



# Constitution

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# Constitution

## ARTICLE I - NAME OF THE ORGANIZATION

The name of the organization is Inclusion Ghana (IG).

## ARTICLE II - PURPOSE

The purpose of IG is to act as an umbrella and national organization for Non Governmental Organisations (NGOs) working to improve the lives of persons with intellectual disabilities and their families. The aim is to obtain justice through inclusion and equalization of opportunities for persons with intellectual disabilities and their families. This will be achieved by creating a common voice for all NGOs with an interest in intellectual disabilities who are able to lobby, advocate and take on common project activities for the benefit and promotion of persons with intellectual disabilities.

## ARTICLE III - OBJECTIVES AND ACTIVITIES

**The objectives and Activities of IG shall include but not limited to the following:**

- a. Mutual co-operation of the members by sharing skills, information and resources
- b. Campaign and advocate for persons with intellectual disabilities
- c. Fundraising
- d. Create a well established common body that will advance the situation of persons with intellectual disability and their families and NGOs with an interest in intellectual disability
- e. Strengthen the capacity of NGOs in Ghana with interest in intellectual disability to enhance their engagement and support for persons with intellectual disabilities
- f. Develop tools and materials that can be used to fight stigmatization of persons with intellectual disabilities and their families and raise awareness in society about what it means to have intellectual disability
- g. Partner the state in intellectual disability policy making and implementation, including monitoring and evaluation activities
- h. Enable persons with intellectual disabilities to take an active part in community life and begin to change the overall perception in society about intellectual disability

## ARTICLE IV - MEMBERSHIP

### 1 - Qualification

The following groups promoting the rights and needs of persons with intellectual disabilities as part of their strategic objectives and programming shall qualify to be members of Inclusion Ghana:

- Ghanaian Non Governmental Organizations registered with the Registrar General's Department and the Department of Social Welfare
- Other International Non-Governmental Organizations registered in Ghana
- Community Based Organisations registered with the Registrar General's Department and the District Assemblies

### 2 - Membership Types

Within IG, there shall be only two types of membership- Full membership and Affiliate Membership.

#### a - Full Membership

To attain full membership status, you must be a registered NGO working with or on behalf of persons with intellectual disabilities. Full members shall commit to adhere to the vision and mandate of Inclusion Ghana as well as participate actively in all of IG's activities. They shall also pay an annual membership subscription, exercise voting powers, send delegates to annual general meetings, and can be nominated or nominate persons to be on the board of Inclusion Ghana.

**Full Membership subscription** is GH¢150.00 and can be reviewed any year. Subscription becomes due from 1st January of every year for all members of this category. Regardless of the date an organisation joins IG, the organisation would pay the full year's membership subscription and not a proportional payment.

#### Full Membership privileges:

- Access to skills and tools to implementation strategies
- Access to small grants and other funding opportunities
- Access to information on best practices and training
- Participate in Inclusion Ghana's activities and events

#### b - Affiliate Membership

This membership will be open to Parents Self Help Groups, Teachers, Corporate Organisations, and Individuals with an interest in the welfare of persons with intellectual disabilities. Members of this category shall have no voting rights, and have no rights to be nominated or to nominate persons to be on the board of IG, but will have speaking rights at IG's Annual General Meeting.

Affiliated members shall not be liable to pay any subscription to IG.

**Affiliate Membership privileges:**

- Access to information on best practices and training
- Participate in Inclusion Ghana's activities and events

**3 - Values, culture and identity of members**

Members shall be expected to share the following values:

- a. Development of the potential of each person with an intellectual disability in an atmosphere characterized by love, respect and creativity
- b. Advocate and promote the rights of persons with intellectual disability and their families
- c. Foster partnership and collaboration in community inclusion of persons with intellectual disability and their families
- d. Demonstrate integrity through honesty, civility, and fairness
- e. Embrace the diversity of individuals, ideas, and expressions
- f. Exercise stewardship of our global community

**4 - Suspension or Termination of membership**

In the unfortunate event that the behaviour or actions of a member contravenes the values, objectives and purposes of IG, the Board of Directors will review the case and identify a possible resolution with the member. IG members will be informed of the proposed resolution and the timeframe for implementation. In a case where the proposed resolution is not amenable to the member or failure to implement the necessary changes within a specific timeframe, the member will be informed that its membership with IG will be cancelled. The member will not receive a refund of subscription.

If payments of subscription by a member is not received by the 30th of June of the membership year, membership is deemed to have expired and attendance at further Annual General Meetings is not permitted unless payment is made prior to or at the meeting. Board members have up until 31st March of each membership year to pay the membership subscription of the organisations they represent otherwise they lose their board membership status however their organisation would still have up until 30th of June to pay their subscription.

A member that also wishes to withdraw its membership is to give notice to the chairperson. Such notice shall take effect a month after it is received provided that the member has at that time fulfilled all of its financial obligation to IG.

**ARTICLE V - BOARD OF DIRECTORS**

The affairs of Inclusion Ghana shall be administered by the Board of Directors which shall be made up of full members of Inclusion Ghana who show proven commitment to the purpose and objectives of Inclusion Ghana.

## 1 - Composition

The Board of Directors shall be composed of not more than seven (7) members, two of whom shall be a person with intellectual disability and a parent of a person with intellectual disability. The composition of the Board shall include:

- a. A Chairperson
- b. A Secretary
- c. Treasurer
- d. A parent of a person with intellectual disability
- e. A person with intellectual disability
- f. Other members

## 2 - Functions

The Board shall be charged with providing leadership and prudent management of IG and shall administer the funds of IG in a proper manner and pursue the interest of IG at all times. The Board shall be responsible for the following matters:

- a. Formulate and implement appropriate policies, strategic plans and programmes for IG
- b. Approve IG's annual budgets and accounts and ensure that the accounts of IG are audited once a year
- c. Assign all such committees and special officers as are deemed necessary to carry out the tasks of Inclusion Ghana
- d. Appoint Staff and determine their remuneration and terms of reference
- e. Approve projects and final draft proposals before execution, and other documentations of IG
- f. Decide the location of the IG Secretariat
- g. Organise Annual General Meetings
- h. Raise funds to support the operations of IG
- i. Liaise with Government to advise on policy issues

## 3 - Elections

- a. Members of the Board shall be elected at the Annual General Meeting of IG and shall hold office for a two-year term, but shall be eligible for re-election for a second term. A member who has served 2 two-year terms may be considered for re-election after a break of one term
- b. Nominations for membership of the Board shall be made in writing to the Secretariat of IG at any time within four weeks before the Annual General Meeting
- c. Where at an Annual General Meeting there are vacancies on the Board, the Chairperson shall conduct a poll to decide who shall fill the vacancies for the remaining term

- d. Voting at the Annual General Meeting shall be by a secret ballot and each member organization shall have one vote

#### **4 - Committees of the Board**

- a. The Board may appoint such Committees as it may deem necessary from among its own members or from members of Inclusion Ghana or from a combination of both to assist in the discharge of its functions
- b. The terms of reference and duration of office of all Committees shall be prescribed by the Board and all Committees shall be deemed to be Committees of the Board
- c. All Committees shall report regularly to the Board on their activities

#### **5 - Meetings of the Board**

- a. The Board shall meet at least four (4) times in any year to transact the business of the organization
- b. The Secretary in consultation with the Chairperson, may convene an emergency meeting, as may become necessary
- c. The quorum for the disposal of the business of the Board shall be four
- d. At all meetings of the Board, the Chairperson or in his absence the Secretary shall preside
- e. All decisions of the Board shall be adopted by a majority vote of the members present at such meeting and in case of a tie, the Chairperson shall have a casting vote. Unanimity is required if fundamental issues is decided upon at a Board meeting
- f. A member of the Board shall cease to hold office if he is absent for more than three (3) consecutive formal meetings of the Board and does not offer any reasonable explanation thereof
- g. The Board shall cause proceedings of its meetings to be recorded in a minute book or file to be kept for such purpose
- h. The board shall at all times act in the best interest of Inclusion Ghana and board members shall not represent the interests of their own organization save where they coincide with that of Inclusion Ghana
- i. The Board may make ground rules to regulate its proceedings
- j. All members of the Board shall be required to swear oath of confidentiality

#### **6 - Compensations**

As and when deem fit IG shall pay for transport expenses as may be determined from time to time to members for attendance at meetings of the Board and its Committees. No sitting allowances shall be paid by IG to the members of the Board for attendance at meetings.

## ARTICLE VI - ANNUAL GENERAL MEETINGS

- a. There shall be at least 1 (one) General Meeting per year. Both the Annual Report and the Audited Accounts must be presented for adoption by the membership
- b. The secretary of the board shall give at least 4 (four) weeks' notice of a General Meeting
- c. The quorum for the Annual General Meeting shall be 50% of paid up full members
- d. The Board may call an Extraordinary General Meeting at any time if a majority of the board agrees after a vote of all board members
- e. A Special General Meeting may be called by the membership following a petition to the Board containing at least 1/3 (one third) of the signatures of the authorised members

## ARTICLE VII - FINANCE

- a. The Organization's accounts shall be kept with such banks as the Board shall determine
- b. The Chairperson, Secretary and Treasurer shall all be signatories to the account. All withdrawals shall be approved and signed for by the Treasurer and any other signatory
- c. The Board shall maintain proper books of accounts at all times subscribing to a code of conduct and management controls as agreed and monitored at their quarterly meetings
- d. The financial year of IG shall commence from 1st January to 31st December of the same year
- e. The organisation shall operate a transparent open book policy on its management of the accounts and such accounts will be open to members and donors for scrutiny
- f. The accounts shall be audited once a year by a registered auditor appointed at the Annual General Meetings

## ARTICLE VIII - INDEMNITY

Every Member or officer of Inclusion Ghana shall be indemnified out of the assets of Inclusion Ghana against all losses or liabilities incurred by him/her in or about the execution and discharge of the duties of his/her office, except to the extent that such losses or liabilities shall be attributed to either:

- a. fraud or other matters in respect of which such person concerned shall be convicted of a criminal offence; or
- b. negligence
- c. Actions knowingly beyond the scope of a specific authority or limit thereon on the part of such person



## ARTICLE IX - AMENDMENTS TO THE CONSTITUTION

Any provision in this constitution may only be amended at a General meeting at which the board may present the amendment and subject to a 2/3 (two-thirds) majority of the authorised members present, provided that a notice of such an amendment shall have been served to all authorised members and their organisations at least 14 (fourteen) days prior to the meeting.

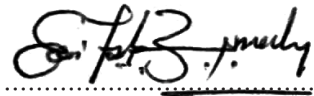
## ARTICLE X - DISSOLUTION OF THE ORGANIZATION

A decision to dissolve IG shall be in response to the wish of not less than 2/3 (two-thirds) of members. On decision to dissolve IG, the board shall be charged with the process of liquidation. The residual funds and assets remaining shall be transferred to some other not-for-profit organization chosen by the members at a general meeting for the benefit of persons with intellectual disability.

## ARTICLE XI - ENTERING INTO FORCE

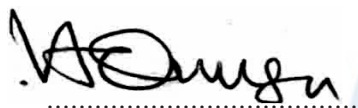
This constitution is amended and adopted by the general meeting of Inclusion Ghana held on 8th February, 2012

1. Festus Buetey Longmatey  
*Chairperson*



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2. Nana Akua Owusu  
*Secretary*



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