



KUM APEM A. APEM BEBA

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CONSTITUTION OF THE ASANTEMAN KROYE KUO BERLIN e. V.

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SECTION 1

NAME, SEAT, FINANCIAL YEAR

- a) The organisation shall be called ASANTEMAN KROYE KUO BERLIN. It shall be registered with the Registrar of Associations, and thereafter use the title "e. V." (eingetragener Verein).
- b) The seat of the organisation shall be in Berlin.
- c) The financial year of the kuo shall be the calendar year.

SECTION 2

AIMS AND OBJECTIVES

- a) It is an independent, non-profit-making organisation.
- b) Establishing fraternity and the sense of brotherhood among Ghanaians and their Germans in order to promote understanding and tolerance towards different cultures. Striving for unity among Ghanaians and their Germans neighbours.
- c) Keep in touch with each other, exchange experiences for the benefit of all, in order to solve their common, personal, social and possible financial problems.
- d) Develop and maintain their cultural prestige by frequent activities and, where possible, through combined activities.
- e) To keep members informed of the social, economic and cultural developments at home.

SECTION 3

MEMBERSHIP

- a) The membership shall be opened to all Ghanaians and Germans resident in Berlin. Enrolment can be made at all meetings and shall be made known at the meeting.
- b) The membership becomes invalid on the death, resignation or dismissal of a member.
- c) Resignation can be made at anytime. It should be written to the Executive. Dues must be paid in full for the whole year and the dues are not refundable.

SECTION 4

ORGANS OF THE KUO

Organs of the organisation shall be

- a) The general members' meeting (ordinary and extraordinary),
- b) The executive committee
- c) The council of Patrons.

SECTION 5

THE GENERAL MEMBERS' MEETING (ordinary and extraordinary)

- a) It shall be the highest decision-making organ of the Kuo. Decisions shall be taken by a simple majority. In case of a "deadlock", the Chairman's vote shall be decisive.
- b) It shall meet once in two months. Invitation for the meeting shall be sent in writing indicating the agenda, date, time and place of meeting.
- c) The executive committee, by a simple majority, shall convene an extraordinary meeting at any time.

SECTION 6

THE EXECUTIVE COMMITTEE

The executive shall run the affairs of the kuo and draw up programme of activities as shall be necessary for carrying out the aims, for example, organising cultural, Ashanti or Ghanaian evenings. To arrange all forms of celebrations, ordinary and emergency meetings.

a) Composition of the Executive Committee:

The executive committee shall consist of:

1. The Chairman,
2. The Vice-Chairman
3. The Secretary
4. The Vice-Secretary
5. The Treasurer (Financial Secretary)
6. The Organizing Secretary
7. The Vice-Organizing Secretary
8. The ex officio member.

b) The Chairman

The Chairman shall act as the head of the executive committee. The chairman shall preside over all meetings and sign all minutes taken at meetings when carried out by simple majority. The chairman and the secretary shall represent the Kuo at all official meetings and functions. The Chairman shall represent the union legally or otherwise, in his absence, the vice-chairman and additional member of the executive shall perform that function. The chairman shall help the secretary in preparing agenda for all meetings.

c) The Vice-Chairman

He/she shall assume the right and duties of the chairman in the absence of the latter. In the absence of the treasurer, the vice-chairman shall act in his place.

d) The Secretary

The secretary shall consult the chairman to draw up the agenda for all meetings. He shall take down the minutes of all meetings and see to it that all decisions taken at the meeting are implemented. He shall deal with the correspondence of the Kuo. The secretary shall help the chairman in arranging any extraordinary meeting. He shall issue attest and documents to the members, who may need them in consultation with the chairman.

e) The Vice-Secretary

The vice-secretary shall help the secretary and act in the absence of the latter. He shall inform members of any new developments relevant to the Kuo and carry out all publications. The vice-secretary, who shall at the same time be the co-ordinator, shall be responsible for all social matters, for example organising fund-raising and cultural activities.

f) Treasurer

The treasurer shall see to it that all dues are paid by the members. He shall keep records of income and expenditure of the Kuo. He shall prepare the budget of the Kuo for discussion at meetings. He shall deposit the money of the Kuo at any bank or any public financial institution in the name of the Kuo. The treasurer and the chairman shall sign all cheques.

g) Organizing Secretary

The organizing secretary shall help the chairman and the secretary in conducting meetings and all other functions.

h) Vice-organizing Secretary

The vice organizing secretary shall help the organising secretary and act in absence of the latter.

i) Ex officio member

He/she shall assist any member of the executive in the daily administration of the kuo.

SECTION 7 ELECTION

- a) Each member has one vote.
- b) At least ten members of the union shall form a quorum at a general meeting.
- c) A nominee for an election shall have paid his or her dues in full.
- d) An election shall be by a simple majority of the members present.
- e) All candidates must express their willingness to "sacrifice" for the union.
- f) If a quorum is not formed in accordance with §7b after two consecutive meetings, the executive committee shall be dissolved and a committee of three elected to run the affairs of the kuo. The composition of the committee shall consist of a Chairman, Secretary and Treasurer.
- g) A nominee for an election shall be a person of good conduct.
- h) A nominee for an election shall be present at the Election Day. In case a nominee is unable to attend the meeting at the Election Day, a written statement must be presented to the house indicating the willingness on the part of the nominee to accept the position if elected.

SECTION 8 TENURE OF OFFICE

The tenure of office of the executive shall be two years. A member of the executive committee or the entire executive can be removed from office before the end of term through a vote of no confidence. Two third majorities are required at a general meeting.

SECTION 9 QUORUM

At least two members of the Executive committee shall be present to form a quorum under the following conditions:

In the absence of the Chairman and his vice, the secretary must be present to act as the chairman.

In the absence of the secretary and his vice, the chairman and/or the vice shall be present to take the function of the secretary.

SECTION 10 COUNCIL OF PATRONS

- a) The Patrons shall advise the Executive Committee in the administration of the union.
- b) Members of the council of patrons shall have no executive power or function.
- c) All ex Chairmen, ex Abusuapanin and ex Obaapanin, shall be members provided they hold no position in the Executive.
- d) Other members of the council of patrons other than those described in §10c need approval at a general meeting on the recommendation of the executive committee.

SECTION 11 FINANCE

- a) A financial report shall be made at the end of every function or activity. An overall report shall be prepared at the end of every year.
- b) The dues shall be 5, 00 € (five Euro) a month. A registration fee of 25, 00 € (twenty five) shall be paid at the time of enrolment.
- c) The executive committee may spend up to 250, 00 € (two hundred and fifty Euro) in a financial year without prior approval at a general meeting. Such an action requires the unanimous approval of the members of the executive committee.
- d) The money of the kuo shall be used only on activities that conform to the constitution. The members are not entitled to the assets of the union in their capacity as members.
- e) Members shall not be entitled to assets of the union on resignation.
- f) In case of dissolution, the assets of the union shall be handed over to a recognised charitable organisation. Such a decision must be approved by the German Internal Revenue Service (Finanzamt).
- g) The money shall be deposited in a public institution.
- h) The executive shall organize social functions to raise money for the kuo. The executive, when necessary, shall seek financial assistance from benevolent institutions.
- i) An auditor shall be elected by the executive (within the executive) to audit the accounts of the union. This is an internal auditing for the Executive committee.
- j) At the end of every six month, the general meeting shall elect two auditors (excluding members of the executive) to examine the books of the kuo and make the necessary recommendation.

SECTION 12 AMENDMENT

- a) The amendment of the constitution shall be done at a general meeting on the recommendation of the executive committee with two-thirds majority approval of members present
- b) All changes and amendments in the constitution must be made known to all members of the kuo and the organs in possession of the constitution.

SECTION 13 MISCELLANEOUS

- a) Members are expected to behave in order not to bring the union in disrepute.
- b) No single person or a group of persons shall use the name of the kuo to organize a party or social functions without the consent of the executive committee.
- c) A member failing to attend meetings and/or pay his/her dues for three consecutive months without any tangible reason will have his/her membership terminated.
- d) Any executive member, who is not prepared to conform to the principles of the union, stands the risk of being suspended or asked to resign by a simple majority of the executive committee. After suspension, the case shall be brought before a general meeting for confirmation. The member concerned has the right to defend himself before the general meeting.
- e) All members shall attend meetings and be punctual as much as possible.

SECTION 14 DISSOLUTION

The Kuo shall be declared dissolved at a general meeting with two-thirds majority of the members present.