

CONSTITUTION OF ANUEBI IN THE UNITED KINGDOM

(Revised and Final)

1. NAME

The name of the Association shall be known as of this constitution THE ANUEBI ASSOCIATION hereinafter referred to as ANUEBI. It shall be registered with the Charity Commission, UK.

- 1.1 'ANUEBI' refers to anyone who considers him or herself of having an affiliation by birth, marriage, and education or otherwise with ANUM and to anyone who shares the objectives of the ANUEBI ASSOCIATION.

2. ADMINISTRATION:

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with the constitution by the members of the Executive Committee, constituted by clause 6, ("the Executive Committee")

3. OBJECTS

The Objects of the ANUEBI charity shall be:

To promote for the benefit of the people in Ghana, in particular those living in the Anum District by:

- (a) The advancement of Education
- (b) The relief of financial hardship
- (c) The relief of sickness and the preservation of health.

4. POWERS

In furtherance of the objectives but not otherwise the Executive Committee may exercise the following powers:

- (a) **Raise funds** and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any activities and shall conform to any relevant requirements of the law in support of projects undertaken by ANUEBI
- (b) to purchase the right in buildings or houses for the purpose of housing
- (c) to establish or support any charitable trusts, associations or institutions *as authorized by the Association..*

5. MEMBERSHIP

- a). The membership of the ANUEBI shall primarily be open to all as per item 1.1 of this constitution who are 18 and above with their children.
- b). An application for membership shall be sent to the secretary. Applicants shall agree to pay any annual subscription laid down from time to time by the
- c). Executive Committee and approved by ANUEBI at an AGM. All children in full time education are exempt from paying dues.
- d). Every member shall have one vote.

6. CESSATION OF MEMBERSHIP

A person shall cease to be a member when he/she:

- (a). Dies
- (b). Fails to pay contributions for a period of 12 months with no reasonable excuse
- (c). Resigns in writing. A member may resign by giving 3 months notice in writing
- (d). Takes the liberty to use the name of the group irresponsibly or misuse the funds of ANUEBI. The Executive will be compelled to expel such person or persons after being given 14 days to answer any allegation(s) against him/her before the executive committee.

7. THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of

- (a) The Chairperson
- (b) Vice Chairperson
- (c) Secretary
- (d) Assistant Secretary
- (e) Treasurer
- (f) Assistant Treasurer
- (g) Social and Welfare Officer
- (h) Two ordinary members from the membership.

8. MEETINGS

ANUEBI shall meet once a quarter the second quarter of which shall be designated The Annual General Meeting (AGM). The others will be called Ordinary Meetings. Provision can be made for Special Meeting as detailed in section 8.5.

8.1 The function of the AGM shall be:

- (a) To elect members of the executive committee and chair person
- (b) To receive the audited accounts;
- (c) To appoint an auditor
- (d) To seek any constitutional amendment
- (e) Transact any other general business of the Group.

8.2 Proceeding at Ordinary and Annual General Meetings

- (a). No business shall be transacted at any general meeting of the group unless a quorum of 5 of paid members is present.
- (b). If no quorum is present within half an hour of the time appointed for the meeting, if convened on requisition of the members, shall be dissolved, but any other general meeting shall stand adjourned.
- (c). The chairperson of the meeting may with the consent of majority of members present adjourn any meeting.
- (d). The Chairperson shall chair all meetings. In their absence, the Vice-chairperson shall chair. Otherwise, if there is no such chairperson or vice present or unwilling to act the members present shall elect a member of the Executive committee if any such person is present and willing to chair the meeting
- (e). Voting at meetings shall be by show of hands or by secret ballot at all meetings.

8.3 A general meeting shall be convened by at least 21 days notice in writing posted or delivered to every member at his/her address, specifying whether the meeting is ordinary, an annual, special or emergency meeting, stating the time, date, and place thereof, and the general nature of the business for which it is convened.

8.4 A notice or communication sent by post, email, telephone or text to a member at his/ her registered address shall be deemed to have been duly served 24 hours after being posted.

8.5 SPECIAL MEETINGS

A Special meeting shall be convened either upon an order of the executive committee, or the chair person or upon written requisition signed by not less than three paid up members, stating the purpose for which the meeting is to be convened. If within 14 days after delivery of requisition to the Group a meeting is not convened, the members who have signed the requisition may convene an Emergency General Meeting to transact business only mentioned in the notice convening the meeting.

9. COMMITTEE OF MANAGEMENT

- 9.1 The Group shall have an Executive Committee provided at paragraph 7 which shall manage the business of the Group.
- 9.2 The Executive Committee may from time to time co-opt for any period any suitable persons, whether members of the committee or on a sub- committee. Such persons may take part in the deliberations of the committee or sub-committee as the case may be and vote at any meeting thereof, on all matters excepting those directly affecting membership of the group or election of Executive members. A simple majority by the Executive Committee may remove a co-opted member.

10 PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- 10.1 The committee shall meet every three months, the secretary giving notice as per clause 8.4 in writing, by phone or email. Such meeting shall be held a fortnight before a general meeting
- 10.2 One-third of the Executive committee members shall form a quorum.
- 10.3 Should any member fail to attend the committee meeting for a maximum number of three times without reasonable excuse, the committee shall recommend to a general meeting for his/her removal from the committee.
- 10.4 Meetings of the committee shall be called by the secretary at the instant of the chairperson. Should the secretary and chairperson fail to convene a meeting as provided above, two committee members who have given notice in writing specifying the business to be transacted may call the meeting. Any decision taken at such a meeting shall be valid.
- 10.5 No other business shall be done at the meeting than business named in the said Notice.

11. OFFICERS OF THE ASSOCIATION

- 11.1.1 The chairperson shall be responsible for the overall management of the Group, responsible for orderly control of both general meetings and executive committee meetings, and shall sign transactions and be one of the signatories to the bank account.
- 11.1.2 The secretary shall write the minutes of all meetings, write letters receive correspondence, register members and deal with all usual secretary work.
- 11.1.3 The treasurer shall receive moneys, keep proper accounts and books, submit the accounts to be audited by nominated external auditors before annual general meeting, and or produce a proper account when demanded by members or executive committee.

12. ELECTION

- 12.1 The executive members shall hold office for one calendar year *of the Group*.
- 12.2 With the exception of the Chairperson and the Vice-Secretary who retire after two years, all the Executive Committee shall retire from office at the end of Group year.
- 12.3 A retiring Executive Committee member shall be eligible for re-election for another year.
- 12.4 At the AGM, members shall be nominated on the floor for any position of the group
- 12.5 Any person who secured a simple majority of votes shall be deemed elected for the current year.

13. FINANCE

- 12.1 Every member of the Group shall pay an annual subscription to be decided at annual or special general meeting. Payment can be made by quarterly instalments either by cash or Direct Debit.
- 13.2 An account in the name of the ANUEBI shall be opened with a bank or building society. The signatories of the account shall be The Chairperson and The Treasurer and the secretary.
- 13.3 All moneys received, except petty cash shall be paid into the accounts of the ANUEBI
- 13.4 All payments shall be approved by the chairperson and shall be paid by the Treasurer
- 13.5 All expenditures exceeding £50 shall be made only with the approval of the executive committee. Any payment exceeding £50 shall be reported to the Executive Committee within fourteen days.
- 13.6 All payments exceeding £25 shall be made by crossed cheques.
- 13.7 All cheques shall be prepared and signed by the treasurer and counter-signed by the chairperson or the secretary.
- 13.8 All payments made to the treasurer shall be acknowledged by a three-in-one receipt, the original shall be given to the person who makes the payment, the duplicate shall be kept on file by the financial secretary and the triplicate by treasurer.
- 13.9 All receipts shall be kept on file by the financial secretary or treasurer.
- 13.10 The financial year of ANUEBI shall run from April to March. The treasurer shall present a financial statement at the AGM.

14. STANDING ORDERS

14.1.1 The executive committee shall have power to make regulations as laid, or amend the standing orders and submit for approval at a meeting of the whole group.

14.2 Any rule in the standing orders in conflict with any section of the constitution shall be null and void.

14.3 Alteration or amendment of the Group.

14.4 The clauses of the constitution and the dissolution clause may be altered or amended, repealed or added to by a resolution by a two third majority of the paid up members of ANUEBI who are present in person at special general meeting convened for this purpose and of which notice has been served upon every member at last known address. No amendment shall be made which would cause the Group to cease to be a charity law.

15. DISSOLUTION

15.1 The association may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a special general meeting convened for the purpose of which fourteen days notice shall have been given to the members. Any surplus assets remaining after the satisfaction of all outstanding debts and liabilities shall not be paid or distributed amongst the members of the Group but shall be given or transferred to such other charitable institution(s) having objects similar to the Group as the executive committee with the approval of the members shall decide.

16. AMENDMENTS

No amendment shall be made to this constitution except by a resolution passed by a majority of not less than two-thirds of members present and voting at a general meeting convened for the purpose.

This constitution was adopted at the Annual General Meeting on 20th December 2008

I certify that this is a true copy of the constitution of ANUEBI ASSOCIATION.

Signed.....

Chairperson

Date.....

Signed.....

Secretary

Date.....