



NOT FOR SELF BUT FOR SERVICE

© Copyright 2022

PRINCIPLES AND GUIDELINES OF THE ADOMFE TERTIARY STUDENTS ASSOCIATION

NAME

The name of this Association shall be **Adomfe Tertiary Students' Association**.

MOTTO

Not for Self but for Service.

MISSION STATEMENT

We exist to promote the need and importance for tertiary education in our society with effective frontline youth membership practices and engagements, focusing on young people's participation in educational, socio-economic and political development in Asante Akyem Adomfe.

VISION STATEMENT

To become a vibrant and unique student-focused Association in Asante Akim Adomfe and beyond to promote tertiary education and youth engagement in the society.

AIMS

The Association aims to improve;

1. Number of youth in tertiary education
2. The community development
3. Youth empowerment and livelihood opportunities
4. Life skills training
5. Cultural and Religious Values and virtues
6. Sports and recreation
7. Environmental sustainability (SDGs)

OBJECTIVES

The objectives of the Association will be;

1. To promote the urge for tertiary education in society.
2. To serve as exemplary mentors to the growing youth in society.
3. To promote the spirit of patriotism in the youth of Asante Akyem Adomfe.
4. To foster links between the tertiary students and the community
5. To develop programs and initiatives that will benefit and equip the tertiary student to face life.
6. To assist members, gaining personal and professional skills in leadership development.
7. To address diversity issues and create a society where all individuals feel comfortable and cared about.
8. To create job avenues for its members and the society at large.

9. To render possible voluntary services to the upcoming youth and society.
10. To cooperate with other youth groups in organising activities, programs and projects that seek to develop Asante Akyem Adomfe.

CORE VALUES

The core values of the Association are;

1. Equality
2. Transparency and accountability
3. Sustainability
4. Inclusiveness
5. Bridging educational gap

MEMBERSHIP

1. All persons who hail from Adomfe and attend any tertiary institutions in Ghana.
2. The membership shall consist of members and honorary members. i.e. "**Honorary Member** shall be an individual who has the association at heart and has made unique, seminal contribution to the field of social work."
3. The voting members shall consist of students in tertiary institutions and the executive committee.
4. Membership of the movement shall be opened to individuals with like-minds and willing to make an impact on others
5. A prospective member may be introduced at any regular meeting of the Association and shall become a full member upon registration.
6. Any full member who fails to show continued interest in the Association shall automatically forfeit his/her membership.
7. Any member who fails to show financial commitment to the Association shall automatically forfeit his/her membership.
8. The Executive Council shall be the highest decision making body of the Association.

GENERAL RESPONSIBILITIES OF MEMBERS

1. A member shall pay membership dues or any contributions as shall be determined by the leadership of the Association with the power given by the members.
2. A member shall attend/participate in the events or activities of the alumni association.
3. A member shall continue to uphold the values of the Association.
4. A member may be entitled to welfare support by the Association.
5. A member should be respectful of diversity, non-discrimination and uphold the movement's values.
6. A member shall comply with the policies and rules of the Association.
7. A member shall not abuse physically, sexually or verbally against other members or leaders.
8. A member shall be non-partisan.

OFFICERS AND THEIR DUTIES

There shall be a Chief patron and an Executive Committee that shall handle the affairs of the Association.

Patron

1. The Patron should be a native of the town who frequently visits the town.
2. The Patron shall be a prominent and known member of the town
3. The Patron shall provide continuity and assist the Association in operating in a manner consistent with the goals and purpose of the Association.
4. The Patron will be responsible for guiding the movement's leadership in executing its duties.
5. The Patron shall assist leadership in initiating and running projects.

Executive Committee

The executive body of the Association shall consist of the following:

1. Chairperson
2. Vice-Chairperson
3. General Secretary
4. Deputy General Secretary
5. Financial secretary

6. Treasurer
7. Organising Secretary
8. Deputy Organizing Secretaries
9. Public Relations Officer

DUTIES OF THE OFFICERS

1. Chairperson

- a) He shall be the leader and chief spokesman of the Executive Committee
- b) The Chairperson's duty shall be to preside at all meetings and administer the Association's affairs.
- c) He/she can call emergency meetings any time the need arises.
- d) He/she shall have the authority to act for the Association within the framework of the regulations of the Association.
- e) He shall be able to delegate other functions/duties of the other members of the Executive Committee as will not contravene the provisions of these regulations.
- f) In consultation with the Executive Committee, the Chairperson shall appoint the administrative officers of the Association where necessary.

2. Vice-Chairperson

- a) The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson.
- b) He/she shall be responsible for the arrangement of programs and shall assist the Chairperson in the business of the Association.
- c) He/she shall perform any other functions/duties assigned to him by the executive committee, Association and the Chairperson.

3. General Secretary

- a) The secretary shall maintain the records of the Association and record the proceedings of the meetings of the Association.
- b) He/she shall furnish the members with notifications and agendas of the meetings.
- c) He/she shall be in charge of all secretarial duties of the Association and the Executive Committee.

4. Deputy General Secretary

- a) The Deputy Secretary shall assume the duties of the General Secretary in his/ her absence.
- b) The Deputy Secretary shall assist the General Secretary in all of their duties.

- c) He/she shall perform any other functions/duties assigned to him by the executive council, Association and /or the Chairperson.

5. Financial Secretary

- a) He shall receive all the Association's monies and have custody of the cheques and cash books.
- b) He shall be responsible for all financial accounts and shall keep accurate records of all the financial transactions and assets of the Association.
- c) The financial secretary and president shall sign all cheques.

6. Treasurer

- a) The Treasurer shall be a custodian of all the Association's money.
- b) He/ She shall collect or receive dues from members and executives.
- c) He/ She work hand in hand with the financial secretary of the Association
- d) He/ She concentrate on alternative avenues of raising funds for the activities, programs and projects of the Association.
- e) He/she shall perform any other functions/duties assigned to him by the executive council, Association and /or the Chairperson.

7. Organising Secretary

- a) The Organiser shall be responsible for arranging venues for meetings of the Association.
- b) He/she shall work hand in hand with the executive council to create agenda for meetings
- c) He/she shall perform any other function assigned to him/her concerning the office by the Executive Council and by the regulations of the Association.

8. Deputy Organizing Secretary

There shall be two deputies who shall:

- a) Assist the Organiser in all his duties.
- b) They shall perform any other functions/duties assigned to him by the executive council, Association and /or the Chairperson.

9. Public Relations Officer

- a) The Public Relations Officer shall be the Chairperson of the Social Media team of the Association.
- b) The Public Relations Officer shall be responsible for making effective publicity and advertisement of all activities
- c) He/she shall perform any other function assigned to him/her in relation to the office by the Executive Council and by this regulation.

FINANCES

1. The Executive committee shall establish dues.
2. A majority vote will approve fees for special events or programs, or projects sponsored by the Association of the Executive committee.

MEETINGS

1. Meetings shall be held no less frequently than twice a year provided that suitable program materials are available, i.e., an agenda to be deliberated about.
2. The Patron can call emergency meetings at any time within the year.
3. The Chairperson shall determine the particular place, date, and time for each meeting with notification and agenda furnished to the membership at least three days in advance of meeting time.
4. A quorum consisting of 50% of the members shall be required for meetings at which business is conducted.

CODE OF CONDUCT POLICIES

Purpose

This policy affirms the Adomfe Tertiary Students Association belief in all members' responsible social and ethical behaviour. This policy clarifies the standards of behaviour that the Association expects of all members.

Principles

Our members contribute to the success of our organisation and that of our town. Adomfe Tertiary Students Association fully endorses that all members are not deprived of their fundamental human rights.

Furthermore, our members must observe high integrity and fair dealing standards. Unlawful and unethical practices undermine members and society's trust.

Policy

Our Code of Conduct policy applies to all members and provides the framework for conducting affairs and dealing with other members. The Code of Conduct does not replace legislation, and if any part of it conflicts, then legislation takes precedence. This policy is based on the following:

- a) Act and maintain a high standard of integrity and professionalism
- b) Be responsible and scrupulous in the proper use of the Association's information, funds, equipment and facilities
- c) Be considerate and respectful of the environment and others
- d) Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other members and the general public.
- e) Promote the interests of the Association Movement.
- f) Perform duties with skill, honesty, care and diligence

- g) Abide by policies, procedures, and lawful directions related to your Adomfe Tertiary Students Association membership.

In good faith, any member who raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

The Association expects co-operation from all members in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any member who shall breach this policy shall be subject to disciplinary action, including termination.

