REVIEW OF FETTEHMAN WELFARE ASSOCIATION CONSTITUTION BY A FIVE-MEMBER COMMITTEE
PERMANENT STAFF WELFARE ASSOCIATION

PREAMBLE

We the entire permanent staff of Fettehman Senior High School in the Gomoa East District having believe in the adage " Together we stand", and realizing the dire need to come together in order to promote and advance the welfare of the members, do hereby willingly resolved to form the above-named association. The above association is non-denominational, non- tribalistic, nonpartisan and biding on all permanent staff in the school.

Furthermore, each member shall be treated equally in accordance with the constitution.

Article one (1). Name and Address

i. The association shall be known and called

FETTEHMAN PERMANENT STAFF WELFARE ASSSOCIATION.

ii. The office of the association shall be at Fettehman Senior High School, Gomoa Fetteh and its address shall be **FETTEHMAN PERMANENT STAFF WELFARE ASSSOCIATION**, P.O. Box 06, Gomoa Fetteh.

Article (2). Membership.

i. Membership of the association is open to and binding on all PERMANENT STAFF (Teaching and Non-Teaching) of Fettehman Senior High School.

ii. Membership ceases when one ceases to be a permanent staff of Fettehman Senior High School.

iii. Non-permanent staff of Fettehman may not be considered as a member of the association.

Article three (3). The Executive Committee

i. The association at annual general meeting shall elect and appoint a body of members from the various sections (teaching and non-teaching) of the association to form the executive committee which shall be the Governing body of the association.

ii. The EXECUTIVE COMMITEE SHALL comprise:

1. The Chairperson

2. The Vice Chairperson

3. The secretary

4. The Treasure

5. The Financial Secretary

6.The Organizer

7. Two ex-officio members. Namely;

i. The Headmistress or Headmaster of Fettehman S.H.S.

ii. The Bursar of Fettehman S.H.S.

Article Four (4). MEETINGS

i. The executive members shall be held once every term before the general meeting.

ii. There shall be a general meeting once every term. iii. Emergency meetings shall be held as and when necessary.

Article Five (5). TENURE OF OFFICE OF EXECUTIVE MEMBERS

i. The tenure of office for Executive members shall be two years.

ii. The tenure of office for any executive member shall be two consecutive terms if that executive member is re-elected.

iii. Any officer who proves himself or herself inefficient or in whom confidence is lost or becomes incapacitated shall be removed from office before the expiration of his or her tenure of office by two third majority of members present at a general meeting.

iv. A bye-election shall be held to fill any vacancy so created within twenty-one (21) working days.

Article Six (6). FUNCTIONS OF EXECUTIVE MEMBERS

1. THE CHAIRPERSON

Functions:

i. He shall preside over all meetings and perform other duties as contained in the constitution.

ii. The chairman in consultation with executive members shall convene all meetings.

THE VICE CHAIRPERSON

Functions:

i. He or she shall deputies for the chairperson in the case of chairperson's absence and performs other duties as the constitution may demand.

2. THE SECRETARY

Functions:

i. He or she shall record and take minutes of all the proceedings and transactions of the association meetings.

ii. He or she shall be in charge of correspondence. iii. He or she shall prepare and produce annual report on the events of the association.

4. THE TREASURE

Functions:

i. He or she shall receive, keep and bank within THREE (3) WORKING DAYS all monies belonging to the association and pay out all bills on the directive of the executive committee.

ii. The Treasure shall issue receipts to cover any money received from any source or paid on behalf of the association.

iii. The Treasure shall surrender to the executive or financial secretary any books cheques and receipts belonging to the association which may be in his or her possession on demand.

iv. The Treasure shall keep an imprest of Two Hundred Ghana cedis (GHS 200.00) at a time. The imprest is subject to change as and when necessary.

5. THE FINANCIAL SECRETARY

Functions:

i. The financial secretary shall keep the account books of the association and shall prepare and present statement of account at the end of every term.

ii. He or she shall surrender to the executive committee any book, cheque and receipts belonging to the association which may be in his or her possession on demand.

iii. He or she shall collect dues from members and handover to the treasure within two (2) working days.

iv. He or she shall collect special silver collection from members and handover to the treasure within two (2) working days.

6. THE ORGANIZER

Functions:

i. He or she shall be the conveynor for all the association's meetings, events and programmes.

7. THE EX- OFFICIO MEMEBERS

A. The Headmistress or Headmaster of Fettehman S.H.S.

Function:

i. He or she shall be the over seer of the association. B.

The Bursar of Fettehman S.H.S.

Function:

i. He or she shall be the over seer of the association's finance.

Article seven (7): MONTHLY DUES

i. A monthly dues of ten Ghana cedis (GHS10) shall be collected from members at the end of every month.

ii. Members' dues shall be increased by GHS2.00 beginning every academic year.

iii. By the middle of the current month (that is 15th) all members must have finished paying the previous month dues. iv. Delay payment of not more than two (2) months shall attract a penalty of fifty percent (50%) of monthly contribution.

Article Eight (8): BANKING ACCOUNTS

i. The association shall operate savings account with Eastern Assin Rural Bank, Gomoa Fetteh into which all monies of the association shall be paid. This is subject to change as and when necessary.

ii. The Treasure shall maintain an up-to-date account of all transactions.

iii. A change of Bank shall be effected at a general meeting.

Article Nine (9): WITHDRAWALS, SIGNATORIES TO THE ACCOUNT

i. All withdrawals and expenditures from the account of the association shall be discussed and approved by the executive committee.

ii. The signatories to the account shall be the chairperson who shall be the principal signatory, financial secretary and the treasure. iii. The chairperson and any one

of the above signatories can withdraw money.

Article Ten (10). INVESTMENT PORTFOLIO.

I. There shall be three-member fund management committee nominated by the general membership in charge of all the association's investments (that is loans and others).

ii. The fund management committee shall report to the association members during general meeting once every term. However, emergency meeting shall be held as and when necessary.

iii. Any investment portfolio shall be discussed and approved by members before implementation.

iv. Loans and capital for investment shall be approved and disbursed by the fund management committee in consultation with the Welfare Chairperson and the Financial Secretary.

v. There shall be long term loan and quick cash loan facilities. The loan facilities are meant for members only.

1. Long term loan facility

i. The maximum loan amount applicable for by a member shall be his/her total contribution multiply by two (2). This is negotiable upon the balance that stands in the association's account. The loan amount is subject to change as and when necessary. ii. The interest payable is four percent (4) per month.

iii. The maximum duration of the loan shall not be later than six (6) months. Defaults payment will attract an interest of six percent (6%) per month.

iv. Guarantors. Every member must provide two guarantors who are fully paid up members of the association who will be held liable for the amount in default after six (6) months of nonpayment or meager payment.

v. The Executive Committee shall mandate the Headmaster/ Headmistress of the school to retrieve all unpaid loans through any legitimate means possible.

vi. All applicant will be required to pick a loan form at a cost of GHc5 from the fund management Committee leader. Completely filled loan application form should be return to the leader of the fund management committee.

***Quick cash loan facility**

i.The maximum loan amount applicable for by a member shall be GHc500.00. The loan amount is subject to change as and when necessary.

ii. The interest payable is five percent (5%) per month. Nonetheless, payment within the month shall attract no interest.

iii. The maximum duration of the loan is one (1) month. Default payment will attract an interest of ten percent (10%) per month.

iv. Guarantors. Every member must provide two guarantors who are fully paid up members of the association who will be held liable for the amount in default after six (6) months of nonpayment or meager payment.

v. The Executive Committee shall mandate the Headmaster/ Headmistress of the school to retrieve all unpaid loans through any legitimate means possible. vi. The loan is meant for emergency issues. vii. There should be a proof of case of emergency.

Article Eleven (11). Benefits.

Section A. Death.

i.Death of a member. The association shall donate an amount of one thousand Ghana cedis (Ghc1,000.00) to the next of kin or the surviving spouse(s) or children as the situation may demand.

ii. Death of a parent. The association shall donate an amount of five hundred Ghana cedis (Ghc500.00) and a bottle of schnapps to the bereaved member of the association. On religious ground, instead of a bottle of schnapps an equivalent amount of schnapps shall be given to the bereaved member of the association.

iii. Death of a child. An amount of five hundred Ghana cedis (Ghc500.00) shall be paid to a member upon the death of a child.

iv. Death of a spouse. The association shall donate an amount of five hundred Ghana cedis (Ghc500.00) to the bereaved member of the association.

Section B. Marriage ceremonies.

i. An amount of Two Hundred Ghana cedis (Ghc200.00) shall be given to a member.

ii. Where both members are contributors to the association, an amount of Four Hundred Ghana Cedis (Ghc400.00) shall be given to the couple.

iii. A member shall be entitled to only one marriage benefit from the association.

Section C. Child birth

i.An amount of Two Hundred Ghana cedis(Ghc200.00) shall be donated in case of a single contributor.

ii. A amount of four hundred Ghana cedis (Ghc400.00) shall be donated where both parents are contributors to the association.

Section D. Health.

A member who has been hospitalized shall be entitled to an amount of Two Hundred Ghana cedis (200.00).

Section E. Pension/Transfer/Termination/Resignation.

i.A member who is less than one year with the association and has benefited shall be entitled to nothing.

ii. A member who is less than one year with the association and has not benefited shall be entitled to two hundred Ghana cedis (Ghc200.00). iii. A member who is one year and above shall be given 70% of his/her total dues contribution.

Section F. Silver collection.

i.Members of the association shall do special silver collection for a beneficiary member towards the following:

A. Marriage
B. Death
C. Pension

ii. Each member shall pay an amount of ten Ghana cedis (Ghc10.00) as special silver collection. The special silver collection amount is subject to change as and when necessary.

iii. The total amount collected shall be divided into 30% and 70% ratio. The 70% shall go to the beneficiary member or the next of kin, spouse or children. The remain 30% shall go to the association's account.

Article twelve 12. Qualification for benefit.

i.Any beneficiary member should have done full payment of his/her dues and special silver collection before receiving benefit amount.

ii. All dues and special silver collection arrears should be deducted from the benefit amount due a beneficiary member before disbursement.

iii. A member qualifies for a benefit after six months with the association. However, if a member is less than six month, he/she shall be considered by members for special silver collection if necessary.

iv. Members shall benefit from the association at the end of every calendar year if the association is in a good financial position.

Article thirteen 13. Application for benefit.

i. Any member who has a claim to make shall write through the chairperson.

ii. Application letter should be attached with invitation letter or card if available. iii. In the case of death benefit schnapps or equivalent amount should be added.

Article 14. Quorum/ Voting.

i. At both the executive and general meetings, two-third (2/3) of the membership present shall form a quorum to transact legitimate business on behalf of the association except emergency

meetings. ii. Vote on issues shall be decided on a simple majority at both executive and general meetings.

iii. In case of split (draw) on an issue, the chairperson will be given a veto power, herby his/her vote shall be counted as two (2).

Article 15. Personal Details

i. All members shall declare their dependents on the membership form as provided by the association. These include the full name of a member, wife (s), husband, children, father, mother and next of kin as well as home town and any relevant information demanded.

Article 16. Executive Power/Special vested Authority.

i. The executive shall use its discretion in dealing with other matters not covered in this constitution, rues and bye-laws and inform the association accordingly.

Article 17. Amendment provision.

i. The constitution, rules and bye-laws shall only be subjected to amendments at a general meeting as and when the need arises by two-third of members present upon the application by a member, and the application should be written to the executives. ii. The association shall nominate five members to form a constitution review committee.

iii. The outcome of the constitution review committee shall be presented to the house for acceptance vice versa before implementation.

Article 18. Emoluments

A. For Executive committee members

i. At the end of term of service, an executive member shall be entitle to five (5%) of his or her total dues paid. ii. A citation from the association to committee members.

B. For interim committee members

i. At the end of term of service, an interim committee member shall be entitle to One Hundred Ghana Cedis (Ghc100.00). It is subject to change as and when necessary.