

PREAMBLE

RECOGNIZING OUR COMMON GHANAIAAN HERITAGE AND OUR CONTINUING TIES AND INTEREST IN GHANA, WE GHANAIANS OF THE CAPITAL DISTRICT OF NEW YORK STATE HEREBY COMBINE OUR EFFORTS TO FORM A NOT-FOR-PROFIT ASSOCIATION.

**ARTICLE 1: NAME**

- a. The name of the organization shall be 'The GHANA ASSOCIATION OF THE CAPITAL DISTRICT OF NEW YORK STATE', hereinafter referred to as the Ghana Association
- b. The organization shall be registered at the Department of State, Division of Corporations, One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231

**ARTICLE 2: AIMS**

- a. To promote unity among members
- b. To maintain cordial relations with appropriate institutions and individuals in order to safeguard the welfare of all Ghanaians in general and particularly, members of the Ghana Association
- c. To project the social and cultural identity of Ghana

**ARTICLE 3: MEMBERSHIP**

There shall be 3 categories of membership. All members shall be bound by the Aims and Regulations of the Association.

The 3 categories of membership are:

- a. Full  
Full membership shall be open to all Ghanaians residing in the capital district of New York State. (Ghanaians in this context shall include Ghanaian citizens and Ghanaian-born naturalized United States citizens and their offspring).
- b. Associate  
Associate membership shall be open to all non-Ghanaians who identify themselves with the aims and the aspirations of the association. Associate members shall enjoy all privileges accorded to full members, except election to serve on the executive board.
- c. Honorary  
Honorary membership shall be granted to any person who has made significant contributions as determined by the General Assembly to Ghana, Ghanaians, or this Association. Honorary members shall enjoy all privileges of all other categories of membership, except the right to vote and to be elected to serve on the executive board.

**ARTICLE 4: DUES**

- a. Each Full or Associate member of the Association shall be required to pay such dues as prescribed by the General Assembly.
- b. Honorary members shall not be required to pay dues. They may, however, elect to make contribution (s) in accordance with their own free will.

## **ARTICLE 5: OFFICERS & EXECUTIVE BOARD**

- a. All Full members of the Association shall be eligible to hold office and serve on the Executive Board. Such candidates must be members whose dues are paid and current.
- b. The Association shall have the following officers who shall also constitute the Executive Board:
  - I. President
  - II. Vice President
  - III. Secretary
  - IV. Treasurer
  - V. Public Relations Officer (PRO)

## **ARTICLE 6: DUTIES AND FUNCTIONS OF OFFICERS**

### **a. The President shall:**

- I. Preside over all General Meetings.
- II. Countersign all checks and all other documents of the Association.
- III. Appoint, when necessary, representatives to represent the Association.
- IV. Have the power to appoint a member to fulfill the functions and duties of any officer who resigns or is absent. Such a temporary appointment shall be subject to the approval of the General Assembly at its next meeting.

### **b. The Vice President shall:**

- I. Be assigned specific duties by the president
- II. Perform all the duties of the president in his/her absence

### **c. The Secretary shall:**

- I. Maintain official records of all meetings and documents of the Association
- II. Record the minutes of all meetings of the Association and distribute copies of such minutes as necessary.
- III. Perform other related duties as requested by the President in administering the activities of the Association.

### **d. The Treasurer shall:**

- I. Collect dues, payments and contributions of members and other bodies and pay the sum into the Banking Accounts of the Association within seven working days.
- II. Keep written records of the Treasury.
- III. Be a co-signor in payments to be made by the Association and all other financial transactions of the Association.
- IV. Submit reports of the Association's financial standing at least once a year and when called upon by the General Assembly.

**e. The Public Relations Officer (PRO) shall:**

- I. Provide general information on the Association to all interested parties in consultation with the Executive Board.
- II. Be responsible for the dissemination of information on all activities of the Association, including meetings, to all members and other interested parties.
- III. Organize all social and cultural activities of the Association in conjunction with the other members of the Executive Board.
- IV. Submit a written report on all social and cultural activities in conjunction with the Treasurer to the next General Assembly meeting.

**ARTICLE 7: DUTIES AND FUNCTIONS OF THE EXECUTIVE BOARD**

- a. Collectively, the Officers shall draw up the Agenda for the General Assembly meetings.
- b. Present the annual program and budget for the approval of the General Assembly, 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 General Assembly.

**ARTICLE 8: THE GENERAL ASSEMBLY**

- a. The meeting of the membership shall be known as the General Assembly, hereinafter referred to the G .A.
- b. The G.A. shall have the sole power to authorize all activities of the Association.
- c. The quorum of the G.A. meeting shall be 50% or 10, whichever is smaller, of the registered membership, and a register of the attendance shall be kept. Where the GA lacks quorum, decisions made at the meeting will not be binding
- d. The Association shall have no less than 6 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 the meetings shall be English and/or, if necessary, interpreted in a Ghanaian language.
- g. The G.A. shall pass resolutions and carry its normal business by simple majority, except where specified under by-laws.
- h. The G.A. shall appoint an Auditor to audit the accounts of the Association annually. The Auditor shall report directly to the G.A.

## **ARTICLE 9: ELECTIONS**

- a. The fiscal year will run from July 1st to June 30th.
- b. The Association shall have elections every 2 years. Elected Officers shall hold office for two fiscal years and shall be eligible for re-election. No officer shall hold the same office for more than 2 consecutive terms. However, such an officer may seek the same office after a period of one term's absence from that office. Outgoing officers shall hand over their duties and records to incoming officers within 30 days of the election.
- c. Only paid up members for the current year shall be eligible for election; where a paid up member means having paid at least  $\frac{3}{4}$  of the annual dues at the time of election.
- d. All offices shall be contested for by ballots.
- e. The G.A. shall be notified at least 30 days before Election Day.
- f. On Election Day, the G.A. shall appoint an election officer to preside and conduct the elections.

## **STATUTES**

- I. **ATTENDANCE:** All members are expected to be regular and punctual at all meetings.
- II. **LOANS:** The Association shall offer no loans to any person (s).
- III. Shall any officer fail to perform his/her functions or duties as stated in the Constitution, the president shall recommend to the GA that a new officer be elected as a replacement to serve the rest of the term.
- IV. All monthly membership dues shall be paid in full by the end of the month.
- V. **AUDITOR:** The Auditor shall be appointed by the General Assembly. He/she shall have free access to all financial records of the Association and will report to the G .A. at least once every year. The Auditor will counter-sign all Treasury reports to the G.A.
- VI. **AMENDMENTS:** Amendments to this Constitution may be made when necessary, and only when at least 20 members are present. The entire membership shall be informed by electronic mail or by text message.
- VII. **FINANCES:** The Association shall be free to solicit funds from legally constituted organizations or bodies approved by the G.A. An annual membership fee shall be approved by the G.A.
- VIII. **CONDUCT AT MEETINGS:** Each member shall conduct him/herself in a manner to reflect dignity and order at all meetings. All meetings shall be governed by the Roberts Rule of Order.

- IX. RESIGNATION: A resignation by an officer should be tendered in writing to the President. In the case of resignation of the President, written notice should be tendered to the Secretary. A by-election to fill any vacancy shall be held at the next general meeting following the resignation.
- X. SUSPENSION: The privileges and benefits to this constitution shall be enjoyed by the Executive Board and the members of the Ghana Association of the Capital District of New York State in the most expeditious and ample manner; and shall only be suspended under the most urgent and pressing conditions by at least 18 active and paid up members of the Association and for a period not exceeding one (1) month.