



CONSTITUTION OF

RHEMA BIBLE TRAINING COLLEGE
ALUMNI ASSOCIATION (RBTCAL)
(ACCRA-CAMPUS)

STARTED

ON

OCTOBER 2015



CONSTITUTION

1. PREAMBLE:

The Rhema Bible Training College Alumni Association of Accra Campus has been established in the college to bring past and new members together for the development of the school.

The Alumni has been established by Rev Alexander Asirifi in the same faith of that of Rhema U.S.A.

2. NAME:

The Association shall be called “**Rhema Bible Training College Alumni Association**”

3. AIMS AND OBJECTIVES:

- i. To propagate the Gospel to win more souls for Christ through support and donations to the school.
- ii. To foster good relationship among members.
- iii. To promote the general well being of members.
- iv. To assist members in the establishment or continuation of their ministries or churches.
- v. To engage in activities that would help in achieving the overall objectives of the school.

4. MEMBERSHIP:

- i. Shall be opened to all past and new graduates of R.B.T.C.
- ii. A member shall be considered a full member after six (6) months of probation.
- iii. Patrons and Lecturers of R.B.T.C. can apply for membership.

5. EXECUTIVE COMMITTEE:

A) There shall be a five member Executive Committee which comprises:

- i. A President
- ii. A Vice President
- iii. A Secretary
- iv. A Treasurer
- V. An organizer

B) Sub committees could be created temporary to respond to some needs of importance.

C) A councilor/advisor may be appointed by the Executive Committee in consultation with the membership.

6. FUNCTIONS OF THE EXECUTIVES:

- i. President
 - Shall preside over all Executive and General Meetings.
 - Shall be the Head and the main spokesperson for the Association.
 - Shall represent the Association at meetings and functions where the association is needed.
- ii. Vice President
 - Shall act in the absence of the chairman.
 - Shall undertake any other duties that may be assigned him/her by the chairman.

iii. Secretary

- Shall record and keep minutes for the Executive and General meetings.
- Shall be responsible for all correspondence of the Association.
- Shall convene meetings at the agreed time and date.
- Shall record all financial transactions of the Association.
- Shall pay all cash/cheque to the bank within three days of accusation.
- Shall prepare quarterly and annual statement for the association.
- Shall perform any other related duties that may be assigned to him/her .

iv Treasurer

Treasurer:-

This treasurer is empowered to:-

Implement plans to raise funds by executive committee.

Makes sure monies are collected from all sources stated in the constitution and sent to the bank within 24hrs.

Disburses funds upon recommendation and approval from President and executive committee.

Gather information on income and expenses of the Association, and report the same to the Executive Committee at each meeting.

Monitor funds of the Association, and alert President to any concerns in conjunction with funds in Alumni Office;

Work with the President to develop an annual budget, and present same to Executive Committee for approval.

Work with Executive committee to manage the Alumni funds.

Commit to any other responsibilities assigned by the Executive Committee.

V,

Organizer :-

Plans meetings with the support of the executive committee.

Makes sure every event planned by executive committee are well executed.

Its ready to do any work the President and executive committee ask of him/her

7. ELECTION OF EXECUTIVES:

8. Supervision of Election will be done by an Election Executive Committee(EEC)

The EEC will comprise of people from old executives of RBTCA alumni, one(1) person from current executives of RBTCA alumni and two(2) people non executives(old or New) members from the RBTCA

9. Elections will be observed by Leadership of RBTCA.

10. Elections shall be held on The Sunday after Rhema Bible training College Accra, Graduation.

9. TENURE OF OFFICE:

- i. An Executive member shall be in post for a two-year-term.
- ii. An Executive member may be re-elected for another term after which he/she becomes a councilor/Adviser to the Association.
- iii. A member candidate must be financially sound and a full member before his/her election.
- iv. An Executive member can be impeached or removed from office in case of any misconducts, embezzlement of cash, ect.
- v. A bye-election shall be organized to fill any vacancy that may be created.

. MEETINGS:

- i. Executive Committee meeting shall be held once in a month.
- ii. General meetings shall be held once every two months; i.e. six (6) times in a year.
- iii. An emergency meeting may be held when necessary.

10. SOURCES OF INCOME:

- i. Shall be from the monthly dues of members; the amount to be paid monthly will be determined by Current Executive members. The dues can change from time to time according to the agreement from the General Meeting.
- ii. Other Sources
 - Voluntary contributions
 - Patrons from outside (Donations)
 - Seminars or any other lucrative activities that do not stand against our faith in Christ.
 - Donation from all well wishers.

11. BANK ACCOUNT:

- i. The Association shall open and operate a Bank Account (Savings) with any Bank of choice.
- ii. Any two of the Executive members can sign for withdrawals to be made.

12. BENEFITS:

Every full member of the Association is entitled to the under listed benefits.

- i. An amount of 100 Ghana Cedis shall be donated to a member who gives birth on his/her outdoor or Naming Ceremony; thus on official notice.
- ii. Marriage under customary law or ordinance: 150 Ghana Cedis.
- iii. Ordination: 100 Ghana Cedis

- iv. Funeral:
 - Mother: 200 GHc
 - Father: 200 GHc
 - Spouse: 200 GHc
 - Child: 100 GHc
 - Self: 300 GHc

- v. Sickness:
Hospitalization of a member for more than a week attracts 100 GHc if the member makes official written notes to the Association.

- vi. Other Benefits:
Each member is allowed to take refresher courses at least 3 times annually.

13. OFFENSES:

- i. A member who deliberately refuses to wear his badge/ uniform during our special gathering as agreed on.
- ii. A member who refuses to attend our bye monthly meetings or does not score at least 4/6 annual meetings.
- iii. A member who spread false rumours about member/members.
- iv. A member who shows disrespect to the Executive.
- v. A member found discussing sensitive issues with non-members.
- vi. Any other act that compromises the integrity of the Association.

14. AMENDMENTS:

This constitution comes to office this15th day ofDecember..... 2015 and it is subject to amendments by members once every two years by two-third majority present at a General Meeting.