

KATANGA ALUMNI CONSTITUTION

ARTICLE 1 - NAME AND PURPOSE

Section 1 - Name of Organization:

The organization shall be known and referred to as: **KATANGA ALUMNI**. The KATANGA ALUMNI shall be a non-profit organization incorporated under the laws of Ghana.

Section 2-Membership:

Member shall be Fellows *who* have spent *at least* a year as residents of the hall *whilst* pursuing an academic programme in UST/KNUST.

Section 3 - Purpose of the Organization:

KATANGA ALUMNI shall be organized exclusively for charitable, educational and member welfare. The ALUMNI shall support and conduct community development based on research, education, special projects, and informational activities *to* enhance its public image.

Section 4 - Mission Statement:

To preserve and promote in Alumni the KATANGA culture of Fellowship and Leadership.

Section 5 – Vision:

To be the most successful and dynamic Alumni, that is recognized as a valuable resource by the University Hall and *also* champion a life -long relationship between the *Hall* and its Alumni.

Section 5-OBJECTIVES:

To promote an enduring fraternity amongst members.

Through our mission, *the* KATANGA ALUMNI shall:

- Promote a distinguished image of *the* hall.
- *Develop* a platform for collaborating with other ALUMNI and interest groups.
- Develop a knowledge hub for professional development and knowledge sharing
- Develop *leaders* and change agents
- Be an agent advocating for infrastructure improvement of *the* hall and the rights and privileges of *all* students on *the* university campus.
- Support the welfare of members.

Section 6 - Strategy:

- Develop a cohesive Alumni.
- *Build* a sense of camaraderie amongst students and Alumni.
- Engage the Alumni and students through the perpetuation of tradition and pride.
- Develop partnership with other Alumni and well-meaning interest groups for the development of the Hall.
- Develop programs to encourage the preservation of the Hall's tradition of academic excellence and advancement of the public image of Katanga.
- Develop a platform for public awareness of the ALUMNI's activities.

ARTICLE II - MEMBERSHIP

Section 1 - Eligibility for membership:

A FELLOW is any undergraduate/postgraduate, who has passed through the HALL or assigned to or affiliated to the HALL *whilst* pursuing an academic programme at UST/KNUST.

A member of this Alumni may be excluded if good standing status is not maintained for two consecutive years. Member may be restored once all past dues are paid up with applicable increases.

Section 2 - Member in Good Standing Status:

A Fellow in good standing shall be a member of the KATANGA ALUMNI who remains actively engaged in the ALUMNI's activities (attends at least ONE Alumni meeting in a year and/or is active on one of the Alumni's social media platforms) and/or has fully paid up dues and other associated fees and is not in violation of the ALUMNI's bylaws.

A member of this Alumni ceases to be one if good standing status is not maintained for two consecutive years. Member may be restored once all past dues are paid up with applicable increases.

Section 3 - Monthly Dues:

Each member shall pay his monthly dues to be determined at the start of each calendar year at an AGM.

Membership dues may be paid in full through the following channels;

Barclays / UT/ Fidelity account #

MTN Mobile money #

Vodaphone cash #

Not more than one third of the monthly dues shall be assigned /channeled into the welfare fund of the ALUMNI.

Section 4 - Voting rights of members:

Each member shall be eligible to send in his vote through confidential means or through a PROXY in an ALUMNI's elections, when he cannot appear in person.

Section 5 - Conflict of Interest:

A conflict of Interest may occur if any member(s) of the EXECUTIVE use this ALUMNI, for their own financial gains. A member of the Executive shall not vote on a contract between the ALUMNI and a business owned directly or indirectly by such member.

All Alumni (Executives inclusive) may however, have a direct or indirect financial dealings with the Alumni body as described below:

- As an owner or where an Alumnus has investment shares with any company in which the ALUMNI has transactional arrangements.
- Where a Fellow has a compensation arrangement with a company or an individual with a transactional arrangement with the ALUMNI.
- Where a Fellow has potential ownership or investment shares or compensation arrangements with a company or individual negotiating a transaction with the ALUMNI.

Section 7 – Disclosure:

- Executive members shall disclose the existence of any direct or indirect financial benefits on a proposed transaction or arrangement.
- Upon disclosure, the Executives shall review all information presented by the Executive member to ensure no conflict of interest exist and this shall be voted upon.
- Where conflict of interest exist, President of the ALUMNI shall appoint a committee to investigate alternatives to the proposed transaction.
- After exercising due diligence, the appointed committee shall determine the most advantageous transaction for the ALUMNI.

ARTICLE III - MEETINGS OF MEMBERS

Section 1 - Regular meetings:

Regular meetings of members shall be held quarterly in person and/or on virtual social media platforms.

Section 2 - Annual General Meetings:

An annual meeting of members shall take place in the last quarter of the year. The specific date, time and location of the meeting will be communicated to all members. In an Election year, the members shall elect

governing officers and briefings on all ALUMNI activities shall be presented. The strategic plan for the upcoming year shall be discussed and presented.

Section 3 - Special meetings:

Special meetings may be called by the President of the ALUMNI. A petition signed by Fifty (50) members in good standing may call for a special meeting.

Section 4 - Notice of meetings:

Notice of each meeting, including date, time and location, shall be given to all members by mail. Website posting, email, telephone or through text messages, whichever is applicable, not less than ONE week prior to the date for the meeting.

Section 5 - Quorum:

Quorum for Annual and Special meetings of the KATANGA ALUMNI shall be no fewer than **FIFT (50) Fellows**.

Section 6 - Voting:

All issues to be voted on shall be decided by a simple majority of those present at the meeting where the vote takes place.

ARTICLE IV - ALUMNI EXECUTIVES

Section 1 - Governance Structure:

The ALUMNI Executives shall consist of elected officers in following functional role:

- President- leader of the Executives
- Vice President
- Secretary
- Treasurer/Financial Secretary
- Publicity/Organizing secretary
- Two (2) members from the past Executives.

Section 2 - Executive role and size:

The Executives are responsible for overall policy and direction of the ALUMNI and shall delegate responsibility of operations to defined committees and task forces. The Executives may comprise up to 10, but not fewer than 7 members.

Section 3 – Compensation:

The Executives shall not receive any compensation from the ALUMNI for services rendered as members of the ALUMNI, except that Executives and any Alumni member, may be reimbursed in the performance of their duties on behalf of the ALUMNI in reasonable amounts based on policies approved by the Executives.

Section 4 – Terms:

The terms of ALL the Executives shall be Three (3) years, commencing from January after elections in an election year. No member shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 5 – Meetings:

The Executives shall have a minimum of Four (4) meetings in a calendar year.

Section 6 - Election Procedures:

Alumni members shall nominate candidates for the various positions to be contested for in an election year. The executives shall appoint an electoral commissioner and his assistant (deputy) for purposes of conducting an election. Nominations for the various Executive positions shall be made and published at least Three (3) calendar months before the election date. Prospective Candidates are allowed to campaign and solicit for votes after having been vetted and cleared by the Electoral commissioner.

Section 7 - Duties of Officers:

The President shall cause to convene regularly scheduled meetings and shall preside or arrange for other members of the Executive to preside at each meeting in the following order: Vice-President, Secretary, Financial Secretary and Publicity/ Organizing Secretary.

Vice President shall support and act in the absence of the President.

The Secretary shall be responsible for keeping records of executive actions, including overseeing the taking of minutes at all executive meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Executive member, and assuring that Alumni records are maintained. The Secretary will take records of all Alumni meetings and distribute same to Alumni.

The Treasurer/Financial Secretary shall present a financial report at each executive, quarterly and annual general meeting of the Alumni. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plan, and make financial information available to Executive members and the Alumni. The F.S., shall collect dues and other contributions and maintain appropriate records.

Publicity / Organizing Secretary shall be responsible for organizing (venue and other logistics) all meetings, programmes and other activities as planned by the Executives.

EX, Officio Members shall assist in any capacity as directed by the President of the Alumni.

Section 8 – Vacancies:

When a vacancy on the Executive exists mid-term, the President (or his representative) shall commence the election procedure for the vacancy(ies) to be filled.

Section 9 - Resignation & termination:

Resignation by an Executive member of the KATANGA ALUMNI must be in writing and received by the Secretary. A notice period of at least One (1) month is required before his resignation date.

An Executive member shall be removed from *the* executive position due to continuous absence, for more than four unexcused absences from executive meetings in a year.

An executive member may be removed from office by a simple majority of votes cast at a well constituted Alumni meeting.

ARTICLE V - COMMITTEES

Section 1 - Committee formation:

The Executives may create committees as and when needed, such as Fundraising, Welfare, Public Relations, Research, etc. The executives shall appoint all committee chairs.

The Executive committee, by a resolution adopted by a majority of the members, may designate and appoint one or more committees, each consisting of one or more executive members, which committees shall have and exercise the authority of the Executives in the governance of the ALUMNI. However, no committee shall have the authority to amend or repeal *this* constitution, elect or remove any officer, adopt a plan of merger, or authorize the voluntary dissolution of the ALUMNI. Committees may be dissolved by a vote of the appointing body

Section 2 - Finance Committee:

The Treasurer shall *chair* the Finance Committee, *which* will include ONE (1) Executive member and Three (3) other members of the Alumni.

The Finance Committee shall be responsible for developing and reviewing fiscal procedures/policies, fundraising plans, and the annual budget of the ALUMNI.

The EXECUTIVE of the ALUMNI shall approve the budget and all other expenditures of the ALUMNI. This committee shall have the "power" to invest *into* profitable and **TRUSTWORTHY** portfolios /ventures, **IN CONSULTATION WITH THE EXECUTIVES.**

Any major change *in* the budget of the ALUMNI shall be approved by the Executive Committee.

The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Executive Committee showing income and expenditures. The financial records of the ALUMNI shall be made available to the membership quarterly.

Section 3 – Welfare:

The Executives shall establish a welfare committee to develop protocol for supporting the welfare of members in the event of immediate family mishaps / distress. The Committee shall establish the standard support that a member will receive and establish a standard budget. This shall be presented to members for review and approval.

To qualify for the welfare disbursement, a member shall be in good standing.

This committee shall spell out the quantum of assistance to be disbursed to deserving members, for cases such as; Hospital admissions, death of a parent, spouse or child.

The above disbursement shall **NOT** debar or prevent additional support from individual Alumni, year groups/generations who want to do so.

Section 4 - Audit Committee:

For purposes of looking through / auditing ALL the financial transaction of the Alumni, the Audit Committee shall be established.

The Finance/Audit committee shall be responsible for ensuring that the ALUMNI's financial statements and procedures are evaluated to determine that adequate fiscal controls and procedures are in place and that the Alumni is in good financial health.

The Treasurer/financial secretary shall always be a member of the Finance/ Audit committee but shall NOT chair the Audit committee. The Audit committee shall be chaired by one of the ex-officio members of the Executives.

Section 5 – Terms of Office:

Each member of a committee shall serve for three years unless otherwise directed by the executive. New committee members may be appointed as and when needed.

ARTICLE VI - Adhoc committees

Section 1 - The Executives may create and appoint members to Adhoc committees or other task force as they shall deem appropriate. Such task forces shall have the power and duties designated by the Executives and shall give advice and make non-binding recommendations to the Executives.

Section 2 - General Council. The Executives shall constitute a **General Council**, comprising of Two (2) representatives from each recognizable year groups. The General council shall act as an advisory body to *the* executives.

Section 6- Rules. Each adhoc committee and/or council may adopt rules for its meeting **NOT INCONSISTENT** with this constitution or with any rules adopted by the Executives.

ARTICLE VII - AMENDMENTS

Section 1 – Amendments:

This constitution may be amended when necessary by Two-thirds majority of the membership of the Alumni present and voting at an AGM. Proposed amendments shall be submitted to the Secretary and same shall be communicated to All fellows like done with regular Alumni announcements.

Amendments may be voted on, **NOT** earlier than Three (3) months after its submission and publication.

ADOPTION

This supreme law of the Alumni was approved by Two-Thirds Majority of the Fellows present at a meeting held on Month Day & Year.