



OFFICIAL LEGAL DOCUMENT

Constitution

Ghana Association of Assembly Members



• ADOPTED BY CONGRESS •

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ARTICLE 1

Name and Purpose

1.1 NAME

The official name for this organization is the **GHANA ASSOCIATION OF ASSEMBLY MEMBERS (GAAM)**.

1.2 PURPOSE

The purpose of this organization is to promote and defend the welfare, rights, and interests of all elected assembly members. The association shall be a non-partisan, non-profit making, unity and development-focused association. All activities must be directed toward this purpose.

ARTICLE 2

Supremacy of the Constitution

- 2.1 This constitution shall be the supreme law of GAAM. Any act found to be contradictory with any provision herein shall, to the extent of the contradiction, be considered null and void.
- 2.2 The sovereignty of this constitution resides in the member's body of the association whose welfare and interest are enshrined herein.
- 2.3 Powers, duties and responsibilities conferred under this constitution shall be discharged in the manner and within the limits laid down herein.
- 2.4 Powers, duties and responsibilities assumed under this constitution shall be discharged in the manner and within the limits laid down in this constitution.
- 2.5 A member who alleges that an act or oversight of any person, or a by-law or judgment of a body, is contradictory with any provision of this constitution or ultra-vires the powers prescribed herein, may seek a declaration to that effect.
- 2.6 The Judicial Committee set by the NEC shall, for a declaration under section 2.5, make such orders or give such directions as it considers fitting.

ARTICLE 3

Enforcement of the Constitution

- 3.1 Any member who alleges that an act or omission of any person or group is in contravention of a provision of this constitution may apply to the judicial council for a declaration to that effect.
- 3.2 The judicial committee shall, for the purposes of such declaration:
 - a. Make such orders and give declarations as it considers appropriate for giving effect to the direction so made.
 - b. Failure to obey or carry out the terms of an order constitutes a violation of this constitution, and shall in the case of:
 - i. A member — not eligible for election or appointment to any office of the Association.
 - ii. An executive officer — constitutes a valid ground for removal from office.
 - iii. A union — the NEC shall determine the sanction(s).

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- 4.1** The Association shall be the only body which shall have the mandate to make representations to GAAM and other bodies for and on behalf of all GAAM members at all levels.
- 4.2** The Association shall be recognized as such by all GAAM members and other bodies.

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- 5.1** The Association is the sole authority for the interpretation of this Constitution and of any rule derived therefrom.



ARTICLE 6

Membership



- 6.1 Membership is open to all Elected Assembly Members across all Electoral Areas under the MMDAs in Ghana.
- 6.2 Notwithstanding the above, an applicant for membership shall complete an application form as prescribed by NEC and submit same to the secretary.
- 6.3 Every eligible member must register and have a membership Identification Card.
- 6.4 Full membership of the applicant commences after one has passed all the necessary measures put in place by NEC for registration.

ARTICLE 7

Rights and Responsibilities



SECTION 1A – RIGHTS OF MEMBERS

- a. No person eligible for membership shall be denied membership based on race, creed, colour, national or ethnic origin, sex, political belief, religion, gender identity, disability, age, medical condition or similar prejudice.
- b. Members shall be free to express themselves in respect of the operations of the Association. Active discussion of activities shall be encouraged and protected.
- c. Members shall have the right to free, fair and democratic elections within the Association as provided for in this constitution.
- d. Members shall have an equal right to run for and hold office, subject only to qualifications specified in this constitution.
- e. Members shall have the right to full and clear accounting of all the funds of the Association.
- f. Members shall have equal right to full participation in the decision-making process and to pertinent information needed for the exercise of this right.
- g. Any member being penalized for any offense shall have the right to a fair hearing.

SECTION 1B – RESPONSIBILITIES OF MEMBERS

- a. Each member shall be bound by the provisions of this Constitution, Policies, Internal Regulations, and decisions of the governing bodies of the Association.
- b. All members are required to demonstrate support for the purpose of this organization.
- c. Each member shall fulfill his or her financial obligations to the Association and shall participate actively in the association's activities.
- d. Members shall defend this constitution and strive to promote the aims and objectives thereof.
- e. No member shall do anything to tarnish the image of the Association or its members.

8.1A — TO BRING MEMBERS TOGETHER

1. To mobilize members at all levels to develop a spirit of common interest and sacrifice towards effective community participation.
2. To develop and maintain the best of the cultural, social, and economic heritage of members and their local communities.
3. To participate effectively in decision-making processes on matters affecting community development and well-being.
4. To promote the welfare of assembly members and offer intellectual, financial and professional aid; to defend the fundamental rights and freedoms of members.
5. To foster mutual cooperation with relevant authorities and government for the formulation of appropriate policies concerning community development.
6. To coordinate with similar organizations that share in the philosophy of GAAM to achieve its set goals.
7. To carry out and promote Skill Acquisition improvement and educational Scholarships; to educate, encourage and support the local population in business through seminars.
8. To liaise with associations elsewhere in the world for the effective exchange of ideas and information in aid of promoting community development.
9. To work and collaborate with progressive organizations at home and international movements whose agenda aligns with the aims and objectives of the association.
10. To create a forum for members to socialize, share ideas and experiences, and maintain intra and inter-community interaction.
11. Engage with existing and develop strategic networks and opportunities for collaborative working.

8.1B — TO BE A CATALYST FOR COMMUNITY DEVELOPMENT

1. To arouse members to work for the welfare of their community and to create sound ground for planning and action.
2. To create a sense of assistance, integration and unity among the people.
3. To put into action programs required for the accomplishment of people's basic needs and build better understanding among the people about their issues and needs.

8.1C — TO GROW AND SUSTAIN AN EFFECTIVE ORGANIZATION

1. To ensure the prosperity of the country is shared by all — in particular to bridge the wide gap between urban and rural communities.
2. To engage directly with local Government to build sustainable revenue through a variety of income streams.
3. To harness the full human and natural resources of the country and ensure development of all communities without discrimination.
4. Certify sound organizational governance through fittingly skilled Executives.
5. Maintain and promote GAAM as a recognized quality-assured organization.
6. Maximize organizational effectiveness through actively seeking collaborative working opportunities.



ARTICLE 9

Officers

9.1 Officers shall be elected at all levels. These shall make up the Executive Body of the Association.

9.2 — OFFICERS AT NATIONAL, REGIONAL AND DISTRICT LEVELS

● President

● Vice President

● Secretary

● Coordinating Secretary

● Financial Secretary

● Organizer

● Women Organizer

● Researcher & Corporate Communication

● Programmes and Projects Secretary

● International Relations Officer

● Public Relations Officer

9.2.1 The Ex-executives at all levels shall be ex-officio members for the year following immediately after their term of office.



ARTICLE 10

Duties of Officers

10.1 — THE PRESIDENT

- a. Develop, enforce and evaluate association policies and procedures.
- b. Continually plan ways to increase the association's profitability and stay on top of progress.
- c. Review and advise on contracts.
- d. Look for opportunities for investment, partnerships, alliances and mergers.
- e. Display leadership posture and decision-making skills; preside at board meetings and report to the board of directors.
- f. Prepare a report on the general organization and activity for the past year and help formulate strategy to build and grow the community.
- g. Represent the association and conduct its business as defined by the Constitution and By-Laws.
- h. Preside over all meetings of the association and the Board of Directors.
- i. Appoint chairs for committees and task forces, in consultation with the Executives.
- j. Shall convene and preside over all meetings of the General Assembly and the Executive.
- k. Shall, in consultation with regional executives, oversee all activities in all regions of the country.
- l. Shall ensure all ongoing projects are continued. Projects shall be discontinued only by majority vote at a General Assembly meeting.

10.2 The National President shall disseminate information regularly to all presidents at other levels, with copies to the secretariat at all levels.

10.3 — THE VICE PRESIDENT

- a. In the absence of the president or his inability to act, his duties shall devolve upon the Vice-President.
- b. In case of permanent absence of any officer, the Vice-President shall act in that place until a new officer is elected.
- c. Shall liaise between the regional executives and the Executive Council.
- d. Shall be in charge of general supervision of GAAM's activities by coordinating the works of GAAM, except independent committees.
- e. Shall act as an ex-officio member of all committees of the GAAM, except independent committees.
- f. Shall perform such other functions as may be assigned by the President or by this Constitution.
- g. Provide advice and direction to committees/task forces so they can achieve the Association's goals.
- h. Facilitate effective communication between NEC and Committees/Task Forces.
- i. Represent the general membership on issues of interest or concern.
- j. Represent the board to the membership.
- k. Shall be responsible for any other duties assigned by the Executive.

10.4 — THE SECRETARY

- a. Ensuring meetings are effectively organized and providing administrative services to the Association.
- b. Maintaining effective records.
- c. Upholding the legal requirements of governing documents.
- d. Communication and correspondence.

- e. To prepare, in conjunction with the president, the agenda for association meetings.
- f. To ensure that all members are kept informed of dates, times and venues for meetings, giving proper notice as detailed in the association's constitution.
- g. To take and write up minutes of meetings correctly and in good time.
- h. To report all important correspondence received to the meeting.
- i. To deal with arrangements for visiting speakers and events.

10.5 — THE COORDINATING SECRETARY

- a. Keeps true records of all proceedings of the association.
- b. Be the custodian of the archives and all important documents at all levels.
- c. Coordinate the day-to-day implementation of the decisions of NEC and other committees as directed by the president or NEC.
- d. Carry out duties assigned by a body of the association and submit the Association reports to NEC at its sitting.
- e. Be accountable to the President and coordinate the activities of all secretarial officers except the President, Secretary and Financial Secretary.



10.6 — THE FINANCIAL SECRETARY

- a. Be responsible for the upkeep, administration and maintenance of all financial books, records and transactions of the Association. Present quarterly financial reports to the NEC.
- b. Prepare and present the financial report to the Auditor General on behalf of GAAM.
- c. Be co-signatory, together with the President, and in his absence the Secretary-General, of all financial documents of the Association.
- d. Attend ad-hoc financial meetings on behalf of the NEC.
- e. Initiate fundraising activities for the association.
- f. Obtain monthly financial records of the use of the association's activity fund and submit a monthly report to the Secretary-General.

10.7 — THE ORGANIZER

- a. Communicate with members to understand their wants, needs, and special requests for occasions.
- b. Plan and organize events from start to finish per the preference of members.
- c. Select the most suitable location or venue; prepare and arrange it for the occasion.
- d. Design a layout and agenda of the event; create event guides, tickets, pamphlets, and marketing materials.
- e. Hire key volunteers and manage staff, as well as special guest appearances, MCs, anchors or suitable entertainers.
- f. Work with and give guidance to volunteers and staff involved in event planning and execution.
- g. Negotiate and contract with vendors such as photographers, florists, caterers, and transportation services.
- h. Monitor delivery of goods and services to ensure contract terms are satisfied.

10.8 — THE WOMEN ORGANIZER

- a. Aid members in realizing themselves as an important resource so as to contribute to the advancement of the Association.
- b. Assist and find solutions to problems in connection with women-related issues; prepare female members for more responsible and responsive roles.
- c. Serve as a link between female members and other groups with the view to sharing ideas and strategizing on issues concerning women.
- d. Inculcate in female members a sense of inclusion, solidarity and active participation in association activities.
- e. Help raise the self-esteem and confidence of female members.
- f. Shall perform any other duties assigned by the President and the executive council or congress.

10.9 — RESEARCH / CORPORATE COMMUNICATION OFFICER

- a. Collaborate with internal teams and maintain open communication with senior management.
- b. Edit and update promotional material and publications (brochures, videos, social media posts, etc.). Prepare and distribute press releases.
- c. Organize PR events (e.g. open days, press conferences) and serve as the association's spokesperson.
- d. Seek opportunities for partnerships, sponsorships and advertising.
- e. Address inquiries from the media and other parties.
- f. Track media coverage and follow industry trends. Prepare and submit PR reports.

- a. Maintaining and monitoring project plans, schedules, work hours, budgets and expenditures.
- b. Organizing, attending and participating in stakeholder meetings.
- c. Documenting and following up on important actions and decisions from meetings.
- d. Ensuring project deadlines are met and determining project changes.
- e. Providing administrative support; undertaking project tasks as required.
- f. Developing project strategies and ensuring projects adhere to frameworks.
- g. Assess project risks and issues; ensure stakeholder views are managed towards the best solution.
- h. Create a project management calendar for fulfilling each goal and objective.

10.12 — THE INTERNATIONAL RELATIONS OFFICER

- a. Ensure the dynamism of relations between government bodies and all other fraternal organizations abroad.
- b. Regularly publish releases on the Association's stand on international relations and issues, in consultation with the President and the PRO.
- c. Work to assist members in securing identity cards and documents to facilitate their activities within and outside Ghana, by consent of the President and approval by NEC.
- d. Be accountable to NEC and Congress.



ARTICLE 11

Electoral Commission

11.1 The Electoral Committee (EC) is an independent and impartial body, constituted annually, that shall exercise its powers and perform its duties without fear, favour, or prejudice. The EC shall oversee and govern GAAM elections and shall ensure the election process is free and fair.

11.2 – NATIONAL LEVEL

- a. An electoral commission shall be appointed at the terminal congress to oversee the conduct of the election of National Officers.
- b. The Electoral Commission (EC) of the Republic of Ghana shall be invited to conduct the election of National Officers.
- c. The National Executives in consultation with the Coordinating Secretary shall appoint a five-member commission with the approval of Congress.
- d. The commission shall appoint a Chairman from among its members.
- e. The results of the election shall be declared immediately after the election. Thereafter, the commission shall be dissolved.

11.3 – REGIONAL LEVEL

- a. The Electoral Commission shall be composed of three (3) members to be chaired by one person among the members.
- b. The membership shall be made up of National Executives or Ex-regional Executives.
- c. The Electoral Commission (EC) of Ghana shall be invited to conduct the election of Regional Officers.

11.4 – DISTRICT LEVEL

- a. The Electoral Commission shall be composed of three (3) members to be chaired by one person among the members.
- b. Members shall be drawn from National Executives, Ex-regional Executives, Ex-district Executives, or any Senior Officer(s) in the district administration.

12.1 — NATIONAL LEVEL

No nomination for any position at the national level shall be valid unless the following conditions are satisfied:

- a. The person nominating shall be an accredited Regional Delegate.
- b. The nominee shall be a Regional Executive and an accredited delegate.
- c. The nomination shall be in writing and signed by the nominator and the nominee.
- d. The nomination shall be seconded by three (3) accredited delegates from regions other than the candidate's.
- e. The nomination shall be filed with the electoral commission before the close of time fixed for that purpose.

12.2 — REGIONAL LEVEL

The provisions in clause 1 apply with necessary modifications, except nominations may be done verbally and seconded by two (2) accredited delegates from two Districts within the Region other than the candidate's.

12.3 — DISTRICT LEVEL

The provisions in clause 1 apply with necessary modifications, except nominations may be done verbally and seconded by two (2) Assembly Members from two different Electoral Areas within the District.

12.4a No one person shall qualify to make two (2) different nominations for the same person.

12.4b No nomination shall be withdrawn after the close of time for nomination.

12.4c As many delegates/members as desire a position should be given the chance, unless otherwise determined by the chairman in consultation with the electorate.

13.1 / 13.2 / 13.3 — LEVELS

National: The National Executives shall be elected at the terminal congress of regional delegates.

Regional: Regional elections shall be held at the first District Delegates' Conference, after all District elections.

District: District Elections shall be held at a general meeting of the Association of the various districts.

13.4 — CONDUCT OF ELECTION

- a. A simple majority shall be required to win an election where two (2) or more candidates contest.
- b. If only one candidate contests, he shall be declared unopposed and so elected.
- c. In the case of a tie, fresh elections shall be conducted for the tying parties.

13.5 / 13.6 / 13.7 — THE ELECTORATE

National: At least two-thirds (2/3) of the accredited Regional delegates at Congress.

Regional: At least two-thirds (2/3) of the accredited district delegates at the District Delegates Conference.

District: At least two-thirds (2/3) of elected Assembly Members within the District. Where this is not attained after proper notification, the members present shall constitute the electorate.

KEY PROVISIONS

13.9 — Proxy Voting: Voting by proxy shall not be permitted at any level.

13.10 — Term of Office: Officers shall serve a four-year term and shall be eligible for re-election as long as they have been re-elected as assembly members.

ARTICLE 14

Committees Within the Association

14.1 The Executive Body of the Association at all levels shall have the right to form any committee to cater for the planning of any of its activities when the need arises.

14.2 Without prejudice to the provision in clause 1, the following standing committees shall be established:

● **Disciplinary Committee**

● **Welfare Committee**

● **Sponsorships & Fund-Raising Committee**

14.3 – 14.6 — DISCIPLINARY COMMITTEE

14.3 The Disciplinary Committee shall hear and determine complaints that a member has acted in a manner damaging to the interests of the Association. The member against whom the complaint is made shall be entitled to appeal within 2 weeks (14 days) of being notified in writing.

National: Vice President and two (2) NEC members, plus two delegates appointed by the National Delegates Conference.

Regional: Vice President and two (2) Regional Executive members, plus two delegates appointed by the Regional Delegates Conference.

District: Vice President and two (2) District Executive members, plus two delegates appointed at a District Meeting.

14.7 – 14.10 — WELFARE COMMITTEE

14.7 A welfare committee shall be established in all the districts.

14.8 Four (4) members shall be elected from among Honourable Members present at a meeting, in addition to the District Vice President who shall be the Chairman. It shall have a Secretary and a Treasurer.

14.9 The National Delegates Conference shall decide on how much is to be contributed by members at all levels.

14.10 A welfare account shall be opened. Signatories: the District President; the Chairman of the Welfare Committee; and the Treasurer of the Welfare Committee.

14.11 — THE SPONSORSHIP COMMITTEE

- a. Shall seek sponsorship from institutions and corporate organizations for the association.
- b. Develop fundraising plans.
- c. Identify potential sources of funds.



ARTICLE 15

Impeachment

- 15.1 An officer of the Executive shall be impeached if he acts in contravention of the constitution or in a way as to bring the name of the Association into disrepute.
- 15.2 Two-thirds (2/3) majority of members present and voting shall be required for impeachment at a meeting convened for that purpose.
- 15.3 Upon impeachment, the officer shall be suspended pending further investigation.
- 15.4 Upon confirmation of impeachment, the officer shall cease to be a member of the executive and shall hand over any document and property of the association within forty-eight (48) hours.

ARTICLE 16

Meetings

- a. The Association may adopt such further rules as it deems necessary, provided they are not contrary to State Laws or this Constitution.
- b. The Committee shall meet at such times as decided from time to time by its members, but not less than three (3) meetings shall be held in any one year.
- c. The Chairman shall be entitled to convene Special General Meetings to deal with any urgent business.
- d. A Special General Meeting may also be convened at the written request of at least one-third of the Association's members, stating the reason for convening; such meeting shall be held within twenty-one (21) days of the written request being delivered to the Secretary.
- e. No special meeting shall be convened without members receiving at least forty-eight (48) hours' notice.

ARTICLE 17

The Structure of GAAM

GAAM shall be made up of Congress, National Executive Council, and Regional Executives, all composed from member district assemblies as provided for by this constitution.

17.1 – CONGRESS

- a. There shall be an annual delegates' congress.
- b. Congress shall be made up of the National Executive Council and Regional Executives.
- c. District assemblies shall have representatives of assembly members to the annual congress, as determined by NEC.
- d. Congress shall be the highest legislative body of the Association.
- e. Congress shall have the sole prerogative to make bylaws.
- f. Decisions taken at congress shall be binding on all members.
- g. The standing orders of the Association shall govern all congresses and meetings.

**18.1 — REVENUE SOURCES**

The revenues of the association shall include: (a) monthly dues of ₦5.00 per member per month, subject to review; (b) special levies imposed by Congress; and (c) income from any other source. Monies received shall be promptly paid into the Association's account.

18.2 — AUDITING: NATIONAL

- a. A three (3) member committee shall be appointed by the Committee of Financial Secretaries to audit the National GAAM accounts at Congress.
- b. The committee of Financial Secretaries shall meet on the first day of Congress to effect the said appointment.
- c. A two-thirds (2/3) majority of Financial Secretaries present at Congress shall form the appointing committee.
- d. The audited accounts shall be presented to Congress.
- e. In the event of inability to effect the appointment on the first day, the meeting shall be rescheduled for the second day.

18.3 — AUDITING: REGIONAL

A three (3) member committee shall be appointed at a District delegates' conference to audit the Regional accounts. The audited accounts shall be presented to congress.

18.4 — AUDITING: DISTRICT

A five (5) member committee shall be appointed at a general meeting to audit the accounts of the District. The audited account shall be presented to the District delegates' conference.



Any provision of this constitution may be annulled or otherwise amended only if:

- 19.1 The amendment does not undermine the objectives of the Association.
- 19.2 Proposals for amendment have been agreed upon after: (a) being seconded by at least five (5) other members; and (b) being presented to the Executives before the general meeting.
- 19.3 Regional Executives shall support their proposal with relevant minutes of the meeting at which the proposed amendment was agreed.
- 19.4 Amendments to the Constitution shall be carried out by Congress only.
- 19.5 A two-thirds (2/3) majority of all delegates present at congress and voting shall be required to effect any amendments to this Constitution.



- 20.1 Any provision of this Constitution shall be suspended for a specified period only through motions carried by two-thirds (2/3) majority of members present and voting at the congress.

21.1 — REGIONAL AND DISTRICT LEVELS: VACANCY

In the event of a post becoming vacant by resignation or removal from office, a bye-election shall be held within twenty-one (21) days at a general meeting or district delegates' conference. The conduct of such election shall be governed by the relevant provisions of this Constitution.

21.2 — NATIONAL LEVEL: VACANCY

In the event of a post becoming vacant at the national level before a bi-annual congress, the following arrangement shall apply:

- a. If the Presidency becomes vacant, the Secretary shall act.
- b. The Organizing Secretary shall act in the absence of the Secretary.
- c. The Secretary shall act in the absence of the Organizing Secretary.
- d. The President and the Secretary shall act in the absence of the Financial Secretary.
- e. Programs and Project Coordinator shall act in the absence of the Coordinating Secretary and vice versa.



Attestation & Signatures

We, the undersigned officers of the Ghana Association of Assembly Members, hereby certify that this Constitution was duly adopted by Congress and shall be binding on all members.



Adopted at a duly constituted Congress of the Ghana Association of Assembly Members, held in Ghana, in accordance with Article 19 of this Constitution.

Hon. Frank Nelson Ackah

PRESIDENT, GAAM

SIGNATURE & DATE

Hon. Manu Isaac

SECRETARY, GAAM

SIGNATURE & DATE

Hon. Vincent Yormedor

COORDINATING SECRETARY, GAAM

SIGNATURE & DATE

Hon. Akotia Gladys

WOMEN'S COMMISSIONER, GAAM

SIGNATURE & DATE