

BYLAWS OF CS AKYEAMPONG ACADEMIC SOCIETY -GHANA

Purpose

1. The purpose of the CS Akyeampong Academic Society is to celebrate the culture of academic excellence among current and past students of Presec Legon and other non-Presecans.
2. The Society purpose will include:
 - Presenting CS Akyeampong achievement scholarships to selected students in Presec and elsewhere.
 - Raise and make recommendations with respect to the investment and administration of such funds and the application of such funds.
 - To mobilize the diverse pool of Presecan and non-Presec talents around the world to mentor current students, Odadee and non-Odadees.

Managing Executive (Officers)

This will be the highest body of the Society. It will decide the general policy of the society and supervise its implementation. The officers are empowered to make all decisions for the Society.

The officers or the managing executive of the Society shall be a President, a Vice-President, a Secretary-Treasurer, a Managing Editor of publications (hereinafter called managing editor) or head of the Odadee Committee, and an Associate Managing Editor.

Membership

- **Regular Membership:** Membership in the Committee is open to all alumni of Presec and selected Presec students.
- **Qualification of a member:** Any Odadee and non Odadee can become a member of the Society by investing some time, treasure, and talent in nurturing selected Akyeampong Scholars etc.
- **Rights of a member:** All members shall receive all publications of the Society. Each member shall have one vote at the annual business meeting and in general elections. Only members may volunteer on the society's committees.
- **Losing membership rights:** A member will lose his/her membership dues if such member fails to pay the required dues for six months or commit the necessary hours to the operations of the society. See section on **Membership Dues** for details

The C.S.Akyeampong Academic Society -Ghana is composed of three main committees; Scholarship Nominating Committee, Investing Committee and Odadee Committee.

1. Scholarship Award Committee

The Scholarship Award Committee will identify students of Presec who demonstrated academic excellence, leadership potential, and service to the Presec community. Student nominees will be asked to write an essay. The committee will review nomination letters, grades, and essays before coming to a decision.

2. Investment Committee

The investment committee will raise funds for the scholarship program. Members are encouraged to demonstrate their commitment through donations that will be used to fund the scholarship program. The fiscal year shall extend from 1 January to 31 December.

3. Odadee Committee

This is responsible for documenting for public use the output—newsletters, press releases, books, papers, conference proceedings—of the various activities of the society. They will also maintain the scholarship board's website.

Committees

All members are encouraged to sign up under a committee in order to facilitate delegation of tasks.

There will be temporary committees and year-long committees, all created by the Managing Executive whenever appropriate. Year-long committees may include the Publicity Committee, Fundraising Committee, etc. while temporary committees may target one specific event.

Membership Dues

Each of the managing executives and advisory board is required to pay a minimum of \$20.00 per quarter as dues. Other members of the society can either pay a \$20.00 per quarter as dues or commit a certain minimum number of hours to the society operations. Such hours will be determined by the managing executives.

A member will lose his/her membership dues if such member fails to pay the required dues for six months or commit the necessary hours to the operations of the society.

Advisory Board and Executive Council

- There shall be an Advisory Board of seven elected members of the Society.
- The advisory board has the power to appoint and remove officers and other committee members of the society by three-fourths majority vote.
- Other key decisions will be made contingent on the support of two-thirds of the members.

- The advisory board is responsible for ensuring that the society is adequately funded for its operations. The Chair of the advisory board shall be independent of the managing executives.
- The advisory Board members shall constitute the Executive Council of the Society.
- A Person independent of the Managing Executives shall serve as Chair of the Executive Council. The President of the Society shall serve as Vice- Chair of the Executive Council. The Executive Council approves all major decisions for the Society except those which in the following articles are designated as being incumbent on individual officers or on groups of officers or on the membership. Key decisions will be made contingent on the support of two-thirds of the members.
- A simple majority shall be sufficient in all decisions made by the Executive Council except where in the following articles a two-thirds or three-fourths majority vote is specifically indicated.

Duties

- The President of the managing executives shall convene and preside over meetings, and promote the general effectiveness of the society. The President shall represent the Committee when required.
- The Vice-President shall act on behalf of the Committee as appropriate.
- The Secretary shall keep minutes of the meetings of the Committee, a record of the membership, and a record of attendance at meetings. The Secretary shall arrange for distribution of the minutes in advance of the meeting at which they will be approved.
- The Treasurer shall receive and disburse funds as determined by the Committee and shall be responsible for the maintenance of accounts.

Elections

- The election of members of the managing executives shall be decided by the advisory board for every two years. The advisory board and the executive council shall take place at the Annual Meeting every two years. All members of the society have the right to vote for members of the advisory board and the executive council.
- A ballot by mail may be taken in the even that a meeting of the committee is not possible in the absence of a quorum.

Meetings

- The managing executive shall meet periodically, at least four times in each fiscal year.

- The Annual Meeting shall take place at the November or December meeting each year. It shall be so noted in the announcement prior to the meeting that this will fulfill the functions of the annual meeting.
- The Advisory Board will report to the general membership concerning these activities of the society.

Amendments

Proposed amendments to these Bylaws shall be submitted to the Chairperson in time for consideration by the Advisory Board and for written circulation to each member organization not less than twenty days prior to the date of the proposed adoption. An amendment shall be adopted only after discussion in a regular meeting of the Committee and upon the affirmative vote of two-thirds of those representatives of member organizations present and voting.

These Bylaws were reviewed and accepted on November 4, 2008 by the society, submitted by Emmanuel Akrong.