

CONSTITUTION

OF

THE ASSOCIATION OF

LOWER BASIC SCHOOL

HAEADTEACHERS (ALBSH)

NAME: The name of the Association of Lower Basic School Headquarters shall be the **ASSOCIATION OF LOWER BASIC SCHOOL HEADTEACHERS (ALBSH)**

ADDRESS The Headquarters of the Association shall be at the Gambia Teachers' Union Headquarters

PREAMBLE

AWARE of the need to liase, co-ordinate and co-operate on academic and professional matters;

INRESPONSE to the need to up-grade our managerial and professional skills;

INSPIRED by the need to strengthen and promote the ideals of the Gambia Teachers' Union and its adjuncts;

DETERMINED to pursue, protect and defend the rights, honor, prestige, integrity, status and privileges of teachers;

CONVINCED of the important role of Head teachers in the realization of our National Education objectives.

WE THE HEAD TEACHER herein, resolve to promulgate this Document as the Constitution of the Association of Lower Basic School Head teachers (**ALBSH**)

ARTICLE (1)
AIMS AND OBJECTIVES

- 1.1 To strengthen and promote Education globally
- 1.2 To serve as Focal Point of Reference for Head teachers in times of misunderstanding, confusion, conflict and in general crisis situation.
- 1.3 To organize sessions for the promotion of Academic, professional and Managerial Skills of members.
- 1.4 To collaborate with The Gambia Teachers' Union and its organs in pursuit of their aims and objectives
- 1.5 To engage in fun-raising/income generating activities geared towards building a strong financial base.

ARTICLE (2)
MEMBERSHIP

- 2.1 Membership of The Association of Lower Basic School Head Teachers shall be open to Head Teachers, teachers regardless of sex, status or school categorization / ownership / type.
- 2.2 Succeeding Head Teachers shall automatically assume the membership role of their predecessors.

ARTICLE (3)
ORGANS

The Association of Lower Basic School Head Teachers shall comprise the following organs. **THE EXECUTIVE COMMITTEE (EXCO) GENERAL BODY, SIX REGIONAL ASSOCIATIONS AND TASK FORCE(S)**

3. **THE EXECUTIVE COMMITTEE (EXCO) AND FUNCTION**

The Executive of the ALBSH shall be the administrative organ of the Association and shall comprise:

The Chairperson

1st Vice Chairperson (preferable a female)

2nd Vice Chairperson (preferable a male)
General Secretary
Assistant General Secretary
Treasurer
Social Secretary Organising
Assistant Social Secretary
Auditor
4 Members
6 Regional Representatives

3.1 CHAIRPERSON

He/She shall

- A. preside over meetings of the Executive and of the General Body;
- B. be a signatory to the Accounts of the Association which shall be deposited with The Gambia Teachers' Union Credit Union (GTUCCU)
- C. serve on Task Force(s) or be represented upon consent by his /her Vice President(s)
- D. cast a vote in a tie-situation

3.2 VICE PRESIDENTS

The first and second Vice Presidents shall execute the functions of the Chairperson in the latter's absence or upon his/her request. However, the authority of the 1st Vice President shall prevail over that of the 2nd Vice President in the former's presence.

3.3 GENERAL SECRETARY

He/She shall

- A. be Head of the Secretariat and hence be responsible for all correspondence to and from the Association
- B. prepare the Agenda for meetings as well as write and file minutes of meetings
- C. be a signatory to the Association's Accounts

3.4 ASSISTANT GENERAL SECRETARY

The Assistant General Secretary shall:

Perform the function of the General Secretary in the latter's absence or upon his/her consent.

3.5 TREASURER

He/she shall

- A. be the custodian of receipts and related financial documents of and about the Association
- B. be a signatory to the Association's Accounts
- C. control the finances and disburse them as and when necessary i.e. before during and after social functions (activities)
- D. up-date Executive at its succeeding meeting on all expenses and gains made by the Association
- E. give the General Body at all annual General meetings (congresses) a statement on the Association's Accounts.
- F. Within a reasonable period of time avail himself/herself auditing exercises a and when requested by the Auditor.
- G. Avail himself/herself at fund-raising activities in order to take charge of finances.

3.6 ORGANISING SECRETARY

He/She shall

- A. draw up social programmes and activities for implementation subject to the approval of the Executive
- B. co-ordinate and supervise all social occasions undertaken by the ALBSH
- C. in collaboration with the chairperson and his/her assistants set up Task Forces (sub-Committees) to facilitate the organization of approved social functions/activities
- D. in all social activities work closely with the treasurer (who at every state shall be in control of the finances).

3.7 ASSISTANT SOCIAL SECRETARY

He/she shall

Perform the functions of the Social Secretary in the latter's absence or upon his/her consent.

3.8 AUDITOR

He/She shall

At will and time audit the treasurer of the ALBSH and make known to both the Executive and General Body at their succeeding meeting his/her findings on the said auditing exercises.

3.9 SIX REGIONAL ASSOCIATIONS (COMPOSITION AND FUNCTIONS)

The Association of Lower Basic School Head teachers shall establish / re-establish six Regional Associations in the following areas and each of which shall have a representative on the Executive of the (ALBSH)

Greater Banjul (Region 1)

Western Region (Region 2)

North Bank Region (Region 3)

Lower River Region (Region 4)

Central River Region (Region 5)

Upper River Region (Region 6)

COMPOSITION

Each of the above Regional Associations shall have a Permanent Representative on the Executive of the ALBSH and shall have a Committee of its own composition of which might include:-

Chairperson

Vice Chairperson

General Secretary

Treasurer

Auditor

Social Secretary

3 co-opted Members

FUNCTIONS

The Regional Association shall in collaboration/consultation with the Executive of the ALBSH design and execute programmes and activities at Regional Level.

The finances of the Regional Associations shall be deposited with the GTUCCU and the Trustees to the said finances shall be from the membership of the Regional Associations.

The Accounts of the Regional Association shall be accessed as and when necessary by the Auditor/Executive of the Association of Lower Basic School Head teachers.

The Executive of the ALBSH shall be mandated to monitor and verify on finances and assets of the Regional Associations and to take appropriate actions where the need arises on matters related to the said finances and assets.

The Regional Associations shall disseminate information among their membership and shall keep the Secretariat of the ALBSH informed of major developments and events related to Education and on the welfare of their membership.

3.10 TASK FORCES (SUB-COMMITTEES)

The Executive Committee of the ALBSH shall as it deems necessary select or appoint Task Forces from its membership, the General Body or from outside of the ALBSH to perform functions on its behalf.

ARTICLE(4) **FINANCES**

- 4.1 The finances of the ALBSH shall be deposited with the GTUCCU and the Chairperson, General Secretary and the Organising Secretaries shall be the Trustees to the said Accounts.
- 4.2 The Accounts of the ALBSH shall be judiciously administered by the Executive of The ALBSH which shall be accountable to the General Body.
- 4.3 Each Regional Association by the end of 2nd Term of each Academic year shall make an Annual 25% contribution payment to ALBSH from its Annual Regional School Contributions.
- 4.4 The Executive Committee of both the ALBSH and the Regional Associations shall design and pursuer programmes and projects with prospective financial and material Donors within and outside The Gambia.
- 4.5 The ALBSH shall embark upon Income Generating/Fund-Raising Activities in a bid to build up and strengthen its treasury.
- 4.6 Yearly, ALBSH National should pay D500.00 as affiliation fee to GTU
- 4.7 The Treasurer should have D1,500 at hand in case of emergency.
- 4.8 Regional Secretary to be representative for collecting funds to be paid to the treasurer and receipt books for accountability

The following meetings shall characterize the Administration of the Association of Lower Basic School Head teachers

ANNUAL GENERAL MEETINGS (AGMs) EXECUTIVE MEETINGS AND EXTRA ORDINARY MEETINGS.

AGM to be attended by Regional Reps from each cluster.

- 5.1 A. These shall be held annually at a place, date and time to be determined by the Executive Committee

- B. The Treasurer at the said meetings shall give delegates a certified statement of account on the finances of the Association
- C. Upon a representation of all the Six Regions at 5.1 resolution and recommendation items as well as amendments to the provisions of the Constitution shall by a simple majority be passed and binding.

5.2 EXECUTIVE MEETINGS

- A. These shall be held terminally
- B. A simple majority of voter on issues shall be adopted at Executive Meetings
- C. The Executive meetings shall discuss and execute on major as well as routine administrative matters related to the Association of Lower Basic School Head teachers

5.3 EXTRA ORDINARY MEETINGS

These shall be held for both the Executive and the General Body by the resolution of 2/3 of the members of the Executive and The General Body.

ARTICLE (6) **FRANCHISE**

- 6.1 A. The election of the Executive Committee shall be held every four years at an Annual General Meeting (AGM). 2 Members from each, cluster as representatives place and time to be determined by the Executive Committee and 1/3 shall be female.
- B. No members can serve on the Executive Committee for more than two consecutive terms(eight years in all).
- C. The election of the Executive Committee shall be by a secret ballot and the simple majority of which result shall be conclusive and binding.
- D. Congress delegates of the ALBSH shall have a vote in elections at both the Executive and General Body levels with the exception of the Chairperson who shall only cast his/her vote in a tie.
- E. No member shall be elected into the Executive in absentia save in exceptionable circumstances.
- F. A member whose length of teaching service is less than two years shall not be elected into holding a portfolio in the Executive of the ALBSH.
- G. A simple majority in all elections shall be a conclusive result.
- H. 2/3 of the members of the General Body intent on moving a vote of “No-Confidence” against the Executive shall at their own expenses call an Extra-ordinary meeting of the ALBSH to meet their objectives(s).

ARTICLE (7)
BY-LAWS

- 7.1
- A. The Executive Committee of the ALBSH shall reimburse contemporary standard fares and other expenses incurred by a member in the execution of duties on behalf of the Association.
 - B. An imprest of D,500.00 (One Thousand Five Hundred Dalasis) shall be in the custody of the Treasurer for official incidental expenses
 - C. Absence from two consecutive Executive Meetings by a member without permission from the President through the General Secretary shall warrant the intervention of the Executive.
 - D. A misappropriation/embezzlement of the Association's funds or assets by a member shall either have him/her settle the amount or on the asset without delay or warrant the intervention of the Executive for appropriate disciplinary action.
 - E. Regional Association Executive Committee shall set up forces within its membership to perform functions on behalf of the Regional