



**THE CONSTITUTION FOR
FRIENDS OF COVENTRY UNIVERSITY IN GHANA
(FOCUS Ghana Chapter)**

A COVENTRY UNIVERSITY ALUMNI ASSOCIATION, GHANA

Promulgated:
January, 2017

Amended:
March, 2017

Friends of Coventry University Ghana Chapter

PREFACE

Formally established in 2016, the Alumni Association of the Coventry University in Ghana, known as “FRIENDS OF COVENTRY UNIVERSITY” or “FOCUS GHANA CHAPTER,” is an organization operating for the advancement of The Coventry University, known as “Coventry” (and hereinafter referred to as the

“University”) by building a bridge between Coventry University and its alumni, connecting the Coventry University Global Community whilst raising the University’s profile.

The Association represents the interests of all Alumni to the University, and encourages and assists with Alumni engagement in Ghana alone.

FOCUS Ghana Chapter is governed by a volunteer Board of Executives and a Council, which acts in an advisory role to the FOCUS Ghana Chapter Executives. The chapter executives also advise the Department of Alumni Relations at Coventry University and University Relations office of GTUC on Ghana Alumni issues.

Members of FOCUS Ghana Chapter voluntarily participate in Alumni activities and freely give their time, resources and energy as a positive expression of their commitment to their alma mater.

This Constitution sets out the mission, vision, goals, mandate, membership and governance requirements for the Association.

PREAMBLE

We, the FOCUS Ghana Chapter, the Ghana chapter of the Coventry University alumni, on whose behalf this Constitution is signed:

Being grateful for the privilege of having shared in Coventry's ideals;

Mindful of the enrichment and opportunities brought to our lives through our association with the University;

Being aware of the significant role, that Alumni Association has to play in the growth and development of the University;

Having regard to advantages to be derived from the effective and continuous exchange of information and co-ordination of activities in the field of higher education especially as regards Business, Technology, and Innovation; and

Recognizing that the creation of an Alumni Association anywhere in the world would best serve these purposes;

Do hereby constitute ourselves as Friends of Coventry University in Ghana also herein referred to as FOCUS Ghana Chapter and pledge to continue to support Coventry University and Ghana Technology University giving of our time, talents and resources.

AMENDMENT OF THIS CONSTITUTION

1. This constitution can only be amended by a resolution supported by seventy-five percent (75%) of paid up members voting in the Annual General Meeting.
2. In this section references to the amendment of the constitution, by law schedule or rule are references to the amendment modification, suspension or repeal of any provision in this constitution, by-law, schedule or rule.

INTERPRETATION OF THE CONSTITUTION

1. This constitution is based on the ultimate supremacy of the paid up members of FOCUS Ghana Chapter, headed by the International Alumni Ambassador and her team here in referred to as the executives, with regard herein and this constitution shall be interpreted in a manner that:
 - Advances the preface, the preamble statements, and the principles of intent of this constitution.
 - Avoids the technicalities, which defeat the purpose of this constitution.
2. No person shall arrogate any authority to oneself, which does not emanate from this constitution.

3. A person or authority interpreting this constitution may refer to matters and facts, which will assist in the purposive interpretation of this constitution.

DEFINITION OF TERMS

In this constitution unless the context indicates otherwise,

A member of 'Good Standing'	A paid member that has paid all his/her dues in full and fulfilled other responsibilities according to Article XIV(E)
Alumni	Normally refers to a group of male or female former students. Article VII of this constitution comprises of various categories of membership
Alumni Association	Is a group of graduates both male and female who have graduated from the same institution and hold their school in high regard.
Association	Refers to FOCUS Ghana Chapter
Budget	A statement of the association's revenue and expenditure, normally annual
Council	Is a group of people appointed or elected to play advisory roles to FOCUS Ghana Chapter Executive Committee
Convocation	A formal assembly, which is constituted mainly during graduation ceremonies when all members including family and friends of graduands and the university congregate. It is therefore a ceremony held in a university when students receive their degrees.
Coventry	As used in the constitution means or refers to Coventry University.
ECOWAS	Economic Community of West African States
Executive Committee	Officers of FOCUS, the same known as FOCUS Ghana Chapter Management Board, same known as Executive Management Board and Executive Management Committee, comprising the International Alumni Ambassador, The President, The Vice, The 1 st & 2 nd Secretaries, the Treasurer, the Project Lead and Country Outreach Lead.

Financial Year	Means the financial year of FOCUS as determined under Article XV
FGC	FOCUS Ghana Chapter
FGCS	FOCUS Ghana Chapter Star
FOCUS	The acronym for Friends of Coventry University also known as FOCUS Ghana Chapter and Friends of Coventry University Ghana Chapter in this constitution
FOCUSed	A term used to refer to a paid member
Graduate	Means a person on whom a degree has been conferred by the university and includes a member of the convocation of the university as stipulated under Article VI
GTUC	Acronym for Ghana Technology University College
International Alumni Ambassador or IAA	An individual with whom Coventry University has signed an agreement of Good Faith with to through FOCUS Ghana Chapter act on behalf of Coventry.
Newsletter Standing Committee	The association's organ of expressing views, opinions and ideas A committee appointed to carry out a specific duty assigned to it from time to time also known as sub-committee
University	As used in this constitution refers to Coventry University

ARTICLE I. NAME

The name of the Association, established in 2016 under the patronage of Coventry University and GTUC shall be known as the Friends of Coventry University in Ghana, hereinafter referred to as the FOCUS Ghana Chapter.

ARTICLE II. HEADQUARTERS

The headquarters of the Association (Secretariat) shall be at House № 5 Sakumo Close in Accra (herein after referred to as the Head-office and that it shall be ran by a full time paid staff. Its postal address shall be Box TN 910, Teshie Nungua Estate, Accra – Ghana.

ARTICLE III. MISSION

The association exists to build a bridge between Coventry University/GTUC and its alumni, connecting the Coventry University Global Community whilst raising the University's profile.

ARTICLE IV. VISION

FOCUS Ghana Chapter strives to be a committed and vital partner in Coventry University's success by developing and strengthening lifetime connections among alumni and to strengthen their commitment to Coventry University.

ARTICLE V. AIMS AND OBJECTIVES

The aims and objectives of the Association shall be:

1. Advance the course of FOCUS Ghana Chapter by connecting alumni to one another and to the Universities through meaningful programs, benefits, services and communication
2. To be the most engaged and impactful Alumni Association in Ghana
3. Engage in activities that would impact and improve the lot of communities around us.
4. Build an impacting community that supports innovative education and entrepreneurship
5. Promote goodwill, positive image and academic goals of Coventry University/GTUC in Ghana
6. Promote a greater public awareness of Coventry University and its mission in Ghana

7. Support Coventry University and GTUC in pursuit of excellence in teaching, research, community service and growth of its academic, administrative, cultural, and extracurricular activities
8. Offer social and business opportunities among the members of FOCUS Ghana Chapter to further individual growth and community spirit
9. Assist Ghanaians in obtaining a Coventry University education

ARTICLE VI. MEMBERSHIP

A. Membership of the Association shall be opened to:

1. All graduates of the University, predecessor and affiliated institutions (such as GTUC) as listed and recognized by Coventry University operating in Ghana; living in Ghana.
2. All Ghanaians who are graduates of the University, predecessor and affiliated institutions as listed and recognized by Coventry University operating in other parts of the world apart from Ghana; but originally Ghanaian.
3. Nationals of other ECOWAS countries, apart from Ghana who are graduates of the University, predecessor and affiliated institutions as listed and recognized by Coventry University operating in Ghana or their respective countries, or other parts of the world.
4. All other past students of institutions as listed in A (1) above, deemed eligible by the Chapter executives for membership and ratified by Congress.

ARTICLE VII. MEMBERSHIP CATEGORIES

A. **CATEGORIES.** The Association shall have the following categories of members:

1. Founders

The Founding members of Focus Ghana Chapter are seven in number and are as follows:

- i Paul Quartey
- ii Veronica Da-Silva
- iii Richard Koramoah Owusu

- iv Debra-Jane A. Nelson
- v Eric Appah
- vi Ayokor Naa Osekre
- vii Gunadiish Gilbert Mensah Nyavie

The Founding members are the first executive committee board of Focus Ghana Chapter. They are credited with the formation and registering of Focus Ghana Chapter as a Company Limited by Liability. They shall be responsible for advising current and future executives with strategies to make FOCUS Ghana Chapter a vibrant and relevant association at all times. They are also empowered to handle all disputes that exceed the powers of the disciplinary committee and the existing executive body.

2. International Alumni Ambassador

The International Alumni Ambassador also known as the IAA; a Coventry university graduate, with whom Coventry university signed an agreement of good-faith to act though FOCUS Ghana Chapter, in conjunction with GTUC University Relations Office and Alumni Office of Coventry University in the interest of GTUC and Coventry University. The IAA is also the President of FOCUS Ghana Chapter. The International Alumni ambassador is also a full member.

3. Full Member (aka FOCUSED, Premium Member, Paid Member):

- I. A member of the Association, as defined in Article VIII of this Constitution and who have paid all dues and levies in accordance with Article XV and IX (B) of this Constitution and is of a good standing.
- II. A full member shall have voting rights and be eligible to be elected to an office of the Association, subject to provisions stipulated under Article XIV Section F.

4. Ordinary Member:

- I. A graduate; in Ghana or in any other ECOWAS country; of the Coventry university and its affiliates, automatically regarded as a member of the Association but has paid no dues but shows some level of interest in FOCUS. They shall enjoy certain rights as recommended by the FOCUS Ghana Chapter Executive Committee.

5. Honorary Member:

- I. Congress, upon the recommendation of the Ghana Chapter Executive Committee, may make an individual who is not a past student, an honorary member of the Association, if, in the opinion of the Ghana Chapter Executives, such an individual has made significant contribution to the Association or to the University in Ghana.
- II. Honorary members shall comprise highly placed individuals in society and distinguished for their work which the association, identifying themselves to meet some objectives of the association. Honorary Members of the alumni shall be Chancellor, Council members, Vice-Chancellor, Registrar, Assistant Registrar, Professors, Lecturers, Chiefs, CEOs, all present and past members of the teaching staff of Coventry University and GTUC (including for this purpose, emeritus professors, honorary professors)
- III. Honorary members shall not be eligible for election and shall have no voting rights.

6. Associate Member:

- I. A full member's spouse shall be made an Associate, upon application by the member to the Chapter and upon recommendation by the chapter executives. Associate members shall also comprise graduates of other universities or institutions who are employees of FOCUS Ghana Chapter with common interest in the association and must apply and pay upon acceptance of membership and subscription fees, which shall be determined by the executive committee, and approved by the Annual General Meeting from time to time.

II. Associate Members shall not be eligible for election and shall have no voting rights. They shall have benefits same as ordinary members

7. Corporate Member

Any Institution, which has made exceptional contribution to the Association or the University in Ghana, may be made a Corporate Member of the Association by Congress, upon the recommendation of the Ghana Chapter Executives. Corporate members can use the paraphernalia of Coventry to their advantage.

8. FOCUS Stars

FOCUS Celebrities also known as FOCUS Ghana Chapter Stars or FOCUS Brand Ambassadors are paid members who though not executives have volunteered their time, money and resources to promote the general welfare of the association. They shall help further in raising funds from companies and individuals external to FOCUS, from individual members and from companies belonging to members to support FOCUS activities. They shall themselves financially support the association with a one-time payment of not less than GHS1000. Stars shall increase membership of any category apart from ordinary membership, increase awareness of FOCUS and her activities and create a specific image for FGC.

9. Institutional Chief Alumna/us

A. The Ghana Chapter Executives, with the approval or ratification of Congress, may confer the title of Institutional Chief Alumna/us on a full member or Associate member who is a Chief Executive Officer or similar in a public or private institution or industry and has used his position to further the course of the Association. This appointment requires the individual to promote membership and other alumni activities within his/her organization. The Institutional Chief Alumna/us shall enjoy all benefits as enjoyed by FOCUSed members and corporate members.

B. ORGANIZATION. The membership shall also be organized into geographical chapters as would be more specifically set forth by the Executive Counsel in the By-Laws of the Association.

C. RIGHTS AND DUTIES. Paid members have the right and duty to participate in Association activities, publicize the University, share in the elective process, engage in activities that promote the vision, mission, aims & objectives of the association and volunteer in projects undertaken by the Association. The By-Laws of the Association may set forth further rights and duties of members. An elaboration Section C of Article VII can be found in Article IX.

D. SPECIAL MEMBERS: These are classification of Honorary, Corporate, and Associate Members

ARTICLE VIII. MEMBERSHIP DISCIPLINE

REVOCATION OF MEMBERSHIP

All FOCUS Ghana Chapter members in carrying out Alumni Association business are expected to conduct themselves at all times in accordance with FOCUS constitution, policies and procedures and the laws of the country. The Association reserves the right to revoke membership of any Alumni Association member who has caused disrepute to the association by not so complying. Revocations of any sort shall apply until otherwise determined by congress. Revocation of membership can take place in two forms as stipulated below:

1. Suspension:

The Executive Committee shall have power to suspend a member from his or her membership until the next Annual General Meeting of the Association following such suspension but notwithstanding such suspension a member whose expulsion is proposed shall have the right to address the general meeting at which his or her expulsion is to be considered.

2. Members Expulsion:

Any member, within any membership category, may be expelled from FOCUS Ghana Chapter Association membership if the Executive Committee, upon advice of the disciplinary committee,

so recommends and if an Annual General Meeting of the Association shall resolve by a two-thirds majority of the members present and voting that such member should be expelled on the grounds that his or her conduct has adversely affected the reputation or dignity of the Association.

In either of such situations stated above, there shall be no refund of dues paid or refund of any form of financial support given by such alumni to FOCUS or claiming back of any property donated to the association by such offending member when discipline is meted out to him or her or them as it may apply.

B. Reinstatement of Membership.

Any category of member who has had their FOCUS Association membership revoked, may petition for a reinstatement of their membership in writing to the Association congress through the disciplinary committee. Upon reviewing the written request for reinstatement, congress will determine if the petition is to be presented to the Executives of the Association for a vote at a regular meeting of congress. A two-thirds majority vote of congress is required to reinstate a membership.

C. Cessation of Membership.

A member will cease to exist as a member of FOCUS Ghana Chapter upon the following,

1. Death
2. Termination of employment by Coventry University and FOCUS
3. When disciplinary measures result into an expulsion
4. Cessation to make subscription as provided for in this constitution
5. Lack of interest in FOCUS Ghana Chapter and Coventry university
6. Any member who ceases to be a FOCUS member shall not be entitled to any refund of subscription fee or any monetary contribution by him or her. No refund of registration fee will be made to such members and membership will not be transferable.

D. None Performance.

If a case of none performance is brought before the executive committee, with proper evidence, such an individual who is underperforming in his or her duties shall be given room for improvement. If such member or executive fails to improve, the committee reserves the right to vote for his or her suspension and subsequent expulsion from the executive committee or other committees if the affected member has not improved their performance.

ARTICLE IX: RIGHTS, PRIVILEGES, DUTIES AND OBLIGATIONS OF MEMBERS

A. Rights & Privileges

I. International Alumni Ambassador – IAA

The privileges of the international alumni ambassador are same as found under the paid member rights and privileges.

II. Full Member (aka FOCUSed, Premium Member, Paid Member)

Paid members shall enjoy the following rights and privileges:

1. Have the access to inspect books of accounts upon issuing.
2. Attend all General Meetings of the Alumni.
3. Elect a person or be elected to any of the organs of the alumni.
4. Be nominated or appointed by the executives as observers or representatives of the Alumni to any meetings, which the Alumni may be required to participate.
5. Observe the constitution and all the decisions regularly taken by the organs of the Alumni and to express any ideas freely.

6. Online Resources: Have access to online alumni directory to network/connect with people who could be great resources for informational interviews or introductions.
7. Publications: Get free alumni e-magazines, e-newsletters, and webinars to help members keep up-to-date on campus activities, events, faculty, FOCUS happenings and other alumni.
8. Perks & Discounts: Get savings and discounted access to activities and services from partnered & favorite companies. E.g. discounted tickets to shows, athletics games & matches, programs, electronic gadget purchases, insurance, shopping discounts, exclusive products and financial services from a bank, car rentals, security, decors etc....
9. Brass FOCUS key tag and Membership card.
10. Receive, during convocation, free cap & gown rental and free ticket to FOCUS Induction Program
11. Unlimited free access to Coventry/GTUC University Libraries/library databases
12. Access to Coventry/GTUC University Scholarship programs
13. Be assisted with introductory/reference letters to aide in visa/job applications etc.
14. Have their personal/business profiles on FOCUS Ghana Chapter Social Media Platforms and website
15. Receive free consultancy services on Telecom Solutions for SMEs and Corporate - to be provided by e-Inclusion
16. Receive free training session on "Using Technology For Good" initiative by e-Inclusion in partnership with Vodafone Ghana Foundation.
17. Alumni Recognition at every induction service. Paid members who are hard-working within the association and whose personality/career/businesses impacts FOCUS or a community are identified and awarded and endorsed by Coventry University/GTUC.

III. Ordinary Member

1. To participate in activities of the alumni and give assistance in the actions undertaken by it.
2. To enjoy the activities, services and facilities of the alumni; provided such benefits shall not be by forceful means, misuse of FOCUS facilities, or any other unlawful means breach of which disciplinary actions will be considered.
3. Utilize career related assistance through alumni mentors. Noteworthy alumni help can get members on the right career path before, and after convocation.
4. Alumni Events: Receive invitations to receptions, game events and special activities of FOCUS.
5. Receive work experience or volunteering opportunity on FOCUS projects
6. Join career development series program where alumni career is shaped by designing programs that help them develop their careers while impacting lives of students who are studying in related areas specific to the industry
7. Free Vodafone SIM starter pack for new alumni available to those who want it.

IV. Honorary Member

1. Honorary Members receive prestige and self-fulfillment when FOCUS succeeds, generally, and in any undertaken activity by dint of any form of assistance and guidance, they give to FOCUS.

V. Associate Member

1. As found under Full membership apart from being eligible for elections or engaging in votes during elections.
2. Receive prestige and recognition of hard work and endorsement from Coventry University/GTUC

VI. Corporate Member

1. Company to receive endorsement and use Coventry /GTUC paraphernalia to their advantage.
2. Company (and their products/services) shall be mentioned as sponsors of FOCUS programs anytime FOCUS has opportunity with the print, audio and audio-visual media.

VII. Institutional Chief Alumna/us

1. The Institutional Chief Alumna/us shall enjoy all benefits as enjoyed by FOCUSed members and corporate members.
2. Shall receive prestige/recognition of hard work and endorsement from Coventry/GTUC University.

VIII. FOCUS Stars / FOCUS Celebrities / FOCUS Brand Ambassadors

1. The FOCUS Star shall be acknowledged and celebrated during all induction services.
2. Companies and Businesses belonging to FOCUS Stars shall be given publicity in all FGC functions and media engagements and endorsement.

B. FEES, DUES, DUTIES & OBLIGATION

1. The Alumni Association shall be voluntarily financed by annual membership dues and are subject to change and approval by congress at AGMs.
2. Every member shall complete payment of an annual subscription of GHS300.00 not later than the date of congress each year according to the various categories of membership. The annual subscription or life membership fee for the respective category of membership shall be determined by the Association in the Annual General Meeting by Congress. Paid membership dues shall start from a minimum amount of GHS300 annually. Decisions to set subscription fees for the various categories of membership shall be guided by this.

3. All other members apart from the FOCUSed and ordinary members, shall pay a Life Membership Fee to be determined by the Association in the Annual General Meeting. A Special Member will not be liable to pay annual subscription fees.
4. The FGCS must be first a paid member and be able to increase any category of membership apart from supporting the association's activities with not less than GHS1000.00 yearly.
5. Any person, who resigns or is removed from membership, shall not be entitled to a refund of his or her subscription or any part thereof or any moneys contributed by him or her at any time.
6. Any member who falls into arrears with his or her monthly subscription for more than six months after it is due shall automatically cease to be a member of the Association and his or her name shall be removed from the register of paid members. The Executive Committee however, may upon advice from the finance committee, reinstate such a member on payment of the total amount of subscription that shall be then outstanding.
7. Every member shall respect the Association (including decisions and actions legally made by them) as enshrined in this constitution;
8. Every member shall respect property owned by the Association, the University and the public. Any member who causes damage to property owned by the association, university or the public should be subject to the disciplinary provisions of FOCUS and punishment by any other affected parties.
9. Every member, except the category known as 'ordinary members' shall be required to honour individual and financial obligation to FOCUS, including and in particular, pay membership fee and subscriptions upon graduating.
10. Note: Any other fees or funding are subject to approval by Congress.

ARTICLE X: PRINCIPAL ORGANS & ORGANISATIONAL UNITS AND THEIR FUNCTIONS

The following shall constitute the organizational units of the Association

- A. Council
- B. Founders
- C. Congress
- D. Special / Extraordinary Congress:
- E. Executive Committee – EC
- F. Ghana Chapter Secretariat/ FOCUS Hub
- G. Newsletter - NL

A. COUNCIL

There shall be a Council of the Association, hereinafter called Council. Council shall discharge advisory duties to FOCUS Executive Committee. Such a council shall involve selected or elected honorary members as stated in Article VII, Section 4.

B. FOUNDERS

Founders shall handle issues occurring between the president, also acting as the IAA, and the vice president that the disciplinary committee cannot handle due to conflict of interest issues arising out of the fact that the vice president shall chair the disciplinary committee. Founders role shall be to resolve, adjudicate and advice on disagreements and thorny issues that may crop up between the leadership of the executive committee board.

C. CONGRESS

1. Name:

There shall be a Congress of the Association, hereinafter called Congress. Congress shall be chaired by the IAA or the president, assisted and backed by the rest of the executives.

2. Attendance:

Congress shall be opened to all full members of the Association, and shall be the highest decision making body.

3. Meetings:

Congress shall meet yearly in the month of February or March, or as may be decided by the Executive Committee. At least a six (6) week notice of such meeting shall be given to ALL paid members.

4. Quorum:

Two-thirds of the total full members of the Association (including the President or Vice President, 1st or 2nd Secretary, The Treasurer, Project Lead and Country Outreach Lead shall constitute a quorum for the transaction of business of Congress.

5. Decisions of Congress:

Shall be by simple majority of members present and voting and shall be binding on all members of the Association. Each member of congress shall be entitled to one vote. All executive members however are entitled to two (2) votes each.

6. Venue:

The venue of annual congresses shall be determined by the Project Lead and may rotate from place to place

7. Congress Agenda:

Congress agenda shall include but not be limited to:

- i. Discussing Reports of the Ghana Chapter Executives, committee heads and various Regional Leads
- ii. Discussing Ghana Chapter Treasurer's audited accounts, and the appointment of Auditors

- iii. Election of Ghana Chapter Executives upon expiry of the tenure of office holders
- iv. Discussing business transactions tabled by the Chapter Executive Committee
- v. Hold election of Executive management board and any other committees.
- vi. Create standing committees
- vii. Amend and ratify the constitution
- viii. Review the policies of the Alumni
- ix. Declare a vote of no-confidence on any official according to the stipulations of the constitution
- x. Approve the budget
- xi. Deliberate on any other matters referred to the assembly

D. SPECIAL / EXTRAORDINARY CONGRESS:

1. For the reasons below, a Special or extraordinary meeting of Congress shall be convened at any time as may be decided by Congress, the FOCUS Ghana Chapter Executive Committee or at the request in writing of not less than two-thirds ($\frac{2}{3}$) members of good standing of the Association which shall furnish The FOCUS Ghana Chapter Executive Committee with the agenda for such meeting.

- i. Conduct by-elections
- ii. Amend the constitution
- iii. Enact disciplinary steps against members and officials
- iv. Execute and participate in projects
- v. Discuss only the agenda for which the meeting was called.

2. In the event of such request for a special or extraordinary meeting of Congress being made, the FOCUS Ghana Chapter Project Lead in conjunction with the secretaries, shall convene a special meeting of Congress within fourteen (14) days of the receipt of the request, specifying in the Notice of such a meeting the matters to be considered.

3. The QUORUM for special or extraordinary meetings shall be the same as for the Congress.

4. Final decisions of Special and Extraordinary Congress shall not supersede decisions made by Congress stated in Section B, subsection 2 under this article. Rather, such decisions shall be complementary.

5. All applicants to the request for the special and / or extraordinary congress as stipulated in B(I) above shall constitute the minimal quorum without fail, otherwise, the session shall be considered null and void.

E. EXECUTIVE MANAGEMENT BOARD / OFFICERS OF THE ASSOCIATION/ FOCUS EXECUTIVE COMMITTEE

1. Composition:

The officers of the association; All of whom shall be fully paid up members of the association; constitute the International Ambassador Alumni, the FOCUS Ghana Chapter President, the Vice President, the 1st and 2nd Secretaries, the Project Lead, the Treasurer and the Outreach Lead. They shall be elected at Congress after a tenure of four (4) years, except the International Alumni ambassador.

Therefore, the Executive Management Board shall be dissolved every four (4) years.

2. Duties of The Officers:

The Executive Committee of the Association aka **FOCUS GHANA CHAPTER EXECUTIVE COMMITTEE** shall, in the performance of its duties, have powers to direct, regulate and / or give effect to the following in accordance with the aim and objectives of the Association;

- i. To enter into, or discharge contracts in the course of the management of the affairs of the Association

- ii. To prepare a Code of Conduct to regulate the general conduct of the association and to ensure the enforcement of the same and discourage any breaches thereof in conformity with the Constitution of the Association
- iii. To maintain, in collaboration with the University, a service bureau to handle Alumni matters on both undergraduate and postgraduate courses, grants, and studentships;
- iv. To make interim appointment(s) to fill any vacancy or vacancies that may occur on the Association before the next Congress;
- v. To positively promote the Coventry University, GTUC and FOCUS Ghana Chapter brand at all times, in line with University's branding strategy.
- vi. Assist and endorse Coventry University, GTUC and FOCUS Ghana Chapter initiatives wherever appropriate.
- vii. Demonstrate professionalism and a level of service consistent with the image of Coventry University, GTUC and FOCUS Ghana Chapter at all times.
- viii. To allow Coventry University/GTUC and FOCUS Ghana Chapter to publish bio data of members including their email, graduation year and a brief bio on Coventry University/GTUC and FOCUS Ghana Chapter websites and social media platforms as well as other marketing materials for the wider alumni and student community.
- ix. Ensure Coventry University/GTUC and FOCUS Ghana Chapter are always shown in a positive light
- x. To provide the Alumni Office and FOCUS Ghana Chapter Executives with any updated contact details for its alumni you may obtain, including addresses, e-mail and employment information
- xi. To abide by the terms of the Ghana Data Protection Act, 2012 (ACT 843) and United Kingdom Data Protection Act 1998
- xii. Discuss and execute policy matters on behalf of congress.
- xiii. Stipulate regulations for day to day activities of the Alumni
- xiv. Maintain discipline within the Alumni
- xv. Prepare budget of the Alumni for Annual General Meeting.
- xvi. Award scholarships to potential beneficiaries.

- xvii. Disburse finances.
- xviii. Form any other Ad-hoc Committee
- xix. Discuss Any Other Business referred to it by Congress.
- xx. To act generally in all other matters concerning or affecting the Association and its members and to exercise such powers as are, or may be conferred on it by Congress.

3. Prohibitions of Officers:

No member of the executive board shall:

- i. Make any promises or guarantees to prospective students (unless consistent with the standard literature)
- ii. Use social media or any other communications on behalf of Coventry University/GTUC and FOCUS Ghana Chapter to do anything unlawful, misleading, malicious or discriminatory; or fail to report any posts or communications that fall into this category
- iii. Derive any personal profit or gain when carrying out the role
- iv. Bring Coventry University/GTUC and FOCUS Ghana Chapter, its staff or students into disrepute at any point.
- v. Any executive management board member who ceases to be a member of the alumni shall automatically cease to be a member of the board, thereof.
- vi. Any executive management board member may be removed from office under regulations to be determined by the Article referred to as "Discipline".

4. Meeting:

The executive committee shall meet at least every other month at a venue to be determined by the Project Lead in conjunction with the secretaries, at its previous meeting, the calendar for such a meeting being published at least six (6) months in advance.

5. Quorum:

The Quorum shall be one third ($\frac{1}{3}$) of the total membership

6. Vote of No Confidence

- I. Any motion proposing a vote of no confidence on a FOCUS executive board member shall originate from only paid up members who shall table it at Congress. This shall be done not less than fourteen (14) days to Congress/SGM, after a written notice is served to the member who is the subject of the motion, through the International alumni ambassador or the president, stating the grounds of such motion. If after the executive, who is the subject of the motion, is given opportunity to respond to it at congress and the motion is supported by not less than half of paid up members present, then the executive management committee shall uphold such resolution in support of all paid up FOCUS members at Congress/ SGM. Under such circumstances that the veto is placed on the president and international alumni ambassador, then the Focus Founders Committee or office of Development and international relations office in Coventry and university relations office at GTUC must be petitioned.
- II. A motion of no confidence in any executive management board member shall only be moved for
 1. Blatant violation of the provisions of this constitution or
 2. Gross misconduct or
 3. Persistent inability to execute the duties of his or her office as provided in this constitution or
 4. Financial mismanagement

III. If a vote of no confidence succeeds, then that management board member loses his or her position and a fresh election is held in that AGM/SGM.

E. FOCUS GHANA CHAPTER SECRETARIAT (FOCUS HUB)

There shall be an Alumni Secretariat located at № 5 Sakumo Close, with its post office box being TN 910, Teshie Nungua Estate, Accra – Ghana and manned by a full time paid staff.

The secretariat serves as the hub for the FOCUS Ghana Chapter. The FOCUS Executive Committee has a direct oversight over the operations and activities of the hub including recruitment and all other functions known generally as human resources management.

F. NEWSLETTER

This shall be the mouthpiece of the Alumni and shall carry the views and news of the Alumni. The executive committee shall serve as the publishers and determine the contents thereof and its general management including sales and distribution.

ARTICLE XI: DUTIES OF THE EXECUTIVE MANAGEMENT BOARD

Each member of the executive committee shall be entitled to a veto, which can be evoked whenever an executive evoking the veto powers feel strong about an issue.

In the event of any of the executive positions becoming vacant, the executives, by a simple majority, shall vote for another executive to take on the role of the vacant position in addition to their original roles until such time that general elections shall be organized.

This provision is made in order to save cost and time involved in running elections and the frequency of organizing elections within the four-year term of the executive management board.

A. THE PRESIDENT

The following functions shall apply to the President of the Executive Management Board of the FOCUS Ghana Chapter

1. Inducts all Executives and paid members into FOCUS Ghana Chapter membership or delegates such role to whom she deems fit.
2. Approves all communications and handles communications between FGC and Coventry University or and Ghana Technology University College.
3. Be the official spokesman of the alumni
4. Be the Executive head of the Alumni association.
5. Preside over and conduct Annual General Meetings of the Alumni, Executive Management Committee Meetings and any other meetings or committees unless prevented by illness or other cause.
6. Be an ex-officio member of all committees
7. Be a signatory to all Alumni financial transactions.
8. Convene an emergency meeting in consultation with the the secretary
9. Represents or appoints a member to represent the alumni in the University council if possible
10. Be the custodian of the Alumni movable and immovable assets.
11. Provide leadership and direction to FOCUS Ghana Chapter
12. Understands and adheres to the FOCUS Ghana Chapter operating guidelines
13. Presides at meetings of the executives and oversees the activities of the executives and FOCUS Ghana Chapter
14. Coordinates FOCUS Ghana Chapter activities through the executives
15. Establish short – and long – range objectives and goals in conjunction with Coventry University, the IAA and GTUC.
16. Structures the Alumni to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored
17. Represents Coventry University, GTUC and FOCUS Ghana Chapter by planning programs and publicity campaigns to support Coventry University/GTUC and build pride among alumni
18. Has overall financial responsibility for FOCUS Ghana Chapter
19. Approves all Alumni communications

20. Maintains regular contact with all Alumni
21. Ensures completion of the Alumni annual report and submits to to the International Alumni Ambassador
22. To act as a point of contact between the Coventry University group and the alumni in the home country
23. To help foster a community of local alumni who offer advice and share expertise with each other and with current/prospective students
24. Be a point of contact for potential students who have questions about Coventry University, either via email or in person
25. Organizing bi-annual events for other alumni to network, creating new contacts for social or professional purposes
26. Encourage goodwill and a sense of 'giving back' amongst alumni
27. Promoting Coventry University/GTUC to prospective students, sharing your own personal experiences
28. Encourage volunteer work amongst alumni with current students, either through mentoring, sourcing work placements or through promoting job opportunities
29. To share local insights with Coventry University staff representatives visiting the country regarding culture, travel and accommodation
30. Keep Coventry University up to date with the latest news from the association, responding in a timely manner and maintaining regular contact with the Alumni office
31. Provide contract details of alumni to central team

B. VICE PRESIDENT

The Vice president shall perform the following functions:

1. Perform the duties of the President and the IAA in the event where the latter is absent and while doing so have the same privileges as the President and IAA.
2. Act as Chairperson in case of incapacitation or resignation of the President subject to article on elections and by-elections.
3. Presides at meeting in the absence of the president

4. Provides strategies for growth, development, progress and financial sustainability of Focus Ghana Chapter and its activities
5. Be an ex-officio member of all committees and subcommittees.
6. Plans, coordinates, the alumni to manage a series of meetings and programs
7. Presides over meetings of the executives and oversees the activities of the executives and FOCUS Ghana Chapter
8. Coordinates programs with the president and the executives
9. Provides data on previous alumni events to allow an event coordinator to benefit from past experience and suggestions for improvements
10. Provides timely and interesting advance information for newsletters, social media, and mailings
11. Provides or coordinates information on forthcoming events to secretary for inclusion in meeting notices or newsletters
12. Provides mentorship to new alumnus
13. Be a signatory to Alumni financial transactions.
14. To act as a point of contact between the Coventry University group and the alumni in the home country
15. To help foster a community of local alumni who offer advice and share expertise with each other and with current/prospective students
16. Be a point of contact for potential students who have questions about Coventry University, either via email or in person
17. Organising bi-annual events for other alumni to network, creating new contacts for social or professional purposes
18. Encourage goodwill and a sense of 'giving back' amongst alumni
19. Promoting Coventry University to prospective students, sharing your own personal experiences
20. Encourage volunteer work amongst alumni with current students, either through mentoring, sourcing work placements or promoting job opportunities
21. To share local insights with Coventry University staff representatives visiting the country regarding culture, travel and accommodation

22. Keep Coventry University up to date with the latest news from the association, responding in a timely manner and maintaining regular contact with the Alumni office
23. Provide contract details of alumni to central team

C. 1ST AND 2ND SECRETARY

1. Deal with all correspondence to all categories of members, partners, sponsors and affiliates.
2. Issue notices of meetings of both the Executive Committee and General Meetings.
3. Prepare and circulate the agenda for Executive Management Committee Meetings and General Meetings.
4. Keep records and minutes of all meetings.
5. Receive items of agenda from the members in the form of motions to be considered in the Annual General meetings.
6. Play the role of the public relations officer.
7. Handles the correspondence of the executives and keeps records of it
8. Maintains official records of meetings
9. Informs executives of deadlines for reports, mailings, future commitments
10. Coordinates mailing of notices
11. Coordinates mailing of notices/newsletters to alumni
12. Maintains a database of executive members with current address, including email, and telephone information
13. Encourages alumni to update their personal information
14. Maintains complete and up-to-date copies of the alumni bylaws and other organizational documents
15. To act as a point of contact between the Coventry University group and the alumni in the home country
16. To help foster a community of local alumni who offer advice and share expertise with each other and with current/prospective students

17. Be a point of contact for potential students who have questions about Coventry University, either via email or in person
18. Organising bi-annual events for other alumni to network, creating new contacts for social or professional purposes
19. Encourage goodwill and a sense of 'giving back' amongst alumni
20. Promoting Coventry University to prospective students, sharing your own personal experiences
21. Encourage volunteer work amongst alumni with current students, either through mentoring, sourcing work placements or promoting job opportunities
22. To share local insights with Coventry University staff representatives visiting the country regarding culture, travel and accommodation
23. Keep Coventry University up to date with the latest news from the association, responding in a timely manner and maintaining regular contact with the Alumni office
24. Provide contract details of alumni to central team

D. TREASURER

1. Open an account on behalf of FOCUS in conjunction with the President
2. Receive and bank under the directions of the Committee all money belonging to the alumni
3. Maintain and keep financial records of the Alumni
4. With the approval of the Executive Management Committee, make payments
5. Prepare and present annual audited records to the Annual General Meeting
6. Be a signatory to Alumni financial transactions.
7. Oversees club finances, collects dues, and receives other monies, e.g. proceeds from tickets
8. Follows best financial practices as determined by the FOCUS Ghana Chapter Executives
9. Completes and submits the annual financial report to the FOCUS Ghana Chapter Executives each year
10. Assists the president and other FOCUS Ghana Chapter Executives in preparing program budgets and financial controls

11. Be the custodian of the Alumni movable and immovable assets.
12. Takes prudent and strategic decisions to minimize expenditure, save funds for the association, raise funds for the association and engage in best known procurement practices that would maximize value for money for the association.
13. Maintains and supervises FOCUS Ghana Chapter bank accounts
14. Ensures that there is more than one signatory on all bank accounts
15. Ensures that adequate budget and financial controls are maintained
16. Prepares and submits financial statements to the president and the FOCUS Ghana Chapter Executives on a regular basis, i.e. all executive meetings or at minimum quarterly
17. Prepares budget for every financial year in consultation with the Project Lead and Outreach Lead
18. To act as a point of contact between the Coventry University group and the alumni in the home country
19. To help foster a community of local alumni who offer advice and share expertise with each other and with current/prospective students
20. Be a point of contact for potential students who have questions about Coventry University, either via email or in person
21. Organising bi-annual events for other alumni to network, creating new contacts for social or professional purposes
22. Encourage goodwill and a sense of 'giving back' amongst alumni
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25. To share local insights with Coventry University staff representatives visiting the country regarding culture, travel and accommodation
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27. Provide contract details of alumni to central team

E. PROPECT LEAD

1. Issue notices of meetings of Annual General Meetings.
2. Collaborates with other FOCUS Ghana Chapter Executives to create and execute exciting, interesting events for members of FOCUS Ghana Chapter throughout the year.
3. Ensure the fiscal viability of all events in consultation with the Treasurer
4. Maintains a list of events and statistics throughout the year in an annual report form
5. Submits attendance list to the FOCUS Ghana Chapter Executives for any event featuring a FOCUS Ghana Chapter and/or Coventry University and/or GTUC speaker, including faculty, coaches and senior administrators
6. Works closely with other FOCUS Ghana Chapter Executives to promote upcoming events
7. Alerts alumni of upcoming events with details
8. Publicizes alumni activities through email, social media and the alumni website
9. Works closely with the Secretary to maintain records of correspondence
10. To act as a point of contact between the Coventry University group and the alumni in the home country
11. To help foster a community of local alumni who offer advice and share expertise with each other and with current/prospective students
12. Be a point of contact for potential students who have questions about Coventry University, either via email or in person
13. Organising bi-annual events for other alumni to network, creating new contacts for social or professional purposes
14. Encourage goodwill and a sense of 'giving back' amongst alumni
15. Promoting Coventry University to prospective students, sharing own personal experiences
16. Encourage volunteer work amongst alumni with current students, either through mentoring, sourcing work placements or promoting job opportunities
17. To share local insights with Coventry University staff representatives visiting the country regarding culture, travel and accommodation

18. Keep Coventry University up to date with the latest news from the association, responding in a timely manner and maintaining regular contact with the Alumni office
19. Provide contract details of alumni to central team

F. OUTREACH LEAD

1. Coordinates the activities of FOCUS Ghana Chapter in all the regions
2. Coordinates all social impact programmes and FOCUS Ghana Chapter causes and ensures their fiscal viability in consultation with the Treasurer.
3. Recruits and orients FOCUS Ghana Chapter Regional Leads
4. Manages FOCUS Ghana Chapter Regional Leads
5. Reports FOCUS Ghana Chapter regional activities to FOCUS Ghana Chapter Executives
6. Reviews and adopts annual strategic plans which support FOCUS Ghana Chapter initiatives in all the regions
7. Ensures effective organizational planning and management of resources in all the regions
8. Ensures legal and ethical integrity and maintains accountability of regional activities
9. Attends FOCUS Ghana Chapter events including general membership meetings, Executive Committee meetings, and fundraising events held in all the regions
10. To act as a point of contact between the Coventry University group and the alumni in the home country
11. To help foster a community of local alumni who offer advice and share expertise with each other and with current/prospective students
12. Be a point of contact for potential students who have questions about Coventry University, either via email or in person
13. Organising bi-annual events for other alumni to network, creating new contacts for social or professional purposes
14. Encourage goodwill and a sense of 'giving back' amongst alumni
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18. Keep Coventry University up to date with the latest news from the association, responding in a timely manner and maintaining regular contact with the Alumni office
18. Provide contract details of alumni to central team

ARTICLE XII: COMMITTEES

All committees shall have committee heads being members of the executive committee.

A. FINANCE COMMITTEE

The Finance Committee shall be responsible for the coordination of fundraising activities for The Association. The Treasurer shall be the Head of the Finance Committee. The date of the first meeting of the Finance Committee shall be decided at congress. The members, as defined in Article XIV (F) and Article VII (A)(2) of the Constitution, shall have the right to participate in the Finance Committee with voting rights upon attendance at a second meeting, with one vote allocated per member. All sympathizers and sponsors shall be encouraged to support the association's causes by donating directly through the association's online payment system. If for any reason some funds are raised outside the association's online payment system, such funds shall be deposited in the Bank Account of the Association under the supervision of the Treasurer.

B. ALUMNI OUTREACH COMMITTEE

The Alumni Outreach Committee shall be responsible for all social impact programs and causes of The Association. He shall be the Head of this committee. The members, as defined in Article XIV (F) and Article VII (A)(2) of the Constitution, shall have the right to participate in the Alumni Outreach Committee with voting rights upon attendance at a second meeting, with one vote allocated per member.

C. PROJECTS COMMITTEE

The Projects Committee shall be responsible for internal affairs of The Association, which include the Awards Team, Constitution and Bylaws Team, Nominating Team, and other functions of The Association as required by the Executive Management Board of the Association. The members, as defined in Article XIV (F) and Article VII (A)(2) of the Constitution, shall have the right to participate in the Volunteer Management Committee with voting rights upon attendance at a second meeting, with one vote allocated per member. The Project Lead shall be the Head of this committee and be responsible for its membership. The Treasurer and the judicial committee chair shall be ex-officio members of this committee.

D. DISCIPLINARY COMMITTEE

This committee shall discharge functions for disciplinary issues involving any executive or officer or FOCUS member. The members must satisfy conditions under Article XIV (F) and Article VII (A)(2) of the Constitution. The chair of this committee shall be the Vice President. Where the disciplinary action being taken involves the vice president, then the Founders committee shall be petitioned for the adjudication of the issue.

E. JUDICIAL COMMITTEE

The vice president shall chair this committee and responsible for its members. The committee shall be convened to adjudicate such issues having to do with the interpretation of this constitution or addressing electoral disputes or any other such judicial issues. The members must satisfy conditions under Article XIV (F) and Article VII (A)(2) of the Constitution.

F. MEDIA COMMITTEE

The president and the IAA heads this committee. He or She shall be responsible for membership recruitment of this committee. Membership could be from any category of FOCUS Ghana Chapter membership. The committee shall be responsible for publicizing and promoting alumni activities through email, social media and the alumni website. They shall work to increase patronage of Focus Ghana programmes. The committee shall also be responsible for the management of the associations Facebook, Instagram, Snapchat and Twitter accounts that would be used either to promote Focus Ghana activities or to advertise companies belonging to sponsors of FOCUS Ghana Chapter. The committee shall work to manage the main website of the association, update

information on it, and, in conjunction with the treasurer, publish adverts from prospective clients that may like to advertise their products, goods and services on the association's website for a fee determined by the Finance Committee.

ARTICLE XIII: MEETINGS

A. Types of meetings

There shall be three types of meetings and an Induction Ceremony-

1. The Annual General Meeting ([AGM], Congress)
2. The Special General Meeting [SGM]
3. The Executive Management Committee Meeting
4. Inductions

1. Annual General Meeting

- i. The Annual General Meeting shall be convened during any Saturday or Sunday of the second/third month of the calendar year. This shall be done by the Project Lead in consultation with the President and the Secretaries annually. Notice in writing of such annual general meeting, accompanied by the annual statement of account and the agenda for the meeting shall be sent to all paid members not less than 14 days before the date of the meeting and where practicable by press not less than 7 days before the date of the meeting.
- ii. The agenda for the Annual General Meeting shall consist of the following:
 - a. Confirmation of the minutes of the previous annual general meeting
 - b. Consideration of the account
 - c. Confirmation of FGC activities and programs for the year
 - d. Election of executive management board members.[If it is an election year]
 - e. Approval of accounts by FOCUS Ghana Chapter auditors.

- f. Such other matters as the executive committee may decide or as to which notice shall have been given by member (s) provided such notice shall reach the Project Lead/ secretary at least four weeks before the date of the meeting.

2. Special General Meeting

- i. A Special General Meeting shall be called for any specific purpose by the International Alumni Ambassador. Notices in writing of such meeting shall be sent to all members and where practicable in press advertisement by the secretary not less than seven days before the date of such meeting.
- ii. A Special General Meeting may also be requested for a specific purpose in writing to the Secretary by not less than a third of the members and such meetings shall be held within 21 days.

3. The Executive Management Committee Meetings

- i. The Executive Management Committee shall meet at such times and places as it shall resolve but shall meet not less than once in any two months.
- ii. The quorum for Executive Committee meetings shall not be less than one half of the members.
- iii. Notice and Agenda of such meetings shall be given by the 1st or 2nd Secretary at least 14 days before the date of the meeting.

4. Inductions

Inductions are ceremonies where already existing FOCUS members and sponsors are awarded for their hard work, old executives hand over to new executives when their term of office expires and where ordinary members decide to become paid members and are decorated with FOCUS Ghana Chapter branded lapel pins.

- i. FOCUS Ghana Chapter shall have annual inductions. Specific dates for each year's induction shall be discussed at Congress which is held at the beginning of the new calendar year.
- ii. Only members of FOCUS who agreed and paid as Premium Members shall be inducted. The induction includes new graduates or those who graduated in the previous years. Both of these categories must pay their yearly subscriptions before they can be inducted.
- iii. Executives who are not inducted can only be seen as 'acting' or temporal in their respective positions and shall not enjoy full complements of the position until they are inducted.

5. Procedures at General Meeting

These shall be as follows:-

- i. The International Alumni Ambassador shall chair all the meetings and in her absence, the vice president shall deputize.
- ii. The Secretary shall take the minutes of all meetings
- iii. The chair of the meeting shall decide the number of persons permitted to speak in favour or against any motion.
- iv. Resolutions shall be decided by simple voting by a show of hands. In the case of a tie of vote, the chairman shall have a casting vote.
- v. Meetings shall normally start on time with a provision for 20 minutes to attain quorum

ARTICLE XIV. ELECTION OF OFFICERS

A. Election:

The election of officers

1. Shall be by a simple majority
2. Shall take place at the Congress of the Association at a meeting convened for the purpose in the case of the Ghana chapter.
3. Those elected shall assume office immediately thereafter.

4. Shall take place at the end of every four year tenure of the executives

B. Term of Office:

The Officers of the Association shall

1. Hold office for one term of four (4) years.
2. Be eligible for re-election to same office for another consecutive term
3. Not be elected to more than two terms in the same office.
4. As incumbents, be eligible for election to a different office.

The IAA shall maintain such office so long as he or she remains the president of FOCUS Ghana Chapter.

C. Procedure for Elections

The procedures for elections shall be:

1. All the elections shall be by secret ballot and by majority vote
2. In the event of a tie between candidates the ballot shall be repeated until a candidate receives a simple majority
3. The elections shall be organized by an Electoral Commission set up by the Executive Management Committee.
4. The chairperson of the commission shall be the Returning Officer.
5. The nomination papers for the proposed candidate must contain the names and signatures of at least fifteen (15) proposers who must be current ordinary paid-up members of the Alumni.
6. Each candidate shall collect the nomination papers from the Secretariat on payment of a nonrefundable nomination fee to be decided by the Electoral Commission on or at least seven days before the election date and returned at least two days before the date.

D. Electoral Commissioner

Elections shall be conducted under the supervision of an Electoral Commissioner (EC) appointed by the Executive Committee of the Association at least six (6) months to congress.

E. Eligibility for FOCUS Ghana Chapter Executive Office & Other Positions:

To qualify to be elected into any office of FOCUS Ghana Chapter Executive Board or into any other office created in this constitution or by the executive committee board, the applicant should possess and exhibit the following qualities in addition to Article VII (A)(2):

- i. Must have served on any committee [or in any position related to FOCUS as assigned by the executives] set up by the existing executive board for at least a year and have participated in a majority of the meetings, events, and activities of the Association
- ii. Must be vetted by a vetting committee put together by the executive committee.
- iii. Must come out of the vetting successfully
- iv. Must have Personal experience of and a keen interest in the life and success of Coventry University/GTUC and FOCUS Ghana Chapter and be able to prove it
- v. Must have good interpersonal skills and an ability to build relationships with alumni of all ages and backgrounds and be able to prove it
- vi. Must be Self-motivated and able to act on their own initiative; as well as being a team player and be able to prove it
- vii. Must have Good communication skills, written and verbal, and the ability to keep the Coventry University Alumni Office and FOCUS Ghana Chapter Executives up to date
- viii. Must have the Ability to act with the best interests of Coventry University/GTUC and FOCUS Ghana Chapter at all times and be able to prove it
- ix. Must be Committed to equal opportunities and be able to prove it
- x. Must be a full member of the Alumni Association for the duration of the term and be able to prove it

F. Nominations:

1. The EC shall invite nominations to contest available offices at least two (2) months to Congress.
2. Nominations shall remain opened until the day of Congress.
3. In addition to provisions of Article XIV (E) nominees for any position must be endorsed by two
(2) current or past Executive committee members.
4. Where the said executives are nominees themselves, then any two honorary members of the Council can endorse the nomination.

G. Vetting

1. Candidates or applicants who pass through the nominations stage successfully shall be vetted by a vetting board, put together by the executive committee.
2. Only candidates who pass the vetting stage would be eligible to stand for elections.

H. Spoilt Votes

3. During the counting of ballots papers;
 - i. A spoilt vote shall not be tallied on to any of the candidates
 - ii. A candidate may voluntarily be personally present and at no time shall a candidate be barred from witnessing the counting of ballot papers.
4. For purposes of this section a spoilt vote shall mean that which is obliterated, or damaged or ambiguous or illegible and it cannot be deciphered which candidate for whom it was cast.

I. Election Offences

1. An election offence shall disqualify a candidate
2. For purposes of this section, an election offence shall include
 - i. Rigging

- ii. Harassment
- iii. Use of forceful means
- iv. Intimidation
- v. Giving false information
- vi. Campaigning on the polling day and or any other act omission, which defeats the tenets of free and fair elections.

J. Dissolution of the Electoral Commission.

1. The Electoral Commission shall stand dissolved, if there is no election petition against election results and hand over their returns to the Alumni Officer, when new officials are inaugurated into office.
2. In the event of a petition against election result by any person, the electoral Commission shall wait to act on the resolution reached by the Elections Appeals Committee on the said petition before it stands dissolved.
3. The Returning Officer shall prepare and publicize a statement showing persons who have been validly nominated
4. Any decision as to what shall be taken as spoilt shall be taken by the Returning Officer whose decision shall be final.
5. The Returning Officer shall announce the results of the elections as soon as possible after the counting of the ballot paper.

ARTICLE XV: FINANCE & INVESTMENTS OF THE ASSOCIATION

A. The Sources of the Alumni Finance shall be from

1. Subscription and membership fees/dues payable annually to be determined by the Annual General Meeting from time to time.
2. Registration fees and sale of tickets for participation in FOCUS events to be determined by the Executive Management Committee from time to time.
3. Donations and contributions from sponsors, friends and well-wishers.
4. Revenues earned from investments e.g. fundraising, grants, advertisements, interest in stocks, shares and bills and business.
5. Other levies and bequeathals
6. The Association shall keep Bank Account(s) in accordance Article XI (D)(1)
7. The Association's Bank Account(s) shall be operated jointly by the Treasurer, and one other in the person of the President or the Secretary.
8. The Accounts of the Association shall be audited at the end of every accounting year as determined in provisions (D) of this article.
9. The finances of the Association shall be applied solely in a manner prescribed by the Executive Committee and approved or ratified by Congress, and no portion thereof shall be paid, transferred either directly or indirectly by way of dividends, bonuses or profits to any person or persons whatsoever.

B. Expenditure

1. Any expenditure of funds in excess of the provisions of the budget approved by congress shall have to be approved by the SGM.
2. All moneys received for the purpose of FOCUS must be applied with thrift and stewardship to provide maximum benefit to FOCUS Ghana Chapter.

3. The funds of the association shall be used only for activities in furtherance of the objectives of the Alumni.
4. Wherein the association has carried out its objectives and activities for the year and still has surplus money in her accounts, the Finance Committee per the authorization of the Executive Committee shall invest such monies into treasury bills, government bonds or any other investment on behalf of the association.
5. All monies shall be received by and paid to the Treasurer who shall deposit to any of the Association's bank(s).
6. All financial transaction shall be entered into the books of account that shall be availed to the auditor.
7. No payment shall be made out of the bank account without a resolution of the Executive Management Board authorizing such payment and all cheques on such bank account.
8. A petty cash account shall be maintained by the Treasurer with the president for disbursement.
9. Audited financial report shall be submitted in writing by the Treasurer to the Executive Committee for examination and finally to the Annual General Meeting or congress for approval.

C. Sourcing

1. The treasurer shall present to the executive board not less than two sources and their terms. By a simple majority the executive board shall vote for the vendor or supplier whose services or goods give value for money.

2. To prevent issues of conflict of interested, no executive member or paid member shall directly supply FGC with goods or services unless such goods and services are being rendered to FGC free or on heavily discounted terms.

D. Signatories of the FOCUS Ghana Chapter Account:

FOCUS account may, subject to approval by the finance and investments committee, operate any type of bank account for convenience and profitability, but in any event the signatories shall be:

1. President
2. Treasurer
3. Secretary

E. Auditors and Auditing of Books of Accounts

1. The accounts of FOCUS shall be audited by the auditors, Messrs Christian Fosu & Associates at least four weeks before the A.G.M. Such auditor shall be appointed at each Annual General Meeting.
2. An Auditor may be paid such fees or honorarium for his or her duties as may be resolved by the Annual General Meeting appointing the Auditor.
3. No Auditor shall be an office bearer or a member of any committee or Standing Committee of the Association.
4. Any vacancy arising in the office of the Auditor shall be duly filled by the Executive Council until the next Annual General Meeting.
5. After the end of each financial year, the Treasurer shall produce an account of all receipts, payments and a statement of assets and liabilities made up to a date, [which shall not be more than three months after the financial year end] to inspection by the Auditor. The Auditor shall examine such annual accounts and statement and

express his opinion as to the status of affairs, duly vouch the Association's transactions in accordance with the law and report to the Association's members in what respect they are found to be or not to be not in accordance with the law.

6. The books of account and balance sheet shall be approved by the finance and investment committee and presented to the auditor who shall make a report for consideration by the executive management committee.
7. After the Executive Committee Approval, a copy of the Auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members not later than seven calendar days before the A.G.M.
8. The financial year of the Alumni shall be from the first calendar week of January to the last week of December of any given year.

F. Financial Benefits to Executive Management Board

The financial allowances and benefits to the Executive Management Board would be determined provided, however, that such determination shall be approved by the AGM and such determination is based on evidence of sustainability of FOCUS.

G. Property of the Association

1. FOCUS Ghana chapter Executive Committee with the approval of Congress may acquire such property, both real and personal, as may be necessary for the due functioning or operation of the Association.
2. FOCUS Ghana chapter Executive Committee shall have custody of all the property of the Association, and shall apply or dispose of same solely in a manner as prescribed or may be prescribed by Congress.

ARTICLE XVI: DISCIPLINE

For purposes of this constitution, discipline shall mean compliance to the rules of proper conduct as embodied in this constitution, by-laws and any other rules as shall be formulated from time to time by the relevant authority, authorized by this Constitution and the FOCUS Ghana Chapter Executive Management Board. Discipline and refined attitude among members in the conduct of the affairs and operations of FOCUS shall be enforced by the Executive Committee.

A. Composition of the Disciplinary Committee

The Executive Committee shall appoint disciplinary committee made up of at least three members of the Executive Committee and two other ordinary members to determine measures to be taken against errant members.

B. Offences

The following shall constitute offences:

1. Negligently refusing to attend meetings.
2. Portrayal of disruptive or unruly behaviour in meetings or on the association's social media platforms and groups.
3. Display of Unrefined behavior and use of insulting language frowned upon by society
4. Conduct likely to bring the association into disrepute or prejudice the well-being of the association activities, services or facilities.
5. Corruption and engaging in acts amounting to issues of conflict of interest
6. Withholding or embezzling or misappropriation of Alumni funds

C. Disciplinary Actions.

Possible disciplinary actions that could be taken against a member/s that flout/s this constitution or any other by-laws as given by the executive council or authorized by such are Suspension and expulsion.

In either of such situations stated above, there shall be no refund of dues paid or refund of any form of financial support given by such alumni to FOCUS or claiming back of any property donated to the association by such offending member when discipline is meted out to him or her or them as it may apply.

1. Suspension:

The Executive Committee through the Disciplinary Committee shall have power to suspend a member from his or her membership until the next Annual General Meeting of the Association following such suspension but notwithstanding such suspension, a member whose expulsion is proposed shall have the right to address the general meeting at which his or her expulsion is to be considered.

2. Member's Expulsion:

Any member within any membership category may be expelled from FOCUS Ghana Chapter Association membership, if the Executive Committee so recommends and if an Annual General Meeting of the Association shall resolve by a two-thirds majority of the members present and voting that such member should be expelled on the grounds that his or her conduct has adversely affected the reputation or dignity of the Association.

ARTICLE XVII: DISSOLUTION

- A. The Association shall not be dissolved except by a resolution passed at an Annual General Meeting of members by a vote of three-quarter majority of the paid members present.
- B. The quorum at the meeting shall be as per Article X(B)(4) hereinabove. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to the next Annual General Meeting. Notice of this Annual General Meeting shall be given to all the members of the Association at least fourteen (14) days before the date of the meeting.
- C. No dissolution shall be effected without prior permission in writing to the Registrar of Companies for the time being, obtained upon application to him made in writing and signed by three (3) of the office bearers.
- D. When the dissolution of the Association has been approved by the Registrar of Companies for the time being, no further action shall be taken by the Executive Committee or any office bearer of the Association in connection with the aims of the Association other than to get and liquidate for cash all the assets of the Association. Subject to payment of all the debts of the Association, the balance thereof shall be distributed in such other manner as may be resolved by the Annual General Meeting at which the resolution for dissolution is passed.

ARTICLE XVIII: BYLAWS

A. Authority

The Executive Committee has the authority and responsibility to create and maintain bylaws governing the business, administration, and responsibilities of The Association in accordance with its goals and purposes as stated in Article V of the Constitution.

B. Changes to Bylaws

Any changes to, or deletions of, existing bylaws, or creation of new bylaws must be approved by a two-thirds vote of congress at an Annual General Meeting.

ARTICLE XIX: AMENDMENTS TO THE CONSTITUTION

- A. Any proposal to amend this Constitution shall be included in the Notice convening Congress at least six (6) weeks before congress meets.
- B. Any proposals for amendment may be made either by the FOCUS Ghana Chapter Executive Committee and a paid member, or any of them.
- C. Any proposal(s) for amendment emanating from the executives or any of them shall be supported by at least ten (10) of the paid members and shall be submitted in writing to the Executive Board at least six (6) weeks before Congress of the Association for study by the Executive Committee
- D. Any such amendment(s) may be adopted with or without modification by a vote of not less than Seventy-Five per cent (75%) of those present at Congress and voting.
- E. Amendments shall not, however, be implemented without the prior notification in writing of such amendment to ALL paid member.

ARTICLE XX: EFFECTIVE DATE OF THE CONSTITUTION

This Constitution came into effect from the 29th day of October 2016 after it has been ratified by the Executive Management Board and launched during the official launch of FOCUS Ghana Chapter and signed by Debra-Jane Nelson, the International Alumni Ambassador and President of FOCUS Ghana Chapter Executive Board and all other members of the Executive Board.

<p><i>Signed</i></p> <p>.....</p> <p>(DEBRA-JANE NELSON) FRIENDS OF COVENTRY UNIVERSITY IN GHANA CHAPTER PRESIDENT, INTERNATIONAL ALUMNI AMBASSADOR, COMPANY DIRECTOR AND SECRETARY</p>	<p><i>Signed</i></p> <p>.....</p> <p>(GILBERT MENSAH KWADZO NYAVIE) FRIENDS OF COVENTRY UNIVERSITY IN GHANA CHAPTER VICE PRESIDENT, TREASURER AND COMPANY DIRECTOR</p>
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