

THE CONSTITUTION



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CONSTITUTION
OF
OLYMPIC HIGH SCHOOL ALUMNI ASSOCIATION (OHSAA)

PREAMBLE

The Mission: To provide support and service to the school through creating structure and system that encourage capacity building needed by the school.

The Vision: To provide support and services to the school and to encourage interaction between alumni and the Olympic High School.

ARTICLE 1: NAME AND LOCATION

The name of the association shall be Olympic High School Alumni Association, hereafter abbreviated as OHSAA and its offices will be at Olympic High School, Kibra Nairobi.

ARTICLE 2: GUIDING PRINCIPLES

Section 1 All activities and functions of OHSAA shall be guided by OHSAA policy and this document in line with the Kenyan Constitution.

ARTICLE 3: OBJECTIVES

For the formation and smooth running of the group shall have the following objectives:

- a) To promote the academic, physical, moral and spiritual growth of students.
- b) To ensure that there is an effective leadership in the school.
- c) To help the school in the growth and development of its socio-cultural and co-curriculum activities.
- d) To help the student council balance their studies and leadership.
- e) To facilitate the establishment and development of students.
- f) To advocate the role of the students.
- g) To assist the school to initiate, organize and sustain programs such as;
 - i. The Outstanding Achievement Award.

- ii. Symposium.
- iii. Co-curriculum Activity.
- h) To project a positive image of Olympic High School.
- i) To act as an independent body in promoting the development of the Association, advancing the interest and promoting the welfare of its members.

ARTICLE 4: MEMBERSHIP

Section 1. The following shall be eligible for membership registration: -

- a). All persons who have successfully completed their studies at Olympic High School (Persons who have attained Kenya Certificate of Secondary Education of Olympic High School) upon payment of the prescribed non-refundable registration fee and full compliance to the OHSAA policy document.

Section 2. Membership will be invalidated upon;-

a. Resignation

- i. Any member who wants to resign from the Alumni Association shall submit his resignation to the Secretary, which shall take effect from the date of receipt by the Secretary of such notice.

b. Abandonment and Suspension

- i. A member will lose his/her membership upon missing two consecutive general meetings without the secretary knowledge; such a person will be assumed to have left the association.
- ii. More than two suspensions will lead to expulsion. A member will receive only two warning letter after which the third one will be expulsion letter. The executive shall have power to suspend a member from his/her membership until the next general meeting of the Alumni Association but not withstanding such suspension, a member whose suspension is proposed shall have the right to address the general meeting at which his/her suspension is to be considered.

c. Expulsion

Any member may be expelled from membership if the Alumni executive so recommends and if a general meeting of the Association shall resolve by 2/3

majority of the members present that such a member should be expelled on the grounds that his/her conduct has adversely affected the reputation or dignity of the Association, or that he/she has contravened any of the provisions of the Constitution of the Association or OHSAA policy or Kenyan Constitution.

d. Death.

Section 3. Any person whose membership invalidated under article 4 Section 2 (a & b) must pay a fine of Ksh.3000 to be allowed to join the association again and be put under probation of 3 months.

ARTICLE 5: THE BOARD OF TRUSTEES

Section 1. The Olympic High School Alumni Association shall be managed through the Association's Board of Trustees.

Section 2. The Board shall consist of the following:

- 1) Two Olympic High school board members (male or female).
- 2) 3 ex-officio members;
 - a. Deputy Principal
 - b. Senior teacher
 - c. Dean of Studies

Section 3. Any vacancies for members of the Board caused or resignation shall be filled by the Board in accordance with its internal procedures, rules/regulations and resolutions.

ARTICLE 6: DUTIES OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees shall provide advisory services to the Executive Committee.

Section 2. The Board of Trustees shall do oversight of the Association and actively perform resource mobilization/fundraising activities.

ARTICLE 7: EXECUTIVE

Section 1: The Executive shall consist of all office bearers of the society and ten (10) other members elected at the annual general meeting, such members of the executive

committee shall hold office until the following executive election is conducted (Elapse of three years). The committee shall meet at such times and place as it shall resolve but shall meet not less than once in any three months.

Section 2. The quorum for meeting of the committee shall be not less than 2/3 of its members.

Section 3. Any causal vacancies for members of the committee caused by death or resignation shall be filled by the committee until the next annual general meeting of the Association. Vacancy caused by members of the committee removed from office will be dealt with in accordance to Article 4 Section 2b & c.

ARTICLE 8: FUNCTIONS OF THE EXECUTIVE

Section 1: The following shall be the functions of the executive:-

- a) Manage day to day operations of the Association
- b) Deal with disciplinary cases of members in line with the constitution
- c) Prepare agenda for members meetings
- d) Planning and coordinating alumni activities
- e) Shall be in charge of all correspondence of the association
- f) Shall keep all records of the association
- g) Shall be custodian of all finances of the Association
- h) Shall prepare annual budget
- i) Shall prepare calendar of events
- j) Shall perform any other duty as directed by members during the annual general meeting

ARTICLE 9: OFFICE BEARERS

Section 1. There shall be an elected office to conduct daily activities of the association which shall comprise of:-

- a. Chairperson
- b. Vice Chairperson
- c. Treasurer
- d. Secretary
- e. Secretary General
- f. Organizing Secretary

- Section 2. All office bearers shall be elected at the Annual general meeting after the lapse of every three (3) years in a quorum of 2/3 and in accordance to OHSAA Election Act.
- Section 3. Any office bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.
- Section 4. Office bearers or the entire office may be removed from office through:-
- a) A vote of no confidence by a majority vote of 2/3 of members.
 - b) In the same way as is laid down for abandonment or expulsion of member in Article 4 Section 2 (b & c) and vacancies thus created shall be filled by persons elected at the general meeting.

ARTICLE 10: DUTIES OF OFFICE BEARERS

Section 1. Chairperson

- a) The chairperson shall, unless prevented by illness or other sufficient cause, preside over all meetings of the Board and at all general meetings.
- b) Shall be expected to act in the best interest of the Association at all times.
- c) Serve as an ex-officio member of all committees.
- d) Report on the operations of the Association to the members at the general meeting.
- e) Shall organize all meetings in consultation with Secretary General.
- f) Ensure that the Alumni Association activities are run efficiently and effectively in conformity with the principles set forth in the constitution.
- g) Shall exercise general supervision over the management of the Association.
- h) Shall encourage and promote the spirit of team work.
- i) Shall be a signatory in all bank or any other form of transactions on behalf of the Association.

Section 2. Vice Chairperson

- a) Perform any duties of the Chairperson in the temporary or prolonged absence of the Chairperson.
- b) Plan and co-ordinate the membership program of the Alumni Association.
- c) Coordinate the Elections/Voting of the Association.

Section 3. **Treasurer**

- a) Shall maintain all books of accounts and an accurate record of all Associations transactions.
- b) Receive and disburse the funds of the Association in a prudent manner.
- c) Shall be a mandatory bank signatory.
- d) The Treasurer is also charged with the responsibility of collecting membership fee/dues and maintaining a list of all paid up members.
- e) Draft the Budget for approval by the Association and strive to ensure that the Budget plan is complied with.
- f) Ensure all financial forms and reports prescribed by the government are filed as required.
- g) May be allowed to keep a sum not exceeding Kshs. 5,000.00 as petty cash for which proper account shall be maintained.
- h) Shall present and compile all financial report of the association and present it in time needed.
- i) Perform any other assignment as may be directed by the Chairperson.

Section 4. **Secretary General**

- a) Shall issue notice of meetings.
- b) Soliciting input from members for meeting agendas and disseminating agendas prior to meetings.
- c) In the absence of the Secretary, the Secretary General shall perform all the duties of the Secretary and such other duties as shall be assigned to him/her by the Secretary or the Board whether the Secretary is present or not.
- d) Shall perform other duties as may be assigned by the executive committee.

Section 5. **Secretary**

- a) Maintain an attendance log of all meetings.
- b) Presenting minutes of the previous meetings at meetings.
- c) Shall maintain an accurate record of all Alumni Association meetings.
- d) Shall maintain and keep in safe custody all correspondences and records relating to the Alumni Association.
- e) Undertake any other duties as may be assigned by the members in consultation with the Chairperson.
- f) Shall be a signatory to the bank.

Section 6. **Organizing Secretary**

- a) Will be the postmaster of the association to ensure that any information circulates and reach out to every member of the association.
- b) Coordinating Alumni Association events.
- c) Attending all regular and special meetings.
- d) Keeping the Alumni Association in contact with the Community.

ARTICLE 11: ELECTIONS

Section 1. All office bearers shall be elected at the Annual general meeting after the lapse of every three (3) years in accordance to OHSAA Election Act.

Section 2. Any office bearer who ceases to be a member of the Association shall automatically cease to be an office bearer thereof.

Section 3. Office bearers or the entire office may be removed from office through:-

- c) A vote of no confidence by a majority vote of 2/3 of members.
- d) In the same way as is laid down for abandonment or expulsion of member in Article 4 Section 2 (b & c) and vacancies thus created shall be filled by persons elected at the general meeting.

Section 4: An Election Board shall be constituted at every election to manage elections.

ARTICLE 12. COMMITTEES

Section 1. Olympic High School Alumni Association shall have the following committees:-

- a. The Board of Trustees (Article 5 & 6)
- b. The Executive Committee (Article 7 & 8)
- c. The Disciplinary committee (Article 11)
- d. The Welfare Committee (Article 14)

Section 2: Expenses for these committees shall be approved during annual general meeting

Section 3. The quorum for Board of Trustees, disciplinary committee and welfare committee for each committee shall be 1/3 of its members.

ARTICLE 13. DISCIPLINE

Section 1: The executive shall hear and determine misconduct issues by any member and where necessary seek advice from the Board of Trustees.

Section 2: There shall be a disciplinary committee chaired by the vice chairperson of the executive committee. This committee shall have a total of 4 members consisting of 3 elected members (secretary and 2 members) during general meeting plus the vice chairperson of the executive.

Section 3: The function of this committee shall be to investigate and hear disciplinary cases. The verdict of this committee shall be presented to the executive for deliberation and action.

Section 4: The Executive shall have power to suspend/expel a member from his membership, upon recommendation by a disciplinary.

Section 5: Following such suspension/expulsion but notwithstanding such suspension/expulsion, a member whose suspension/expulsion is proposed shall have the right to seek re-redress by writing to the Board of Trustees where he can be heard, and if the Board of Trustees upholds the decision of the executive, such a member shall remain expelled or suspended while waiting final approval by the general meeting at which his/her suspension/expulsion is to be considered.

Section 6: In case of misconduct from any member of the executive, any other member of the executive committee (alone) or the remaining executive committee members jointly may write to the disciplinary committee (with a copy to the Board of Trustees) for investigation and in this case, the report shall be presented directly to the Board of Trustees for further hearing and recommendation to the general meeting.

Section 7: The decision of the general meeting shall be considered final.

ARTICLE 14: MEETINGS

Section 1. There shall be three categories of meetings;

- a. Annual general meetings
- b. Term meetings
- c. Special general meetings
 - i. Board meeting
 - ii. Brief meeting

- Section 2. The annual general meetings shall be held not later than 20th December in each year. Notice in writing of such annual general meeting, accompanied by the annual statement of Accounts and the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting giving reasons for such meetings.
- Section 3. The agenda for any annual general meeting shall consist of the following:
- i. Confirmation of the minutes of the previous Annual General Meeting.
 - ii. Consideration of the accounts.
 - iii. Such other matters as the Board may decide or as to which a member or members shall have given notice in writing to the Secretary at least four weeks before the date of the meeting.
 - iv. Any other business with the approval of the Chairperson.
- Section 4. Quorum for general meetings shall be not less than 2/3 of registered members of the Association.
- Section 5. Term meetings will be held once in every term to plan for term activities.
- Section 6. A Special General Meeting may be called for any specific purpose by the Executive or Board. Notice in writing of such meeting shall be sent to all members not less than 7 days before the date thereof.
- Section 7. The presence of at least 2/3 members shall constitute a quorum for the conduct of business at any general meeting (annual, term and special) meetings. When a quorum is not achieved, the Chairman shall adjourn the meeting and shall fix the date within one month for the adjourned meeting, which shall be advertised as prescribed above. If at such meeting, a quorum is again not achieved, the Chairman shall declare the meeting open with those present, after one and half hours from the advertised time of the meeting.

ARTICLE 15: PROCEDURE AT MEETINGS

- Section 1. At all meetings of the Association the Chairperson, or in his/her absence, the Vice Chairperson, or in the absence of both these officers, a member selected by the meeting shall take the chair.
- Section 2. The Chairperson may at his/her discretion limit the number of person's permitted to speak in favor of and or against any motion.

Section 3. Resolutions shall be decided by simple voting by a show of hands in the case of equality of votes; the chairperson shall have a second casting vote.

ARTICLE 16. WELFARE

Section 1: There shall be a welfare committee consisting of a total 4 members i.e. 3 elected members (i.e. secretary and 2 members) during Annual general meeting plus the alumni vice chairperson who will serve as a chairman of the welfare committee.

Section 2: The welfare committee shall be responsible for the welfare activities and hence shall make and act on bylaws governing the welfare activities of the alumni association. These bylaws must be approved by the general meeting.

Section 3: The welfare committee shall report their activities to the executive committee and the Board of Trustees.

Section 4: All welfare activities should be presented and approved by members at the annual general meeting.

ARTICLE 17: FUNDS

Section 1. Olympic High School Alumni Association source of fund will be well-wishers, fines and any other form of contribution as agreed by the members at the special general meetings.

Section 2. All moneys and funds shall be received by and paid to the Treasurer and shall be deposited by him/her in the name of the Association in any bank or Till number approved by the Board.

Section 3. For any transaction made there must be a number of three signatories (Chairperson, Secretary and Treasurer).

Section 4. No payment shall be made out of the bank account without a resolution of the Executive authorizing such payments and all transactions made shall be signed by the three signatories contained in Article 11(3) above.

Section 5. A sum not exceeding Kshs. 2,000 may be kept by the Treasurer for petty disbursements of which proper account shall be kept.

- Section 6. The Board shall have power to suspend or expel accordance to Article 4 section 2 (b & c) any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the Association and shall have power to appoint another person in his place. The executive shall have the right to subject the person in any other form of punishment. Such suspension shall be reported to a general meeting to be convened on a date not later than 21 days from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- Section 7. The financial year of the Association shall be from 1st July to 30th June of the following year and OHSAA budget will be announced in mid-July.
- Section 8. No funds of the Association shall be borrowed or loaned
- Section 9. The funds shall be used to achieve the objectives of the Alumni as outlined in Article 3 of this constitution.

ARTICLE 18: AUDITOR

- Section 1. An auditor shall be appointed for the following year during the annual general meeting. All the association accounts and records and documents shall be opened to the inspection of the auditor without limitation. The treasurer shall produce an account of the receipts and payments and a statement of assets and liabilities for examination by the auditor and the accounts thereof should be circulated to the members at least 3 weeks (21 days) before the annual general meeting. Such audited account shall be accompanied by a report of the auditor(s) and their opinion on the accounts as by law prescribed.
- Section 2. An auditor shall be paid such honorarium or fee as may be resolved by the annual general meeting.
- Section 3. An auditor shall not be an office bearer or a member of the Association.

ARTICLE 19: AMENDMENT TO THE CONSTITUTION

- Section 1. Amendments to the Constitution of the Association must be approved by at least a 2/3 majority of members at a general meeting of the Association. They cannot, however, be implemented without the prior consent in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

ARTICLE 20: DISSOLUTION

- Section 1. The Association shall not be dissolved except by a resolution passed at a general meeting of members by a vote of 2/3 of the members present. The quorum at the meeting shall be as afore stated. If no quorum is obtained, the proposal to dissolve the Association shall be submitted to a further meeting, which shall be held one month later. Notice of this meeting shall be given to all members of the Association at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present.
- Section 2. Provided, however, that no dissolution shall be affected without prior permission in writing of the secretary to the registrar of societies, obtained upon application to him/her made in writing and signed by three of the office bearers.
- Section 3. When the dissolution of the Association has been approved by the registrar, no further action shall be taken by the Executive or the any office bearer of the Association in connection with the aims of the Association other than to get in and liquidated for cash all the assets of the Association. Any other remaining assets shall be donated to the Olympic High School.

ARTICLE 21: INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

- Section 1. The books of the account and all documents and list of members of the OHSAA shall be available for inspection at the office of the registrar of Societies by any officer or member of the association by giving a notice of not less than 7 days in writing to the Association.

Do your best always