

UNIVERSITY OF ENERGY AND NATURAL RESOURCES ALUMNI ASSOCIATION



CONSTITUTION & BYE-LAWS

Promulgated on
the 7th Day of June, 2021



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PREAMBLE

In Recognition of **THE SUPREMACY OF THE ALMIGHTY GOD** and the special honour, coupled with a high responsibility, herein bestowed on us as the University of Energy and Natural Resources (UENR) Alumni Association, **DO HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

The constitution shall be the **Supreme Law** of the UENR Alumni Association, wherein referred to as the “Association”, however, subject to the Act and statutes of the University and the Constitution of the Republic of Ghana.

The Association shall without fear or favour operate as an autonomous institution. Only guiding rules and principles that will be provided by the constitution shall be used to govern the affairs of the association.

CHAPTER ONE

ARTICLE 1 -NAME OF ASSOCIATION

The official name of the association shall be University of Energy and Natural Resources (UENR) ALUMNI ASSOCIATION. Names such as the Technologists and UENR Alumni shall be conferred unto the membership of this body.

ARTICLE 2 -IDENTITY

a) MOTTO

Radios Innovatione, which shall mean “Beacons of Innovation”.

b) SLOGAN

Technologists: Beacons of Innovation

Technologists: Impact your world

Technologists: Radios Innovatione

c) LOGO

The UENR Alumni Association shall adopt for use a logo that will be carved out from the LOGO of the University.

With the UENR logo as an embodiment, the portion which contains the university motto shall contain the association’s motto.

Above the UENR logo shall be an academic hood.

Right above the hood will be the words ‘UENR Alumni Association’.



d) VISION STATEMENT

To establish an Acclaimed Front to ensure the continuity in the generation of experts in Energy, Natural Resources and Allied Fields.



e) MISSION STATEMENT

To ensure effective training and development of human capacity through research, engineering, science, economics and environmental management to solve critical energy and natural resource challenges of society.

f) CORE VALUES

- i. Integrity
- ii. Innovation
- iii. Impact
- iv. Development of the UENR
- v. Community development

CHAPTER TWO

ARTICLE 3 – MEMBERSHIP

- a)** In conformity to the University Statutes, “Alumni” refers to;
- i.** All Graduates and Diplomates of the University;
 - ii.** All other past students deemed eligible by the Academic Board for membership of Congregation;
 - iii.** Distinguished persons who are not past students but are deemed eligible by the Alumni Association for membership of the Association. These persons shall assume Honorary Membership status.
- b)** All Alumni, shall assume Membership Status of the Alumni Association, after having sworn the Technologists Oath (Alumni Oath).
- c)** A member of the Association shall be deemed to be a “Member-in-Goodstanding” by paying the required membership and subscription fees annually and shall have voting rights. Notwithstanding the foregoing, an Honorary member is not entitled to vote or be voted for.

ARTICLE 4 – THE ALUMNI COUNCIL

- a)** The global governing body of the Association shall be vested in the Alumni Council which shall be responsible to Congress.
- b)** The Council shall consist of the following to be elected by Congress:
 - i.** Chairman;
 - ii.** Two Vice-Chairmen (1st & 2nd);
 - iii.** General Secretary;
 - iv.** Financial Controller;
 - v.** Women’s Commissioner;
 - vi.** Organizing Secretary;
 - vii.** Three other appointed members:
 - a.** Alumni Relations Officer,
 - b.** Human Resource development officer,
 - c.** Programmes and projects officer
 - viii.** Year group representatives; appointed by the Alumni Council.
 - ix.** An Ex-officio member representing the Central Administration of the University.
 - x.** Three Ex-officio members (from the immediate past Alumni Council)
- c)** Alumni Council meetings shall be held twice every calendar year. Emergency meetings shall called where necessary.
- d)** Casual vacancies in any of the above offices may be filled by the Council and person(s) so appointed shall hold office until the next Congress.
- e)** There shall be an Executive Committee of the Alumni Council, which shall be responsible for the day to day running of the Association.
- f)** The Council’s Executive committee shall compose of;
 - i.** The Alumni Chairman
 - ii.** Two Vice-Chairmen(1st & 2nd);
 - iii.** General Secretary;
 - iv.** Financial Controller;
 - v.** Women’s Commission
 - vi.** Organizing Secretary

[Appointed members of the Council shall be in attendance with no voting right on the committee]

ARTICLE 5 – POWERS AND FUNCTIONS OF OFFICERS

a) The Chairman shall, among other things:

- i.** preside at all Council Meetings and in his absence, 1st or 2nd Vice-Chairmen(order of hierarchy); and
- ii.** preside at Congress and General Meetings and in his absence, 1st or 2nd Vice-Chairmen(order of hierarchy);
- iii.** represent the Alumni Association at the University Council and other equally required offices that may be due the Alumni Association.
- iv.** delegate responsibilities to council members and/or members as may be pertain to the well-being of the association.

b) The General Secretary shall be responsible for:

- i.** keeping all the records of the Association;
- ii.** conducting all correspondence for the Association;
- iii.** taking minutes at all Council and general meetings;
- iv.** presenting the Council's formal report to Congress.

c) The Financial Controller shall;

- i.** keep account of all monies and other properties belonging to the Association, and shall also present a financial statement at the General Meeting.
- ii.** advise on the Alumni Council on financial matters.

d) The Women's Commissioner shall;

- i.** shall assist the organizer in rendering his duty as far as the feminine side is concerned;
- ii.** ensure women empowerment in the association.

e) The Organizing Secretary shall;

- i.** ensure that members involve themselves fully in the activities of the association.
- ii.** keep in trust, all assets of the Association.

ARTICLE 6 – ELECTIONS AND TENURE OF THE ALUMNI COUNCIL

- a)** The Alumni Council Members may hold office for three (3) calendar years and are eligible for re-election or re-appointment.
- b)** The elections shall be organized by the Electoral Commissioner appointed by the Alumni Council for the purpose.
- c)** The Electoral Commissioner shall be a member-in-goodstanding of the Association.
- d)** The Electoral Commissioner in consultation with the Alumni Council shall fix the date and time for the elections and shall make bye-laws, which will be used in the conduct elections.
- e)** Each nomination shall be supported by at least ten (10) members-in-goodstanding with the Association; with representation from at least three (3) different year groups (graduating classes).
- f)** A member of the Association shall be eligible to be voted for, three (3) year after their membership and shall be a member-in-goodstanding with the association.
- g)** The elections shall be by secret ballot and shall be declared by simple majority.
- h)** The Alumni Council elections shall be held at a Terminal Congress. Terminal Congresses shall be convened every three (3) years.
- i)** There shall be a Transitional Period of twenty-one (21) days after the elections. Within which the handing over ceremony shall be conducted. All documents, accounts, assets/liabilities, notes, etc. shall be handed over to the newly elected Alumni Council within the Transitional Period.
- j)** A Transition Steering Committee composed of elected officers of the outgoing and new Alumni Council, co-chaired by both Chairpersons shall oversee the handing over process.

ARTICLE 7- IMPEACHMENT

- a)** Any member-in-goodstanding with the association can tender an application for the impeachment of an officer to the Alumni Council on grounds of incompetence and/or misconduct. Such an application would be considered only when it has signatures of fifty (50) members-in-goodstanding with representation from the various year groups (at least five (5) year groups).
- b)** The Alumni Council shall consider the application and arrange for a referendum by entire membership of the association on the application. Affected officer(s) of the Council shall recuse themselves and subject themselves for investigation.
- c)** An officer shall be deemed impeached if a 65% of total membership vote in favour of the application, in attendance at a General Meeting or Congress.

CHAPTER THREE

ARTICLE 8 – THE ORGANISATION OF THE ASSOCIATION

- a)** The UENR Alumni Council shall be the Global Governing Body of the UENR Alumni Association.
- b)** There shall be Regional, National, and Institutional Chapters of the Alumni Association shall be instituted upon a written request undersigned by at least twenty (20) members-in-goodstanding. Such requests shall be considered by the Alumni Council for approval.
- c)** The Chapters of the Alumni Association shall hold elections under the auspices for the Alumni Council to elect members of the Chapter Executive Committee.
- d)** The Chapter Executive Committee shall be composed of;
 - i. Chapter President
 - ii. Chapter Secretary
 - iii. Chapter Treasure
 - iv. Chapter Membership Secretary
 - v. Chapter Organizer

ARTICLE 9 – SECRETARIAT OF THE ASSOCIATION

- a)** The Secretariat of the Association shall be based at University's Main campus and the postal address shall be;

UENR Alumni Secretariat

P.O. Box 214

Sunyani – Bono Region, Ghana.

- b)** The Secretariat shall be managed by an Office Administrator, appointed on full-time based by the Alumni Council. Where necessary, Alumni Council shall accept postings from the Central Administration of the University.
- c)** The duties of the Office Administrator shall be;
- i.** to coordinate the day to day affairs of the Secretariat;
 - ii.** to work in close collaboration with members of the Alumni Council and Alumni Chapter Committees in the execution of their specific tasks; and
 - iii.** to perform such other duties as the Alumni Council may deem necessary to be performed by the Office Administrator.

ARTICLE 10 – FINANCIAL MATTERS

- a) The Association shall generate its income from –
 - i. Approved membership and subscription fees paid by members
 - ii. Proceeds from the sale of souvenirs and other commercial activities including fund raising events.
 - iii. Return on investments
 - iv. Endowments, donations and gifts
- b) The Alumni Council shall open a Bank account in the name of UENR Alumni Association. All funds received by or on behalf of the Alumni Association shall be deposited in the Association's bank account.
- c) There shall be three signatories to the Account and these shall be the Chairman, the Financial Controller and the Secretary.
- d) A portion of the Association's fund shall be allocated for discharging the duties of the Secretariat.
- e) The Alumni Council shall open and manage an account for the Endowment Trust Fund which shall be a Trust run by the Association;
- f) Donors shall make donations for specific functions or activities of the Association.
- g) The Alumni Association may venture into gainful business partnerships that is geared toward the University community development.
- h) All accounts, records and documents of the Association shall be open for yearly auditing by the Audit Committee and has be presented at every first General Meeting each year.
- i) In consonance with the University Statutes, **Statute 24 (6(i))**, the Director of Finance shall have oversight on funds generated or collected through the University.

ARTICLE 11 – COMMISSION AND COMMITTEES

- a)** The Alumni Association shall have statutory committees. They shall be the;
- i.** Audit Committee; chaired by a member appointed by Congress
 - ii.** Welfare Committee; chaired by the first Vice Chairperson
 - iii.** Endowment and Scholarship Committee; chaired by a member appointed by the Alumni Council.
 - iv.** Women's Commission; chaired by the Women's Commissioner.
- b)** The membership of the statutory committees shall not be less than five (5) and not more than nine (9) including the chairperson.
- c)** The Alumni Council shall nominate person(s) into the membership of a statutory committee for the approval by Congress/General Meeting.
- d)** The Alumni Council shall establish and mandate an ad-hoc committee/commission to perform a particular assignment.

ARTICLE 12 - AMENDMENTS

- a)** The constitution may be amended after five (5) years of its existence, by a two-third (2/3) vote of members present at a General Meeting, provided that the proposed amendment(s) was sent with the notice calling the said meeting.
- b)** A constitution shall be deemed amended when it has been approved by the Alumni council, endorsed by the membership through a referendum and finally authorized by Alumni Council Chairperson for use.

ARTICLE 13 - EFFECTIVE DATE

- a)** This Constitution and Bye-laws shall come to force on the Monday, 7th June, 2021.

CHAPTER FOUR

MISCELLANEOUS

a) The Alumni Congress.

- i. There shall be the Congress, which shall be the highest decision making body of the Alumni Association.
- ii. Congress shall be held every three (3) year.
- iii. Decision made at congress shall be binding on all members of the Association.

b) The General Meeting.

- i. There shall be two General Meetings of all Technologists annually.
- ii. Decision made at General Meeting shall be binding on all members of the Association.

c) The Quorum

- i. The Quorum for Congress and General Meetings shall be fifty (50) Members in Good-standing.
- ii. The Quorum for the Alumni Council, the Executive Committee, and Statutory and ad-hoc committees shall be two-third (2/3) of the members including the chairperson.



THE TECHNOLOGIANS' OATH (ALUMNI OATH)

The Technologists Oath (Alumni Oath) shall be taken by all graduands of the University at Congregation and shall be administered the Alumni Council Chairman.

"I _____ (name) _____ having become a
"Technologist" and an Alumnus of the University of Energy and
Natural Resources, do hereby affirm that I shall be faithful and
loyal to the UENR Alumni Association.

I shall do my best to lift up the image of the Association and
make it vibrant, as long as it depends upon me.

I promise to contribute either in cash or in kind to enliven the
Association, and raise the name and stature of the University.

I shall refuse to accept any suggestion or engage in any act that
shall bring the name of the Alumni Association and the
University into disrepute.

So help me God."

*The membership status shall be conferred on the graduating class at
Congregation after the administration of the Technologists Oath.*

THE OATH OF OFFICE

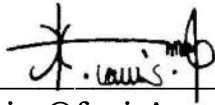
"I (Name) having been elected to the high office
of..... (Portfolio)..... of the UENR Alumni Association do in the
name of the Almighty God swear (solemnly affirm) that I will be
faithful and true, and that I dedicate myself to the service and well-
being of the Technologists and our Alma Mater; that I will at all times
preserve, protect and defend the UENR Alumni Association.

I further solemnly swear (affirm) that should I at any time break this
oath of office, I shall submit myself to the Constitution and Bye-laws
of the Association and suffer the penalty for it.

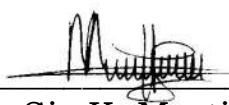
So help me God."

To be administered by the outgoing Alumni Chairperson.

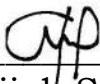
Signing of the Constitution & Bye-Laws

Sign: 
Ing. Lewis Ofori Amankona
(Mr., GhIE-PE)
Global Alumni Chairman

Date: JUNE 7, 2021

Sign: 
Mr. Sie K. Martin
Global Alumni Vice-Chairman

Date: JUNE 5, 2021

Sign: 
Ing. Khadijah Sarquah
(GhIE-PE, PhD(c))
Global Alumni Secretary

Date: 05/06/2021