

GHANAMAN ASSOCIATION OF USA

.....

OUR CONSTITUTION AND BY-LAWS

.....

MEMBER'S #

Secretary

.....

Ghanaman Assoc. of USA

Article I:

Preamble

We, the people of Ghana currently residing in the USA on this day of ***June 17, 2000***, join hands together in the spirit of love, unity and cooperation to form a non-profit organization named (***GHANAMAN ASSOCIATION OF U.S.A.***) to promote the general welfare, peace, unity, progress of its members.

The Association with the belief of fair play shall encourage ideas from members but not politics in its deliberation.

We do hereby adapt and give ourselves this Constitution.

Article II

THE IDENTIFICATION OF THE ASSOCIATION

Section 1

The Association shall be called ***Ghanaman Association of U.S.A*** based in Trenton, New Jersey.

Section 2

Motto: ***Together is better than one.***

Article III

AIMS AND OBJECTIVES

- ❖ The purpose of the Organization shall be to foster and promote the interest and understanding of its members.
- ❖ To enhance and encourage unity among its members.
- ❖ To educate and enhance the knowledge of its members.
- ❖ To benefit members who are in need of legitimate assistance.
- ❖ To perform social activities which may be of benefit to its members.

Article IV

MEMBERSHIP

- ❖ Members shall consist of all Ghanaians and their Families resident in United States of America.
- ❖ **Patrons:** Such individuals as the Executive Committee may recommend and be approved by two-thirds vote of members present in duly convened general meeting. Such individuals must be reputable individuals who have demonstrated interest in promoting the objectives of the Organization.
- ❖ However, for Patrons to enjoy full membership right, they should also perform their membership responsibilities.
- ❖ Members forfeit their rights to use Legal/Court/Attorney as a means of resolving Association related issues.

Article V

EXECUTIVE OFFICERS

- ❖ President
- ❖ Vice President
- ❖ Recording Secretary
- ❖ Financial Secretary
- ❖ Treasurer
- ❖ Organizing Secretary
- ❖ Porter
- ❖ Welfare/Benefit Secretary

Article VI

DUTIES OF THE EXECUTIVE OFFICERS

THE PRESIDENT:

- ❖ Shall preside over all General and Executive meetings of the Organization
- ❖ Be an ex-officio member of the committees as designated.
- ❖ Lead official delegations of the Organization to all conferences to which the Organization may be invited, except in case where, as the duties of the other member or Officers may so indicate, the Organization relegates this function to another member or officer of the Organization.
- ❖ Be the official spokesman for the Organization in external matters affecting the Organization.
- ❖ Is part of signatory to all legal documents including agreements and contracts that the Organization from time to time may be required to execute in conjunction with the appropriate officer or the Organization.
- ❖ Sign all minutes of general and executive meetings as approved by the members of the Organization at such officially convened meetings in which he is present as Presiding Officer.

THE VICE PRESIDENT:

- ❖ Shall perform the duties of the President in the absence of the President.
- ❖ Shall perform such other functions as the President may from time to time delegate to him or her.
- ❖ Be an ex-officio member of committees as delegated him or her.

THE RECORDING SECRETARY:

- ❖ Shall maintain records of all proceedings at general and executive meetings of the Organization.
- ❖ Prepare and read minutes of proceedings at general meetings of the Organization for the approval of attending members.
- ❖ Be the official correspondent of the Organization except in some cases wherein certain officers of the Organization by authority of the President, and

as warranted by special circumstances, might communicate with the public or send memos on matters affecting their particular offices.

FINANCIAL SECRETARY:

- ❖ Shall be the Chairman of the Financial Committee.
- ❖ Responsible for preparing the paperwork required for ongoing costs and current expenses.
- ❖ Present regular financial summary statements quarterly.
- ❖ To prepare a yearly financial report.

TREASURER:

- ❖ Shall collect monies due the Organization and deposit in the Association accounts.
- ❖ Disburse money on a request cosigned by the President or other Officers designated.
- ❖ Maintain a Bank Account in the Organization's name.
- ❖ Checks can be signed by any two of the following officers: The **President**, **Financial Secretary** and **Treasurer**.

ORGANIZING SECRETARY:

- ❖ Shall be the Chairperson of the Organization's Committee.
- ❖ Be the Official Organizer of all social functions authorized by the Organization.
- ❖ To mobilize and be part of the official delegation of the Organization to any social function, to which the Organization shall be officially invited.
- ❖ Should remind members on the phone a week before meeting day.

PORTER:

- ❖ Shall maintain attendance register.
- ❖ To organize elections
- ❖ To ensure orderliness at meetings.

WELFARE/BENEFIT SECRETARY:

- ❖ Shall determine members who needs help or qualify for any benefits from the Association.
- ❖ Shall review member's performance in determining punishments or rewards.

Article VII

FUNCTIONS OF THE ASSOCIATION:

- ❖ The Secretary shall convene regular meetings of all members of the Organization monthly. When so convened, such meetings shall be
 - i. The Official Business meetings of the Organization.
 - ii. Open only to members of the Organization.
 - iii. Elect Officers, appoint representatives, initiate action and authorize the execution of any or all of the objectives of the Organization during meetings but cannot contribute during meeting. The observers have the opportunity to bring his or her views at the end of the meeting.
 - iv. Observers are allowed to attend only two regular meetings.
 - Authorized by the President, special meetings shall be convened by the Secretary occasionally to deliberate on emergent matters affecting the Organization, such special meetings so convened shall not pre-empt the regular meetings and shall be: open to all members of the Organization and their special guests concerned. Subsidiary to the regular meetings and thus shall not take any decisions ultra-vires of the regular meetings.
- ❖ The Organization shall organize social activities such as dances to which non-members may be invited for a minimum donation only to offset expenses and meet its financial obligation without profit.

Article VIII

COMMITTEES:

The President shall on occasions refer to committees all preliminary work in preparation of matter for action of the Organization. Such committees shall be limited to members in good financial standing. The committee members should be classified as follows:

1. THE EXECUTIVE COMMITTEE

- a. **Membership:** All elected Officers of the Association with the President as the Chairman.
- b. **Duties:** The Executive Committee shall be vested all Executive and Administrative powers of the Association. That it shall meet at appropriate intervals to deliberate all actions of the Association within the confines of the powers vested in them by the members of the Organization.

2. FINANCIAL COMMITTEE MEMBERS

- a. The Financial Secretary as Chairperson and Treasurer as Vice Chairperson
- b. **Ex-officio members:** The President and the Vice President
- c. Four members nominated by the President subject to the approval of 2/3 vote in general meeting of the Organization. These four also shall be members in good financial standing.
- d. **Duties:**
 - i. Shall present final action in general meetings of association all financial requisition exceeding \$100 from any committee or member of the Association. Such requisition must include a written justification for the required use of funds. Multiple requisitions from any group or individual members in any amount must be presented in general meeting for approval.
 - ii. Shall review all budget requests from committee or individual members acting as agent of the Association and submit some recommendations for approval or disapproval by two thirds vote of those members present and voting in duly convened meeting of the Association.

3. SOCIAL COMMITTEE

- a. Organizing Secretary as Chairman
- b. Ex-officio members: The President, the Vice President and the Treasurer
- c. Four members nominated by the President subject to the approval of 2/3 vote in general meeting of the Organization. These four also shall be members in good financial standing.
- d. **Duties:**
 - 1. Shall organize and plan all social activities of the Association

- ii. Shall present a report on all social activities.

4. AD-HOC COMMITTEES

These shall be appointed by the President as needed to deliberate specific matters outside the jurisdiction of the standing committee and shall report their findings to the President in a duly convened general meeting for action by the association. The President at the completion of their specific assignments shall dissolve such committee.

Article IX BY-LAWS

1. Attendance at Meetings

- a. All regular members shall be encouraged to attend all special and regular meetings of the organization. All funerals and “outdoorings” shall be announced a month before at general meeting
- b. A roll call of members will be taken at each meeting of the Association.
- c. \$5.00 will be charged for late attendance and \$10.00 for absentee with no prior notice.
- d. Excessive absence 9misses four consecutive times at general meetings will be classify as inactive member
- e. Owing dues (owing 4 months or more dues will classify you as an inactive member).
- f. All inactive members have no benefit in the Association.
- g. There will be no benefit if an inactive member pays dues and Association investigation reveals payment occurred after an incident.

2. Duties

- a. A one-time non-refundable registration fee of \$25.00 shall be required of all new applicants for regular membership (couples: \$50.00 and singles: \$25.00).
- b. Each member shall pay annual dues of \$120.00.

- c. failure to pay these annual dues shall result in loss of membership right.
- d. During funeral, outdooring, wedding, the Association shall impose \$100.00 - \$50.00 per member to support the occurrence.
- e. At the beginning of each year, each member shall contribute one time \$50.00 emergency.
- f. All monies paid to the Association are non-refundable.

3. Active membership Benefits

- a. Funeral – Will be supported with \$1000.
- b. Outdooring – Will be supported with a one-time \$500.00.
- c. Couples shall enjoy benefits as one person.
- d. Disabilities – Executives will decide the benefit to be given.
- e. Association may support members upon invitation in such circumstances as birthday, marriage and new born, barbeque.

4. Language at meeting: The official language shall be Akan and English.

5. Porter: A “parliamentarian” shall be appointed by the President to clarify point of order to maintain decorum at meeting.

6. Financial Year: The financial year shall extend from the 1st day of January each year to December 31st of the same year.

7. Qualifications and Election of Officers

- a. Election of executive officers shall be done once in two years in a special meeting of the Association, and conducted by a special committee appointed by the President for purposes and approved by the regular members in duly convened meeting of the Association.
- b. Qualification for nomination and election to any office of the Association shall be determined on the basis of quality of attendance and financial record of regular members of the association.

c. Nominated member should have surpassed 3month probation period.

8. **Duration of Office:** Each elected officer shall stay in office for two years. They shall be re-elected for life. Any executive member who act unconstitutionally shall be impeached by majority of the association.

9. **Voting Right:** All active members of the Association who maintain good financial standings in the Association shall have the right to vote at general meetings of the Association.

10. Voting Methods

a. Election of Executive Officers shall be by a simple majority of those regular members present and voting by a secret ballot in a special duly convened for that purpose.

b. Show by hand or voice vote shall be the method of voting in all matters requiring the approval of members in session.

11. Members Disclaimer

a. All members agree to resolve all issues through the Association.

b. All members forfeit their rights to use Attorney or the legal system in resolving disputes within the Association.

Article X AMENDMENT:

a. Any motion for an amendment of the constitution and by-laws shall have been previously submitted in writing to the Recording Secretary at least 2 weeks before it is read to the members in session in regular meeting of the Association and tabled for deliberation I subsequent regular meetings.

b. Such a motion to amend any portion of the Constitution and By-Laws shall require 2/3 vote to be approved.

QUORUM:

a. Any member of members present can convene a general meeting but will need 2/3 of the embers to make any constitutional amendment.

Name **Year**

JAN	DUES	DATE PD	RECEIPT #	INITIAL
FEB				
MAR				
APR				
MAY				
JUNE				
JULY				
AUG				
SEPT				
OCT				
NOV				
DEC				