

# **The Constitution 2011**

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## **Ghanaian-Canadian Association of Saskatchewan**

**Effective  
January 1, 2011**

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## **Article 1: Definitions**

- 1.1. In this Constitution, unless the context otherwise requires, the expression:
  - A) ‘*Association*’ means the Ghanaian-Canadian Association of Saskatchewan.
  - B) ‘*Executive members*’ means the President, Vice President, Secretary, Public Relations Officer, the Treasurer and any members-at-large appointed by the President.
  - C) *GCAS* means Ghanaian Canadian Association of Saskatchewan.
  - D) ‘*General members*’ means all individuals in good standing covered by the provisions of this Constitution.

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

- 2.1. The name of the association shall be the **Ghanaian-Canadian Association of Saskatchewan (GCAS)**.
- 2.2. The Constitution shall be cited as The Constitution of the Ghanaian Canadian Association of Saskatchewan, 2011.
- 2.3. The Constitution applies to all members of the GCAS.

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

- 3.1. To unite and support one another, and promote close relationships among Ghanaians and Canadians residing in Saskatchewan.
- 3.2. To socialize, exchange ideas and share beneficial information among members.
- 3.3. To preserve the unique culture, language, tradition and heritage of Ghana.
- 3.4. To promote public awareness of Ghanaian culture and heritage in Saskatchewan.
- 3.5. To provide a cordial social environment that will facilitate the settlement and integration into Saskatchewan of Ghanaians new to the Province.

## **Article 4: General Membership**

- 4.1. Membership of the Association shall be open to all members of the Ghanaian community and friends of Ghana.

- 4.2. Membership shall also be open to non-Ghanaian individuals such as spouses of association members. They shall be called “Associate Members”.
- 4.3. All Members, including Associate Members, shall have equal rights and privileges with respect to the election of the Executive members of the Association. “Associate Members” are not eligible to run for executive positions.
- 4.4. Membership cannot be transferred.

#### **Article 5: Registration and Dues**

- 5.1. Members shall register and shall pay annual dues to the Treasurer. The Treasurer, at the beginning of each year, will remind members to pay their dues.
- 5.2. Annual dues shall be determined by the executive members and approved by the general membership. Dues approved may apply over several years until a new amount is determined by Executive and approved by general membership.
- 5.3. Membership dues must be paid before March 31, which represents the end of the Association’s fiscal year.
- 5.4. The following class of persons shall be exempted from dues payment: retired persons and persons below 18 years of age.

#### **Article 6: Executive Members**

- 6.1. The executive members shall include at least five persons: President, Vice President, Secretary, Public Relation Officer, and the Treasurer. Other positions can be included as required and approved by Executive members.
- 6.2. When an executive position becomes vacant, the remaining executives may appoint a member of the association in good standing to that position for a maximum period of three (3) months.
- 6.3. Responsibilities of the Executive members shall be:
  - A) *President*
    - Shall convene and conduct all executive and general meetings.
    - Shall be an ex-officio member of all committees within the association.
    - Shall, with the Executive committee, plan and coordinate all association events.
    - Shall be responsible for all decisions and actions of the Executive.
    - Shall have the power to negotiate all agreements and legal matters on behalf of the association.
    - Shall act as liaison between the association and government or external organizations.

- Shall be responsible for all duties not defined under any of the other Executive duties. The duties may be performed by the President, or delegated to other members of the Executive, as the President sees fit.
- B) *Vice President*
- Shall assist the president in carrying out duties outlined in Article 6.3 (A).
  - In the absence of the President, or should the President prove unable to perform the duties described in Article 6.3 (A), shall assume the responsibilities of the President.
  - Shall preside over all meetings of the Executive committee in the absence of the President.
  - Shall ensure that, at all times, members abide by the constitution of the Association.
- C) *Secretary*
- Shall be responsible for recording accurate minutes of any meeting, regular or otherwise, of the Membership or the Executive Committee.
  - Shall compile minutes and distribute the minutes to the association Executives.
  - Shall distribute minutes of the previous meeting to members before the commencement of another meeting.
  - Shall record all votes of the Membership or Executive Committee.
  - Is responsible for the association's correspondence.
  - Shall be responsible for the writing and distribution of emails, newsletter or other notice to the Membership informing them of any Meeting or other gathering of the Association.
  - Shall also be an "ex-officio" member of all GCAS bodies or committees
- D) *Public Relations Officer*
- Shall be responsible for promoting the association, its events and activities.
  - Shall foster public goodwill and understanding toward other similar organizations and institutions.
  - Shall team up with the Secretary on matters involving publicity.
  - Shall be the spokesperson of the Association at all functions.
  - Shall communicate, organize and arrange all special events, picnics, and special fund-raising projects, etc.
- E) *Treasurer*
- Shall keep a record of allocation of association funds
  - Shall periodically check and update the association asset list
  - Shall give an account of the association's financial standing and make the record books open to the association if requested to do so.
  - Shall, together with the Public Relation Officer, maintain an accurate and complete list of the Membership of the Association.
  - Shall file annual returns with the Corporations Branch and ensure the Associations registration is current.

- Shall take a leadership role in looking for funding opportunities and applying for funding on behalf of the Association and provide updates on funding expenditures to funding agencies.
  - Shall be responsible for registering new members into the Association i.e. obtaining name and contact information of new members.
  - Shall also be an "ex-officio" member of all GCAS bodies or committees
- 6.4. An executive member shall be elected for a 4-year term of office. An executive member whose term of office has expired may be elected for another 4-year term providing his/her two preceding terms of office are not consecutive.
- 6.5. An executive member may resign at any time by delivering a written notice of such resignation to the President, or in the case of the resignation of the President, to the Vice President.
- 6.6. An executive member may be removed from office by a simple majority vote of the general membership. Reinstating a member can be done by a similar vote.
- 6.7. An executive member, on leaving office, shall surrender all records (within 2 weeks) to a person designated by the executive of GCAS.

#### **Article 7: Meetings, Quorum and Voting**

- 7.1. Regular executive meetings shall be held at least four times a year at such time and place to be determined by the President. A special meeting of the Executives can be called at the request of the President.
- 7.2. At the executive members meetings, a quorum shall be deemed to be the attendance of any three (3) members of the Executive.
- 7.3. Regular meetings of the general membership shall be held first Sunday of April, August and December of each year, at such time and place to be determined by the President. A special meeting of the general membership may be called at the request of the President.
- 7.4. A quorum shall exist at any meeting of the general membership where at least twelve (12) persons of the general members are in attendance with 3 or more members of the Executive.
- 7.5. All members shall be notified of any meeting and the nature of the agenda to be discussed at least one week before such a meeting.
- 7.6. Minutes shall be recorded for all meetings. Previous meeting's minute shall be reviewed before the commencement of a meeting.
- 7.7. All motions shall require an affirmative vote of a simple majority of the membership in attendance to be effective. Votes of the executive members shall require an affirmative vote of three 3/5 of the officers to be effective.

- 7.8. Actions requiring a majority vote at any general membership meeting at which less than five (5) persons are present may be submitted to the members for an email and/or telephone vote.

## **Article 8: General Elections**

- 8.1. To be eligible to vote, a person must be:
- a) A full member of the association in good standing.
  - b) Eighteen years of age or over.
  - c) Must have paid his/her dues up to date as at the time of the elections.
- 8.2. To be eligible to become an executive member of the Association, a person must:
- a) be a resident of Saskatchewan.
  - b) be a member as defined in Article 4 of the Constitution.
  - c) be eligible to vote for the election for which he is nominated.
  - d) be willing to uphold the terms of the constitution.
  - e) not have been suspended, disciplined by the association or be convicted of any indictable offence.
- 8.4. Nominations for executive positions shall be submitted at a general meeting and such nominations must be seconded by another member.
- 8.5. Where two or more candidates are nominated, an election shall be held and the candidate who receives the largest number of votes cast shall be declared elected.
- 8.6. Where only one candidate is nominated, a yes or no vote shall be held and the largest number of votes shall determine whether the candidate is elected.
- 8.7. Each member shall have one (1) vote.

## **Article 9: Events of the Association**

- 9.1. The Association shall organize at least four events every year, as follows.
- A) March – Independence day
  - B) July – Canada day
  - C) October – Ghana night/cultural festival
  - D) December – Christmas get-together
- 9.2. The Association may also organize special events to celebrate special occasions when the need arises.

## **Article 10: Membership Benefits**

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

- a) Birth
  - a card of congratulations from the association and flowers
- b) Sickness (when a person is admitted to the hospital for more than one day).
  - a get-well card and basket of fruits
- c) Marriage
  - a card of congratulations from the association and flowers
- d) Death (of a member, his/her spouse, children, mother, and father).
  - financial support
  - a card of condolence
- e) Birthday
  - a birthday card (paper or digital)
- f) Educational graduation from high school, community college, trade school or university
  - a card of congratulations.
- g) Every household shall receive a Christmas card at the end of each year.
- h) Recognition of kids' achievement
  - a card of congratulations.

10.2. The Secretary or Public Relation Officer will send the card on behalf of the Association.

10.3. Members are to communicate the above life changes or any other significant event to the Executive of GCAS.

## **Article 11 Amendments**

11.1. Notice of proposed amendments to the constitution, if any, shall be presented to the Executive members for a review.

11.2. Amendments to this constitution require a 3/5 majority vote of the Executive members to be considered any further.

11.3. Upon receiving 3/5 affirmative votes in favor of amendment, executive members shall submit the proposed amendment to the general members for approval.

11.4. Proposed amendments shall be presented to the general membership not less than one month in advance, of the general meeting in which the amendments will be discussed and voted upon.

11.5. Approval of the proposed amendments shall be made by a simple majority and upon approval shall form part of the constitution.



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THIS CONSTITUTION IS HEREBY ADOPTED AS THE GUIDING PRINCIPLES GOVERNING  
THE GHANAIAAN-CANADIAN ASSOCIATION OF SASKATCHEWAN (GCAS) BY THE  
GENERAL MEMBERSHIP THIS 18<sup>th</sup> DAY OF DECEMBER, TWO THOUSAND AND TEN IN  
THE YEAR OF OUR LORD IN THE CITY OF REGINA,  
SASKATCHEWAN, CANADA.

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