



CONSTITUTION

OF THE

PUBLIC SERVICES MUSLIMS
ASSOCIATION OF GHANA (PuSMAG)

2023

GUIDING PRINCIPLES

Unity, Service, Excellence and Integrity

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BISMILLAHIR RAHMAANIR RAHIM

PREAMBLE

In the name of Allah, the Most Gracious, the Most Merciful

كُنْتُمْ خَيْرَ أُمَّةٍ أُخْرِجَتْ لِلنَّاسِ تَأْمُرُونَ بِالْمَعْرُوفِ وَتَنْهَوْنَ عَنِ الْمُنْكَرِ وَتُؤْمِنُونَ بِاللَّهِ
وَلَوْ ءَامَنَ أَهْلُ الْكِتَابِ لَكَانَ خَيْرًا لَهُمْ مِّنْهُمْ الْمُؤْمِنُونَ وَأَكْثَرُهُمُ الْفَاسِقُونَ ١١٠

“Ye are the best of peoples, evolved for mankind, enjoining what is right, forbidding what is wrong, and believing in Allah. If only the People of the Book had faith, it were best for them: among them are some who have faith, but most of them are perverted transgressors” Q3:110.

We the Muslim Public Servants in the Republic of Ghana,

Desirous of assisting in fostering unity, tolerance and cooperation amongst ourselves, the Muslim community and the general public in Ghana;

Recognising that we are under a solemn responsibility to strive for the promotion and observance of accountability and integrity, particularly as professional Public Servants within the Muslim community, within a free and democratic Ghana;

Dedicated to promoting the general welfare of Muslim Public Servants and the Muslim community in Ghana;

Do hereby adopt for ourselves this constitution.

ARTICLE 1 - NAME

This Association shall be called Public Services Muslims Association of Ghana (hereinafter referred to as PuSMAG).

ARTICLE 2 - THE CONSTITUTION

This Constitution shall govern the formation and management of the Association, in accordance with relevant laws of Ghana.

ARTICLE 3 - SCOPE

- (1) The Association is hereby established in Accra in the Greater Accra Region of the Republic of Ghana.

- (2) The Association shall conduct its affairs in compliance with the Code of Ethics of PuSMAG and the laws of Ghana.
- (3) The Association shall be non-partisan, non-political, non-sectarian, non-ethnic, non-tribal and shall have no caucuses other than that which is sanctioned under this constitution.
- (4) Members shall be bound by the principles of Islam and the Public Services of Ghana.
- (5) Members shall be committed to the promotion of excellent public service delivery.
- (6) The Association shall collaborate with relevant stakeholders in the promotion and provision of community development and welfare services.

ARTICLE 4 - OBJECTIVES OF THE ASSOCIATION

The objectives of the Association shall be to:

- (1) Seek the socioreligious development and general welfare of Muslim Public Servants in Ghana.
- (2) Serve as the mouthpiece of Muslim Public Servants in Ghana.
- (3) Provide a forum for members to network, share knowledge, ideas and experiences on matters affecting Muslim Public Servants in Ghana;
- (4) Facilitate the participation of Muslim Public Servants in the affairs of Public Service Organisations and Muslim Communities;
- (5) Provide guidance and share experiences with the Ghana Muslim Students Association (GMSA) and the Muslim Communities at large;
- (6) Facilitate access to educational and training opportunities for Members and the Muslim Communities;
- (7) Collaborate with relevant stakeholders in the delivery of specific projects
- (8) Nurture young Muslims to attain greater heights in professions and careers in Ghana and beyond;
- (9) promote the interest and welfare of Members and Muslim Communities;

ARTICLE 5 - FUNCTIONS OF THE ASSOCIATION

- (1) The Association shall:
 - (a) Convene meetings of the General Assembly as approved by the Board.
 - (b) Undertake the registration of members of the Association
 - (c) Prepare a comprehensive database of members of the Association.
 - (d) Conduct research on the programmes and activities of the Association
 - (e) Prepare strategic and other periodic plans for the programmes and activities of the Association
 - (f) Mobilise resources to support programmes of the Association.
 - (g) Undertake the monitoring and evaluation of the programmes and activities of the Association
 - (h) Oversee the preparation of budget of the

Association and the presentation of same to the Board.

- (i) Oversee the preparation of annual and other periodic reports of the Association and presentation of same to the Board.
- (j) Raise funds to support the operations of the Association;
- (k) Create opportunities for members to socialize and network;
- (l) Collaborate with other associations, groups and institutions to promote the interest of the Association and its members.
- (m) Promote, facilitate and assist members of the Association in Continuous Professional Development (CPD) programmes;
- (n) Promote, facilitate and assist members of the Association and Muslim professionals in general to secure jobs and develop their careers.
- (o) Promote the establishment of human development institutions in education, health and social safeguards.
- (p) Promote and maintain ethical behavior, conduct and standards as prescribed in the Code of Ethics in the Public Service;
- (q) Facilitate conflict management among members and the Muslim Ummah as a whole.
- (r) Undertake any other activities assigned by the Board in accordance of the mandate of the Association.

ARTICLE 6 - BOARD OF DIRECTORS

(1) Board of Directors

There shall be constituted a Board of Directors to provide oversight and general guidance of the operations of the Association.

(2) Membership of the Board

- (a) The Board shall be made up of eleven (11) members who shall be Muslim Public Servants both active and retired but not below the grade of a Deputy Director or an analogous grades and in good standing.
- (b) The Board shall be made up of a Chairman, Vice Chairman and nine other members.

(3) Nomination of Members

- (a) Any member of the Association may nominate himself or herself or another member for membership of the Board.
- (b) A member who elects to self-nominate or nominate another member shall do so through the Secretariat.
- (c) The Secretariat shall review the nominations and notify the General Assembly through the Board.
- (d) The Chairman shall be deemed to have been duly elected if he or she obtains a simple majority of members who are eligible to vote.

- (e) The Vice Chairman shall be deemed to have been duly elected if he or she obtains a simple majority of votes of members who are eligible to vote.
- (f) The four (4) other members of the Board shall be considered to have been duly elected if each one of them obtains the highest number of votes in succession.
- (g) The other five (5) members, three (3) of whom shall be women, shall be appointed by the elected board members based on their proven competencies, knowledge, skills, commitment and dedication.
- (h) Only members in good standing shall be entitled to vote on any issue concerning the Association.

(4) Tenure of Office of Board Members

A member of the Board shall hold office for four (4) years initially, after which period the member may be re-elected or re-appointed as the case may be.

(5) Functions of the Board

The functions of the Board shall be to:

- (a) formulate policies for the development of the Association;
- (b) ensure the proper management of human, financial and material resources of the Association;
- (c) approve plans, budgets and reports generated in respect of the Association;
- (d) implement the functions of the Association under this Constitution; and,
- (e) undertake any other functions incidental to the delivery of any of the functions listed in Article 6 (a – d).

(6) Meetings of the Board

- (a) The Board shall meet at least once every three (3) months.
- (b) The Board shall in consultation with the Executive Secretary determine the venue of the meeting.
- (c) The Chairman shall preside over all meetings of the Board and in his or her absence, the Vice Chairman shall take charge.
- (d) The quorum for Board meetings shall be 5 members for emergency meetings and 7 for other meetings of the Board
- (e) The Board meeting shall be deemed to be improperly convened and null if the Chairman or the Vice-Chairman is not present, unless in situations where both the Chairman and Vice-Chairman are the subject of an investigation or under suspension, in which case another member shall be nominated by members present to preside over the meeting.
- (f) A member of the Secretariat or the Association may be invited to brief the Board on any subject related to the mandate of the Association.

(7) Vacant Positions on the Board

In the event of a vacancy on the Board the Board shall appoint a member in good standing to fill the vacant position till the next annual election of Board Members is held.

(8) Suspension or Expulsion of a member of the Board

The Board shall suspend or expel a member if such member violates the rules and regulations of the Association or drags the name of the Association into disrepute.

(9) Re-Admission of a Suspended or Expelled Member

- (a) A member who is suspended or expelled from the Association may be readmitted if he or she fulfills the requirements of re-admission upon written request to the Board.
- (b) The final decision on re-admission shall be effected by a simple majority vote cast by members of the Board present.

ARTICLE 7 - SUBCOMMITTEES OF THE BOARD

(1) Establishment of Subcommittees of the Board

- (a) The Board shall establish sub committees for carrying out activities of the Association.
- (b) The following shall be subcommittees of the Board:
 - i. Finance Committee
 - ii. Administration and Human Resource Committee
 - iii. Stakeholder Relations Committee
 - iv. Education and Social Support Committee
 - v. Grievance Management Committee
 - vi. Any other committee the Board may deem necessary

(2) Membership of Subcommittees

- (a) Members of various subcommittees shall be appointed by the Board.
- (b) Each subcommittee shall consist of three (3) or five (5) members, one (1) member from the Board and the other members from the general membership of the Association
- (c) The membership of the subcommittee may include a female.

ARTICLE 8 - MEMBERSHIP OF THE ASSOCIATION

(1) Classification

The membership of the Association shall be classified as Members in good standing and Members not in good standing.

- (a) Members in good standing shall comprise Members who have paid their dues and fulfilled other relevant obligations of membership of the Association.
- (b) Members not in good standing shall comprise Members who are not up to date with their dues or failed to fulfil their membership obligations.

(2) Application for Membership

- (a) A person who wants to be a member shall complete an application form and submit the completed form to the Secretariat of the Association.
- (b) The Secretariat shall assess the application and submit its recommendation to the Board for consideration.
- (c) The Board shall be the ultimate body that will determine if an applicant is duly qualified to join the Association.

(3) Annual Dues

- (a) Members shall be required to pay monthly dues but Members shall have the option to pay the dues on annual basis.
- (b) The amount to be paid as dues shall be determined by the Board in consultation with the General Assembly.

(4) Sanctioning of Members

A member shall be sanctioned appropriately by the Board, if the member:

- (a) Violates the rules and regulations of the Association.
- (b) Breaches any of the provisions of the Code of Ethics.
- (c) Brings the name of the Association into disrepute.

(5) Review of Sanctions

- (a) A member who has been sanctioned may apply to the Board for review of the Board within fourteen (14) days.
- (b) The Board shall within twenty-one (21) days after receipt of the application for review consider the application and provide the verdict.

ARTICLE 9 - MEMBERSHIP OBLIGATIONS AND PRIVILEGES

(1) Membership Obligation

A membership of the Association shall be required to;

- (a) Abide by the provisions of this Constitution.
- (b) Pay annual or monthly dues
- (c) Observe the bye-laws and Code of Professional Ethics of the Association
- (d) Be a model for professionalism.

- (e) Actively participate in programmes of the Association.

(2) Rights and Privileges

A membership of the Association shall be entitled to;

- (a) Participate in discussions and vote on any matter at General Meetings
- (b) Be nominated or elected to the Board of the Association
- (c) Be appointed to any Committee of the Institute.
- (d) Receive all publications of the Association and
- (e) Resign from membership of the Association;

ARTICLE 10 - MANAGEMENT AND ADMINISTRATION OF THE ASSOCIATION

(1) General Assembly

- (a) The highest decision-making body of the Association shall be the General Assembly.
- (b) The administration of the Association shall be vested in the Secretariat under the authority of the Board.

(2) Secretariat of the Association

- (a) There shall be established a Secretariat of the Association to oversee the day-to-day administration and the management of the affairs of the Association.
- (b) There shall be an Executive Secretary who shall be the Head of the Secretariat of the Association.
- (c) The Executive Secretary and other staff of the Association shall be appointed by the Board.

(3) Functions of the Executive Secretary

The Executive Secretary shall

- (a) Be the Head of the Secretariat of the Association and preside over all meetings of the Secretariat of the Association.
- (b) Sign official documents of the Association on the approval of the Board.
- (c) Co-ordinate the organisation of the meetings of the General Assembly as approved by the Board.
- (d) Ensure the implementation of policies of the Board
- (e) Coordinate the programmes and activities of subcommittees of the Board
- (f) Prepare and present a budget of the Association to the Board.
- (g) Prepare and present annual reports and other periodic reports of the Association to the Board.
- (h) Undertake any other activities assigned by the Board in accordance of the mandate of the Association.

(4) Secretary to the Board

- (a) There shall be a Secretary to the Board who shall be appointed by the Board.
- (b) The Secretary shall coordinate the organisation of meetings and preparation of minutes of meetings of the Board.

ARTICLE 11 - MEETINGS OF GENERAL ASSEMBLY

(1) General Meeting

- (a) There shall be a General Meeting not later than three months after the financial year ending 31st December.
- (b) The Executive Secretary shall circulate the notice of the General Meeting at least two weeks before the date of the Meeting.
- (c) The notice of the meeting of the General Assembly shall include the date, time and venue as determined by the Board.
- (d) There shall be no quorum for meetings of the General Assembly.

ARTICLE 12 - FINANCE AND ACCOUNTS

(1) Funds of the Association:

The sources of funds of the Association shall include:

- (a) Membership Dues;
- (b) Gifts and Donations;
- (c) Grants;
- (d) Any other internally generated funds of the Association.

(2) Books of Accounts and Bank Account

- (a) The Board shall cause proper books of accounts to be kept.
- (b) The Association shall open and operate bank accounts as the Board may determine.
- (c) The Board shall authorise the use of appropriate platforms for financial transactions of the Association.
- (d) The Board shall cause quarterly financial accounts of the Association to be prepared and presented.

(3) Internal Audit

There shall be Internal Audit Unit for the Association which shall be responsible for the provision of assurance of internal control systems.

(4) Signatories to the Bank Accounts

- (a) There shall be three (3) signatories to the bank accounts of the Association and any two can endorse for transactions to be made.
- (b) The signatories shall be the Chairman, Executive Secretary and Head of Finance.

- (c) The Chairman shall at all times authorize payments and be a signatory to any transaction.
- (d) In situations where it becomes necessary for the Executive Secretary and the Head of Finance to authorize any transaction, the consent of Chairman of the Board shall be sought.
- (e) Without prejudice to Article 12(4c and d), the Board may provide further directions on the matter of signatories of the accounts of the Association.

(5) Financial Year

The financial year of the Association shall be the same as the financial year of the Government of Ghana.

(6) Auditing of Annual Accounts

- (a) The Board shall ensure that the books of accounts are audited by an auditor appointed by the Board.
- (b) Annual audited accounts shall be submitted to the Board for review and submitted to the General Assembly for consideration.

ARTICLE 13 - ANNUAL REPORT

- (1) The Board shall ensure that the annual report is prepared and submitted to the General Assembly in line with the financial year of the Association.
- (2) The annual report shall include;
 - (a) the audit report;
 - (b) the programme performance report; and,
 - (c) the report on the finances of the Association.

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ARTICLE 14 - INTERPRETATION OF CONSTITUTION

The Board shall be the supreme authority for the interpretation of the Constitution of the Association.

ARTICLE 15 - AMENDMENTS TO THE CONSTITUTION

- (1) The Constitution may be amended by simple majority of members present and voting at meeting of the General Assembly.
- (2) Any proposed amendment(s) to the Constitution shall be in writing and submitted to the Chairman not less than twelve (12) weeks to the last meeting of the Board.
- (3) The Executive Secretary, on the authority of the Board shall circulate the proposed amendments to all members of the Association at least four (4) weeks to the AGM.

ARTICLE 16 - DISPUTE RESOLUTION

In case of any disputes arising either between a member and another member or a member and the Association, the Board shall call the aggrieved member(s) at a meeting to resolve it within four (4) weeks.

ARTICLE 17 - DISSOLUTION

- (1) In the event of winding up of the Association, either voluntarily or compulsorily, all assets and liabilities shall be handed over to a Receiver appointed by the Board.
- (2) In situations where the Board is unable to appoint a Receiver, the Office of Registrar of Companies shall be the Receiver.

ARTICLE 18 - INTERPRETATION

In this Constitution,

“Association” means the Public Services Muslims Association of Ghana;

“Governing Board” means Board of Directors of the Association;

“Secretariat” means the entity responsible for the day-to-day administration of the affairs of the Association;

“General Assembly” means the registered members of the Association;

“AGM” means Annual General Meeting of the Association;

Made this 22nd day of July, 2023.

ABDUL-SAMAD ABUBAKAR

Chairman of the Public Services Muslims Association of Ghana (PuSMAG)