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**THE CONSTITUTION OF ROCK HIGH SCHOOL  
OLD STUDENTS' ASSOCIATION  
(RHOSA)**

**Rules and Regulations**

**MOTTO "REMEMBER YOUR ROOTS"**

## **PREAMBLE**

We the old student of Rock High School, concerned about all aspects of our school especially the academic status.

Aware that education is the key to any fundamental change in regard to growth and development in the present day and in time to come.

Committed to building a better future through a popular constitution based on the principles of unity, peace and development.

Do hereby resolve into an association and this constitution to pursue this end and accomplish our role to our dear school and the nation at large.

## **ARTICLE I: SUPREMACY**

This constitution be the supreme and binding authority and any resolution and decision on policy inconsistent or contrary to it shall be null and void.

## **ARTICLE II: NAME**

The name of the association shall be Rock high School Old Students' Association (RHOSA).

## **ARTICLE III: AIMS AND OBJECTIVES**

1. Promote unity, co-operation and solidarity among members.
2. To enable members take active part in the administrative professional, cultural and ceremonial activities of the school.
3. To render the school attractive to the rising generation.
4. Uplift and preserve the name and status of the school.
5. Liaise and co-operate with similar organization on matters of mutual interest and concern.
6. Enable members to initiate, participate in and consolidate development aspects of the school.
7. Solicit, make consultations and appeal for funds and donations from local or international organizations for the good of the school.

## **ARTICLE IV: MEMBERSHIP AND SUBSCRIPTION**

1. Membership shall be open to all old students without discrimination in terms of sex, nationality, race, religion and irrespective of whether they are active in terms of development activities or not.
2. New and continuing students of Rock High School shall be legible for membership of the association and such a member shall enjoy the title of "Associate member".
3. The right of admission shall be upon payment of membership fee in accordance with the rules of the association together with any other that may be stipulated by the association.

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2. New and continuing students of Rock High School shall be legible for membership of the association and such a member shall enjoy the title of "Association member".
3. The right of admission shall be upon payment of entrance fee in accordance with the rules of the association together with any other that may be stipulated by the association.
4. Any associate member or any other member co-opted in the association shall be obliged to pay membership fee of Ushs.1,000 (one thousand shillings only) but such a member shall not enjoy the voting right nor hold any office.
5. Upon admission a member's name shall be written in the association.
6. Each member shall be provided with membership card bearing his/her name in full address and such other particulars that may be necessary for identification.
7. Every application for membership shall be accompanied by Ush.3,000(Three thousand only) in case of old students as membership fee.
8. An aspiring member shall not be admitted to the association unless he/she agrees to abide by the rules and regulations of the association.
9. In addition to the entrance/membership fee each member shall be required to pay annual subscription fee of Ushs.5,000(Five thousand shillings only) or

any other amount that may be decided upon by the association together with any other levies stipulated by the General Assembly of old students (GENA).

10. If any time the executive council of old students (ECOS) is of the opinion that the annual subscription be revised or that any levy be made it shall have powers to revive and effect it provided that such decision is presented to the following GENA for ratification.

#### **ARTICLE V: HONORARY MEMBERSHIP**

1. Any member within or outside the association who in the opinion of GENA has rendered exemplary service or assistance to the association or college may be conferred upon the honour or title of Honorary member.
2. Any honorary member may attend general assembly but shall not enjoy the voting right nor shall he/she be eligible to hold any office of the Association.
3. Any member of the Association may propose in writing to the ECOS a name for consideration of honorary membership.
4. Honorary membership shall be conferred upon one only with two thirds majority approval of GENA.

#### **ARTICLE VI: PATRON**

The patron of the association shall be the Headteacher of Rock High School.

#### **ARTICLE VII: ORGANS AND THEIR FUNCTIONS**

##### **A. GENERAL ASSEMBLY (GENA)**

1. It shall be the supreme organ of the association.
2. Its composition shall consist of old students, members of ECOS, the Patron or any persons delegated by him/her and any other member(s) eligible to be in the assembly but with the exception of old students no other member(s) shall enjoy voting rights.

5. Enforce observation of the constitution.
6. Keep the old students well informed about the problems, pressures and activities of the association.
7. Co-ordinate matters between old students and local or international bodies and authorities.
8. Sign all minutes of meetings of the association after approval by members concerned.
9. Carry out any other duties that may be required of him by ECOS or GENA or any other relevant authorities from time to time.

#### **B. VICE CHAIRPERSON**

1. He shall preside over all meetings and conferences in the absence of the chairperson.
2. He shall be in charge of all publications or journals of the association.
3. Prepare any other duties as shall be required of him/her by the association.

#### **C. GENERAL SECRETARY**

The General Secretary shall

1. Be the minute secretary of all GENA meetings.
2. Keep all records, register and proceedings of all ECOS and GENA meetings.
3. Prepare and present information on all organs of the association.
4. Mediate all association's correspondences with national or international organization's and bodies.
5. Perform any other duties that may be required of him by the association.

#### **D. TREASURER**

1. The Treasurer of the association shall be in charge of all the funds of the association.
2. Keep all books of accounts and prepare them for auditing.
3. Ensure that no fund of the association under his/her charge is released unless approved and authorized in accordance with the association's constitutional rules and regulations in Article IX.
4. Be a co-signatory to all financial transactions of the association.
5. Prepare and submit a report to GENA on the financial positions together with income and expenditure during the financial year.

6. Be required to bank all the funds of the association within or not later than a week after reception.
7. In collaboration with the executive council members, draw up a balance sheet at six months interval and present it to the patron.
8. Acknowledge receipt of association's subscription from members and report the amount to the executive.
9. Take initiative to organize association's funds, collect money on social occasions organized by the executive or general assembly. He/she shall receipt and bank the amount obtained not later than three days after the function. In pursuance of this duty the treasurer shall produce the necessary documents to ECOS.

#### **E. PUBLIC RELATIONS OFFICER**

1. Edit all official publications and publicize the relevant documents. He/she shall be the editor in charge of all announcements, advertisements and press conferences.
2. In liaison with the vice-person he/she be in charge of any other duties that may be required of him/her.
3. Ensure that no member or officer of the association breaches the constitution in the course of performance of duty.
4. Be in charge of amendments and revision of the constitution of the association.
5. Perform any other constitutional-related duties that may be required of him/her from time to time.

#### **F. COMMITTEE MEMBERS**

1. Shall attend all formal and emergency meetings and conferences.
2. Perform or carry out any other duties that may be delegated.

### **ARTICLE IX: FINANCE**

#### **A. REVENUE**

RHOSA financial income shall comprise

1. Membership and subscription fees as stipulated in article IV section 3, 4, 7 and 9.
2. Resources from social and fund generating activities organized by ECOS.
3. Possible gifts, presents, prizes and donations to RHOSA.

4. Funds from sales organized by the association.
5. Any other eligible source of income.

#### **B. EXPENDITURE AND CONTROL**

1. Withdrawal of funds shall be effected only by filling in and signing forms and cheques by either:
  - (a) Chairperson and patron or in his absence
  - (b) Treasurer and patron
2. Chairperson, treasurer and patron shall be the three signatories to the funds banked on the association's account.
3. In case of emergency where expenditure may be incurred the chairperson and patron shall either authorize the withdrawal of funds or mobilize money in view of refunding it later by the Treasurer on presentation of acceptable documentary evidence to the executive. The documents shall be kept by the treasurer for future reference.
4. Any RHOSA expenditure shall be brought to the knowledge of GENA.
5. The association's funds shall be audited once every financial year on dates that shall be fixed by GENA.
6. The executive shall appoint a professional auditor to audit the funds of the association and the said auditor shall be paid as determined and recommended by the ECOS.

#### **ARTICLE X: MEETING AND CONFERENCES**

##### **A. ANNUAL GENERAL ASSEMBLY**

1. There shall be assembly or conference of all old students concerned annually on the second last Saturday of every November or at such date and place as may be fixed by ECOS preferably Rock High School.
2. Information about annual meetings and conferences shall be released at least four weeks before the date fixed.
3. In case of emergency ECOS has the powers to convene a meeting (s) provided that not less than a two weeks' notice is given.

## **B. QUORUM**

1. The quorum for any meeting of ECOS or GENA shall be a simple majority of the members eligible to attend the meeting.
2. In case of lack of quorum ECOS may be eligible to effect the following:
  - (a) Confirmation of minutes of previous meeting.
  - (b) Passing or approval of accounts for payment or purchase.
  - (c) A.O.B. which may require immediate attention in the opinion of the chairperson or presiding officer of the meeting.

## **C. CHAIRPERSON'S RULING**

1. The chairperson shall maintain order in a meeting.
2. The chairperson's ruling on any question shall be final and binding to all members unless successfully and reasonably challenged by members present and they vote contrary to his ruling.
3. In case of irrelevancy of the speaker chairperson shall have powers to stop him/her.

## **D. VOTING**

1. All decisions and resolutions in respect to election of office bearers shall be made by secret ballot. The same process shall apply to amendment of rules and disciplinary actions on office bearers.
2. The system of voting shall be one member one vote.
3. In case of a tie of vote the chairperson shall have a casting vote and his decision shall be final.
4. No honorary member or associate member shall have the right to vote.

## **ARTICLE XII: GENERAL RULES AND REGULATIONS**

### **A. RESOLUTIONS**

1. Every resolution shall be moved and seconded before being put to meeting.  
The preceding rules shall apply to an amendment to a resolution as if it were a resolution.
2. A resolution shall be considered as having been carried if passed by a simple majority of voting members.

3. No resolution shall be recommended in an executive meeting in case such resolution involves finance or policy.

#### **E. LOYALTY**

1. Every member of the association shall be faithfully and absolutely abiding by every decision and resolution made by the association or its members.
2. No association member shall injure or attempt to injure or act contrary to the interests and aspirations of the association.
3. Any member of the association or officer whose conduct is deemed to be inconsistent with the duties and responsibilities of the association shall have caused a breach to the constitution and after two consecutive warnings by the chairperson in vain shall be expelled by RHOSA with the two thirds majority vote thereupon cease to be a member of the association.

#### **C. INTERPRETATION, MOTION AND AMENDMENT**

1. In case a question arises as regards interpretation of any of these rules and regulations, the question shall be referred to the ECOS for decision and in case of dissatisfaction either party may appeal to GENA for final decision.
2. No motion shall be accepted when there is another motion still being debated on.
3. An addendum to the constitution shall be treated as an amendment.
4. The proposed amendment shall be supported by three fourths of the members attending GENA.
5. Association means RHOSA.
6. GENA – General Assembly. This means General Assembly of Old Students.
7. ECOS – means Executive Council of Old Students.
8. Constitution – means Constitution of RHOSA.
9. RHOSA – means Rock High School Old Students Association
10. Constitutional Affairs – means constitutional Affairs of RHOSA.

#### **ARTICLE XIII: HAND-OVER**

There shall be an organized hand-over occasion before assumption of office. The hand-over exercise shall be done in consultation with the patron.

#### **ARTICLE XIV: PROVISION OF THE CONSTITUTION**

1. This constitution shall be amended only by simple majority of those voting at duly convened GENA.
2. In the event of a need to revise the constitution an adhoc council shall be set up by the GENA to undertake this task.
3. Bye-elections shall be held as need for them arise.

#### **ARTICLE XV: COMMON SEAL**

1. The association shall have a common seal bearing the name of the association Motto and Emblem.
2. The common seal may be affixed on all the association's property as may be to the discretion of the chairperson and the executive council on behalf of the association.
3. The common seal shall be in the safe custody of the General Secretary.

#### **ARTICLE XVI: COMMENCEMENT**

This constitution shall come into effect when adapted and resolved by GENA in accordance with the provisions herein stated.

#### **ARTICLE XVII: DISSOLUTION OF THE ASSOCIATION**

1. In case a member(s) of the association believe that the association should be dissolved due to one or more serious reasons such a member(s) is/are eligible to move a motion of lack of confidence in the association.
2. Dissolution of the association shall be by the annual or emergency GENA called for members present and voting by secret ballot to resolve that the association be resolved.
3. In case a decision is made that the association be dissolved all the debts and liabilities legally owed by the association shall be paid and thereafter any surplus assets shall be disposed to the school for development purpose.

Adapted on: 28<sup>th</sup> July, 2010