

CONSTITUTION
FOR
ABURI GIRLS' OLD GIRLS' ASSOCIATION
(AOGA)

PREAMBLE

WE the past students of **ABURI GIRLS' SENIOR HIGH SCHOOL** (formerly known as **Aburi Girls' Secondary School**), hereinafter referred to as "**the SCHOOL**", to optimally conduct the affairs of our Association hereby enact and give to ourselves this Constitution as embodying the basic principles by which affairs of the Association shall be conducted.

We SEEK to foster friendship and unity among ourselves, to GIVE back to the SCHOOL in appreciation of what our Alma Mater has imbibed in us;

In the spirit of our motto "**Bepow so Hann – Nyame ne Hene**", we PLEDGE to shine perpetually as a light on a hill, and continue to PROMOTE self-development, and STRIVE always to attain heights of excellence.

ARTICLE 1: NAME AND ADDRESS

1. The Association shall be known as and called **ABURI GIRLS' OLD GIRLS' ASSOCIATION** or by the acronym AOGA hereinafter referred to as the "**ASSOCIATION**".
2. The Administrative seat of the Association shall be Ghana.
3. The address of the Association shall be **P.O. BOX CT 7217, ACCRA, GHANA**.

ARTICLE 2: OTHER IDENTIFICATION

1. The logo of the Association shall be the Revised School Crest together with the acronym of the Association, AOGA, inscribed in black beneath or above the Crest.
2. The Association shall maintain the use of the School's motto, "**Bepow so Hann – Nyame ne Hene**" as a greeting and as a motto.
3. The Association shall have an Alumni Office situated in the School. This Office shall be run and managed by the Association. Its opening and working hours shall however be such that it does not interfere with or disrupt the School's calendar, activities, or operations.

ARTICLE 3: AIMS AND OBJECTIVES

1. To re-establish and strengthen ties between past students of the School in the spirit of friendship and unity of purpose while promoting the interests of the School.
2. To provide opportunities for social and recreational interaction, and to support the welfare needs of Members.
3. To provide support and intellectual assistance in the promotion of academic and co-curricular excellence in the School.
4. (a) To, together with the School, put in place and administer a Central Development Plan to continuously upgrade the infrastructure and educational excellence of the School, and that will conform to the needs of the School, and that will uplift the image of the School.

(b) In furtherance of this objective, each year group, upon attaining 25 years (Silver Jubilee Year) after leaving school, shall with the support of the Year Groups celebrating their 10th and 40th year out of School, raise funds to further progress the Central Development Plan either through cash

donations to the Plan, or by the execution of a project selected from the Plan. They shall also support the years' Speech and Prize-Giving Day.

(c) For the avoidance of doubt, notwithstanding clauses 4(a) and 4(b), Year Groups who are less than 10 years and above 40 years are not precluded from contributing to the Central Development Plan at any time should they feel capable of doing so. Furthermore, this must not be construed as excluding acts of contributing to the well-being of the school in many other altruistic ways.

(d) All contributions to the Plan shall at all times shall be done in collaboration with the Global Director of Projects and Maintenance.

5. To partner and support issues raised by other stakeholders of the School.
6. To support the national call for the promotion of quality education for the girl-child and underprivileged youth.

ARTICLE 4: ADMINISTRATIVE STRUCTURE

1. The affairs of the Association shall be run by a Global Executive Team (GET) which shall be made up of elected officers as provided in Article 7 following, with the support of the Global Executive Committee (GEC) constituted as provided in Article 4.2 below.
2. The Association shall have a Global Executive Committee (GEC) that shall preside over a membership categorised under the Year Group, Regional Branch (hereinafter sometimes referred to as Branch), and International Chapter (hereinafter sometimes referred to as Chapter) Systems. The President and Secretary from the leadership of each Year Group, Regional Branch, and International Chapter or their duly authorised representative from within their Group, shall with the Global Executive Team (GET) form a governing council to be known and referred to as the Global Executive Committee (GEC). This Committee (GEC) shall coordinate the affairs of the Association and aid the elected officers in their role. For the avoidance of doubt, a Year Group/Branch/Chapter President may request or authorised persons from their Year Group/Branch/Chapter who are neither President nor Secretary to represent their group/system on the GEC.
3. A Regional Branch or International Chapter is established in regions within and outside Ghana respectively where membership is so sparsely distributed such that the Year Group system cannot realistically thrive in in-person meeting settings. In such a situation, Members shall form a single Group which shall be known as a REGIONAL BRANCH if within Ghana but outside Accra-Tema, or an INTERNATIONAL CHAPTER if outside Ghana. A Branch or Chapter shall be named after the region in which it operates. As members of the GEC outside the seat of Administration are not required to be physically present at meetings, their official interaction with the Association shall be through the Global President, the Global Organiser, or through the Global Director for International Chapters. If available, the relevant officials may join the meeting through the electronic media. The Branch and Chapter Members shall at all times remain de facto members of their individual Year Groups.
4. The Year Groups, Branches and Chapters shall be semi-autonomous. They shall operate with their own Executives in place, and may craft their own Memoranda of Association, guided by and in conformity with this Constitution. If any provision of a Memorandum conflicts with this Constitution, the terms of this Constitution shall prevail.
5. An AOGA Year shall begin on 1st January and end on 31st December of the same year. To build trust and be fully accountable to the membership, it is mandatory and the Association shall ensure that

proper accounts are kept, audited and exhibited to the membership at all levels, namely Association, Branch, Year Group, and Chapter levels annually.

6. It is mandatory and the Association shall ensure that proper accounts are kept and exhibited to the membership at all levels, namely Branch, Year Group, and Association levels annually. Interim accounts must be provided semi-annually for the periods January to June. Full year accounts for the period 1st January to 31st December must be audited.
7. To enable AOGA track the lives, progress and achievements of its membership, the leadership of the Year Groups, Regional Branches, and International Chapters will endeavour to present periodic reports or updates on the activities of their membership to the Global President for the preparation of a national report on the total performance of AOGA to its members. This report shall be uploaded to the Association's website and other Social Media handles of the Association.
8. Per the desire for camaraderie and harmony, to ensure that internal disputes are resolved with finality, the GEC shall appoint FIVE astute senior members of the Association to serve as a COUNCIL OF ELDERS. A Decision by the Elders on such matters shall be final. The criteria for nomination and appointment shall be determined by the GEC.
9. The tenure of office of the Council of Elders shall be a three-year term. A member of the Council is eligible for re-appointment provided she is willing and available to serve and her reappointment approved by the GEC. There is no limit to the number of terms a member may serve.

ARTICLE 5: MEMBERSHIP

1. Membership shall be open to anybody who enrolled for at least one term in Aburi Girls' Secondary / Senior High School as a student from its founding in 1946.
2. The mode of enlisting shall be through a Year Group, Regional Branch, or International Chapter.
3. Membership may be conferred on persons who have had close ties with the School such as long-serving Teaching or Non-Teaching Staff, and on Parents, Siblings, Spouses, Public-Spirited Individuals and other Persons who have rendered distinguished service to the School and the Association. Such members shall be known as ASSOCIATE or HONORARY Members.

ARTICLE 6: RIGHTS AND RESPONSIBILITIES OF MEMBERS

1. All members shall be committed to and guided by the Association's rules and regulations as stated in this Constitution.
2. All members shall be treated with respect and enjoy all benefits equally.
3. As a rule, all Members of the Association shall align with and be identified by their respective Year Groups, Regional Branches or International Chapters of their choice as the case may be, if theirs has not yet been constituted.

The Year Groups, Regional Branches and International Chapters shall function as semi-autonomous entities and can draw up their own Memoranda of Association which shall be consistent with this Constitution.

Except for Year Groups that have pensioned members, and members who graduated less than TEN years from the current year, all Year Groups shall on behalf of their membership pay specified annual DUES, LEVIES AND CONTRIBUTIONS to the Association. The Members of the Regional Groups and

Chapters however remain de facto members of their respective Year Groups provided that the Regional Branch or Chapter follows the intentions of the Association as outlined in Article 3.4c.

For the avoidance of doubt, Regional Groups and Chapters are not excluded from contributing to the Central Development Plan at any time should they feel capable of doing so. Furthermore, this must not be construed as excluding acts of contributing to the well-being of the school in many other altruistic ways but this shall be done at all times in collaboration with the Global Projects and Maintenance Director.

4. For the avoidance of doubt, regarding Regional Branches and International Chapters, the option exists to either pay their Association's financial obligations as a Group or have all dues, levies and contributions payable to the Global Treasury channeled through the Year Group of each AOGA Branch/Chapter Member. The Year Groups shall engage their Branch/Chapter members in this regard.
5. Associate and Honorary Members shall be exempt from the payment of dues, shall not attend General and Business meetings except by invitation, shall have no vote and shall not be eligible to hold any office in the Association. They shall however be entitled to attend social functions organised by AOGA as may come up from time to time on the Association's Calendar.
6. The exempted Groups, though not obliged to do so, may make contributions to the Association according to their desire and ability to do so.
7. The Ghana Education Service requires the Association to, and the Association shall provide TWO members to serve on the School's Board of Governors. Their Term of Service shall be determined by the rules governing Board Membership and nominations shall be subject to prior approval by the Global Executive Committee (GEC). Where a Global President is nominated to serve on the School Board, her term on the Board shall run in tandem with her term on the GET. Should she not be re-elected into the same office for a second term, she shall be replaced for the rest of her term on the Board by another duly approved nominee.
8. All members shall be entitled to information directly affecting the Association in a timely fashion. Dissemination of information may be through the Global Executive Committee (GEC), or through the Association's official websites, or using the internet and other approved social media channels.
9. Each Year Group will be responsible for the welfare needs of its Members, particularly in instances of bereavement, childbirth and weddings and other such occasions. The Year Group Presidents shall be responsible for escalating to the GEC instances where assistance is required over and above its ability.
10. It is preferable that where members are to attend a function or an event as AOGA, the appropriate type and colour of the Association's attire be worn.
11. Groups within the Association, with the express permission of the Executive of the Association, can acquire special attire specific to their Group and Cause to which end the name or year of that Group must be printed on the attire in addition to any insignia of the Association they choose to use. Such permission is not required in the case where none of the Association's official insignia shall be used on the special attire.
12. The authoritative insignia of the School i.e. the School Crest belongs expressly to the School and can only be used with the permission of the School Board.
13. Groups or individuals who wish to use the AOGA insignia on paraphernalia procured for commercial purposes shall seek and receive permission in writing from the GEC before the procurement process begins. Some specified commission from the sale proceeds will be paid to the Association for the opportunity to trade.

14. Any fundraising activities undertaken in the name of the Association by an individual member of the Association or groups within the Association must be authorised by the Association.

ARTICLE 7: THE GLOBAL EXECUTIVE TEAM

There shall be a Global Executive Team comprising:

- The Global President
- The Global Vice President
- Global Director of Finance
- Global Executive Secretary
- Global Organiser
- Global Director for Fundraising
- Global Director for Projects and Maintenance
- Global Director of Welfare and Mentorship
- Global Communications Director
- Global Director of International Chapters

The Global Executive Secretary, Director of Finance, and Organiser shall have ASSISTANTS elected to assist them in their roles as defined in Article 8 below. Global Directors of Fundraising, Projects and Maintenance, Welfare and Mentorship, and Communications will work with TEAMS of voluntary membership. The Team membership size shall be determined by the substantive heads. TEAM positions shall not be elected into office and shall not be members of the GET.

ARTICLE 8: DUTIES OF THE GLOBAL EXECUTIVES

The Association shall be administered by the GLOBAL EXECUTIVES who may be referred to as the Global EXECUTIVE TEAM (GET) made up of the Global President, Global Vice President, Global Director of Finance, Global Executive Secretary, Global Organiser, Global Director for Fundraising, Global Director for Projects and Maintenance, Global Director of Welfare and Mentorship, Global Director of International Chapters and Global Communications Director.

1. The offices of Finance, Secretary, and Organiser shall have assistant officers who shall also be elected into office and shall constitute part of the GET. At all times these assistant officers shall work hand in hand with the main office holders to perform their duties with excellence.
2. The offices of Communications, Fundraising, Projects and Maintenance, and Welfare and Mentorship shall create TEAMS from volunteers enlisting to assist them in the execution of their duties. Members of the TEAMS shall not be members of the GET.
3. The Global Executive Team shall discharge its obligations by due consultation within and without as prescribed, and on a collective responsibility basis.
4. The principal officers shall be selected by an elective process from across a span of varied Year Groups. For the avoidance of doubt, the principal officers shall not come from the same year group.
5. The AOGA Global Executives shall be the final decision-making body of the Association except in dispute resolution when the final decision shall lie with the Council of Elders. The Global Executive Team shall endeavour to consult with the Global Executive Committee as much as practicable.

6. All executive positions are voluntary. It is preferred that the Global Executive office holders shall be resident in Ghana for the ease of effectively executing their functions as required under the office and in accordance with this Constitution. However, with the changing global landscape, if a post holder can demonstrate that they are able to perform their role remotely, they may stand.
7. The duties of the Global Executive Officers shall be as follows:

A. GLOBAL PRESIDENT

Shall:

- i. Together with the Global Vice President, be responsible for determining and forming strategic development plans for the growth and advancement of the Association.
- ii. Direct the convening of all meetings of the Association.
- iii. Preside over all Executive meetings, Global Executive Committee (GEC) meetings, and General and Extraordinary Meetings of the Association and shall be responsible for the proper conduct of these meetings.
- iv. Be the spokesperson of the Association at public gatherings.
- v. Endorse all documents and correspondence emanating from the Association.
- vi. Be a joint signatory to the financial transactions of the Association, except in the case of bank transactions where she may be one of two out of a pool of four signatories to the bank account(s).
- vii. Oversee the activities of the Regional Branches and interact frequently with the Presidents of the International Chapters, Regional Branches and the Year Groups.
- viii. Enforce the observance of the Constitution.
- ix. Promote and foster a cordial relationship with the School's Administration

B. GLOBAL VICE PRESIDENT

Shall:

- i. Together with the Global President, be responsible for determining and forming strategic development plans for the growth and advancement of the Association.
- ii. In collaboration with the School and other stakeholders, draw up and have oversight responsibility of the Central Development Plan.
- iii. Appoint an Alumni Officer, oversee the running of the Alumni Office' and shall draw up the duties of the Alumni Officer in collaboration with the GEC. The duties of the Alumni Officer may be modified as and when the need arises, in response to activities planned by the Association.
- iv. Assist the President in the performance of her duties when called upon to do so.
- v. Act as President in the absence of the Global President.
- vi. Perform any other duties assigned to her by the Global President or the Global Executive.

C. GLOBAL EXECUTIVE SECRETARY

Shall:

- i. Record and keep a record of proceedings of all meetings, handle correspondence, and ensure Minutes of meetings are circulated within twenty-one days after the meeting has been held.

- ii. Convene all meetings of the Executive and the Association at the request of the Global President.
- iii. Through the year, collate a list of members potentially deserving recognition for meritorious achievements they have chalked on a national or international scale. The List shall be presented to a GEC Select Committee in Quarter Three for a final selection for Awards.
- iv. Compile the names of Old Girls who pass away during the year from January to December for acknowledgment at the next annual Thanksgiving and Memorial Service held at the School on the last Sunday in January.
- v. Perform any other duties that the President may assign from time to time.

D. GLOBAL DIRECTOR OF FINANCE

It is preferable and advantageous that the Treasurer has an accounting background or has reasonable knowledge in the accounting field to properly handle this function.

She shall:

- i. Be responsible for all financial transactions of the Association which shall include the collection, issuance, banking and investment of monies belonging to the Association.
- ii. Diligently keep records of all monetary transactions made such as the issuance and collection of cash receipts, invoices and bank slips to facilitate accountability to the Association.
- iii. Periodically prepare Statements of Account of the Association's transactions and present them to members at General Meetings or specially convened meetings for this purpose, or when demanded by the Executive, or on completion of every project undertaken by the Association.
- iv. Facilitate the auditing of the Association's Accounts at the end of each AOGA Year. The audited accounts shall be presented to the President for presentation to members at a general meeting or other meeting convened specifically for this purpose.

E. GLOBAL ORGANISER

Shall:

- i. Be responsible for canvassing for and assisting with the formation of new Year Groups and Regional Branches, and the mobilisation of same into the membership of the GEC.
- ii. Ensure new information at the GEC is disseminated to the Regional Branches and International Chapters immediately they are announced.
- iii. See to the organisation of programmes planned by the Association, and assist the Global President in encouraging active participation of members in activities organised by the Association and by the School.

F. GLOBAL DIRECTOR FOR FUNDRAISING

Shall:

- i. Assist the Association to raise funds for specific projects, activities and events through solicitation for funds and sponsorship from the public, and from institutions and organisations.
- ii. Develop a club of sponsors and individuals from the public and from institutions and organisations.
- iii. Manage the Fundraising budget in collaboration with her team at all times.
- iv. Perform any other duties in this line assigned to her by the Global President.

G. GLOBAL DIRECTOR FOR WELFARE AND MENTORSHIP

Shall:

- i. Put together a welfare team and together with other experts develop a welfare policy which looks after the development of students and alumni of the School.
- ii. Look after the welfare of both students and alumni and arrange mentorship and development sessions for the students with the express permission of the School administration.
- iii. Vet and coordinate any welfare or mentorship sessions which groups within the Association may want to have with the School or the Association.
- iv. Perform such duties as may be delegated from time to time by the Global President.

H. GLOBAL DIRECTOR FOR PROJECTS AND MAINTENANCE

Shall:

- i. In collaboration with the School, take charge of and ensure Projects being executed by Year Groups and other Systems are derived from and aligned with the Central Development Plan.
- ii. Assist the School Administration and the Global Vice President to put together and keep updated the Central Development Plan for the School.
- iii. Ensure the proper maintenance of projects undertaken by Groups within the Association and the Association itself under the Central Development Plan.
- iv. Perform such duties as may be delegated from time to time by the Global President.

I. GLOBAL DIRECTOR FOR COMMUNICATIONS

It is preferable and advantageous that the Global Director For Communications has an IT background or has reasonable knowledge in the Communications field to properly handle this function.

Shall:

- i. Coordinate all public relations and communications going out of the GEC and the Association.
- ii. Put in place a brand album and monitor the use of the AOGA brand.
- iii. Maintain the Association's website and other social media handles, and ensure timely upload of the same.
- iv. Perform such duties as may be delegated from time to time by the Global President.

J. GLOBAL DIRECTOR FOR INTERNATIONAL CHAPTERS

Shall:

- i. Be responsible for the effective mobilisation of all Members outside Ghana.
- ii. Oversee the establishment of International Chapters of the Association and assist in their effective integration into the programs and the activities of the Association.

K. ASSISTANT GLOBAL EXECUTIVE SECRETARY

Shall:

- i. Work closely with the Executive Secretary and act as Secretary in the absence of the Executive Secretary.
- ii. Perform such secretarial duties that may be delegated from time to time by the Global Executive Secretary or the Global President.

L. ASSISTANT GLOBAL DIRECTOR OF FINANCE

It is preferable and advantageous that the Global Assistant Director of Finance has an accounting background to properly handle her function.

She shall:

- i. Work closely with the Global Director of Finance, and perform the duties of the Global Director of Finance in her absence.

- ii. Perform such financial duties that may be delegated from time to time by the Global Director of Finance or the Global President.

M. ASSISTANT GLOBAL ORGANISER

Shall:

- i. Work closely with the Global Organiser in planning and executing activities, and act as Global Organiser in the absence of the Global Organiser .
- ii. Perform such duties as may be delegated from time to time by the Global Organiser or the Global President.

ARTICLE 9: GLOBAL EXECUTIVE COMMITTEE (GEC)

1. The membership of the Global Executive Committee (GEC) shall comprise the Global President as Chair, the Global Executives, and the Presidents and the Secretaries of each Year Group, Branch, Chapter or their appointed representatives, as Members. Branch and Chapter Representatives can actively participate in these meetings either physically when in Accra, or by electronic media.
2. The GEC shall meet every quarter to receive information, deliberate pressing issues, or make decisions for the advancement of the Association.
3. The Committee shall review and approve the Association's annual budget for appropriation.
4. The Committee shall set the criteria for nominating and appointing AOGA representation on the School Board and shall vet and approve nominations to the Board.
5. Decisions arrived at and information received at GEC Meetings shall be relayed to the entire membership by the Year Group, Branch, and Chapter representatives on the GEC through the Year Group / Branch / Chapter system, and/or through accepted and approved electronic, internet and other approved social media channels. Where a Branch/Chapter Representative is not present at a meeting, the Global Organiser shall ensure the relevant information reaches that Branch/Chapter no later than three days after the meeting.
6. Grievances of members may be channelled to the GEC by their GEC representatives in the first instance. These will be discussed and resolved at GEC meetings, should it be deemed appropriate.
7. Unresolved disputes will be referred by the GEC to the Council of Elders for resolution. A Decision by the Elders shall be final.

ARTICLE 10: ELECTIONS TO GLOBAL OFFICE – ELIGIBILITY and TENURE

1. ELIGIBILITY

- i. With the exception of the positions of Global President, the Global Director of Finance, and the Global Secretary who must be resident in Ghana for the term in office, any active member of a Year Group, Regional Branch, or International Chapter shall be eligible to be nominated for election into Global Office, provided they have been endorsed by their Year Group or Branch or Chapter members as the case may be, and provided they can prove their ability to perform their roles effectively if even from outside Accra Ghana.
- ii. First-time elected officers are eligible to stand for re-election to the same office or another office provided they continue to meet the qualifications stated in Article 10:1 i) above.

iii. A member who has held the same office for two consecutive terms cannot stand for re-election to the same office for a third term. A member so affected is however eligible to stand for election to another office.

2. TENURE

i. A term of office shall be THREE (3) Years.

ARTICLE 11: RESIGNATION

1. Any member of the Global Executive may at any time tender in her letter of resignation to the Global President, and if it is the Global President, to the Global Vice President for redress.
2. The Global President/Vice President shall bring the information to the notice of the GEC.
3. Notwithstanding the power of the GEC to accept or reject the Resignation, the Officer cannot and should not be retained against her ultimate wishes.
4. The vacant position will be assumed on an acting basis by her assistant or whosoever the Global President/Vice President shall direct to handle the portfolio until an election or by-election is held to fill the vacant position.
5. The vacant office will be filled through a by-election only if the Office holder's resignation is more than six months before the end of her term in Office.

ARTICLE 12: REMOVAL FROM OFFICE

1. An Officer may be removed from Office before the expiry of her term if she is found to have abused her position or continually exceeded her authority without justification in a manner that brings disrepute to the image of the Association.
2. The removal procedure shall be effected by the presentation of a signed Petition to the GEC by a member of a paid-up Year Group / Branch / Chapter, supported by the signatures of a minimum of ten (10) paid-up members, requesting the removal from office of an Officer who is considered to have misconducted herself, and/or under-performed, and/or acted dishonestly, and/or consistently proven ineffective in her function, and/or consistently proven inefficient in her function.
3. Any petition for the removal of any officer shall be thoroughly investigated by an Investigation Committee to be constituted by the GEC and the terms of reference of the Committee shall be determined by the GEC.
4. Where the time left to the end of her term is six months or less, the now vacant position shall be handled by the Global Vice President, an Assistant, or whomever the Global President or the most senior Global Executive Officer, for the time being, shall appoint.
5. Where the time left to the end of her term is more than six months, a by-election shall be conducted to fill in the vacant position.

ARTICLE 13: MEETINGS

Meetings, Events and Financial Statements are to be planned having regard to the AOGA Year as specified in Article 4.5.

1. GLOBAL EXECUTIVE MEETINGS

- i. The Global Executive Team shall meet every other month, or as deemed necessary by the GET.
- ii. Emergency Meetings can be held as deemed necessary by the GET
- iii. The quorum for Executive meetings shall be FOUR (4) persons inclusive of the President or in her absence, the Vice President.
- iv. Executive meetings shall precede the holding of a GEC Meeting.
- v. Decisions taken by the majority at the meeting shall be binding on all. In the event of a tie where voting takes place, the Global President shall cast an additional vote.

2. GLOBAL EXECUTIVE COMMITTEE (GEC) MEETINGS

- i. Formal Meetings of the GEC shall be held once every Quarter. The timetable for the year shall be circulated by the Global Executive Secretary at the beginning of every year to enable Year Groups, Branches, Chapters and ad hoc Committees plan their annual activities accordingly, taking into consideration the Association's Events Calendar.
- ii. The Meetings shall be presided over by the Global Executive Team and chaired by the Global Executive President.
- iii. A quorum for a GEC meeting shall be FIVE Year Group/Branch/Chapter representations.
- iv. Year Groups/Branches/Chapters shall submit ideas and issues from their members to the meetings for discussion. Important announcements and other relevant information shall be relayed to all members by their GEC Representatives using all approved available means and within three days from the meeting date.
- v. Decisions shall be made by majority votes cast and in the event of a tie, the Global President shall cast the deciding vote.

3. GENERAL MEETINGS

- i. A minimum of ten (10) days' notice shall be given for a General Meeting aside the dates on the annual calendar except in an Emergency when the GET have the right to call a meeting as and when required.
- ii. The Global Executive Committee shall endeavour to call a General Meeting in the First Quarter with the sole purpose of presenting the audited, annual, and other Accounts and business reports of the Association's activities to its Members. This Meeting shall be designated as a BUSINESS Meeting
- iii. Extraordinary General Meetings (EGM) of the Association shall be convened by the Global Executive Council where necessary. For the avoidance of doubt, any three year-groups in good standing may request an Emergency General Meeting. Such request shall be complied with within 48 hours of request.
- iv. The AOGA Calendar acknowledges these gatherings of the Membership as opportunities for the holding of General Meetings:
 - a) The Annual Thanksgiving and Memorial Service held at the School every last Sunday in January.
 - b) The Mid-Year Activity held mid-year in May / June / July.
 - c) The Republic Day PREGISS Fun Games held with and at PRESEC Legon on 1 July.
 - d) The End-of-Year Get-together held in November / December.

e) Any other general gathering on the adopted yearly Calendar of AOGA

4. COMMITTEE MEETINGS

- i. Ad hoc Committees may be set up by the Global Executive for particular reasons or specific events as and when the need arises.
- ii. The leadership and meeting dates for ad hoc committees shall be determined by and shall be at the convenience of the members of the committee.

5. YEAR GROUP, REGIONAL BRANCH AND INTERNATIONAL CHAPTER MEETINGS

- i. The Year Groups, Regional Branches, and International Chapters may also hold General Meetings and organise social functions on dates fixed by their leadership. The basis of all meetings must be in tandem with the Aims and Objectives of the Association.
- ii. To facilitate national participation in National Calendar Events, local Year Groups and Branches, shall not plan their calendars on dates that conflict with dates already selected by the Association for General Meetings or Traditional AOGA Events. Neither should these dates conflict with special events being celebrated by the School such as Anniversaries and the annual Speech and Prize Giving Day.
- iii. International Chapters may schedule their meetings and other Traditional AOGA Events as is convenient with the geographical dispersal of their members; and according to the climatic and cultural dictates of their regions.

ARTICLE 14: ELECTIONS TO GLOBAL OFFICE

1. Election of new officers shall be held once every three (3) years preferably in December if conditions will allow it, and at a General Meeting called for this purpose. Voting shall include electronic voting using an approved online application. The elections shall be conducted by an Electoral Commission set up from among the Members by the Global Executive Committee (GEC) for that purpose.
2. The Electoral Commission, hereinafter called the EC, shall be constituted not less than TEN (10) WEEKS prior to the holding of elections for National Executives.
3. Electoral Commission membership will be made up of a maximum of four persons selected by the GEC, one of whom shall be designated the Chairperson by the GEC.
4. The EC shall call for nominations and allow one month for submission of same to the EC through an electronic address set up for the purpose. The final list of nominees received shall be advertised through the GEC and on the website of all known, approved and active social media avenues available to the Association.
5. Candidates for Executive Office shall be nominated by members of paid-up Year Groups and Branches with two seconders each under the same condition. The nominations shall be submitted to the EC not later than SIX (6) WEEKS before the position is put to the vote.
6. Approved Nominees will be allowed four (4) weeks from the date of announcing their candidature to campaign and canvas for votes. Elections shall be held within one week of the closure of campaigning.
7. The EC shall be responsible for the conducting of the elections of officers into all executive positions, and shall be the sole source of the declaration of the outcome of the elections. Immediately after the declaration of the results of the voting exercise, the EC shall stand down and be dissolved.

8. Elections shall be by secret ballot or vote either manually or electronically, and shall be conducted simultaneously with allowances made for variations in time across time zones
9. Each Member has only one vote per office. The results of votes cast outside Accra Ghana shall be sent to the EC not later than six hours before voting begins on voting day in Accra.
10. The winner of an office shall be the candidate who wins by a simple majority.
11. In the event of a tie for the first position, a fresh round of voting shall immediately be organised with only Members physically present voting.
12. In the case of a single nomination for a particular office, that candidate shall be declared unopposed and therefore winner for the office in question.
13. After the elections of new officers, and barring any delays caused by hitches in the election process, the incumbent officers will have until the end of the second week in January of the following year to wind up and hand over to the new officers. The newly elected officers shall be sworn into office in accordance with the provisions of Article 18:3 of this Constitution.

ARTICLE 15: FUNDING

1. The Association shall be funded *inter alia* from the following private proceeds:
 - Stipulated Dues from Year Groups / Branches / Chapters
 - Levies
 - Returns on Investments
 - Sale of Branded Paraphernalia
 - Sale of AOGA Cloth
 - Annual Fundraising Activities
 - Donations
 - Aid and Grants
2. Monies received shall be issued with receipts and shall be banked by the Global Director of Finance within forty-eight hours of receipt.
3. All expenditure shall be authorised by the Global Executive Team.

ARTICLE 16: BANKING and SIGNATORIES

1. The Association shall operate one or more bank accounts into which all monies collected and received shall be paid.
2. The Association shall operate only such number of accounts as are necessary. The number and type shall be determined by the dictates of the annual budget, and terms set by donors and project sponsors. Funds not earmarked for immediate use shall be invested in low-risk investment portfolios.
3. The signatories to the bank accounts shall be any two of these Global Executive Officers – The Global President, the Global Vice President, the Global Finance Director, and the Assistant Global Finance Director.

ARTICLE 17: RECOGNITION

1. The Global Secretary shall collate nominations from the membership of names and categories for awards.

2. The nominations received shall be forwarded to the Global Executive Committee in the Third Quarter for selections to be made.
3. The Awards shall be presented to the award winners at the next annual Thanksgiving and Memorial Service by a member of the Global Executive Team, or a personality selected by the GEC.

ARTICLE 18: POST-ELECTION TRANSITIONAL PROVISIONS

1. After the Elections, the Out-going Executives shall have a minimum of two (2) weeks to prepare and hand over comprehensive Handing-Over Notes inclusive of all official files, records, documents, invoices and receipt Books, keys, pass-codes, all other information and commercial memorabilia to the In-coming Executive. The signatories at the Bank must be changed during this period.
2. During this process, the Out-Going Executive shall stand in as a Caretaker Executive till the handing-over process is completed. The mandate of the Caretaker Executive shall not cover the signing of cheques, disbursement of funds, initiation of new projects, major decision making, or any other activity that shall compromise the smooth take-off of the In-coming Executive. Where any of these activities have to be undertaken as a matter of urgency, it shall be done in consultation with and in conjunction with the In-coming Executive.
3. Barring the derailing of the election timetable by extraneous circumstances which may have caused delays in the process, the new Executive should fully assume office by the end of the second week in January to be formally sworn into office at the Thanksgiving and Memorial Service later in the same month.

However, in the case of unforeseen circumstances that do not make this possible, the new Executive shall be formally sworn into office at another meeting specially convened at another venue for this purpose.

ARTICLE 19: AMENDMENT OF CONSTITUTION

1. No alterations, additions or amendments shall be made to this Constitution except by notice in writing, stating the Article requiring amendment and reasons for such amendment, and presented through a Year Group or Branch or Chapter President to the Global Executive Committee. Notice of a proposed amendment should reach the Global Executive Committee at least forty-five (45) days prior to any General Meeting of the Association to enable widespread circulation among the membership for their notification.
2. An amendment to this Constitution shall be effected by a two-thirds majority of total votes cast by members in the Year Groups, Branches, Regional Groups and International Chapters, or by proxy votes to their GEC representatives.

ARTICLE 19: PROMULGATION

This Constitution (first amendment) is deemed to have come into effect on the 23rd December 2022.