

CONSTITUTION of ST. PETER'S OLD BOYS' ASSOCIATION (PERSCOBA)

ARTICLE 1

NAME

The name of the Association shall be St. Peter's Old Boys Association hereinafter referred to as (PERSCOBA).

ARTICLE 2

OBJECTIVES

The objectives of the Association shall be: -

- (a) To uphold the ideals for which St. Peter's School was founded and to promote the welfare of the School.
- (b) Provide a medium by which interest in the School shall be promoted among the School's Old Boys wherever they may be.
- (c) Provide opportunities for Old Boys to make financial and other positive contributions towards the physical and intellectual development of the School and advancement of her influence among the people of Ghana.
- (d) Take over all the assets and liabilities of the erstwhile unregistered Association by name St. Peter's Old Boys Association.
- (e) Hold regular meetings for the discussion of any matters of interest to the School and members of the Association.
- (f) Sustain the interest of Old Boys in the School through maintaining facilities for contact and channels of communication and information between the School and Old Boys.
- (g) Revamp and manage the Rev. Fr. Clement Hotze Endowment Fund for the purpose of providing capital resource to the School and such other facilities as fellowship, bursaries, prizes and grants to deserving members of staff and students of the School.
- (h) Promote the production and publication of books, journals and other items of interest to the School and Old Boys.
- (i) Encourage liaison and consultations with organizations of other schools with similar objectives on matters pertaining to education, discipline and welfare in schools within the country.
- (j) Make such rules and do such things as may be considered desirable or incidental or conducive to the attainment of the above objectives.
- (k) Use any other appropriate methods for the carrying out of the objectives of the Association.

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- (l) Help the school consistently maintain the high academic excellence and moral discipline for which the school is noted.

ARTICLE 3

LEGAL STATUS

- (a) Pursuant to Section 18 of the Companies Act, 2019, Act 992 (hereinafter referred to as the Act), the Association shall have for the furtherance of its authorized objectives all the powers of a natural person of full capacity except in so far as such powers are expressly excluded by these regulations.
- (b) Unless otherwise provided by this Constitution or by the Act, the powers of the Association shall be exercised by the Executive Board whose powers shall be limited in accordance with Sections 189 and 195 of the Act.
- (c) The liability of the members is limited. Each member of the Association undertakes to contribute to the assets of the Association in the event of it being wound up, whilst for payment of the debts and liabilities of the Association and of the cost of winding up such amount as may be required.
- (d) The income and assets of the Association wherever derived from shall be applied solely towards the promotion of the objectives of the Association as set forth in these regulations and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise to any member of the Association or the Executive Board provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or person, employed by the Association or to any member of the Association nor prevent the payment of interest on money lent or reasonable and proper rent for premises let to the Association.
- (e) If upon the winding up or dissolution of the Association, there remains after the discharge of its debts and liabilities any property of the Association, the same shall not be distributed among the members but shall be transferred to some other Association limited by guarantee having objectives similar to the objectives of the Association or applied to some charitable object, such other association or charity to be determined by ordinary resolution of the members prior to the dissolution of the Association.
- (f) The Regulations contained in the Fourth Schedule to the Companies Act, 2019, Act 992, shall not apply except insofar as they are repeated or contained in these Regulations.

ARTICLE 4

MEMBERSHIP

Membership of the Association shall be made up of the following categories: -

- (a) ORDINARY MEMBERS

Ordinary members shall consist of all persons who attended St Peter's Secondary School now St. Peter's Senior High School.



(b) ASSOCIATE MEMBERS

- (i) Associate Members shall consist of persons who have taught or held a senior position in the School's administration for a minimum period of five (5) years;
- (ii) Or any persons who have assisted the school in any form and as appointed by the Association.
- (iii) Associate Membership shall be conferred on any qualified person who applies to the Association.

(c) HONORARY MEMBERS

Honorary membership shall be conferred by a special resolution of the Association at an Annual Congress on persons who in the opinion of the Executive Board, have rendered valuable service to the School or to the Association.

(d) REGISTER OF MEMBERS

There shall be kept at the Headquarters of the Association and/or online, a Register and database containing the Roll of all categories of Members and their addresses as well as telephone numbers and email addresses where possible.

(e) MEMBERSHIP AND OFFICES

Only fully paid-up ordinary members shall be elected to offices of the Association. Other categories of members may be appointed only to offices on subsidiary committees.

ARTICLE 5

FINANCES

5.1 Annual Membership Dues

- (a) Ordinary members shall pay annual dues to the Association at a rate to be set by Congress at a duly convened meeting where this has been properly advertised as an item on the agenda for discussion as required by this Constitution. The Executive Board shall have the power to review the annual dues rate to reflect prevailing economic conditions and to meet prevailing exigencies of the Association in times of emergencies and shall be tabled for ratification at the next Annual Congress.
- (b) In any other situation, the membership dues shall be reviewed at a duly convened Congress where the matter has been properly advertised as an item on the agenda for such a resolution to be taken on it.
- (c) Ordinary members after forty- five years of leaving St. Peter's or attaining the age of sixty shall not be obliged to pay membership dues to the Association.



5.2 Other Fees

- (a) Year groups, chapters and caucuses shall pay a one- time induction fee upon their formal induction to the Association at a rate to be set by Congress and this fee shall be subject to the same review conditions as stated under 5.1 (b) above.
- (b) Year groups shall also pay annual affiliation dues to the Association at a rate to be set by Congress and this fee shall be subject to the same review conditions as stated under 5.1 (b) above.
- (c) Ordinary members and Year Groups in good standing with the Association shall have the right to use the logo, name, and colors of the Association to produce souvenirs, memorabilia, and other such items provided that such initiatives shall subject to an initial approval of the Executive Board and a 50- 50 sharing of the return after legitimate expenses and costs have been vetted and agreed upon by the parties.
- (d) The Executive Board shall have powers to embark on fundraising initiatives to compliment the finances of the Association.

ARTICLE 6

ORGANIZATION

- (a) There shall be a Congress of the Association hereinafter referred to as 'Congress' which shall be the policy formulation and highest decision-making body of the Association which Congress shall be held annually.
- (b) There shall be an Executive Board hereinafter referred to as 'Board' which shall report to Congress and shall be responsible for the day to day running of the Association.
- (c) The Board may appoint such subsidiary committees and Ex Officio members as it considers necessary at any time for any particular purpose.
- (d) The Board may approve the establishment of a branch, caucus, chapter, or year group of the Association in such Region of Ghana or elsewhere on the application of any ten members from the Region/ Area/ Institution.
- (e) No branch, caucus, chapter, or year group shall be autonomous of the Association.
- (f) Each branch, caucus, chapter, or year group may subject to the approval of the Executive Board, MAKE AND ADOPT Rules or Bye – Laws of its activities not inconsistent with this Constitution. Copies of such rules must be approved and deposited with the Board.
- (g) Year Groups shall be inducted into the Association ten years after they completed St Peter's School.
- (h) Caucuses, branches and chapters of the Association shall also be inducted into the Association upon their formal approval by the Executive Board as per 6(d) above.
- (i) All Year Groups, Chapters, Caucuses and Branches shall send annual plans and reports of their activities to the Board.



- (j) The Executive Board shall hold a minimum of 2 consultative meetings with the executives of year groups, chapters, caucuses and branches annually.

ARTICLE 7

7.1 CONGRESS

- (a) Subject to the provisions under this Article, Congress of the Association shall be convened and held at least once a year and Resolutions passed at a venue to be decided by the Board. Such meetings shall be held either wholly in person, virtually or a combination of both as the circumstances may determine.
- (b) All ordinary members of the Association who have paid their annual dues to the Association in full are entitled to attend and vote at Congress.
- (c) The Secretary shall give notice of the agenda, venue, and time at least 21 days before Congress convenes.
- (d) Whenever twenty- five (25) ordinary members who are fully paid up and in good standing are present at a General meeting, then a quorum would be deemed to have been formed to transact the business of Congress.
- (e) Decisions of Congress shall be binding on all members of the Association.

7.2 EXTRAORDINARY GENERAL MEETING

- (a) The Secretary shall convene within 30 days an extraordinary general meeting whenever fifty (50) members in good standing with the Association request for such a meeting by notice in writing addressed to him containing the reasons for the request and the proposed agenda for the meeting.
- (b) The Secretary shall convene such a meeting within the stipulated 30 days.
- (c) The quorum for extraordinary meetings shall be the same as for ordinary meetings of the Congress.
- (d) Each paid up ordinary member present at any general meeting shall have one vote on a show of hands or a secret ballot or by proxy.

7.3 EMERGENCY ANNUAL CONGRESS

- (a) The Secretary shall convene an Emergency Congress whenever the Executive Board decides that there are urgent decisions that need to be taken by Congress for the benefit of the Association.
- (b) The Secretary shall give notice of the agenda, venue, and time at least 7 days or any shorter period as the Executive Board may determine before Congress convenes for such an emergency meeting.
- (c) All the provisions of Article 7.1 above shall apply to such emergency meetings unless the notice states otherwise.



ARTICLE 8

8.1 THE EXECUTIVE BOARD

- (a) Subject to the provisions of the Act with respect to appointment, removal, duties and powers of Directors, the following sub – sections shall apply to the Executive Board.
- (b) The Executive Board of the Association shall be responsible to the Congress.
- (c) The Board shall consist of the following:
 - (i) The Global President
 - (ii) The Global Vice President
 - (iii) The Global Secretary
 - (iv) The Global Director of Finance, Planning and Investments
 - (v) The Global Director of Membership and Events
- (d) In addition to the above elected officers, the Executive Board shall have the power to co-opt other fully paid-up members of the Association to serve on the Board in the following offices:
 - (i) The Global Ambassadors for International Branches and Caucuses
 - (ii) The Global Trustee
- (e) Paid up Ordinary Members shall be eligible to hold office as Executive Board Members.
- (f) Casual vacancies in any of the above offices may be filled by the Board and the person(s) so appointed shall hold office until the next congress.

8.2 DUTIES OF THE OFFICERS OF THE BOARD AND CO-OPTED OFFICERS

8.2.1 The Global President

- (i) He shall convene all meetings of the Association and the Executive Board.
- (ii) He shall preside over all meetings of the Association, and Executive Board. Whilst presiding over such meetings he shall preserve order and decorum.
- (iii) He shall represent and be the spokesman of the Association at all official meetings that require the attendance of the Association.
- (iv) He shall authorize all disbursements of the Association's funds in conformity with its approved budget.
- (v) He shall countersign all cheques issued for the business of the Association.
- (vi) He shall not vote on any issue at any meeting of the Association at which he is presiding unless the voting is by a secret ballot. However, if there is a tie, he shall have a casting vote.



(vii) He shall perform other duties that may be assigned to him from time to time by the General Meeting.

8.2.2 The Global Vice President

(i) The Vice President shall act and perform all the functions of the President in the absence of the former.

(ii) And any other duties as may be assigned by the President or the Council / Board.

8.2.3 The Global Secretary

(i) It shall be the duty of the Secretary to keep accurate record of the proceedings of all meetings of the Association and attend to all correspondence.

(ii) To keep a list and communication addresses and telephone numbers of all members of the Association.

(iii) To notify members of the meetings of the Association on due dates.

(iv) To perform all other duties that may be assigned to him by the President and or the Board.

8.2.4 The Global Director of Finance, Planning and Investments

(i) It shall be the duty of the Global Director of Finance, Planning and Investments to receive all monies due the Association as stated under Article 5 above for the use of the Association, issue receipts to cover such monies and pay same into the Association's designated bank accounts within forty – eight (48) hours of receipt for same.

(ii) He shall keep an accurate account of all monies received and paid by him on behalf of the Association.

(iii) He shall pay no money without an order/payment voucher signed by the President.

(iv) He shall render to the Executive Board a report of his receipt and disbursements at each executive board meeting.

(v) He shall prepare and may sign all cheques.

(vi) He shall maintain proper accounting records and make them available for inspection and auditing upon request.

(vii) He shall make a report of the finances of the Association up to 31st of December of every year for presentation to the Congress of the Association.

8.2.5 The Global Director of Membership and Events

(i) The Global Director for Membership and Events shall be responsible for the publicity and organization of all events of the Association.

(ii) He shall be responsible for the maintenance and management of the Association's relations with other like Associations and represent the executive on other committees as determined by the President.

- (iii) He shall be responsible for membership mobilization and represent the President at social events concerning members as well as others as may be determined by the President.

8.2.6 The Global Ambassador for International Branches and Caucuses

- (i) He shall serve as a liaison between the Association's branches in the USA, United Kingdom and other locations outside of Ghana and the Executive Board.
- (ii) He shall be a paid-up member of the Association who is also in good standing with a foreign branch.

8.2.7 Trustee

- (i) He shall be assigned to undertake various duties by the Executive Board.
- (ii) He shall preside over meetings in the absence of the President and the Vice President.
- (iii) He shall take custody of the Association's properties in a transitional period and/ or on a vote of no confidence in the Executive.

ARTICLE 9

ADMINISTRATOR

- (a) There shall be an Administrator of the Association who shall serve as the Chief Administrative Officer for the Association.
- (b) The remuneration and conditions of service of the Administrator shall be determined by the Executive Board.

ARTICLE 10

ACCOUNTS AND AUDIT

- (a) The Executive Board shall cause proper books of Accounts and Balance Sheet to be prepared, audited, and circulated in accordance with Section 127 to 137 of the Act. The Congress shall appoint auditors qualified in accordance with Sections 139 – 143 of the Act.

ARTICLE 11

ELECTION OF EXECUTIVE BOARD MEMBERS

- (a) Executive Board Members shall hold office for three years.
- (b) No Executive Board Member shall hold office for more than two consecutive terms of three years each.
- (c) Congress shall appoint a member in good standing as Electoral Commissioner to organize and conduct elections.
- (d) Year groups, chapters, caucuses, and branches may organize and elect such officers as they may require and notify the board within twenty – one (21) days of such election.



ARTICLE 12

RULES / BYE LAWS

- (a) The Executive Board may make such rules and Bye – laws not inconsistent with this Constitution for the running of the Association.

ARTICLE 13

REV. FR. CLEMENT HOTZE ENDOWMENT FUND

The Executive Board shall set up an Endowment Fund to be known as the Rev. Fr. Clement Hotze Endowment Fund. (Fr. Clement's Fund).

- (a) The contributions to the fund shall be by way of subscriptions, special contributions, benefactions, bequests, and from other fund – raising activities the Association may undertake.
- (b) Proceeds of the Fund shall only be used for the pursuit of the fund's objectives.

ARTICLE 14

COUNCIL OF ELDERS

There shall be a Council of Elders to counsel the Executive Board in the performance of its functions. Membership of the Council of Elders shall consist of the following:

- (a) Past Presidents of the Association
- (b) Any member of the Association who has made meaningful contributions towards the Association.
- (c) Honorary Members of the Association
- (d) The total membership of the Council shall not exceed 9 and it shall include not more than 3 past Presidents of the Association at any given time.
- (e) Appointments to the Council of Elders shall be by the President subject to the ratification of Congress.
- (f) The Council shall elect a Chairman from among its members.
- (g) A member of the Council shall hold office for two terms. (One term shall be equivalent to the terms of office of the Executive Board). A member of this Council may resign or may be removed from office by reason of incapacitation or death.
- (h) The appointment of a member of this Council may be terminated by the President in consultation with other members of the Executive Board on the grounds of stated misbehavior or from infirmity of mind or body and with the prior approval of Congress.

(i) A member of this Council shall at the first meeting which he attends take and subscribe to the oath of a member of the Council of Elders.

(j) Quorum for meetings shall be greater than 50 per centum of its membership.

ARTICLE 15

DISCIPLINE

(a) Any Year Group, branch, chapter, or caucus which fails to pay any monies due the Association as contained under Article 5 above, within three months of such payment becoming due shall be given a written reminder. If the failure persists for a further three months, it shall stand suspended and may lose its recognition.

(b) Any Year Group, branch, chapter, or caucus which is suspended in accordance with the provisions of Article 15 (a) above, shall be barred from using the name of the Association as well as all other materials connected with the brand.

(c) Any Year Group, branch, chapter, caucus, or member who violates the provisions of Article 17, shall be subject to disciplinary sanction by the Executive Board in addition to forfeiting all products and monies accrued from such a violation to the Association. This provision is without prejudice to any legal action that the Association may initiate to protect this right.

(d) Disciplinary action shall be taken against any member who conducts himself in a manner unbecoming of a product of St. Peter's School.

(e) Any member who has been suspended or dismissed from a Chapter, Branch, Caucus or Year Group shall, ipso facto, stand suspended or dismissed from the Association. The member however has a right of appeal. The decision of the Executive Board shall however be final.

ARTICLE 16

AMENDMENTS

(a) No part of this constitution shall be altered, repealed or additions made to until due notice of the proposed amendment has been placed on the agenda of the general meeting, notice of which shall have been circulated to members twenty-one days in advance.

(b) Such an amendment shall have to receive assent of at least two – thirds of the members meeting and voting on the issue.

ARTICLE 17

BRANDING

(a) The Association owns the name Perscoba, #iamperscoba and its associated logo and colors and has patented same.

(b) No individual, whether an old student of St. Peters Secondary School or not, Year Group, Chapter, Branch, Caucuses, Companies, Agencies or Institutions shall use the name Perscoba,



#iamperscoba, its logos and colors whether for commercial purposes or not, without the express written consent and approval of the Association.

(c) All creative works should be in compliance with the approved brand manual of the Association.

ARTICLE 18

ANNUAL CALENDAR EVENTS

The following shall be activities fixed on the Association's Calendar and undertaken by the Association;

- (a) Founders Day Lecture
- (b) Anniversary Thanksgiving Service
- (c) Health Walk
- (d) Presidential Ball
- (e) Homecoming
- (f) Congress

We the undersigned are desirous of forming an incorporated Association in furtherance of this Constitution and we agree to become members thereof and to accept liability in accordance with Article 3(c) of this Constitution.

Dated at Nkwatia, Kwahu this 14th day of October 2023.



Name DAVID K. AMDEBITE

Address

Signature 

Name FUL FAYODE

Address 6 OKINCHU ST. ANKASSIMAN

Signature 

Name DR. K. OFOSU-BARKO

Address 13 ONION ST. AGENTIA WEST

Signature 

Name MICHAEL OPOONG-ADJEI

Address 34 HELIOLICESTATES, KUMASI

Signature 