

Association of Government High School Tiko Ex- Students of 93-00

(GHS TIKO 93-00, AKA BC)

Constitution Draft

Updated 03/15/2021

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ASSOCIATION OF GOVERNMENT HIGH SCHOOL TIKO EX- STUDENTS OF 1993-2000
(GHS TIKO EXSA 1993-2000, AKA BC) CONSTITUTION DRAFT

PREAMBLE: We the members of GHS TIKO EX STUDENTS OF 1993-2000 wish to promote social and mutual interaction amongst ourselves. The association is apolitical and have decided to implement these Bylaws.

ARTICLE I: GENERAL

Section I.1: Name

The name of the association hereby constituted shall be called Association of Government High School Tiko Ex Students of 1993-2000 (GHS TIKO EXSA 1993-2000, AKA BIG COMPOUND BC).

Section 1.2: Official Languages

The official languages of the association shall be English, French and Pidgin English.

Section I.3: Definitions

- a) The word 'Bylaws' when used herein will mean the constitution of BC.
- b) The word 'Association' when used herein will mean BC.
- c) The phrase 'Board of Directors' will mean a group of members responsible for overseeing and auditing the President and the Executive Committee members.
- d) The Board of Directors will be nominated by the Executive Committee and approved by the general assembly.
- e) The phrase 'Executive Committee members' refer to the President, Vice President, Secretary General, Vice Secretary General, Financial Secretary, Treasurer, Public Relations Officer, Education Officer, and Information Technology Officer.

Section I.4: Government

This Bylaws will be the law of BC in accordance with laws of Cameroon.

Section I.5: Governing Bodies

The governmental powers of BC will be vested in the organs of the association in accordance with the laws provided herein.

Section I.6: Location

The BC office will be in a location within territorial boundaries of Cameroon as determined by general assembly.

ARTICLE II: MISSION, VISION, CORE VALUES, OBJECTIVES

Section II.1: Mission/Vision

The Mission/Vision of BC is:

- a) To promote unity, collaboration, and solidarity amongst the GHS TIKO Ex- Students of 1993-2000;
- b) To explore ways and means of assisting our alma mater; GHS Tiko;
- c) To preserve a certain degree of attachment to GHS Tiko, through outreach endeavors, and to be informed with issues relating to the development of GHS Tiko;
- d) To encourage several means of communicating with our BC community worldwide;
- e) To explore ways of helping members through social and professional networking within our various global regions.

Section II.2: Core Values

Respect, Recognition, Empowerment, and Solidarity.

Section II.4: Objectives

Members shall contribute to the objective of the association, including but not limited to:

- a) Leadership and mentoring to promote academic growth of current students at GBHS Tiko;
- b) Collaboration and networking to improve personal, career, and economic development;
- c) Collaborate with other local and international association in attaining mission and vision;
- d) Generate funds through donations and fundraising events to accomplish BC's mission.

ARTICLE III: MEMBERSHIP

Section III.1: Membership Inclusion

A Member is an ex- student of GHS TIKO BATCH OF 1993- 2000 who has paid an annual registration fee of 500FCFA.

Section III.2: Rights of Members

- a) Right to vote during elections of BC executive members and board of directors.
- b) Right to serve in any elected or appointed position of the organization.
- c) Right of access to the current BC Bylaws.
- d) Right to be elected as an executive member, or a member of the associations' Board of Directors.
- e) Right to serve on any committee as defined by the Bylaws.
- f) Right to financial benefits as defined in **Section XI.4**.

Section III.3: Membership Obligation

A. Membership Dues

- a) All members must pay a non-refundable annual membership fee of 500CFA. The annual membership dues begin January 1st – 31st in the year of review.
- b) Membership expires if annual fee is not paid by February 1st in the year under review.

B. Membership Status

- a) Members in good standing are those members whose dues and assessments are paid in full and who abide by the current Bylaws - attend all general meetings in person or using web technology as scheduled by the executive; participate in election of executive members and board of directors; open to sharing information to enhance and advance BC's mission and vision
- b) Delinquent members are those who have not paid their dues or assessments after the due date.

C. Meeting Attendance and Participation

Attend 60% of general, executive, or BOD meetings, regular participation in other activities of the association (committee, fund raiser, convention, social medial platforms, etc.). Current with other financial obligations.

D. Cessation of Membership

- a) Membership shall be terminated upon receipt of a written notice from the member.
- b) In the event of non- compliance with membership obligation.
- c) Upon the death of a member.

E. Suspension of Membership

- a) When a member's activities or presence is seen to pose a threat to the rest of the members or the association at large.
- b) Voluntary time-off by a member for personal reasons.

F. Arbitration

- a) Any dispute between members as a result of association activities, shall be resolved by arbitration.
- b) The executive shall be charge with the arbitration and resolution of such disputes.
- c) If executive cannot resolve the problem, a resolution can be reached by 2/3 majority of the general assembly.

ARTICLE IV: ORGANIZATION AND GOVERNANCE

The organs of the **BC** shall be:

1. Board of Directors
2. Execute officers
3. Committees
4. General assembly

5. Regional chapters

Section IV.1: Board of Directors (Board)

The Board shall consist of seven members made up of the President, Secretary General, and five non-executive members of regional diversity. The Board may include an external person.

A. Responsibilities of the Board

- a) Oversee, advise and audit the executive committee.
- b) Amend and adopt action plan from executive committee for the conduct of business as are deemed necessary.
- c) Take a position and express an opinion on behalf of BC, on issues relevant to the organization.
- d) Could take a decision in case of emergency and act on behalf of the association and inform the members immediately after.

B. Board of Directors Meetings

- a) Meetings of the Board will be held at least twice a year chaired by the President.
- b) Notice of board meetings will be announced through BC electronic communication channels.
- c) Board meetings are open to all members except for closed door meetings as deemed necessary by the board.
- d) Elected Board members are expected to be present at all Board and strategic planning meeting.
- e) If greater than 50% of meetings are missed, the president with the approval of the Executive Committee may replace the member.
- f) Board meetings may be convened by either face to face, by telephone or other electronic means that allows participants to communicate with each other.

C. Voting during Board of Directors Meetings

- a) All board members will have one vote.
- b) The affirmative vote of a majority of the total number of Board members present at any meeting at which a quorum (at least 70%) is present will constitute action by the Board of Directors.
- c) A quorum will be 70% of Board members present. Action taken by a meeting of less than a quorum of the Board shall be subject to ratification by ballot within thirty days.

Section IV.2: Term of Office

- a) Elected officers will have two (2) years obligation of service as one term from date of initial election.
- b) Elected officers cannot serve more than two (2) consecutive terms or no more than four (4) consecutive years in the same role within BC executive committee.
- c) The elected positions will be conferred to members through a simple majority votes.
- d) BOD members will have two years obligation of service as one term renewable.

Section IV.3: Indemnification

By resolution of the Board of Directors, BC may provide indemnification for the cost of suit against current or former officers and board members. Security against legal action will be limited to litigations resulting from officers or board members duties as defined in constitution. BC will not assume legal liability for actions of gross negligence or misconduct of an officer or board member.

ARTICLE V: ELECTIONS

Section V.1: Nomination Process

An election committee made of three (3) members appointed by the board of directors during June of non-election year, will coordinate all elections during their term. The chairperson and members of this committee shall not be candidates for office.

Candidates for election will either be self-nominated or nominated by any BC member.

Section V.2: Call for Nominations

All BC members will receive the notice for expiring elected positions at least three months before said election date. Deadline for accepting nominations will be not less than one month before the said election date. Nominee information and the post they seek should be sent to the chair of the election committee.

Section V.3: Eligibility

Candidates seeking elected positions must be BC active members in good standing (regular group participation, meeting attendance, and current with all financial obligations).

Section V.4: Ballots

Eligible members in good standing will be allowed to cast one vote for each position to be elected. Voting must be by a secret ballot (secure online voting). Show of hands shall not be acceptable for election of leadership officers.

Section V.5: Results of Election

- a) Candidates receiving simple majority of votes for each office will be declared elected.
- b) The runners-up for President and Secretary General will automatically become the Vice President and Vice Secretary General, respectively.

ARTICLE VI: DUTIES OF THE OFFICERS

Section VI.1: President

Subject to the oversight (under advisement) of the Board of Directors (BOD), the President shall be the spokesperson / Administrator of the Association, and shall generally:

- a) Direct and manage the activities and affairs of the other executives.
- b) Submit to the general assembly, necessary proposals and suggestions as to fulfill the goals and objectives of the association.

- c) Preside or appoint a representative at all ~~the~~ BC general and executive meetings.
- d) Elect a co-chair (chief whip) from the general assembly for each meeting.
- e) Perform other duties as the BOD may determine or as may be prescribed by the Bylaws.
- f) Be charged with custody of and be responsible for all funds and securities of the association in conjunction with the Financial Secretary and the Treasurer.
- g) Be, in conjunction with either the Financial Secretary or the Treasurer, authorized to sign checks and drafts for payment of money, notes, or other evidences of indebtedness issued on behalf of BC.

Section VI.2: Vice President

- a) The Vice President shall assist the office of the President and be responsible for specific duties as may be assigned by the President.
- b) In the absence or disability of the President, the BOD shall appoint the Vice President to perform all the duties of the President, and in so acting, shall have all the responsibilities and authorities of the President.
- c) The Vice President shall perform other duties as the BOD may determine or as may be prescribed by the Bylaws.

Section VI.3: Secretary General

The Secretary General shall:

- a) Send meeting notifications and record all the proceedings of the meetings to be kept for that purpose.
- b) Take minutes of all official meetings of the association general, executive and Board meetings.
- c) Maintain an up-to-date list of all the members in good standing with the Association when necessary.
- d) Publish minutes within one week of zoom meeting.

Section VI.4: Assistant Secretary General

- a) The Assistant Secretary General shall assist the office of the Secretary General and be responsible for specific duties as may be assigned by the President.
- b) In the absence or disability of the Secretary General, the Assistant Secretary General will perform all the duties of the Secretary General, and in so acting, shall assume all the responsibilities and authorities of the Secretary General.
- c) The Assistant Secretary General can act in lieu of Financial Secretary in their absence.

Section VI.5: Financial Secretary

- a) The Financial Secretary, with the Treasurer will manage the finances of the association.
- b) They shall be responsible for collecting registration fee, dues, or other fees, and shall issue receipts for funds received.
- c) They shall keep BC accounts on all funds received and shall hand over all funds received to the

Treasurer for deposit into the association's bank account.

- d) They shall prepare and submit quarterly financial reports to the BOD and general assembly
- e) They shall co-sign association checks or approve funds for projects with the President as assigned by the President.
- f) Upon request, they shall furnish the BOD or Auditor(s) with all financial documents within 10 business days.

Section VI.6: Treasurer

- a) The Treasurer shall reside in Cameroon.
- b) The Treasurer, with the Financial Secretary, shall manage the finances of the association.
- c) They shall be responsible for depositing all funds, or other valuables, received from the members, Financial Secretary or any external donor(s) into the association's bank account within three (3) business days of receipt.
- d) They shall also be responsible for all disbursements made on behalf of the association.
- e) They shall render to the BOD, at its regular meetings or when the BOD so requires, an account of all transactions as Treasurer.... and of the financial condition of BC.
- f) They shall co-sign checks or approve funds with the President as assigned by the President.
- g) Upon request, they shall furnish the BOD or Auditor(s) with all financial documents within 10 business days.
- h) They shall not own the rights to draw loans from association funds.

Section VI.7: Education Officer

- a) The Educational Officer shall support and mentor students by providing them with shared resources and connections to other members for mentoring.
- b) They shall organize and lead fundraiser events for educational enhancement.
- c) They shall ensure collaboration between BC, the current Administration of GBHS Tiko and other educational establishments for educational enhancement and professional knowledge sharing.
- d) They shall collaborate with the Public Relations officer and Information Technology officer as needed.

Section VI.8: Public Relations Officer

- a) The Public Relations (PR) Officer shall promote the role of BC to all members.
- b) They shall maintain the positive public image of the association.
- c) They shall collaborate with the IT officer to manages the BC website and any Social Media outlets.

Section VI.9: Information Technology Officer

- a) The Information Technology officer shall formulate an effective IT strategy for BC.

- b) They shall collaborate with the PR Officer to manage all social media platforms for BC.

Section VI.10: Vacancies/Resignation

- a) Resignation of any members from positions within the Board of Directors or the BC executive shall be submitted in writing to the President. The Vice President shall receive the resignation if the President is unavailable to respond in a timely fashion or if the resignation is from the President.
- b) Vacancies of any elected position will be filled by appointment for the remainder of the term. A nomination for the vacant position will be initiated by the Election Committee and must be approved by at least two thirds (2/3) vote of the members of the Board of Directors.
- c) The Vice President will assume the office of President should that position be vacated either by resignation or incapacitation of the President. Should both the President and Vice President be incapacitated, the order of succession shall be the General Secretary, and then the Treasurer.

ARTICLE VII: EXECUTIVE COMMITTEE

Section VII.1: Authority and Responsibility

The Executive Committee may meet and act on all matters, except those specifically reserved to the Board by these Bylaws. Actions of this committee will be reported to the Board in writing or at the next Board meeting.

Section VII.2: Executive Committee members

The Executive Committee will consist of the President, Vice President, Secretary General, Assistant Secretary General, Financial Secretary, Treasurer, Education Officer, Public Relations Officer, and Information Technology officer.

Section VII.3: Executive Quorum

Seventy percent of the Executive Committee will constitute a quorum at any duly called meeting of the Executive Committee.

Section VII.4: Initiation of and Method of Meeting

The President shall call such meetings of the Executive Committee as the business of BC may require. An emergency Executive Committee meeting may be called by the President for issues that need immediate attention by the executive or are of a sensitive nature. These meetings may be conducted by telephone, electronic resources, or face-to-face.

ARTICLE VIII: GENERAL MEETINGS

Section VIII.1: Time, Location

BC general meetings occur every two months. These meetings shall be held using web-based communication technology that allow distance participation. The meeting shall hold on the 3rd Saturday of the occurring month as from 5:00 pm, Cameroon time. Changes to time and mode of attending these general meetings as indicated shall be approved by the executive.

Section VIII.2: Special Meetings

Special meetings of BC may be called by the Board of Directors or the Executive Committee at any time to discuss businesses related to the association. The members must receive no less than 48 hours' notice and the purpose of the meeting will be stated in the notice. Members present will constitute a quorum.

Section VIII.3: Cancellation

The President, in collaboration with the executive committee, may cancel a scheduled general meeting if necessary. A written notice and reason for cancellation shall be reported to all members, at least 48 hours before the date and time of the scheduled meeting.

ARTICLE IX: COMMITTEES

Section IX.1: Education/Scholarship Committee

The Education/Scholarship Committee shall:

- a) Be headed by the elected Education Officer, who will appoint members of this committee;
- b) Be responsible for developing and coordinating education/scholarship programs for the association;
- c) Develop informative materials to promote education and professional development for current students;
- d) Perform other duties as assigned by the President or the BOD;
- e) Coordinate the mentorship of current selected student mentees;
- f) Submit minutes of their meetings to BC Secretary General.

Section IX.2: Convention and Event Planning Committee

- a) The Convention and Event Planning Committee shall be headed by PR and IT officers.
- b) The Committee Chair will appoint other members to serve on the committee during their term.
- c) The Committee shall plan BC National Conventions every other year starting 2022.
- d) The Committee shall initiate and plan fundraising projects in collaboration with BC's PR and IT Officers.
- e) The Committee shall make recommendations to the Board and the President on conventions, dates, sites, and speakers.
- f) The Committee shall evaluate all BC events within 30 days post-event and submit evaluation reports to the BOD.
- g) The Committee's meeting minutes must be submitted to BC Secretary General.

Section IX.4: Election Committee Members

- a) The Chair and members of the Election Committee shall be appointed by the BOD and shall function as defined in Article V above.
- b) The term of appointment will be for the period of election.

- c) The Committee's meeting minutes must be submitted to BC Secretary General.

ARTICLE X: SUBGROUPS

Section X.1: Regional Subgroups

- a) These are current members of BC in good standing who create a subgroup within a continental region of residence.
- b) They shall abide by the constitution of BC
- c) The name of the subgroup shall be BC- (Name of the region).
- d) All their projects to alma mater shall be approved by the BC BOD to prevent duplications.
- e) They shall be incorporated in their respective region but shall use their affiliation with BC to benefit the tax- exempt status.
- f) The President or representative of each regional will be a non-voting member of BC executive except they are a member of the BC executive.
- g) Regional representatives shall be expected to attend executive meetings and update the BC executive of their region activities.
- h) They shall work together with the Convention and Event Planning Committee if BC has a convention or an event in their city or region.
- i) They shall be responsible for any expenses related to the running of their regional subgroup.

ARTICLE XI: FINANCE AND BENEFITS

Section XI.1: Financial Goals

Ensure prudent and efficient use of finances (internal or external sources) to run the association on a day-to-day basis.

Section XI.2: Financial Rules

BC will follow generally accepted accounting principles. The mission and vision of BC will be considered in all financial decisions of the association.

Section XI.3: Budget

- a. All committees including the Convention and Event Planning Committee shall submit a proposed budget to the BOD for approval. Once the budget is approved by the Board, it will be presented to the General Assembly.
- b. The BC budget for the year under review must be adopted by 2/3 majority of General Assembly members before execution.
- c. The fiscal year of BC shall be January 1st to December 31st of the year.
- d. BC financial transactions shall be carried out via mobile services and a BC bank account.

Section XI.4: Social Events

- a. In the event of serious and protracted illness or life-threatening injury, there shall be a minimum contribution of 2,000CFA per member.
- b. In the event of the unfortunate death of a Member, there shall be a minimum contribution of 10,000CFA per member.
- c. In the event of the unfortunate death of a Spouse, child, or parent, there shall be a minimum contribution of 5,000CFA per member.
- d. Other life changing events such as, but not limited to, socio- economic needs affecting a member can be addressed on a case- by-case basis.
- e. Minimum contributions are mandatory for all members.
- f. Contributions shall come in no later than 30 days of announcement of event.
- g. Members must be active and in good standing to be eligible for financial benefits.
- h. Ten percent (10 %) of total amount collected for social events will be retained in BC funds.

ARTICLE XII: DISSOLUTION

Section XII.1: Dissolution

BC will use its funds strictly to accomplish the objectives as specified in this constitution. Upon dissolution of the association, any funds or assets remaining will be distributed as scholarship to qualified candidates as specified by the Scholarship Committee and with BOD approval. Upon the dissolution of any BC subgroup, any funds or assets remaining will be transferred to the parent association.

The subgroups shall be automatically dissolved upon the dissolution of the parent association.

ARTICLE XIII: AMENDMENT OF BYLAWS

Section XIII.1: Changes

The BC Bylaws may be amended, supplemented, or repealed. All changes (amendments, supplementations or repeals) must be approved by the Executive Committee with a quorum and submitted to the General Assembly for a vote. Notice of the proposed changes will be presented to the General Assembly at least thirty days prior to voting. The voting may be conducted in a face to face or via other authorized information technology systems. At least two-thirds of the votes of the General Assembly is required to approve the amendments. The constitution shall be open for amendments every three years.

This Bylaws is approved and endorsed to effectiveness by the following members as witnesses on the dates indicated.

This constitution becomes effective on date of approval and non-retroactive.

{Name. signature and date}

President:

Secretary:

Treasurer:

Financial Sec:

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