

BISHOP HERMAN OLD BOYS UNION (BHOBU)

CONSTITUTION



MOTTO: "Sicut Miles Christi"

"As A Soldier of Christ"

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PREAMBLE

We the old students of Bishop Herman College [BIHECO], Kpando in the Volta Region of Ghana, **having**

Recognized the need to constitute ourselves into a union hereinafter referred to as (“BHOBU”)

And

In exercise of our fundamental human rights of association and other rights and freedom enshrined in the 1992 constitution of the Republic of Ghana.

And

In a spirit of friendship and peace with all Ghanaians and in solemn declaration and affirmation of our commitments to the Rule of Law as the pivot and key to the wellbeing and survival of any civilized society or organized grouping of persons such as BHOBU.

And

In solemn pledge and commitment to uphold and defend at all times the principles enshrined in the motto of our Alma Mater “Sicut Miles Christi” (meaning as a Soldier of Christ)

DO HEREBY ENACT, ADOPT AND GIVE TO OURSELVES THIS CONSTITUTION



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ARTICLE 1 – NAME

The organization shall be known as “Bishop Herman Old Boys Union” hereinafter referred to as BHOBU or The Union.

ARTICLE 2 – AIMS AND OBJECTIVES

BHOBU shall be committed to:

- A. Bring together and promoting the spirit of solidarity among all old students of Bishop Herman College.
- B. Establish and maintaining a close and effective link between the old students and the Alma Mater.
- C. Collaborate with the Alma Mater to promote the educational objectives of the College.
- D. Network amongst, promoting and sustaining the intellectual, economic, social and cultural advancement of all members of the Union.
- E. Promote and encouraging the formation of year groups and other branches all over Ghana and elsewhere.

ARTICLE 3 – MEMBERSHIP

- A. Membership of the Union shall be open to all old students of Bishop Herman College.
- B. For the purpose of this Constitution, an old student is any person who spends a minimum of one academic year in Bishop Herman College as a student.



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- C. Honorary membership may be open to any person, other than an old student, who shares the aims and objectives of BHOBU. An honorary member shall neither be eligible for election to any elected office of the Union nor have any voting rights.
- D. Congress of the Union, being its highest decision making organ, shall periodically establish such dues and other financial impositions payable by each and every member; such dues and other impositions shall be collected and remitted by Year Groups to the national Union. In cases, where the formation of Year Groups is not feasible, area branches or even individuals may be granted permission to be directly affiliated to the National Union. In such cases the branches or individuals so permitted shall collect and remit such dues/impositions to the National Union.

ARTICLE 4 - NATIONAL EXECUTIVE COMMITTEE

- A. There shall be a National Executive Committee (NEC) of BHOBU comprising The President, Vice President, Secretary, Vice Secretary, Treasurer, Financial Secretary, Public Affairs Officer, Organizing Secretary and Assistant Organizing Secretary.
- B. The NEC shall be responsible for development and implementation of programs and policies which are consistent with objectives of the Union and Congress resolutions.
- C. The NEC shall take such measures as to ensure the smooth running of the Union and shall be responsible to Congress for the day to day administration of the Union. The following shall constitute the NEC of the Union:
1. **PRESIDENT**
 - i. Shall be the Chief Executive Officer of the Union.
 - ii. Shall convene and preside over all meetings of the Union, except Congress/AGM or a meeting to consider a motion for a vote of no confidence in the National Executive Committee or a member(s) thereof.



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- iii. The Chairman of the Council of Elders shall preside over Congress/AGM or a meeting to consider a vote of no confidence in the National Executive Committee or a member(s) thereof.
- iv. Shall act as a spokesman for the Union on all issues.
- v. Shall have a casting vote in decisions of the National Executive Committee.
- vi. Shall be a signatory to the Bank Accounts and other financial transactions of the Union.
- vii. Shall bear ultimate responsibility for all *bona fide* assets and liabilities of the Union.
- viii. Prepare and present an annual administrative and financial report to Congress.
- ix. Perform any additional duties assigned to him from time to time by the NEC, Council of Elders or Congress.

2. VICE PRESIDENT

- i. Shall assist the President in the discharge of his duties and act in his absence.
- ii. Be the Chairman of the Welfare Committee.
- iii. Shall be a signatory to the Bank Accounts and other financial transactions of the Union.
- iv. Perform any additional duties assigned to him from time to time by the President, NEC, Council of Elders or Congress.

3. SECRETARY

- i. Take, keep and maintain true and accurate minutes, correspondence and records of all proceedings of meetings of the Executive Committee and Congress.
- ii. Shall be a signatory to the bank accounts and other financial transactions of the Union.
- iii. Shall keep an up-to-date record of all members, including honorary members.



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- iv. Shall be in charge of the Union's secretariat.
- v. Shall issue notices of all Congress/AGM and emergency Meetings of the union on the authority of the President
- vi. Perform any additional duties assigned to him from time to time by the President, NEC, Council of Elders or Congress.

4. VICE SECRETARY

- i. Shall assist the Secretary in the discharge of his duties and act in his absence.
- ii. Perform any additional duties assigned to him from time to time by the President, Secretary, NEC, Council of Elders or Congress.

5. TREASURER

- i. Shall be responsible for keeping accurate and proper records of all financial transactions of the Union.
- ii. Shall collect all monies due to the Union
- iii. Shall pay out all monies/disbursements by the Union as approved by the President.
- iv. Shall be a signatory to the bank account and other financial transactions of the Union.
- v. Shall submit all books of accounts and other financial documents annually for auditing as well as when required by the Union
- vi. Perform any additional duties assigned to him from time to time by the President, NEC, Council of Elders or Congress.

6. FINANCIAL SECRETARY

- i. Shall keep a proper record of all monies paid to or by each member, the year groups or any bodies that may be affiliated to the National Union.



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- ii. Shall submit all books of accounts for auditing annually and as and when required by the Union.
- iii. Shall liaise with year group executives or area/regional branches as well as any other bodies affiliated to the National Union for data on membership and levies to be collected.
- iv. Shall submit all records / information of transactions to the Treasurer.
- v. Perform any additional duties assigned to him from time to time by the President, NEC, Council of Elders or Congress.

7. PUBLIC AFFAIRS OFFICER

- i. Shall be responsible for all public affairs of the Union, with the authority of the President..
- ii. Shall manage all aspects of communications relating to and from the Union and provide an interface between the Union and its publics.
- iii. Shall be responsible for managing all BHOBU media, including social media.
- iv. Perform any additional duties assigned to him from time to time by the President, NEC, Council of Elders or Congress.

8. ORGANISING SECRETARY

- i. Shall be responsible for the organization and control of all events and activities of the Union.
- ii. Shall provide an interface between the National Executive Committee on one hand and affiliated groups and individual members on another and shall be the Chief Whip to mobilize members for all activities of the Union..
- iii. Perform any additional duties assigned to him from time to time by the President, NEC, Council of Elders or Congress.



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9. ASSISTANT ORGANISING SECRETARY

- i. Shall assist the Organizing Secretary in the discharge of his duties and act in his absence.
- ii. Perform any additional duties assigned to him from time to time by the President, NEC, Council of Elders or Congress.

ARTICLE 5 - COUNCIL OF ELDERS

- A. There shall be established a Council of Elders of the Union (the "Council").
- B. The Council shall comprise two past presidents and five (5) other members to be elected at Congress for a term of three (3) years subject to renewal for another term of three years only.
- C. The Council shall elect a chairman and formulate rules and procedures governing its activities, subject to the provisions of this constitution:
- D. The Council shall have the following functions:-
 - i. Serve as an advisory body to the National Executive Committee.
 - ii. The Chairman shall preside over Congress/AGM or a meeting to consider a vote of no confidence in the NEC or member(s) of the NEC,
 - iii. Have the mandate to mediate/or adjudicate any disputes arising among various organs of the Union.
 - iv. Periodically appoint a three member Electoral Committee made up of a Chairman and two deputies to organize and supervise the Union's national elections. The Electoral Committee so appointed shall stand dissolved after each election.
 - v. The electoral committee shall formulate rules and procedures governing its activities for all elections to be approved by Congress, subject to the provisions of this constitution.



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ARTICLE 6 - COMPOSITION AND STRUCTURE

- A. The Union shall be organized along year groups which shall form its basic (core) unit; in addition there shall be established regional and international branches, wherever feasible, all of which shall be registered with and report to the national Union.
- B. The NEC may register individuals or groups to be affiliated with BHOBU National. Such groups, when registered, shall be accorded full membership status and all rights, responsibilities and privileges as accorded to the year groups.
- C. In spite of the existence of year groups, Area Branch shall set up and nurture all tertiary BHOBU groups or Branches within their jurisdiction.
- D. Each branch shall have a year a group/Branch /Regional Executive Committee comprising such officers with tenure and responsibilities similar to those set out in Article 4, as well as any other such officers and duties as the branches may deem necessary or relevant to their particular circumstances.
- E. Each year group, branch, regional or international unit affiliated to the Union shall have a Constitution aligned to the principles enshrined in this constitution.

ARTICLE 7 - FORMATION OF COMMITTEES/SPECIAL TASKS

The following Committees shall be established by Congress:

- A. ***Finance Committee***: This shall be comprised of five [5] member, including the Treasurer and Financial Secretary and shall be responsible for the mobilization funds and management of the finances of the Union.
- B. ***Welfare Committee***: This shall comprise the Vice President of BHOBU as its Chairman and four other members to be appointed by the NEC.
 - i. The Welfare Committee so established shall ensure the welfare of members and organize/provide representation at social activities of BHOBU members or their relations. eg, marriage, funerals, visit the sick etc.



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- ii. It shall also perform activities as may be prescribed by a resolution of the NEC or Congress towards the welfare of members such as recreational activities etc which are not inconsistent with this Constitution.
- C. **Audit Committee:** Congress shall, at the beginning of each financial year, appoint a three member in-house Audit Committee to audit the financial transactions of the Union for the previous financial year and provide its report to Congress. The report so provided by the Audit Committee shall be circulated to all year groups and affiliated branches/units at least thirty (30) clear days before the Annual General Meeting,
- D. Other committees that the Union shall form from time to time as it deems fit.

ARTICLE 8 - ELECTION AND REMOVAL OF OFFICERS

- A. Two months prior to election of National Executive Officers, the Council of Elders shall appoint an Electoral Committee in accordance with Article 5 Clause D Sub-Sections i and ii.
- B. The electoral procedure shall include nominations, vetting of nominees, announcement of candidates and voting at Congress.
- C. A member shall not be able to stand for office unless he has been a member of the union for a minimum period of 5years and is financially in good standing.
- D. A member shall be deemed to be in good standing if he has discharged all his financial obligations for a minimum period of two (2) years through his year group (or regional/ branch union) to the National Union.
- E. The National Executive Officers shall be elected by a simple majority of the members present and voting, at a national Congress of the union so designated and shall serve for a term of two [2] years; Outgoing officers are eligible for re-election; notwithstanding the foregoing article, a member shall not be elected to serve beyond a total maximum of three terms –that is a total maximum of seventy-two calendar months from the date of his first election. For the purpose of this clause, two years tenure means twenty-four (24) calendar months from the date of election.



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- F. To ensure fairness and equitable distribution of the membership NEC as enshrined in this Constitution, not more than two members of the national executive committee shall be elected from a particular year group at the same time or during the same Tenure.
- G. The entire National Executive Committee or a member thereof may be removed from office for gross misconduct or dereliction of duty by a vote of no confidence passed by two-thirds of members in good standing, present and voting at a national congress which has been duly convened specifically to consider such a motion.
- H. The Chairman of the Council of Elders shall convene a meeting to consider a motion for a vote of no confidence in the National Executive Committee or a member(s) thereof upon receipt of a petition to that effect duly signed by a minimum of seventy-five (75) members in good standing. The petitioners who signed such a petition shall be members from a minimum of five different year groups; for the avoidance of any doubts a year group in this case refers to the year of completion of BIHECO by members.
- I. The chairman of the Council of Elders shall, upon receipt of a petition for the removal from office of an executive member(s) or the entire executive from office, serve the affected executive member(s) a copy of the petition for his/their removal for his/their response; such response shall not be unduly withheld; and shall, in any case be provided within 5 days of the receipt of a copy of the petition for removal.
- J. Notwithstanding anything contained in this constitution, a member of the NEC may by notice in writing addressed to the National Secretary resign from office. In the case of the notice of resignation by the National Secretary, such notice shall be addressed to the National President.
- K. Except for a vacancy within the Council of Elders, any vacancy occurring in any office under this constitution shall be filled in an acting capacity by the NEC within 21 days until the next National Congress is held.



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- L. Whenever the President resigns or is out of Office for any reason, the Vice President shall assume office as President for the unexpired term of office and the position of the Vice President shall be determined by the NEC through a simple majority vote.
- M. In the event that the National Executive Committee members resign or are removed *enbloc*, new elections shall be held for new officers within two calendar months.
- N. At the beginning and at the end of his tenure, irrespective of how the tenure ends, each outgoing officer shall properly hand over all assets and information belonging to the Union to the incoming officer and vice-versa; such handing-over shall be properly documented with Handing Over notes duly signed by both parties and witnessed by a third party.

ARTICLE 9 - MEETINGS

- A. A duly constituted meeting of the Union shall be known as a Congress. Congress shall be the highest decision making organ of the Union.
- B. There shall be at least two [2] general meetings (Congress) of the Union in one year, the last of which shall be designated the Annual General Meeting [AGM].
- C. General meetings shall be duly summoned by the National Executive Committee and due notice shall be given either in writing or publication through the mass media at least fourteen [14] clear days before the date of the meeting.
- D. Emergency meetings may however be called by the national executive committee during exigencies.
- E. Notwithstanding the previous clauses of this Article an emergency meeting may be duly convened upon receipt of a petition to that effect duly signed by a minimum of seventy five (75) members in good standing from a minimum of five (5) Year Groups.
- F. The quorum for any congress of the union shall be formed by seventy-five [75] members.

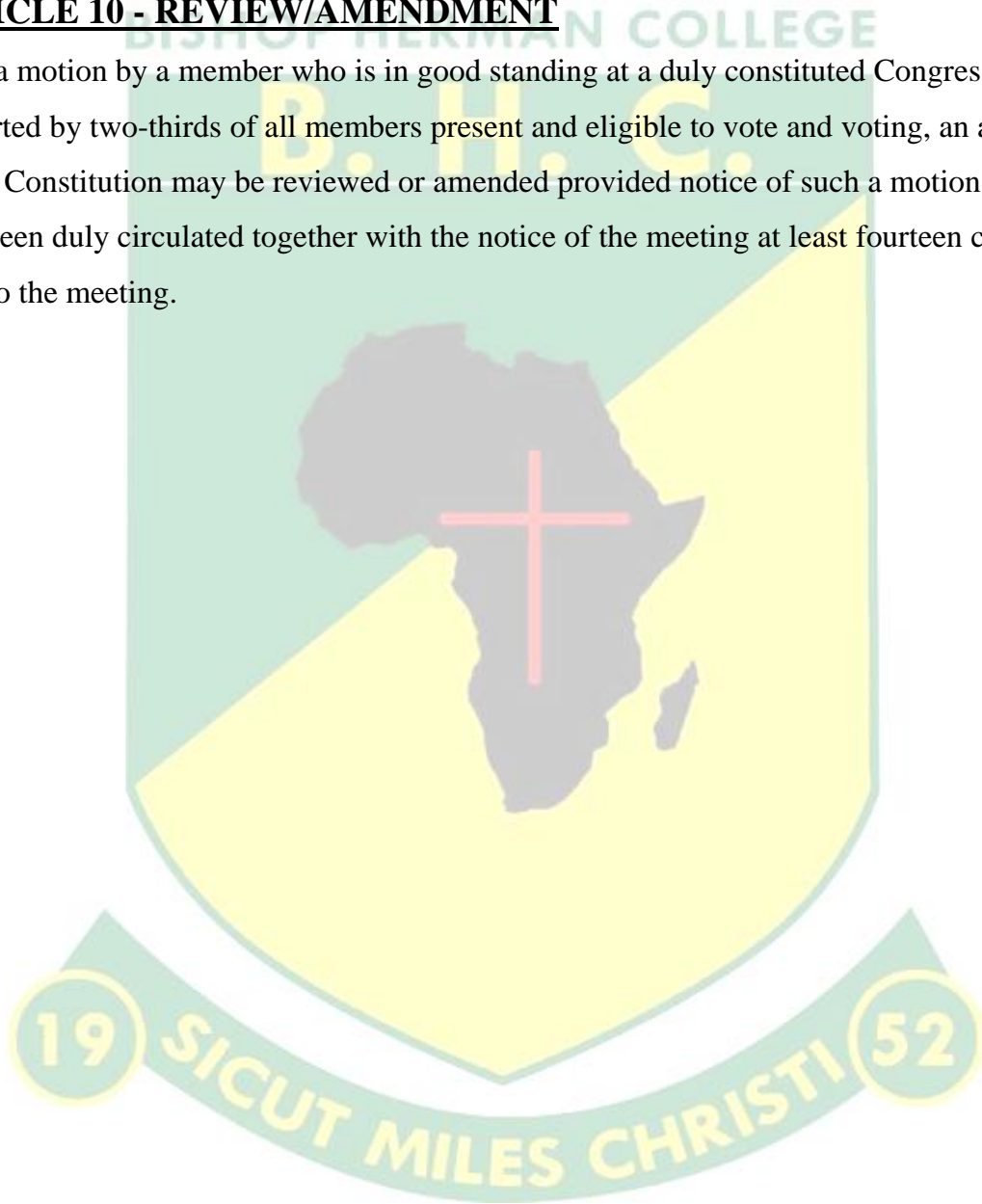


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G. At least once a year the National Executive Committee shall arrange for a full brief of the State of Affairs at the Alma Mater to Congress.

ARTICLE 10 - REVIEW/AMENDMENT

Upon a motion by a member who is in good standing at a duly constituted Congress supported by two-thirds of all members present and eligible to vote and voting, an article(s) of this Constitution may be reviewed or amended provided notice of such a motion must have been duly circulated together with the notice of the meeting at least fourteen clear days prior to the meeting.



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