



**THE CONSTITUTION OF ADANSIMAN ASSOCIATION OF UNITED STATES OF AMERICA, INC
(New York Chapter)**

May, 2014.

Preamble

We, the people of the Adansi district of the republic of Ghana hereby resolve to form Adansi cultural group and designate it as Adansiman association of the United States of America (AAOUSA)

The Constitution

Article I

Section 1 The name of this Organization shall be called “**Adansiman Association of the United States of America (AAOUSA)**”

Section 2

The Emblem



Article II

Membership

Membership of the association is open to:

1. All citizens of Adansi district (citizenship is hereby defined by birth or parentage).
2. Spouses of members.
3. Step children up to 18 years of age. Upon attaining the age of 18 years he/she can register in his/her right.
4. Any individual who has affiliated himself or herself with Adansi and wishes to be a member shall be admitted to the Association; however, such a member cannot contest for the presidency.

Article III

Aims and Objectives

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| Section 1 | To support aid and promote the Interest of Adansis in the United States |
| Section 2 | To foster friendship and understanding among members. |
| Section 3 | To seek friendship and peaceful co-existence and unity among other Ghanaian groups and other nationals. |
| Section 4 | To protect social and cultural activities and to support the aspirations of Adansis worldwide. |
| Section 5 | To promote economic and social activities in Adansi District. |

Article IV

General Principles

True democracy embraces unity, efficiency and strength hence we pursue our objectives guided by these principles:

- Section 1 There shall be full respect for all opinions and all members shall have freedom of expression.
- Section 2 Majority rule shall prevail in every decision making and members shall respect and support all decisions of the majority.
- Section 3 The members shall be regularly informed of the activities of all officers and official bodies and such activities shall be to the approval of the members.
- Section 4 Members of every committee or body here after to be established shall be obliged to attend regularly, duly called meetings of such bodies, any member who fails to attend such meeting itself, shall be referred to executive committee for appropriate action.
- Section 5 All members are expected to fulfill all the provision in the constitution.
- Section 6 Any member who is residing outside the state of New York must attend regular meetings for at least four (4) times in a year.
- Section 7 Any member who is residing within the state of New York must attend regular meetings for at least eight (8) times in a year.
- Section 8 The association shall hold monthly meeting on the first Saturday of each month of the year.
- Section 9 The time for the meeting shall be 5:30pm to 7:30pm.

Executive Officers

Section 1 The officers shall comprise of the following and any others that the general body shall create in the future.

- A. The president
- B. The vice
- C. The Secretary
- D. The Assistant Secretary
- E. The Treasurer
- F. The Financial secretary
- G. The Assistant Financial Secretary
- H. The Protocol officer
- I. The Assistant Protocol Officer
- J. Sub-Committee(s). (Welfare, Entertainment, Cultural, Traditional and Education etc.)

Article VI

Duties of the Executive Officers

The President

Section 1

The duties of the President shall be as follows:

- A. Head of the Association
- B. The Chief Spokesman of the Association.
- C. Preside at all meetings, both of the executive and the general meetings.
- D. Exercise supreme authority over all executives and may recommend to the general the body to have an officer removed for non-performance of duty or conduct unbecoming of an executive officer.
- E. One of the signatories of the account of the Association.
- F. Have casting vote in the event of a tie in voting.
- G. Shall summon general meeting and invite special visitors to meetings of the Association in consultation with the Executive Members.
- H. Shall appoint body to audit the books of the financial Secretary and Treasurer at when it is due necessary.

The vice president

Section 2

The duties of the vice president shall be as follows:

- A. Exercise the duties of the President in his or her absence.
- B. Should the office of the President becomes vacant due to death, resignation or impeachment, the vice President shall assume his responsibilities until such time that a new President is elected. Such election shall be held during the second general meeting after the office became vacant.

Section 3

The Secretary.

The duties of the Secretary shall be as follows:

- A. Record and present accurate minutes of all meetings of the executive and general body.
- B. Maintain and update mailing list of the Association and shall mail out meeting notes to members at least two weeks before the day of the meeting.
- C. Attend to all correspondence of the Association and shall present all letters to the executive for approval before mailing.

Section 4

Assistant Secretary

The duties of the Assistant Secretary shall be as follows:

- A. To work hand in hand with the Secretary.
- B. To take over the duties of the Secretary in the event of his/her absence and be able to account for whatever duties that is expected of the Secretary.

Section 5

Financial Secretary

The duties of the Financial Secretary shall be as follows:

- A. Maintain and keep proper records of all accounts of the Association, collect all payments of dues, registration fees, donations and Contributions
- B. Prepare checks made payable for authorized purposes for signatures and issue proper receipts.
- C. Transfer all cash receipts to the treasurer (deposit).submit a quarterly financial report to the general body. Make his books available for auditing by people appointed by the executive, of the general body.

Section 6

Assistant Financial Secretary

The duties of the Assistant Financial Secretary shall be as follows:

- A. To work hand in hand with the Financial Secretary.
- B. To take over the duties of the Financial Secretary in the event of his/her absence and be able to account for whatever duties that is expected of the Financial Secretary.

Section 7

Treasurer

The duties of the Treasurer shall be as follows:

- A. Maintain petty cash book (impress system) fund of \$100.00.
- B. Submit monthly banks statements.
- C. Issue receipts for all cash receipts and checks.
- D. To ensure that money received on behalf of the Association is deposited into the bank within three working days.

Section 8

Protocol Officer.

The duties of the Protocol Officer shall be as follows:

- A. To ensure that all rules of conduct in a situation are observed.
- B. To ensure that all guests at events are comfortable and well cared-for.
- C. To ensure that all official travelling arrangements are made.
- D. To ensure that all arrangements for venue for meetings are made.
- E. To ensure that members are duly called and properly informed for the meeting day and venue.

Section 9

Assistant Protocol Officer

The duties of the Assistant Protocol Officer shall be as follows:

- A. To work hand in hand with the Protocol Officer.
- B. To take over the duties of the Protocol Officer in the event of his/her absence and be able to account for whatever duties that is expected of the Protocol Officer.

Article VII

Section 1

Funds

- A. All members shall pay onetime non-refundable initiation fee of \$25.00
- B. Each member shall pay monthly dues of \$10.00.
- C. The Association shall levy and contributions as when occasion will demand.

Section 2

Financial Control

Any member who passes a bad check shall be compelled to pay the amount involved plus bank charges by cash, money order or certified check.

Section 3

Signatories

The signatories to the accounts of the Association shall consist of the President, the Secretary, and Treasurer or a trustee who is independent of the record keeping and financial control appointed by general body. However, in the case of absence of any of them, any two shall sign.

Article VIII

Elections

- Section 1 Election shall be held every two years in the month of February with unlimited term.
- Section 2 Elections shall be conducted by secret ballot. Vacancies resulting from death, removal or resignation, with the exception of the president shall be filled by a by-election to be held at the next general meeting to complete the unexpected term.
- Section 3 Any member who wants to stand for any position must has been a regular member and paid all dues and levies continuously for at least one year.

Article IX

Impeachment

A seven member committee shall be set up by the members to investigate any office holder who brings his/her office into disrepute. Upon the recommendation of the committee, the general membership shall vote to impeach the office holder. Voting cannot take place unless attendance is at least three quarters of the entire membership. The vote shall be simple majority.

Article X

Amendments

- Section 1 The Constitution may be amended, repealed or altered in whole or part by the majority vote of the Membership at the Annual Meeting or at any special meeting of the Association called for that purpose or by the majority vote of the Executive Committee at any regular or special meeting of the Executive Committee called for that purpose, excepting that the Executive Committee shall have no authority to amend , repeal or alter any provision of the Constitution affecting the rights and responsibilities of the Membership

Article XI

Compensation, Reimbursement & Loans

- Section 1 No elected Officer of the Association or Officer or member of a Committee shall receive compensation for his/her services. The Executive Committee shall be empowered to provide reasonable reimbursement for reasonably incurred expenses by Officers or members of Association, or member or Officers of Committee incurred by them in the performance of their duties
- Section 2 The Executive Committee except as this Constitution may otherwise provide, may authorize any officer or officers, agent or agents, in the name of the Association to enter into any contract or execute and deliver any instrument, and such authority may be general or confined to specific instances; but unless so authorized by the Executive Committee, or expressly authorized by this Constitution, no Officers, agents or employees shall have the power or authority to bind the Association by any contract or engagement or to pledge its credit or render it financially liable in any amount for any purpose.
- Section 3 No Loan shall be contracted on behalf of the Association unless specifically authorized by the Executive Committee of the Association

Article XII

Dissolution

- Section 1 This Association may be dissolved by two-thirds majority vote of the Membership present at any annual meeting or special meeting of the Membership called for that purpose
- Section 2 Upon dissolution of the Association, any residual assets shall be donated to a not-for-profit Organization with purposes similar to this Association

Article XII

Calendar Year

- Section 1 The Association shall run on a calendar year ending December 31st (or any other day or month the Executive Committee shall determine)