



Our Voice, Our Rights, Our Future

BYE-LAWS

For Grassroot Participation



**An Easy Read Version
for Persons with Intellectual
Disabilities and their Parents**



Our Voice, Our Rights, Our Future

BYE-LAWS


For Grassroot Participation



**An Easy Read Version
for Persons with Intellectual
Disabilities and their Parents**

<p>This document is an Easy Read version of the full guidelines. You need to look at the full guidelines if you want to know what exactly it says.</p>	
<p>You can find the full guidelines on the Inclusion Ghana website at: www.inclusion-ghana.org/reports.php</p>	
<p>A list of difficult words in this easy read bye-laws is explained on pages 3-5.</p>	

BYE-LAWS OF INCLUSION GHANA

<p>BYE-LAW NO.1 - NAME</p>	
<p>The name of the organisation shall be: Inclusion Ghana with the acronym IG</p>	
<p>BYE-LAW NO.2 - SLOGAN</p>	
<p>The slogan / motto of the organisation shall be: Our Voice, Our Rights, Our Future.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>SLOGAN: OUR VOICE, OUR RIGHTS, OUR FUTURE</p> </div>

BYE-LAW NO.3 - LOCATIONS

The National Secretariat of Inclusion Ghana shall be located in the capital city of Ghana. There shall also be regional and district offices across the country.



National Secretariat Office located on the premises of the Accra Rehabilitation Centre located at Adabraka.



District Offices located across the country.

BYE-LAW NO.4 - DEFINITIONS

4.1 “IG” means Inclusion Ghana.



4.2 “Full Member” shall refer to persons that are directly or indirectly affected by intellectual disability.



4.3 “National Council” shall mean the governing body of IG at the National Level.



4.4 “Gender and Inclusion Representative” shall refer to a female / male representative who shall represent vulnerable or minority group / interests such as children, the youth, women and sports.



4.5 “Persons with intellectual disabilities” shall refer to those individuals experiencing a delay in intellectual functioning / mental abilities.



4.6 “Voting Delegate” shall refer to a volunteer specifically selected as a voting delegate by his / her group / family network to speak and vote on its behalf at a General Meeting or Extraordinary General Meeting of IG.



4.7 “General Meeting” to an IG meeting of the General Membership assembled at an Annual General Meeting (AGM) or Special General Meeting



4.8 “Affiliate Member” shall mean any group or organisation which supports the objectives, vision and mission of IG.



4.9 “Parent” shall refer to a biological parent, caregiver/ guardian of a child with intellectual disability.



4.10 “Term of Office” shall mean the term during/number of years within some position is held or the length of time a 4.9 serves in a particular elected office.



BYE-LAW NO.5 - LEGAL STATUS

PSHGs and SAs will rely on IG for legal reference: Groups will operate under the legal status of IG in dealing with donor agencies and the outside world. For example, in opening a bank account, the district shall correspond with the national office for IG business registration documents and introductory letter.



BYE-LAW NO.6 - COMMUNITY, DISTRICT, REGIONAL & NATIONAL STRUCTURES

6.1 Community Level Structure
IG at the community level shall be composed of the following members;

- a. Parent Self Help Groups (PSHGs).
- b. Self-Advocate Groups (SAs).

Community Level Structure is composed of Parent Self Help Groups (PSHGs) and Self-Advocate Groups (SAs)

6.2 District Level Structure:

Membership composition at the district level shall comprise full members and affiliate members.

- a. Full members include PSGHs and SAs group: Full members include persons with intellectual disabilities, Parents and guardians of individuals with intellectual disability.
- b. Affiliate members include MOs: MOs are organisations and institutions that work with persons with intellectual disabilities or run PWID projects.

Each one is made up of Chairperson, Vice Chairperson, Secretary/Organizer, Treasurer, Gender & Inclusion Rep and a Self-Advocate

District Council

6.3 Regional Level Structures:

There is a committee for each region (Regional Council). Members are voted for by the full members.

The Regional Council must have; A chair person, a vice chair, a secretary / organiser, a treasurer, a gender and Inclusion Rep and one self-advocate.

Each one is made up of Chairperson, Vice Chairperson, Secretary/Organizer, Treasurer, Gender Inclusion Rep and a Self-Advocate

The Regional Council

6.4 National Level Structures

These people are responsible for leading the organisation, for management and for taking care of our money.

There is a national Secretariat and it is headed by the National

President-from
PSHG

Vice President
from PSHG

National
Co-ordinator
(as Secretary)


Vice President
from PSHG

Coordinator. He is responsible for organising activities.	Treasurer from MO or PSHG	Gender and Inclusion Rep from PSHG
	2 Reps from MOs	2 Reps from SA groups
	3 external experts	Rep from Old Board

<p>6.5 Identity: Members shall be identified by name IG in addition to the name of the community or district. For example, name at the District Level will read: IG-Asunafo North District; at the community level, it will be called IG-Kenyasi, Asunafo North District and at the Regional Level, the name shall read: IG-Brong Ahafo Region.</p>	<p>IG: KENYASI (at the community level)</p> <p>IG: ASUNAFO NORTH DISTRICT (at the district level)</p> <p>IG: BRONG AHAFO REGION (at the regional level)</p>
--	---

ROLES AND RESPONSIBILITIES OF IG MEMBERS

The following shall be roles and responsibilities of IG members:

<p>6.5.1 Self-Advocates(SAs):</p> <ol style="list-style-type: none"> Raise awareness about ID. Attend forum meeting. Represent IG at community and district levels. 	
---	--

6.5.2 Parent Self Help Groups (PSHGs):

In addition to the above,

- a. Help plan how their groups will run.
- b. Organise meetings.
- c. Raise funds for community level groups.
- d. Pay membership fees.
- e. Elect leaders for the groups.
- f. Contribute dues to IG
- g. Elect leaders for the PSHGs



6.5.3 Member Organisations (MOs):

- a. At district level - support the activities of elected IG officers.
- b. Provide technical support to these projects.
- c. Support IG officers with fundraising.
- d. Give technical support and advise to the groups (PSHGs and SAGs).
- e. Help groups organise advocacy activities.



BYE-LAW NO.7 GOVERNANCE AND MANAGEMENT STRUCTURE

The following persons shall constitute the leadership structure and oversee the programmes and activities of IG groups at the Community, District, Regional and National Level

a.1 Community PSHG and SA:

IG at the community level shall be composed of the following members:

- a. Chairperson
- b. Secretary / Organiser
- c. Treasurer
- d. Gender and Inclusion Representative
- e. Co-Opted member**



a.2 District Council:

The district council shall be the highest decision-making body at the district level and shall be made up of the following:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary/Organiser
- d. Treasurer
- e. Gender and Inclusion Representative
- f. A Self-Advocate



a.3 Regional Council:


- a. Chairperson
- b. Vice Chairperson
- c. Secretary/Organiser
- d. Treasurer
- e. Gender and Inclusion Representative
- f. A self-advocate



a.4 National Council:

National Council shall additionally have the following constraints to membership :

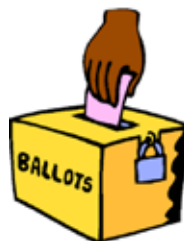
- a. A chairperson - called the President - who is a representative from a PSHG.
- b. A vice chair - called Vice President - representative from a PSHG.

<ul style="list-style-type: none"> c. A secretary / organiser – role filled by National Co-ordinator. d. A treasurer – can be from PSHG or MO. e. A gender and Inclusion Representative – from a PSHG. f. Two (2) representatives from MOs. g. Two (2) representatives from SAGs. h. Three (3) external professionals/experts. i. A representative from the Old Board. 	
---	---

<p>a.5 Method/Criteria of Selection of leaders</p>	
---	--

<p>a.5.1 Community Level</p> <p>At all levels, leaders are chosen by election.</p> <ul style="list-style-type: none"> a. Individual members nominate (volunteer/offer) themselves. They must have 2 other members of IG agreeing that they would be good leaders. <p>At community and district level:</p> <ul style="list-style-type: none"> b. The elections will be run by IG national secretariat or nominated MO reps. <p>At district level:</p> <ul style="list-style-type: none"> c. The Officers must be committee members of 	
---	--

parent or self-advocacy groups. PSHG or SAGs. They are voted for by an agreed percentage (a quorum) of local IG members (PSHG and SAG members).



THE ROLES OF DISTRICT OFFICERS

- a. Chair - to run meetings, to make sure IG does what it aims to at District level, to set up subcommittees when needed to do the work
- b. Vice chair - to help the chair, to do the job of chair if the chair is unable to attend a meeting
- c. Secretary - to keep records of what is decided
- d. Treasurer - to look after the money. Act as chair if chair and vice chair not able to.
- e. Gender and inclusion rep - to make sure women and men are equally represented.



THE ROLES OF THE DIFFERENT COMMITTEES

The District Council:

- Help make sure people with IDs are recognised and registered
- Run education and awareness programmes for the general public.
- Help to empower local community groups to run well.

- Plan and manage projects.
- Fundraising.
- Report about all activities to regional council.
- Help local groups if they have arguments.
- Network – work with other organisations.
- Set up committees if needed to run things well.



The Regional Council:

- Co-ordinate activities so the whole organisation works well together.
- Advocacy
- Fundraising
- Advise District Councils and check they are working well.
- Act as link between National and District levels.
- Represent IG to other organisations at Regional level.
- Help members to access main stream services like education, health and media.
- Report to IG Secretariat.



HOW LONG CAN PEOPLE BE ELECTED OFFICERS?

An Officer is elected for 4 years. A person can stand for re-election for only one more term (another 4 years).



WHO CAN VOTE?

For District Council Officers:

- All full members of IG (Parent Carers and Self advocates) can be voting delegates.
- The community PSHGs shall have 2 voting delegates, and 1 SA who can attend, speak and vote at AGM of District Council and special meetings.

At Regional level:

- The district council shall have 2 reps, and 1 SA from the district who can attend, speak and vote at the AGM of the Regional Council and special meetings.

At National Level:



- Each regional Council shall have 2 reps and 1 SA from each region. Also each MO has a rep.
- All National Council Members are voting members



Percentage of Women:

- At least 40% (4 out of every 10) elected officers should be women.



<p>Complaints:</p> <ul style="list-style-type: none"> • If someone is unhappy about another IG member, they should report it to the Vice Chair-person on their committee. • If there is no Vice-chair (or the complaint is about the Vice-chair) report it to the Chair or secretary. • If the complaint is about the chair, report it to the disciplinary committee of the regional council. 	
<p>Sanction of membership:</p> <ul style="list-style-type: none"> • Complaints will be looked at by disciplinary committee. Sanctions include fines, suspension from group activities and being removed from the group. Sanctions may be given for not paying fees, not attending meetings. 	
<p>Removal of officers:</p> <ul style="list-style-type: none"> • Any officer who does bad things (steal or misuse group funds) will be looked at by the district disciplinary committee and may be punished. (They will not be allowed to be an Officer of IG any more) 	

BYE LAW NO. 8

Meetings: What types of meetings?

- Community level: PSHGs and SAGs shall meet at least once every month. PSHGs meetings will be run by the elected officers.
- District Council Meetings: At least once a quarter (4 times a year)
- Regional Council Meetings: At least once a quarter (4 times a year)
- Emergency/Special Meetings: These may be called at any time by the Chair person or secretary. These can be community, district or regional level.

When and where are meetings?

- Meetings should be held in different places round the district/region not just in one place. The Officers should decide the time of meetings and let members know.



Reporting to members:

- The leaders at community, district and regional levels should produce quarterly reports for members about activities.
- They should produce an Annual Report about progress on programmes.



BYE LAW 9: COMMITTEES

There should be the following three (3) committees at district and regional level:

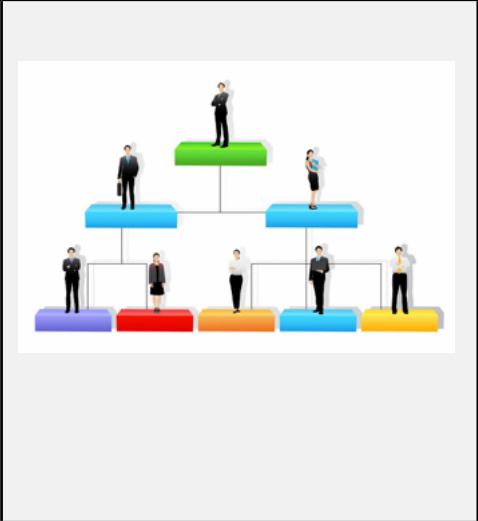
- a. Advocacy Committee
Members: two (2) officers from the Council (district or regional), three (3) members of PSHGs, two (2) SAs. Members should be fluent in local languages spoken in their area.
 - Responsibilities: Know main purpose of group, educate the local community on ID issues, identify people with ID within their community and share information with IG, share work of IG with local community members.
- b. Fundraising Committee
Members: Set up by District treasurer and two (2) treasurers from PSHGs and one (1) SA.
 - Responsibilities: Plan ways to raise funds for the group. Organise activities to raise funds.
- c. Disciplinary committee
Members (also at community level): Chairperson, Secretary, two (2) members of PSHGs and one SA.



<ul style="list-style-type: none"> • Role includes: Taking complaints, deciding sanctions, and removing officers. 	
--	--

BYE-LAW NO. 10: LINES OF REPORTING AND COMMUNICATION.

- At each level, the local chairperson is responsible for reporting to the level above them (for example the district council chair reports to the regional council) and the level below them (for example the district council chair reports to the community PSHG/ SAGs)
- There are also rules to make sure that MOs are included in communications.



BYE LAW NO. 11: FINANCE/MEMBERSHIP DUES

- Full members: 2 Cedi / month. (1 cedi of which goes to National Secretariat)
- Fine of 0.50 cedi (for members who don't attend meetings 4 times in a row)
- MOs: Annual fee two hundred and fifty (GH¢250) Ghana cedis. This must be paid in full not instalment.
- Some of the money collected can be used to organise general and special meetings. (Some money which goes to the Secretariat can be given to



support these meeting in districts/regions)

- Financial reports should be given quarterly by the Treasurers to the members.
- Expert help will be given to make sure groups account for their money properly. This expert may be found by the IG national secretariat. It may be someone from one of the Member Organisations.

BYE-LAW 12 : EXTERNAL RELATIONSHIPS

- District Council members play a key role in representing IG and helping IG members to access local resources and activities. They represent IG at meetings with duty bearers like Social Welfare, District assembly, Department of Health, Education.



BYE- LAW 13: CONFLICT OF INTEREST

- If you are an appointed or elected leader in IG, you cannot have a business transaction with IG where you have a personal or commercial interest.
- You must let IG know if you have any personal or commercial interest in any business transaction. If you don't let them know, you will be sacked and the contract may be cancelled.



<ul style="list-style-type: none"> IG has checks to make sure conflicts of interest should not happen and a process to check if people think one has. 	
--	--

BYE- LAW NO. 14: AMENDMENTS

<ul style="list-style-type: none"> Any changes to these rules (Bye-laws) must: Be agreed by more than half of the National Council members who are present at a National Council meeting. The meeting must be quorate (must have the agreed number of members present to make decisions). The changes must be communicated to members at least 3 weeks before a meeting of the General Assembly. The changes must then be agreed at the General Assembly. 	<div data-bbox="577 600 999 667" style="background-color: #00AEEF; color: black; text-align: center; padding: 10px;">AMENDMENT</div>
---	---

BYE-LAWS



P. O. Box GP 20950
Accra-Ghana
Accra Rehabilitation Centre
Barnes Road, opp. National
Museum, Accra-Ghana



+233 (0) 302 243 291
+233 (0) 208 151 523



info@inclusion-ghana.org



www.inclusion-ghana.org



facebook.com/inclusionghana



twitter.com/inclusionghana



youtube.com/inclusionghana



inclusion-ghana.blogspot.com



pinterest.com/inclusionghana



instagram.com/inclusion.ghana