UPPER EAST COMMUNITY OF GHANA

(UPEC)

AMENDMENTS

UPEC

CONSTITUTIONAL AMENDMENT NO. 002-2021

Motions Adopted at the November 28, 2021 General Meeting:

MOTION NO.1: DUES DRIVE:

In view of the poor payment of Dues across almost the entire membership of UPEC, beginning January 2022, without prejudice to Article 12.1.2 of the Constitution, there shall be a Dues Drive for the first fifteen (15) days of January and of every quarter of the year thereafter or, at the choosing of the President of UPEC. The purpose of the Drive is to help members pay up their outstanding arrears by instalments and not attract penalties otherwise enforceable by the Constitution. Members not in good standing who abide fully by the Drive shall not attract any repercussions or penalties. Members who fail to abide fully by this Amendment motion shall be liable to disciplinary actions prescribed hereinafter, unless exempt.

To help members make up their arrears in Dues through payment by installments:

i. The Executive Committee ("EC") shall nominate not less than three (3) people from among members every quarter of the year to form the Dues Drive Team ("DDT").
ii. DDT shall obtain an updated list of all registered UPEC members from the Secretary and devise a strategy on how to reach all members to appeal for payment of $100 per member towards the member's monthly dues whether the member is in arrears or not, unless exempt.
    a. DDT shall choose any means of reaching members individually however, phone call shall be the preferred method.
    b. For the purposes of the Drive, a member with two (2) or more months advance payment at the beginning of a Drive is exempt from the requirements of this Amendment.
iii. DDT shall document every call and report the outcome to the EC. The Team shall strive to reach every member.
iv. The Drive shall begin the first day of every quarter of the year and last for a period of 15 consecutive days unless, extended by the President for reasonable cause.
v. At the end of a quarterly drive, members who failed to pay fully the $100 drive amount shall automatically be suspended.
vi. A member suspended under clause (v) above is not in good standing and shall be barred from receiving benefits prescribed under Article 13 of the Constitution.
vii. A member once suspended shall make good his/her membership by paying his/her total indebtedness to UPEC in full and thereafter, three (3) additional months, at which point the President shall declare the suspension over.
viii. Upon the President declaring a member's suspension over, the member shall be said to be in good standing and all benefits prescribed under Article 13 shall be restored, without retroactive effect.
ix. Failure of a member to pay up fully the Drive amounts for four (4) consecutive Drives shall constitute abdication of responsibility and grounds for automatic expulsion from UPEC. A member so expelled shall lose all membership rights under the Constitution and shall not be readmitted.
x. For the purposes of clauses (v) and (ix) above, following shall be exempt:
    a. Members determined by the President to be seriously sick or incapacitated,
    b. Members not reachable by DDT due to personal or other commitments outside the US.

c. Members for any other reason as determined by the President to be valid.

MOTION NO. 2: ADMINISTRATIVE FUND:

PURPOSE: To provide funding to offset administrative costs incurred by UPEC in course of the performance of UPEC activities. The Fund shall be administered by the President.

i. In view of the cost of administering the Welfare and Benefits Articles of the Constitution, an Administrative Fund shall be set up by UPEC to bolster its accounts and make it possible to meet all administrative expenses under the Constitution.

ii. The Fund shall be funded by withholding an amount equal to 5% of the total contribution from UPEC members made under Article 13 of the Constitution. By this clause, the financial officer receiving UPEC members' contributions or donations shall withhold 5% of the total proceeds for payment into the Administrative Fund. The remaining amount shall be donated or handed over to family whose interest the money was raised.

iii. The monies so collected for the Fund under (ii) above shall be deposited within 5 business days into UPEC's accounts by the financial officer or any signatory to the UPEC Bank accounts.

MOTION NO.3: REGISTRATION OF PARENTS OF MEMBERS:

PURPOSE: To outline the admission of parents of members as full members of UPEC.

i. Without prejudice to Article 5 – "Membership" of the Constitution, parents who wish to register as full members of UPEC alongside their children shall meet the following criteria to be admitted into membership:
   a. Shall be in active service with regular income.
   b. Shall not be a dependent of another member.
   c. Shall be able to attend and participate in UPEC events and activities.
   d. Shall attend at least six (6) UPEC General Meetings before full membership can be ratified.

DATED THIS 28TH DAY OF NOVEMBER 2021

UPEC

CONSTITUTIONAL AMENDMENT NO. 001-2021

Motion Adopted at the November 7, 2021 General Meeting:

MOTION: REGISTERATION OF NEW MEMBERS:

PURPOSE: To streamline the registration of new members: Beginning January 2022, without prejudice to Article 5 – "Membership", applicants wishing to join UPEC shall be subject to the following steps:

i. Applicants shall complete and submit to the Secretary a registration form.
ii. The EC shall review the completed form for qualification purposes.
iii. Upon being qualified, applicants shall attend six (6) online or two onsite General Meetings ("GM").
iv. Upon completing (iii) above, applicants shall pay to the Financial Secretary or Treasurer the prescribed registration fee and dues covering one (1) year from the date of registration.
v. Upon successful completion of steps (i) through (iv) above, the member shall be said to be fully admitted to UPEC.
vi. Newly admitted members shall have a waiting period of six (6) months following admission before benefits prescribed under Article 13 of the Constitution shall be effective.

DATED THIS 7TH DAY OF NOVEMBER 2021

UPEC

CONSTITUTIONAL AMENDMENT NO. 001-2018

Motions Adopted at the September 30, 2018 General Meeting:

MOTION: EXECUTIVE TERM LIMITS:

Let it be known that clauses 10.1 of Article 10 ("TERM OF OFFICE") and 11.1 of Article 11 ("ELECTIONS") of the Constitution is herebyamended to read and mean:

10.1 Executive officers duly elected shall serve for a term of four (4) years after which general elections shall be organized for the offices. There shall not be limit to the number of terms of executive office holders.

11.1 Elections shall be held every four (4) years at a general meeting of the secondquarter of the year.

DATED THIS 30TH DAY OF SEPTEMBER 2018

CONSTITUTION

Of the

UPPER EAST COMMUNITY OF GHANA

(UPEC)

CONSTITUTION FOR THE UPPER EAST COMMUNITY OF GHANA

PREAMBLE:

We, the people of the Upper East Region of Ghana living in North America;
realizing our common cultural, social and geographical heritage; aware that by coming together we shall be affording a better means of knowing and helping solve each other's problems; having a firm belief that such grouping will contribute to our wellbeing hereby give unto ourselves this Constitution, which shall serve as the legal framework for the establishment of the association to be known and called The Upper East Community of Ghana.

ARTICLE 1 - NAME

The name of the association shall be known as and called The Upper East Community of Ghana (**UPEC**)

ARTICLE 2 - THE CONSTITUTION

This constitution shall be the supreme law of the association.

Any rule or regulation or activity which is inconsistent with any provision of this constitution shall, to the extent of the inconsistency, be null and void.

Any member who alleges violation of any provision of this constitution may petition the association for redress.

ARTICLE 3 - AIMS AND OBJECTIVES

The aims and objectives of the association shall be:

- To bring together people of the Upper East Region of Ghana, resident in North America to form a common forum to deliberate matters concerning the welfare of members.
- To promote unity and brotherly love among members.
- To take up matters discussed with, the appropriate agency/authority for the benefit of members.
- To mobilize resources for charitable work and to meet the developmental needs of the people of the Upper East Region of Ghana.

ARTICLE 4 - POLICIES

This association shall be non-political, non-sectarian and non-profit making.

ARTICLE 5 - MEMBERSHIP

5.1 Membership shall be opened to:

- All persons originally from the Upper East Region of Ghana and living in North America or;
- Persons whose spouses hail from the Upper East Region of Ghana or;
- Persons who have lived in the Upper East Region Ghana for a long time and have shown interest in the development of the region or;
- Persons who demonstrate their commitment to the association and advance the purposes for which the association is established; and shall in addition pay a registration fee as shall be prescribed by the association.

5.2 Voting rights shall be opened to registered paid up members only.

5.2.1 Registered paid up member shall be defined as one:
- Who has paid the full registration fee prescribed by this constitution or its amendment thereof and;
- Has submitted a registration form.

ARTICLE 6 - STRUCTURE

The association shall be organized and based in North America and shall have branches as and when approved by the Executive Committee, as well as a General Meeting, by majority vote.

ARTICLE 7 - GENERAL MEETING

7.1 A General Meeting as organized under this constitution shall be open to the entire membership of the association.

7.2 One tenth (1/10) of the total membership attending including, at least two (2) members from the Executive Committee shall form a quorum for a general meeting.

7.3 The General Meeting of the Association shall be the highest legislative and decision making body.

7.4 At general meetings, voting shall be by a show of hand unless a poll by secret ballot is requested.

7.5 Motions shall be made, seconded, voted upon and carried through by a simple majority.

7.6 In the event of a tie in votes, the President shall cast the tie breaker.

7.7 The General Meeting shall nominate and elect officers as designated in Article 8 of this constitution.

7.8 The General Meeting shall have the power to impeach or suspend any member or members on the basis of the findings of a committee.

7.9 The General Meeting shall be organized at least once every month unless called off by the President, necessitated by an uncontrollable eventuality.

7.10 The General Meeting shall be the governing body of the association and shall have the power to create adhoc committee(s) to deal with any matter in pursuit of the aims and objectives of the association.

7.11 An Emergency General Meeting shall be convened to discuss serious and important matters affecting the association. This shall be called on request of one-third (1/3) of members of the Executive, or by seven (7) members and sent to the President. The President shall then convene a meeting within seven (7) days on receipt of the petition.

ARTICLE 8 - EXECUTIVE COMMITTEE

8.1 The Executive Committee shall be elected from among members who,

- have voting rights as defined under Article 5.2 of this Constitution and;
- are not in arrears of monthly dues exceeding six (6) months, within the last 12 months and;
- have actively participated in at least four (4) General Meetings within the last 12 months unless, there are fewer than four (4) General Meetings within the period, in which case, the member shall have participated in all General Meetings.

The Executive Committee shall comprise the following offices:

8.1.1 PRESIDENT

8.1.2 VICE PRESIDENT

8.1.3 SECRETARY

8.1.4 TREASURER

8.1.5 ORGANIZING SECRETARY

8.1.6 PUBLIC RELATIONS PERSON – Voluntary and non-executive

8.1.6.1 This position shall be voluntary and non-executive and shall be opened to both registered members and non-members. The volunteer shall request and be confirmed at the General Meeting by voting and shall carry no term limits unless the privilege is revoked by the association at a General Meeting, or the volunteer tends in a resignation letter and approved by the President.

8.1.7 FINANCIAL SECRETARY

8.1.8 ASSISTANT SECRETARY

8.1.9 ASSISTANT ORGANIZING SECRETARY

8.2 The Executive Committee shall meet as and when it deems fit and the quorum shall be four (4), including the President or Vice President or Secretary.

8.3 All properties of the association shall be vested in the Executive Committee.

8.4 **ADVISORY COMMITTEE:**
The Executive Committee shall have the power to appoint an advisory committee of not more than three (3) members from outside the Committee to assist it in discharging its duties. The members shall function as ex-officio and shall have no voting rights at executive committee meetings. They shall perform any other responsibilities assigned them by the Committee.

ARTICLE 9 - DUTIES OF THE EXECUTIVE OFFICERS

9.1 PRESIDENT: The President

9.1.1 Shall convene all meetings of the association and the Executive Committee.

9.1.2 Or his/her appointee shall preside over all meetings of the association and the Executive Committee. Whilst presiding over such meetings he/she shall preserve order and decorum.

9.1.3 Or his/her appointee shall represent and be the spokesperson of the associationat all official meetings and events that require the attendance of the association.

9.1.4 Shall authorize all disbursements of the association's funds in conformity with its approved budget and in consultation with the Executive Committee.

9.1.5 Shall countersign checks issued for the business of the association.

9.1.6 Shall not vote on any issue at any meeting of the association at which he/she is presiding unless the voting is by a secret ballot. However, if there is a tie, he/she shall have a casting vote.

9.1.7 Shall perform other duties that may be assigned to him/her from time to time by the Association.

9.1.8 Shall have the power to constitute adhoc committee/s to deal with pressing matters when the need arises and as he determines. Such committee/s shall include but not limited to purposes of Fund Raising.

9.2 VICE PRESIDENT: The Vice President shall

9.2.1 Act and perform all the functions of the President in his/her absence.

9.2.2 Assist the President in the performance of his/her functions.

9.2.3 Perform any other functions as may be assigned to him/her by the Association.

9.2.4 In the event the Vice President is acting in accordance with Article 9.2.1 of this Constitution, Article 9.1.6 shall apply to the Vice President as if President.

9.3 SECRETARY: The Secretary shall

9.3.1 Keep accurate record of minutes and proceedings of all meetings of the Association and attend to all correspondences.

9.3.2 Keep a list and communication addresses, emails, and telephone numbers of all members of the association.

9.3.3 Perform all other duties that may be assigned to him/her by the Association.

9.4 TREASURER: The Treasurer shall

9.4.1 Receive all funds for the use of the Association from the Financial Secretary, issue receipts to cover such funds and pay same into the Association's designated bank accounts within thirty (30) days of receipt of same.

9.4.2 Keep an accurate account of all funds received and paid by him/her on behalf of the Association.

9.4.3 Render to the Executive Committee a report of his/her receipts and disbursements at executive committee meetings, upon request by the Executive Committee.

9.4.4 Render to the entire membership a report of his/her receipts and disbursements at general meetings on a quarterly basis.

9.4.5 Prepare and be signatory to all checks with one other cosigner.

9.4.6 Maintain proper accounting records and make them available for inspection and auditing upon request.

9.4.7 Obtain official receipt or issue a certificate of honor, where receipts cannot be readily obtained, to cover all purchases or disbursements made by the association. Shall expense no money without an order or payment voucher signed by the President.

9.4.8 Prepare an annual financial report of the association up to 31st December of the previous year for presentation at every third general meeting of the association in each year.

9.4.9 Have the authority and be willing to enter and endorse payments in Dues Books of members in the absence of the Financial Secretary.

9.4.10 Perform any other functions assigned him/her by the association.

9.5 ORGANIZING SECRETARY: The Organizing Secretary shall

9.5.1 Be responsible for the coordination of functions of the association.

9.5.2 Notify members of due dates of meetings of the association in a timely manner.

9.5.3 Ensure the organization and orderly conduct of functions.

9.5.4 Perform any other functions assigned him/her by the association.

9.6 PUBLIC RELATIONS PERSON: The Public Relations Person shall

9.6.1 Establish and / or keep the association's Webpage, Facebook, Twitter, or other social media accounts up to date. Information to be posted and made available at the association's webpage or other electronic media shall first be approved by the President or Secretary prior to posting. This shall exclude updates such as in Twitter, Facebook, or other social media responses.

9.6.2 Publish or caused to be published, print or electronic material of the association which it desires to be in the public domain for the benefit of the association.

9.6.3 Not publish political, religious, pornographic, violent material or violate copyright protected or any material deemed illegal by local, state, or federallaw enforcement.

9.6.4 Set and be the custodian of any usernames, domain names, passwords or codes required for access to the association's electronic media accounts.

9.6.5 File all new usernames, domain names and passcodes with the Secretary of the association for safe keeping.

9.6.6 Perform any other functions assigned him/her by the association.

9.7 FINANCIAL SECRETARY: The Financial Secretary shall

9.7.1 Collect/receive all funds due the association, issue receipts to cover such funds and pay same within thirty (30) days to the Treasurer who shall acknowledge receipt.

9.7.2 Be responsible for recording and endorsing dues payments and other mandatory contributions by members in member Dues Books.

9.7.3 Ensure that every registered member is supplied with a Dues Book.

9.7.4 Keep records of all receipts and make these available for examination upon request.

9.7.5 Act and perform all the functions of the Treasurer in his/her absence.

9.7.6 Perform any other functions assigned him/her by the Association.

9.8 ASSISTANT SECRETARY: The Assistant Secretary shall

9.8.1 Act and perform all the functions of the Secretary in his/her absence.

9.8.2 Assist the Secretary in keeping accurate record of minutes and proceedings of all meetings of the Association and attending to correspondences.

9.8.3 Perform all other duties that may be assigned to him/her by the Association.

9.9 ASSISTANT ORGANIZING SECRETARY: The Assistant Organizing Secretary

9.9.1 Shall act and perform all the functions of the Organizing Secretary in his/her absence.

9.9.2 Assist the Organizing Secretary in ensuring the organization and orderly conduct of functions.

9.9.3 Perform any other functions assigned him/her by the association.

ARTICLE 10 - TERM OF OFFICE

10.1 The Executive Committee shall serve for a term of two (2) years after which they may be re-elected for another two (2) year term. No officer shall hold the same office for more than two consecutive terms.

10.2 An officer shall resign his office by tending in a resignation letter and all funds and property of the association under his custody to the President, who shall have the right to accept or deny the resignation. Upon acceptance by the President, the officer shall have been deemed resigned from office.

In the event the President seeks to resign his/her office, his/her resignation letter, Association property and funds under his/her custody shall be handed to the Executive Committee. The Executive Committee shall have the power to accept or deny the resignation.

In the event of en-bloc resignation, the General Meeting shall assume the power to accept or deny the resignation upon receipt of resignation letter(s).

ARTICLE 11 - ELECTIONS

11.1 Members of the Executive Committee shall be elected from among members of the association.

11.2 Elections shall be held every two (2) years at a general meeting of the second quarter of the year.

11.3 In the event of a vacancy in any office of the executive committee, a bye-election shall be held within sixty (60) days at a general meeting to fill the vacant position.

11.4 An Electoral Commissioner shall be appointed at a general meeting to conduct elections for incoming officers of the executive committee.

11.5 Without prejudice to this constitution, the Electoral Commissioner shall determine the rules and procedures for the conduct of elections.

11.6 The post of Electoral Commissioner shall cease to exist after the election for which he/she was appointed is ratified by the General Meeting.

ARTICLE 12 - FINANCE

12.1 The funds of the association shall be derived from the following sources:

12.1.1 Registration fees

12.1.1.1 Registration fees shall be $30 per individual member and $50 per couple and shall be subject to annual review at the general meeting, when necessary.

12.1.2 Membership dues

12.1.2.1 It shall be mandatory for all members to pay membership dues as prescribed by the constitution.

12.1.2.2 Membership dues shall be a monthly fee of $10 per member and shall be subject to annual review at a general meeting of the Association, when necessary.

12.1.2.3 All registered members shall be supplied with a Dues Book for recording all dues payments and other mandatory contributions.

12.1.3 Donations from individuals and organizations.

12.1.4 Voluntary Contributions.

12.1.5 Mandatory Contributions

12.1.6 Any other income that may accrue to the association.

12.2 Bank Accounts

12.2.1 The association shall maintain bank accounts with any bank of its choice.

12.2.2. Signatories to the association's bank accounts shall be the President, Treasurer, and any other non-executive member to be elected by the association at a general meeting.

12.2.3 The President or any two of the signatories together, in section 12.2.2 can sign a check for the withdrawal of the association's money.

12.2.4 Only the President shall have the right to open and operate an online account for the association. It shall be illegal and against Association rules for any other officer to open or operate an online account for the Association unless, authorized by the President.

12.2.5 In furtherance of Article 12.2.4 of this constitution, the President shall be the sole custodian of all ATM cards issued for the Association accounts.

12.2.6 Debit transactions more than five thousand dollars ($5,000.00) within a 30-day period shall be expressly approved by the President prior to transacting.

12.3 Audit

12.3.1 Accounts of the association shall be audited at least once a year, to coincide with the presentation of the annual financial report.

12.3.2 An Audit team made up of at least two (2) members shall be appointed by the association at a general meeting to audit its accounts once a year.

12.3.3. The Audit report shall be made available to members at a general meeting.

ARTICLE 13 - BENEFITS/WELFARE

Benefits under this article are opened to only registered and paid-up members. Registered and paid-up members for the purposes of this article shall be defined as prescribed in article 5.2.1 of this constitution.

13.1 Upon the death of a member, the association shall immediately upon notice convene an emergency meeting of all members to discuss the role of the association regarding burial and funeral arrangements.

13.1.1 The Executive Committee shall collect a mandatory contribution of $100 from each member for donation to the bereaved family and for other funeral expenses. This fee shall be subject to review from time to time and as called for by the President.

13.1.2 Upon failure of a member to contribute as per clause 13.1.1 or its revision thereto, the defaulting member shall be liable to a deduction of two times (2x) same amount from any future benefits that shall accrue to him/her, to offset the contribution mandated by clause 13.1.1.

13.1.3 In addition to article 13.1.1 above, the association shall donate a lump sum of $1,500.00 to the bereaved family. For the purposes of clause 13.1 only, there shall be a qualifying period of at least six (6) months of membership prior to the occurrence of the event.

13.1.4 The Welfare Committee shall keep complete record of payment by members in connection with Article 13.1.1 of this constitution.

13.2 Upon the death of a member's spouse or child, who is a not a member, the Association shall donate a lump sum of $1000.00 each per event to the bereaved member.

13.3 Upon the death of a parent of a member, the Association shall donate a lump sum of $500 each per event to the bereaved member. A parent shall be defined as the

biological or adopted father or mother of the member. Each member is limited to one claim per parent.

13.4 Upon the death of other close relatives of a member and in the event that the bereaved member is organizing a funeral gathering and upon notice, the association shall appeal to members to contribute voluntarily to support the bereaved family.

13.5 In the event that a bereaved member is organizing a funeral ceremony in respect of clauses 13.2 and 13.3, the Association shall in addition appeal to members to contribute voluntarily to support the bereaved family.

13.6 Upon the birth of a child to a member or members and for all other family events, upon notification of the association of such an event, it shall be voluntary for members to support the family in question in various ways.

13.7 Upon the marriage of a member or members, the association shall call for voluntary contributions from members for presentation to the couple.

13.8 The Executive Committee shall be responsible for deciding the association's involvement or otherwise in matters of immigration, police, or other legal issues affecting members in good standing.

13.9 Upon the hospitalization of a member and upon notification of the association, the executive committee shall arrange with the Welfare Committee to visit the sick member to wish him well.

13.10 The association may undertake charity work when it has sufficient funding for the purpose. Charity work must be approved by a general meeting.

13.11 Termination of membership by way of relocation: Upon the free will of a member to terminate membership by reasons of relocation outside of North America, the member shall be granted one year dues-free member status, with full benefits beginning from the date the Association was notified in writing. For the purposes of this benefit only, the member shall have been registered for not less than five (5) years and shall have paid up his/her monthly dues without arrears by the date of event occurrence.

ARTICLE 14 – EXECUTIVE MISCONDUCT

14.1 In the event of any actions or lack thereof of an executive member that suggests misuse ofofficial privileges, including but not limited to;

- Neglect of duty, abuse of power, fraud, use of the association for personal gains, orconducting business in the name of the association without consultation and approval of the rest of the Executive Committee and General Meeting, shall constitute executive misconduct subject to disciplinary action.

14.1.1 In the event of a complaint of executive misconduct, the Executive Committee shall investigate the matter including meeting with the member in question. On the basis of findings of the Executive Committee, a recommendation of appropriate disciplinary action against the member shall be made to the General Meeting who shall vote to affirm or otherwise.

14.1.2 Disciplinary actions shall include but not limited to warning, suspension from Association for a period not exceeding 12 months or permanent relieve of duty.

14.1.3 An executive member relieved of duty shall without prejudice, continue to be an active member.

ARTICLE 15 - AMENDMENT TO THIS CONSTITUTION

15.1 No part of this constitution shall be altered, repealed or additions made until all of the procedure herein has been observed:

15.1.1 A member seeking the amendment to the constitution shall submit the proposed amendment together with a memorandum to the executive committee stating why the constitution should be amended;

15.1.2 The executive committee shall consider whether the request made under 15.1.1 merits further consideration by the association;

15.1.3 If in the opinion of the executive committee the request for amendment deserves the consideration of the association, it shall circulate or cause to be circulated copies of the proposed amendment together with the memorandum to all members for further consideration at a General Meeting;

15.1.4 Such an amendment shall have to receive assent of at least two-thirds of the members meeting and voting on the issue.

ARTICLE 16 – ADOPTION OF CONSTITUTION

16.1 This Constitution so adopted on the 5th Day of November, 2017 at a General Meeting hereby, replaces and or supersedes any past Constitution or such documentation purported to provide the framework and or laws of this Association known and called Upper East Community of Ghana.

ADOPTED THIS 5TH DAY OF NOVEMBER 2017