



# THE CONSTITUTION



## **ARTICLE I**

### **SECTION 1: NAME**

The name of the association shall be: Norvinyo Haborbor, hereinafter referred to as “the Association”

### **SECTION 2: LOGO**

The Association shall have an official logo that represents its identity and mission. The logo shall be used on all official documents, communications and promotional materials.



## **ARTICLE II**

### **MISION STATEMENT, AIMS AND OBJECTIVES**

#### **SECTION 1: MISSION STATEMENT**

To preserve Ewe culture, support members' welfare, foster cross-cultural understanding, and promote development and poverty reduction in the UK, Eweland and across the world.

#### **SECTION 2: AIMS**

The primary aims of the Association are to maintain and promote Ewe culture, traditions, and heritage; provide social and welfare support for members; forge strong links and good working relationships with other cultural groups aligned with the Norvinyo Haborbor mission. Promote understanding between members and other cultures; and initiate and support 'Development' and 'Poverty Reduction' projects in the UK, Eweland and across the world.

## **SECTION 3: OBJECTIVES**

### **CULTURAL PROMOTION:**

- i. Organize cultural events, festivals, and workshops to celebrate and educate members and the wider community about Ewe culture and traditions.
- ii. Preserve and promote the Ewe language through educational programs and materials.

### **COMMUNITY AND DIPLOMATIC RELATIONS:**

Foster strong relationships with the Ghana Union, the Ghana High Commission, and other Eweland related associations with similar aims and objectives in the UK. Collaborate on joint projects and initiatives that benefit the Eweland community in the UK.

### **CULTURAL UNDERSTANDING:**

- i. Promote intercultural dialogue and understanding through events, discussions, and partnerships with other cultural organizations.
- ii. Encourage members to participate in multicultural activities and exchange programmes

### **POVERTY REDUCTION INITIATIVES:**

- i. Identify and support projects aimed at reducing poverty in Eweland.
- ii. Partner with local and international organizations to fund and implement poverty alleviation programs.

## **ARTICLE III**

### **MEMBERSHIP**

#### **SECTION 1: ELIGIBILITY'**

Membership shall be open to all individuals who support the aims and objectives of the Association and agree to abide by its constitution.

#### **SECTION 2: CATEGORIES OF MEMBERSHIP**

##### **MEMBERS**

Individuals of Ewe descent or those who have a genuine interest in Ewe culture and traditions.

##### **ASSOCIATE MEMBERS**

Individuals who have made significant contributions to the Association or the Ewe community, nominated and approved by the Executive Committee.

## **SECTION 3: MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

- i. Attend and vote at general meetings.
- ii. Participate in all Association activities and events.
- iii. Stand for election to the Executive Committee.

### **RESPONSIBILITIES**

- i. Uphold the constitution and support the aims and objectives of the Association.
- ii. Pay membership fees as determined by the Executive Committee.
- iii. Actively participate in Association activities and initiatives.
- iv. Adhoc Dues; As a member you may be required to contribute from time to time to respond to emerging matters.

## **ARTICLE IV**

### **EXECUTIVE COMMITTEE**

#### **SECTION 1: COMPOSITION**

The Executive Committee shall consist of the following officers:

- President
- Vice President
- Secretary- Treasurer
- Cultural Affairs & Public Relations Officer
- Social Welfare Officer
- Project& Events Organiser
- Two Members

#### **SECTION 2: DUTIES OF OFFICERS**

##### **PRESIDENT**

- i. Provide leadership and direction to the Association.
- ii. Preside or delegate over all meetings of the Association and the Executive Committee.
- iii. Represent the Association in all official capacities.
- iv. To approve and be a co-signatory to the association's financial affairs.
- v. To perform any other duties the executive deems necessary, and be responsible for the day to day running.

## **VICE PRESIDENT**

- i. Assist the President in their duties.
- ii. Act on behalf of the President in their absence.
- iii. Shall perform any other duties as required

## **SECRETARY**

- i. Maintain accurate records of all meetings and activities of the Association.
- ii. Handle all correspondence and communication for the Association.
- iii. Should keep an up to date register of all members in good standing.
- iv. The secretary will collaborate with the treasurer to ensure records are up to date.
- v. To be a co-signatory to accounts
- vi. Shall perform any other duties as required

## **VICE SECRETARY**

- i. Assist the Secretary in their duties.
- ii. Act on behalf of the Secretary in their absence.
- iii. Shall perform any other duties as required

## **TREASURER**

- i. Manage the financial affairs of the Association.
- ii. Keep accurate records of all income and expenditure.
- iii. Present financial reports at Executive Committee meetings and the Annual General Meeting.
- iv. To collaborate with the secretary to keep and maintain records of all members in good standing
- v. The Treasurer shall liaise with the president to ensure that all procurement follows a strict approval process
- vi. To be a co-signatory to the president and Vice President
- vii. Shall perform any other duties as required

## **CULTURAL AFFAIRS & PUBLIC RELATIONS OFFICER**

- i. Organize cultural events and activities.
- ii. Promote the preservation and education of Ewe culture and traditions.
- iii. Manage the Association's public image and communications.
- iv. Liaise with external organizations and the media.
- v. To perform any other duties that may be assigned in the day to day running of the association

### **SOCIAL WELFARE OFFICER**

- i. Coordinate welfare support programmes for members.
- ii. Provide assistance and advice to members in need.
- iii. To be responsible for chairing the Welfare Committee
- iv. To perform any other duties that may be assigned in the day to day running of the association

### **PROJECT & EVENTS ORGANISER**

- i. Oversee the planning and implementation of all projects assigned by the project committee.
- ii. Work with partners to secure funding and resources for projects.
- iii. Will perform any other duties that may be assigned or be required

### **MEMBERS**

- i. Support the work of the Executive Committee (Task based membership)
- ii. Represent the interests of the general membership.
- iii. Council of Elders to assist in addressing matters that require a higher degree of resolution and thought.
- iv. To perform any other duties from time to time

### **COUNCIL OF ELDERS & PATRONS**

- i. Handle conflict resolution.
- ii. Remain objective and neutral at all times.
- iv. Provide advice to the executive committee.
- v. Review any other matters brought to their attention.

### **SECTION 3: ELECTIONS AND TERMS OF OFFICE**

- i. Officers shall be elected at the Annual General Meeting (AGM) by a simple majority vote of the members present.
- ii. The term of office for each officer shall be four years, with a LIMIT of no more than two consecutive terms in office
- iii. Voting shall be done by secret ballot
- iv. Vacant Executive Committee Member positions shall be filled by holding a by-election for that position within 30 days

## **SECTION 4: REMOVAL AND VACANCIES**

- i. An officer may be removed from office by a two-thirds majority vote of the members present at a Special General Meeting (SGM) called for that purpose.
- ii. Vacancies on the Executive Committee shall be filled by appointment by the remaining members of the Committee until the next AGM.

## **ARTICLE V**

### **MEETINGS**

#### **SECTION 1: ANNUAL GENERAL MEETING (AGM)**

- i. The AGM shall be held once a year to review the activities of the Association, elect officers, and consider any other business.
- ii. Members shall be given at least 30 days' notice of the AGM.
- iii. The AGM will be an 'in-person' event during the month December

#### **SECTION 2: SPECIAL GENERAL MEETING (SGM)**

- i. SGMs may be called by the Executive Committee or upon the written request of at least one-third of the membership.
- ii. Members shall be given at least 14 days' notice of an SGM

#### **SECTION 3: EXECUTIVE COMMITTEE MEETINGS**

- i. The Executive Committee shall meet at least four times a year to conduct the business of the Association. By 'Zoom' or in person.
- ii. A quorum for Executive Committee meetings shall be a simple majority of its members.
- iii. Adoption of standard meeting procedures, minutes, review of previous minutes etc.

## **ARTICLE VI**

### **FINANCE**

#### **SECTION 1: FINANCIAL YEAR**

The financial year of the Association shall run from 1st January to 31st December.

## **SECTION 2 : ACCOUNTS AND AUDITS**

- i. The Treasurer shall keep accurate records of all financial transactions, and be responsible for briefing members every 3 months on financial matters
- ii. The accounts shall be independently examined at the AGM on a quarterly basis by the Treasurer and the other members of the Executive Committee.
- iii. The accounts will be audited independently on a yearly basis to meet the requirements of the organisation.

## **SECTION 3: FUNDS**

- i. The funds of the Association shall be used solely to further its aims and objectives.
- ii. No part of the funds shall be paid to members, except as reasonable compensation for services rendered or expenses incurred on behalf of the Association.
- iii. Clear breaches and conflicts of interest, including misappropriation of funds will be dealt with by the executive committee.

## **ARTICLE VII**

### **AMENDMENTS TO THE CONSTITUTION**

#### **SECTION 1: PROPOSAL OF AMENDMENTS**

Amendments to this constitution may be proposed by the Executive Committee or by a written request signed by at least one-third of the members.

#### **SECTION 2: ADOPTION OF AMENDMENTS**

- i. Proposed amendments shall be considered at the AGM or an SGM.
- ii. Adoption of amendments shall require a two-thirds majority vote of the members present.

## **ARTICLE VIII**

### **DISSOLUTION**

#### **SECTION 1: DISSOLUTION PROCEDURE**

The Association may be dissolved by a resolution passed by 90% majority of members present at an AGM or SGM called for that purpose. The process will involve firstly a written request being made, and would involve an external arbitrator and elder.



## **SECTION 2: DISPOSAL OF ASSETS**

In the event of dissolution, any remaining assets shall be transferred to an organization with similar aims and objectives, as determined by the members at the meeting approving the dissolution.

## **ARTICLE IX**

### **GENERAL PROVISIONS**

#### **SECTION 1: DISPUTE RESOLUTION**

The Dispute Resolution Committee is a formal body within Norvinyo Harbor tasked with handling and resolving conflicts that arise between members. The committee is structured to ensure fairness, transparency, and a culturally sensitive approach to conflict resolution, drawing on the wisdom of our community Elders and Patrons.

#### **SECTION 2: INTERPRETATION**

Any matter not provided for in this constitution or any ambiguity arising from its interpretation shall be resolved by the Executive Committee, Council of Elders & Patrons and External Arbitrators.

#### **SECTION 3: ADOPTION OF THE CONSTITUTION**

This constitution shall be adopted by a simple majority vote of the members present at the inaugural meeting of the Association and shall take effect immediately.