

**The Constitution**

**Ghanaian-Canadian Association of Saskatoon Inc.**

**Effective January 1, 2012**

**Revision 2**

**(This Constitution was amended on 20<sup>th</sup> December, 2014, at a general meeting held at 2020 college drive S7N 2W4, Saskatoon. SK (Saskatoon Field House)**

**Amendments in italics.)**

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## **Article 1: Interpretations**

In this Constitution, unless otherwise specified, the expression:

1.1 **Association** implies the Ghanaian-Canadian Association of Saskatoon Inc. (GCAS), herein referred to as GCAS.

1.2 The **Executive** means the President, Vice President, Secretary, Organising / Publicity Secretaries, Financial Secretary and Student Liaison Officer.

1.3 **Members** mean all registered individuals covered by the provisions of this Constitution.

## **Article 2: Name of the Association**

2.1. The Association shall be called **Ghanaian-Canadian Association of Saskatoon Inc. (GCAS)**.

2.2. This document shall be referred to as The Constitution of the Ghanaian-Canadian Association of Saskatoon Inc.

2.3. The Constitution applies to all members of GCAS.

## **Article 3: Objectives of the Association**

3.1. The Association shall be a non-profit organization

3.2. To unite and support one another, promote close relationships among Ghanaians and Canadians who reside in Saskatoon and its environs.

3.3. To socialize, exchange ideas and improve networking among members.

3.4. To promote the unique culture, language, tradition and heritage of Ghana.

3.5. To facilitate the settlement and integration of new Ghanaian immigrants into Saskatoon and its environs.

3.6. To collaborate with other sister Associations, professional bodies and any other groups in and outside Saskatoon in any matter and issue of mutual interest and benefit.

3.7. To initiate and/or support development projects in Saskatoon and Ghana.

#### **Article 4: Membership**

*4.1. Membership is opened to Ghanaians, spouses of Ghanaians and their children aged 18 years or more living in Saskatoon or Saskatchewan.*

*4.1.1. Membership shall be opened to non-Ghanaians with a reasonable prove of association with Ghana (example; friendship, business or other means deemed fit by elected officials of the association) living in Saskatoon or Saskatchewan.*

*4.2. An individual shall become a member upon completion and submission of a membership form.*

*4.3. Associate membership shall be opened to Ghanaians and non-Ghanaians who attend at least one event of the association per calendar year. Associate members have no benefits or privileges.*

*4.4. Honorary membership shall be conferred on non-members who have contributed to the growth and welfare of the Association. Honorary members have no benefits or privileges.*

*4.5. Membership cannot be transferred.*

*4.6. A member in good standing shall be a member whose dues is paid in full to the Association and has attended at least one event of the association in a calendar year.*

*4.7. All members shall have equal voting rights and privileges with respect to the election of executives of the association. Associate and honorary members are not eligible to vote.*

*4.8. A member shall be eligible to run for all executive positions if he/she is in good standing. Associate and honorary members are not eligible to run for executive office of the association.*

*4.9. A members' eligibility to run for executive office of the association shall be verified by the electoral committee if in doubt.*

## **Article 5: Funds and Auditing**

5.1 The Association shall open a bank account with a financial institution in the name of the Association.

5.2 There shall be three signatories to the Association's bank account: the president, the financial secretary and one other executive member to be decided on by the executives.

5.3 The Association shall generate funds from dues, levies, donations and any program that shall be organized by the Association for that purpose.

5.4 The Executive Committee shall appoint an external auditor to audit the accounts of the Association before the annual general meeting. The financial secretary shall furnish the Association with a financial report at the general meeting.

### **5.5 Dues**

- i. Members shall pay annual dues to the Association.
- ii. Annual dues shall be determined by the Executive members and approved by members at the annual general meeting.
- iii. Membership dues must be paid before March 31, which represents the end of the Association fiscal year.
- iv. Honorary members shall be exempted from payment of dues.

## **Article 6: The Executive**

6.1. The Executive members shall include: President, Vice President, Secretary, Organising / Publicity Secretaries, Financial Secretary and Student Liaison Officer.

6.2. When an executive position becomes vacant, the Executive shall appoint a member of the Association in good standing to that position until the next general meeting.

6.3. An Executive member may be appointed by the Executive as an ex-officio member of all committees within the Association.

6.4. An executive member shall be elected for a 2-year term of office. An executive member whose term of office expires shall be eligible for re-election.

6.5. An executive member may resign at any time by delivering a written notice of his/her resignation to the Executive.

6.6. An executive member shall be removed from office by a simple majority vote of the general membership.

6.7. An executive member on leaving office shall surrender all documents and assets belonging to the Association within two (2) weeks to the Executive.

6.8. The Executive shall form committees within the Association as it deems fit.

6.9. The Executive positions shall not be a paid position.

## **Article 7: Responsibilities of Executive Members**

### 7.1 President

- i. Shall in conjunction with the secretary convene all executive and general meetings.
- ii. Shall chair all executive and general meetings
- iii. Shall with the executive committee, plan and coordinate all Association events.
- iv. Shall in conjunction with other executive members act as liaison between the Association and government or external organizations.

### 7.2 Vice President

- i. Shall assist the president in carrying out duties outlined in Article 7.1.
- ii. Shall in the absence of the President act as the President.
- iii. Shall perform any other duties assigned by the president in consultation with the other Executives.

### 7.3 Secretary

- i. Shall in conjunction with the president convene all executive and general meetings.
- ii. Shall be responsible for recording and distribution of minutes of all meetings.
- iii. Shall be responsible for keeping all records of the Association.
- iv. Shall be responsible for the distribution of the agenda, and minutes of previous general meetings at least seven (7) days before the next general meeting.
- v. Shall ensure that all accepted minutes are signed by the president and the secretary.
- vi. Shall be responsible for the Association's correspondence.
- vii. Shall maintain an up-to-date list of the members of the Association.

### 7.4 Financial Secretary

- i. shall be responsible for the collection of dues, voluntary donations and any sponsorship to the Association
- ii. Shall ensure that all monies collected on behalf of the Association are deposited in the Association's bank account.
- iii. Shall keep financial records of the Association.
- iv. Shall be responsible for periodically updating the Association's assets list.
- v. Shall be responsible for the preparation of financial statement of the Association.
- vi. Shall submit all books to the internal audit committee for audit every quarter.
- vii. Shall file annual returns with the Corporations Branch and ensure the Associations registration is current.
- viii. Shall in conjunction with the Executives look for funding opportunities on behalf of the Association.

### 7.5 Organising / Publicity Secretaries

There shall be two organizing secretaries of the Association

- i. Shall team up with the Secretary on matters involving publicity: notifying and reminding members of the Association of upcoming events and programs
- ii. Shall communicate, organize and arrange meetings, picnics, fund-raising and any other events

- iii. Shall be responsible for promoting the Association, its events and activities.
- iv. Shall foster public goodwill and understanding toward other similar organizations and institutions.

#### 7.6 Student Liaison Officer

- i. Shall be the link between the Association and Ghanaian students and the University
- ii. Shall perform any other duties assigned by the Association

### **Article 8: Meetings, Quorum and Voting**

#### 8.1. Executive Meetings

- i. Regular executive meetings shall be held at least four times a year.
- ii. An emergency meeting of the Executives can be called at the request of any two of the executives members. An impeachment process, hospitalisation and bereavement of a member may qualify as an emergency.
- iii. At the executive members meetings, a quorum shall be deemed to be the attendance of any five (5) members of the Executive.

#### 8.2 General meetings

- i. Regular meetings of the general membership shall be held once in a year. Special meetings of the general membership may be called by the Executive.
- ii. A quorum shall exist at any meeting of the general membership where at least ten (10) persons of the general members are in attendance with at least 3 of the Executive.
- iii. Minutes of previous meeting shall be circulated to members at least one month before the next general meeting.
- iv. All members shall be notified of meetings and agenda at least one month before the meeting. A reminder shall be sent at least one week before the meeting.
- v. All decisions shall be considered binding by a simple majority vote of the members present.

### **Article 9: Elections**



### 9.1 Electoral committee

- i. . An electoral committee shall be formed at a general meeting in the election year to conduct, supervise and declare the results of all elections.
- ii. The electoral committee shall consist of three (3) members and shall start its duties three (3) months prior to elections by opening nominations.
- iii. Nominations shall open three (3) months prior to elections; interested members shall nominate themselves or nominate other members for positions available.
- iv. The committee shall inform members of individuals who have filed nominations at least three (3) weeks to elections.
- v. A candidate shall be deemed elected by simple majority of the total valid votes cast. In an event of a tie there shall be run-off.
- vi. Each member shall have one (1) vote.
- vii. Proxy voting shall be allowed for members who will not be around at the time of voting. Such members shall inform the electoral committee of who they have authorized to vote on their behalf.

### 9.2. Eligibility to vote

- i. Shall be a member or an associate member of the Association.
- ii. Shall be a member in good standing.

### 9.3. Eligibility to become an Executive Member.

- i. Be a resident of Saskatoon and its environs.
- ii. Be a member as defined in Article 4 of the Constitution.
- iii. Be eligible to vote for the election for which they are nominated.
- iv. Not suspended, disciplined by the Association or convicted of any indictable offence.

## **Article 10: Events of the Association**

The Association shall organize at least four events every year, as follows.

10.1 March 6 - Ghana's Independence Day

10.2 July 1 Canada Day

10.4 October - Ghana night/cultural festival

10.5 December - Christmas get-together

10.6 The Association may also organize events to celebrate special occasions when the need arises.

### **Article 11: Membership Benefits**

The following are benefits that members will derive from the Association.

11.1 Birth - a card of congratulations from the Association and flowers

11.2 Sickness (when a person is admitted to the hospital for more than one day). - A get-well card and a basket of fruits.

11.3 Marriage - a card of congratulations from the Association, flowers and a \$100 donation

11.4 Death (of a member, his/her spouse, children, mother, and father). - A card of condolence and a \$100 donation.

### **Article 12: Elders and Patrons**

12.1 The Executive shall appoint elders and patrons from members of the Association.

12.2 An elder or patron who wants to contest for an executive position shall resign.

### **Article 13: Conduct and Disciplinary Procedure**

13.1 Disciplinary action may include but not limited to reprimand, suspension or expulsion. A reprimanded member does not lose any privilege in the Association. A suspended member shall lose voting rights and all privileges in the Association. An expelled member ceases to be a member of the Association. An executive member who is suspended or expelled shall lose their position

### 13.2 Investigation / Disciplinary Committee

- i. A formal complaint shall be made in writing and addressed to the Executive. The executives shall respond within seven (7) days upon receipt of the complaint.
- ii. An investigation / disciplinary committee comprising three (3) members shall be formed by the executives upon the receipt of a complaint to investigate and recommend disciplinary action(s).
- iii. The investigation / disciplinary shall investigate and submit a written findings and discipline to the Executive within thirty (30) days.
- iv. Where an executive member is involved or there is a conflict of interest in the complaint, the said member shall be excused from the investigation / disciplinary committee appointment process.

### 13.3 Appeal

- i. A reprimanded, suspended or expelled member can appeal to the Executive in writing within thirty (30) days.
- ii. A member whose membership has been revoked may re-apply to be a member after one year.

### 13.4 Impeachment

- i. An executive member can be impeached by a simple majority vote of members based on the recommendations of the investigative/disciplinary committee

## **Article 14: Constitutional Amendments**

- i. This constitution may be amended by a simple majority of members in good standing.

ii. Notice of all proposals for constitutional amendments shall be given in writing to the Secretary or in the absence of the secretary any other executive member. The proposed amendment(s) shall be included in the agenda for the next meeting.

iii. The notice of amendment shall be signed by any seven (7) paid-up members of the Association.

### **Article 15: Interpretations**

i. In the event of confusion concerning any part(s) of the constitution the interpretation shall be presented to the Association at a general meeting to be voted on, and a simple majority shall carry the vote.

### **Article 16: Legal Action**

No legal action shall be brought against the Association, Executive, any person appointed by the Executive or any person acting on behalf of the Association by a member, previous member or a person acting on behalf of a member or previous member.