



ST. CHARLES OLD BOYS ASSOCIATION (SCOBA)- NORTH AMERICA

By Laws

AND SAMPLE BY-LAWS

PREAMBLE:

We, HAVING ATTENDED St. Charles Minor Seminary Senior High School (herein called St Charles or the school) in Tamale, Ghana and benefited from quality education and moral instruction;

WISHING to secure for ourselves the pleasure and benefits of an association of old students;

INTERESTED in being one another's keeper;

DESIROUS to assist our Alma mater to continue to provide quality education and moral instruction;

BELIEVING that fellowship among past students should involve the principles of scholarship, commitment and dedication to the ideals of St. Charles Secondary school; and

STRIVING towards the achievement of those principles that will uphold the dignity and high esteem of our alma mater;

Have founded an Association and agreed upon the following:

ARTICLE 1

NAME, STATUTORY OFFICE AND DURATION

1. The Association shall be known and called St. Charles Old Boys Association- North America(SCOBA-NA), in this constitution referred to as “The Association.”
2. Members may be referred to as Caroleans or Oldboys.
3. The Global Statutory Office shall be established in Accra, Ghana. The North America office shall be established at a location to be agreed by the Association.
4. The Association is established for an indefinite duration and may be liquidated at any time in accordance with Article 25 of this Constitution.
5. The Association shall be a non-profit organization and shall be registered as such.

ARTICLE 2

OBJECT

1. The object of the Association is to concern itself with all matters affecting past students of St. Charles Minor Seminary Senior High School, Tamale, recognized as members of the Association, and all matters affecting St. Charles Minor Seminary Senior High School, Tamale.
2. For the purposes of achieving the object stated in clause 1 of this article, the Association shall take such actions as it shall consider expedient and necessary.
3. The Association shall in particular:
 - a. concern itself with the welfare of its members;
 - b. promote good relationship between the Association and similar Associations elsewhere; and
 - c. enhance the development of St. Charles Minor Seminary Senior High School, Tamale.

ARTICLE 3

MEMBERSHIP

1. Any past student of St. Charles Minor Seminary Senior High School Tamale who has completed at least one academic year of studies at St. Charles Secondary School, may become a member of the Association.
2. The Association, by a majority vote at a general meeting, may award Honorary Memberships to Patrons and well-wishers whose support to the Association measures up to such an honor. Honorary Members shall be non-voting members of the Association and are not obligated to pay dues (i.e., they may choose to pay dues or not).
3. Every member of the Association shall have his name registered in the Register of Members maintained by the General Secretary of the Association.
 - a. Membership applications can be made in writing to the President of the Association.
 - b. Membership application can be made on the alumni website.
 - c. Whereas we prefer and encourage Member registrations online through the Alumni page at the school website (<https://stcharles.edu.gh/alumni-registration/>), such online registration shall be vetted by the General Secretary.
 - d. Until verification is complete, the prospective Member shall be recognized as an Aspiring Member, with no recognition under this Constitution as a Member of the Association.
 - e. Acceptance will be based on validation (by showing a certificate, from classmates or a member in good standing) of the Aspiring Member. Where validation of the said member fails (no way to confirm the member as an old boy of St Charles), the name and details of the Aspiring Member shall be deleted from the registry.
4. All members shall belong to at least one Regional and/or Location group.
5. A location or regional group shall consist of past students of St Charles Minor Seminary Senior High School as defined in ARTICLE 3, section 1., of this constitution.
6. Members shall be of good standing
 - a. Paid their contributions to dues at their local groups. Paid their contributions to projects at the local and global groups as agreed by the Association.
 - b. Belong to and actively participate in their year group activities, location/region activities upon completion of St Charles Minor Seminary/ Senior High School
 - c. Active in discussions at their RGA (Regional General Assembly).
 - d. Act in a way that does not bring the Association or the School's name to disrepute.
 - e. Act in a way that does not bring intentional harm to members of the Association.

ARTICLE 4

TERMINATION OF MEMBERSHIP

1. A member shall be liable for termination if they act in a way to undermine the reputation of the Association. Where the member's behavior is deemed not to be grievous, he shall be suspended. Examples of behaviors considered for termination include but no limited to:
 - a. Refusal to pay dues (after reminders and appeals)
 - b. Act in a way to cause emotional or bodily harm or death to (a) member(s)
 - c. Unethical (disrespect, abuse, immoral, insubordinate) behavior at meetingsThe EC shall decide based on the action, if it warrants a suspension or termination.
2. Membership in the Association shall be terminated upon the death, resignation or expulsion of a member.
3. A member may resign by submitting a letter of resignation to the Executive Council and his resignation shall be endorsed by a General Meeting of the Association.
4. The expulsion of a member may be proposed by any member in good standing for stated reasons to the Executive Council, copied to the affected member.
5. The fate of the member considered for expulsion shall be discussed and determined at a General Meeting, at which time the affected member shall be given the opportunity to be heard.
6. Until a decision of a General Meeting is taken on the expulsion of a member, the Global Executive Council may suspend the member after hearing the case of termination raised by a member in good standing.
7. A majority vote from members of the Global Executive Council shall constitute an affirmation or a decline of the suspension proposed.

ARTICLE 5

THE GENERAL ASSEMBLY

1. All Members in Good Standing (per ARTICLE 3) shall be members of their location or region groups., and be active in discussions at their RGA (Regional General Assembly). The RGA shall elect its Regional Executives to fill the following offices for their location or region:
 - i. President
 - ii. Vice President

- iii. Organizing Secretary
 - iv. General Secretary
 - v. Financial Secretary
2. The offices under 1. may be consolidated to no less than two offices for a Region. The minimum offices at consolidation shall be that of the President (whose duties shall involve but not limited to the duties listed in ARTICLE 12) and Vice President (whose duties shall involve but not limited to the duties listed in ARTICLE 12).
 3. A meeting of the RGA shall not be invalidated on the grounds that a member who is not in Good Standing was present at the Regional meeting, provided the number of members not in Good Standing at the meeting does not exceed the number of members in Good Standing.
 4. Regional Executives shall present two representatives to the GCC (Global Coordinating Committee). The following functions shall be performed exclusively by the GCC:
 - a. The election of the Leadership of the GCC;
 - b. Approval of the Annual Report, including the Annual Audited Financial Statement;
 - c. Approval of the Annual Plan of Action and Budget;
 - d. Appointment of Auditor(s);
 - e. Approval of Patrons and the Board of Trustees;
 - f. Amendment of this Constitution and By-laws.

ARTICLE 6
EXECUTIVE COUNCIL

1. This Global Association shall be managed by the GCCEC (Global Coordination Committee Executive Council), herein also referred to as the Executive Council, and shall consist of seven (7) persons elected to the GCC as representatives of their RGA.
2. The GCCEC shall comprise:
 - a. A President;
 - b. A Vice-President and President Elect;
 - c. A General Secretary;
 - d. A Financial Secretary;
 - e. An Organizing Secretary;
 - f. A Membership and Publicity Secretary; and
 - g. A Chaplain.

ARTICLE 7

ELECTION OF OFFICERS

1. The members of the GCCEC shall be elected at a general meeting of the GCC.
2. The elections shall be by secret ballot.
3. The term of office for the GCCEC shall be two years.
4. Apart from the office of the President, any of the offices in ARTICLE 6, section 2 shall be filled by elections at the GCC general meeting.
5. The Office of the President Shall be elected once, at the effect of this Constitution
 - a. The President shall serve a two year term;
 - b. After the two year term of the President, the President shall automatically qualify to be a member of the ABPP (Advisory Board of Past Presidents).
 - i. The ABPP shall constitute a non-voting member of the GCCEC. ABPP shall Act as special advisors to the GCCEC.
 - ii. A President removed from office before the end of their term will not be admitted into the ABPP.
 - iii. A majority vote at the GCC shall affirm a Past President as a member of the ABPP; subsequently, a majority vote of the GCC shall remove any a Past President from the ABPP where irreconcilable differences make it impossible for the voting members of the GCCEC to perform their duties; and where the ABPP member fails in their advisory role to the voting members of the GCCEC.
 - c. Subsequent after the election of the first President at the effect of this constitution, the **Vice-President and President Elect**, at the end of the term of the President shall be affirmed as the President of the Association for a two year term.
6. Any member of the GCC may be eligible for re-election into the GCCEC per ARTICLE 7, section 4 of this constitution, as long as they remain elected representatives of their RGA.
7. A member shall not serve more than three consecutive terms as an executive member in the same position.
8. For the purpose of a general election, the General Meeting shall nominate any three members to oversee the electoral process and such nominees shall be approved by at least two-thirds (2/3) of the members present and voting.
9. A vacancy occurring between general elections shall be filled by special elections at the first General Meeting after an Executive position becomes vacant and such elected officers shall remain in office until the next election.

10. A person shall be declared elected to the Office for which he has been nominated if he obtains a simple majority of the valid votes cast at the election.

ARTICLE 8

VACATION OF OFFICE

1. All Executive members shall vacate their positions at the expiration of their term of office. The Executives may continue in an ACTING capacity until their successors are elected.
2. An Executive member who wishes to resign may do so by giving one-month written notice to the GCC. The letter shall be addressed to the President, and copied to all members of the GCCEC.
3. The Executive Council upon receipt of a resignation notice shall inform the GCC at the next General Meeting.
4. An Executive member may be removed from office if he absents himself from three (3) consecutive Executive meetings without excuse or engages in any act of commission or omission that is likely to bring the image of the Association into disrepute.
5. Any five members of the Association may apply in writing to the President, calling for the removal of an Executive member.
6. An application for the removal of an Executive member shall state all the grounds for the removal of the Executive Member.
7. The President shall transmit a copy of the application to the Executive member concerned with a request for comment and response.
8. The Executive member concerned shall, within ten days of the date of receipt of the complaint or within such further period as may be specified by the President, submit to the President his comments or response to the application for his removal.
9. The Executive Council shall investigate all matters raised in an application for the removal of an Executive member.
10. The President shall make a full report on the matter to the Executive Council and forward the recommendations of the Executive Council to the General Assembly.
11. The General Assembly shall take the final decision on all matters regarding an application for the removal of an Executive member.

ARTICLE 10

FUNCTIONS AND POWERS OF THE EXECUTIVE COUNCIL

1. Subject to the directions of the General Assembly, the Executive Council shall be responsible for the realization of the object of the Global Association.
2. Without limiting clause (1) of this Article, the Executive Council shall:
 - a. supervise, regulate and control compliance with the provisions of this Constitution;

- b. formulate the standing orders of the Association to be applicable to such meetings as the Executive may determine;
- c. establish such committees as may be necessary to give effect to the aims and objectives of the Association;
- d. nominate members of any such committees for approval by the General Assembly for the conduct and operation of the activities of the Association;
- e. subject to the approval of the General Assembly, determine levies and dues to be paid by members;
- f. raise funds for the furtherance of the aims and objectives of the Association;
- g. manage and account for all funds of the Association;
- h. have all such incidental powers that are necessary for the realization of the object of the Association; and
- i. perform any other function conferred on it under this Constitution or that are ancillary to the object of the Association.

ARTICLE 11

MEETINGS OF THE EXECUTIVE COUNCIL

1. The Executive Council shall meet at least once a month for the dispatch of business at the times and places determined by the President.
2. The President shall at the request in writing of two Executive members of the Executive Council convene an extraordinary meeting of the Executive Council at the place and time determined by the President.
3. The quorum at a meeting of the Executive Council is four (4) members of the Committee.
4. The President shall preside at the meetings of the Executive Council and in the absence of the President, the Vice President, and in the absence of the Vice President, a member of the Council elected by the members present.
5. Matters before the Executive Council shall be decided by a majority of the members present and voting and in the event of a tie of votes, the person presiding shall have a casting vote.
6. The Executive Council may co-opt a person to attend its meeting, but that person is not entitled to vote on a matter for decision by the Council.

ARTICLE 12

FUNCTIONS OF MEMBERS OF THE EXECUTIVE COUNCIL

The President

1. The President shall:

- a. Be a co-signatory to the checks and redrawals of funds of the Associations.
 - b. Be responsible for the day to day administration of the affairs of the Association and implementation of the decisions of the General Assembly and the Executive Council.
 - c. Serve as the Association's main link to the School, Religious Leaders (Bishop) and all Regional bodies of SCOBA internationally.
2. Approve all expenditures charged on the funds of the Association.

The Vice President and President Elect

3. The Vice-President and President Elect shall:
- a. Be a co-signatory to the checks and redrawals of funds of the Associations.
 - b. Perform such functions as may be assigned to him by the President in accordance with the duties described to the President in this Constitution. Such duties shall include, but not limited to assisting the President in fulfilling his duties enshrined in this Constitution.
 - c. Assume the office of the President in the absence of the President.

The Secretary

4. The Secretary shall:
- a. Be a co-signatory to the checks and redrawals of funds of the Associations.
 - f. Keep record of the proceedings of all meetings of the Association and Executive meetings;
 - g. Keep the Register of Members;
Coordinate all correspondences of the Association;
 - h. Present annual reports covering the activities of the Association for the previous year;
 - i. Assume the office of the President in the absence of the President and the Vice-president and President Elect; and
 - j. Perform such other functions as are imposed by this Constitution.

The Financial Secretary

5. The Financial Secretary shall:
- a. Be a co-signatory to the checks and redrawals of funds of the Associations.
 - b. Keep books of accounts for the Association and ensure the proper recording of all transactions of the Association into the accounts.
 - c. Prepare an annual budget not later than three months before the end of a calendar year meeting.
 - d. Prepare the annual financial statement and submit the same through the Executive Council for approval by the General Assembly not later than three months following the end of a financial year.

- e. Cause to audit the accounts of the Association within six months after the end of a financial year and submit the same through the Executive Council for approval by the General Assembly.
- f. Be responsible for the day to day management of the finances of the Association;
- g. Receive and acknowledge receipt of all monies paid to or by the Association;
- h. Lodge all monies in the Bank not later than five days of receipt of such monies and maintain accounts in a Bank for the Association;
- i. Keep proper records of all monies received and expended by or on behalf of the Association; and
- j. Pay all bills authorized by the President acting in consultation with the Executive Council.
- k. Submit itemized statements of receipts and payments of the Association to the Executive Council for recording by the Financial Secretary at the end of each month.
- l. Hand over all assets and liabilities of the Association to his successor at the end of his term of office.
- m. Take custody of all assets of the Association.

Organizing Secretary

- 6. The Organizing Secretary shall:
 - a. Perform such duties as may be defined by the Executive Council under the direction of the President.
 - b. Be responsible for the organization of all the Association's activities, and, shall ensure the successful planning, control and execution of all programmes.
 - c. Act as Secretary in the absence of the Secretary.

The Membership and Publicity Officer

- 7. The Membership and Publicity Officer shall:
 - a. Prepare for approval of the Executive Council a Membership Drive Plan for continuously increasing the membership of the organization.
 - b. Implement the Membership Drive Plan.
 - c. Implement activities for ensuring that members attend meetings and are committed to the organisation.
 - d. Generally, publicize the activities of the organization.
 - e. Shall be responsible for all social media and online information including updates to our alumni website.
 - f. Work with the St Charles school (Media Club and IT Teachers) to keep the website up to date.

The Chaplain

8. The Chaplain shall be an ordained minister of the Church. His functions include but not limited to providing spiritual guidance and prayers to the success of the organization. He shall preside over opening and closing prayers during meetings. He may appoint other ordained ministers or members to perform his duties when he is not available.

ARTICLE 12

SPECIAL/STANDING COMMITTEES

1. The GCC may appoint standing committees for the following purposes:
 - a. Defining and prioritizing development projects for the School
 - b. Fundraising to support projects, running of the Association and welfare
 - c. Membership, Communication and Publicity
 - d. Organization and Logistics
 - e. Welfare
 - f. Mentoring and Discipline
2. The Association may appoint other committees composed of members and may assign to such committees' functions, as it may deem necessary.
3. Unless otherwise stated, committees of the Association shall provide the necessary support to the Executive Council in furtherance of the objects of the Association.

ARTICLE 13

MEETINGS

A SCOBA Global General Meetings shall be held at the middle, and end of the year (June and December-annually at a venue or medium (virtually)) to be decided each time by the Executive Council.

1. The quorum for a SCOBA General Meeting shall be a third of the representation of at least one representation of the Regional/Location groups.
 - a. At least three regional/location groups shall be represented at a global meeting.
 - b. Representation by proxy where a region elects a representation of another region to represent them is allowed.

- c. Where a region is unable to be present, they shall write to the President excusing themselves and providing a proxy representation on their behalf
 - d. Such a proxy representative shall be a member in good standing.
 - e. Where a region fails to provide a proxy representative and fails to attend a global meeting, they shall be queried by the President and may be fined. The maximum fine shall not exceed \$200 USD.
- 2. If no quorum is available after the expiration of an hour from the time scheduled for the commencement of any General Meeting, the meeting shall stand adjourned to the date of the next meeting and after that to the third meeting date if no quorum is formed then the meeting shall be deemed adjourned *sine dine*.
- 3. Unless otherwise agreed by the General Assembly, the first Saturday of June and December of every year shall be the dates for the SCOBA Global Annual General Meetings.
- 4. The President shall at the request in writing of selection of membership of the Association convene an Emergency Meeting at the place and time determined by the President to deliberate on specific issues that require very urgent attention before the next General Meeting. This intention shall be largely publicized on our digital media platforms.
- 5. The quorum for an Emergency Meeting shall be one-fifth of the membership representations of Regions recognized by the Association.
- 6. The Executive shall cause the first bi-annual general meeting to be held not later than the first Sunday of the sixth month of every calendar year.
- 7. The following are within the jurisdiction of the agenda of the General Meeting:
 - a. Update on projects
 - b. Welfare of members
 - c. Discussions on Financial standings of the Association
 - d. Decisions concerning the expulsion of a member; and
 - e. The removal of an Executive member from office.

ARTICLE 14
FINANCE

- 1. Funding for activities and projects of SCOBA shall be by voluntary contributions, sponsorships and grants. SCOBA members and executives shall not borrow/lend funds from/to institutions/persons in the name of the Association.

2. All funds of the Association shall be available to the Association upon request. These include invested funds. The period of availability of funds shall not exceed 90 days upon request.
3. The Executive Council shall cause the Association's Account(s) to be opened in the name of the Association with a recognized financial institution as shall be determined by the General Meeting.
4. The following four Executive Council members shall be the authorized signatories to the Bank Account(s) of the Association:
 - a. the President,
 - b. the Vice President and President Elect,
 - c. the General Secretary, and
 - d. the Financial Secretary.
5. The President and any one of the other three authorized signatories shall have the mandate to sign and draw upon the Bank Account(s) of the Association.

ARTICLE 15

CONFLICT OF INTEREST

1. An Executive member shall not put himself in a position where his personal interest conflicts or is likely to conflict with the performance of the functions of his office.
2. An Executive member who has an interest in a matter for the consideration by the Executive Council shall disclose that interest and is disqualified from participating in the deliberations of the Committee in respect of that matter.
3. An Executive Officer who contravenes clauses (1) and (2) shall attract sanctions to be determined by a committee set up for that purpose.

ARTICLE 16

ASSETS

1. A Board of Trustees shall be constituted to provide oversight over the Assets of the Association.
2. All assets of whatever nature of the Association shall be vested in a Board of Trustees to be appointed by the General Assembly.
3. The Board of Trustees in consultation with the Executive Council shall advise on the investment of all assets of the Association in profitable ventures solely for the furtherance of the aims and objectives of the Association.

ARTICLE 17

AUDIT

1. The financial year of the Association shall be from 1st January to 31st December of each year.
2. The General Assembly shall, on the advice of the Financial Committee appoint an Auditor for a period of one year at the Annual General Meeting of the Association.
3. The Auditor shall, within six months after the end of a financial year, may be engaged to present an audit report on the Association.

ARTICLE 18

INSPECTION OF BOOKS AND RECORDS OF THE ASSOCIATION

1. Every member of the Association shall have the right to inspect the Register of Members and other books, documents, records or securities of the Association.
2. A member may at any reasonable time inspect without charge the books, documents, records or securities of the Association, but may not remove them from the custody of the person to whom they are entrusted, provided such a member gives one week notice of his intended inspection.
3. Any intended inspection of the books with less than one-week prior notice shall attract a charge to be determined from time to time.

ARTICLE 19

AFFILIATIONS

1. The Association may affiliate with or enter into an agreement with any organization or institution that it deems appropriate.
2. Such an affiliation or agreement shall be authorized by the General Assembly upon recommendation by the Executive Council.

ARTICLE 20

AMENDMENTS

1. This constitution may be amended or altered at the Annual General Meeting by the General Assembly provided that:
 - a. A member desirous of tabling any amendment shall file a motion in respect of the proposed amendment thereof to the Executive and such a motion shall be supported by at least five members in good standing.
 - b. Notice of any proposed amendment shall reach the GCCEC at least sixty days to the next AGM.

- c. The GCCEC shall have given notice of any proposed amendment or alteration in writing to all members at least thirty days prior to the AGM at which it is tabled.
2. The Executive shall entertain any proposed amendment on a certificate of urgency and shall be required to give only one month's notice of an emergency meeting at which the amendment is to be tabled.
3. The amendment or alteration shall be approved by at least two-thirds (2/3) of the members present.

ARTICLE 21

COMMON SEAL

- 1 Upon the Association becoming incorporated, the common seal of the Association shall be in the custody of the Secretary and be affixed to any document only pursuant to a resolution of the Executive Council.
- 2 The Secretary and either the President or Vice-President and President Elect shall always witness the affixation of the seal.

ARTICLE 22

MINUTES OF MEETINGS OF THE ASSOCIATION

1. The Secretary shall cause proper minutes of all proceedings of all General and Executive Meetings to be taken and then to be entered before the holding of the next meeting, as the case requires, in a minute book or file kept for that purpose subject to sub-clause (2) of this Article.
2. The President shall ensure that minutes taken at a General or Executive Meetings are checked and signed as correct by the Chairperson of the General or Executive Meetings to which those minutes relate or of the next General or Executive Meetings as the case requires.
3. When minutes have been entered and signed as correct, as in clause (2) above, they shall until the contrary is proved, be evidence that:
 - a. The General or Executive Meeting to which they relate was duly convened and held,
 - b. All proceedings recorded as having taken place at the meeting did in fact take place thereat; and

- c. All appointments or elections made at the meeting shall be deemed to have been validly made.

ARTICLE 23
PATRONS

1. The General Assembly shall appoint Patrons of the Association.
2. The founding members shall appoint the first Patrons of the Association.
3. The functions of the Patrons shall be advisory and ceremonial.
4. Patrons shall remain appointed for a period of five years and may be reappointed thereafter.

ARTICLE 24
BOARD OF TRUSTEES

1. There shall be a five-member Board of Trustees of which at least one shall be a Patron.
2. The Board of Trustees shall be appointed by the General Assembly for a four-year term.
3. The Board of Trustees shall keep in trust all the assets of the Association and take decisions on the investments of the Association.

ARTICLE 25
WINDING UP

1. One third of the membership may by petition to the Executive Council submit a proposal to discuss the winding up of the Association.
2. A meeting to discuss the winding up of the Association shall be convened by the Executive Council within fourteen days of receipt of the petition.
3. The decision to wind up the association shall be taken by two thirds of membership present and voting.
4. A petition for the winding up of the Association shall contain details of plans and procedure in respect of the winding up.

ARTICLE 26

LEGAL EFFECT

1. These clauses bind every member as between themselves and the Association to the same extent as if every member of the Association had signed and sealed these rules and agreed to be bound by all its provisions.

ARTICLE 27

DEFINITIONS:

1. **The General Assembly:**

The General Assembly is composed of the totality of members of the Association and possesses all powers to permit the realization of the purposes of the Association.

2. **The Annual General Meeting:**

The Annual General Meeting (AGM) shall be a meeting at which members exercise the powers of the General Assembly.

3. **General Meetings:**

General Meetings shall be the ordinary periodic meetings of members of the Association. The periods shall be:

- a. bi-annual for global general meetings,
 - b. quarterly for regional general meetings, and
 - c. monthly for regional executive and global executive meetings
- Regions may call for emergency meetings through their President or his designate.

4. **The Executive:**

The Executive shall be persons elected by the General Assembly and vested with the power to manage the affairs of the Association at the Regional level or the Global level.

5. **Good Standing:**

- a. Good standing shall be conferred on a member who:
 - i. has paid up at least two-thirds of his yearly dues and levies for all years of his membership;
 - ii. has been a member for at least six months;

- iii. has not absented himself from three consecutive General Meetings of the association without permission and without acceptable excuse; and
 - iv. has participated in at least one of the activities of the Association other than meetings in every calendar year.
- b. Notwithstanding clause (5)(a) of this Article, a member who has met all the requirements in that clause except the payment of membership dues and levies or participation in activities of the Association shall be considered a member in Good Standing if he has made satisfactory arrangements with the Executive Council for the payment of the dues and levies or for his participation in activities of the Association.
- c. Only members in good standing are eligible to vote and to stand for election as a member of the Executive Council.

6. Acceptable Excuse:

Unless otherwise stated, an ‘acceptable excuse’ shall be that which the General Meeting considers and accepts as tenable.

7. Trustees:

For the purposes of this Constitution, ‘trustee’ is defined as a natural or an artificial person in whom the legal interest in the property of the Association is vested for the benefit of the Association.

COMMENCEMENT

This Constitution shall come into effect on the day of.....2021.

Adopted by a General Meeting of the Association	
Held on _____	
_____	President
_____	General Secretary
_____	Other members (See List)

Others Present at the adoption of the Constitutions:

NAME

SIGNATURE

DATE



St Charles Old Boys Association

North America By-Laws

INTRODUCTION

This section contains sample by-laws to be adopted or modified to suit regions and locations. To allow the GCCEC (Global Coordinating Council Executive Council) to focus on global projects, issues on member welfare shall be addressed locally by locations and regions. Welfare contributions and articles of disbursements of welfare funds during events shall be determined by the regions and locations.

MEMBERSHIP

1. The following shall be the categories of members of the Association:
 - a. Honorary members,
 - b. Ordinary members, and
 - c. Full members in good standing. A member in good standing:
 - i. has paid up their dues. He shall not owe more than three months dues at any time.
 - ii. Shall contribute to discussions and projects
 - iii. Be active (vote, participate, volunteer) in the Regional group (meetings and platforms)

2. Only members in good standing may hold positions in the Association.
3. Members shall be ethical in their virtual contributions; including postings on our social media platforms (e.g. WhatsApp). These postings shall be devoid of pornography/nudity, divisive politics and divisive religion, and online bullying.

LEADERSHIP

1. President
2. Vice-President
3. General Secretary
4. Financial Secretary (Audits the finances of the Association) -
5. Treasurer (Holds and disburses the funds of the Association) -
6. Organizing Secretary - Daniel Okyere
7. Counselor - Prof Zach Yamba

ELECTIONS / TERMS OF OFFICE

1. Elections shall be made by secret ballots at the end of the term of Executives
2. Elections shall be held in September, during the last general meeting of the year.
3. Term of office shall be two years, and up for re-election.
4. A person may not hold the same office for more than three terms.
5. A person may resign or be removed from office per the global constitution.
6. Elections of location/regional Executives shall be done during general meetings at the regional/location group level.

MEETINGS

1. A regular quarterly meeting shall be called to discuss business of the Association.
2. Meeting dates and times for our local Americas meeting:
 - a. Days: **Fourth Sundays???**/**Saturdays???** of the months of March, June, September and December
 - b. Time: 1 pm PST, 2 pm, MDT, 3 pm CST, 4 pm EST
 - c. These meeting dates shall not coincide with meeting dates for a SCOBA global general meeting.
3. Where a conflict date arises on a global meeting before or after the scheduled local meeting, the global meeting shall be honoured.
4. Special meetings may be called by the President to address unexpected events or support projects within the local group.

DUES AND LEVIES

1. A regular monthly contribution of **\$10.00** (in USD or CAD) per member is agreed. A member in good standing shall not default more than three months in dues or contributions.
2. The General Meeting shall approve such other levies as circumstances may determine.
3. Silver collections may be made to support welfare activities where there are no sufficient funds in the welfare reserves to undertake the said support.

STANDING COMMITTEES

1. Standing committees may be created for specific functions including but not limited to:
 - a. Projects committee
 - b. Constitutions and by-laws
 - c. Disciplinary committee
 - d. Welfare committee
 - e. Counselling/Guidance committee
 - f. Membership committee
 - g. Media committee
2. Every committee shall have a membership of at least three.
3. All standing committees must present a quarterly report to the general membership at a general meeting.
4. The executive may request reports from a standing committee as and when necessary.

WELFARE

1. There shall be a Welfare Standing Committee who shall determine the welfare support to accord a member.
 - a. The Welfare Committee shall assess and recommend for action the kind of support required by a member.

- b. This support shall be in accordance with the type of membership and the agreed support to be accorded to such a member.
- 2. Upon recommendation by the Welfare Standing Committee, the General Meeting shall agree on the following:
 - a. The number of formal delegates to represent the Association at any welfare functions.
 - b. The expenses of the delegates in respect of the welfare function in sub-clause (a) above.
- 3. Welfare functions shall include the following unexpected events, requiring social support from the Association:
 - a. The passing of a member, or
 - b. Passing of a member's spouse, or
 - c. The passing of a member's biological parents,
 - d. The passing of a member's biological/adopted child or children.

A member shall inform the Association of the event of the passing above, for action to be taken.

- 4. Unless otherwise agreed upon by this Association, the following Welfare Donations shall apply to members in good standing. These benefits may be revised to be more or less the amounts specified below:
 - a. Death of a member \$ 100.00 USD
 - b. Death of a member's spouse \$ 100.00 USD
 - c. Death of a member's biological parent \$ 100.00 USD
 - d. Death of biological/adopted child or children \$ 100.00 USD

5. Annual get-together:

- a. Unless otherwise decided by the General Meeting, there shall be at least an Annual get-together for the purposes of entertainment and socialization.
- b. The form and funding of such an Annual Get-together shall be recommended by the Standing Welfare Committee and agreed upon by the General Meeting.

PROJECTS

1. The Association shall endeavor to undertake at least one project in a year. The Executive, in consultation with standing committees shall recommend such projects to the General Meeting in furtherance of the purposes of the Association.
2. Funds shall come from members, donations and grants.
3. Projects can be adapted from recommendations from the Global Executive, or developed locally in this local Association.

AMENDMENTS TO BY-LAWS

1. Any three members in good standing may propose an amendment to the by-laws. Initial submissions shall be made to the Constitution Review standing committee.
2. The notice of amendment shall be made in writing to the Chairman of the Constitution Review standing committee.
3. The Amendment shall be put in writing to the President of the Association.
4. The Amendment shall be put to a vote at a general meeting.

ADDITIONAL BYE-LAWS

Additional by-laws may be provided for other matters from time to time by the General Meeting, except that nothing in these bylaws shall contravene any provisions of the Association’s constitution.

Adopted by a General Meeting of the Association	
held on _____	
_____	President
_____	Vice President / General
Secretary	
_____	Other members (See List)

Others Present at the adoption of these draft by-laws:

NAME	SIGNATURE	DATE
Mark Kutame (Chairman)		
Zach Yamba (Member)		
Moses Yahaya (Member)		
Dominic Adua (Member)		
Daniel Okyere (Member)		
Basil Naah (Member)		
Patrick Adda (Member)		