

CONSTITUTION OF

NISEC ALUMNI ABROAD LLC

PREAMBLE

In appreciation of the good educational foundation they received from their alma mater, the alumni of Nifa Senior High School and its predecessor institution, Nifa Secondary School (NISEC), who are now residing outside Ghana, hereby come together under this constitution to repay the debt of gratitude owed to the school.

Like many publicly funded schools in developing countries, NISEC faces infrastructural challenges that cannot be tackled by government alone. Facilities for learning, teaching and boarding continue to come under strain as the population grows and demand for government funding increases. Without help, erosion of the conditions that are conducive to learning and to the wellbeing of students will continue.

This constitution will serve as a rallying point for former students spread far and wide across the globe to support NISEC in improving conditions at the school and to help it realise its vision of becoming “one of the best creative educational centres of excellence” in Ghana.

1. Name

The name of the group shall be NISEC ALUMNI ABROAD LLC (NISEC Alumni Abroad).

2. Aim

To assist in providing and improving learning, teaching and boarding facilities at NIFA SENIOR HIGH SCHOOL, ADUKROM, Ghana, West Africa.

3. Objectives

The group shall fulfil the aim by the following means:

- i. Raise funds and receive contributions where appropriate to finance identified projects.
- ii. Open and maintain one or more bank accounts as necessary.
- iii. Make rules for categories of members and their rights.
- iv. Organise meetings and events among various members, either face to face or by electronic means.
- v. Work and exchange information with similar groups and key stakeholders, including the Nifa Old Students Association; the school's administration, board of governors, and Parent Teacher Association; the Chief of Adukrom; and the Ghana Education Service.
- vi. Publicise and promote the group's work.
- vii. Take any action that is lawful, which would help the group fulfill its aims.

4. Status/scope

NISEC Alumni Abroad shall be a non-political and non-religious group registered as a charitable not-for-profit organisation in the State of Virginia, USA.

5. Membership

- (a) Membership of NISEC Alumni Abroad shall be open to any person who:
 - i. is a former student of Nifa Senior High School or its predecessor institution, Nifa Secondary School;
 - ii. is not a permanent resident of Ghana at the time of becoming a member;
 - iii. is at least 18 years old;
 - iv. is interested in helping the group to achieve its aim; and
 - v. is willing to abide by the rules of the group.
- (b) Every member shall have one vote in respect of any activity requiring voting.
- (c) Registration and termination of membership
 - i. Upon registration, members shall provide their full name, year group, contact details and any other information agreed by the group as necessary for its efficient operation.
 - ii. Member details shall be used for the sole purpose of helping to meet the group's aim and objectives and must not be provided to a third party without the consent of the member concerned.
 - iii. Each member shall pay a one-off membership registration fee to be determined by the Management Committee (see clause 6) in consultation with members.
 - iv. Any member of the association may resign his/her membership and any representative of a member organisation or section may resign such position by giving to the Registrar of the association written notice to that effect.
 - v. The Management Committee (see Clause 6) may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

6. Management

- (a) NISEC Alumni Abroad shall be administered by a Management Committee of not less than ten (10) people and not more than fifteen (15) members elected at the group's Annual General Meeting (other than the inaugural elections).
- (b) The officers of the Management Committee shall be:
 - i. The President
 - ii. The Secretary
 - iii. The Treasurer
 - iv. The Project Leader
 - v. The Registrar
 - vi. An Assistant (or Vice in the case of the President) each to the above-mentioned officers, and such other officers the group shall deem necessary.
- (c) The duties of the officers of the Management Committee shall be as follows:
 - i. **The President** shall be the chair of the NISEC Alumni Abroad Management Committee and shall act as the overall superior of the group. He/she shall provide leadership, direction and vision for the group and steer it towards achieving its aim and objectives. He/she shall preside over meetings of the committee, facilitate discussions and ensure the group operates in an orderly fashion. He/she shall be the main spokesperson of the group and the committee and represent them in their dealings with stakeholders or delegate such work to another member.
 - ii. **The Secretary** shall be the chief scribe of the group. He/she shall fully document in writing discussions undertaken and decisions made by the Management Committee. He/she shall also record key issues arising from major discussions by group members. The Secretary shall lead the development and amendment of the group's Constitution; assist the President in developing material for communicating with and about the group, as well as work with other members of the Management Committee to produce project reports and annual reports.
 - iii. **The Treasurer** shall be in charge of the group's monies. He/she shall receive financial contributions from members and release funds for payments authorised by the committee for projects and costs associated with the running of the group; provide a periodic statement of revenue and expenditure (the group's financial situation) to the committee and all members; ensure the group has sufficient money to undertake agreed projects; and ensure the group does not spend more than it can afford.

- iv. **The Project Leader** shall be directly responsible for driving projects from start to finish, ensuring the achievement of the group's project goals. This shall include leading the work on project planning and design; execution/construction; monitoring and control; completion and commissioning. The Project Leader shall also work with contractors, school authorities and other stakeholders on project matters and report on progress to the committee and members. This position shall suit a member who can volunteer to spend some time in Ghana as and when it is necessary to complete projects.
 - v. **The Registrar** shall be in charge of membership registration and shall act as the chief administrator of the group's communication platforms. He/she shall also be in charge of organising and overseeing elections. The Registrar shall maintain an up-to-date list of members and their details, including contact details, and a back-up of this information as a contingency measure; scout for more alumni in the diaspora to join the group; and monitor the platforms to check whether any member has withdrawn from the group and, if so, endeavour to contact the person to find out why they withdrew and if there was a way they could be made to re-join, if necessary. In monitoring the platforms, the Registrar shall look for inappropriate communication (see Clause 11e) and remind members to adhere to the group's rules or, if necessary, bring rule breaches to the attention of the committee for its consideration.
 - vi. **Assistants (or Vice)** to the above-mentioned officers shall carry out their duties or exercise such powers relevant to the position they are appointed to deputise in the absence of the relevant officer. Each Assistant, in pursuance of their role, shall be conversant with the duties associated with the role. All Assistants shall assist their individual officers and, where necessary or reasonably required, carry out duties relevant to the post.
- (d) The officers shall be appointed and serve a term of two years at a time.
 - (e) Incumbent officers shall be eligible for re-election.
 - (f) The Management Committee shall have power to set up sub-groups and working parties, as deemed necessary, who shall be accountable to the committee.
 - (g) The Management Committee shall be accountable to the members at all times.

7. Finance

- (a) Monies shall be raised by members as and when required for specific projects identified by the Management Committee and agreed by members. NISEC Alumni Abroad will have the ultimate authority to use monies so obtained at its discretion for purposes consistent with the group's tax-exempt status.
- (b) Each project shall be approved by all Management Committee members.
- (c) Any bank account opened for the group shall be in the name of the group and such account shall be opened with a nominated bank as determined by the Management Committee.
- (d) The signatories for any transactions, including withdrawals of any cheques issued, shall be at least two of the following office bearers:
 - i. The President
 - ii. The Treasurer
 - iii. The Project Leader
- (e) Prior to a payment being made, it must be approved in writing by the following office bearers:
 - i. The President
 - ii. The Treasurer, and
 - iii. One other Management Committee member as long as this member did not request such payment.
- (f) The Management Committee shall ensure that the group stays within its budget and shall account to members each time a project is financed and completed.
- (g) The group shall ensure any surplus is fully utilised on another project to avoid tax implications.

8. Management Committee Meetings

- (a) The Management Committee shall meet at least four (4) times a year, or whenever necessary, and this can be by way of electronic communication.
- (b) The quorum for a meeting shall be five (5).

- (c) Voting at Management Committee meetings shall be by show of hands or electronic voting on a majority basis. If there is a tied vote, the President shall have a second vote.
- (d) All meetings must be minuted and the minutes must be made available to any interested party.
- (e) All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

9. General Public Meetings

- (a) The committee shall call at least two General Public Meetings each year. The purpose of these meetings is for the group to account for its actions and consider projects/items identified for funding.
- (b) The President of the group shall normally chair these meetings.
- (c) At least fourteen (14) days' notice of such a meeting must be given through the group's electronic platforms, by email and, at least, at one public place.
- (d) All meetings must be minuted and the minutes must be made available to any interested party.
- (e) The quorum for a General Public Meeting shall be at least one-fifth (1/5) of members.

10. Annual General Meetings

- (a) NISEC Alumni Abroad shall hold an Annual General Meeting (AGM) at not more than 12 months' intervals.
- (b) Where possible members shall be notified personally, otherwise notice shall be deemed served to members on electronic platforms of at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
 - Receiving a report from the President of the group's activities over the year.
 - Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - Electing a new Management Committee, if required, and considering any other matter as may be appropriate at such a meeting. Each member of the committee shall be elected by a majority vote or majority nomination by members.

- (d) The quorum for Annual General Meetings shall be at least one-third (1/3) of members of which no more than five (5) shall be committee members.

11. Out-of-session meetings

- (a) Out-of-session discussions may be held by the group at any time.
- (b) The NISEC Alumni Abroad electronic platform shall be the primary platform for all out-of-session discussions.
- (c) Out-of-session discussions shall be limited to the aim and objectives of the group, as well as to other matters—past, present or future—as may be relevant to or affect Nifa Senior High School or its predecessor institution, Nifa Secondary school, alumni and/or staff.
- (d) The Management Committee shall agree to and use any other channels of communication as it deems necessary for its out-of-session discussions.
- (e) Members shall refrain from using the group's or management committee's communication platforms for political, religious and/or pornographic communication or profanity, including risqué jokes, and any other communication that could be deemed offensive or insensitive to individual members or sections within the group, bring the group into disrepute or detract from its aim and objectives.

12. Rules and regulations

The group may, on the initiative of the Management Committee, make rules and regulations as it considers appropriate, to give effect to this Constitution.

13. Alteration of the Constitution

- (a) Proposals for amendments to this constitution or dissolution (see Clause 14) must be delivered to the Secretary in writing. The Secretary, in conjunction with all other officers, shall then decide on the date of a group meeting to discuss such proposals, giving at least four weeks' (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least one third (1/3) of members and voting at any General Public Meeting.

14. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require them, or used exclusively for other charitable not-for-profit purposes, such as passing such assets on to another group or groups with similar aims.

THIS CONSTITUTION WAS ADOPTED BY MEMBERS ON 1 APRIL 2016

President

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Vice-President

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Secretary

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Assistant Secretary

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Treasurer

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Assistant Treasurer

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Project Leader

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Assistant Project Leader

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Registrar

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Assistant Registrar

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