

**THE CONSTITUTION**

**OF THE  
ASSOCIATION**

**MFANTSIMAN OLD GIRLS' ASSOCIATION  
(MOGA)**



**JULY 2010**

## PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD

WHEREAS we the old students of Mfantsiman Girls' Secondary School;

RECOGNISING the potential of a platform to consolidate our individual strengths, skills competencies and love towards the enhancement of our lives and the giving of our due to our nation Ghana and;

AKNOWLEDGING our key role in the Development and advancement of our Alma Mater;

DO HEREBY ENACT AND ADOPT AND GIVE TO OURSELVES THIS CONSTITUTION



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**MFANTSIMAN OLD GIRLS-  
ASSOCIATION**



**ABBREVIATIONS**

- VP - Vice President
- FC - Financial Controller
- ECC - Executive Council Chairperson
- CC - Chapters' Chairperson
- SEC - Secretary
- AS - Assistant Secretary
- LC - Legal Counsel
- PRC - Public Relations Coordinator
- APRC - Assistant Public Relations Coordinator
- IC - International Coordinator
- EF - Endowment Fund
- CEC - Constitution and Election Committee
- OGM - Ordinary General Meeting
- BGM - Biennial General Meeting
- EGM - Extra-ordinary General Meeting

# CONSTITUTION OF THE MFANTSIMAN OLD GIRLS' ASSOCIATION

(Hereinafter called "The Constitution")

## 1. NAME

The association shall be known and called the Mfantsiman Old Girls' Association (hereafter called "MOGA").

## 2. OBJECTIVES

The objectives of MOGA shall be to:

- a) Serve as a social and professional network forum for all old students of the school;
- b) Support our alma mater in pursuit of academic excellence through the provision of requisite facilities and resources;
- c) Provide policy guidelines and support to the school in areas of girl child education, development and empowerment and;
- d) Support any other cause which MOGA as a body shall deem worthy.

## 3. STRUCTURE

### 3.1 Executive Committee

MOGA shall be headed, governed and administered by an Executive Committee

### 3.2 Constitution and Election Committee (CEC)

- a) The General Assembly shall appoint a Constitution and Election Committee, which will act as an independent watchdog and see to it that the Association subscribes to the tenets of this Constitution.
- b) The CEC shall only report to the General Assembly on its deliberations.
- c) The Legal Counsel and the International Coordinator are the only members from the Executive who will also be members of the CEC.
- d) The CEC shall appoint a leadership of 5 Persons comprising of 2 legal experts, 2 administrators and 1 secretary.
- e) Members of the CEC who may at one point wish to stand as Executive Officers shall resign their positions before they can do so.

### 3.3 Endowment Fund

- a) MOGA shall establish and manage an Endowment fund to be referred to as the "MOGA Endowment Fund".
- b) The Fund shall have an Executive Council, which shall have a Chairperson who will report to the Executive Committee.
  - i) There shall be a Finance Committee which shall be responsible for the investment and disbursement of funds.
  - ii) There shall also be a Project Development Committee which shall constitute the advisory body for the selection and execution of projects.
- c) Under the dispensation of the Endowment Fund, confirmed Year Groups and Chapters will seek approval from the Executive Council before embarking on any projects to be constituted as set out in Article 6 below.

### 3.4 Chapter

- a) MOGA shall be organized into regional groups to be known and called "Chapter" as follows:

- Ghana – Members in each of the 10 regions may organize themselves into a chapter or district chapter of a region for geographical reasons.
  - United Kingdom and Europe shall constitute 1 chapter until further notice
  - United States of America and Canada shall constitute 1 chapter until further notice.
- b) Each Chapter shall appoint a leadership of 5 Persons comprising a Chairperson, Assistant Chairperson, Secretary, Treasurer and a Social Secretary.
  - c) Chapter leaders shall be answerable and report to the Executive Committee through the Chapters' Chairperson.
  - d) A group of not less than 15 Members who propose to constitute themselves into a Chapter shall write to notify the Chapters' Chairperson and the Executive Committee if it considers appropriate shall in turn confer the status of “Chapter” on the group.

### **3.5 Year Groups**

- a) Members must organize themselves into year groups; each year group to be determined by the year in which the group completed 'O' and 'A' Levels under the old school programme or the year in which the group completed the Senior Secondary programme.
- b) A group of not less than 15 Members who propose to constitute themselves into a Year Group as set out in Clause 3.3(d) shall write to notify the Executive Committee, and the Executive Committee if it considers appropriate shall in turn confirm the group as the recognized year group.

### **3.6 Committees and the School Board**

- a) The Executive Committee shall constitute and appoint ad hoc committees, as it may deem necessary to execute programmes of MOGA.
- b) The Executive Committee shall appoint two (2) of its officers to represent MOGA on the School Board.

## **4. MEMBERSHIP**

### **4.1 Qualification**

- a) All Alumni of Mfantsiman Girls' Secondary School domiciled in Ghana and abroad qualify to be members of MOGA.
- b) Friends and Affiliates of Mfantsiman Girls' Secondary School who wish to associate with MOGA shall be admitted.

### **4.2 Induction and Registration**

- a) An induction ceremony shall be conducted by the National Executives of MOGA in the last term of the final academic year for final year students who choose to be members of MOGA.
- b) All old students who at the time of the adoption of this Constitution have not registered as members and who so wish shall register and pay the prescribed fees thereon.

### **4.3 Annual Dues**

- a) All members shall be required to pay annual dues as determined by MOGA as a body.
- b) Annual Dues shall be revised periodically in view of the programmes of MOGA and having regard to the economic environment.

## **5. TERMINATION OF MEMBERSHIP**

- a) A member may resign from MOGA at any time by a written notice to the National Executives and tendered to the Secretary.

*Produced by the Constitution & Election Committee*

- b) The notice of resignation may or may not state the grounds for resignation.
- c) Membership shall be terminated where a member's behaviour is inconsistent with the tenets of MOGA and or any rules and regulations adopted by the association. This shall be determined by a Disciplinary Committee.
- d) Any termination of membership shall be circulated to all chapters of MOGA within 14 days of such termination.

## 6. OFFICERS

The Officers of MOGA shall be the following:

### 6.1 Executive Committee

- a) The Executive Committee shall be elected by the General Assembly
- b) The Executive Committee shall comprise the following officers:
  - i) President
  - ii) Vice President
  - iii) Financial Controller
  - iv) Executive Council Chairperson (*Endowment Fund*)
  - v) Legal Counsel (*Advisory and appointed by Executive*)
  - vi) Secretary
  - vii) Assistant Secretary
  - viii) Chapters' Chairperson
  - ix) Public Relations Coordinator
  - x) Assistant Public Relations Coordinator
  - xi) International Coordinator (*Volunteer appointed by the Executive*)
- c) Officers shall hold a tenure of office for a period of two (2) years.
- d) Officers may be re-elected for a second term but not exceeding a term of four (4) years in total.
- e) Former Officers may only be eligible for election to an Executive position after four (4) years of being out of office.
- f) Any officer may resign by giving three months' prior notice to the Secretary.
- g) Officers shall be expected to execute their duties as described in Appendix I.
- h) Any vacancy on the Executive Committee or any Office arising between Biennial General Meeting (BGM) may be filled by an appointment of the Executive Committee.
- i) Any person who fails to attend three (3) consecutive meetings of the Executive Committee without any reasonable explanation shall cease to be a member of the Executive Committee and shall be replaced accordingly.
- j) The Executive Committee meetings shall be held once every quarter of the year (3 times) on a regional rotation to promote and compliment membership drives country-wide.
- k) Decisions at meetings of the Executive Committee shall be by a simple majority and in the event of equal votes, the Chairperson (or acting Chairperson of the meeting) shall have a casting vote.

## 7. REPORTING

- a) A quarterly reporting system in the form of a newsletter shall be established and circulated by the Executive Committee to all Chapters both in Ghana and abroad. This is to keep everyone informed of current activities and direction of MOGA.
- b) All Chapters and confirmed Year Groups will report to the Executive Committee through the Chapters' Chairperson on a quarterly basis on their activities.

*Produced by the Constitution & Election Committee*

## **8. ORDINARY GENERAL MEETING (OGM)**

- a) MOGA Chapters shall meet once every month at such place and time as their Officers shall determine.
- b) At such OGMs, MOGA shall discuss matters affecting it and such other matters, as the Executive Committee shall bring before it.
- c) Notice of meetings shall be circulated in a manner deemed appropriate by each Chapter.
- d) Confirmed Year Groups shall determine and set for itself meeting dates and times for the deliberation of issues concerning them.

## **9. EXTRA-ORDINARY GENERAL MEETINGS (EGM)**

- a) An EGM may be convened where the Executive Committee and or Leadership of any Chapter deem it necessary or upon the requisition of no less than 20 paid up members.
- b) Notice of the EGM shall be given not less than 48 hours to the holding of the meeting.
- c) The notice shall state the agenda for the meeting
- d) The business which may be conducted at an extra-ordinary general meeting may include:
  - i. Removing all or any of the Officers
  - ii. Altering any of the Bye-Laws.
- f) They shall have the power to convene an extra-ordinary general meeting at a short notice.
- g) Decisions to remove any of the Officers or to alter the Bye-Laws shall be by a majority of the three-quarters of the votes entitled to be cast by the members present.

## **10. BIENNIAL GENERAL MEETINGS (BGM)**

- a) A BGM shall be held in February every two (2) years
- b) The business of the Biennial General Meetings shall be:
  - i) To receive the President's Report on the activities of the Association during the two (2) preceding years
  - ii) To receive the Secretary's Report.
  - iii) To receive and consider the audited accounts of the Financial Controller for the two (2) years
  - iv) To elect Officers and other Committee members
  - v) To remove or elect or confirm the Auditors for the ensuing period.

## **11. QUORUM**

- a) The quorum at any meeting shall be at least one-third (1/3) of the number of members expected to attend the meeting. Any decisions taken by a quorum shall subsequently be brought before the full meeting to be ratified.

## **12. ACCOUNTS**

- a) MOGA shall open and operate bank accounts at any reputable banking institution.
- b) Cheques and other instruments drawn on any direction to the Bankers shall be signed by two of three (3) officers, namely: the President, the Financial Controller and the Executive Council Chairperson (EF).



- c) Chapters, Year and House Groups shall present annual financial reports of their funds to the Financial Controller, and a percentage determined by the Executive shall be remitted to MOGA National coffers on an annual basis.
- d) The financial year of MOGA shall be January to December preceding the Biennial General meeting.
- e) The Auditor shall be an accredited professional Accountant.

### **13. WEBSITE**

- a) MOGA shall set up an alumni website to promote the ideals and image of the Association.
- b) Annual funding for the maintenance of the website shall come from the coffers of the Association.
- c) Chapters shall periodically pay a token set by the Webmistress to the website maintenance fund in order to post their notices on the site.

### **14. VOTING**

- a) Voting at Ordinary, Extra-Ordinary and Biennial meetings and “No Confidence” motions shall be by secret balloting. No vote, be it at the National or Chapter level shall be held in the absence of a nominee. The privilege shall be passed onto the available nominee.
- b) A member who is in arrears of subscription for more than one (1) year shall not be entitled to vote at any meeting and where such member casts a vote it shall be considered void.
- c) Voting at the General Assembly and Chapter levels shall be governed by the electoral procedures and established practices of the Constitution and Election Committee.

### **15. RULES AND REGULATIONS**

- a) The Executive Committee shall make Regulations consistent with the objectives of this Constitution and subject to the Constitution and laws of the Republic of Ghana.
- b) Any such regulations shall require the approval by a simple majority at a General Meeting.
- c) Chapters shall strictly adhere to these rules and regulations and MOGA's general mode of operating.

### **16. AMENDMENT**

- a) Any member in good standing may propose an amendment to any provision of this Constitution.
- b) All proposed amendments to this constitution shall be considered only after it has been submitted to the Executive Committee at least two (2) months before it comes up for discussion and has been circulated at least one (1) month before the General Meeting.
- c) Be effected by a ballot with two-thirds (2/3) majority of paid-up members present and more than half of members present and voting are in favour of the amendment.

17. ADOPTION

ADOPTED AT THE MEETING OF THE MFANTSIMAN OLD GIRLS' ASSOCIATION  
RESIDENT IN ACCRA, GHANA THIS 11TH DAY OF JULY IN THE YEAR OF OUR  
LORD TWO THOUSAND AND TEN (2010).

Signatures

Names of Members

Matilda Attoh Brehun

RS Anyee

Ruth Shaone Anyee

Doreen Addo

Baiden

HENRIETTA BAIDEN

MARY WOFIASO ENGMANN

JOSEPHINE ESSIE VAN-ESS

Yvonne Klepca Addo

ABU ISI WEMEGAHA

AUGUSTINA OTI PERRA-ANTEMAN

Bernice Tetteh

Faustina Boakye

Bridget Boakye

Rebecca Myles-Abodoo

Signatures

Names of Members



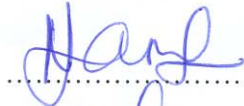
Jessie F. Agyemang



Aileen Asare-Agyemang



Thelma Eyoanam Dotse



Giftly Nyame



Sorah Aggrey



Laurencia Ameh



Alana A. Appah



Emilia Nyanteh



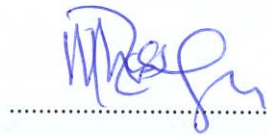
Oritha Ayitey



Grace Afful



Samin Oumit



Grace Ruthie Zakari