

GBHS FONTEM '94 ALUMNI

...together for all!



The Constitution

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PREAMBLE

We, the GBHS Fontem Ex-Students-Batch of 1994, mindful of the constitution of the Republic of Cameroon, mindful of the rules and regulations governing the institution of GBHS Fontem, and Mindful of the laws governing associations in Cameroon, have decided to come together as an association in order to foster a spirit of loyalty to our alma mater, foster unity in diversity, supporting our mates in all areas of our socio-economic life, promoting the growth and development of the institution of GBHS Fontem as well as to socialize, share and sympathize with our comrades of the same batch.

This association shall be the forum for all GBHS Fontem'94 Batch and subsequent classmates prior to the 2000/2001 graduation.

We hereby pledge ourselves to the following;

- ④ to abide by the virtues, rules and regulations put forth in this constitution as a working document in all our activities.
- ④ to ensure that members have equal rights and obligations.
- ④ the President of the association shall ensure the protection and preservation of all members' rights and shall ensure the rights of every member to a fair judgment or hearing before any lawful act.
- ④ it shall be established that all activities of this association shall be in accordance with the constitution and as such it shall remain the legislative and judicial arm of the organization.
- ④ The privacy of the organization shall however remain inviolate. No interference shall be allowed except by virtue of decision emanating from the president of the organization.
- ④ We therefore call on all the members to pledge their loyalty and respect to this arm. This shall be the only document to control all the affairs of the association both internally and externally.

CHAPTER 1

THE ASSOCIATION

1.1: NAME

The name of the organization shall be GBHS Fontem'94 Alumni Association, abbreviated GBHSF'94 Alumni.

1.2: HEADQUARTER

The Headquarters of the Organization shall be in Menji of Fontem Sub Division in Lebialem Division of the South-West Region of the Republic of Cameroon.

Branches may be created in other regions and Divisions of Cameroon and the Diaspora, after due consultation with this pioneer alumni batch. In this respect, the association may operate throughout the national territory of Cameroon and beyond.

1.3: MOTTO

The motto of the organization shall be Love, Nostalgia and Strength.

1.4: SLOGAN

The slogan shall be '94 Alumni, together for all!

1.5: EMBLEM

At the center of one bigger and one smaller blue circle (colour representing our trousers and skirts) is a symbol of the institution of GBHS Fontem in a natural green hilly topography with sun rays coming from one of the hills. Inscribed in between the circles on a sky blue background (representing our jacket) is "GBHS Fontem '94 Alumni Association".

1.6: VISION STATEMENT

The vision of GBHS Fontem '94 Alumni Association is to be the best resource to '94 Alumni, GBHS Fontem, Fontem community, Lebialem Division and beyond.

1.7: MISSION STATEMENT

The mission of GBHS Fontem '94 Alumni Association is to provide a mutually supportive and sustainable environment in which every member develops self-confidence, a good sense of belonging and personal growth.

1.8: OBJECTIVES

- 🌐 To encourage youths' education and skills, especially descendants of the Alumni batch.
- 🌐 To render support to members in times of need and celebrations.
- 🌐 To promote access to healthcare, other social amenities and health-related determinants for better living conditions, especially in Lebialem.
- 🌐 To encourage all members to pay their annual development dues and organizing fundraisings and freewill donations.

1.9: OUR VALUES

- 🌐 Integrity: we are accountable and honest in everything we do.
- 🌐 Accountability: we are accountable to the community and are responsible for doing what we say we will do
- 🌐 Respect: we are considerate and treat others with care and cordiality.
- 🌐 Diversity: we respect our different backgrounds, and see this as a source of strength.
- 🌐 Pride: we are proud of our alma mater, our unity and our alumni.
- 🌐 Sustainability: we are stable and can always be self-sufficient.

CHAPTER 2

MEMBERSHIP: REGISTRATION, RENEWAL, LOST AND REGAIN

2.1: MEMBERSHIP

2.1.1: New Membership:

- ④ This association shall be the forum for all GBHS Fontem'94 Batch and subsequent classmates prior to the 2000/2001 graduation.
- ④ Membership is gained upon the payment of the following nonrefundable fees;
 - Registration fee
 - Aid fund
- ④ Members shall submit an online registration form to the association.
- ④ There shall be no educational qualification requirement to gain membership into the association.

2.1.2: Membership Renewal:

- ④ Membership renewal fee (non-refundable)
- ④ Membership renewal is due by January 31 of each year.

2.2: LOST OF MEMBERSHIP

- ④ Members can willfully resign through a letter of resignation addressed to the general assembly through the president.
- ④ It can be lost if any member involve in tarnishing the image, dignity and interest of the organization, based on tangible proofs.
- ④ Failing to pay membership renewal fee.
- ④ If any member becomes inactive towards the development of the organization for up to one year.
- ④ If any member misappropriates or misuses the organization's money or property.
- ④ If any member becomes absent in three (3) consecutive meetings of the general assembly, without prior notice.
- ④ If any member violates the rules and regulations of the organization, or disregard the rules of the organization, involve in tarnishing the reputation, image and anti-

organizational activities, or involve in anti-activities related to organizational constitution.

- ④ Non-respect of the constitution, after three (3) formal warnings by the General Assembly.

2.3: REGAINING MEMBERSHIP

- ④ Membership may be regained through a written apology and payment of any outstanding debts. Where an apology is needed, it must as well be made to the person(s) and branch concerned.
- ④ The apology and intention would be presented and reviewed at the next national executive meeting for a decision to be reached at, and communicated to the member.
- ④ Readmission would be considered upon signing an undertaking with the organization.

CHAPTER 3

ORGANIZATION AND FUNCTION

3.1: THE GENERAL ASSEMBLY:

The general assembly is made up of all duly registered members of the association, meeting at a fixed time to oversee the functioning of the association.

The general assembly is the supreme authority of the association, and has a major role to put in place offices and hold same accountable.

3.2: THE EXECUTIVE BOARD:

The following offices shall consist the Executive Board;

1. President
2. Vice President
3. Secretary General
4. Vice Secretary General
5. Financial Secretary
6. Vice Financial Secretary
7. Treasurer
8. Adviser

3.2.1: Functions of the Executive Board

(a) The President

- 🌐 In his/her capacity, he/she shall ensure the safety and security of all the members of the organization, protecting and ensuring a fair judgment in all activities.
- 🌐 He/she manages, coordinates and controls all the activities of the association for better realization of the objectives of the organization in all domains and at all times.
- 🌐 As the general overseer, he/she shall ratify and negotiate internal and external affairs on behalf of the organization.
- 🌐 He endorses and ensures communication within the association and information going out of the association.

- ④ Ensures compliance with the constitution, rules and regulations of the organization, defend and protect members' rights and ensure the smooth running of the organization.
- ④ In case of a tie following a vote the president makes the final decision.
- ④ In case of a vacancy or absence the vice president represents the president.

(b) The Secretary General

- ④ Shall be responsible for the smooth running of the secretariat working in close collaboration with the president to meet the association's objectives.
- ④ Shall work closely with the president to take care of matters that cut across all the services and the liason offices.
- ④ Shall be in charge of recording, processing, distribution, classification and monitoring of confidential mails or documents.
- ④ Shall organize tasks and movement of the president.
- ④ Shall be responsible for the functioning, management and evaluation of all representations and shall define and codify the internal procedure under his control.
- ④ Shall note down, read out and disseminate minutes of meetings.

(c) The Financial Secretary

- ④ Shall be responsible for recording and archiving of all financial transactions of the association.
- ④ Shall make demands of the association's expenses and present to the president for endorsement after consultation with board.
- ④ Shall be updated by the treasurer with receipts on all financial transactions.
- ④ Shall present a detailed balance sheet at least twice a year to the General Assembly.
- ④ Shall submit financial records on demand for audit when need arises.
- ④ Shall cosign all expenditure.

(d) The Treasurer

- ④ Shall work closely in a collaborative manner with the financial secretary, ensuring the functioning and management of all finances of the association.
- ④ Shall receive money on behalf of the association and deposit into the association's account accordingly within 48 hours.
- ④ Shall update the financial secretary with receipts and official documents accordingly.
- ④ Shall be in charge of the association's mobile money accounts, and shall communicate cordially with all those depositing money into the account.
- ④ Shall only make disbursements after approval by the board and endorsed by the president.

(e) The Technical Adviser

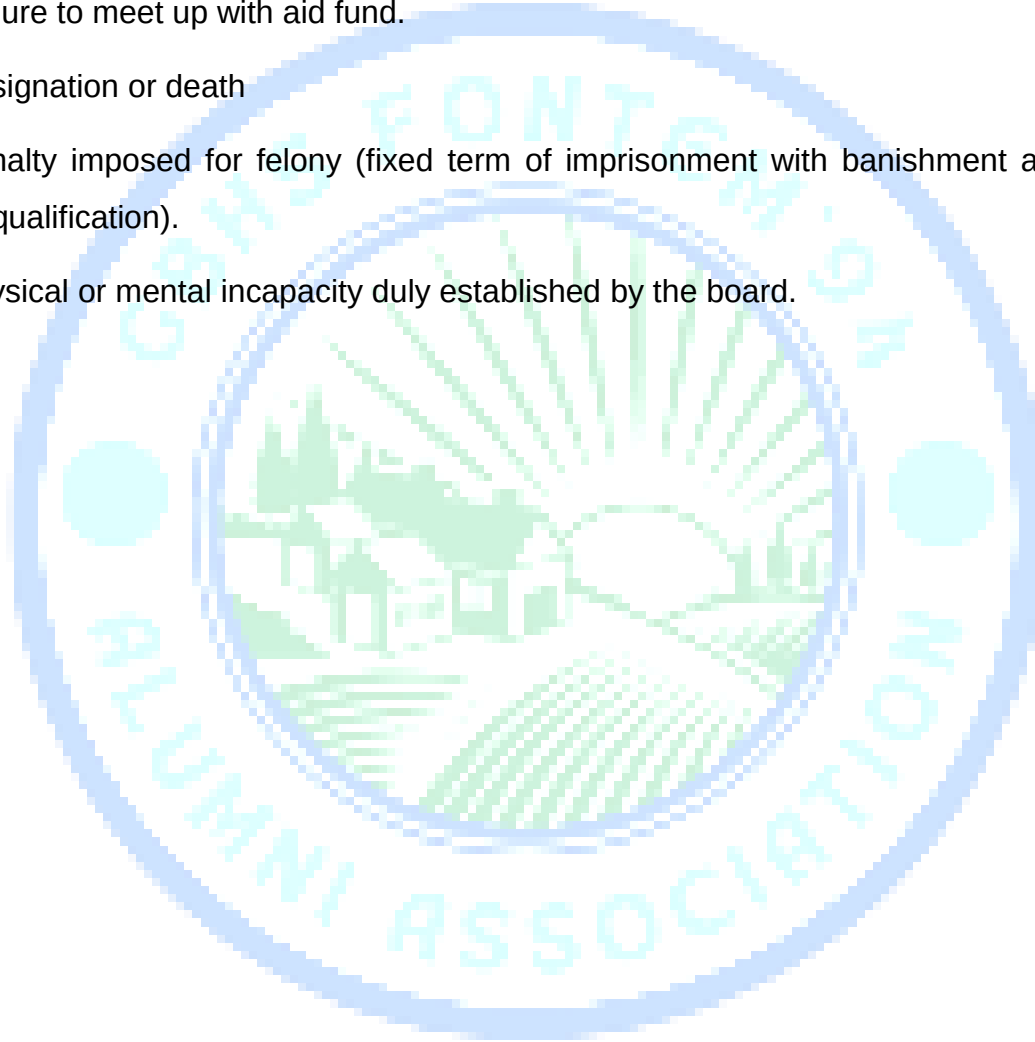
- ④ Shall provide all technical support and advise needed for smooth functioning of the programs and projects of the association
- ④ Shall provide technical input to all programs from identification, design to implementation so as to ensure better results.

3.3: ELECTIONS AND TERM OF OFFICE

- ④ All members of the executive board shall be elected by the general assembly, considering commitment of the member to the objectives of the association.
- ④ To be eligibility for Elections to any post of responsibility members:
 1. Must be duly registered.
 2. Must be up to date with aid fund.
 3. Must not be owing any fines or obligations.
 4. Must have been a member for at least two full year with no unjustifiable absence(s).
- ④ The term of office of an executive member is for a period of 3 years renewable twice (VR. 11, 12).
- ④ Elections shall be at the general assembly meeting held at the end of the term of office, and shall be chaired by the election committee constituting invited guests, advisers.

3.4: TERMINATION OF A POST OF RESPONSIBILITY

- ④ The duties of the executive members shall be terminated for at least one of the following reasons:
- ④ Non-renewal of term of office
- ④ Failure to meet up with aid fund.
- ④ Resignation or death
- ④ Penalty imposed for felony (fixed term of imprisonment with banishment and civic disqualification).
- ④ Physical or mental incapacity duly established by the board.



CHAPTER 4

FINANCES: FINANCE, BANK ACCOUNT, DUES, AND MEMBERS AID

4.1: FINANCES

🌐 The financial strength of the association shall be backed by:

1. Annual member dues
2. Contributions from members
3. Fund raising activities
4. Freewill donations
5. Projects, etc...

It shall remain that all the financial transactions of the association shall be for the interest of the vision per the objectives set forth in this document.

4.2: BANK ACCOUNT:

- 🌐 All funds collected are transferred to the association's account accordingly, and a deposit receipts forwarded to the financial secretary.
- 🌐 The association shall open a bank account in any bank of its choice and signatories to this account shall be:
- The President
 - The Treasurer
 - The Secretary General

4.3: ANNUAL MEMBERSHIP DUES

- 🌐 All the following dues are paid to the treasurer against a receipt;
- Membership Registration: 5,000FCFA.
 - Membership Renewal: 2,000FCFA paid by the 31st of January every year.
 - Aid Fund: At least 10.000FCFA (collateral for member's dues) - VR. 12.
 - Amount upgraded within 30 days after it drops (period of grace).
 - After the grace period, member's right to assistance is withheld.

4.4: MEMBER AID:

4.4.1: Happy Events:

- 🌐 Marriage: Freewill donations only (VR. 6).
- 🌐 Birth: Freewill donations only (VR. 7).

4.4.2: Tragic Event:

- 🌐 Death:
 - Parent: Freewill donations only (VR. 3).
 - Member: At least 10.000FCFA per member (VR. 5).
 - Spouse: At least 5.000FCFA per member (VR. 4).
 - Biological child: At least 5.000FCFA per member (VR. 8).
 - Adopted child: Freewill donations only (VR. 9).
- 🌐 Sickness
 - Members only: At least 3.000FCFA per member (VR. 10).

4.4.3: Definition and Clarification of Terms:

- 🌐 Member: Any GBHSF '94 alumni who is up-to-date with membership fee and aid fund, which is the only eligibility criteria for member aid.
- 🌐 Parent: Any person declared to the association during membership registration as the father or mother of the member. Not necessarily a biological parent.
- 🌐 Marriage: **Any of the one event** that marks the coming together of two partners of opposite sexes together as husband and wife; traditional, church or court marriage. A member can only benefit from one marriage event in a lifetime.
- 🌐 Freewill Donation: Anything (money in the context of this association) given without compulsion to someone (a member).
- 🌐 Sickness: Being in a state of critical health condition as determined by the majority of the board members.
- 🌐 Adopted child: As opposed to biological children, a child who is either legally adopted or who is under the full responsibility of a member.

4.4.4: Events Committees:

For any event warranting the aid of the association, a board meeting shall be convened by the president to set up members of the following committees who are to ensure a smooth assistance and coverage by the association;

- 🌐 Investigation Committee (IC):
 - Shall be charged with establishing the event as a fact.

 Social Events Committee (SEC):

- Shall be charge with representing the association at all events to which the association has an obligation to assist.
- Members be determined at a board meeting.
- The board shall budget for the funds.

4.4.5: Committee Budget:

The board shall determine the budget of committees during events plannification meetings.



CHAPTER 5

MEETINGS: GENERAL AND EXECUTIVE MEETINGS, AND QUORUM

5.1: MEETINGS, QUORUM AND LANGUAGE

5.1.1: General Meetings:

- 🌐 The association shall hold an Annual General Assembly (GAGA) at no more than 15 month intervals.
- 🌐 There shall be an online trimester general assembly meeting, which members are liable to attend.
- 🌐 There shall be extraordinary meetings by the decision of the majority of the executive members or general assembly.

5.1.2: Executive Meetings:

- 🌐 The executive board members shall meet once a month to deliberate and evaluate all the affairs of the association.

5.1.3: Quorum:

- 🌐 The quorum for Annual General Meeting shall be at least $\frac{1}{4}$ of the membership.

5.1.3: Language of Communication:

- 🌐 The written language shall be English while spoken shall be English and pidgin.

CHAPTER 6

AMENDMENTS, DISSOLUTIONS AND FINAL PROVISIONS

6.1: DISSOLUTION

In case of dissolution, the association shall through the executives, deliberate and donate its items to an organization with similar objectives or charitable organization.

6.2: AMENDMENT

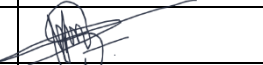
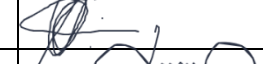
- 🌐 Any motion to alter any article of this constitution shall be through writing, addressed to the executive through president for deliberations within a period of 52 clear days before the Annual General Assembly.
- 🌐 No amendment shall be admissible except with the approval from the majority of members of the general assembly.

6.3: FINAL PROVISION

- 🌐 All provisions to amend certain parts or the entirety of this constitution are hereby repealed and this law shall remain the legislative and judicial arm of the association and thus the people of GBHS Fontem '94 Alumni Association – Cameroon shall be liable to respect its norms with the approval of the President.
- 🌐 This law shall be registered, published according to the procedure of urgency and shared to all executive members of the association.

DRAFTING COMMITTEE

Constitution drafted on July 27, 2022, Menji, Fontem by the following committee members of the interim executive;

SN	FULL NAME	ADDRESS	TELEPHONE	SIGNATURE
1	Mr. NKENGACHA M. AGENDIA	Sangmelima		
2	Mme FUANYI Prudencia	USA		
3	Mr. MBEACHE Felix	Douala		
4	Mr. ANU Daniel	Buea		
5	Mr. NKIANGU Ben	Canada		
6	Mr. FOMENKY Romanus	Buea		
7	Mme MBOWOH Priscillia	Buea		



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