DRAFT - CONSTITUTION OF VLTA DEVELOPMENT FORUM (VDF)

PREAMBLE: We the people of Volta Region in the spirit of Volta Development and for the wellbeing of all the community dwellers do hereby adopt and enact this constitution for the purpose of establishment of this Volta Development Forum.

ARTICLE 1 – NAME

1. Name VOLTA DEVELOPMENT FORUM

   The Forum shall be known as the Volta Development Forum (VDF) hereinafter referred to in this constitution as "the FORUM"

2. Office

   Secretariat of the FORUM shall be within Ho the Regional Capital and be located at any location as the Council Members of the Forum in consultation with the Board of Directors may from time to time decide.

3. Meeting Place

   The Meeting place of the Forum shall be within Volta Region and be located at any location as the Management Board of the Forum in consultation with the Board of Directors may from time to time decide.

ARTICLE 2 – OBJECTS

The objects of the Forum shall be:

2.1 To mobilize funds by launching & organizing fundraising campaigns, access & accepts grants/donations for sole purpose of developing the Volta Community.

2.2 To establish working committees/ sub-committees to seek, promote and safeguard the common interest and welfare of all individuals, persons, entity/group within the Volta Region.

2.3 To improve and enhance the quality of life of all people in the Volta Region

2.4 To generate sources of revenue through venture capital and to channel the yields (profit) back into the activities of the Forum

2.5 To work in collaboration with other development partners including VRCC, individuals, donor agencies, government and non-governmental organization for the development & wellbeing of the people of Volta.

ARTICLE 3 – COMPOSITION AND MEMBERSHIP OF THE BOARD OF DIRECTORS

3.1 Membership of the Board of Directors of the Forum is reserved for the following office holders or their appointed representative

3.2 Persons upon whom the Foundation shall confer Honorary Membership

ARTICLE 4 – COMPOSITION AND MEMBERSHIP OF THE MANAGEMENT BOARD

4.1 Membership of the FORUM's Management Board is open to all representatives of Heads of Committee members

A. Any Corporate Body or Unincorporated Association or persons that Management Board in consultation with Board of Directors shall admit as a member of the Forum.

3.2 No persons below the age of eighteen (18) years old shall be eligible to be a member of the Forum Management Board.

3.3 Membership of the Forum Management Board constitutes an acceptance by each member to be bound by the provisions of this Constitution and decision of the Forum Council

3.4 Application to be granted membership of the Forum management shall be made in writing to the Executive Director/Administrator of the Forum, who shall send notice of the same to all members of the management board and include the application in the agenda for the next Annual Review Meeting (ARM) of the Forum.

3.5 Council may or may not approve of the application for membership made in accordance with Article
3.4 of this Constitution and the approval of ARM shall be realized upon a simple majority vote by members attending.

3.7 A person shall cease to be a member of the management Board if he/she:

i. dies

ii. resigns or is dismissed from the Forum

iii. serves a notice in writing of his/her intention to withdraw from the management and upon the expiration of a period of three months from the date of receipt of the notice by the

Forum.

ARTICLE 4 – GOVERNING BODY AND STRUCTURES OF THE FORUM

4.1 The following constitute the governing bodies and structures of the Forum:

i. Governing Council

ii. Board of Directors

iii. Management Board

4.2 The overall governing body of the Forum shall be the Governing Council hereinbefore/after referred to in this Constitution as "the Council"

h. The Council shall consist of the following members:

ii. Representatives of the Heads of all Committee member

iii. All Past Chairmen of Management Board of the Forum

iv. All Past Chairmen of the Board of Directors of the Forum

v. There shall be an Annual General Meeting of the Foundation, hereinafter referred to in this Constitution as "AGM" and in between AGM's the work of the Forum shall be managed in accordance with policies formulated, by the Management Board approved by the Board of Directors as to which the Council may delegate its powers.

ARTICLE 5 – FUNCTIONS OF THE GOVERNING COUNCIL

5.1 The Governing Council shall be the highest hierarchy of the FORUM and shall review the activities of the Forum, formulate guideline policies and make decision at AGM for the future activities of the Forum.

ARTICLE 6 – FUNCTIONS OF THE BOARD OF DIRECTORS

6.1 The Board of Directors shall, subject to such decisions as may be taken at the Annual General Meeting, and for the purpose of checks and balance be responsible for:

i. the realization of the objects of the Forum through the Management Board; and

ii. ensuring the carrying into effect and enforcement of the provisions of this Constitution.

6.2 For the purpose of Clause (1) of this Article, Board of Directors shall;

i. meet quarterly to give final approval for budget intended for projects and programmes of the Forum.

iii. be responsible for professional conduct and disciplinary matters of the Management Board.

iv. Make final decisions on any other matters that seems relevant to hold the spirit of this constitution.

ARTICLE 7 – FUNCTIONS & COMPOSITION OF THE MANAGEMENT BOARD

7.1 The governance of the FORUM in the periods between Annual General Meetings (AGM) and the conduct of its day to day business shall be vested in the Management Board with an appointment of Administrator (among the Management Board) to run the secretariat.

7.2 The Management Board shall have power to deal with all current or urgent business of the Forum reporting annually at the AGM to the Governing Council to which it is accountable to but for the purpose of checks & balance its activities shall be quarterly reviewed by the Board of Directors.

7.3 The Management Board shall have no power to change any decision of the Governing Council and shall carry out the functions of General Council in-between meetings of the Council and report to the Council at AGM.

7.4 The Management Board shall consist of the following elected officers:

i. The Chairman

ii. Vice Chairman

iv. The Executive Secretary (Administrator)

v. Treasurer/Financial Secretary

vi. Other members of the Forum (not less than 5 and more than 10 people)

7.5 The Chairman shall –

i. be the Head of the Management Board and be responsible in conjunction with the Management Board for ensuring the smooth and effective functioning of the Forum.

ii. Preside over all meetings of the Forum and the Governing Council at which he is present and be responsible for the proper conduct of business at all such meetings.

iii. signs the minutes of each meeting after their approvals in conjunction with the Executive Secretary.

iv. secure the observance of the provisions of the Constitution of the Forum by all its members.

v. represent the Management Board at quarterly meetings with the Board of Directors.

vi. do any other function necessary to make the activities of the Forum more transparent for the governing council, development partners as well as the general public.

7.6 The Vice Chairman shall –

i. assist the Chairman in the discharge of his functions

ii. in the absence of the Chairman, act as Head of the Forum and preside over all meetings of the Forum at which he is present.

iii. Performs such other duties as may be assigned to him by the Chairman or the Management Board from time to time.

7.7 The Executive Secretary (otherwise known as the Administrator) shall –

i. be responsible for the day to day business and general administration of the Forum.

ii. directly oversee and supervise the work of the Secretariat and be the Secretary to all the governing bodies of the Forum (except the committee/ sub-committees).

iii. Be responsible for the recording of the minutes at all meetings of the Forum and all correspondence shall be transacted and directed through him / her.

iv. conduct the business of the Forum in accordance with the Constitution and supervise the Implementation of the decisions of the governing bodies

v. prepare reports of the Management Board to the AGM and prepare annual reports covering the activities of the Foundation for the preceding year to the AGM

vi. liaise with and inform stakeholders as well as the public on matters of the Forum

ARTICLE 8 – MISCELLANEOUS

8.1 The Management Board shall appoint a working committees/ sub-committees and the following committees shall be considered till otherwise approved by the Governing Council at AGM;

a.

b.

c.

d.

e.

f.

8.2. The Committees/ Sub-Committees shall be headed by a Management Board Member and the members shall be people with experience or interested in a particular designated field.

i. Their role is to work towards the achievement of a particular program/ project in the designated field.

ii. Their role shall be voluntary without payment but appropriate allowance may be given if available.

8.5 All members of the FRUM serving on the Management Board shall be doing so voluntarily and shall not receive salary but allowance or honorarium as and when necessary.

7.6 Allowances for the Executive Secretary or any other employee or staff of which the Forum may engage shall be determined by the Management Board.

ARTICLE 8 – SECRETARIAT

8.1 The Secretariat shall be headed by the Administrator (Executive Secretary) and may consist of administrative and any other staff that the Management Board consider necessary to appoint.

8.2 The remuneration and conditions of service of the staff of the Secretariat shall be determined by the Management Board.

8.3 The Secretariat shall –

i. carry out the functions of the Forum at the Head Office under the direction and control of the Administrator

iii. establish regular liaison with the development partners, donors, stakeholders as well as the general public.

iv. keep records of the Forum

v. ensure the proper keeping of accounts, preparation and production of reports of the Forum

ARTICLE 10 – MEETINGS OF THE FOUNDATION

10.1 – ANNUAL General MEETING

i. The Forum shall hold an Annual General Meeting during the month of December each year or at such other time as may be determined by the Governing Council.

ii. All members of the Foundation including Board of Directors and the Management Board have the right to attend, speak and vote at the AGM unless disqualified from so doing by reason of misconduct or for non-compliance with any decision of the Forum

iii. Decisions and resolutions made and passed at the AGM shall be binding on all members of the Forum

iv. The Annual General Meeting shall –

a. receive the reports of the Committee and the financial statement of the Governing Council for the preceding

b. receive and approve the audited accounts of the Forum

d. consider any matters affecting the interest of the Forum

e. review the past work of the Management Board and plan future activities

f. transact such other business as may be determined by the Governing Council and consider any other matter on the AGM agenda

v. A resolution intended for consideration at an Annual General Meeting shall –

a. Be in writing and signed by the proposer and proposers.

b. be submitted to the Secretariat at least thirty (30) days before the date of the AGM at which it is intended to be moved but the Governing Council may admit a resolution notwithstanding that it is submitted after the expiry of the time limit

c. Any resolution other than a resolution for the amendment of this Constitution shall be passed by a simple majority of members present and voting

10.2 – MEETING OF THE GOVERNING COUNCIL

i. The General Council shall meet annually

ii. The General Council may convene a Special or Extraordinary General Meeting at any time upon

written notice given within fifteen (15) days of the filing of a requisition signed by not less than 50% of the entire membership of the Forum with the Administrator.

iii. Every requisition shall specify the nature of the business for which the meeting is required to be called.

10.3 - MEETING OF THE MANAGEMENT BOARD

i. The Board shall meet for the dispatch of business at such times and places as the Chairman may appoint but shall meet at least once in every month

ii. The Chairman shall through the Secretary serve all members of the Board a notice with the Agenda of the meeting not less than one (1) week before the meeting date

iii. Meetings of the Board can only take place with at least one of the following officers namely the Chairman, the Vice Chairman or the Executive Secretary

iv. At the meeting the Board shall review propositions and resolutions submitted and where appropriate refer consideration to the appropriate Committee

v. Every question/ issue at the meeting of the Board shall be decided by a simple majority of the votes cast; if there is an equality of votes, the Chairman (or person presiding) shall have a second casting vote.

10.4 - NOTICE OF MEETING / BUSINESS

i. Notice of meeting giving details of the place, date and time and the business to be discussed or transacted, notices shall be sent by letter (hard copy), e-mail or whatsapp or test message or other communication medium acceptable to each Member Body; the address to which notice is sent shall be as the last notified address by each Member Body registered with the Secretariat

ii. Details in writing of business to be dealt with at the AGM must reach the Secretariat not later than two (2) calendar months before the date of the meeting

iii. Notice of the actual closing date in each year for the receipt of business and propositions shall be sent to all Member Bodies by the Secretariat not later than one (1) Calendar month before the date of meeting

iv. Business and propositions, other than changes in the Constitution of which due notice has not been given which in the opinion of the Governing Council, relate to business at hand without including a new principle or relate to an Emergency may be admitted by vote of two-thirds (2/3) of the votes cast at AGM.

ARTICLE 11 - VOTING

i. Matters for determination by the Forum, at any AGM of the Governing Council, Board of Directors, Management Board meeting shall, unless otherwise provided in this Constitution be decided by the majority of the votes of members present and by a show of hands except that issues relating to amendments to this Constitution and acceptance of belated emergency business or propositions require a majority of two-thirds (2/3) of votes cast

ii. Each member of the Forum shall have one (1) vote to cast at a meeting of the Forum. In the event of an equality of votes, the Chairman or person presiding shall have a second or casting vote.

iii. Only members of good standing shall be entitled to vote on any matter at a meeting of the Forum.

iv. For the purpose of this Constitution, a member is of good standing who has not misconducted him/herself and is not in breach of any decision of the Forum.

ARTICLE 12 – QUORUM

i. At any Annual General Meeting the quorum shall be not less than 60% of members of good standing.

ii. At any Special or Extraordinary Review Meeting, the quorum shall be not less than 50% of members of good standing.

iii. If no quorum is available at the expiration of two (2) hours from time appointed for the commencement of any AGM, Special or Extraordinary Review Meeting, the meeting shall stand adjourned to 9 O'clock am of the following day at the same venue and if on that day there is no quorum the meeting shall be adjourned indefinitely

iv. At a meeting of the Board of Directors or Management Board, one-third (1/3) of the entire membership of the said Board shall constitute a quorum

v. At any Committee meeting, the quorum should be (1/2) members of the committee.

ARTICLE 13 – QUALIFICATION, ELECTION, TENURE OF OFFICE AND REMOVAL FROM OFFICE

13.1 HOLDING OF ELECTIONS

i. Election of Chairman and officers of Board of Directors and the Management Board respectively, shall be held at their respective meetings and shall be by secret ballot or if agreed by 2/3 majority by simple raise of hands.

ii. At the elections of the Forum, only members of good standing at the time of the elections shall be entitled to stand as candidates, propose or nominate candidate, support nomination or vote.

13.2 QUALIFICATION OF CANDIDATES

i. A member seeking election as an officer at the Management Board level;

a. Shall be of twenty-one (21) years of age and above

b. Shall be literate

c. Should be a member of the bodies under Article (three) 3
of this constitution and have a proven skill to occupy the position he/she is vying for.

ii. A candidate is not qualified to be nominated for election if he has any record of conviction for a
serious criminal offence or proven misconduct involving dishonesty or moral turpitude

13.3 TENURE AND REMOVAL FROM OFFICE

i. The tenure of office of Management Board officer shall be two (4) years but shall be eligible for unlimited re-election term

ii. A Management Board member may be removed from the board on the proven grounds of -

a. dishonesty

b. gross misconduct

c. abuse of office

d. infirmity of mind

e. breach of oath of office

by a two-third (2/3) majority of the number of members present and voting at an ARM

v. Where Management Board position becomes vacant as a result of resignation, death, infirmity of mind or removal from office, the Governing Council shall consider a community member who falls in the group category of the person who originally hold that membership.

13.4 NOMINATION OF MEMBERSHIP AND WITHDRAWAL OF NOMINATIONS

i. The nomination of a member shall be made by an existing member and shall be supported by a minimum of two (2) existing members from at least two (2) member bodies as prescribed in Article 3 of this Constitution

ii. Nomination of membership shall open in the second week of January in every year or such other time as the Governing Council may determine and close after seven (7) days or such other time as may be determined by the Governing Council.

iii. The Secretariat of the Forum shall print and supply nomination forms to all member bodies upon request. Proposers and supporters shall state their full names, place of work and addresses on the nomination forms.

iv. The consent of a member shall be endorsed on the nomination form by the candidate-member signature.

v. Completed nomination forms shall be submitted together with 2 passport size photographs of the candidate-member. The photographs of the candidate shall be certified by the proposer to the Administrator.

vi. Completed nomination forms shall be submitted in duplicate and after processing, the Administrator shall retain the original nomination form and return the duplicate to the proposer.

viii. The Secretariat shall publish of a list of all members on the Foundations website or social media page, this may include all the particulars of the members.

This constitution is therefore promulgated at the AGM at ______________________________ and on ______________________, 2024.

Name: _________________________________ Name: ___________________________

Signed: ________________________________ Signed: ___________________________

(Executive/Director Secretary)
(Board Chairman)

Date: __________________________________ Date: _____________________________

on Wednesday 2024, VDF officials paid a working visit to a hospital established by International Health and Development Network, a non-profit in around Agbozume in the Volta Region which was situated on a 23 acre plot

The VDF team were Mr. Dzegede Daniel, Executive Director, Mr. Francis Ganyaglo, a former Deputy Regional Minister for Volta who is in charge of marketing at the VDF, and also Mr. Courage Dei-Zanga, who is the Secretary , Science & Technology Committee VDF.

The team were received by the Dr Agama who was the brain behind the establishment of this ultra-modern hospital
Dr. Agama shared with the team the most pressing needs of the facility, and which includes optimized internet service to power a newly completed pathology laboratory with the state of the art equipment, and which shared data with labs in the US for diagnosis.

The VDF Team was very pleased with such a project with all the facility to standard medical care, specializes in cancer treatment and making the laboratory one of its kind in the country.

VDF therefore will like to collaborate with the project to help make the dream reality to the benefit with the following **Recommendations**

1. Formation of management board
2. Development of sustainable action plan
3. Help to provide the needed Internet infrastructure.
4. Help establish a community radio station started by the project to promote health education in the enclave.