

# **GHANA UNION OF GREATER MANCHESTER**

## **CONSTITUTION**

**(Amended on 28 April 2019)**

### **1. NAME**

The organisation shall be known as, Ghana Union of Greater Manchester.

### **2. AIMS AND OBJECTIVES**

- a. To promote the cultural and social aspirations of its members while fostering friendships and networking among the community at large.
- b. To pursue any other activities that shall safeguard the interests, progress and welfare of its members.
- c. In pursuance of its aims and objectives the Union shall adopt a non-partisan approach to politics.

### **3. MEMBERSHIP**

- a. Membership shall be open to all Ghanaians.
- b. Associate membership shall be open to non Ghanaians on the recommendation of the Executive Committee.
- c. Membership shall not be subject to the payment of membership dues.

### **4. EXECUTIVE COMMITTEE**

- a. The Executive Committee (herein referred to as The Committee) shall consist of:
  1. The Chairperson
  2. The Vice Chairperson
  3. The Secretary
  4. The Assistant Secretary
  5. The Financial Secretary

6. The Treasurer
7. The Social Secretary
8. The Assistant Social Secretary
9. The Educational and Cultural Officer
10. The Deputy Educational and Cultural Officer
11. The Publicity Officer
12. The Welfare Officer
13. Assistant Welfare Officer

- b. Membership to the Executive Committee shall be open to only Ghanaians with permanent residency in the UK.

**5. DUTIES OF THE EXECUTIVE COMMITTEE**

- a. The Chairperson shall preside over all meetings (general and executive). He/ She will be responsible for the co-ordination of the activities of the union.
- b. The Vice Chairperson shall assist the Chairperson and shall assume the responsibilities of the chairperson in his/her absence.
- c. The Secretary shall be responsible for the Union's correspondence and shall also be responsible for taking the minutes at all meetings (general and executive).
- d. The Assistant Secretary shall assist the secretary in his/her duties and assume full duties of the secretary in his/ her absence.
- e. The Financial Secretary shall be responsible for the Union's financial records.
- f. The Treasurer shall be responsible for all the monies due to the union.
- g. The Social Secretary shall be responsible for all the social functions of the Union.
- h. The Assistant Social Secretary shall assist the Social Secretary in his or her duties and shall assume responsibility in his/her absence

- i. The Educational and Cultural Secretary shall be responsible for all the cultural and educational matters of the Union and may from time to time update members on political issues of relevance.
- j. The Deputy Educational and Cultural Officer shall assist the Educational and Cultural Officer in his or her duties and shall assume responsibility in his or her absence.
- k. The Publicity Secretary shall be responsible for the publishing of all the Union's activities.
- l. The Welfare Officer shall be responsible for the welfare needs of the members of the union.
- m. The Assistant Welfare Officer shall assist the Welfare Officer in his or her responsibility and shall assume responsibility in his or her absence.
- n. The Executive Committee members are jointly responsible for the management of the Union.

## **6. DURATION OF THE EXECUTIVE**

- a. The Executive Committee shall serve for twenty four (24) months at the end of which elections shall be held for new officers and to ensure continuity.
- b. Should a member decide to leave office before the 24-month term of that Executive Committee, he/she should write to the chairman giving his/her reasons.

## **7. ELECTIONS**

- a. A resolution should be passed for a Returning officer at A.G.M. for the proper conduct of the election.
- b. Outgoing officers shall be eligible for re-election to any executive position.
- c. Only members are eligible to stand for elections.

## **8. VOTING**

- a. Election to the Executive Committee shall be by ballot.
- b. A resolution shall be by secret ballot.
- c. Only members are eligible to vote. A member shall have one vote.
- e. A member in attendance at an A.G.M. shall have a Proxy Vote on day of an election provided he/she is in attendance at the A.G.M. on the Election Day but had to leave the meeting early for other commitments and before the nominations of potential candidates and voting. A Proxy Vote will only count when a named candidate on a proxy ballot has been nominated and seconded for any Executive Officer's position.

## **9. MEETINGS**

- a. There shall be one Annual General Meeting (AGM).
- b. There shall be one General Meeting every three months.
- c. Any member by submitting reasons to the secretary or chairperson within 21 days can convene an Extraordinary General Meeting (EGM) subject to Executive Committee approval.
- d. In the event of such a meeting being called, the secretary/chairperson shall give two weeks' advance notice to members.
- e. A quarter of members shall form a quorum at all members' meetings
- f. In the event of failure to obtain the quorum, specified above, at the ordinary/ extraordinary meeting, members present at the second meeting shall constitute a quorum irrespective of their number.
- g. Four members of the Executive Committee (including the Chairperson, Vice Chairperson, Secretary or Assistant Secretary) shall form a quorum at all executive meetings.
- h. The Secretary or Chairman shall inform all executive members about any such meetings.

**10. FINANCE**

- a. The financial year of the Union shall commence from January and end in December each year.
- b. The Union shall be funded through voluntary donations of its members, fundraising activities, application for grants and any other lawful means.
- c. All money collected shall be deposited in a Bank Account in the name of the union by the Treasurer and invoices presented to the Financial Secretary.
- d. The cheque signatories for all Union's cheques shall be: the Chairperson, Financial Secretary and Treasurer; any two of whom may authorise payments.
- e. The Treasurer is allowed to hold petty cash as decided from time to time by the executive.
- f. The audited accounts shall be read at the General meeting by the Financial Secretary/ Treasurer.
- g. Two auditors shall be appointed by the Executive to audit the Union's account before it is presented.

**11. PATRONS**

- a. Two Patrons, preferably one male and one female shall be appointed by the Executive Committee from nominations received from the general membership.
- b. The Patrons shall be father/mother figures to the Union, giving advice, redress and direction when needed.

## **12. DISCIPLINARY ACTION**

- a. There shall be disciplinary action against any member for misconduct.
- b. No member shall hold office by reason of:
  - i. Poor health
  - ii. Being found guilty of any offence which the committee shall deem to be improper for continuation of his/her office.
  - iii. Misappropriation of Union funds
  - iv. Missing 50% of all meetings per year without good reason.
- c. In the event of a disciplinary hearing outcome being contested, an appeal shall be made to the Patrons who shall appoint another person to form a three-member appeals panel.
- d. In the event of the outcome of the appeals hearing still being contested, the Executive Committee shall call an Extra Ordinary General Meeting to deal with the matter.
- e. A Moderator chosen after consultations with all parties concerned, shall preside over that Extraordinary General Meeting.
- f. For the removal of an officer from office, two thirds majority vote of members present at the meeting shall be required.
- g. For all other matters, a simple majority vote of members present at the meeting shall be required.
- h. The decision of the Extra Ordinary General Meeting shall be final.

## **13. AD-HOC COMMITTEES**

- a. Ad-hoc Committees shall be appointed by the Executive Committee from the general membership to be responsible for any crisis or project.
- b. Any such committee report to the Executive Committee.

**14 AMENDMENT OF CONSTITUTION**

- a. Items of the constitution may be amended by a two thirds majority of members present at the Annual General Meeting.
- b. A notice of intention if already seconded by a member shall be deposited with the Secretary or chairperson not less than 21 days from the date of the proposed meeting.
- c. Members shall be given 14 days advance notice.

**15. DISOLUTION OF THE UNION**

- a. The Union may be dissolved at an AGM or EGM by a simple majority vote.
- b. In the event of the dissolution of the Union all net assets shall be donated to a charity. Charity to be decided by the General meeting.)
- c. All members shall be jointly and severally liable for all debts incurred by the Union.

Signed:



Name: Pastor Yaw Adu-Dwumaa

Position: Chairman

Date: 28 April 2019