

GHANA ASSOCIATION OF SOUTH CAROLINA (GHASOC)

CONSTITUTION

PREAMBLE

The Ghana Association of South Carolina is a social association of Ghanaians, people of Ghanaian descent, and friends of Ghana residing in the state of South Carolina and surrounding towns and suburbs.

We, the Ghanaians (as defined in the membership) resident in the state of South Carolina and surrounding towns and suburbs inspired by a common determination to promote understanding among ourselves in response to the aspirations of our people for the personhood and solidarity are:

Dedicated to the general progress of Ghana, the state of South Carolina and the United States of America,

Determined to build and maintain by means of free and spirited discussions, collective actions and other means of reasonable manifestations, or increased loyalty towards our beloved country of Ghana and the United States.

Desirous to co-operate on an equal basis with other organizations

The Ghana Association of South Carolina (GHASOC) is a non-profit organization.

ARTICLE I - NAME

The name of the organization shall be: Ghana Association of South Carolina hereby referred to as GHASOC.

ARTICLE II -PURPOSE

Section 1

- a. Provide an atmosphere of extended family to friends of Ghana and people of Ghanaian heritage living in the state of South Carolina. Encourage unity and friendship among the members. Promote the general welfare of the members, as well as support and help the members in times of need and trouble.
- b. Keep members informed of events of interest in Ghana, the state of South Carolina and the United States of America.
- c. Conduct educational, social, and cultural events for the benefit of its members and the community. Inform and educate all persons who are interested in learning about Ghana. Foster a sense of Ghana pride among the members..
- d. Establish a liaison between Ghanaian and other organizations with similar interests. Promote a working relationship for the welfare, understanding, and the socio-economic development of Ghana's interest in the state of South Carolina and the United States of America.

- e. GHASOC shall not endorse, support, or oppose any candidate, or expand funds for intervention in any political campaign on behalf of any candidate.

ARTICLE III - MEMBERSHIP

Section 1 Definition

- a. **Full Membership** shall be open to anyone twenty-one years of age and above, and of Ghanaian descent and friends of Ghana including spouses residing in the state of South Carolina and surrounding states.
- b. **Associate Membership** shall be opened to anyone under twenty-one years of age, and of Ghanaian descent and friends of Ghana residing in the state of South Carolina and surrounding states.
- c. When the status of a member changes, it shall be the duty of the Secretary to officially notify all members in a General Body meeting.

Section 3 Dues & Finance:

- a. For the payment of dues, the membership year is January 1 – December 31. The payment of dues shall be used for administrative costs. The amount of dues shall be set by the general body of the association.
- b. The monthly dues structure is as follows:
 - Full Membership - \$10.00 monthly, \$120 Annually.
 - Associate Membership- No Dues
 - Undergraduate Student Members attending a University/College in South Carolina: \$5.00 per month for partial benefits. \$60 per year.
- c. Any full member indebted to the Association for dues, in excess of four (3) months, is hereby declared to be on suspension. Any full member who is declared to be on suspension will not be reinstated to full membership until all arrears have been paid in full, and shall not be allowed to receive benefits for events that occurred while on suspension.
- d. When a member has arrears in dues, when aggregated in a sum exceeding three (3) months, it shall be the duty of the Treasurer to officially notify the member.
- e. In case of budgetary disputes, the final decisions will be made by the members.

Section 4

- a. The membership list shall be confidential, and access to the membership list is restricted to internal GHASOC use.
- a. Non-members and suspended members shall be welcomed to participate in the activities of GHASOC, but may not make motions, voting and holding office.

ARTICLE IV - BENEFITS

Section 1 Only full members shall receive these benefits.

- a. **Illness:** When a member of the association becomes incapacitated, one shall notify the Chairperson of the Membership & Welfare Committee, who shall inform the General Assembly of illness. The Membership & Welfare Committee shall also pay a visit to the incapacitated member to determine the type of assistance needed.
- b. **Bereavement:** Upon the notification of the death of a member or an immediate family member, the Membership & Welfare Committee shall at once assist the bereaved family in the funeral arrangements. The assistance of the Social & Event Committee may be needed. A donation of \$200.00 will be given to the member for the bereavement.
- c. **Birth:** When a member of the association gives birth to a child, and the association is officially informed, the Membership & Welfare committee shall visit the family, The Social & Event Committee in conjunction with the family, would plan a get-together event at which time the association and/or members would make a donation of support to the family. A donation of \$100.00 will be to the parents on behalf of the child.
- c. **Farewell:** In the event of any member leaving South Carolina and its surrounding areas, the Social & Event Committee shall organize a farewell event in recognition and honor of the member's contributions to the association.

Section 2

- a. Immediate family here includes a member's father, mother, husband, wife and children.

ARTICLE V - VOTING

Section 1

- a. Only full members are eligible to vote. Only one person one vote is allowed.
- b. Any matter requiring voting, except constitutional amendments shall be by simple majority of the full members in attendance. At least two-thirds of the members are required for constitutional amendments.

ARTICLE VI - OFFICERS

Section 1 **Governance**

- a. The association shall have an Executive Committee, which shall consist of the following officers: President, Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer.

Section 2 **Election of Officers:**

- a. General elections shall be held every two years during the month of June. Only active full members are eligible for officer/executive positions within the association.
- b. An ad hoc Election Committee shall be appointed by the President, and be composed of members who are not running for any office.
- c. Nomination of officers shall be submitted to the Election Committee. Nominations will be permitted from the floor provided the nominee is present and agrees to be placed on the ballot.
- d. Officers will be selected through an open election by full members present. For the purpose of elections of officers, three quarters of the total full membership shall constitute a quorum. Voting for an office where more than one candidate is nominated will be by secret ballot.
- e. Election decisions will be made by a simple majority rule.
- f. Installation of new Officers shall be in the third week of June every two years.

Section 3 **Term of Office:**

- a. Officers of the Association shall be elected to a two (2) year term of Office. All officers must be members in good standing during their term.
- b. Not more than one executive office may be held simultaneously by the same person.
- c. Should an officer fail to discharge his/her duties as described by the constitution, the Executive Board shall recommend a line of action, in the interest of the Association at a general meeting.
- d. Upon petition by at least one third of the full membership, the recall of an executive officer shall be debated. Following the debate, the officer shall be removed upon a two-third majority of the full membership.
- e. There shall be no limit to the number of consecutive terms served by a member in any office.

Section 4 **Vacancies and Replacement of Officers.**

- a. Should the offices of the President, Secretary and Treasure become vacant due to resignation, removal, or otherwise, the vice or assistant will automatically assume the office.
- b. Should the office of any vice or assistant become vacant due to resignation, removal, or otherwise, nominations shall be taken and special elections shall be held to fill the position. The members shall be notified in a timely manner before the election.
- c. Replacement officers shall serve out the remainder of that vacating officer's term.

Section 5 **Duties of Officers:**

President

Provide leadership and vision for the organization.
Chair and preside over meetings of the Board of Directors and general membership.
Set agendas and ensure that all voices are heard during discussions.
Serve as the primary representative of the organization to external stakeholders.
Oversee program development and implementation.
Ensure compliance with legal and ethical standards.

Vice President

Support the President in their duties and steps in when the President is unavailable.
Assist with the development and implementation of organizational policies.
Coordinate special projects and initiatives as assigned.
Act as a liaison between committee heads and the Board of Directors.
Regularly review the organization's programs and activities and suggest improvements.
In charge of Membership and Coordination of Registration.

Secretary

Maintain all official documents, including meeting minutes, charters, and bylaws.
Ensure legal compliance with registration and filing requirements.
Compile reports and update records as necessary.
Schedule and facilitate meetings, including sending out notices and reminders.
Support communications with members regarding meetings and events.

Assistant Secretary

Assist the Secretary in their duties as needed.
Record minutes of meetings in the absence of the Secretary and distribute them.
Help maintain official documents and ensure their proper organization.
Manage communications and information sharing among committee members.
Assist in scheduling meetings and events.

Treasurer

Oversee the financial operations of the organization, including budgeting and reporting.
Maintain accurate records of all financial transactions and prepare financial statements.
Ensure that the organization adheres to financial regulations and best practices.
Manage the organization's banking relationships and cash flow.
Send out Receipts to required parties and entities.
Prepare and present financial reports at board meetings.

Assistant Treasurer*

Assist the Treasurer in their financial duties.

Help maintain financial records and documentation.
Support the development and management of the organization's budget.
Liaise with the Treasurer to ensure smooth financial operations during audits or reviews.
Stand in for the Treasurer when they are unavailable.

Public Relations Officer

Develop and implement a public relations strategy to enhance the organization's image.
Manage all media relations and serve as the primary contact for inquiries.
Write press releases, articles, and other communication materials.
Coordinate community outreach and engagement efforts.
Monitor public feedback and social media engagement.

Assistant Public Relations Officer

Support the Public Relations Officer in their duties.
Help create content for social media, newsletters, and other communication channels.
Assist in organizing events and promotional activities.
Gather feedback and suggestions from the community for PR initiatives.
Serve as a point of contact in the absence of the Public Relations Officer.

Organizing Secretary

Coordinate the planning and execution of events and programs.
Engage and mobilize community members and volunteers for programs.
Maintain records of member participation and organizational activities.
Serve as a liaison between the organization and community groups.
Facilitate training and development opportunities for volunteers.

Assistant Organizing Secretary

Assist the Organizing Secretary in their planning and coordination efforts.
Help organize event logistics, including scheduling and supplies.
Support community engagement activities and outreach efforts.
Assist in maintaining records and documentation of events and programs.
Stand in for the Organizing Secretary when required.

ARTICLE VII - COMMITTEES

Section 1 Appointments to standing committees will be submitted by the President and be approved by the general body. Ad hoc committee will be appointed by the President as the need arises. A list of responsibilities will be approved at the time of the committee formation.

Section 2 **Standing Committees:**
a. **Social & Events Committee:** Responsible for organizing social events for the members. Responsible for organizing activities that promote community

involvement. Also responsible for the recording of the organization's activities via photography and the production and maintenance of brochures. Responsible for publicizing all GHASOC events by notifying all appropriate publications, and organizing and assisting in the preparation and distribution of promotional materials. Assist in the planning and preparation of food.

- b. **Membership & Welfare Committee:** Actively participate in recruiting new members. Keep Ghanaians informed of the existence of the Association and encourage them to become members. Have women and men representatives.
- c. **Fund Raising Committee:** Responsible for ensuring financial stability of the organization via fundraising activities. Raise funds from members and from the general public to aid in programs of the association. Funds will originate from fundraisers, and donations to GHASOC
- d. All standing committees shall report annually, via the President, or a designee to the full membership.

ARTICLE VIII - MEETINGS

Section 1

- a. General Body Meetings shall be held every other month on the following months: February, April, June, August, October and December.
- b. Social meetings shall be held every other month in the following months: January, March, May, July, September and November.
- c. A quorum at general meetings shall consist of at least six members. A quorum at executive meetings shall consist of at least three members including the President or the President's proxy. All meetings except executive meetings will be open and any interested member/visitor may attend.

The President may, in the event of an emergency, call an emergency meeting.

Robert's Rules of Order will be used in all situations not covered by the provisions of this constitution.

ARTICLE IX - AMENDMENTS AND RATIFICATION

Section 1

- a. Proposed amendments to the constitution shall be submitted to the Secretary in writing by any reasonable means. The First Reading of the proposed amendment shall occur at the next general meeting. The proposed amendment shall be debated, edited and/or voted upon at the meeting in which the First reading is conducted. A simple majority vote of full members is required for submission for ratification of the proposed amendment. If the amendment fails to receive a simple majority of the full membership, it may be resubmitted in the future for further consideration.
- b. The vote for ratification of the Amendment will occur at the next general meeting following the approval of the proposed Amendment. Ratification will occur upon the approval of $\frac{3}{4}$ of the voting membership present at the meeting. This constitution shall become effective immediately upon adoption.

ARTICLE X - DISSOLUTION

Section 1

- a. This organization may be dissolved after dissolution is approved by the Executive Committee and by a two-third vote of its members, provided that a notice of the vote on dissolution is furnished to the members at least sixty days prior to the vote.
- b. This organization shall have its Executive notify all parties that are contractually involved with GHASOC, in writing, of its dissolution and the procedure used to dissolve.
- c. Upon dissolution, the executive Committee will utilize the assets of the organization to pay all obligations and expenses of the organization, including those arising from dissolution and distribution. Any remaining balance or assets must be distributed to one or more similar organizations recognized by the Internal Revenue Service as a non-profit.
- c. Upon dissolution, the executive Committee will utilize the assets of the organization to pay all obligations and expenses of the organization, including those arising from dissolution and distribution. The balance, if any, will insofar as possible be distributed among the members in the ratio of dues paid.