



## Constitution of the Ghanaian Women Association Berlin



### Section 1

#### *Name, Seat, Financial Year:*

- a) The organisation shall be called Ghanaian Women Association Berlin. It shall be registered with the Register of Associations and thereafter use the title "e.V." (eingetragener Verein).
- b) The seat of the organisation shall be in Berlin
- c) The financial year of the association shall be the calendar year.

### Section 2

#### *Aims and Objectives:*

- a) It is an independent and non-profit-making organisation.
- b) Establishing fraternity and the sense of brotherhood among Ghanaians and Germans in order to promote understanding and tolerance towards different cultures. Striving for unity among Ghanaians and their German neighbours.
- c) Keep in touch with each other, exchange experiences for the benefit of all in order to solve their common, personal and social problems.
- d) Develop and maintain their cultural prestige by frequent activities and where possible through combined activities.
- e) To keep members informed of the social, economic and cultural developments at home.
- f) To disseminate positive information about Ghanaian women.

### Section 3

#### *Membership:*

- a) The membership shall be opened to all Ghanaians and Ghanaian-Germans resident in Berlin.
- b) The Membership becomes invalid on the death, resignation or dismissal of a member.
- c) Resignation can be made at anytime. It should be written to the Executive. Dues must be paid monthly and the dues are not refundable.



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### Section 4

#### *Organs of the Association:*

- a) The general members meeting (ordinary and extraordinary)
- b) The executive committee
- c) The advisory board.

### Section 5

#### *The General Members Meeting (Ordinary and extraordinary)*

- a) It shall be the highest decision-making organ of the organisation. Decisions shall be taken by a simply majority. In case of "deadlock", the President's vote shall be decisive.
- b) It shall meet once a month. Invitation shall be sent in writing or through telephone calls for meetings, indicating the agenda, date, time and place of meeting.
- c) The executive committee, by a simple majority shall convene an extraordinary meeting at any time.

### Section 6

#### *The Executive committee*

The executive shall run the affairs of the association and draw up programme of activities as shall be necessary for carrying out the aims, for example, organising cultural evenings. To arrange all forms of celebrations, ordinary and emergency meetings.

- a) Composition of the Executive Committee:
  1. The President
  2. The Vice-President
  3. The secretary
  4. The Vice and Organizing Secretary
  5. The Treasurer



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### 1. The President:

The President shall act as the head of the executive committee. The president shall preside over all meetings and sign all minutes taken at meetings when carried out by simple majority. The President and the Secretary shall represent the association at all official meetings and functions. The President shall represent the association legally or otherwise, in her absence, the Vice-President and additional member of the Executive shall perform that function. The President shall help the secretary in preparing agenda for all meetings.

### 2. Vice-President:

She shall assume the rights and duties of the President in absence of the latter. In the absence of the Treasurer, the Vice-president shall act in her place.

### 3. The Secretary:

The Secretary shall consult the President to draw up the agenda for all meetings. She shall take down the minutes of all meetings and see to it that all decisions taken at the meetings are implemented. She shall deal with the correspondence of the association. The Secretary shall help the President in arranging any extraordinary meeting. She shall issue attest and documents to the members, who may need them in consultation with the President.

### 4. The Vice and Organizing Secretary:

She shall help the President and the Secretary in conducting meetings and all other functions. She shall act in the absence of the Secretary. She shall inform members of any new developments relevant to the association and carry out all publications. The Vice-Secretary, who shall at the same time be the co-ordinator, shall be responsible for all social matters, for example organising fund-raising and cultural activities.

### 5. The Treasurer:

The Treasurer shall see to it that all dues are paid by the members. She shall keep records of income and expenditure of the association. She shall prepare the budget of the association for discussion at meetings. She shall deposit the money of the association at any bank or any public financial institution in the name of the association. The Treasurer and the President shall sign all cheques.



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### Section 7

#### *Election:*

- a) Each member has one vote
- b) At least ten members of the association shall form a Quorum at a general meeting
- c) A nominee for an election should have paid her dues up to date
- d) An election shall be by a simple majority of the members present
- e) All candidates must express their willingness to sacrifice for the association
- f) If a quorum is not formed in accordance with § 7b after two consecutive meetings, the executive committee shall be dissolved and a committee of three elected to run the affairs of the association. The composition of the committee shall consist of a President, Secretary and Treasurer.
- g) A nominee for an election shall be a person of good conduct
- h) A nominee for an election shall be present at the Election Day. In case a nominee is unable to attend the meeting at the election day, a written statement must be presented to the house indicating the willingness on the part of the nominee to accept the position if elected.

### Section 8

#### *Tenure of office:*

The tenure of office of the executive shall be two years. A member of the executive committee or the entire executive can be removed from office before the end of term through a vote of no confidence. Two third majority is required at a general meeting

### Section 9

#### *Quorum:*

At least three members of the Executive Committee shall be present to form a quorum under the following conditions.

- In the absence of the President and her Vice, the Secretary must act as the president
- In the absence of the Secretary and her Vice, the President and her Vice, shall be present to take the function of the Secretary



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### Section 10

#### *The Advisory Board:*

- a) The members of the Advisory Board shall advise the Executive Committee in the administration of the organisation
- b) Members of the Advisory Board shall not be members of the association
- c) Membership of the Advisory Board requires the approval at a general meeting on the recommendation of the Executive Committee

### Section 11

#### *Finance:*

- a) A financial report shall be made at the end of every function or activity. An overall report shall be prepared at the end of every year
- b) The dues shall be 5.00 Euro a month. A registration fee of 10.00 Euro shall be paid at the time of enrolment
- c) The Executive Committee may spend up to 250.00 Euro in a financial year without prior approval at a general meeting. Such an action requires the unanimous approval of the members of the Executive Committee.
- d) The money of the association shall be used only on activities that conform to the constitution. The members are not entitled to the assets of the organisation in their capacity as members
- e) Members shall not be entitled to assets of the association on resignation
- f) In case of dissolution, the assets of the organisation shall be handed over to a recognised charitable organisation. Such a decision must be approved by the House
- g) The money shall be deposited in a public institution
- h) The Executive shall organize social functions to raise money for the association. The Executive when necessary shall seek for financial assistance from benevolent institutions.
- i) At the end of every six months the general meeting shall elect two auditors (excluding members of the executive) to examine the books of the association and make the necessary recommendation



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### Section 12

#### *Amendment:*

- a) The amendment of the constitution shall be done at a general meeting on the recommendation of the Executive Committee with two-thirds majority approval of members present.
- b) All changes and amendments in the constitution must be made known to all members of the association and the organs in possessions of the constitution

### Section 13

#### *Miscellaneous:*

- a) Discipline in and outside the operation of the organisation shall be demonstrated by the members
- b) No single person or a group of persons within or outside the executive committee shall use the name of the association to organize a party or social functions
- c) A member, who fails to attend / or pay her dues three consecutive months without any tangible reason will have her membership terminated
- d) A member, who is not prepared to conform to the principles of the association, stands the risk of being suspended or asked to resign by a simple majority of the House. After suspension, the case shall be brought before a general meeting for confirmation. The member concerned has the right to defend herself before the general meeting
- e) All members shall attend meetings and be punctual as much as possible

### Section 14

#### *Dissolution:*

The Association shall be declared dissolved by a general meeting with two-thirds majority of the members present.