

**CONSTITUTION AND BY-LAWS**

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**INTRODUCTION:**

This Constitution is being drafted on behalf of all members both old and new of the Bogoso Area Township Association. The focus is on all members of the above association, their spouses, relatives and children. It has no ethnic preference and welcomes any person to be a member. The sole aim is to foster peace, unity and development, and encourage others to integrate into the new environment. Time has come that we must ask ourselves what we can do to help the less fortunate ones back in our childhood areas rather than expecting a change without action - for change to happen we must tell our stories in a positive way.



**The Logo:**

**The Slogan:** BATA- Peace, Unity and Development

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**PREAMBLE**

“We the people of the Bogoso area township of Ghana residing in the United States, Canada and other parts of the world being conscious of our cherished customs, cultures and traditions commit ourselves to an Association, which seek to foster brotherly relations and self-help, to enhance peace, unity and development among its entire membership and to promote positive African and American cultural relations through public awareness and education, hereby adopt this Constitution and by-laws.”

**CONSTITUTION**

**ARTICLE ONE: DEFINITION:**

 **Section:**

1. The Association shall have local branches when necessary
2. The Association shall be autonomous, but subscribe to the principles and ideals of public charities
3. The Association shall reserve the right to send delegates to attend conferences and meetings of other charitable organizations that share our mission and values
4. The Association shall remain free from partisan politics
5. The Association shall be a non-profit organization

**ARTICLE TWO: AIMS AND OBJECTIVES**

In conformity with Article One, section 2, of the constitution, the Association shall:

**Section:**

1. Maintain close ties with Bogoso District Council Office.
2. Work in collaboration with District Council Office on Areas of Acute health needs of deprived and disadvantaged Communities and to organize charitable fund raising activities.
3. Promote Integration of newly arrived immigrants in the United States.
4. Promote positive African-American cultural relationships through public awareness and educational projects.

**ARTICLE THREE: MEMBERSHIP:**

 **Section:**

1. A registration fee of ($20) twenty dollars shall be paid by every member admitted to the Association.
2. A minimum monthly contribution of ($20) twenty dollars per husband and wife and ($10) ten dollars single person.
3. Both the registration fee and monthly contributions are subject to periodic review by the Association.
4. Both the registration fee and monthly contributions are non-refundable
5. Delinquent payment of monthly dues shall render the member inactive.

**ARTICLE FIVE: COMPOSTION OF THE EXECUTIVE COMMITTEE:**

**Section:**

1. The Executive committee shall be composed of the patron(s) and the Executive Body of Association. The Executive Body shall consist of:

|  |
| --- |
| **THE PRESIDENT** |

|  |
| --- |
|  **VICE PRESIDENT** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THE SECRETARY** | **THE TREASURER** | **ACTIVITY RELATIONS OFFICER** | **THE PUBLIC RELATIONS OFFICER** | **AUDITOR** |

**ARTICLE SIX: FUNCTIONS OF THE EXECUTIVE COMMITTEE MEMBERS:**

 **Section:**

1. **BOARD OF DIRECTOR(S):**
2. Shall be appointed by the President, upon recommendation of the Executive Body.
3. The appointee must be a renowned individual, who supports, protects or champions the course of the Association and shall be a registered member.
4. The duties of the Director(s) are to:
5. Serve as ex-officio member(s) of the Executive Committee
6. Provide guidance and advice for the administration of the Association.
7. Support the Association financially or otherwise as may be deemed necessary.
8. The Directors shall constitute the Board of Trustee for the Association.

In this capacity, they shall:

1. Approve all expenses of the Association, exceeding one thousand ($1000.00) dollars
2. Represent the Association on the Board of Directors of the Development
3. **PRESIDENT:**
4. Shall be elected by the Association as the chief Executive officer.
5. Shall preside over regular over regular, special and emergency meetings of the Association and see to it that resolutions passed by the Association are carried out.
6. Shall preside over Executive Committee meetings to deliberate on major issues and make recommendations to the Association for actions; but in emergency situations; shall take decisions and act in the best interest of the Association. Such decisions and actions shall be reported to the Executive Committee, within the period of seventy-two (72) hours, for information and subsequent action at a regular meeting of the Association.
7. Shall co-sign the Association’s checks.
8. **VICE PRESIDENT:**
9. Shall be elected by members of the Association.
10. Shall act in the absence of the President
11. Shall perform such other duties as may be determined by the President.

**Section:**

1. **SECRETARY:**
2. Shall be elected by members of the Association
3. Shall, in consultation with the President, schedule all meetings, regular and special.
4. Shall prepare and keep accurate records of proceedings of meetings and submit minutes for approval at the beginning of next meetings.
5. Shall prepare and present the calendar of events of the Association for approval, no later than third general meeting of each year.
6. Shall co-sign the Association’s checks

**Section:**

1. **TREASURER:**
2. Shall be elected by members of the Association.
3. Shall collect funds of the Association and make deposits to the Association’s bank account.
4. Shall present budget proposals from various committees and authorized representatives of the Association to the Executive committee for action.
5. Shall keep accurate record of the revenue and expenditure of the Association.
6. Shall present accurate records of the revenue and expenditure of the Association.
7. Shall make available the Association accounting books or income and expenditure records for quarterly auditing.
8. Shall co-sign the Associations checks.

**NOTE: Only the President and any two of the signatories shall sign the Association’s checks.**

1. **ACITIVITY RELATIONS OFFICER:**
2. Shall be elected by the members of the Association and shall be chairperson of the Activity Relations Committee.
3. Shall present planned activities of the Committee with budget proposals to the Association for approval.
4. **PUBLIC RELATIONS OFFICER:**
5. Shall be elected by members of the Association and shall be chairperson of the Public Relations Committee.
6. Shall present projected needs of the Committee with budget proposals to the Association for approval.
7. **AUDITOR**
8. Shall be elected by members of the Association and shall be chairperson of the Audit Committee.
9. Shall be the internal auditor of the Association and will conduct audit of the association’s financial records on a quarterly and annual basis.

**ARTICLE SEVEN: ELECTION AND TENURE OF OFFICE:**

 **Section:**

1. Election of the President, members of the Executive Body and Committees of the Association shall take place on every other calendar year at the last general meeting of that year.
2. The term of office of the President and elected officers shall be two calendar years; except:
3. The Association may by vote of “no confidence” relieve the President of his or her duties, or the President may resign from office by writing to the Secretary.
4. The president may request in writing, a removal for an officer from his/her duties, upon approval of the Association, or an officer may resign by writing to the Secretary.
5. The President and elected officers shall be eligible for re-election.
6. Notwithstanding Article Seven Section 3, the President or any officer who has already served two terms of office shall be eligible for re-election to the same office after a staggered period of two years.

**ARTICLE EIGHT: COMPOSITION AND FUNCTIONS OF COMMITTEES:**

**Section:**

1. There shall be FOUR standing Committees of the Association: The Activity Relations Committee, The Public Relations Committee, The Audit Committee and The Rules Committee.
2. The Activity Relations Committee shall be composed of the Activity Relations officer as the chairperson and at least, three members elected by the Association. The Committee shall be responsible for planning and implementation of charitable fund raising activities and the coordination of social and cultural activities aimed at the promotion of the Association to the community. It shall also propose a budget, plan and implement specific project(s), upon approval by the Association.
3. The Public Relations Committee shall be composed of the Public Relations Officer as the Chairperson and, at least, five members elected by members of the Association. Two of the members shall be Regional Representatives from Maryland/D.C. and Virginia. Respectively. Who shall assist the Chairperson in the performance of regional activities. The Committee shall be responsible for communicating with members on sickness, birth, death or any other emergency situations relating to a member or his/her family. It shall organize prompt visitation and send welfare messages, or provide other assistance to the member as may be directed by the Association. Nit shall propose a budget, plan and implement its activities, upon approval by the Association.
4. The Audit Committee shall be composed of a Director, and at least Executive member and additional members appointed by the President in consultation with the executives. The Auditor serves as the chairperson of the committee. The Committee shall be responsible for quarterly and annual auditing of the Association’s financial records.
5. The Rules Committees shall be composed of a Director as a chairperson and past Presidents of the Association. The Rules Committee shall be responsible for the enforcement of the established constitution and By-laws. In this capacity, it shall interpret and recommend disciplinary action to be taken by the Association against any member for infraction of the Constitution and By-laws of the Association and make recommendations to the Executive Committee for appropriate action.

**ARTICLE NINE: MEETINGS AND DAYS OF MEETINGS**

**Section:**

1. There shall be regular meetings of the Association on the last Sunday of each calendar month, at such time and place as shall be determined by the Association. However, under extraordinary circumstances, meetings may be postponed or canceled by the President, in consultation with the Executive Committee.
2. Emergency meetings may be convened by the President or upon petition by two-thirds of the members of the Association.
3. Meetings of Standing Committee shall be convened on regular basis by Chairperson of each respective committee.

**ARTICLE TEN: VOTING AND QUORUM:**

**Section:**

1. All members of the Association shall have equal voting rights at a meeting.
2. Voting shall be done by open ballot at all meeting, except, where expressly requested by general consent for a secret ballot.
3. All decisions shall be made by majority vote of the members present at the meeting.
4. A quorum for a meeting of the Association shall be constituted by bone-third of the total membership.

**ARTICLE ELEVEN: AUTHORIZATION, AMENDMENTS AND DISSOLUTION”**

 **Section:**

1. This constitution shall become effective upon majority vote of two-thirds of the total membership present at a regular or special meeting for this purpose.
2. This constitution may be amended by majority vote of two-thirds of the total membership present at a regular or special meeting called for this purpose, provided that the proposed amendment shall have been presented in writing to the members of the association, at least ten working days prior to the meeting.
3. Upon dissolution of the association, all assets shall be given to any charitable organization, upon settlement of all liabilities. This constitution shall be dissolved by majority vote of two-thirds of the total membership present at a regular or special meeting called for a purpose, provided that proposed dissolution shall have been presented in writing to the members of the association, at least ninety (90) working days prior to the meeting.

**BY-LAWS**

**ELECTION OF OFFICERS AND COMMITTEE MEMBERS:**

 **Section:**

1. All elected officers shall be members’ registered with the Association for not less than one calendar year, and in good standing.
2. The candidate for presidential election shall be a legal resident or American citizen with close ties to Bogoso area.
3. A Patron shall preside over the elections of the President and elected officers of the Association.
4. In the event of a tie, the presiding officer shall cast the deciding vote.
5. Newly elected officers of the Association shall be sworn-in by the Patron(s), at the first general meeting of the following year.
6. In the event of vacancy occurring in the membership of the executive body, the President shall within thirty (30) days following the occurrence of such vacancy appoint a new officer to fill this vacancy, subject to approval of the Board of Directors. However, a by-election shall take place within thirty (30) days to fill the vacancy of another officer.

**MEETINGS AND MEETING PROCEDURES:**

 **Section:**

1. General Meetings of the association shall be hosted by members on rotating basis. However, in the event of emergency, which must be brought to the attention of the secretary, an alternative arrangement shall be made to host the meeting at another member’s residence.
2. All meetings shall be conducted in the local dialect Twi/Fante with interpretation in English if need be.

**ABSENTEISM AND DELINQUENT PAYMENT OF DUES:**

 **Section:**

1. A member, who is incapacitated, restrained by employment circumstances, or upon special request is unable to attend meetings, shall be granted a leave of absence from participation in meetings and functions of the Association. All other members are expected to attend meetings regularly and promptly for the good order and benefit of the Association.
2. A member who defaults in payment of monthly contributions for three consecutive months shall cease to be an **active member** of the Association.
	1. If a member ceases to be an active member of the Association he/she shall have his/her:

 **i.** Voting rights suspended

**ii.** Entitlement to benefits of the Association withdrawn

* 1. A member shall have his/her voting rights and entitlement benefits restored, upon full payment of arrears of monthly contributions to bring the member in good standing with the Association.

**VIOLATION OF RULES OF CONDUCT:**

**Section:**

1. The following shall constitute violation of Rules of Conduct by a member of the Association:
2. Improper and or inefficient performance of duties and responsibilities by an officer.
3. Misappropriation or embezzlement of funds and or other belongings of Association by a member.
4. Infraction of the Association’s Constitution and By-laws by a member.
5. Disclosure of privileged information
6. Publication or dissemination of any printed materials which misrepresents the Association.
7. Other acts and behaviors as shall be considered to disrepute the Association
8. The President shall direct the Rules Committee to investigate charges against a member and present its finding to the Executive Committee for action. The Executive Committee shall deliberate and make its recommendations to the general of the Association.
9. Any President found guilty of violation of the rules of conduct in section iv. 1 (a) above, may be relieved of his/her duties, by a vote of “no confidence”. Such a vote shall require the presence of two-thirds of the total membership present at a general meeting. A “no confidence” motion shall be made and seconded at the meeting before voting procedures.
10. Any other officer of the Executive Body found guilty of the same rules of conduct as above, shall be relieved of his/her duties by the President, upon consultation with the Patron(s).
11. A member found guilty for cause(s) described in Violation of Rules of Conduction section may be suspended or expelled from the Association.

**REPRESENTATION IN OTHER GHANAIAN GROUPS**

 **Section:**

1. **ASSOCIATIONS:** The President, and a past President, duly nominated by the

Executive Committee, shall be official representatives of the Association in meetings and social functions of:

1. The Council of Ghanaian Associations
2. Other Ghanaian Ethnic Associations

**MEMBER WELFARE**

**Section:**

1. **NEWLY ARRIVED CITIZENS:** The Executive Committee shall determine and provide counsel/advise on any assistance required by any member or a newly arrived son or daughter for integration into the United States.
2. **WELFARE BENEFITS:** The Association’s funds shall be used for charitable purposes only and shall **not** be used to provide welfare benefits to members. However, the Association encourages members to privately support each other on the following life-changing occasions:
3. **BIRTH OF A MEMBER’S BABY:** On the birth of a member’s child, the public relation officer shall send a congratulatory message and flowers to the mother and to inform all members of the event. At the outdooring/christening ceremony or other appropriate event for the newborn, members are encouraged to attend and privately provide moral and other support as necessary.

**Section:**

1. **SICKNESS OF A MEMBER:** The public relations officer through the regional representative shall organize a prompt visitation and/or send a get well message to the sick member on behalf of the Association. Members are encouraged to visit and privately provide moral and other support as necessary.
2. **DEATH OF A MEMBER:** In the event of the death of a member, the following action shall be taken:
3. There shall be an emergency meeting of the Executive Committee to consult with the bereaved family with regards to funeral and burial arrangements.
4. In consultation with the immediate family or next of kin of the deceased member, the Association shall assist in other funeral arrangement.
5. Members will be encouraged to attend funeral and burial service, and privately provide the customary moral and other support as necessary.
6. **DEATH OF A MEMBER’S IMMEDIATE FAMILY:** In the event of the death of a member’s immediate family, the Association shall:
7. Encourage members to attend funeral and burial service, and privately provide the customary moral and other support as necessary.

**NOTE: *for the purposes of interpretation, an immediate family of a member shall be defined as the parent (i.e. Father, mother or guardian), spouse and dependent children under the age of 18 years age.***

INTERIM EXECUTIVE COMMITTEE MEMBERS OF B.A.T.A

PRESIDENT – MR ISAAC CUDJOE

VICE PRESIDENT – KWAME ACKAH

SECRETARY – AKWASI OWUO

TREASURER – REBECCA OBENG

PUBLIC RELATIONS OFFICER – MAXWELL NTRAKWA

ACTIVITY OFFICER – BEN AMOO

AUDITOR – PETER OFORI-NUAMAH

BOARD OF DIRECTORS – ISAAC CUDJOE, GRANT NTRAKWA, FRANCIS MORKE, WINIFRED OWUSU, CHARLES MENSAH, KINGSLEY KOFI APPIAH

PRESIDENT: Isaac Cudjoe SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: June 10, 2012