

# **BONABOTO**



## **NATIONAL CONSTITUTION**

**ADOPTED AT BOLGATANGA  
ON 28<sup>TH</sup> DECEMBER 2002.**

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## **PREAMBLE**

- We the people of Bolga, Nangodi, Bongo and Tongo and their environs (Bonaboto)
- Realizing that we are a minority group in the country, impoverished and deprived through adverse geographical and historical reasons
- Aware of the fact that majority of our people have limited access to formal education and recognizing the important contribution of formal education to socio-economic development of our area
- Mindful of the fact that we can collectively find solutions to the social and economic problems confronting our people and area collectively
- Desirous to contribute to the development of our community and nation
- Eager to seek the general welfare of our members
- Hereby give unto ourselves this Constitution, which shall serve as the legal framework for the establishment of our union to be known and called BONABOTO.

## **NAME**

1. The Union shall be known and called **BONABOTO** (Hereinafter called “ the Union”)

## **AIMS AND OBJECTIVES**

2. The objectives of the union shall include the following:
  - i. To bring together citizens of the BONABOTO area,
  - ii. To serve as a forum for the collective search for solutions to problems confronting citizens in the BONABOTO area, in particular and the nation as a whole
  - iii. To contribute to the development of the BONABOTO area.
  - iv. To promote unity and brotherly love among members and neighbours

## **MEMBERSHIP**

### **Regular/ordinary Members**

3. A person shall be qualified to be a member of the union when he/she:
  - i. Hails from the Bolga, Nangodi, Bongo and Tongo areas of the Upper East Region and their environs;
  - ii. Pays a registration fee as shall be prescribed by the Union, and
  - iii. Is admitted by a body authorised to admit members into the Union.

### **Honorary Members**

4. A person shall be qualified to be an honorary member of the union when the person:
  - i. Hails from outside the Bolga, Nangodi, Bongo, Tongo areas and their environs;
  - ii. Has rendered significant services to the Association or to any of the objects which the Union is formed to promote;

- iii. Pledges his/her commitment to the promotion of any of the objects, which the Union is formed to promote;
- iv. Pays a registration fee as shall be prescribed by the Union, and
- v. Is admitted by a body authorised to admit members into the Union;

## **ORGANS OF THE UNION**

5. There shall be established the following organs of the Union: Congress; the National Executive Council (EC), National Executive Committee (NEC): General Meetings and the Executive Committees of Branch Unions.
6. The organs of the Union under Article 9, shall perform the functions assigned to them by this Constitution.

## **CONGRESS**

### **Functions of Congress**

7. Congress shall be the highest decision-making body of the Union.
8. It shall be responsible for the following:
  - i. the execution and maintenance of the Constitution, including formulation of policy
  - ii. election of NEC members
  - iii. appointment of auditors
  - iv. approval of budget
  - v. adoption of audited accounts
  - vi. final approval into the Union of newly established branches
  - vii. final internal disciplinary authority
  - viii. imposition of major penalties
  - ix. dismissal of any member of the NEC from the NEC
  - x. any other function as it deems necessary, subject to the Constitution
9. Notwithstanding any thing to the contrary, Congress may delegate any of its functions to the NEC, or EC.

### **Composition**

10. Congress shall comprise the following:
  - i. the NEC
  - ii. the chairpersons of all branches, recognised by the NEC
  - iii. the Secretaries of all branches, recognised by the NEC
  - iv. eight (8) other members of good standing from each branch.

### **Meetings of Congress**

11. Congress shall meet at least once in every two years and at such time and place as Congress shall determine
12. The quorum shall be two-thirds (2/3) of the membership of Congress.
13. Congress shall regulate the conduct of its meetings
14. Notwithstanding anything to the contrary, the quorum for emergency meetings of Congress shall be one-third (1/3) of its members.

## **THE NATIONAL EXECUTIVE COUNCIL (THE EC, OR THE COUNCIL)**

### **Composition**

15. The National Executive Council shall comprise the following:
  - i. the NEC
  - ii. regional chairpersons

### **Functions**

16. The National Executive Council, in this Constitution referred to as the EC or the Council), shall, subject to this Constitution, be responsible for the implementation and maintenance of this Constitution.
17. The EC shall exercise the functions of Congress whenever Congress is in recess and shall have the powers vested in Congress during such periods.
18. It shall perform any other function that Congress may assign to it.

### **Meetings of the EC**

19. The Executive Council shall meet at least once in a year
20. The quorum of the meetings of the EC shall be one-third (1/3) of its membership.

## **THE NATIONAL EXECUTIVE COMMITTEE (NEC)**

### **Functions**

21. It shall implement the decisions of congress
22. It shall be in charge of the day to day administration of the Union
23. It shall convene Congress in consultation with EC
24. It shall convene meetings of the EC
25. It shall render accounts to the Union, not later than two months after the end of the financial year.
26. It shall perform any other function that Congress may assign to it.

### **Meetings of NEC**

27. The Executive Committee shall meet at least once in every two months
28. The quorum of the meetings of the NEC shall be at least four (4) of its membership.

### **Composition of NEC**

29. The National Executive committee shall consist of;
  - i. The Chairperson
  - ii. The vice chairperson
  - iii. The Secretary
  - iv. Treasurer
  - v. Vice Treasurer
  - vi. Organizing Secretary
  - vii. Public Relations Officer (PRO)

### **Qualification For Election To NEC**

30. A member shall be qualified for election to the National Executive Committee if he/she:

- i. Has been a registered member of a branch union for at least one year prior to the day of elections;
- ii. Pays his monthly dues regularly and honours any financial obligations of the union always.
- iii. Attends meetings of the branch Union, where he/she is member, regularly and on time;
- iv. Does not hold any executive position in any political party
- v. Possesses a sense of duty and responsibility;
- vi. Is dedicated to the course of the Union.

31. Any member, who qualifies for election to the NEC, may be elected to the NEC on his/her own merit.

### **Functions of the Executive Committee Members**

#### **Chair**

32. The Chairperson/chairman:

- i. shall preside over/chair national meetings of the Union, including meetings of the EC, but in his/her absence, the Vice-Chairperson shall preside.
- ii. shall represent the Union at all levels
- iii. shall be signatory to the Union's bank accounts.
- iv. may impose minor penalties in cases of misconduct.
- v. shall convene national meetings in consultation with the Executive.
- vi. shall convene EC meetings in consultation with the NEC.
- vii. shall convene Congress in consultation with the EC
- viii. shall perform such other functions as may be assigned to him/her by this constitution or Union at its general meetings.

#### **Vice-Chair**

33. The Vice-Chairperson shall perform the following functions

- i. Preside over/chair national meetings of the Union whenever the Chairman is unable to do so.
- ii. He shall assist the Chairperson in the performance of his functions
- iii. he shall perform such other functions as may be assigned to him/her by this Constitution/Congress or the Chairperson.

#### **Secretary**

34. The Secretary shall be the chief scribe of the Union, responsible for the following;

- i. record or cause to be recorded minutes of meetings of the Union
- ii. be a signatory to the Union's bank accounts
- iii. undertake correspondences and other secretarial duties of the Union

- iv. ensure the safe custody of records and other documents of the Union.
- v. perform any other functions assigned to him/her under this Constitution or by the Union or the Chairman.

### **Organizing Secretary**

35. The Organizing Secretary shall be responsible for:
- i. co-ordinating functions and activities of the Union
  - ii. ensuring the organisation and orderly conduct of functions and meetings.
  - iii. assisting the secretary in the performance of the functions of the secretary.
  - iv. acting as secretary in the absence of the Secretary
  - v. performing any other functions assigned him/her by the Union or the Chairman.

### **Treasurer/Financial Secretary**

36. The Treasurer shall be responsible for financial Administration of the Union, and as follows;
- i. Ensure safe custody of funds and valuable items of the Union and shall keep full and accurate records of all assets, liabilities, receipts and disbursements, which may be made by the Union
  - ii. Deposit all monies, into the Union's bank accounts, except as may be provided by the Union.
  - iii. The Treasurer/Financial Secretary shall cause to be prepared annual financial statements of the Union at twelve months intervals.
  - iv. Furnish the NEC quarterly reports of the financial position of the Union .
  - v. He/she shall be signatory to the Union's accounts.

### **Vice-Treasurer/vice Financial Secretary**

37. The Vice-Treasurer shall assist the Treasurer in the performance of the functions of the Treasurer and in the absence of the Treasurer the Vice-Treasurer shall perform the functions of the Treasurer.
38. The Vice-Treasurer shall perform any other functions as may be assigned to him /her by the Union, the Chairman

### **Term of Office of the NEC**

39. Every member of the NEC shall hold office for a period of two (2) years and may be re-elected for another term two (2) years.
40. No member of the Executive Committee shall hold office for more than a two consecutive terms, that is four (4) years.
41. An executive member who has served the term as specified in Article 30 shall not be disqualified from being elected to any office of the Union, after four years from the day he/she served in his/her last position.

### **Removal from Office**

42. A member of the Executive Committee shall not be removed from office except for stated misbehavior, or incompetence or inability to perform the functions of his office arising from incapacitation.

### **Procedure for Removal**

43. A member of the Executive Committee may be removed from office and only in accordance with the procedure specified below:

- i. Where a member of the Executive Committee is to be removed from office, a motion to that effect shall be tabled at Congress by a delegate in good standing and supported by at least three (3) other delegates in good standing and present at Congress.
- ii. the motion so tabled shall be referred to a committee, which shall consider the merits of the motion, after which it shall submit its recommendations to Congress.
- iii. The Executive member shall be given every opportunity to state his/her case or explain himself/herself
- iv. Upon receipt of the Committee's recommendation, Congress shall then take any decision, provided that such decision shall be approved by two-thirds of delegates present and voting.

44. Only Congress shall have power to remove/dismiss a member of the NEC

### **Resignation**

45. Any member of the NEC may resign his/her position provided that the member shall do so stating reasons for his intention to resign to the Union in writing, not later than two (2) months prior to his/her intended date of resignation.

46. Where the resignation is accepted by the Union, all properties belonging to the Union in the custody of that member shall be retrieved from him/her as soon as practicable.

47. Where the Treasurer resigns, he/she shall, take appropriate steps to hand over all valuable books and /or any other property, which may be in his possession, to the Vice-Treasurer and if there be no vice-treasurer, then to the Chairman, and ensure a smooth handing over of his functions to the Vice-Treasurer.

### **GENERAL MEETINGS**

48. General meetings shall be the highest decision-making bodies of branch Unions

49. General meetings may be held as and when Branches may themselves determine

50. Branch Unions shall have power to make regulations for the conduct of Union matters where such matters have not been regulated by this Constitution

### **NATIONAL SECRETARIAT/HEADQUARTERS**

51. The National Secretariat/Head quarters of the Union shall be at Bolgatanga, or any other place within the BONABOTO Area.

52. The Union may maintain such operational Secretariats /offices as may be necessary for the efficient implementation of its aims and objectives.

53. The NEC shall maintain the Secretariat(s) of the Union.



## **BRANCH UNIONS**

54. Any branch of the Union may be established in any part of the country.
55. A group of persons intending to establish a branch shall apply to Congress through the Regional Branch for approval to establish the branch.
56. The NEC shall investigate the formation of the branch and make recommendations to Congress for approval.
57. In appropriate circumstances, the NEC may give interim approval for the establishment of Branch Unions.
58. A branch established under this Constitution shall have, as its name, the name of the place where the branch is being established and suffixed to “BONABOTO”.  
Illustration: A branch established in Sunyani, shall be called, BONABOTO-SUNYANI BRANCH.
59. Branches shall have the power to admit members into the union
60. Branches may convene meetings of the Council or congress provided that not less than 2/3 of branches support the convening of those meetings or congress as the case may

## **COMMITTEES OR COMMISSIONS**

61. The Union may appoint committees or commissions for the performance of certain specific functions when necessary

## **ELECTIONS TO NEC**

62. Members of the NEC Committee shall be elected from amongst members of the Union.
63. Elections to the NEC shall be held once every two years and at the last general meeting of the year or soon thereafter.
64. Elections shall be by secret ballot.
65. The elections shall be conducted by an Electoral Commission, comprising not more than three (3) persons, appointed by the Union for that purpose only, or by an electoral officer of the National Electoral Commission of Ghana (Electoral officers)

## **Procedure for Conducting Elections**

66. Elections shall be conducted in accordance with the preceding sections.
67. Any member may nominate himself/herself or another member for election to the NEC.
68. The nomination shall be seconded by at least two other members of the Union.
69. For every office being contested for, a maximum of five nominations shall be allowed.
70. The Electoral Commission shall verify whether the nominee satisfies the provisions of Article 28 of the Constitution.
71. The Electoral Commissioner may allow nominees to make statements before the commencement of ballot.
72. Each member present at a general meeting shall have one vote.
73. Voting by proxy shall not be allowed
74. The candidate who polls majority of votes shall be declared winner.

75. Where the constitution provides for an assistant or vice to the office being contested for, the candidate with the second largest votes shall be the vice or assistant to that office.
76. Where more than one candidate obtains the same number of votes, balloting shall continue to determine the winner as between the two.
77. Notwithstanding anything to contrary, the Electoral officer may make regulations for the conduct of elections.

## **FINANCE**

### **Sources of Income**

78. The funds of the Union shall be derived from the following sources:
  - i. Branch Funds, apportion of which shall be paid to the National Secretariat according to the following formular: 20% of total registration fees of members of each Branch and 20% of total monthly dues of each member of the Branch
  - ii. Donations from individuals and organizations
  - iii. Any other income that may accrue to the Union.

### **Bank Accounts/Audit**

79. The Union shall maintain bank accounts with any bank of it's choice
80. Signatories to the Union fund shall be the Chairperson, the Secretary and the Treasurer.
81. Any two of the signatories can sign a cheque for the withdrawal of the Union's money.
82. Accounts of the Union shall be audited at least once in a year but not later than the first three months of the subsequent financial year, which is the period from 1<sup>st</sup> October to 30<sup>th</sup> September of each year.
83. An auditor shall be appointed by Congress/general meetings, as the case may be, to audit the accounts of the union.
84. The audited accounts shall be made available to members/delegates at General Meeting or Congress, as the case may be.

## **DISCIPLINE**

### **Misconduct**

85. A member misconducts himself/herself if he/she:
  - i. Uses the Union or any platform of the Union to do party politics.
  - ii. For the purposes of this chapter, a member does party politics if he/she, using the Union and/or any platform of the Union, directly or indirectly invites members to vote for or support a particular party; influences or otherwise seeks to influence members to act in a particular manner in favour of a particular party
  - iii. being a delegate to Congress, fails/refuses to attend Congress without permission or reasonable excuse
  - iv. is absent from meetings for more than four consecutive times without permission or reasonable excuse.
  - v. is consistently late to meetings or any other gathering without permission or reasonable excuse.

- vi. unreasonably interrupts on-going discussions during meetings or impedes the orderly conduct of meetings of the Union.
- vii. fails to pay dues and honour other financial obligations of the Union without justification.

### **Penalties/Sanctions**

86. The following are the sanctions, which may be imposed in respect of stated misconduct;

- i. expulsion
- ii. removal from office in the case of office holders
- iii. suspension from the Union for a period not exceeding two (2) months
- iv. fine with or without apology

87. For the purposes of Article 83, expulsion and removal from office are major sanctions, which only Congress shall have power to impose.

88. The NEC may impose suspension; fine; and fine with or without fine, in cases of misconduct

### **LEAVING THE UNION**

89. A member may leave the Union by resignation or expulsion

#### **Resignation**

90. Any member may resign his/her membership by notice in writing to the Executive Committee of the branch of which he/she is a member stating reasons for his/her resignation.

91. Failure to comply with Article 86 shall result in expulsion

92. Every member shall, upon ceasing to be a member of the Union, settle all his/her indebtedness to the Union, if any.

#### **Expulsion**

93. A member may also be expelled from the Union if:

- i. dues payable by such a member shall be unpaid six months after same shall have become due and payable
- ii. in the opinion of the Union, the continued membership of such a person would be detrimental to the interest of the Union or to the furtherance of its objectives.

94. For the purposes of expelling a member from the Union, the following conditions/procedures shall be observed:

- i. a case of misbehaviour must be established by a disciplinary committee and such a member shall have the right to a fair hearing.
- ii. The decision to expel the member must be approved by (2/3) two-thirds of delegates present at Congress.

## TRANSITIONAL MATTERS

95. The following Branch Unions, which were in existence immediately before the coming into force of this Constitution shall continue to exist subject to the provisions of this constitution:

Bolgatanga; Tamale; Wa; Sunyani; Kumasi; Koforidua; Sekondi-Takoradi; Cape Coast; Accra-Tema; London, UK and the United States.

96. All persons who were members of the Union before the coming into force of this constitution shall continue to be members of the Union.

## AMENDMENT

97. Only Congress shall have power to amend this Constitution, provided that the procedure herein shall be observed;

- i. the member(s) seeking the amendment to the Constitution shall submit the proposed amendment together with a memorandum to the NEC stating why the Constitution should be amended
- ii. The NEC shall consider whether the request merits consideration by Congress
- iii. If in the opinion of the NEC, the request for amendment deserves the consideration of Congress, it shall circulate or cause to be circulated, copies of the proposed amendment together with the memorandum to all recognised and paid up branches for further consideration at General meeting.
- iv. The branches, having so considered the proposed amendment, shall not later than two (2) months to Congress, submit their recommendation to the NEC
- v. If two-thirds of the branches approve that the proposed amendment be submitted to Congress for further consideration, the NEC shall lay before Congress for consideration.
- vi. The amendment shall be effected if approved by two-thirds (2/3) of delegates present and voting at Congress.

## INTERPRETATION

98. In this constitution, unless the context otherwise requires:

**BONABOTO:** means the Union of people from Bolga, Nangodi, Bongo, Tongo and their environs or the union of people from the Frafra Traditional Area.

**Good Standing:** means a member who, having been registered as a member, does not owe the union, either in dues or any financial obligations of the union and attends meetings of the union regularly.

99. Other words and expressions shall have the same meaning as in the Constitution.