

THE NATIONAL CONSTITUTION OF CAPE COAST TECHNICAL UNIVERSITY ALUMNI ASSOCIATION



AMENDED ON DECEMBER 4, 2021

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PREAMBLE

In the name of the Almighty God,

We the members of the Cape Coast Technical University Alumni

In appreciation of the **Training** inculcated into us during the period of our academic studies in Cape Coast Technical University and its predecessors and

Desirous to give back to our Alma Mater her due,

Having in us the Spirit of “together we stand”, and

Willing to promote friendship, development and academic excellence,

And in Solemn declaration and affirmation of our commitment to;

The Cape Coast Technical University,

Do hereby adopt, Enact and Give Ourselves this Constitution to guide and rule us in the performance and the operations of our Association on this 4th Day of December in the year of our Lord TWO THOUSAND AND TWENTY-ONE (2021).

ARTICLE ONE: NAME

The Association shall be known and called, CAPE COAST TECHNICAL UNIVERSITY ALUMNI

Hereinafter referred to as “The Association”

ARTICLE TWO: ORGANISATION

1. The supreme law making body of the Association shall be the National Congress/General Assembly.
2. There shall be a National Council to provide policy advice to the National Executive Council and the National Steering Committee.
3. There shall be a National Executive Committee (NEC); which shall be responsible to the National Congress/ General Assembly.

4. There shall be a Steering Committee; which shall be responsible to the National Congress/ General Assembly for the smooth day to day administration of the Association.
5. The Headquarters of the Association shall be located at the Cape Coast Technical University Campus.
6. The local branches shall be given the mandate by the National Congress/ General Assembly if necessary to provide support to the National Steering Committee on behalf of the Association.
7. In case of emergencies, the National Executive Committee shall convene an emergency meeting to take decisions for and on behalf of the Association provided a quorum is formed.

ARTICLE THREE: AIMS AND OBJECTIVES

1. To further the interest of the Cape Coast Technical University by promoting fellowship, among Alumni by advancing the interest of the University and Alumni support.
2. To foster cordial relations amongst past students.
3. To stimulate activity among Alumni and encourage achievements in their special fields so that they may bring honor to their Alma Mater.
4. To undertake activities to improve the welfare of the University and uplift Her image; and
5. To foster cordial relations between it and its sister Associations across the country.
6. Provide a forum for the discussion and promotion of issues affecting education in Ghana.

ARTICLE FOUR: MEMBERSHIP

1. The membership of the Association shall be Regular, Ordinary, Associate and Honorary.

2. (a) Regular Member: Any member who has completed a Degree, Higher National Diploma, Diploma or Certificate course at the Cape Coast Technical University or its predecessor in good standing financially, or who has been properly enrolled as a student in the University, has completed one year of resident work, left the University in good standing, registers as a member of the Association, pays dues and attends meetings of the Association.

(b) Any individual qualified as a Regular member shall be entitled to the following: voting rights at all National Congress/ General Assembly meetings, the right to attend all meetings, National Executive Committee and Steering Committee meetings without vote, provided written notice is received by the Association's President not less than fifteen (15) days prior to such announced meetings, and to be voted for.
3. Ordinary Member: Any person who completed a Degree, Higher National Diploma, Certificate course at the University or its predecessor but has not satisfied all conditions under Article two (2) Clause two (2a).
4. Associate Member: Any person who manifests a genuine interest in the promotion of a Local Branch and the Association is eligible for an Associate Membership of the Association. Associate Membership carries with it all rights of deliberations and assignments, but no right to vote or hold office.
5. Honorary Member: Any person who manifests a genuine interest in the promotion of the programmes of a Local Branch and the National Association may upon a two-thirds (2/3) votes by the voting membership of the Local Branch and or National Congress/ General Assembly, be selected for Honorary Membership of the Association. Honorary Membership carries with it, the right of deliberations and Committee assignments but no right to vote or hold office.
6. For the avoidance of doubt, the sitting Vice-Chancellor, and past Vice-Chancellors, Rectors and Principals of the University or its predecessor shall be Honorary Members.

ARTICLE FIVE A: NATIONAL CONGRESS/GENERAL ASSEMBLY

1. There shall be a National Annual Delegates Congress/General Assembly which shall be the supreme governing body of the Association.
2. The National Annual Delegates Congress/General Assembly shall meet at least once every year.
3. The National Annual Delegates Congress/General Assembly shall be attended by the following delegates: (a) all Members of the National Council; (b) all Members of the National Executive Committee; (c) all Members of the National Steering Committee.
4. All members of the Association shall attend National Annual Delegates Congress/General Assembly until such a time that at least ten (10) branches of the Association are active.

ARTICLE FIVE B: NATIONAL COUNCIL

1. There shall be a seven (7) member National Council chaired by a member elected among members other than the National President.
2. At least, three (3) members of the Council shall be businessmen/businesswomen with business contacts who may either be Alumni Members or not. They shall be nominated by members of the National Steering Committee and accepted by a simple majority of National Congress/ General Assembly members.
3. The rest shall comprise the sitting National Alumni President, an elected member of past National Presidents and two (2) elected members from National Congress/ General Assembly.
4. The Dean of Students Affairs and the Head of Alumni Relations shall be Ex-Officio members of the National Council.

Powers and duties of the National Council shall include the following:

- (a) To provide policy advice to the National Executive Council and the National Steering Committee as necessary for the transaction of all businesses.

- (b) To raise funds for the Association for its projects.
- (c) To establish a vibrant fund for the welfare of members.
- (d) To constitute a scholarship scheme for members.
- (e) Four (4) members of the Council shall constitute a quorum for the transaction of business.
- (f) Members to the Council may be eligible for re-appointment for another term of office.
- (g) A term of office for members of the Council shall be three (3) years.

ARTICLE SIX A: NATIONAL EXECUTIVE COMMITTEE

There shall be a National Executive Committee of the Association, which shall comprise members of the National Steering Committee and two representatives each of all Local Branches, the President and his/her Secretary.

ARTICLE SIX B: NATIONAL STEERING COMMITTEE

There shall be a National Steering Committee of the Association, whom shall be elected by Members of National Congress/ General Assembly to run the affairs of the Association. It shall comprise the:

1. PRESIDENT
2. VICE-PRESIDENT
3. SECRETARY
4. FINANCIAL SECRETARY
5. TREASURER
6. ORGANIZING SECRETARY
7. WOMEN'S ORGANIZER

ARTICLE SEVEN: ELIGIBILITY AND TENURE OF OFFICE

1. All Regular Members shall be eligible to vote and hold office.
2. Only paid up members who paid their dues six (6) months prior to the opening of nominations are eligible to vote and contest for positions.

3. Candidates for election to the various offices of the Association may be eligible for election for another term of office.
4. A term of office for elected National Steering Committee Members shall be three (3) years.
5. A member shall not be elected to occupy the position of President of the Association for more than two (2) continuous terms.
6. A member who has served as President for two (2) full terms is eligible to contest for President after six years (6).
7. Notwithstanding the provisions in clause 5, a candidate to the position of President through by-election whose predecessor has served more than half of the tenure of office is eligible to stand for two (2) terms of office.

ARTICLE EIGHT: ELECTIONS

1. The election of officers shall be by secret ballot and shall be conducted by an Elections Committee appointed by the National Congress/ General Assembly at the National level and at a Local Branch meeting at the Branch level, three (3) months prior to the end of a term of office.
2. The composition of the Elections Committee shall be five (5) members.
3. Election of officers shall be held at least one calendar month before the expiration of the term of the existing Executives.
4. Without prejudice to clause (1) above, bye-elections may be held as and when necessary.
5. A candidate for an office of the Association shall be nominated by a member of the Association, who shall be of good standing.
6. The candidate polling the largest number of votes shall be declared elected.
7. In the event of a tie, there shall be a fresh ballot for the candidates who tied.
8. Where there is a sole candidate, a simple majority of votes cast, shall be required to elect or reject the candidate.
9. There shall be a formal Handing-Over Ceremony within one month after the election, at a National Congress/ General Assembly Meeting on a date agreed by the incoming and outgoing Executives.

10. A representative from the Legal Services Directorate of the University shall administer the swearing in and oath of office of elected national officers.
11. The National President or his/her representative shall administer the swearing in and oath of office of the newly elected Executives at the Branch level.

ARTICLE NINE: DUTIES AND POWERS OF OFFICERS

PRESIDENT

The President

1. Shall direct the convening of all meetings.
2. Shall preside over all meetings both at National Congress/ General Assembly and Executive meetings of the Association.
3. Shall see to the implementation of all policy decisions of the Association.
4. Shall carry out the day-to-day administration of the Association.
5. Shall be the spokesperson of the Association and shall in consultation with the Executive Committee, direct any other officer to assume any of the duties assigned to another officer in his/her absence.
6. Shall, in consultation with the National Steering Committee, appoint a committee for carrying out any function, in the interest of the Association.
7. Shall, in case of emergencies, have the power to take decisions for and on behalf of the Association in consultation with the Steering Committee and National Executive Committee.
8. Shall represent the Association at National level and on the University Council as required by the Technical Universities Act, 2016 (Act 922) and Technical Universities (Amendment) Act, 2018 (Act 974).

VICE-PRESIDENT

The Vice President

1. Shall be responsible for the creation of Local Branches and sub-groups of the Association in all parts of the country and the world over.

2. Shall assist the President in the performance of his or her duties.
3. Shall act in the absence of the President.
4. Shall perform any other functions assigned to him/her by the President.

SECRETARY

The Secretary

1. Shall, on the direction of the President, convene all meetings of the Association.
2. Shall record the proceedings of all meetings, and shall read all records of previous proceedings at meetings, except emergency meetings.
3. Shall be responsible for all correspondences of the Association.
4. Shall perform any other functions assigned to him/her by the President.
5. Shall be the Secretary at the meetings of the National Council.
6. Shall in collaboration with the President draw up agenda for all meetings.

FINANCIAL SECRETARY

The Financial Secretary

1. Shall be responsible for all the financial transactions of the Association, including the receipts of funds belonging to the Association and payments of bills incurred by the Association.
2. Shall keep proper and true accounts of all documents and materials pertaining to the office of the Financial Secretary and produce such financial reports, as may be required.
3. Shall prepare and present end of the year financial report to National Congress/ General Assembly within three (3) months after expiration of a financial year.
4. Shall perform any other functions assigned to him by the President.

TREASURER

The Treasurer

1. Shall deposit into the Association's Bank Account all funds so received for and on behalf of the Association within one week of such receipts.
2. Shall, in consultation with the Financial Secretary, prepare an income and expenditure accounts at the end of every year for the attention of the National Congress/ General Assembly.
3. Shall perform any other functions assigned to him by the President.

ORGANIZING SECRETARY

The Organizing Secretary

1. Shall organize membership drive of the Association.
2. Shall be responsible for organizing all activities of the Association.

WOMEN'S ORGANIZER

The Women's Organizer

1. Shall be a female.
2. Shall be responsible for organizing all the women of the Association.
3. Shall assist the Organising Secretary in the performance of his/her functions.
4. Shall perform the functions of the Organising Secretary in his/her absence.
5. Shall perform any other functions assigned to her by the Organising Secretary or the President.

ARTICLE TEN: REMOVAL/IMPEACHMENT OF OFFICERS

1. Impeachment proceedings may be brought against any Executive Member whom is proven to have exceeded his/her authority without justification, to have grossly abused his/her office or to have acted in such a manner as to either bring

the name of the Association into disrepute or hinder the achievements of objectives of the Association.

2. The notice of impeachment shall be in writing and signed by one-fourth (1/4) of paid-up members of the Association and served on the Secretary or in his/her absence any other Executive Member.
3. The Executive Member(s) facing impeachment proceedings shall be allowed to speak in his/her defence and or call witnesses to speak in his/her defence.
4. The Executives and Members at a National Congress/ General Assembly meeting shall vote to impeach that Executive. The impeachment shall hold if, at least two-thirds (2/3) of members present vote in favour of the impeachment.

ARTICLE ELEVEN: RESIGNATION

1. Any member of the Executive/Steering Committee may resign his/her position.
2. A member wishing to resign shall do this in writing addressed to the National Congress/ General Assembly through the National President. In the case of the National President, it shall be addressed through the National Vice President.
3. The National President or Vice President upon receipt of a resignation letter shall inform National Congress/ General Assembly which shall deliberate on it and take appropriate action(s).
4. Notwithstanding the immediate preceding clauses, a Member of the Executive/Steering Committee who in spite of the rejection of his/her resignation, insists on resigning, may go ahead with the decision.

ARTICLE TWELVE: MEETINGS

1. There shall be an Executive/Steering Committee meeting at least once every month.
2. The Executives shall convene emergency meetings of the Association. For the avoidance of doubt, ten members who have paid their dues up-to-date, acting

together may request in writing, that the Executives convene an emergency meeting. Such requests shall be complied with within 14 days of request.

3. Policies and activities of the Association shall be determined at a National Congress/ General Assembly s Meeting.
4. The National Congress/ General Assembly shall have the power to make and amend the Constitution and bye-laws of the Association.
5. Except for election, removal from office of Executive Members and decisions in disciplinary action, all other decisions shall be by show of hands.
6. At every meeting of the Association, twelve (12) members of the Association shall form the quorum. The quorum of an Executive/Steering Committee meeting shall be three (3).
7. National Congress/ General Assembly meetings shall open and end with a prayer.
8. National Congress/ General Assembly meetings of members shall be held at least once every year except where National decisions do not permit so.

ARTICLE THIRTEEN: FINANCE

1. All members of the Association, including Honorary and Associate members, shall pay monthly dues to be determined by Members at a National Congress/ General Assembly Meeting.
2. At the moment, every Member of the Association shall pay an annual subscription fee of Twelve Ghana Cedis (GH¢12.00), subject to change by National Congress/ General Assembly.
3. The Association may, from time to time, ask Members to pay special levies for such legitimate purposes as may be determined by the National Congress/ General Assembly.
4. The Association shall accept donations and contributions from the general public.
5. The Association shall operate a bank account with a recognized bank.

6. The President, the Treasurer and the Secretary shall be signatories to the bank account operated by the Association. The President shall be the Principal signatory to the account.
7. The Steering Committee shall present a budget and an outline of proposed activities for the Association at the first National Congress/ General Assembly Meeting at the beginning of their term within three (3) months after assumption of office.

ARTICLE FOURTEEN: AUDITING

1. A Committee of three (3) Auditors appointed by the National Congress/ General Assembly shall audit the accounts of the Association and present its report to members at a National Congress/ General Assembly meeting provided that the Auditors are members of the Association other than Executive Members. Persons preferably with knowledge in Financial Accounting shall be selected, and must have fulfilled all their financial obligations to the Association.
2. The report of the Audit Committee shall be lodged with Steering Committee for discussions at least two weeks before a National Congress/ General Assembly meeting.
3. The Committee shall see to it that the financial secretary prepares an annual financial statement. They shall check and sign the financial reports at the end of the tenure of office.
4. The accounts of the Association shall be audited annually by the Audit Committee.
5. The financial year shall be from 1st January to 31st December.

ARTICLE FIFTEEN: AMENDMENT

1. Any notices of amendment to the Constitution shall be given one (1) calendar month before a National Congress/ General Assembly meeting.

2. The notice of amendment shall be in writing and signed by any ten (10) paid-up members of the Association and served on the Secretary or in his/her absence any other Executive Member.
3. Only paid-up members shall be allowed to vote on an amendment.
4. An amendment shall be carried by a two-thirds (2/3) majority of members present and entitled to vote.

ARTICLE SIXTEEN: BYE-LAWS

Subject to the approval by a National Congress/ General Assembly Meeting of the Association, a Committee may be appointed to make such by-laws as are deemed appropriate, towards the realization of the aspirations of the Association.

ARTICLE SEVENTEEN: CONDUCT AND DISCIPLINARY PROCEDURE

1. Every member shall comport himself/herself in a manner that is in consonance with the aims and objectives of the Association.
2. Each member shall contribute in any way possible to promote, uphold and defend the good image of the Association.
3. Any member of the Association may bring to the notice of the Executive/Steering Committee any act or conduct by a member(s) that may put the image of the Association into disrepute.
4. An ad-hoc Committee consisting of three fully paid-up members nominated by the National Congress/ General Assembly shall investigate the alleged act of misconduct complained about. The decision of the panel shall be subject to an appeal to the National Congress.
5. The Committee upon its findings shall be empowered to recommend to the National Congress/ General Assembly the appropriate disciplinary action to be taken. This may take the form of any of the following:
 - i. Cautioning
 - ii. Writing an apology

- iii. Payment of a fine
- iv. Suspension for a period of time determined by the National Congress.

Any other form of disciplinary action deemed by the Association as appropriate, depending on the gravity of the offence.

ARTICLE EIGHTEEN: ENTERTAINMENT

Members of the Association shall organize and hold any entertainment programme whenever appropriate from time to time to foster unity and cordiality.

ARTICLE NINETEEN: REPEALS AND SAVING

1. The Constitution adopted on the 7th day of October, 2000 and 10th February, 2015 are hereby repealed.
2. All that were done under the repealed constitutions in the name of the Association are considered to have been done under this current constitution.

DATED THIS 4TH DAY OF DECEMBER, 2021

DR. ERIC AWERE

(NATIONAL PRESIDENT)

RICHMOND YEBOAH

(NATIONAL SECRETARY)

TIMOTHY SENAHEY

CHAIRMAN, CONSTITUTION REVIEW COMMITTEE