



# CONSTITUTION

*Our Voice, Our Rights, Our Future*

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## PREAMBLE

Inclusion Ghana (IG) is the peak network body working to improve the lives of persons with intellectual disabilities and their families in Ghana. The aim is to obtain inclusion and equalization of opportunities for persons with intellectual disabilities and their families in Ghana. This will be achieved by creating a common voice for all persons with intellectual disabilities and their families and organisations with interest in intellectual disabilities to lobby and advocate rights and needs of persons with intellectual disabilities

## ARTICLE 1 – NAME SLOGAN, LOCATION AND TERMINOLOGIES

- 1.1 The name of the Organisation is Inclusion Ghana and the acronym shall be IG.
- 1.2 The slogan of the organization shall be: our voice, our rights, our future
- 1.3 The National Secretariat of Inclusion Ghana shall be located in the capital city of Ghana
- 1.4 The following are key definitions and terminologies in the constitution
  - a) "**Full Member**" shall refer to persons that are directly or indirectly affected by intellectual disability
  - b) "**Affiliate Member**" shall mean any group or organization which subscribes to the Vision, Mission and Objectives of IG.
  - c) "**National Council**" shall mean the governing body of IG at the National Level.
  - d) "**Regional Council**" shall mean the governing body of IG at the Regional Level.
  - e) "**District Council**" shall mean the governing body of IG at the District Level.
  - f) "**Gender and Inclusion Representative**" shall refer to a female/male representative and will be a full member of IG who shall represent vulnerable or minority group/interests such as children, the youth, women and sports
  - g) "**Persons with Intellectual Disabilities**" shall refer to those individuals experiencing a delay in intellectual functioning/mental abilities and in adaptive skills.

- i) **"Voting Delegate"** shall refer to a representative specifically selected as a by his /her parents self help group/family/network to speak and vote on its behalf at a General Meeting or Extraordinary General Meeting of IG.
- j) **"General Meeting"** shall refer to an IG meeting of the General Membership.
- k) **"Parent"** shall refer to a biological parent, caregiver/guardian of a child/ren with intellectual disability
- l) **"Term of Office"** shall mean the number of years within which an elected position is held or the length of time a person serves in a particular elected office

## ARTICLE 2 – VISION, MISSION AND CORE VALUES

### 2.1 The Vision of IG shall be:

“Equal Opportunities and Inclusion for all persons with Intellectual Disabilities and their families in Ghana”

### 2.2 The Mission of IG shall be:

“To reduce stigmatization and ensure full inclusion of persons with intellectual disabilities and their families in Ghana by advocating for their rights and needs.

### 2.3 The Core Values shall be:

- a) An atmosphere characterized by love, respect and creativity
- b) Advocates and promotes the rights of persons with intellectual disability and their families
- c) Fosters partnership and collaboration
- d) Integrity, honesty, civility and fairness
- e) Diversity of ideas and expressions
- f) Stewardship

## **ARTICLE 3 – PURPOSE**

The purpose of IG is to act as a lead network and national organization working to improve the lives of persons with intellectual disabilities and their families in Ghana.

## **ARTICLE 4 – OBJECTIVES AND ACTIVITIES**

- 4.1 The objectives and activities of IG shall include but not limited to the following:
- a) To ensure mutual co-operation of the members by sharing skills, information and resources.
  - b) To support persons with intellectual disabilities to campaign and advocate for their rights
  - c) To fundraise
  - d) To strengthen the capacity of NGOs in Ghana with interest in intellectual disability to enhance their engagement and support for persons with intellectual disabilities.
  - e) To 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.
  - f) To partner the state in intellectual disability policy making and implementation, including monitoring and evaluation activities.
  - g) To 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.
  - h) To co-operate with other organisations having similar or corresponding interests or objectives
  - i) To serve as a pressure group on all matters affecting persons with intellectual disabilities, and
  - j) To promote gender equality and the human rights of persons with intellectual disabilities including children, as enshrined in the constitution and the laws of Ghana, including the right to employment, education, transportation and health services.

## ARTICLE 5 – MEMBERSHIP

### 5.1 Membership Types

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

#### a) Full Membership

Full membership will be open to Parents Self Help Groups and Self Advocacy groups. Members of this category shall also have voting rights, and have rights to be nominated or to nominate persons to be on the National Council of IG, and will have speaking rights at IG's General Meeting.

#### Full Membership subscription

will only apply to members of Parents Self Help Groups and Self-Advocate Groups. The subscription amount will be based on the number of members in a group. Every member in a group will pay a yearly subscription of GH¢24.00 or a monthly subscription GH¢2.00. This could be reviewed any year. Subscription becomes due from 1<sup>st</sup> January of every year for all members of this category.

In the event that the child with ID of a member is deceased, PSHG members will decide the membership status of the member. If the membership of the person in question is approve, he/she cannot hold any executive position in the group. If the person in question is a group executive, he/she will be allowed to complete his/her term of office and then, however, he/she becomes ineligible for any executive position afterwards.

#### Full Membership Privileges:

- a) Access to skills and tools to implement strategies
- b) Access to small grants and other funding opportunities
- c) Access to information on best practices and training
- d) Participate in Inclusion Ghana's activities and events

#### Roles and Responsibilities

##### Parents Self-Help Groups (PSHGs) shall:

- a) Be involved in advocacy activities to educate and raise awareness in their communities
- b) Present themselves at every forum to contribute to discussions
- c) Represent IG at the community level and work towards achieving the objectives of IG

- d) Help formulate operational guidelines and bye-laws, strategies and procedures for their groups.
- e) Organise meetings and report to the district IG
- f) Raise funds to sustain groups at the community level
- g) Contribute dues to IG
- h) Elect leaders for the PSHGs.

**Self-Advocates (SAs) shall:**

- i) Be involved in advocacy to raise awareness about ID
- j) Be prepared to present themselves at every forum
- k) Represent IG at the all levels

**b) Affiliate Membership**

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 affiliate members of Inclusion Ghana:

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

Affiliate members shall commit to adhere to the vision, mandate and code of conduct 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 National Council of Inclusion Ghana..

**Affiliate Membership Subscription**

is GH¢250.00 and could 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.

**Affiliate Membership Privileges:**

- a) Access to skills and tools to implement strategies
- b) Access to small grants and other funding opportunities

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

## **Roles and Responsibilities**

- a) Member Organisation (MOs) at the district level shall ensure that IG leaders at the community level are presented for elections at the district level
- b) MOs shall organise activities and programmes to raise funds to sustain IG at the district
- c) MOs shall provide technical and advisory support for PSHGs and SAs
- d) MOs shall help PSHGs and SAs organise advocacy activities at the community level
- e) MOs at the district level shall support the activities of elected district officers of IG.
- f) MOs shall provide technical support to elected officers (i.e. PSHGs and SAs) at the district level in the implementation of projects and activities.
- g) MOs shall support district and community level IG offices with programmes to raise funds to sustain IG at the district
- h) MOs shall provide technical and advisory support for PSHGs and SAs
- i) MOs shall help PSHGs and SAs organise advocacy activities at the community level

## **5.2 Suspension or Termination of Membership.**

In the unfortunate event that the behaviour or actions of a member contravenes the core values, objectives and purposes of IG, the National Council / Regional Council / District Council 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 30<sup>th</sup> 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. National Council members have up until 31<sup>st</sup> March of each membership year to pay the membership subscription of

the organisations they represent otherwise they lose their National Council membership status however their organisation would still have up until 30<sup>th</sup> of June to pay their subscription.

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

## **ARTICLE 6 – GOVERNANCE STRUCTURE**

### **6.1 National Council**

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

#### **6.1.1 Composition:**

The National Council shall be composed of thirteen (13) members including the following:

- a) President who is a representative from a parents self-help group
- b) Vice President who is a representative from a parents self-help group
- c) The National Co-ordinator as the Secretary
- d) Treasurer representing a member organisation / a parents self-help group
- e) Gender and Inclusion Representative who is a representative from a parent self-help group
- f) 2 representative from member organisations
- g) 2 representatives from self-advocacy groups
- h) 3 external professionals/ experts
- i) A representative from the Old board

### **6.1.2 Committees of the Council**

- a) The National Council 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 National Council and all Committees shall be deemed to be Committees of the National Council.
- c) All Committees shall report regularly to the National Council on their activities.

### **6.1.3 Meetings of the Council:**

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

- i) The National Council may make ground rules to regulate its proceedings.
- j) All members of the National Council shall be required to swear oath of confidentiality.

#### **6.1.4 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 National Council and its Committees. No sitting allowances shall be paid by IG to the members of the National Council for attendance at meetings

### **6.2 Regional Council**

The regional council shall be the highest decision-making body at the regional level. It shall comprise the following persons;

#### **6.2.1 Composition**

- a) Chairperson
- b) Vice chairperson
- c) Secretary/Organiser
- d) Treasurer
- e) Gender and Inclusion Representative
- f) 1 self-Advocate

### **6.3 District Council**

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

#### **6.3.1 Composition:**

- a) Chairperson
- b) Secretary/Organiser
- c) Treasurer
- d) Gender and Inclusion Representative
- e) 1 self-Advocate

## **6.4 Community PSHG and SA Groups**

*IG at the community level shall be composed of the following members;*

- a) Parent Self Help Groups (PSHG)
- b) Self-Advocate groups (SAs)

## **6.5 Functions**

### **6.5.1 National Council Functions:**

The National Council 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 National Council 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) Approve projects and final draft proposals before execution, and other documentations of IG
- e) Organise Annual General Meetings
- f) Raise funds to support the operations of IG.
- g) Liaise with Government to advise on policy issues

### **6.5.2 Regional Council Functions**

*The Regional Council shall perform the following functions:*

- a) Shall coordinate programmes and activities at the district and regional level
- b) Shall be engaged in advocacy
- c) Organise fundraising programmes and activities to solicit for funds for IG programmes
- d) Play an advisory role to the district council
- e) Shall serve as a link between the district and national level
- f) Represent IG at the regional level
- g) Report periodically to National IG Secretariat
- h) Monitor programmes and activities of IG district council
- i) Facilitate access to mainstreaming services including education, health and partnership with the media

### 6.5.3 District Council Function

***The District Council shall:***

- a) Facilitate the identification and registration of PWIDs
- b) Organise programmes and activities to educate and raise awareness among the public about ID issues
- c) Hold meetings with PSHGs and SAs to empower them to function effectively
- d) Identify projects and manage them
- e) Organise programmes and activities to raise funds
- f) Report progress of activities to regional council
- g) Manage conflict at the community level
- h) Network with MMDAs and other stakeholders
- i) Form and run committees at the district and community level

## ARTICLE 7 – ELECTIONS

### 7.1 Elections

- a) Members of the National Council shall be elected at the Annual General Meeting of IG and shall hold office for a four-year term, but shall be eligible for re-election for a second term only.
- b) Nominations for membership of the National Council 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 National Council, the President 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.
- e) The positions of the President, Vice President, and Gender and Inclusion Representative position are reserved exclusively for members from Parents Self Help Groups and Self Advocates

### **7.1.1 Membership Representation and Voting**

IG members shall send the following Voting Delegates, in person or by proxy, to all Annual General Meetings and Special General Meetings to speak and vote on behalf of the Association

- a) 2 representatives from each regional council
- b) A Self Advocate from each region who has the capacity to speak and vote at the meetings
- c) A representative from each MO
- d) All National Council Members

### **7.1.2 Percentage of women elected officials**

At least 40% of all elected officials to various positions in groups, committees and councils shall be women

## **ARTICLE 8 – GENERAL MEETINGS**

- a) There shall be at least 1 (one) General Meeting every two years. Both the Annual Report and the Audited Accounts must be presented for adoption by the membership.
- b) The secretary of the National Council 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 National Council may call an Extraordinary General Meeting at any time if a majority of the National Council agrees after a vote of all National Council members.
- e) A Special General Meeting may be called by the membership following a petition to the National Council containing at least 1/3 (one third) of the signatures of the authorised members

## **ARTICLE 9 – THE SECRETARIAT**

- 9.1 There is established by this constitution a Secretariat which shall be accessible to all members.
- 9.2 There shall be a National Coordinator of the Secretariat who shall be appointed by the National Council and he/she shall perform the following functions:
- a) Shall convene national council meetings in consultation with the President
  - b) Shall keep minutes of all meetings.
  - c) Shall conduct general correspondence of IG and keep necessary records.
  - d) Shall carry out the supervision of the day to day activities of the Secretariat.
  - e) Shall be responsible for the implementation of the decisions taken at the General Meeting and by the National Council.
  - f) Shall prepare reports of IG in consultation with the President.
  - g) Shall appoint other administrative staff in consultation with National Council
  - h) Shall be co-signatory to IG's Accounts

## **ARTICLE 10 – FINANCE**

- 10.1 The Organization's accounts shall be kept with such banks as the National Council shall determine.
- 10.2 The President, Secretary and Financial Secretary/Treasurer shall all be signatories to the account. All withdrawals shall be approved and signed for by the Financial Secretary / Treasurer and any other signatory.
- 10.3 The National Council 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.
- 10.4 The financial year of IG shall commence from 1st January to 31st December of the same year.
- 10.5 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.
- 10.6 The accounts shall be audited once a year by a registered auditor appointed at the General Meetings.

## ARTICLE 11 – 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 12 – SANCTIONABLE CONDUCTS

12.1 The following shall constitute grounds for sanctions:

- a) Any conduct likely to bring the name or image of IG into disrepute, public ridicule or contempt
- b) Any conduct involving criminality, illegality, and fraud
- c) Incompetence, Negligence, mismanagement or refusal to perform the functions or duties of one's office.

12.2 Upon receipt of a complaint in relation to any matter which constitute a ground for sanctions from an individual who is a member of any of the organizations, the National Council shall set up a committee of not more than five persons to enquire into the matter.

12.3 The committee shall submit a report together with its recommendations to the National Council within two weeks.

12.4 The National Council shall consider the report of the committee and take actions upon it as it deems appropriate.

## ARTICLE 13 – AMENDMENTS TO THE CONSTITUTION

Any provision in this constitution may only be amended at a General meeting at which the National Council 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 14 – 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 National Council 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 15 – ENTERING INTO FORCE

This constitution is amended and adopted by the general meeting of Inclusion Ghana held on 10th August, 2017

1. Justine Aku Kpormasi  
President



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2. Auberon Jeleel Odoom  
Secretary



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# CONSTITUTION



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