

CONSTITUTION-ALL FAITH CHRISTIAN HOME (GHANA)

1:1 NAME

a) This organization shall be known and called “All Faith Christian Home (Ghana)”

b) Body Corporate

The organization shall:

- Exist in its own right separately from its members
- Continue to exist even when its members change and there are different office bearers
- Be able to own properties and other possessions
- Be able to sue and be sued in its own name

1.2 COMMENCEMENT

These provisions of this constitution shall be deemed to have come into full effect from the date of promulgation.

ARTICLE2: PREAMBLE

All Faith Christian Home is a faith-based Non-Governmental Organization working towards the salvation and welfare of people.

ARTICLE3:1 CONSTITUTION

This constitution shall be the core legal document used to guide and guard the operations and functions of All Faith Christian Home (Ghana)

3.2 DENOMINATION:

This All Faith Christian Home (Ghana) is a faith-based organization. It is completely non-political, Non-Governmental and purely voluntary organization.

3.3 REGISTRATION:

All Faith Christian Home (Ghana) is registered under the laws of Ghana at the Registrar General's Department to undertake Non-Governmental operations as stated in its objectives.

3.4 HEAD OFFICE:

All Faith Christian Home (Ghana) currently operates from its head office situated in house number 7, Afriyie Plaza, Baatsona, Sakumono, Honourable Avenue Street in the Greater Accra Region of Ghana.

ARTICLE 4.0 VISION, MISSION AND OBJECTIVES

4.1.1 VISION

To provide spiritual and physical help to people.

4.1.2 MISSION

To propagate the gospel of salvation to people especially the youth by imparting into and shaping them through the basic principles of Christianity, (Acts2:42) and supporting the needy in the society.

4.1.3 OBJECTIVES

1. School Ministration

- Collaboration with teachers and school authorities to establish sustainable programmes and biblical clubs in schools
- Assist in teaching, preaching and leading biblical studies for Bible clubs in schools

2. Partnership with Churches

- To establish a working relationship with churches and church leaders who share the vision of the "All Faith Christian Home.
- Train volunteers, create community impact teams and train potential
- Missionaries to oversee programmes in their various areas
- To assist matured believers who are called into ministry

3. Evangelism

This aims at spreading the gospel through the employment and deployment of

Evangelical tools such as Jesus Film Shows, sharing of Bibles, gospel pamphlets, supporting crusades, among others.

4. Advancing Education through the provision of scholarships to Needy but Brilliant Children. It involves the payment of school fees for potentially brilliant people who will otherwise drop out of school.

5. To provide some social amenities according to identifiable needs of deprived communities

6. To help they out hand young adults to identify their talents and skills for self-empowerment.

4.2.0 MEMBERSHIP

All persons who believe in the aims and objectives of the organization are invited to voluntarily be part to ensure a realization of a vision in diverse ways including financial support.

4.2.1 ORGANIZATIONAL STRUCTURE

The All Faith Christian Home (Ghana) shall be governed by an organizational structure which shall be the main procedural and decision making the body of the organization. It shall consist of

- a) Board of Directors
- b) Management Committee

4.3.0 THE BOARD OF DIRECTORS

4.3.1 NUMBER OF BOARD MEMBERS

1. The Board shall consist of not less than four (4) members and no more 4 than eight (8) members
2. The Board shall consist of the post of the Chairman, Vice Chairman, Secretary, Treasurer and two or more other members
3. The Board shall be the policy and decision making body of All Faith Christian Home(Ghana)

4.3.2: FIRST APPOINTMENT TO THE BOARD

The first members of the board shall be appointed and shall include three (3) who shall act as chairman, Director, Secretary, and another member of the board until the first board meeting of each year.

4.3.3: DUTIES OF BOARD OF DIRECTORS

1. The Chairman

- He/she shall chair all the meetings of the Board. She shall provide general policy guidelines related to the affairs expressly provided in the constitution.
- He /She is required to know and appreciate the purpose, duties, and members of the board.
- To play a very effective supervisory role, and shall coordinate individual member's input towards the achievement of set targets, goals and objectives of The Grace of Giving Foundation.
- To request and ensure the administration of This Grace of Giving Foundation budget.
- To report to the Board at its meetings as appropriate progress and developments in the operations of the organization.
- In taking a decision in case of an equal vote the chairperson of the meeting can cast the determinant vote.

2. The Vice-Chairman

- He/ She shall assist the chairman in the performance of his/her duties and act in the absence of the chairman and perform all such functions as enshrined in this constitution
- He/ She shall perform other functions as may be directed and assigned by the chairman.

3. The Secretary:

He/she shall record minutes and undertake correspondence on behalf of the organization

4. The Treasurer

The treasurer shall in general ensure that proper account procedures are adhered to and shall;

- a) Keep a proper account of all financial records of the organization,
- b) Open a bank account on the advice of the Board
- c) Provide reports on the financial statement of the organization and provide for a regular audit of the accounts

4.3.4 MEETINGS AND QUORUMS

- The Quorum for meetings of the Board shall be fulfilled in attendance of 60% of its members for annual meetings and 50% for emergency meetings.
- For any reason if some of the members did not get an early notice or deny the acceptance of notice, the meeting procedure will not be ineffective.
- If any member did not get the notice or circular before seven (7) days, he/she may submit an opinion
- If a quorum is not formed for an annual meeting of the Board, the meeting shall be suspended for between seven to fourteen days.
- If the meeting is postponed for two (2) consecutive times, the quorum for the next meeting shall be fulfilled by an attendance of 40%.

4.3.5. PROCEEDINGS OF THE BOARD

The board may meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. The quorum necessary for the transaction of business shall be not less than 60% the number of members of the Board for time being, including members of the board voting by the electronic device. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes, the chairman shall have a casting or second vote.

4.3.6 CALLING OF MEETINGS

All meetings of the board shall be summoned by the Chairman, or Secretary acting in consultation with the Chairman by giving at least seven (7) days' notice accompanied by the proposed agenda.

4.3.7 DISQUALIFICATION OF MEMBERS OF THE BOARD

The office of a Board Member shall be vacated if:

- He/she fails to respond to the invitation to attend the meetings of the Board for a period of six months
- By notice in writing to the Organization that he/ she resigns the office.
- He/she is removed from office by a resolution duly passed under this constitution.

4.3.8 TENURE OF OFFICE OF BOARD MEMBERS

A member of the Board shall serve two (2) years. For purposes of continuity, he/she shall be eligible stand re-election for reappointment at the end of the term.

An officer can hold the same office for more than four (4) consecutive terms.

4.3.9 THE MANAGEMENT STRUCTURE

- The day to day affairs of the organization shall be managed by the Chairperson and his/her officers. The management may pay all expenses incurred in setting up and registering the organization, as well as all domestic utility bills.

- Details of appointments, the job description for volunteers of the All Faith Christian Home shall be spelt out in a policy document to be submitted for the Board of Directors' approval by the Board Chairperson at the first board meeting of the year.

5.0 FUNDS AND RESOURCE UTILISATION

The funds and assets of the All Faith Christian Home shall be applied solely towards the promotion of the objectives of the organization as set forth in this constitution.

No portion thereof shall be paid or transferred directly or indirectly by way of dividend, gift, bonus or otherwise to any member of the Board of the organization, EXCEPT that nothing shall prevent the payments, in good faith, of reasonable and proper remuneration of any member of the Board of the organization in return for services actually rendered to the organization or prevent the payment of interest at a rate not exceeding current bank rates or reasonable and proper rent for premises let the organization.

6.1 ACCOUNTS

It shall be the work of the treasurer to cause the accounts to be kept and in particular as regards:

- I. The sums of money received and disbursed by the Organization and the matters in respect of which such receipts and expenditures take place,
- II. The assets and liabilities of the Organization,
- III. The books of accounts shall be kept at the office or at such other place or places as the Board deems fit. This shall remain open to the inspection of the members of the Board during business hours.
- IV. At the Board meetings the treasurer shall lay before the members present a proper income and expenditure account for the period since the last preceding accounting.
- V. A proper Balance Sheet as at the date on which the income and expenditure account is made up shall be prepared every year.
- VI. Copies of the income and expenditure account, balance sheet and reports, all of which shall be framed in accordance with any statutory requirements for the time being in force and of any documents required by law to be annexed or attached thereto to accompany the same, shall not less than fourteen (14) working days before the date of the annual meeting, be sent to all persons entitled to receive notice of the meeting.

6.2 AUDITORS

All Faith Organization shall appoint external Auditor(s) every year to examine and make a report on the balance sheet of the organization. The remuneration of the auditor(s) shall be fixed at the time of hire.

6.3. INSPECTION OF BOOKS OF ACCOUNTS AND LIST OF BOARD OF DIRECTORS

The books of accounts and all documents relating thereto and list of Board members shall be available for inspection by anyone on giving not less than seven (7) days' notice in writing to the Organization, provided that the books of accounts and all documents relating thereto and the list of Board members shall always be open for inspection by members of the Board during business hours.

6.4 FINANCIAL YEAR

The financial year of the All Faith Christian Home shall be from January to December of every year or at such time as the Board may from time to time determine.

6.5 AMENDMENTS

Subject to the provisions of regulation 28 (1) of the NGOs Regulations, the organization may by Special Resolutions change the name of the organization amend any portion or portions of this constitution, provided that no such alterations, amendment or modification which is made shall impair or prejudice the effectiveness of the prohibitions contained in this constitution against the distributions of income, property and assets of the organization.

Such amendments shall be approved by a vote not less than two-thirds (2/3) of members present at a general meeting.

6.7 DISSOLUTION

The organization shall not be dissolved or wound up except by a resolution passed at a board meeting by a vote of two-thirds of the Board members. The quorum at the meeting shall be sixty-five (65) percent of all the Board Members of the organization including those voting by the electronic device. If no quorum is obtained the proposal to dissolve or wind up the organization shall be submitted to a further meeting held four weeks later. Notice of this meeting shall be given to all Board members at least fourteen (14) days before the date of the meeting and the Board members present or voting electronically.

Upon the dissolution of the organization its remaining assets shall be distributed to another organization with similar objectives.

We, the undersigned whose names and addresses are subscribed hereinbelow, are desirous of being formed into an NGO in pursuance of this constitution of the ALL FAITH CHRISTIAN HOME.

NAME	POSITION	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

This..... day of 2017.