

GHANA ASSOCIATION OF GREATER BOSTON

CONSTITUTION

EXECUTIVE COMMITTEE

2/1/2005

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PREAMBLE

WE, the members of the Ghana Association of Greater Boston being Ghanaians, now residing in Greater Boston do hereby resolve to form a Social, Cultural, and Non-profit organization for the purpose of maintaining our traditional values and promotion of our welfare and interests as Ghanaians.

WHEREFORE, we ordain and establish this Constitution for the Ghana Association of Greater Boston this August 5th 1990 (nineteen hundred and ninety).

ARTICLE I - NAME

The Association shall be called "Ghana Association of Greater Boston."

ARTICLE II - AIMS & OBJECTIVES

The aims and objectives of the Association shall be:

1. To bring together and foster cordial relationship among Ghanaians.
2. To promote and enhance the cultural heritage of Ghana.
3. To promote the general welfare and interests of Ghanaians in Greater Boston.

ARTICLE III - MEMBERSHIP

There shall be two categories of membership: Regular Membership and Honorary Membership.

1. Regular Membership - Shall be open to all Ghanaians, eighteen years (18 years) of age and above, residing in the Greater Boston Area.
2. Honorary Membership - Shall be open to non-Ghanaians with demonstrable interest in the Association, provided that all admissions shall be by sponsorship of a regular member and approval of the General Membership.

ARTICLE IV - OFFICERS AND COMMITTEES

Executive Officers

Without prejudice to any other provisions in this Constitution, the executive powers of the Association shall be vested in an Executive Committee which shall consist of the following officers:

1. President
2. Co-Vice Presidents
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer

Regional Representatives

The position of Regional Representative shall be elected from regular membership. This position will not be part of the executive but will have the responsibility of disseminating information on the Association to the members.

Auditor

An Auditor shall be elected by the General Assembly from the membership to ensure sound financial management of the Association's funds, provided that a member thus designated shall not hold any of the offices mentioned in this article.

Committees

In addition to the Executive Committee, there shall be the following committees to be elected by the General Membership.

All Committees shall consist of three (3) members, except the Entertainment Committee, which shall consist of five (5) members.

- I. Public Relations Committee.
- II. Entertainment, Cultural, and Social Committee
- III. Ad hoc- Any other committee(s) which the Executive Committee and/or the General Membership may deem necessary to appoint from time to time.

ARTICLE V - ELECTIONS

Balloting

All elective offices of the Association shall be filled by election through secret balloting.

Nomination

Any member of good standing may either present himself/herself or be nominated by a member, also of good standing, for election to any of the elective positions of the Association at a General Meeting called specifically for such elections.

Voting

The power to vote at all meetings of the Association shall be vested in regular members of good standing.

By-Election

A by-election shall be held whenever there is a vacant position. The notice shall be included on the Agenda for the meeting.

ARTICLE VI - TERM OF OFFICE

1. The Executive Officers, the Auditor, and members of the other committees shall, on election, hold office for (36) calendar months.

2. All persons elected to any of the said offices, including that of Auditor, shall be ineligible for re-election beyond two consecutive terms.
3. Two thirds (2/3) of the voting membership may in a signed statement of no confidence petition the General Assembly for the removal of any officer.

ARTICLE VII - DUTIES AND RESPONSIBILITIES

1. President - The President shall preside at all meetings. She/he shall have a casting vote to be invoked in the event of a tie. Perform such other duties as may be required by his office.
2. First Vice President - The First Vice President shall assist the President in his/her duties and shall exercise the powers of the President in the latter's absence.
Second Vice President - The Second Vice President shall perform the duties of the First Vice President in the latter's absence.
3. Secretary - The Secretary shall record all business transactions of the Association, attend to the correspondence, and keep records of the Association, including minutes of the meetings. The Secretary shall act as the clerk of the Association.
4. Assistant Secretary - The Assistant Secretary shall assist the Secretary and exercise the power of the Secretary in the latter's absence.
5. Treasurer - The treasurer shall have charge of all monies of the Association and shall keep a detailed account of income and expenditures of the Association. She/he shall submit a statement of the Financial Position of the Association at all regular and Executive meetings.
She/he shall be one of the signatories to all checks of the Association.
She/he shall act as the coordinator in the conduct of the Association's financial transactions in consultation with the President.
6. Assistant Treasurer - She/he shall assume the responsibility of the Treasurer in the latter's absence.
She/he shall be responsible for collecting membership dues.
7. Auditor - The Auditor shall examine the financial records of the Association and issue a report to the General Membership at the first general meeting of the new fiscal year.
8. Public Relations Committee - To establish Public Relation goals for the Association and to implement such programmes. This may include the publication of a newsletter

ARTICLE VIII - FINANCE

The Association's income shall be derived from Dues, Donations and other Fund Raising Activities.

Fund-raising activities shall be explored by the Executive Committee, who shall make recommendations to the General Membership for approval.

Membership dues shall be \$50.00 (single) and \$75 (family) per annum, payable in a lump sum. Dues are not refundable.

By the end of the first quarter of each year, a full accounting of the Association's finances must be rendered. An invoice shall be sent to all members.

A bank account shall be opened in the name of the Association with the President, the Co- Vice Presidents and the Treasurer as signatories. The Signatures of two signatories shall be required on all the Association's checks for validity in all financial transactions. The treasurer shall make no payments without the authorization of the President.

The Association shall rent a mailbox with two keys to be operated on behalf of the Association by the Treasurer and the Secretary.

ARTICLE IX- MEETINGS

There shall be three (3) categories of meetings:

- (a) Annual General Meeting;
- (b) Regular General Meeting; and
- (c) Special/Emergency Meeting.

Annual General Meeting

The Annual General Meeting of the Association shall be held on the first Sunday of December of each year, except that if such day be a legal holiday, then the Executive Committee shall fix another date and communicate same to all the Membership, allowing enough notice.

Regular General Meeting

The Regular General Meeting of the Association shall be held every month on the first Sunday of such month. The place of such meetings and agenda shall be clearly stated in the Secretary's summons for the meeting. Notices shall be sent two weeks in advance.

Special/Emergency Meetings

Special and/or Emergency Meetings shall be called as and when determined by the Executive Committee or by one-third (1/3) of the voting membership in the form of signatures. Such meetings shall be called solely for the purpose specified in the notice or summons.

Quorum

Ten (10) members in good standing including the President or the Vice President shall constitute a quorum. A quorum must be formed before the meeting begins.

ARTICLE X - DISCIPLINE

General Membership

An Ad Hoc Committee shall be empowered to investigate all cases of misconduct and make recommendations to the Executive Committee to exonerate, reprimand, suspend, fine, or expel any member (except those designated as officers; i.e., Executive Committee members, and the Auditor) for any of the following reasons:

- (a) General misconduct;
- (b) Behavior injurious to the good name of the Association

Any member disciplined in any such way, shall have the right to appeal to the Executive Committee.

Officers

In all disciplinary matters involving office bearers, the following procedures shall be used:

- (a) One-third (1/3) of the voting membership may, in a signed statement, petition the General Assembly to discipline any officer for stated offense(s);
- (b) Offenses referred to in this section include:
 - (i) Misconduct;
 - (ii) Infringement of any terms of the Constitution;
 - (iii) Behavior which brings the Association's name into disrepute, or
 - (iv) Any such behavior deemed unbecoming of an officer of the Association

(c) An Ad Hoc Committee shall be empowered to investigate the petition and give their judgment.

(d) Any officer disciplined in such a way shall have the right to appeal. A new Ad Hoc Committee shall then be established to re-hear the case.

ARTICLE XI - AMENDMENTS

1. The Constitution may be amended or repealed by (2/3) majority of members present and entitled to vote at a general meeting.
2. Any amendment shall be submitted in writing to the Executive Committee at a regular meeting or special meeting called for that purpose, and a vote shall be taken thereon.
3. In the event that such said proposed amendment is approved by a majority of the members present, the secretary shall mail a copy of the proposed amendment to each member in good standing not less than two (2) weeks before the next regular membership meeting of the Association together with the notice that the proposed amendment shall be voted upon at that meeting. The proposed amendment shall be presented at the designated meeting and upon acceptance by a majority of the members present, shall become incorporated in the Constitution of the Association

ARTICLE XII - MISCELLANEOUS

A Member of Good Standing

A member in good standing shall refer to a member who has paid his or her dues up to date, and who attends at least 30% of the meetings and functions in the current year. A member in good standing is eligible for full benefits. Any member of the family can be represented and regarded as in good standing.

A fully paid member not in good standing shall receive 75% of benefits.

The Secretary shall keep records of meeting attendance. After the first four months of the year, the Secretary or the Assistant shall send reminder letters to members who have not attended at least a third of the current year's meetings.

There will be a Probation period of 90 days before a new member can receive benefits.

Dues must be paid by March 31st each year at the latest.

Interpretation

Any confusion or disagreement over interpretation of any part or portion of this constitution shall be referred to the General Assembly, whose ruling shall be final.

Fines

Deliberations on fines specified under Article VIII shall be determined by an Ad Hoc Committee on an individual basis.

General Assembly

References to General Membership in this Constitution shall mean "Legislative Body" which consists of executive officers and any member with voting rights.

Greater Boston

Refers to the following geographic regions: Metro West, Metro North, Metro South, Metro East as well as New Hampshire

Monetary Member Benefit

A token of **\$150.00** donation shall be made by the Association to any member in good standing who loses an immediate family member, in addition to the voluntary contributions from members of the Association.

Immediate family member in this article shall refer to mother, father, husband,

spouse and children.

A token of **\$100.00** donation shall be made by the Association to any member in good standing who gives birth to a baby. This payment shall be one-time only per birth **or** legal adoption, given either at the outdooing, or christening, or naming ceremony).

A token of **\$100.00** donation shall be made by the Association to any member in good standing who upon getting married. Marriage in this article shall refer to both traditional marriage and wedding. This payment shall be one-time only per marriage.

Other Benefits

The Association shall send a card to a member in good standing to recognize or wish them well in the following situations: Hospitalization, Graduation, Baptism or Confirmation, Engagement, and other important personal events that are brought to the attention of a member of the Executive Committee.

Sounds System

The current rate to rent out the Association's Sound System to a non-member is \$300.00.

A member in good standing shall be given a rental rate of \$150.00.

A fully paid member who does not fulfill all the membership requirements shall pay \$188.00.

Method of Communication

It is the responsibility of the member to inform the President, any one of the two Vice Presidents, the Secretary, the Assistant Secretary, or the Treasurer, when any of the situations in ARTICLE XII - #6 arises.

Copies of the Constitution

The Treasurer shall give a copy of the Constitution to every member upon receiving their membership dues.

PATRONS/SPONSORS

Individuals or Organizations who give substantial financial or organizational support to the Association shall be considered as patrons and shall be eligible for a member in good standing status. A Sponsor/Patron must contribute at least \$250.00 (worth) annually.

ESTABLISHED by the unanimous consent of the membership at a meeting on the FIFTH day of AUGUST in the Year of our Lord, One Thousand Nine Hundred and Ninety.

IN WITNESS whereof, We have hereunto subscribed our names.