



THE CONSITUTION OF THE GHANA UNION FINLAND RY

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1. PREAMBLE

We the Ghanaians resident in Finland, recognizing the need for close association to strengthen the bond of friendship and Co-operations among ourselves, and to promote cordial relationship with our host nation (Finland) in the areas of social, political, cultural, economic, educational, and other related issues, in the interest of justices and peace.

Realizing the need for protection as foreign nationals within the legal boundaries of the sovereign nation within which we reside.

Considering the importance of maintaining our cultural heritage for true inter-cultural relationship with our host nation, do commit ourselves into founding a union to be called

THE NATIONAL UNION OF GHANAIANS RESIDENT IN FINLAND, herein after to be referred to us GUF. This shall be the constitution of the Union.

2. AIMS AND OBJECTIVES

- a. To bring together all Ghanaians resident in Finland.
- b. To foster friendly relationship among Ghanaians in Finland.

- c. To assist wherever possible, members of the Union in times of difficulties
- d. To promote cultural activities in Finland for the better inter-cultural understanding.
- e. To create awareness among Ghanaians with respect to the socio-economic and political set in Finland, to stimulate thought which will be necessary for the adjustment to the living in Finland, knowing this to be a common problem as foreigners.

3. STATUS

The status of the Union shall be non-profit and non-governmental

4. MEMBERSHIP

- a. ALL Ghanaians resident in Finland
- b. ALL Africans and others who have either lived in Ghana, and/or have ties with Ghanaians.

5. MEMBERSHIP FEES AND DUES

- a. There shall be a membership registration fee of ten Euros (10.00), payable only once.
- b. There shall be in addition to the registration fee, a yearly membership dues of ten euros (10.00), per head to be paid at least on the 30th of June each year.
- c. The yearly dues shall be subject to periodic review by the general Meeting of the Union.

6. OFFICERS OF THE UNION

There shall be the following officers in the Union, and they shall all be elected.

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Financial Secretary
- F. Organizing/Publicity Secretary
- g. Assistant Organizing/Publicity Secretary

7. GOVERNING BOARD

There shall be a governing body comprising ALL the above officers and two elected by the Union and Representatives of 'Various Unions or

Recognized Associations of Ghanaian Decent' in Finland

8. DUTIES

a. President

- i. The president shall preside over all the general meetings of the Union and meetings of the governing Board.
- ii. Shall convene general meetings in consultation with the secretary.
- iii. Shall be signatory to the Union's bank account, and with the Financial Secretary, authorize the payment of any amount exceeding..., from the Unions account
- iv. Shall represent the Union in official circles, as and when authorized by the Governing Board and/or the general meeting of the Union.

- v. Shall present an annual report at the Annual General Meeting on the activities of the Union, and an account of his/her stewardship during the year, and proposals for the coming year.

b. Vice-President

1. The Vice-President shall deputize for the President in his/her absence.
2. Shall perform other duties as may be directed or delegated by the President.
3. Shall coordinate the activities of committees that may be appointed by the general meeting
4. Shall as a member of the Governing Board.
5. Shall be a signatory to the Union's bank account

d. Secretary

1. The secretary shall take minutes of all general meetings of the Union
2. Shall correspond with within as regards meetings and other activities of the Union.
3. Shall be the secretary to the governing board.
4. Shall keep all documents and properties belonging to the union except the financial documents.
5. Shall perform other duties as may be directed by the Union or the Governing Board.

d. Treasurer

- a. The Treasurer shall collect all membership dues, registration fees and other monies for the Union and issue receipts for them.
- b. Shall pay all such monies to the Union's bank account.
- c. Shall be signatory of the Unions bank account.

- d. Shall in conjunction with the Financial Secretary be responsible for the keeping of correct account for the Union.
- e. Shall in conjunction with the Financial secretary prepare and present a comprehensive bi-annual financial report to the Union.
- f. Shall in conjunction with the Financial Secretary, prepare an annual budget for the Union.
- g. Shall as a practice, keep an imprest of not more than.. at any particular period and shall as a rule request for the issuance of new imprest from the Financial Secretary , upon properly accounting for the previous imprest.
- h. Shall be a member of the Governing Board.

e. Financial Secretary

1. Shall authorize the payment of monies by the treasurer up to a maximum of ... He/She shall also issue imprest to the treasurer upon request, and upon receiving a proper accountability of the previous imprest.
2. Shall be a signatory to the Union account.

3. Shall together with the treasurer keep correct records of the Union's financial transactions.
4. Shall advise the Union on financial matters.
5. Shall in conjunction with the financial secretary prepare and present a comprehensive bi-annual financial report to the Union.
6. Shall in conjunction with the Financial Secretary, prepare an annual budget for the Union.
7. Shall be a member of the Governing Board.

f. Organizing Secretary/Publicity Secretary

1. The organizing /Publicity secretary shall coordinate all the activities planned by the Union.
2. Shall be responsible for the publicizing of the Union and its activities.
3. Shall perform any other duty as may be delegated by the Union or the Governing Board.
4. Shall be a member of the Governing Board.

g. Assistant Organizing Secretary/Publicity Secretary

1. Shall assist the organizing/Publicity Secretary in the performance of his/her duties.

2. Shall be a member of the Governing Board.

8. FUNCTIONS OF THE GOVERNING BOARD

a. The Governing Board shall take charge of the Union's affairs in between the general meetings.

b. Shall meet at least three times within a year.

c. Shall generally advise the Union on its of action.

9. ELECTIONS

a. Electoral Committee

There shall be an electoral committee of three people (3) who shall be appointed by the General Meeting on the day of election. The committee shall be responsible for the organizing all the elections and shall be dissolved at the end of the general meeting.

b. Nomination of candidates

1. Nomination of candidates for any office shall be made by a paid up members of the Union at the opening of the Annual General Meeting, and shall be supported by two (2) other paid-members of the Union.
 2. A member shall not nominate more than one candidate for the same office, but may nominate candidates to a maximum of three (3) different/offices.
 3. All officers of the Union shall be elected by a simple a majority at an annual General Meeting, and shall hold office for ... terminating at the end of the Annual General Meeting (AGM) following his/her election into office.
4. An officer shall occupy the same office as long as he or she is willing to serve.

c. Bye-Elections

A bye-election shall be held during any general meeting following the creation of a vacant position in the Governing Board.

d. Voting Rights/Decisions

1. All paid-up members of the Union shall be eligible elections during elections.
2. All decisions of the Union at all general meeting shall be carried by a simple majority vote, except otherwise stated elsewhere in the constitution.

e. Resignations

An officer shall resign from office following a vote of no confidence passed by a two-third (2/3) majority of members present at a general meeting, or may resign voluntarily after giving three (3) months' notice to the Governing Board.

13. FINANCIAL YEAR

The Financial year of the Union shall start from the first day of September each and end on the last day of August each year.

14. AUDITORS

There shall be an Auditing Committee of three, which shall be appointed by the Union. The committee shall audit the Unions account at least once a year, and shall present a report to the AGM.

15. PATRONS

The Union shall have two Patrons who shall be nominated at the Annual General Meeting of the Union.

Responsibilities of the Patrons

1. To counsel the Union as a whole and the governing Board in particular.
2. To play special honorary roles and/ functions roles at occasions or gathering organized by the Union when called upon.
3. To occasionally play host to the Union, the Executive, the Governing Board or their representatives when deemed appropriate.
4. To intervene in matters of conflicts within the Union.

16. MEMBERS WELFARE AND RESPONSIBILITY

a. All active members of the Union shall enjoy these benefits as outlined in the Welfare Policy of the Union

1. Child Birth
2. Death of child
3. Marriage
4. Death of member
5. Death of Parents
6. Sickness and Illness
7. Immigration Issues

b. All active members shall contribute ... to the welfare fund that shall be set up by the Governing Board.

c. There shall be a committee appointed by the Governing Board to receive and discuss and plan programme in conjunction with the affected member upon receiving such information as related to the member.

17. AMENDMENTS

1. A member of the Union at the general meeting preceding the annual General Meeting shall submit a proposal for the amendment(s) of any section of this constitution, in writing.

2. Such an amendment or amendments shall be adopted by two-thirds 2/3 majority of members present at the Annual General Meeting.

18. DISSLUTION OF THE UNION

In the event of the dissolution of the Union, the assets and liabilities of the Union shall be shared equally among the paid-up members.

This Constitution is hereby approved and adopted by the National Union of Ghanaians Resident in Finland, on this day, the first of June, nineteen hundred and ninety-one (1.06.1991).