



CONSTITUTION

Senior Police Officers Association – Sierra Leone
(SPOA – SL)
(Retired & Serving SPOs)

Contents

Article I:	Name
Article II:	Objective
Article III:	Vision
Article IV:	Mission
Article V:	Membership
Article VI:	Registration fee for Membership
Article VII:	Officers of the Association
Article VIII:	Election of Officers
Article IX:	Meetings and Quorum
Article X:	Conduct and Discipline
Article XI:	Resolution of Conflict
Article XII:	Honorary Members
Article XIII:	Funding of the Association
Article XIV:	Death Benefit
Article XV:	Interim/Provisional Management
Article XVI:	Rules and Regulation
Article XVII:	Amendments

PREAMBLE

The Senior Police Officers Association, Sierra Leone, is a non-political, non-ethnic and non-religious Social Club, set up by retired and serving senior Police Officers of the Sierra Leone Police, to promote the mutual social benefit of its members in the enjoyment of each other and their families. We, the members of the Senior Police Officers' Association, Sierra Leone adopt this constitution.

ARTICLE I

NAME

This Association shall be known as the **Senior Police Officers Association – Sierra Leone**

ARTICLE II

OBJECT

The object of this Association shall be to promote the mutual social benefits of its members.

ARTICLE III

VISION

The Vision of this Association shall be to maximize the benefits of the experience of its members, as responsible members of the community, to promote the socio-economic interests of the members and the wider community.

ARTICLE IV

MISSION

The Mission of this Association is to promote social interaction, understanding and friendship amongst its members with a view to building a cohesive association that would be beneficial to the members, as well as the society at large.

ARTICLE V

V (I) MEMBERSHIP

(a) Membership in the Senior Police Officers' Association, Sierra Leone, is primarily open to Retired and Serving Senior Police Officers from the rank of Assistant Superintendent of Police (ASP) and above.

(b) However, the spouse of any member is automatically a member of the Association if the person is so registered by the member with the dues fully paid. By such registration of the spouse, four of his/her children (under the age of 18) are entitled to use free of charge the Association's Club House, children facilities and attend other open social events of the Association.

V (II) HONORARY MEMBERSHIP

Honorary Membership is also open to invited well-meaning, notable and responsible members of the public, who may be considered for admission on the recommendation of a member and after due screening by the Executive Committee.

V (III) MEMBERSHIP OF CHILDREN OF MEMBERS ABOVE 18 YEARS

Children of members over 18 years who want to be members of the association may apply as honorary member and subject to admission provided in Article V (II).

ARTICLE VI

VI (I) REGISTRATION FEE FOR MEMBERSHIP

A registration fee of Le450,000.00 Leones shall be paid by every member before membership is granted.

VI (II) DUES, FINANCIALS AND ASSESSMENT.

- (i) Members' dues shall be reviewed and determined from time to time by the Executive Committee in consultation with the members. However, dues shall be as follows:
- (ii) Registration fee of Le450,000.00 payable once, on registration and subject to review by the Annual General Meeting (AGM) of the Association.
- (iii) Monthly dues of Le50, 000.00 (fifty thousand Leones) payment can be done quarterly, bi-annually or annually as each member chooses. Yearly payment shall be done on the 1st of January of each year. The monthly dues are subject to review by the Annual General Meeting (AGM) of the Association.

- (iv) The mode of payment shall be in cash or crossed cheque payable into the Association's bank account and the deposit slip is presented to the Director of Finance for documentation.
- (v) The Association's bank accounts shall be operated by three designated signatories (Chairperson/Vice Chairperson (compulsory), Director of Finance and Director of Treasury)
- (vi) Default in payment of any member more than three (3) months in arrears on his/her payment of dues shall after a notice from the secretary, be dropped from the rolls for non-payment and shall be readmitted when he/she pays

ARTICLE VII

VII (I) OFFICERS OF THE ASSOCIATION

- (a) The officers (Executive Committee) shall consist of a **Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Director of Finance, Director of Treasury, Director of Operations, Director of Publicity, Director of Audit, Director of Legal Affairs and Provost.**
- (b) Officers shall be nominated and elected as outlined in Article VIII.

VII (II) DUTIES OF OFFICERS OF THE ASSOCIATION

- (a) **The Chairperson** shall preside at all meetings, preserve order, direct all business and see to the general welfare of the Association.
- (b) If the Chairperson would relinquish the chair, s/he shall call upon the Vice Chairperson or any other executive member in the absence of the Vice Chairperson, to occupy the chair in the interim.
- (c) In case when the Chairperson is absent or late, it shall be his duty to notify the Vice-Chairperson or any other executive member in the absence of the Vice Chairperson to carry out the duties of his office.
- (d) **The Vice-Chairperson** shall, in the absence of the Chairperson, perform the duties of that office.
- (e) **The Secretary** will keep minutes and records of all meetings; shall initiate such correspondence to and from Association members, officers and persons outside the Association as necessary to carry on the activities of the Association under the direction of the body.

(f) **The Assistant Secretary** shall assist the Secretary and assume his duties in his absence.

(g) **The Director of Treasury** shall receive all monies from the Financial Secretary, giving his receipt thereof, and keeping a just and correct account of same. He shall issue Association funds only on proper authorization, and submit a complete report to the Association at the end of year meeting each year.

(h) **The Director of Finance** shall receive and keep a complete financial record of all monies collected/disbursed during the year. This report must be submitted to the Association at the end of year meeting each year.

(i) **The Director of Operations** shall be the focal person to initiate and execute approved strategies geared towards attracting funds for the Association through voluntary donations from corporate and individual friends of the Association for purposes of assisting in the development of laudable projects and programs of the Association. The DO shall be in charge of all business-related ventures of the Association and shall present a budget and program of all events for the Association's approval and shall have direct supervision of all entertainment and will be assisted by a committee appointed by the Chairperson.

(j) **The Director of Publicity** shall be responsible for the public relations, publicity and protocol requirements of the Association and shall work closely with the Director of Operations.

(k) **The Director of Audit** shall be responsible for the periodic check of the account books and records of the Association to ensure they are in line with accounting best practices. S/he is to sign with a green pen on all verified payments/receipt vouchers and all other Associations' accounting documents that are subject to auditing and to submit an annual audit report to the Association.

(l) **The Director of Legal Affairs** shall be responsible for all legal issues of the Association. S/he shall provide legal guidance to the Association.

(M) **The Provost** shall see that all members present at any meeting/social events conduct themselves properly and ensure discipline, etiquette as well as adherence to the rules and regulations of the Association.

ARTICLE VIII

ELECTION OF OFFICERS

(i) Election of officers shall be held at the end of year meeting of their one term (two years) in office and shall be by secret ballot by a simple majority of members present and voting.

(ii) A Nomination Committee shall be appointed by the Chairperson at the last meeting in November of the election year. It shall be the duty of this committee to draw up the list of prospective candidates interested to contest.

(iii) The Nomination Committee shall contact each proposed candidate for consent before presenting his/her name to the Association.

(iv) Only financially up-to-date members shall have the RIGHT to vote and be voted for.

(v) All officers are elected for a one term of two years and shall be in authority until their successors are elected and installed.

(vi) Except the Chairperson who is not eligible to re-contest after a successive tenure, the other executive members are eligible to re-contest for a second term concurrently if they so desire.

(vii) The Chairperson shall at the termination of his tenure function with the new Executive Committee as an ex-officio.

ARTICLE IX

MEETINGS AND QUORUM

(a) A general meeting shall be held once a month. The date and time of the monthly and end of year meetings shall be communicated to members by the Secretary.

(b) Special meetings may be called by the Chairperson at any time as the need arises, provided a notice is sent to the members by the Secretary.

(c) If a member is to be absent from a regular meeting, it shall be his/her duty to notify the Secretary.

(d) No member shall leave a meeting without the knowledge of the Provost.

ARTICLE X

CONDUCT & DISCIPLINE:

- (i) High level of integrity, exemplary conduct and discipline are expected of the members at all times. However, in case of any default, the following shall apply:
- (ii) Any member (Excluding the Chairperson and Vice Chairperson) who misconducts him/herself including financial impropriety shall face the Disciplinary Committee, whose recommendation shall be examined by the Vice Chairperson and if found guilty, might face any of the following: expulsion, fine, suspension, reprimand or refund.
- (iii) If the member is not satisfied with the decision of the Disciplinary Committee and the Vice Chairperson, s/he shall appeal to the Chairperson who shall appoint an Appeal Committee from the senior members of the Association and whose decision shall be final.
- (iv) If the Chairperson or Vice Chairperson is found wanting in the discharge of his/her duties, the Disciplinary Committee is notified of such laxity and the indicted person(s) shall be informed of the observation by the Secretary of the Disciplinary Committee and if no improvement is noticed within one month, the matter will be brought before the general meeting where a 2/3 majority vote of members will impeach the executive member.

ARTICLE XI

RESOLUTION OF CONFLICT – Any reported case of misunderstanding between members shall be settled amicably by a Reconciliation Committee to be appointed by the Executive committee for that purpose. The process shall involve the invitation of the parties involved and any member(s) whose input may be deemed relevant in the resolution of the conflict. Thereafter, the Reconciliation Committee shall revert to the Executive Committee with the outcome of the resolution of the conflict.

ARTICLE XII

(i) HONORARY MEMBERS

- (a) Honorary members shall consist of members so designated by the Association.
- (b) Honorary members shall be entitled to such rights and privileges as granted by the Association.

XII (II) APPLICATION AND ADMISSION OF HONORARY MEMBERSHIP

- (a) Proposed applicants for membership shall be made known to members for any objection or otherwise.

(b) Every applicant for membership shall be recommended by a member in good standing-(i.e. financially up-to-date). The applicant shall submit a resume to the member in good standing.

(c) Every Honorary Applicant resume shall be read at the general meeting who shall discuss and vote on the prospective new member.

(d) Three (3) dissenting votes by the Executive Committee members shall exclude the applicant.

(e) Upon acceptance of the applicant by the body, the new member shall be invited to the next meeting.

ARTICLE XIII

FUNDING OF THE ASSOCIATION

(I) The Association shall be funded through the following means:

(a) Membership registration and Monthly dues

(b) Revenue Generation

(c) Investments

(d) Donations, Grants and lawful support from members, friends and well wishers of the Association.

ARTICLE XIV

DEATH BENEFIT

The Senior Police Officers' Association-Sierra Leone shall pay a death benefit to the surviving spouse or the next of kin of a member in the amount of One million, five hundred thousand Leone (Le1,500,000.00) in the event of the death of any member.

ARTICLE XV

INTERIM/PROVISIONAL MANAGEMENT

There shall be a Caretaker Committee consisting of some of the pioneer members who shall have full authority for the formation, set-up and management of the Association's affairs until such a time the Association is fully established to conduct elections for the Executive Committee.

XV (I). The members of the Caretaker Committee are eligible to vote and be voted for during the elections that will usher-in the substantive Executive Committee.

ARTICLE XVI

RULES & REGULATIONS

The Association can make rules and regulations as it deems necessary for the administration, management and operations of the Association's affairs.

ARTICLE XVII

AMENDMENTS

Any part of this Constitution may be amended by a two-thirds vote of the members present provided that the proposed change has been presented in writing (one copy for each member), and has been read to the membership for three consecutive meetings. The final vote is to be taken on the third reading.