

THE CONSTITUTION OF LA KPEE (ASSOCIATION)UK

Article 1: Name

The name of the organisation shall be known as **LA KPEE (ASSOCIATION) UNITED KINGDOM** hereinafter referred to as "La KPEE".

Article 2: Objects

- 2.1 To promote and support education of members of La Association and the general public in the traditions of La people in the UK and in Ghana by
 - (a) organising week-end literacy programmes to support the education of children of members of La Association
 - (b) organising week-end programmes educate members in the traditions of La people living in the UK
 - (c) supporting the education of children from deprived and poor backgrounds of La people in La, Ghana.
- 2.2 To set up self-help projects for the development and improvement of La Town
- 2.3 The La Association (Kpee) will raise funds in the UK and elsewhere for the purpose of fulfilling the objects in clauses 2.1 and 2.2 of Article 2 of this constitution and to meet any other needs of the La people.

Article 3: Powers of the Executive

- 3.1 In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:
- 3.2 To raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- 3.3 To buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- 3.,4 Subject to any consents required by law to borrow money and to charge all or any part of the property of La Association with repayment of the money so borrowed.
- 3.4 To employ such staff (who shall not be members of the Executive Committee as are necessary for the proper pursuit of the objects.
- 3.5 To establish or support any charitable trusts, associations, voluntary bodies and statutory authorities operating in furtherance of the objects

or of similar charitable purposes and to exchange information and advice with them.

- 3.6 To establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 3.7 To appoint and constitute such advisory committee as the Executive Committee may think fit.
- 3.8 To do all such lawful things as are necessary for the achievement of the objects.

Article 4: Membership

- 4.1 Membership of La Association shall be open to:
- 4.2 **Full membership** - indigenous individuals from La or any individuals who have links with La through marriage, business or other ways that the Executive may consider appropriate relationship with La and who are over the age of 18 years and have paid their annual membership subscription laid down from time to time by the Executive shall be a full member of La Association.
- 4.3 **Affiliate Membership** – Any body corporate or unincorporated association which is interested in furthering La Association's work and has paid its annual subscription laid down from time to time by the Executive Committee shall be accepted as Affiliated Member of La Association.
- 4.4 . Each Affiliated organisation shall notify the name of the representative appointed by it and of any alternate to the Secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.
- 4.5 Every member shall have one vote.
- 4.6 The Executive Committee may unanimously and for good reason terminate the membership of any individual or member organisation. Provided that the individual concerned or the appointed representative be of the member organisation concerned (as the case may be) shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.
- 4.7 **Affiliation to other Organisations** – The Executive shall seek affiliation to other organisations, corporate or unincorporated, whose objects are of similar charitable purpose.

Article 5: The Executive Committee

- 5.1 The Executive Committee of the Association shall consist of

- a) Chair
- b) 1st Deputy Chairman
- c) 2nd Deputy Chairman
- d) Secretary
- e) 1st Deputy Secretary
- f) 2nd Deputy Secretary
- g) Treasurer
- h) Deputy Treasurer
- i) 2nd Deputy Treasurer
- j) Events Coordinator
- k) Deputy Events Co-ordinator
- l) Publicity and Public Relations Officer
- m) Deputy Publicity and Public Relations Officer
- n) Welfare Officer
- o) Asst Welfare Officer –North
- p) Asst Welfare Officer - South
- q) 3 Non-Office Holders

- 5.2 The Executive Committee may appoint not more than 3 co-opted members always ensuring that no one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members.

Each appointment of co-opted member shall be made at a special meeting of the Executive Committee called under clause..... and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.

- 5.3 All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the end of their term of office but they may be re-elected or re-appointed.
- 5.4 The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- 5.5 No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the trusts of the Charity.

Article 6: Duties of Members of the Executive

- 6.1 **The Chairperson** - shall preside at all meetings of the Association **The Deputy Chairperson** shall preside in the absence of the Chair and carry out any other tasks appropriate to his position

- 6.2 **The Secretary** - shall take and keep minutes of all meetings and perform administrative duties of the Association and report

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- 6.3 **The 1st and 2nd Deputy Secretaries** - shall assist the Secretary and execute any tasks that the Secretary may assign to him/her. Shall act as Secretary in the absence of the Secretary.

- 6.4 **The Treasurer** - shall be responsible for keeping true and proper records of transactions and accounts of the Association and shall furnish the Committee with the true financial position of the Association regularly.

- 6.5 **The First and second Deputy Treasurers** - shall ensure that all monies collected for the Association are promptly paid into the Association's Bank Account at the latest within 7 days of receipt.

He/she shall ensure that a detailed record of finance, with all supporting documents such as paid claim forms and receipts are safely kept. He/she shall liaise with the Treasurer from time to time on matters relating to the financial affairs of the Association.

- 6.6 **The Events coordinator** - Shall be Chair of the Social and Publicity/Public Relations Sub-Committee appointed under Article 9.7 of this Constitution. He/she shall head the Sub-Committee in planning strategy for and organising fund-raising activities to support the Association's projects.

- 6.7 **Assistant Events Co-ordinator** - shall assist the Events Co-ordinator and carry out all such tasks that may be assigned to him/her. Shall act in the absence of the Social Secretary.

- 6.8 **The Welfare Officer** - shall be Chair of the Welfare Sub-Committee appointed under Article 9.7 of this Constitution and shall head in planning and carrying out outreach work and other ancillary activities of the Association. The outreach work shall include visits and support to members in times of sickness, bereavement, childbirth and celebrations of anniversaries. Also arrange or organise crèche and Child-care facilities for members' children at the Association's meetings.

Provide information and advice on Welfare Benefits, Housing, legal and other welfare issues for the members of the Association.

- 6.9 **Assistant Welfare Officer North and South** - shall assist the Welfare Officer and carry out all such tasks that may be assigned to him/her. Shall act in the absence of the Welfare Officer.

6.10 **Non-Office Holders** shall be elected to complement the Committee's membership during election of officers at an Annual General Meeting.

6.11 **Co-opted Members** shall attend Executive Meetings as ex-officio members in advisory capacity.

Article 7: Determination of Membership of Executive Committee

7.1 A member of the Executive Committee shall cease to hold office if he or she

- a) is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- b) becomes incapable of managing and administering his/her own affairs by reason of mental disorder, illness or injury;
- c) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- d) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

Article 8: Executive Committee Members not to be Personally Interested

8.1 No member of the Executive Committee shall acquire any interest in property belonging to the Association (otherwise than as a trustee for the Association) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by Executive Committee.

Article 9: Meetings and Proceedings of the Executive Committee

9.1 The Executive Committee shall hold at least four ordinary meetings each year. A special meeting may be called at any time by the Chairperson or by any two members of the Executive Committee upon giving not less than 4 days' notice to the other members of the Executive Committee of the matters to be discussed. If the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.

9.2 The Chairperson shall act as Chair at meetings of the Executive Committee. If the Chair is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chair of the meeting before any other business is transacted.

- 9.3 There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.

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- 9.4 Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the Chair of the meeting shall have a second or casting vote.
- 9.5 The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.
- 9.6 The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- 9.7 The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

Article 10: Receipts and Expenditure

- 10.1 The funds of the Association, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Association at such bank as the Executive Committee shall from time to time decide.
- 10.2 All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- 10.3 The funds belonging to the Association shall be applied only in furthering the objects.

Article 11: Property

- 11.1 Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall appoint 34 members as Holding Trustees and shall cause the title to
- a) all land held by or in trust for the Association which is not vested in the Holding Trustees for Association;

b) All investments held by or on behalf of the Association to be vested in the Holding Trustees.

11.2 Holding Trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the

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11.2 lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

Article 12: Accounts

12.1 The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the Association
- (2) the preparation of annual statements of account for the Association
- (3) the auditing or independent examination of the statements of account of the Association; and
- (4) the transmission of the statements of accounts of the Association to the Charity Commission.

Article 13: Annual Report

13.1 The Executive Committee shall comply with the obligations under the Charities Act 1993 (or any other statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

Article 14: Annual Return

14.1 The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Charity Commission.

Article 15: Annual General Meeting

15.1 There shall be an annual general meeting of the Association which shall be held in the month of August in each year or as soon as practicable thereafter.

15.2 Every annual general meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Association. All the members of the Association shall be entitled to attend and vote at the meeting.

15.3 Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairperson of the meeting. The Chairperson shall be the Chair of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chair of the meeting.

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15.4 The Executive Committee shall present to each annual general meeting the report and accounts of the Association for the preceding year.

15.5 Nominations for election to the Executive Committee must be made by members of the Association in writing and must be in the hands of the Secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

Article 16: Special General Meetings.

16.1 The Executive Committee may call a special general meeting of the Association at any time. If at least ten members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

Article 17: Procedure at General Meetings

17.1 The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Association.

17.2 There shall be a quorum when at least one tenth of the number of members of the Association for the time being or ten member of the Association, which ever is the greater, are present at any general meeting.

Article 18: Notices

18.1 Any notice required to be served on any member of the Association shall be in writing and shall be served by the Secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

Article 19: Alterations to the Constitution

19.1 Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

19.2 No amendments may be made to clause 1 (the name of the Association clause) and clause 2 (the objects clause), clause 8 (Executive members not personally interested clause, clause 20 (the dissolution clause) or this clause without the prior consent in writing of the Charity Commissioners.

Article 20: Dissolution

20.1 If the Executive Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Association.

20.2 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the members of the Association may determine or failing that shall be applied for some other charitable purpose.

20.3 A copy of the statement of accounts, or account and statement, for the final accounting period of the Association must be sent to the Charity Commission.

Article 21: Arrangements until first Annual General Meeting

21.1 Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted at the General Meeting of LA ASSOCIATION UK & EIRE on the 3rd of August 2002

Signed.....
Chair of La Association UK & Eire

Signed.....
Secretary of La Association UK & Eire

Thisday of August 2002

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