

**GHANAIAN ASSOCIATION OF SACRAMENTO
(GAS)
BY-LAWS**

ARTICLE ONE

Name: The name of the association shall be GHANAIAN ASSOCIATION OF SACRAMENTO (GAS).

ARTICLE TWO

Purpose: To maintain the culture of our homeland, instill in our children their importance in this society and to exchange our culture with other ethnic groups.

ARTICLE THREE

Membership: Membership shall be open to any individual, regardless of ethnic status, that wishes to experience the Ghanaian culture.

ARTICLE FOUR

Structure of Organization. The association is an unincorporated nonprofit organization consisting of:

1. Executive Committee
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Activity Coordinator
 - f. Public Relations Officer
 - g. Children's Activities Coordinator
 - h. Assistant Children's Activity Coordinator
2. General Membership – consists of all members of the association. The general membership is the governing body of the association.
3. Standing Committees – Care & Welfare Committee and the Fundraising Committee.

Officer & Committee Prerequisites and Responsibilities:

All Officers must have their dues paid in full and be in good standing with the association to be eligible to hold office. Officers are elected for a 2-year term. No officer may hold the same office for more than 2 consecutive terms. Committee membership involves a 1-year term.

PRESIDENT: (Must be a Ghanaian)

- ◆ Provides leadership for goals/activities during his/her term;
- ◆ Oversees all meetings;
- ◆ Acts a primary delegate for the Association;
- ◆ Enforces and upholds by-laws;
- ◆ Maintains order within the group during meetings and other events;
- ◆ Makes final decision in the event of a voting tie;
- ◆ Writes "President's Message" for GAS newsletter;
- ◆ Signs all correspondence which is on behalf of the Association; and
- ◆ Co-signs Association checks with the Treasurer.

VICE-PRESIDENT:

- ◆ Anticipates upcoming events and delegates responsibilities accordingly;
- ◆ Sets General & Executive meeting agendas;
- ◆ Assists the President in his/her duties;
- ◆ Acts as President when current President is absent;
- ◆ Organizes Executive Meetings;
- ◆ Serves as liaison to other African organizations, as necessary; and
- ◆ Contact person for all committees.

SECRETARY:

- ◆ Prepares minutes for adoption by the general membership;
- ◆ Maintains minutes and all records of the Association;
- ◆ Distributes minutes, flyers, newsletters and other materials to members;
- ◆ Purchases and accounts for postage and mailing supplies; and
- ◆ Maintains and updates member roster.

VICE-SECRETARY:

- ◆ Assists the Secretary in his/her duties;
- ◆ Acts as Secretary in Secretary's absence;
- ◆ Assists with large mail outs;
- ◆ Coordinates phone calling activities;
- ◆ Acquires meeting locations by soliciting sign ups from members; and
- ◆ Maintains and updates phone calling tree.

TREASURER:

- ◆ Keeps accurate records of all income and expenses of the Association;
- ◆ Collects dues;
- ◆ Presents financial statements/reports to the Executive and general membership;
- ◆ Co-signs Association checks with the President; and
- ◆ Prepares special financial reports (eg. Annual Operating Expenses & Budget)

PUBLIC RELATIONS OFFICER:

- ◆ Serves as liaison between the Association and the press (including notifying press of upcoming events);
- ◆ Obtains corporate sponsorships (tentative pending further research);
- ◆ Arranges for photos of GAS community service events; and
- ◆ Publicizes activities of the Association.

ACTIVITY COORDINATOR:

- ◆ Coordinates and organizes activities of the Association including:
 - ✓ Community Service Activities
 - ✓ Picnic
 - ✓ Christmas Party
 - ✓ Association trips
- ◆ Acquires permits, licenses for Association activities;
- ◆ Notifies members of upcoming activities (through the Secretary & GAS Newsletter); and
- ◆ Stores physical assets of the Association.

CHILDREN'S ACTIVITY COORDINATOR:

- ◆ Coordinates and organizes children's activities including:
 - ✓ Children's activities during general meetings
 - ✓ Children's community service activities
 - ✓ Field trips
 - ✓ Education/Exposure to Ghanaian history, culture and other aspects of Ghanaian life
- ◆ Updates general membership about ongoing children's activities through meetings and the GAS newsletter.

ASST. CHILDREN'S ACTIVITY COORDINATOR:

- ◆ Assists Children's Activity Coordinator in planning activities;
- ◆ Acts as Children's Activity Coordinator in the absence of the Children's Activity Coordinator;
- ◆ Solicits GAS members to commit to working with children's activities at least one time per year.

CARE & WELFARE COMMITTEE

Duties:

- Visits and/or sends cards, flowers, or other gifts, on behalf of the Association, to members who are ill, mourning a family loss, or gave birth to or adopted a child;
- Provides ideas to improve member relations within the organization;
- Assists interested members in notifying general membership of funerals, wake-keepings, outdoorings, weddings, etc.
- Membership on this committee involves a 1-year commitment.

FUNDRAISING COMMITTEE

Duties:

- Researches and recommends fundraising opportunities to the general members;
- Coordinates the logistics of fundraising events;
- Solicits participation from members in fundraising events;
- Tracks and notifies membership of fundraising progress;
- Membership on this committee involves a 1-year commitment.

ARTICLE FIVE

Membership Benefits:

- ◆ Social and Networking Opportunities
- ◆ Free admission to the Independence Day Celebration
- ◆ Annual trip, picnic and Christmas party events
- ◆ GAS Newsletter
- ◆ Children's Activities
- ◆ Leadership Opportunities
- ◆ Announcements of special gatherings, activities or events
- ◆ Birth benefit – a \$50 gift for the birth of a GAS member's child
- ◆ Wedding benefit – a \$50 wedding gift for the marriage of a GAS member
- ◆ Death benefit – a \$50 contribution for the death of a GAS member's mother, father, spouse or child. This benefit may be collected once in the "mother" category and once in the "father" category. Lifetime limit – 4 distributions.

ARTICLE SIX

Membership Expectations:

- ◆ Regularly attend meetings (unless distance or weekend employment is an issue)
- ◆ Pay dues on time
- ◆ Participate on at least one committee or work group during the planning of the Independence Day celebration
- ◆ Participate in at least one community service activity annually
- ◆ Participate in at least one children's activity (during meetings, field trips or community service activities) annually

ARTICLE SEVEN

Dues: Each member 18 years and older will be assessed \$35 per year, payable in installments if necessary. Dues are payable by March 1 of the current year. If dues are not paid, member relinquishes all voting rights and member benefits.

ARTICLE EIGHT

Meetings: The Executive Committee shall meet each month on the second Sunday of each month.

General membership shall meet every month on the last Sunday of the month from 2:00pm to 4:00pm. Location to be determined by the general membership.

The Executive Committee may call special meetings of the membership as deemed necessary. Notification and purpose of the meeting shall require seven days advanced written or telephone notice to all active members of the association.

ARTICLE NINE

Quorum: Meetings must have one Executive Committee member and two additional GAS members. This shall constitute a quorum. Decisions at such meetings will be binding on the association.

ARTICLE TEN

Voting: All dues paying members shall have one vote each to cast during attendance at all meetings and election of officers. Decisions of the vote shall be binding on the association.