
**CONSTITUTION OF THE LEGON CLUB
UNIVERSITY OF GHANA, LEGON**

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LEGON CLUB
CONSTITUTION**

ARTICLE 1: NAME

Legon Club is an association of Senior Members and Staff of the University of Ghana and other persons and registered as Company Limited by Guarantee under the laws of the Republic of Ghana (hereinafter referred to as “the Club”).

ARTICLE 2: AIMS AND OBJECTIVES

1. The aims and objectives of the Club are:
 - a) To provide assistance to members of the Club financially through the granting of loans from members’ savings
 - b) To commiserate with members on the demise of a close family (nuclear family plus father and mother) member or with the family of a member on the demise of a member.
 - c) To foster the spirit of friendship among members.
 - d) To organize activities aimed at the general welfare of members of the Club.

ARTICLE 3: MEMBERSHIP

1. Senior Members and Staff of the University of Ghana who wish to become members of the Club shall be required to complete an application form. At the discretion of the Management Board any other person may be permitted to enroll as a member of the Club.
2. A member of the Club who leaves the regular employment of the University may continue to be a member of the Club provided that he/she makes acceptable arrangements to meet his/her financial obligations to the Club.
3. A person who is not in the employment of the University or who being an employee of the University proceeds on study leave without pay may continue with membership provided that he/she makes acceptable arrangements to meet all his/her financial obligation to the Club.

ARTICLE 4: BENEFITS

Members of the Club are entitled to the following benefits:

1. On the demise of a member of the Club, members of the Club shall express their condolences to the bereaved family through a delegation.
2. The Management Board of the Club shall periodically determine a fixed amount to be given members who are bereaved (nuclear family plus father and mother) or suffer some other misfortune. The Management Board shall determine the types of misfortune.
3. Financial assistance in the form of loans (short or long term) and others shall be determined by the Management Board.
4. When a member exits the Club, he/she shall receive all of his/her contributions together with any interests that might have accrued thereon.
5. When a member dies, the member's named next-of-kin shall be entitled to receive the net balance of his/her benefits.

ARTICLE 5: MANAGEMENT BOARD

1. There shall be established a Management Board of the Club.
2. The Board shall consist of the following members elected by the Club:
 - Chairman
 - Vice Chairman
 - Secretary
 - Welfare Officer
 - Treasurer
 - Legal advisor
 - 1 other member
3. The Management Board shall report to the membership of the Club annually at an Annual General meeting on the affairs of the Club.

ARTICLE 6: FUNCTIONS OF THE MANAGEMENT BOARD

1. The Management Board shall be responsible for the running and management of the Club.
2. The Management Board shall also be responsible for approving loan applications in accordance with the Loan Policy of the Club.
3. The Management Board shall implement the recommendations of the Finance Committee and in accordance with the Investment Policy

ARTICLE 7: TERM OF OFFICE OF THE MEMBERS OF THE MANAGEMENT BOARD.

1. The Chairman and all members of the Management Board shall hold office for a term not exceeding four (4) years, but shall be eligible for re-election for another four (4) year term only.
2. A member may at any time resign membership by a letter addressed to the Chairman of the Board.
3. Where the Chairman decides to resign his position from the Club he/she shall notify the Vice-Chairman in writing of his intention to so resign.
4. In the event of the death or resignation of a member before the completion of his/her term of office, a new member shall, subject to paragraph (5), be elected to serve the remaining term and that if the new elected member serves less than half of the predecessor's term, the remaining term shall not count against him/her
5. No election shall be made under paragraph (3) above if the remaining term of office is six months or less of the current term.
6. Any member who decides to resign, must prepare, submit and discuss the handing over notes with the Chairman of the Club and where it is the Chairman who seeks to resign discuss with the Vice-Chairman.
7. The Chairman and any member of the Management Board may be removed from office if:
 - a. He /she is found to have acted in willful violation of this Constitution or any other law or Rules and Policies of the Club; or
 - b. He/she has conducted himself/herself in a manner that is likely to bring the name of the Club into disrepute, ridicule or contempt; or
 - c. He/she is incapable of performing the functions of his/her office by reason of the infirmity of body or mind or both.
8. The Chairman or any other member of the Management Board may be removed from office on grounds of incompetence by way of vote of no

confidence passed by not less than two-thirds of all members present and voting at a meeting duly convened for this purpose.

9. The Chairman or any member of the Management Board who is to be removed shall be afforded the opportunity to be heard to defend himself/herself before the votes are cast.
10. Voting for the removal from office of a Management member shall be by secret ballot.

ARTICLE 8: MEETINGS OF THE MANAGEMENT BOARD

1. The Management Board shall ordinarily meet for the exercise of its functions at such times and places as the Chairman may decide, but shall meet at least once every month.
2. The Chairman shall, on the request in writing of not less than three members of the Board, specifying the matters to be considered, call, within three days, an extraordinary or emergency meeting of the Board at such time and place as he/she may determine.
3. The Chairman, if present, shall preside at every meeting of the Board. In his absence, the Vice-Chairman shall preside. In the absence of both the Chairman and the Vice-Chairman, the members present shall elect one of their numbers to preside at the meeting.
4. The quorum at meetings of the Board shall be five.
5. All questions proposed at a meeting of the Board shall be decided by a simple majority of the votes cast and where the votes are equal, the Chairman or the person presiding shall have a second or casting vote.
6. The Board may request the attendance of any person to act as adviser at any meeting of the Board, and that person, while so attending, shall have all the powers of a member, except the power of voting on any question, and his presence at the meeting shall not count towards a quorum.
7. The validity of any act or proceedings of the Board shall not be affected by any vacancy among any of the members of the Board.
8. Subject to the preceding paragraphs, the Board may regulate its own meeting procedure.

ARTICLE 9: REMUNERATION FOR MANAGEMENT BOARD

1. The Chairman and members of the Board and Committees, together with the administrative staff shall be remunerated
2. The total amount used to manage the Club (remuneration of the Chairman and members of the Board and Committees as well as all administrative expenditure) for a current year shall not exceed 5% of the previous year's interests of the Club's investments.

ARTICLE 10: MEETINGS OF THE CLUB

1. All members of the Club shall ordinarily meet at such times and places as the Chairman may decide, but shall meet at least once in a semester.
2. Not less than seven clear days' notice in writing shall be given to members, specifying the agenda for the meeting.
3. The Management Board or the Chairman of the Club may when necessary call emergency meetings of the Club.
4. The Chairman of the Club may (and shall, on the request of not less than twenty members of the Club specifying the matters to be considered) call, within three days, an extraordinary or emergency meeting of the Club at such time and place as he may determine.
5. The Chairman, if present, shall preside at every meeting of the Club, and in his absence, the Vice-Chairman shall preside. In the absence of both the Chairman and the Vice Chairman, the members present shall elect any Board member present to preside at the meeting.
6. The quorum at meetings of the Club shall be not less than one-fifth of the total number of the members of the Club.
7. In the event of there being no quorum for a meeting, the next meeting shall be held for the transaction of business on the agenda for the meeting. However, if there is still no quorum for the second meeting, members present shall constitute themselves into a committee and their decisions shall be ratified by a subsequent formal meeting of the Club.
8. All questions proposed at a meeting of the Club shall be decided by a simple majority of the votes of the members present and voting at any meeting, and where the votes are equal, the Chairman or the person presiding shall have a second or casting vote.

ARTICLE 11: COMMITTEES OF THE CLUB

1. A Finance Committee and the Welfare Committee are hereby established.
2. The Management Board may appoint such other committees consisting of such number of persons as it thinks fit for the purpose of exercise of its functions.

ARTICLE 12: THE FINANCE COMMITTEE

1. The Finance Committee shall advise the Management Board on both investments and loans. It shall also formulate a sound financial policy for the Club guided by the Investment.
2. The Finance Committee shall also ensure that proper books of account are kept by the Club and the financial position of the Club is provided to members every quarter or as demanded by the Management Board.
3. The Finance Committee shall be chaired by the Treasurer of the Club and in his/her absence, delegate any member of the Committee. The other members not exceeding 5 including the Treasurer and the Chairman of the Management Board shall be drawn from members of the Club with requisite backgrounds in economics, statistics, finance, accounting, actuarial science, and law.
4. The quorum at meetings of the Finance Committee shall be four.
The members of the Finance Committee, other than members of the Management Board on the Committee, shall hold office for a term of four (4) years.

ARTICLE 13: THE WELFARE COMMITTEE

1. The Welfare Committee shall consist of the Vice-Chairman, the Welfare Officer and five other members elected by the Club.
2. The Vice-Chairman shall be the Chairman for the Welfare Committee.

3. The quorum at meetings of the Welfare Committee shall be four.
4. The members of the Welfare Committee shall hold office for a term of four (4) years and shall be eligible for re-election for another term of four (4) years.
5. The functions of the Welfare Committee shall be:
 - a) To organize all such activities as shall become necessary to foster friendship and unity from time to time under the provisions of this Constitution.
 - b) To appoint an official delegation to represent the Club to sick/indisposed members and at social functions affecting members of the Club including but not limited to weddings, funerals for deceased members.

ARTICLE 14: POWER TO CO-OPT

The Welfare Committee and all other Committees that the Club may set up may request the attendance of any persons to act as advisers at any of their meetings and those persons while so attending, shall have all powers of the Committee members, except the power of voting on any question. Their presence at the meeting shall not count towards a quorum.

ARTICLE 15: CONTRIBUTION TO THE CLUB

1. The monthly contributions of members shall be made by means of deductions at source from the member's monthly salary by the Finance Officer of the University of Ghana.
2. Members whose monthly contributions cannot be made through deductions by their employers shall pay their contributions by a banker's standing order or any other payment method agreed with the Management Board.
3. The contribution may be reviewed annually at a General Meeting of the Club before the beginning of the ensuing financial year.

ARTICLE 16: ACCOUNTS AND AUDIT

1. The Club shall keep proper books of accounts and proper records relating thereto, and the books of accounts and records of the Club shall be in such form as the Auditors appointed by the Club may approve.
2. The final accounts shall be prepared by the Treasurer within one month after the end of the financial year to which the accounts relate.
3. The final accounts of the Club shall, within two months after the preparation of the final accounts be audited each year by Auditors appointed by the Club.
4. The audited Balance Sheets and Accounts of the Club for the year shall be laid before the Club by the Management Board within one month after the receipt of the audited accounts.
5. The authorized signatories for the Club's Accounts shall be any two of the following:
 - I. The Chairman
 - II. The Treasurer
 - III. The Secretary
6. The Treasurer shall be empowered to keep such amount of imprest as the Club may determine from time to time.

ARTICLE 17: DISCIPLINARY ACTION

1. Any member who is found to have misappropriated any funds belonging to the Club shall be made to refund the amount involved, and the Club shall take requisite and appropriate disciplinary action against any such member.

ARTICLE 18: AMENDMENTS TO THE CONSTITUTION

1. This Constitution may be amended at a special meeting at which not less than two-thirds of the total membership of the Club is present. The amendment shall pass by a vote of 60% of members present, provided there is a quorum.
2. The proposal for amendment shall be made in writing and signed by the proposer and shall be seconded and signed by at least ten members of the Club.

3. The proposal shall then be sent to the Chairman of the Club who shall cause it to be put on the agenda for the next ordinary meeting of the Club.

ARTICLE 18: BINDING CHARACTER OF THE INVESTMENT AND LOAN POLICIES

1. For the avoidance of doubt, the Loan and Investment policies of the Club shall be binding on the Management Board and members of the Club and shall guide all persons who may have to take decisions relating to the Club's investment and loans.
2. The Investment and Loan Policies may be reviewed from time to time to reflect economic realities.

ARTICLE 19 ELECTIONS

1. All Management Board members shall be elected by simple majority of members present and voting.
2. All elections shall be conducted by an Electoral Commission which shall be made up of three (3) non-executive or management members appointed by the Club. The Commission shall be headed by a Commissioner.
3. The Electoral Commission shall be appointed three (3) months before the date of any election and each Commissioner may serve for a period of two (2) years.
4. The Electoral Commission shall make rules for the conduct of all elections
5. Elections shall be held one month before the end of the term of office of the Present Management Board.
6. Election of members of the Management Board shall be held at such place and time as designated by the Electoral Commission in the month of December of the last year in office of the Management Board.
7. To be eligible for election to the Management Board, the candidate shall be in good standing in terms of contributions and other commitments.

ARTICLE 20: MISCELLANEOUS

Any matter which is not provided for by this Constitution, Investment and Loan policies or any other policy shall be decided upon by a majority vote by members of the Club in a General Meeting held to take a decision on the said matter.

OATHS OF OFFICE

SCHEDULES

CHAIR PERSON AND ALL MEMBERS OF THE MANAGEMENT BOARD

I.....having been elected to the high office of the Chairman of the Legon Club do, in the name of the Almighty God swear (solemnly affirm) that I will be faithful and true to the Club, that I will preserve, protect and defend this Constitution ; and I will dedicate myself to the service and wellbeing of the members of this Club and to do right to all members of the Club without fear or favour.

I further solemnly swear (affirm) that should I at any time break this Oath of Office submit myself to the Constitution and to suffer the penalty for it (so help me God).

PROMULGATION

NOW THEREFORE WE THE MEMBERS OF THE LEGON CLUB HEREBY PROMULGATE, ADOPT AND GIVE TO OURSELVES THIS CONSTITUTION THISDAY.....OF 2017