

**GHANA ASSOCIATION
OF
HAMILTON ONTARIO**

PREAMBLE

Recognizing our common Ghanaian heritage and our continuing ties and interest in Ghana, we Ghanaians of Hamilton and vicinity hereby combine our efforts to form an Association

CONSTITUTION

ARTICLE 1: NAME

- a. The name of the association shall be known as The Ghana Association of Hamilton hereinafter referred to as Ghana Association.
- b. The seat of the association shall be in Hamilton, Ontario.
- c. The Association shall be registered at the registration in Hamilton

ARTICLE 2: AIM

- a. To project the image and identity of Ghana.
- b. To dedicate ourselves to the promotion of unity among members
- c. To portray Ghana socially and culturally.

ARTICLE 3: MEMBERSHIP

- a. Membership shall be opened to all Ghanaians who have attained the age of majority and will accept and abide by the aims of the Association.
- b. Application for membership shall be by registration, accompanied with a fee of \$10.00 for which a membership card will be issued.
- c. Annual dues shall be determined by the General Assembly.

ARTICLE 4: THE GENERAL ASSEMBLY

- a. The meeting of membership shall be known as the General Assembly.
- b. The General Assembly hereinafter referred to as G.A shall have the sole power to authorize all activities of the Association.
- c. The quorum of the G.A. meetings shall be 50% or 7 members, whichever is smaller of the registered membership and a register of the attendance should be kept.

- d. The Association shall have not less than 2 G.A. meetings per fiscal year.
- e. The G.A. shall elect the Association's officers by a **Simple Majority of the members present.**
- f. Language at meetings shall be English or Ghanaian Language.
- g. The G.A. shall pass resolutions and carry its normal business by a Simple Majority., except where specified under the by-laws.
- h. The G.A. shall appoint an Auditor who will report his\her findings at every G.A. meeting.

ARTICLE 5: OFFICERS

- a. The Association shall have the following officers:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Public Relations Officer

ARTICLE 6: DUTIES OF OFFICERS

- a. Officers shall collectively draw the Agenda for all G.A. meetings
- b. Present the annual program and budget for the approval of the G.A., and upon approval, implement the program and budget.
- c. In case of an emergency, the executive shall collectively represent the Association and shall report to the G.A.

ARTICLE 7: DUTIES OF THE PRESIDENT

- a. He/she will preside over all G.A. meetings
- b. Countersign all checks and all other documents of the Association
- c. Appoint when necessary representatives to represent the association.
- d. Temporary appoint a delegate to fulfill the functions of any of the officers in their absence or upon their resignation.

ARTICLE 8: DUTIES OF THE VICE PRESIDENT

- a. Act on behalf of the President in the latter's absence.
- b. Assist the President in performing all duties and functions related to the office of the President.

ARTICLE 9: DUTIES OF THE SECRETARY

- a. Record the minutes and keep all records of the executive and G.A. meetings and activities and present them to the General meeting for adoption.

- b. Co-sign minutes , records and all other documents with the President.
- c. Notify members of the time and place of all meetings.
- d. Be in charge of all correspondence and records of the association.

ARTICLE 10: DUTIES OF THE TREASURER

- a. Collect dues, payments and contributions of members and other bodies and pay the sum into the Banking accounts of the Association within seven (7) days.
- b. Keep a written record account of the treasury.
- c. Be a co-signor in payments to be made by the Association.
- d. Submit a report of the association's financial standing at least once a year and when called upon to do so by the G.A.

ARTICLE 11: DUTIES OF PUBLIC RELATIONS OFFICER (PRO)

- a. Provide general information on the Association to other interested parties in consultation with the executive.
- b. Be responsible for the dissemination of information on all activities and events of the Association to members and other interested parties.
- c. ORGANIZE ALL SOCIAL AND CULTURAL ACTIVITIES OF THE Association in conjunction with the President and Secretary.
- d. Submit a written account of all social and cultural activities in conjunction with the Treasurer to the next G.A. meeting.

ARTICLE 12: ELECTIONS

- a. The fiscal year will run from May to April.
- b. The Association shall hold its annual general election once every TWO (2) years,
 - Elected officers shall hold office for 2 years
 - Outgoing officers shall hand over duties to in-coming officers within 30 days of the election.
- c. All members who have paid their dues for the current year are eligible for election.
- d. All offices shall be contested for by secret ballot.
- e. The G.A. shall be notified at least 30 days before the election day.
- f. On election day, the G.A. shall appoint an Election Officer who will conduct the election.

STATUTES

ATTENDANCE:

- I. All members are expected to be regular and punctual for all meetings.

LOAN:

- II. The Association offers no loans to any person.
- III. Shall any officer fail to perform his or her duties as stated in the Constitution, a new officer shall be elected at a General meeting for the rest of the term.
- IV. All membership dues shall be paid within 10 days of the start of every fiscal year.

AUDITOR:

- V. The Auditor shall be appointed by the General Assembly (G.A.). He/she shall have free access to all financial records of the association and will report to the G.A. at least once a year. The Auditor will also countersign all Treasury reports to the G.A.

AMENDMENTS:

- VI. Amendments to this Constitution may be made when necessary and only when at least 50% of the total membership is present. The entire membership shall be informed by mail

FINANCES:

- VII. The Association shall be free to solicit funds from any legally constituted organization or body approved by the G.A. An annual membership fee shall be approved by the G.A.

CONDUCT OF MEETINGS:

- VIII. Each member shall conduct him/herself in a manner to reflect dignity and order at all meetings. All meetings will be governed by the Roberts Rules of Order.

RESIGNATION:

- IX. A resignation by an officer should be tendered in writing to the president. In the case of the resignation of the President, a written notice should be tendered to

the Vice-President. A By-election for an officer will be held at the next general meeting.