ARTICLE 30 Commencement date

**TABLE OF CONTENTS**

**PAGE**

**CONTENTS**

**CHAPTER ONE: ESTABLISHMENT, NAME, OBJECTIVES,**

**HEADQUARTERS AND MEMBERSHIP**

ARTICLE 1 Establishment and Name of Association 2

ARTICLE 2 Headquarters 2

ARTICLE 3 Legal Status 2

ARTICLE 4 Objectives 2

ARTICLE 5 Vision 3

ARTICLE 6 Mission 3

ARTICLE 7 Scope of Operations 3

ARTICLE 8 Membership and Obligations 3

ARTICLE 9 Cessation of Membership 4

**CHAPTER TWO: ORGANS OF THE ASSOCIATION**

ARTICLE 10 Organs of the Association 4

ARTICLE 11 Executive Committee (EC) 4

ARTICLE 12 General Assembly (GA) 5

ARTICLE 13 Termination of Membership in the Executive Committee 6

ARTICLE 14 Other Committees

**CHAPTER ONE**

**ESTABLISHMENT, NAME, OBJECTIVES, HEADQUARTERS AND MEMBERSHIP**

ARTICLE 1

**ESTABLISHMENT AND NAME OF ASSOCIATION**

There shall be an Association named **AKIM MANSO DEVELOPMENT UNION (AMDU)**

***ARTICLE 2***

**HEADQUARTERS**

The head office of **AKYEM MANSO DEVELOPMENT UNION (AMDU)** shall be at Akyem Manso in the Eastern Region of Ghana**.**

***ARTICLE 3***

**LEGAL STATUS**

1. AKYEM MANSO DEVELOPMENT UNION (AMDU) shall be a Non-Governmental, Non-Profit Making Association registered under relevant laws of the Republic of Ghana, and shall be capable of the following:
   1. Doing anything within the ambits of the law for the purposes of advancing the objectives of AMDU, **PROVIDED**  that the objectives of the Constitution of AKYEM MANSO DEVELOPMENT UNION (AMDU) shall not extend to for example, putting up or supporting candidates for any government or local authority, or elections which would make it a political party within the meaning of the laws relating to political parties.

***ARTICLE 4***

**OBJECTIVES**

The general objectives of the Association shall be as provided hereunder:

1. To help provide the infrastructural needs of Akyem Manso.
2. To monitor the effectiveness of, education and infrastructure strategies in, Akyem Manso.
3. To engage in the collection, analysis, evaluation and dissemination of information on activities that successfully enhance development in Akyem Manso
4. To work closely and create strong communication with the school governing board, research institutions, public and private sectors, and any other lawful agencies, in ensuring the provision of total development in Akyem Manso
5. To support primarily, brilliant but needy children by providing financial support at Vocational, Technical and Tertiary levels.
6. To help provide the logistical needs of Akyem Manso.
7. To identify and reward selfless and hardworking workers/personalities in Akyem Manso.
8. To organize volunteer involvement in the provision of infrastructure and educational, guidance and counselling support to the people of Akyem Manso.
9. To attract funds and apply them to activities aimed at achieving the objectives of the people of Akyem Manso.
10. To do any other activities that citizens of Akyem Manso may lawfully engage in and which are conducive to the attainment of the aim and objectives for which AMDU is established;

***ARTICLE 5***

**VISION**

AKYEM MANSO DEVELOPMENT UNION (AMDU) seeks to provide a local environment at Akyem Manso that will enhance the potential of students living in the school and it environ through access to welfare, health, education, commercial and industrial activities **(Ref. Article 8).**

***ARTICLE 6***

MISSION.

To give the citizenry and other people living in Akyem Manso and it environment the opportunity to enjoy the benefits of improved on quality education and infrastructure and to make the best out of the basic infrastructure towards an improved standard of living of the school.

***ARTICLE 7***

SCOPE OF OPERATIONS

The scope or coverage of the activities of AMDU shall be the following, unless otherwise amended:

Lobbying to secure Social Infrastructure Projects

Raising funds to finance projects/initiatives

Counselling and guidance to both students, stuffs and non-stuff

Financial incentives to bright but needy students

***ARTICLE 8***

**MEMBERSHIP AND OBLIGATIONS**

1. The membership of AMDU shall be open to the following:
   1. All the citizens of Akyem Manso who have attained the age who are willing to contribute in cash or kind to the development of Akyem Manso.
   2. All the continue people living in Asene Manso Constituency (AMA) or elsewhere who are willing to contribute in cash or kind to the development of Akyem Manso.
2. All eligible members shall have the right to vote
3. The obligation of AMDU members shall be to:
   1. Instil an atmosphere of transparency and accountability between and among themselves.
   2. Provide access to all forms of information pertaining and relevant to the functioning of the association.
   3. Support the creation of a democratic and participatory leadership within the association.
   4. Strive towards unity and avoidance of all forms of division among the members of the association.
   5. Promote and respect equality of all the members and avoid domination of the association by a member or group of members.
   6. Respect the autonomy and independence of members.
   7. Enhance the spirit of participation without danger of imposition and / or manipulation.
   8. Foster constant dialogue and sharing of resources, information, expertise, and responsibilities among the members.
   9. Maintain a high standard of professionalism in service.
   10. Promote and preserve the sanctity of this constitution of AMDU
   11. Attend all meetings under this constitution and discharge assignments.
   12. Participate in all activities of the association.
   13. Observe personal integrity, dignity, respect and rights of other members.
   14. Refrain from influencing the association or its members in any way or manner, which may appear to prejudice the status of the association.
   15. Duly pay all fees agreed upon by the association.
   16. **Avoid political partisanship, tribal and religious discrimination and traditional authority conflicts in an absolute sense.**

***ARTICLE 9***

**CESSATION OF MEMBERSHIP**

1. A member of the Association shall cease to be a member due to the following occurrences:
   1. If a member conducted himself/herself contrary to the objectives of the constitution.
   2. If a member fails to attend Annual General Assembly meetings for two (2) consecutive years without notice.
   3. Death of a member.
   4. Upon written resignation of a member and acceptance of same by the Executive Committee.

**CHAPTER TWO**

**ORGANS OF THE ASSOCIATION**

***ARTICLE 10***

**ORGANS OF THE ASSOCIATION**

1. There shall be the following organs of the Association:
   1. Executive Committee (EC)
   2. General Assembly (GA)

***ARTICLE 11***

**EXECUTIVE COMMITTEE**

1. There shall be the formation of a standing committee named **‘Executive Committee’** of the Association.
2. The Executive Committee (EC) shall consist of not less than five (5) but not more than eight (8) members including its **Chairperson** and **Deputy Chairperson**, the **Secretary**, **Organiser** and **Treasurer**.
3. No payment shall be made to the EC members except in respect of the direct cost incurred in the course of their duty in relation to the Association.
4. The EC shall meet at least four (4) times (GA meetings exclusive) to determine and review the performance of the Association.
5. There shall be special or extra-ordinary meetings in cases where there are special or extra-ordinary issues to be determined.
6. The EC shall perform all activities of the Association in accordance with the constitution.
7. The EC shall have the mandate to form sub-committees and the like to assist in the running of the association.
8. It shall advise on the development of plans to manage and mobilize resources for implementation of the activities of the Association.
9. Supervise the proper use of funds, according to the rules of the Association.
10. The EC shall ensure transparency and accountability of use of funds.
11. Any member of the EC shall hold office for a term of two (2) years and may be re-elected, if necessary, by the General Assembly at the Annual General Meetings.
12. Minutes of committee meetings shall be made available to all members
13. The EC may temporarily fill any vacancy arising amongst the EC members from members of the GA until the next General meeting of members when an election should take place.
14. It is not desirable that two executive post holders i.e. Chair and Vice Chair be members of the same household (please also note finance arrangements). Other committee posts can be filled from the same household by agreement with the general membership.

***ARTICLE 12***

**GENERAL ASSEMBLY**

1. General Assembly (GA) shall be composed of all members of the Association.
2. The GA shall meet **QUARTERLY** (every 3 months) and a 14-day notice shall be given to members for the GA Meeting, notice of which shall contain the agenda, date, time, and venue for the Assembly. For instance, January, April, July, October, December (AGM).
3. There shall be special or extra-ordinary meetings in the case where there is a special or extra-ordinary issue to be determined.
4. The GA meeting shall be convened by the Executive Committee.
5. The key functions of the bi-annual GA meeting shall be:
   1. Evaluate and discuss performance of the Association.
   2. Discuss and deliberate on various policies, vision, and directions for the future.
   3. Discuss and deliberate on structural changes in the other organs of the Association, previously agreed upon by the EC.
   4. Formulate and recommend criteria to be used in the allocation of funds by the Association.
   5. Amend, repeal or enact the Constitution.
   6. Approve or disapprove annual report, budget and audited report.
6. The quorum for the GA shall be one-third (1/3) the number of the active members.
7. The General Assembly shall have power to determine the acceptance or refusal for anyone to be a member of the Association. (Approve the admission of new members of AKYEM MANSO DEVELOPMENT UNION (AMDU).
8. It shall also have the power to declare cessation of membership of any member in accordance with Article 9. However, the GA may opt to suspend the said member instead.
9. The GA shall elect Chairperson, Deputy Chairperson, Secretary, Organiser and Treasurer among themselves who shall hold office for the term of two (2) years and may be re-elected if necessary.

***ARTICLE 13***

**TERMINATION OF MEMBERSHIP IN EXECUTIVE COMMITTEE**

1. Membership of the EC can be terminated due to any of the following:
   1. Death of member
   2. Written resignation
   3. Convicted of criminal offences by a court of competent jurisdiction
   4. Sentenced to jail
   5. Insanity or
   6. Removal by the GA.
2. The EC may vote by majority vote to terminate a person’s membership of the EC.
3. Upon termination, the said member will be served a one-month’s notification prior to termination of membership of the EC.

***ARTICLE 14***

**OTHER COMMITTEES**

1. The EC has the mandate under this Constitution to form various committees for the following purposes:
   1. Project Implementation
   2. Fund Raising
   3. Membership Drive
   4. Monitoring the Use of Funds
   5. Financial Auditing
   6. Discipline
   7. Any other purpose in line with objectives of Association.
2. These organs when formed shall act as sub-committees to the EC who shall oversee the work of the sub-committee.

**CHAPTER THREE**

**ADMINISTRATION AND MANAGEMENT**

**ARTICLE 15**

**COMPOSITION OF THE EXECUTIVE COMMITTEE**

The composition of the Executive Committee shall be:

1) Chairperson

2) Deputy-Chairperson

3) Secretary

4) Treasurer

5) Organizer

**ARTICLE 16**

**THE CHAIRPERSON**

1. The EC shall have a Chairperson who will be elected by the General Assembly (GA) by majority vote and will hold the office for a term of two (2) years and may be re-elected only once if necessary.
2. In case of the absence of the Chairperson and Deputy-Chairperson, the members present shall appoint one of them to take over the vacancy of a Chairperson.
3. In the event that the office of the Chairperson is vacant, the Deputy-Chairperson shall discharge duties and functions of the Chairperson until the GA elects another Chairperson.
4. Duties of the Chairperson shall be to oversee all activities of the Association and to chair meetings.
5. Subject to the other provisions of this Constitution, the office of the Chairperson shall be considered vacant upon the occurrence of the following events;
   1. Written resignation of the Chairperson,
   2. Death of the Chairperson,
   3. Disqualification of the Chairperson from holding the office,
   4. Suspension, impeachment or dismissal from office by the GA,
   5. Any other event or occurrence that may lead to the office of the Chairperson to be vacant.

**ARTICLE 17**

**DEPUTY CHAIRPERSON**

1. There shall be the office of Deputy Chairperson of the Executive Committee, who shall be the principal assistant to the Chairperson in respect of all matters concerning the Committee and the General Assembly.
2. The Deputy Chairperson shall preside over all duties of the EC and the GA in the event the Chairperson is absent.
3. His/Her terms of office shall be as that of the Chairperson.
4. He shall be elected and may be re-elected if necessary, by the GA.

**ARTICLE 18**

**SECRETARY**

1. The Secretary shall be responsible for the keeping of all documents and records of the EC and the Association and shall report to the GA or the EC of the Association, depending on the nature of the matter.
2. He/She shall assist the Chairperson and Deputy Chairperson to execute and coordinate activities, programmes and plans of the Association.
3. He/She shall be the Secretary to all meetings in that respect and shall be responsible to take notes, minutes or record speeches made in the meetings.
4. He shall keep and continuously review a list of communication addresses and telephone numbers of all members of the association.
5. He shall notify members of meeting of the association on due dates.
6. He shall perform all other duties that may be assigned to him by the Chairman.
7. He/she shall be engaged for a period of two (2) years.
8. He/she may be re-elected only once if necessary, by the GA.
9. He/she shall perform such duties as shall be assigned by the GA or the EC.

***ARTICLE 19***

**THE TREASURER/FINANCIAL SECRETARY**

1. The treasurer shall be the financial controller of the Association, serve for a period of two (2) years, after which he/she may be re-elected by the GA where necessary.
2. The treasurer will have the following duties:
   1. Maintain the books of accounts of the Association;
   2. Prepare quarterly and annual financial statements for consideration by the EC of the Association;
   3. To effect payments on behalf of the Association
   4. Be responsible for the implementation of sound financial control over the operations of the Association and the EC to ensure that the accounts are in accordance with the international standards of accounting
   5. Be responsible for the preparation of the budget and presentation of same to the EC.
   6. Be responsible for the determination of the financial position and the preparation of statement of accounts as may be required
   7. Furnish the GA and the EC with reports on the finances of the Association.
   8. Perform such duties as shall be assigned by the GA or the EC.

***ARTICLE 20***

**ORGANIZER**

1. He shall organize the members of the Association in the execution of activities lined up by the EC.
2. He shall perform other duties that may be assigned to him by the EC.
3. He shall serve for a period of two (2) years, after which he/she may be re-elected by the GA where necessary.

***ARTICLE 21***

**ELECTION PROCEDURE**

1. All Office bearers may hold such for a period not exceeding two consecutive terms.
2. Subject to the provisions of this Constitution, a term limit shall be equal to two years.
3. Unless as the context may otherwise require, elections of the office bearers shall be held during the Annual General Meeting.
4. Subject to the provisions of this Constitution, the method of voting during Executive and General meetings shall be by secret ballot.
5. The EC shall have powers to nominate three competent persons to an extraordinary general meeting among whom the presiding officer for the general elections shall be selected one month before the elections provided that no such person shall have connections with or be part of the organization.
6. Handling and taking over of offices shall be done within five working days from the date of elections.

***ARTICLE 22***

**MEETINGS**

1. There shall be EC meetings following the procedures below;
2. The EC shall meet at least four (4) times to conduct business at such times and places the chairperson shall choose.
3. The quorum at the EC meeting shall be two thirds of the members.
4. The EC may invite any persons of specialized training and knowledge to its meetings for purposes of advising the committee provided that such persons shall not have powers to vote.
5. Subject to the provisions of this constitution, the EC may regulate these procedures.
6. There shall be General Meetings organized in the following manner;
7. The EC shall convene an Annual General Meeting (AGM) quarterly, to be known as the General Assembly Meeting and this shall be specified in the notice calling the same.
8. At the AGM, the GA shall be presided over by the chairperson of the EC.
9. The Secretary of the EC shall circulate the notice of the meeting and the agenda one month before the meeting.
10. Determination of any issue at the AGM shall be by a simple majority vote of the registered members present in person and no proxies shall be allowed. The chairperson shall have a casting vote at the general assembly in the event of a tie.
11. The quorum at any General Assembly shall be one third (1/3rd) of the total number of active members.
12. The general meetings of the GA shall take place at such places and time and dates as the EC may appoint, provided that where the EC fails to do summons for the meeting by four (4) calendar months without reasonable cause, any registered member may cause the call of the general assembly by petitioning the Secretary and serving copies to all EC members.
13. Subject to the provisions of this constitution, the general assembly may regulate its procedures.

***ARTICLE 23***

**DISCIPLINE OF MEMBERS**

1. The EC shall have powers to suspend any member from the Association if such a member acts and/or conducts himself/herself in a manner prejudicial to the interests of the Association.
2. The duration of such suspension shall be at the discretion of the EC provided it shall be reasonable in the circumstances.
3. The suspended member shall have the right to appeal to the GA within three (3) weeks from the date of the decision of the EC.
4. The GA shall have powers to reinstate, further suspend or expel such a person.
5. Disciplinary Actions may include fines as a means of generating funds. The amount of fine shall be determined by the EC.
6. In case of a disagreement with the decision of the GA, the aggrieved party shall be at liberty to petition the EC for further management of the matter at hand.

***ARTICLE 24***

**FUND RAISING**

1. In order to carry out the purposes of the Association the EC may, on behalf of and in the name of the Association, raise funds via various activities

* The Association shall raise funds through the following avenues:

- Special Fund-raising events during festive seasons (New Year, Easter Sunday, Traditional Festival Day)

- Special levies

- Annual dues

- Disciplinary fines

- Proposals for assistance to public agencies and private corporate entities

- Any other avenue that the EC may find appropriate.

1. All levels of contribution regarding items 2b – 2d above shall be determined by the EC and approved by the GA at a General Meeting.
2. All levels of contributions shall be reconciled in the Association’s Annual Report.

**CHAPTER FOUR**

**AMENDMENT OF THE CONSTITUTION AND FINANCIL ADMINISTRATION**

***ARTICLE 25***

**ALTERATION OF THE CONSTITUTION**

The GA shall alter this Constitution as follows:

1) By giving 21-day notice before the meeting by giving the particulars of the article or matter to be amended, repealed, enacted or added.

2) The quorum shall be two thirds (2/3rd) of all active members of the GA.

3) For the purposes of amending, repealing or adding any article to this constitution, the two thirds (2/3rd) votes of the members present is needed.

***ARTICLE 26***

**BANK ACCOUNTS, FINANCIAL YEAR & AUDITING**

1. **BANK ACCOUNTS**
   1. The Association shall have its own bank account(s) and the signatories shall be as follows:
      1. The Chair-person of EC
      2. The Treasurer of EC
2. **FINANCIAL YEAR**

The financial year of the Association shall commence on the 1st January and shall end on the 3st December of each year.

1. **AUDITING**
   1. The GA shall annually appoint a reputable independent auditor to conduct audit of the Association annually and submit to the GA as an annual audit report in writing.
   2. The entire Association accounts, records and documents shall be open for inspection of the auditor at any time.
   3. An auditor shall remain an independent person and his/her report shall be publicly declared/presented at the GA.
   4. As a cost-saving measure, the GA may opt to appoint the auditing team from among the GA and such appointments shall be based on the qualification of persons and a simple majority vote by members.

***ARTICLE 27***

**FINANCIAL ADMINISTRATION**

1. The funds of AKYEM MANSO DEVELOPMENT UNION (AMDU) shall come primarily from sources indicated in Article 24 (2) (a – f).
2. AMDU shall accept funds from any source whatsoever, provided the same are legitimate and the receipt thereof is not contrary to the general philosophy and principles governing the Association.
3. The Funds received or generated by AMDU shall be applied **ONLY**, to the activities of the Association.
4. The Treasurer shall prepare an appropriate annual budget that will be approved by the GA.
5. The budget shall make provision for all the estimated expenditure of the Association for the relevant financial year and for reserve funds of contingent liability.
6. No expenses shall be incurred for the purposes of any activity except in accordance with the annual budget or in appropriate circumstances, with the authorisation of the GA.
7. The books of account shall be kept at the registered office or head office of the Association, or at such other place or places as the GA think fit, and shall always be open to the inspection of the members.
8. The EC Secretary shall from time to time cause to be prepared and to be laid before the GA, balance sheets and reports as to financial status of the Association.
9. A copy of every balance sheet (including every document required by law to be annexed hereto), which is to be laid before the GA together with a copy of the auditor's report, shall not less than seven days before the date of the AGM be served to all persons entitled to attend.
10. The EC shall develop financial regulations, which will be approved by the GA.