

**THE CONSTITUTION OF GHANA COUNCIL OF
GEORGIA INCORPORATED.**

HEREIN REFERRED TO AS:

Ghana Council.

PREAMBLE

We, Ghanaian residents of the State of Georgia, USA;

are **INSPIRED** by a common determination to promote unity and cooperation among Ghanaians, in response to the aspirations of our people at home and abroad for brotherhood/sisterhood and solidarity,

are **DEDICATED** to the general progress of our welfare, the well being of Ghana and that of Africa as a whole,

are **DETERMINED** to build and maintain through collective action, free discussion and other means of reasonable manifestation; our increased loyalty to Ghana and the continent of Africa, and

will **CO-OPERATE** with Ghanaian and non-Ghanaian organizations with common aims and objectives in the cause of Unity of Ghanaians in the State of Georgia, USA, the Development of Ghana, and the promotion of African Unity, do hereby establish this document as the constitution of the Ghana Council of Georgia, Incorporated.

ARTICLE I:

NAME

The name of the organization shall be Ghana Council of Georgia, Incorporated. Hereinafter referred to as, Ghana Council.

ARTICLE II:

DELINEATION

The State of Georgia shall constitute the boundaries of this organization.

ARTICLE III:

DEFINITION

The words – GHANAIAAN, ASSOCIATION, and COUNCIL shall have the following meaning in this constitution.

GHANAIAAN: A person of Ghanaian heritage: by birth, by adoption, or by naturalization.

ASSOCIATION: Any registered Ghanaian based association or society in the state of Georgia, USA.

COUNCIL: A body of representatives of member associations charged with the responsibility to promote the aims and objectives of the Ghana Council of Georgia Inc.

ARTICLE IV:

AIMS AND OBJECTIVES

The Ghana Council of Georgia Inc. shall be independent, non-denominational, non-political and not-for-profit organization. In keeping with the organization's certificate of incorporation, its objectives shall be to:

1. promote the general welfare and unity among Ghanaians
2. promote community sustenance and development
3. foster a sense of national pride among Ghanaians and promote the Ghanaian culture
4. participate actively in Ghana National affairs
5. establish and maintain friendly relations with people and organizations of Africans
6. promote better understanding and co-operation between Ghanaians and non-Ghanaians
7. honor and observe Ghana National days and the African Liberation Day
8. disseminate information on events of interest in Ghana and elsewhere to Ghanaians
9. develop fundraising mechanisms to support, promote and maintain the organization

10. setup agencies to promote social services to Ghanaians and non-Ghanaians as necessary,
11. establish relationships with the government of Ghana and its missions/affiliates in Ghana and abroad.

ARTICLE V:

MEMBERSHIP

1. Membership shall be open to any registered Ghanaian based association, organization, or society in the state of Georgia, USA with the exception that only one association shall represent the same ethnic group.
2. Membership of such association, organization, or society, shall be not less than ten (10) and its members cannot be of the same family. ***Such association shall be in existence for at least one (1) year.***
3. Prospective members shall complete membership application form and pay one-time, non-refundable registration fee of one hundred (\$100.00) United States dollars.
4. A committee will approve or reject the application giving reasons for approval or rejection in writing through the Executive Committee to the prospective member.
5. A rejected applicant (prospective member) will have the right to appeal a rejection to the General Council.

ARTICLE VI:

OFFICE

A principal office shall be located in the Metropolitan Atlanta area. The Ghana Council shall have and maintain a registered office and/or a registered agent whose office shall be identical with such registered office, as required by the United States non-profit act to facilitate correspondence. The Ghana ***Council*** shall have and maintain a registered mailing address, including a post office box.

ARTICLE VII:

STRUCTURE AND ORGANIZATION

The Ghana Council shall be made up of three members from each member association and any Ghanaian whom the members of the Ghana Council by majority decision will co-opt to be a member of the Ghana Council. Such co-opt members shall ***not exceed three at any giving time. Such co-opt members shall have proven record of association with and provide assistance to the Ghana Council. They shall not hold any executive office for the first six (6) months.***

The organizational structure of the Ghana Council of Georgia Inc. shall consist of:

1. The ***Board of Directors***
2. The Executive Committee

3. Advisory Board

ARTICLE VIII:

THE *BOARD OF DIRECTORS*

The Board of Directors shall be the policy making body of the council. It shall consist of at most one (1) of the official delegates representing each of the member association of the Ghana Council of Georgia Inc. and any or all of the co-opt members.

1. The Board of Directors shall be the policy making body of the Ghana Council of Georgia, Inc.
2. The Executive Committee shall be accountable to the Board of Directors.
3. The Board of Directors shall approve all committees and appointments of members to all committees and Ad hoc committees as proposed by the Executive Committee.
4. The Board of Directors shall approve projects and/or activities consistent with the objectives of the Council as proposed by the Executive Committee.
5. The Board of Directors may also propose projects and/or activities consistent with the Ghana Council's objectives to the Executive Committee for review. Such projects and/or activities shall be approved by the Board of Directors for implementation.
6. The Board of Directors shall confirm appointments to the Advisory Board as made by the Executive Committee.

ARTICLE IX:

THE EXECUTIVE COMMITTEE

The Executive Committee shall be the administrative body of the council. The Executive Committee shall consist of at most two (2) of the official delegates representing each of the member association on the Ghana Council of Georgia Inc. and any or all of the co-opt members. Members shall have the knowledge to manage the day to day affairs of the Council.

1. The Executive Committee shall nominate and elect a seven (7) member administrative body. The administrative body shall be made up of the Executive President, The Executive Vice President, The Executive Secretary, The Executive Financial Secretary, The Executive Treasurer, The Executive Public Relations Officer, and A Property Officer. The Executive President shall be a member of the Executive Committee. All other members of the administrative body shall be elected by the Executive Committee from the membership of the Council. Where necessary, the Executive Committee shall appoint and elect members (except the Executive President) to the Executive Committee from member associations or the general Ghanaian community.
2. The Executive Committee shall make appointments to all committees and Ad hoc committees. Such committees shall be confirmed by the General Council before it can commence work.
3. The Executive Committee shall propose projects and/or activities consistent with the objectives of the Council for the approval by the General Council before any such project and/or activity can begin.

4. The Executive Committee shall recommend persons of knowledge and expertise to the Advisory Board.

The Executive Committee shall consist of:

1. Executive President
2. Executive Vice President
3. Executive Secretary
4. Executive Financial Secretary
5. Executive Treasurer
6. Executive Public Relations Officer (EPRO)
7. Property Officer

ARTICLE X:

EXECUTIVE PRESIDENT

The Executive President will be elected from the membership of the Executive Committee. The Executive President must have the knowledge necessary to effectively manage the Council.

The Executive President shall:

1. be the Chief Executive of the Council responsible for all official correspondence and conduct business on behalf of the Ghana Council and as may be entrusted to him/her and under the superintendence and direction of the Board of Directors
2. chair all Executive Committee meetings
3. be responsible for the general administration of the Ghana Council of Georgia, Inc.
4. submit annual report on the state of affairs of the Council to the Board of Directors.

ARTICLE XI

THE EXECUTIVE VICE PRESIDENT

The Vice Executive President must have the knowledge necessary to effectively manage the Ghana Council, Inc.

The Executive Vice President shall:

1. act in the absence of the Executive President
2. perform all other duties as shall be assigned to him/her by the Executive President and/or the Board of Directors through the Executive President.
3. act in close cooperation with the Executive President in all matters.

ARTICLE XII:

THE EXECUTIVE SECRETARY

The Executive Secretary must have the knowledge necessary to effectively manage the Ghana Council of Georgia, Inc.

The Executive Secretary shall:

1. inform members of all General Council and Executive Committee meetings
2. take and read minutes of both General Council and Executive Committee meetings
3. maintain records, letters, and all other documents of the council
4. be responsible for all correspondence of the Council
5. act in close cooperation with the Executive President on all matters
6. perform all other duties as shall be assigned to him/her by the Executive President or the Executive Vice President
7. have the knowledge necessary to operate a non-profit business in the State of Georgia.

ARTICLE XIII:

THE EXECUTIVE FINANCIAL SECRETARY

The Executive Financial Secretary must be knowledgeable in financial administration. The Executive Financial Secretary shall be the financial advisor to the General Council. In such capacity, he/she shall be the chairperson of the Finance Committee.

The Executive Financial Secretary shall:

1. prepare financial statements and shall be the keeper of all general books of accounts. These shall consist of the following:
 - a. Books on the assets of the organization
 - b. Books on liability and equity of the organization
2. render proper accounting books and records for auditing
3. submit yearly (annual) budgets on behalf of the Executive Committee to the General Council.
4. have the knowledge necessary to operate a non-profit business in the State of Georgia.

ARTICLE XIV:

THE EXECUTIVE TREASURER

The Executive Treasurer must be knowledgeable in accounting and accounting principles and procedures.

The Executive Treasurer shall:

1. have the charge and custody of, and be responsible for all funds and securities of the council
2. receive and give receipts for monies due and payable to the council from any source whatsoever and deposit all such monies in the name of the council in such bank, trust companies or other depositories in accordance with the provisions of ARTICLE XXVIII SECTION (3) of the constitution

3. prepare financial reports of the council on semi-annual and annual basis to the General Council
4. avail the accounts of the council to an auditor of the General Council.
5. have safe custody of all accounting books and documents until the expiration of his/her term of office, when he/she shall deliver to his/her successor all monies and books of the council in his/her possession.
6. have the knowledge necessary to operate a non-profit business in the State of Georgia.

ARTICLE XV:

THE EXECUTIVE PUBLIC RELATIONS OFFICER

The Executive Public Relations Officer must be knowledgeable in matters of public relations.

The Executive Public Relations Officer shall:

be responsible for the dissemination of information on all activities of the Ghana Council of Georgia Inc.

1. make periodical press releases on matters pertinent to Ghanaians and Pan Africans
2. be responsible for the publication of a Newsletter of the Ghana Council of Georgia, Inc.

ARTICLE XVI:

THE PROPERTY OFFICER

1. The Property Officer will hold all properties of the Council in safe keeping
2. The Property Officer shall produce properties or any part of it when needed by the General Council or by the Executive Committee for work or activity to the benefit of the Council.
3. The Property Officer shall submit semi annual inventory to the Executive Committee and the General Council.

ARTICLE XVII:

THE ADVISORY BOARD

The Advisory Board shall be known as the “body of knowledge.” The Advisory Board shall advise the Board of Directors and the Executive Committee on specific matters including but not limited to legal, financial, tax, health, education, business, information technology, spiritual, culture and traditional matters. The board shall be made of up to nine members at any particular time. The members of the Advisory Board shall have no voting rights.

ARTICLE XVIII:

THE AUDITOR

1. Shall audit the financial books and records of the Ghana Council.
2. Shall prepare a report to the council on semi-annual basis or as directed by the Ghana Council.

ARTICLE XIX:

COMMITTEES

The following committees shall be formed by the Executive Committee for the approval of the Board of Directors:

1. Finance Committee
2. Programs and Planning Committee
3. Ad hoc Committees

ARTICLE XX:

FINANCE COMMITTEE

1. The Finance Committee shall be responsible for the generation and appropriation of funds to finance projects and activities of the council.
2. The committee shall comprise of a minimum of three (3) members including the Executive Financial Secretary, the Executive Treasurer, and a member of the Programs and Planning Committee. The other member(s) shall be appointed from the General Council, member association or from the general Ghanaian community by the Executive Committee.
3. The Finance Committee shall have the following members:
 - a. Financial Secretary
 - b. Treasurer
 - c. A member from Programs and Planning Committee
 - d. Other member(s).

ARTICLE XXI:

PROGRAMS AND PLANNING COMMITTEE

1. The committee shall comprise of a minimum of five (5) members including the Executive Financial Secretary and the Executive Treasurer. The other member(s) shall be appointed from the Board of Directors, member association or from the general Ghanaian community by the Executive Committee.
2. The committee shall initiate and maintain programs and activities of the council.

ARTICLE XXII:

ETHICS COMMITTEE

The Executive Committee shall appoint a five (5) member Ethics Committees that will approved by the General Council. Members of the Ethics Committee shall serve for a two year term. The Ethics Committee shall;

1. Monitor and ensure the compliance of rules and regulations of the Ghana Council of Georgia, Inc.
2. Investigate all acts of misconduct and recommend appropriate sanctions against the member if found guilty of misconduct or in violation of rules of conduct and of ethics.
3. Recommend revocation or reinstatement of membership of an offending member association or member(s) of the Ghana Council of Georgia, Inc.

ARTICLE XXIII:

AD HOC COMMITTEES

1. Ad hoc committees shall be formed by the Executive Committee as needed and approved by the Board of Directors.
2. Such committees shall be abolished and its members removed from office by the Executive Committee, whenever in its judgment, the:
 - a. committee has completed its work
 - b. best interest of the Council shall be served by such abolition and removal.
3. One such committee will be the electoral committee.

ARTICLE XXIV:

MEETINGS

1. The General Council shall meet at least once every two (2) months
2. The General Council and the other committees shall meet when the business of the council so demands
3. An emergency meeting of the General Council may be called by the Executive Committee or at the request of a member association of the General Council in consultation with the Executive Committee.
4. The Executive Committee shall meet at least once every month.
5. The Executive Committee shall meet at any time when the business of the council so demands
6. The Executive Committee may adopt technology, such as teleconferencing, for their meetings, however, such (non-face-to-face) meetings shall be limited to once every other month.

ARTICLE XXV:

QUORUM

A simple majority of members duly assembled at a General Council meeting shall constitute a quorum and shall superintend and conduct the business of the council according to the rules provided for the governments thereof.

ARTICLE XXVI:

ELECTIONS

1. Administrative Committee members shall be elected by secret ballot at an Executive Committee meeting.
2. Members of The Executive Committee shall serve for two years for a maximum of two terms.
3. An Executive President or any members of the Executive Committee whose term in office with their sponsoring association expires will continue to hold his/her office as a member of the Executive Committee if two-thirds of the members of the General Council is in his/her support.
4. Election will be held in February and handing over two months thereafter.
5. Qualification to vote shall be; full payment of dues by members' sponsoring association and active participation in three-quarters of yearly council activities.
6. *Nominations for elections shall commence one month before election.*

ARTICLE XXVII:

BY-ELECTION

In the event of any vacancy on the Executive Committee, that vacancy shall be filled by a secret ballot. Such successor shall hold office for the remainder of the term of the predecessor.

ARTICLE XXVIII:

SOURCES OF FUNDING

The Council shall derive its revenue from:

1. A one-time one hundred United States dollars (\$100.00) registration fee from all member organizations
2. A one hundred United States dollars (\$100.00) annual dues per member organization
3. Income from functions and other activities
4. Income from property owned by the Council
5. Contributions, grants, and donations from various organizations, foundations, and individuals

6. Special levies on the members organizations when the General Council deems necessary.

ARTICLE XXIX:

FINANCIAL RESPONSIBILITY

1. Operating cost of the Council shall be met from funds realized from:
 - a. Membership registration
 - b. Annual membership dues
 - c. Grants and donations
 - d. Other funds raised from functions during fiscal year subject to the approval of the General Council
2. The operating and other accounts of the council shall be audited and a report submitted to the General Council before June of every year
3. Funds of the Council shall be deposited in a bank account approved by the General Council
4. All checks, drafts or order of payment of money, notes or other evidence of indebtedness issued in the name of the Council shall be signed by at least two of the following: the Executive President, the Executive Vice President and the Executive Financial Secretary.

ARTICLE XXX:

CONTRACTS

The General Council shall authorize the Executive President to enter into any contract or execute and deliver any instruments in the name of and on behalf of the council. Such authority shall be general or confined to specific contract(s).

ARTICLE XXXI:

ETHICS AND CONDUCT

Members of the Ghana Council of Georgia, Inc. must hold themselves to the highest order of social and moral standard of conduct. In conduct members of the Ghana Council of Georgia must be open, honest, objective, careful, and hold themselves to highest order of integrity. Examples of codes of ethics to assist members of the Ghana Council of Georgia, Inc. include but are not limited to the following;

1. Profiting from, or enabling others to profit from inside information.
2. Giving or accepting gifts or services on behalf of the Ghana Council of Georgia without the knowledge of the Ghana Council.
3. Making promises on behalf of the Ghana Council of Georgia without the knowledge of the Ghana Council.
4. Irresponsible, indiscriminate, and knowingly releasing false information about the Ghana Council of Georgia or any of its members.
5. Attend meetings regularly and on time.

ARTICLE XXXII:

GIFTS

The General Council, represented by the Executive President, with prior approval of the Executive Committee shall accept on behalf of the Council any contributions, gifts, bequest or devise for the general purpose or for any special purpose of the council.

ARTICLE XXXIII:

BOOKS AND RECORDS

The Council shall keep accurate and complete books and records of account. Such books and records shall kept at the Councils registered office.

ARTICLE XXXIV:

FISCAL YEAR

The fiscal year of the Council shall begin on the first day of July and end on the last day of June in the Following year.

ARTICLE XXXV:

CERTIFICATE OF MEMBERSHIP

The General Council shall provide a certificate evidencing membership of the Council to each member organization. The certificate shall be signed by the Executive President and the Executive Secretary and shall bear the seal of the General Council. All certificates evidencing membership of the General Council shall be consecutively numbered. The name and address of each member organization and the date of issuance of the certificate shall be entered in the records of the General Council. If any certificate shall be lost, mutilated or destroyed, a new certificate shall be issued thereof upon such terms and conditions as the General Council shall determine.

ARTICLE XXXVI:

SEAL

The General Council shall provide a corporate seal which shall be in the form of a circle enclosing "GHANA COUNCIL OF GEORGIA, INC.

ARTICLE XXXVII:

INDEMNITY CLAUSE

All member associations, societies, organizations, members of the Ghana Council of Georgia, Incorporated, and the Ghanaian community in Georgia and all with association to the Ghana Council of Georgia, Inc. agree to hold harmless any member of Ghana Council of Georgia, Incorporated of and from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the work of Ghana Council of Georgia, Incorporated.

BYLAWS TO THE CONSTITUTION OF THE GHANA COUNCIL OF GEORGIA INCORPORATED.

POLITICS: Policies and activities of the Council should not be construed as representing any government or any political party

AUTONOMY: Each representing Association in the Council should be considered autonomous and free to pursue its own programs without undue interference from the Council. An Association may seek the assistance of the Council only in matters affecting the association or the general Ghanaian Community.

IMPEACHMENT OF LEADERSHIP:

The EXECUTIVE PRESIDENT, EXECUTIVE VICE PRESIDENT, OFFICERS OF THE COUNCIL and any MEMBER OF THE COUNCIL may be impeached by a simple majority of the council if such individual's activities, deeds and pronouncements are determined to be undermining, sabotaging and detrimental to the interest of the GENERAL GHANAIAN COMMUNITY. Such impeachment if undertaken by the Council should be communicated in writing and delivered to such individual's ASSOCIATION to be read in form and substance by an emissary appointed by the council

Adoption of the Constitution

This Constitution of Ghana Council of Georgia, Incorporated finalized and adopted on April 24, 2011 and signed by representatives of member associations present:

Okyeman Association of Georgia Mr. George Bitihene Signature.....

Date:.....

Ga Adangbe Association of Georgia Mr. Kwami Arthur Signature.....

Date:.....

Ewe Association of Georgia, Inc Mr. Christian Adedze Signature.....

Date:.....

Mfantsiman Association of Georgia Mr. George Atta-Annan Signature.....

Date:.....

Ghana Women Association of Georgia Ms. Evelyn Davis Signature.....

Date:.....

Okuapeman Association of Georgia Mr. Kwasi Aye-Addo Signature.....

Date:.....

Sealing of the Constitution

This Constitution of Ghana Council of Georgia, Incorporated sealed on this day of
..... 2011 and signed by representatives of member associations present:

Okyeman Association of Georgia Name:.....

Signature..... Date:.....

Ga Adangbe Association of Georgia Name:.....

Signature..... Date:.....

Ewe Association of Georgia, Inc Name:.....

Signature..... Date:.....

Mfantsiman Association of Georgia Name:.....

Signature..... Date:.....

Ghana Women Association of Georgia Name:.....

Signature..... Date:.....

Okuapeman Association of Georgia Name:.....

Signature..... Date:.....

Ghana Association of Georgia Name:.....

Signature..... Date:.....

