

CONSTITUTION

Of The

ASANTE KROYE KUO

Of Greater Houston

Promulgated on: November 7, 2010

Amended and Reconstituted on: March 2, 2014

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ARTICLE 3: GOVERNANCE

Section 1 Governing Board

- a) A Governing Board ("Board") shall be constituted by the Electorate to provide guidance to the Association and mediate disputes when appropriate.
- b) The Board shall consist of a minimum number of six (6) and a maximum number of twelve (12) natural persons who can provide guidance to the Association and mediate disputes when appropriate.

Section 2 Duties of the Board

- a) The Board shall be responsible for maintaining and upholding the Association's Constitution and doing whatever is possible to encourage and enhance the success of the Association as a whole.
- b) The Board shall also be responsible for the organizational, operational, and decision-making process of the Association.

Section 3 Composition of the Board

- a) The Board shall consist of an Executive Committee, a Chief, a Queen Mother, an Abusuapanin (Historian), and an Obaapanin, each of whom shall be appointed through voting by the Electorate, along with one (1) At-Large Member and the immediate Past President.
- b) The Executive Committee shall consist of a President, a Vice-President, a General Secretary, a Treasurer, an Operations Officer and a Financial Secretary.
- c) The Chief, Queen Mother, Abusuapanin (Historian), and Obaapanin shall all be Asante by birth in order to ensure strict adherence to the Asante culture.
- d) Positions of President, Vice President and all executive positions shall be open to all qualified members of the association.
- e) One At-Large member shall be appointed by the incoming Board.
- f) The incoming Board shall also appoint an Assistant Secretary and an Assistant Treasurer.

Section 4 Terms of Office

- a) The term of office for Board members shall start on the first day of the calendar month following the General Election and shall continue until the first day of the calendar month following the next General Election.
- b) Each Board member shall hold office for the term for which they were elected.
- c) Each member of the Executive Committee shall serve for two (2) years or until their resignation, removal, or death.
- d) The Chief, Queen Mother, Abusuapanin, and Obaapanin shall each serve a term of four (4) years or until their resignation, removal, or death.
- e) No Board member shall be allowed to hold the same position for more than three (3) consecutive terms as an Executive Committee member or for more than two (2) consecutive terms as Chief, Queen Mother, Abusuapanin, Obaapanin.
- f) There is no limit to the number of non-consecutive terms that a Board member shall serve.

Section 5 Calendar Year

The calendar year for the Association shall begin from January 1 and end on December 31.

Section 6 Nomination of Candidates for Office

- a) Candidates for election to the Board with the exception of the Chief, Queen Mother, Abusuapanin, Obaapanin, and At-Large member, must be nominated by a current member of the Electorate.
- b) Self-nomination by an existing member of the Electorate as a candidate for election to the Board shall be permitted.
- c) Nominees must publicly accept their nomination and pass the qualifications for membership in the Electorate.
- d) A qualified candidate for Chief, Queen Mother, Abusuapanin, or Obaapanin shall submit his or her name to the Board, and the Board shall screen and submit the approved candidates for the Electorate to vote on.

Section 7 Duties of the President

- a) Be the head of and spokesperson for the Association and the Board.
- b) Preside at all meetings of the Electorate and the Board.
- c) Have the final say on all deliberations of the Association.
- d) Cast the tie-breaking vote during all elections of the Association.
- e) Be a signatory to the Association's bank accounts.
- f) Not to make any executive decision without the approval of majority of the members of the Board.

Section 8 Duties of the Vice-President

- a) Assist the President in conducting the business of the Association.
- b) In the absence of the President, perform the duties of the President and any other duties as may be determined by the Board.
- c) Be the second signatory to all out-going checks paid on behalf of the Association, and monitor the duties of the Treasurer and Financial Secretary.
- d) Keep custody of the Association's ATM card.
- e) Perform any other duties assigned by the President in the interest of the Association.

Section 9 Duties of the General Secretary

- a) Receive, send, and maintain all correspondence pertaining to the Association.
- b) Publish records of all public meetings and maintain membership records of the Association and the Board.
- c) Perform any other duties assigned by the President in the interest of the Association.

Section 10 Duties of Assistant Secretary

- a) Perform the duties of the General Secretary in the absence of the General Secretary.
- b) Perform any other duties assigned by the President in the interest of the Association.

Section 11 Duties of the Treasurer

- a) Be responsible for overseeing all monetary transactions, including but not limited to collection of membership dues, payment of debts, and collection and maintenance of all financial records.
- b) Prepare and present quarterly/annual financial reports to the Association.
- c) Perform any other duties assigned by the President in the interest of the Association.
- d) Be the third signatory to the Association's bank accounts.

Section 12 Duties of the Assistant Treasurer

- a) Perform the duties of the Treasurer in the absence of the Treasurer.
- b) Perform any other duties assigned by the President in the interest of the Association.

Section 13 Duties of the Financial Secretary

- a) Maintain records of all financial transactions.
- b) Keep custody of the Association's check books.
- c) Submit monthly financial reports to Association's meetings.
- d) File the Association's annual taxes.
- e) Report to the Vice President.

Section 14 Duties of the Operations Officer

- a) Be responsible for the day to day operations of the Association, including but not limited to contacting members for all meetings, orchestrating events of the Association, and other duties as may be determined by the Board.
- b) Maintain order and discipline during all meetings of the Association.
- c) Perform any other duties assigned by the President in the interest of the Association.

Section 15 Duties of the Chief and Queen Mother

- a) The Chief and Queen Mother shall spearhead the traditional roles of the Association.
- b) The role of the Chief and Queen Mother shall mainly be to represent this Association at ceremonial functions and purposes such as funerals and special occasions.
- c) The Chief and Queen Mother may serve on other committees when necessary.
- d) The Chief, in consultation with the Queen Mother and Abusuapanin, shall appoint sub-chiefs.
- e) The Queen Mother, in consultation with the Chief and Abusuapanin, shall appoint her elders.

Section 16 Removal from Office and Vacancies

- a) Any Board member may be removed from office by an affirmative vote of two-thirds of the Electorate at a Special Election organized for that purpose.
- b) A petition for removal of all Board members (or of no confidence in the Board as a whole) must be demonstrably endorsed by at least 10 members of the Electorate with signatories before such a measure may be placed on the ballot.
- c) In the event of the resignation, removal, or death of a Board member, the Board shall appoint an interim Board member to fill the vacancy for the remainder of the term.

ARTICLE 4: MEETINGS

Section 1 Board Meetings

Board meetings shall be held as deemed necessary by the Board.

Section 2 General Meetings

General meetings shall be held as deemed necessary by the Board.

Section 3 Emergency Meetings

An emergency meeting may be called and convened by at least 10 members of the Electorate with signatories.

Section 4 Quorum

- a) A majority (which shall be interpreted as 51% or higher) of the Board members in office shall constitute a quorum at a Board meeting. The vote of a majority of the Board members present at a meeting of the Board at which a quorum is present shall represent the act of the Board.
- b) At least 10 members of the Electorate at all meetings shall constitute a quorum. The vote of a majority of the Electorate present at a meeting of the Association at which a quorum is present shall represent the act of the Association.

ARTICLE 5: ELECTIONS

Section 1 Administration of Elections

- a) The Board shall be responsible for administering elections using all appropriate and inclusive mechanisms.
- b) The Board Secretary shall notify the Association of the intent to hold an election not less than thirty (30) days before the election, and shall provide the necessary logistic details not less than ten (10) days or more than sixty (60) days before the election.

Section 2 Ad-hoc Electoral Commission

- a) The Board shall appoint an ad-hoc electoral commission to conduct all impending elections.
- b) The Board shall appoint an ad-hoc audit committee to perform duties according to guidelines prescribed by the Board every year.

Section 3 General Elections

A general election shall be held every two years and must be held no later than twenty-six (26) months following the previous annual election.

Section 4 Voting

- a) Any member of the Electorate on record on the official date of record for an election shall each be entitled to have their choices represented once for each measure on the ballot in a given election.
- b) Members of the Electorate who join after (or whose membership expired before and renewed after) the date of record for an election shall not be permitted to vote in that election.

ARTICLE 6: WELFARE

Section 1 Welfare Committee

- a) A welfare committee to oversee all matters related to member welfare benefits shall be appointed by the Association.
- b) The welfare committee shall consist of seven (7) members.
- c) Members of the committee shall serve a 2-year renewable term.

Section 2 Qualifications for Welfare Benefits

- a) A member shall be deemed qualified for welfare benefits if the said member is active and there is a qualifying event.
- b) For purposes of member welfare benefits, an active member shall be defined as one who:
 - i. Attends meetings at least once every quarter (or excused absences)
 - ii. Has paid up all dues
 - iii. Has been a member of the Association for at least four (4) calendar months.
- c) A qualifying event shall be defined as:
 - i. Death of a member or his/her immediate family member
 - ii. Marriage or childbirth involving a member
 - iii. The event of a member suffering a natural disaster
 - iv. Illness
 - v. Departures/transfers from the Greater Houston Area.

Section 3 Benefits

- a) Bereavements:
 - i. In the event of the death of a member, the Association shall send a delegation to commiserate with the family and offer assistance in planning the funeral if so desired by the family; present customary drinks or cash in its stead, not exceeding \$100.00; and make a monetary donation of \$1,000.00 to the family.
 - ii. In the event of the death of an immediate family member, where immediate family member shall be defined as a parent (as listed on the membership registration form), a spouse or a child, the Association shall make a monetary donation of \$300.00 and encourage members to provide support at the event.
- b) Marriages/Childbirths:

When invited to a celebration of a marriage or childbirth involving a member of the Association, the Association shall make a monetary donation of \$100.00 and present an appropriate card signed by the Executives to the member(s) involved.
- c) Natural disasters:

In the event of a member suffering injury or loss of property in a natural disaster, the Executive Committee shall decide on what and how to help.

d) **Sickness:**

In the event of sickness of a member or family, the Welfare Committee, on being informed, shall arrange a visit to the member if so desired.

e) **Departures/Transfers:**

In the event of a member leaving the Greater Houston Area for good, the Association shall:

- i. Require at least two (2) months notification if possible.
- ii. Make a monetary presentation of \$300.00.

f) In a situation where a member is affected by the same event in a dual capacity (eg. a member and spouse of member), the Association shall fulfil all its duties to each member appropriately.

Section 4 Educational Sessions and Member Enhancement Activities

The Welfare Committee shall organize activities (eg. educational talks on various topics of interest to members, etc.), for the self-improvement of members once every quarter.

Section 5 Membership Disputes

- a) It is expected and encouraged that members or any groups of members will make every effort to resolve disputes by themselves according to their documented decision-making procedures. If a dispute can not be resolved within a group or it spreads between groups, then the Board may choose to intervene.
- b) The Board shall consider disputes on a case-by-case basis and may decline to intervene. If the Board decides to intervene, it shall resolve the issue at its absolute discretion with no possibility of appeal. Its resolution shall be final and binding on all parties.
- c) No member shall be allowed to take any legal action against the Association or any other member of the Association in all matters related to the Association.

ARTICLE 7: AMENDMENTS

This Constitution may be changed, amended, or reconstituted by an affirmative vote of a majority of the Electorate participating in an election with a quorum where a properly formed and balloted constitutional amendment is considered, provided that the proposed deletions and/or additions, when applied to the Constitution, shall result in a new Constitution that remains in complete compliance with the principles of the Association.

ARTICLE 8: MISCELLANEOUS PROVISIONS

Section 1 Financial Administration

- a) All outgoing checks up to and exceeding one thousand dollars (\$1,000. 00) shall be signed by two (2) authorized executive officers of the Association.
- b) Daily ATM transactions shall not exceed five hundred dollars (\$500.00) per day.

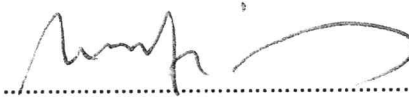
ARTICLE 9: DISSOLUTION

- a) The Association can only be dissolved at a Special General Meeting called for that purpose and with the agreement of at least two thirds of the Electorate and a majority of the members of the Board.
- b) Disposal of any remaining assets shall be decided at that meeting.
- c) All appropriate bodies shall be duly informed of the dissolution of the Association and the Association shall cease to exist after the dissolution.

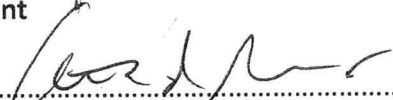
DISCLAIMER AND SIGNATORIES

This Constitution limits itself to documenting intent and structure. The authors and signatories of this document intentionally moved implementation details to a set of Board-maintained process documents that can evolve as the needs of the Association change.

This constitution was promulgated and adopted by the Electorate of the Asante Kroye Kuo of Greater Houston on November 7, 2010 and amended and reconstituted on March 2, 2014.

Signed:  Full Name: Prof. Samuel Nana Forjuoh
President

Signed:  Full Name: Mr. Lawrence Kofi Frimpong
Vice-President

Signed:  Full Name: Dr. Jude Kofi Atta des Bordes
General Secretary

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