

ST. PETER'S STAFF WELFARE ASSOCIATION CONSTITUTION

INTRODUCTION

- The Constitution shall at all times be the executive instrument by which disbursements will be made and all activities of the association organized.
- The constitution may be amended only with the approval of two-thirds (2/3) majority of the total membership of the association at a special general meeting purposely called to discuss the proposed amendment.
- A third (1/3) of the total membership of the association shall form a quorum at an emergency meeting.

AIMS & OBJECTIVES

1. To promote solidarity and mutual cooperation among members of staff.
2. To assist and support members on the following occasions: (a) bereavement (b) marriage (c) outdoorings (d) serious illness and hospitalization (e) departure on retirement or transfer.

RULES & REGULATIONS

- 1) **MEMBERSHIP:** - Any person engaged by the school as a full-time (permanent) salaried employee becomes an automatic member of the association.
- 2) There shall be two general meetings of the association each term, one at the beginning of term and the other at the end of term.

PATRON

- a) As an association operating under the umbrella of St. Peter's Mission School, the association shall have as its patron the Director of the school, Mr. Moses Adu-Gyimah.
- b) He shall be an ex-officio member of the Executive Council, and shall be a signatory to the accounts of the association.
- c) He shall not withhold his signature after a disbursement has been approved by the Executive Council, unless there are very compelling grounds to do so.

3) EXECUTIVE COUNCIL

- a) This body shall consist of the five (5) members of the executive who shall be elected from members of staff at a general meeting of the staff to serve a one-year term.
- b) The one-year term begins from 1ST September and ends on 31ST August of the following year.
- c) After one term in office, an executive member is eligible for re-election for a second consecutive term, either for the same position or for another position.
- d) After two consecutive terms of office, the officer will have to relinquish his position for others to vie for. Such an officer will become eligible to contest another election after a full term of one year has passed.

- e) Where a member is found wanting in his/her duties, the house will meet and pass a vote of no confidence in him and his post will be taken up by his vice where applicable till the unexpired term is completed or the position will be taken up by another elected person.
- f) The executive shall comprise: - (a) The Chairman (b) The Vice-Chairman (c) The Secretary (d) The Assistant Secretary, and (e) The Treasurer/Financial Secretary.
- g) Decisions of the Executive Council shall be arrived at by a simple majority.

FUNCTIONS OF THE EXECUTIVE COUNCIL

1) CHAIRMAN

- a) Shall convene and preside over all meetings of the association. In his absence, the Vice-Chairman shall assume this duty.
- b) Shall be a signatory to the account of the association, and sign all other documents on behalf of the association.
- c) Shall be the chief spokesman of the association at all meetings to which the association is invited.
- d) Shall see to the implementation of the Executive Council's decisions, and shall concern himself with any other business as may be directed to him by the Executive Council.
- e) Shall give a report about the plans, decisions and activities of the association to the Patron.
- f) Shall, in consultation with the Executive Council and Patron, nominate members of various committees subject to the approval of the general assembly.
- g) Shall be the custodian of all the association's properties.

2) VICE-CHAIRMAN

- a) Shall assist the chairman in the performance of his duties and shall perform such functions as may be assigned to him by the chairman.
- b) Shall be a member of all the committees of the association and co-ordinate the activities of these committees.
- c) Shall act in the absence of the chairman, and when so acting, shall be vested with all the powers of the chairman.
- d) Whenever the position of the chairman becomes vacant by reason of incapacitation, resignation, impeachment and removal from office, the Vice-chairman shall assume office as the chairman to complete the unexpired term of the chairman.
- e) Whenever the position of the Vice-chairman becomes vacant by reason of incapacitation, resignation, impeachment and removal from office, elections will be held within one month to fill the vacancy.

3) GENERAL SECRETARY

- a) Shall with the authority of the chairman issue notices of all general meetings of the members not less than forty-eight (48) hours before the scheduled meetings
- b) Shall keep and maintain true and accurate minutes and records of all proceedings of the general assembly and council meetings.
- c) Shall in consultation with the chairman handle all correspondence of the association.
- d) Shall compile and maintain an official list of all members of the association.
- e) Shall perform any other duties as may be assigned to him by the chairman.

4) ASSISTANT GENERAL SECRETARY

- a) Shall act in the absence of the General Secretary.
- b) Shall assist the General Secretary in the performance of his duties.

5) TREASURER

- a) Shall keep and maintain proper books of accounts of all dues and any other income accruing to the association.
- b) Shall collect all subscriptions and other revenues accruing to the association.
- c) Shall prepare financial statements for presentation to the general meeting and for audit purposes at the end of each term and at any other time upon request by two-thirds (2/3) majority of the general meeting within seven (7) days notice.
- d) Shall lodge all monies belonging to the association with the bank and obtain receipts for all such transactions.
- e) Shall have custody of all the association's cheque books and cash books.
- f) Shall be a signatory to the account of the association.
- g) Shall perform any other duties as may be given him by the executive council or the general assembly.

FINANCES OF THE ASSOCIATION

Every member of the association shall contribute a monthly due of Ten Ghana Cedis (GHc 5.00) at the end of every month. The said amount shall be deducted at source from the member's salary.

- 1) A cheque covering the gross sum shall be issued to the Treasurer by the Director on the very day salaries are sent to the bank and paid into the association's accounts.
- 2) Bankers: - The association shall operate a Savings account with the Prudential Bank, Adenta.

- 3) **Signatories:** The following officers shall at all times act together as signatories to the account: - (a) The Chairman
(b) The Treasurer and (c) The Patron.

However, when an emergency situation arises in the absence of one of the signatories, the General Secretary shall be mandated to act as a signatory by a two-thirds majority of members present at an emergency meeting.

STATEMENT OF ACCOUNTS

The Treasurer shall read the current statement of accounts at every general meeting of members.

BENEFITS

1. **LOANS:** - The funds of the association shall not be used to grant loans to members.

2. **MARRIAGE:** - The association shall attend marriage ceremonies to which members have been formally invited.

- Only one marriage will be recognized.
- The invitation should reach the Chairman at least two (2) weeks to the event.
- The executive shall arrange one vehicle for members who wish to attend.
- The total cost of transportation and other expenses shall not exceed GHc 200.00.
- A cash donation of GHc 200.00 and a gift parcel worth GHc100.00 shall be made on behalf of the association.

3. BEREAVEMENT

- A member who is bereaved should write formally to inform the association at least two weeks to the funeral.
- Funerals that shall concern the association are: (1) biological mother/father, (2) the legitimate spouse, and (3) biological children. The names of these relatives should have been entered on the personal particulars form completed by each member of staff on appointment.
- (The cost of transportation to the funeral should be borne by the school.)

FUNERAL DONATIONS

- Biological Father/Mother - GHc 500.00.
- Legitimate Spouse - GHc 1,000.00.
- Biological Child - GHc 500.00.
- The family of a deceased member - GHc 500.00.
- The Executive Council shall decide in consultation with the surviving spouse how to make the donation to the bereaved family.

OUTDOORINGS

- No outdoorings shall be recognized if members are not invited to the ceremony.
- Invitation to an outdoorings should reach the Chairman at least one week to the event.
- The association shall recognize and attend only three (3) outdoorings of children from the recognized spouse.
- Donation on each occasion shall be - GHc 200.00.

ILL-HEALTH

The Executive Council shall determine the severity of each case in consultation with the Heads of Departments and award benefits accordingly.

- Very severe cases like a major surgery, a week's hospitalization etc. - GHc 200.00 **PARTING GIFTS:** - A member leaving the school after a period of service will be given a parting gift of GHc 50.00 multiplied by the number of years served in the school.

Where a member is leaving the school after three (3) years of contributing to the welfare fund, he/she shall be given a parting gift of GHc200.00 (Two Hundred Ghana Cedis).

The above provisions will not apply when a member has been dismissed, or has resigned without giving proper notice.

ANNUAL GET-TOGETHER

The Executive shall plan a befitting annual Get-Together at the end of the academic year.