year to ensure its accuracy and relevance to the purposes of the organization.

Signed

*Kwabena Ofori-Awuah*

Kwabena Ofori-Awuah  
President

*Samuel Frimpong*

Samuel Frimpong  
Vice President/Secretary