



NZIMA UNION UK

UNITED KINGDOM (UK)



Nzema Union UK

A Registered Charity in England and Wales

Charity Number: 1210887

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1.0 Introduction

NZEMA UNION UK is an association initiated by a minority of Nzema individuals residing in Milton Keynes, Leeds, London, Northampton, Birmingham, and various other parts of the United Kingdom. The primary objective of this association was to create a wider network among young Nzema people from the Western part of Ghana and the entire country, alongside their loved ones, to engage in periodic gatherings focused on enjoyment and socialisation.

As our membership continued to grow, it became apparent that our meetings could evolve beyond their initial purpose of simple revelry. Over time, many members expressed a desire to infuse our gatherings with more meaning and significance.

NZEMA UNION UK seeks to provide a platform where intellectual exchange, personal growth, cultural preservation, and community engagement thrive. We envision a range of carefully curated events, including discussions, workshops, and philanthropic activities, designed to foster unity, progress, and service among our members.

By harnessing the diverse talents, skills, and experiences within our community, we aim to empower one another and contribute positively to the growth and betterment of the Nzema community in the United Kingdom and beyond.

2.0 Aims and Objectives

By pursuing these aims and objectives, **NZEMA UNION UK** endeavours to create a dynamic and purposeful association that serves the needs and aspirations of the Nzema community, while making a positive contribution to society at large. Aims and Objectives of **NZEMA UNION UK**:

2.1 Networking

Through strategic networking initiatives, **NZEMA UNION UK** is dedicated to fostering the development of a robust and interconnected community. We aim to cultivate an environment that promotes collaboration, empowers individuals, and facilitates collective progress. By harnessing the power of networking, we can enhance our capacity to achieve our objectives and make meaningful contributions to the growth and well-being of the Nzema community, both within the United Kingdom and across Ghana as a whole.

2.2. Socialise

NZEMA UNION UK is dedicated to organising periodic meetings that serve as enjoyable and constructive platforms for members and non-members to come together. These gatherings allow individuals to have fun, interact, and engage in meaningful exchanges. We aim to foster a sense of community among our members and introduce the club and its values to non-members.

During these meetings, participants can expect a range of activities designed to create an inclusive and engaging atmosphere. From social events, cultural celebrations, and recreational outings to educational workshops and informative presentations, we strive to offer diverse experiences that cater to the interests and preferences of our attendees.

By organizing these meetings, we aim to promote positive interactions, encourage networking, and showcase the benefits of being part of **NZEMA UNION UK**. These events provide a welcoming space for individuals to learn more about our association, its objectives, and the opportunities it offers for personal and collective growth.

2.3. Welfare

As part of our commitment to member welfare, **NZEMA UNION UK** provides comprehensive assistance to members in times of need, both in cash and in kind. We understand that unforeseen circumstances can arise, impacting the lives and well-being of our members. To address these challenges, we offer specific welfare programs tailored to various situations:

Bereavement Assistance: In the event of the death of a direct relative, such as parents, guardians, or children,

- **NZEMA UNION UK** provides bereavement assistance to support members during their time of grief. Each member is eligible for this assistance on two occasions, helping to alleviate the financial burden associated with funeral expenses and related costs.

Physical and Emotional Accident Assistance: We recognise that accidents can have a significant impact on an individual's life and future. In such unfortunate situations,

- **NZEMA UNION UK** extends assistance to affected members, offering both financial and emotional support. We aim to provide resources and guidance to help members navigate the challenges arising from accidents and facilitate their recovery and reintegration into daily life.

These welfare programs are designed to provide tangible support to our members when they need it most. Whether it's offering financial assistance to cover funeral expenses or providing resources to aid in the recovery process after an accident, we

strive to ensure that our members receive the necessary support to overcome difficult circumstances.

At Nzema Union UK, we firmly believe in standing together as a community, offering care and assistance to one another in times of need. By providing welfare assistance, both in cash and in kind, we demonstrate our commitment to the well-being and resilience of our members, fostering a sense of support and solidarity within our community.

4.4. External Projects

External Projects are an integral part of **NZEMA UNION UK**'s commitment to community engagement and making a positive impact beyond our organisation. We actively seek opportunities to collaborate with external partners, organizations, and initiatives that align with our objectives and values. These projects aim to address various social, cultural, and developmental challenges faced by the Nzema community and the wider society.

Collaborative Partnerships:

- We forge partnerships with external organizations, government bodies, and community groups to jointly undertake projects that contribute to the betterment of society. By pooling resources, expertise, and networks, we can maximize the impact of our collective efforts.

Community Development:

- **NZEMA UNION UK** actively engages in external projects that focus on community development. These initiatives may include infrastructure improvements, education programs, healthcare campaigns, and environmental sustainability projects aimed at uplifting the quality of life and well-being of communities in need.

Cultural Exchange:

- We recognise the importance of cultural exchange and aim to participate in external projects that promote cultural understanding, diversity, and inclusivity. These projects may involve cultural exhibitions, festivals, workshops, and educational initiatives that showcase the rich heritage, traditions, and contributions of the Nzema community.

Humanitarian and Social Outreach:

- External projects may involve humanitarian and social outreach programs that address pressing social issues such as poverty, hunger, healthcare disparities, and education inequalities. We collaborate with external organizations to provide support, resources, and assistance to vulnerable individuals and communities.

Advocacy and Awareness Campaigns:

- **NZEMA UNION UK** actively engages in external projects that advocate for social justice, equality, and the rights of marginalised groups. These projects may involve awareness campaigns, advocacy initiatives, and partnerships with organisations working to bring about positive change in society.

Through our involvement in external projects, **NZEMA UNION UK** aims to extend its impact beyond its membership and contribute to broader societal progress. By collaborating with external partners and actively participating in projects that align with our values, we strive to create lasting and meaningful change in the areas that matter most to our community and beyond.

3.0 Constitution and by-laws

3.1 Pre-amble

Intending to foster understanding, fraternity, efficiency, and goodwill within the association, and promote harmonious cooperation among all those who have the privilege to share and serve in the organization, we hereby present the following proposed constitution. This constitution is intended to govern and guide the operations of the association, ensuring its smooth functioning and attainment of its objectives.

Establishment

An association is hereby established under the name of **NZEMA UNION UK**.

Article 1-Name

The name of the association will be known as **NZEMA UNION UK**.

1.1 Legal Registration and Status

The Association known as Nzema Union UK is a charitable organisation duly registered with the Charity Commission for England and Wales and shall operate in accordance with charity law.

The Association's Registered Charity Number is **1210887**

Article 2-Purpose / Aim

2.1 The primary objectives of the association are as follows:

2.1.1 To establish and nurture a broader network encompassing individual, families, friends, and loved ones from the western region of Ghana who are currently residing in the United Kingdom. This network will facilitate the exchange of ideas and skills, fostering personal and community development among its members.

2.1.2 To provide support and assistance, both in kind and in financial terms, to members of the association during times of need. This assistance aims to alleviate

the burdens faced by individuals in challenging circumstances and ensure their well-being and stability.

2.1.3 To organize periodic social programs to foster solidarity and enjoyment within the association. These programs will provide opportunities for members to engage in recreational activities, cultural celebrations, and social gatherings that promote a sense of belonging and camaraderie.

2.1.4 To actively engage in charitable projects, both locally and in Ghana, to assist individuals and communities in need. Through these initiatives, the association aims to contribute to the betterment of society, making a positive impact by addressing social, economic, and educational challenges faced by vulnerable populations.

By pursuing these objectives, the association endeavours to strengthen the Nzema community's bonds, support its members during times of difficulty, provide opportunities for social interaction, and engage in philanthropic endeavours that uplift the lives of individuals and communities, both within the United Kingdom and in Ghana.

Article 3. Carrying out the Purposes

3.1 To effectively fulfill the stated purposes, the Committee is granted the following powers:

3.1.1 Fundraising and Resource Acquisition: The Committee is authorised to raise funds, receive grants, and accept donations from various sources under relevant legal requirements. These resources will support the association's activities and initiatives aimed at achieving its stated purposes.

3.1.2 Collaboration and Support: The Committee is empowered to cooperate and extend support to other groups and organizations that share similar purposes, objectives, or values. Such collaborations will foster synergies, enhance collective impact, and further the achievement of common goals.

3.1.3 Legal Compliance: The Committee shall undertake all actions necessary, within the boundaries of the law, to fulfill the association's purposes. This includes adhering to relevant legal, regulatory, and governance requirements in all its activities, ensuring transparency, and maintaining the association's credibility.

3.1.4 Financial Operations: The Committee is authorized to open bank accounts on behalf of the association, ensuring proper financial management, including record-keeping, transactions, and financial reporting, in compliance with applicable financial regulations and best practices.

3.1.5 Program Development: The Committee has the authority to organize courses, events, and programs that align with the association's purposes. These activities will provide opportunities for members to enhance their knowledge, skills, and overall personal development, contributing to the fulfilment of the association's objectives.

3.1.6 Property Acquisition and Management: The Committee may acquire and manage buildings or facilities that are deemed necessary to support the association's activities. This includes ensuring proper maintenance, effective utilisation, and compliance with relevant legal and safety regulations.

Article 4. Address

4.1. The Registered Headquarters

**63 CHASEWATER CRESCENT
BROUGHTON
MILTON KEYNES
UNITED KINGDOM
MK10 9QJ**

4.1.1 The primary location of the **NZEMA UNION UK** is established in **Milton Keynes, UK**. This serves as the designated home base for administrative and operational purposes.

4.1.2 The address for the physical location of meetings and gatherings shall be determined and communicated by the ruling executive committee as required. This allows for flexibility in selecting suitable venues to accommodate the needs of the association and its members.

4.1.3 A permanent address, agreed upon by a consensus of a quorum, shall be provided for the official registration and ongoing functioning of the association. This address serves as the formal point of contact for legal and administrative matters, ensuring compliance with regulatory requirements and facilitating effective communication with relevant authorities and stakeholders.

Article 5. Membership

5.1 Eligibility and Application

5.1.1 The Committee is empowered to admit individuals aged **eighteen (18)** years and above as members if they express support for the purposes and objectives of the Association. The Constitution governing the Union shall be made available to every applicant. Prospective members shall submit a formal application by completing the official membership form administered exclusively by the Secretary. The completed form shall be returned to the Secretary for processing.

5.1.2 The Secretary shall maintain an accurate, current, and complete membership register, ensuring that all relevant personal, financial, attendance, and disciplinary

records of each member are properly recorded and kept up to date.

5.1.3 An individual shall become an official member of the Union only upon satisfying all conditions of registration and compliance with ongoing obligations.

These obligations include:

- a) payment of prescribed registration, cloth fees, monthly dues, and funeral contributions on time;**
- b) active participation in both online and face-to-face meetings;**
- c) full cooperation with attendance recording procedures;**
- d) participation in funeral arrangements and Union activities as required by the Executive Committee.**

Failure to comply with any requirement may result in disciplinary action or removal from membership in accordance with this Constitution.

5.1.4 Financial Commitment & Arrears Enforcement

5.1.4.1 Any member who falls **into arrears of monthly dues for a continuous period exceeding six (6) months** shall be deemed to have **automatically ceased to be a member of the Union**, without further notice or disciplinary hearing.

5.1.4.2 Upon reaching the six-month arrears threshold:

- a) The member's name shall be **removed from the official membership register**;
- b) The member shall be **removed from all Union digital communication platforms**, including WhatsApp, Zoom, and any other official group platforms;
- c) The member shall **lose all rights, benefits, and privileges** associated with membership, including voting rights, welfare benefits, funeral claims, and attendance recognition.

5.1.4.3 Re-admission following automatic removal due to arrears shall only occur if the individual:

- a) pays **all outstanding arrears in full**;
- b) completes full re-registration in accordance with **Article 6**, including payment of any applicable registration or cloth fees as determined by the Executive Committee; and
- c) receives formal approval from the Executive Committee.

5.1.4.4 No arrears-cleared member shall qualify for any funeral claim or welfare benefit relating to any period during which they were not in active good standing.

5.1.5 Attendance Commitment & Membership Removal

5.1.5.1 Payment of dues or funeral contributions alone shall **not** be sufficient to maintain active membership status. **Attendance and participation in Union meetings form a mandatory obligation of all members.**

5.1.5.2 Any member who:

- a) consistently fails to attend online meetings, and/or
- b) fails to attend face-to-face meetings,

without submitting written apologies or receiving prior approval from the Secretary or Executive Committee, shall be deemed to be **demonstrating lack of commitment to the Union.**

5.1.5.3 Members who show a pattern of non-attendance shall receive an official warning from the Secretary or Chairperson.

5.1.5.4 Where non-attendance continues after warning:

- a) the member shall be **removed from the official membership register**;
- b) they shall be **removed from all Union platforms and communication channels**;
- c) they shall forfeit **all rights and benefits of Union membership**, including claims eligibility and voting privileges.

5.1.5.5 Removal from membership due to lack of attendance shall **not entitle the former member to refunds of any dues or funeral contributions already paid.**

5.1.5.6 Any individual removed from membership under this clause may reapply only by:

- a) fulfilling full re-registration requirements in accordance with **Article 6**; and
- b) obtaining fresh approval from the Executive Committee.

Article 6 – Registration

6.1 Membership Registration

6.1.1 Individuals seeking membership shall complete the registration process by fulfilling the following requirements:

- a) Submission of a **non-refundable registration fee of Fifty Pounds (£50)**; and
- b) Familiarisation with all clauses outlined in **Article 5.1.3.**

6.1.2 Upon successful registration, members are obligated to fulfil their financial commitments to the Union by paying:

- a) **monthly dues**; and
- b) **funeral contributions**,

as determined through a consensus-based decision-making process and communicated in accordance with the Union's financial guidelines.

6.1.3 Compulsory Registration and Union Cloth Fees

6.1.3.1 In addition to the registration fee prescribed under Article 6.1.1(a), every new member shall also pay the Union cloth fee of Sixty Pounds (£60).

6.1.3.2 The registration fee of £50 and the Union cloth fee of £60 must be paid together at the point of registration. Payment of one without the other shall be regarded as **an incomplete registration.**

6.1.3.3 No individual shall be recognised as a member of the Union nor enjoy any rights, privileges, benefits, attendance recognition, or claim eligibility until **both fees have been fully paid and officially receipted** by the Financial Secretary and confirmed by the Treasurer.

6.1.3.4 The Financial Secretary shall issue official proof of payment for both fees, and the Secretary shall only enter a member's name onto the Union's **official membership register** after full payment has been verified.

6.1.3.5 Any person who fails to pay both required fees together shall **not be regarded as a registered member of the Union** and shall not participate in Union benefits, voting, welfare claims, or official attendance recognition until registration is completed in accordance with this Article.

Article 7. Management.

7.1 Administration and Committee Structure

7.1.1 The **NZEMA UNION UK** shall be administered by a Management Committee comprising ten esteemed individuals who are not part of the executive team. This committee shall consist of individuals holding roles such as Financial Secretary, Organiser, Welfare Officers, and other respected members.

7.1.2 The executive team shall be composed of the President, Vice President, Treasurer, and Secretary, who shall assume the primary leadership roles within the Association.

7.1.3 The Management Committee may co-opt up to three additional individuals in an advisory and non-voting capacity to provide valuable insights and expertise that align with the Group's objectives. These co-opted individuals shall report back to the Secretary and contribute to the fulfillment of the Association's aims.

7.1.4 The Management Committee shall convene meetings as required, particularly in urgent and essential situations, to address pertinent matters and make informed decisions.

7.1.5 A quorum for a Management Committee meeting shall consist of at least two-thirds of the committee members. Voting during these meetings shall adhere to the agreed-upon voting procedures by the attending members. In the event of a tied vote, the Chairperson shall exercise veto power to determine the outcome.

7.1.6 The Management Committee possesses the authority to relieve any member of their duties if they are deemed unfit to fulfill their responsibilities. In such cases, the committee shall consult with the executives for guidance and advice.

7.1.7 The Management Committee is required to meet with the executives at least six times per year for meaningful discussions and collaboration. These meetings serve to ensure effective coordination, foster collective decision-making, and promote alignment between the committee and the executive team.

Article 8. The Duties of the Officers.

8.1.1 The Role of the Chairperson:

- **Presiding over Meetings:** The Chairperson shall lead and facilitate meetings of the Association, ensuring order, adherence to the agenda, and active participation of all members.
- **Providing Strategic Direction:** The Chairperson plays a key role in setting the strategic direction and vision of the Union, working closely with the Management Committee and other relevant stakeholders.
- **Ensuring Effective Governance:** The Chairperson ensures that the **NZEMA UNION UK** operates in accordance with its constitution and by-laws. They promote transparency, accountability, and compliance with legal and regulatory requirements.
- **Representing the Union:** The Chairperson serves as the official representative of the Association in external engagements, liaising with other organizations, stakeholders, and the public. They promote the interests and values of the Association and maintain positive relationships with relevant parties.
- **Facilitating Decision-making:** The Chairperson facilitates informed decision-making within the **NZEMA UNION UK**, ensuring that all perspectives are considered and that decisions are made in the best interest of the **NZEMA UNION UK** and its members.
- **Providing Leadership and Support:** The Chairperson provides guidance and support to the Management Committee and other members of the Association. They foster a collaborative and inclusive environment that encourages teamwork, cooperation, and effective communication.
- **Promoting the Mission and Objectives:** The Chairperson actively promotes the mission, aims, and objectives of the Association, working to advance its purpose and ensure its long-term sustainability.
- **Collaborating with Executive Officers:** The Chairperson collaborates closely with the other executive officers, including the Vice Chairperson, Treasurer, and Secretary, to ensure coordinated leadership and effective management of the Association's affairs.

8.1.2 The duties of Vice Chairperson:

- **Assisting the Chairperson:** The Vice Chairperson works closely with the Chairperson, providing support and assistance in carrying out their duties. They collaborate to ensure effective leadership and decision-making within the **NZEMA UNION UK**.
- **Acting as a Deputy:** In the absence or unavailability of the Chairperson, the Vice Chairperson assumes their responsibilities and functions as the acting Chairperson. They preside over meetings, represent the Association, and fulfill the duties of the Chairperson as required.
- **Supporting Committee Operations:** The Vice Chairperson actively participates in the Management Committee, contributing to discussions, sharing insights, and assisting in the formulation of strategies and policies that align with the goals and objectives of the **NZEMA UNION UK**.
- **Fostering Collaboration:** The Vice Chairperson works to promote a culture of collaboration, teamwork, and unity among the members of the Association. They encourage engagement and active participation from all members,

ensuring that diverse perspectives are considered in decision-making processes.

- **Engaging with Members:** The Vice Chairperson serves as a point of contact for members, addressing their concerns, providing support, and facilitating communication between the Association's leadership and its members. They promote a sense of inclusivity and ensure that members' voices are heard.
- **Representing the Union:** The Vice Chairperson may be called upon to represent the Union in external engagements, events, or meetings in the absence of the Chairperson. They uphold the values and mission of the Union and maintain positive relationships with external stakeholders.
- **Assisting in Organizational Development:** The Vice Chairperson actively contributes to the development and growth of the Union. They assist in identifying opportunities for improvement, implementing strategic initiatives, and promoting the long-term sustainability of the organization.

8.1.3 The duties of the Secretary:

- **Record-keeping and Documentation:** The Secretary is responsible for maintaining accurate records and documentation of the **NZEMA UNION UK** 's activities, including minutes of meetings, official correspondence, membership records, and other relevant documents. They ensure that all records are organised, easily accessible, and securely stored.
- **Meeting Coordination:** The Secretary plays a key role in coordinating meetings of the Association. This includes preparing meeting agendas, notifying members of meeting dates, times, and locations, and ensuring that all necessary materials and resources are available for meetings. During meetings, the Secretary records minutes, capturing key discussions, decisions, and action points.
- **Communication and Correspondence:** The Secretary serves as a primary point of contact for internal and external communications. They handle official correspondence, including sending and receiving emails, letters, and other forms of communication on behalf of the Union. The Secretary ensures timely and accurate communication with members, the **Chairperson**, and **Vice Chairperson**.
- **Membership Management:** The Secretary oversees the membership process, including the administration of membership applications, maintaining an up-to-date membership list, and communicating membership-related information to members. They ensure that membership records are kept confidential and in compliance with data protection regulations.
- **Regulatory Compliance:** The Secretary ensures that the **NZEMA UNION UK** operates under relevant laws, regulations, and the Association's

constitution and by-laws. They facilitate the fulfillment of legal requirements, such as submitting necessary reports, filings, and registrations to regulatory authorities.

- **Support to the Committee:** The Secretary provides administrative support to the Management Committee, including scheduling meetings, preparing agendas, and distributing relevant materials. They assist in maintaining effective communication and collaboration among committee members, ensuring that decisions and actions are properly documented and followed up.
- **Archiving and Records Management:** The Secretary is responsible for maintaining an organised and secure archive of the **NZEMA UNION UK** 's historical records, reports, and important documents. They ensure the preservation and accessibility of these records for future reference and continuity.
- **Compliance with Governance and Policies:** The Secretary assists in ensuring compliance with governance principles, policies, and procedures established by the Union. They stay informed about legal and regulatory developments that may impact the organization and advise the committee on necessary actions.

8.1.4 The duties of the Treasurer:

- **Financial Management:** The Treasurer is responsible for the financial management of the Union. This includes maintaining accurate and up-to-date financial records, tracking income and expenses, and ensuring compliance with financial regulations and best practices.
- **Budget Preparation:** The Treasurer works closely with the Management Committee to develop an annual budget for the **NZEMA UNION UK**. They gather financial information, analyze expenses, and propose a budget that aligns with the goals and objectives of the **NZEMA UNION UK**. The Treasurer also provides regular financial updates and reports to the committee.
- **Financial Transactions:** The Treasurer handles all financial transactions on behalf of the **NZEMA UNION UK**. This includes collecting membership fees, donations, and other sources of income, as well as making payments for approved expenses. The Treasurer ensures that financial transactions are properly documented, recorded, and reported.
- **Banking and Account Management:** The Treasurer oversees the **NZEMA UNION UK** 's bank accounts and financial accounts. They establish and maintain appropriate banking relationships, monitor account balances, and ensure that funds are securely managed. The Treasurer may also be responsible for reconciling bank statements and managing online banking systems.
- **Financial Reporting:** The Treasurer prepares accurate and comprehensive financial reports for the Management Committee and members of the Association. These reports provide an overview of the Association's financial position, income and expenses, and any significant financial developments.

The Treasurer may also present financial reports at meetings or the **Association's Annual General Meeting (AGM)**.

- **Financial Reporting to the Secretary:** The **Treasurer** is responsible for providing regular financial reports to the **Secretary**. This includes reporting on all monies received and disbursed by the Association.
- **Bank Statement Compilation:** The Treasurer is required to compile and provide the **Secretary** with printed bank statements **every three months**. This ensures transparency and accountability in the Association's financial management.
- **Collaboration with the Secretary:** The **Treasurer** works closely with the **Secretary** to ensure smooth coordination of financial and administrative functions. They maintain open communication channels with the Secretary, providing updates on financial matters, addressing any queries or concerns, and actively collaborating on financial reporting requirements.

8.1.5 The duties of the Financial Secretary:

- **Financial Record-Keeping:** The Financial Secretary is responsible for maintaining accurate and up-to-date financial records of the Association. This includes recording all financial transactions, such as income, expenses, **membership dues**, and **funeral contributions**, in a systematic and organized manner.
- **Funeral Contribution Collection:** The Financial Secretary is responsible for collecting funeral contributions from all members when needed.
- **Receipts and Invoices:** The Financial Secretary handles the issuance and management of receipts and invoices for all financial transactions. On a **quarterly basis**, the Financial Secretary provides a comprehensive **handover of all receipts and invoices to the Secretary**, ensuring that the Association's financial records are complete and up to date.
- **Collaboration with the Treasurer:** The Financial Secretary works closely with the Treasurer to reconcile financial records, verify transactions, and ensure accuracy in financial reporting.
- **Budget Monitoring:** The Financial Secretary assists in monitoring the Association's budget. They compare actual income and expenses against the budgeted amounts and provide updates on financial performance

8.1.6 The duties of the Welfare Officers include:

- **Welfare Assistance:** The Welfare Officers are responsible for providing welfare assistance to members of the Association in times of need.
- **Bereavement Assistance:** The Welfare Officers extend bereavement assistance to members who experience the loss of a direct relative, including parents, guardians, or children.
- **Reporting and Communication:** The Welfare Officers regularly report back to the Management Committee regarding welfare matters. They provide updates on the status of ongoing welfare cases and highlight emerging needs.

- **Collaboration with Management Committee:** The Welfare Officers work closely with other members of the Association's Management Committee, including the Chairperson, Treasurer, and Secretary.
- **Reporting to Executive Officers:** The Management Committee, including the Welfare Officers, conducts regular meetings and reports their findings, updates, and recommendations to the Executive Officers.

8.1.7 The duties of the Organiser include:

- **Event Planning:** The Organiser is responsible for planning and coordinating various events and activities organized by the Association. This includes social gatherings, cultural celebrations, educational workshops, fundraising events, and any other initiatives aimed at bringing members together and promoting the objectives of the Association.
- **Logistics Management:** The Organiser oversees the logistical aspects of events, such as venue selection, booking, and setup.
- **Event Promotion:** The Organiser develops strategies to promote Association events, utilizing various channels such as social media, newsletters, website updates, and community networks.
- **Event Execution and Evaluation:** The Organiser oversees the implementation of events, ensuring that all activities are carried out according to the established plan.
- **Reporting and Communication:** The Organiser reports event-related information, including attendance figures, feedback, and outcomes, to the Secretary.
- **Zoom Meeting Upload:** The Organiser is responsible for **voice Audio** and **uploading** Zoom meetings at the end of each month.

Article 9. Misconduct

9.1 Misconduct refers to any behaviour that violates the principles, values, or rules set forth by the Nzema Union UK. It includes actions that undermine the reputation, harmony, or objectives of the Association, and may include but are not limited to:

9.1.1 Breach of the Association's Code of Conduct: Members shall adhere to the Code of Conduct established by the Association, which outlines the expected standards of behaviour, respect, and professionalism within the organization. Any violation of this code shall be considered misconduct.

9.1.2 Disruption of Meetings or Events: Any member who intentionally disrupts or interferes with the proceedings of Association meetings, events, or activities, thereby impeding the ability of other members to participate or causing harm to the reputation of the Association, shall be considered in violation of the rules of conduct.

9.1.3 Non-Compliance with Financial Obligations: Members are required to fulfill their financial obligations, including payment of membership dues, event fees, or any

other financial commitments as determined by the Association. Failure to meet these obligations without proper justification shall be considered misconduct.

9.1.4 Discrimination or Harassment: Any form of discrimination, harassment, or bullying based on race, ethnicity, gender, age, religion, or any other protected characteristic, whether directed towards members or non-members, is strictly prohibited within the Association.

9.1.5 Breach of Confidentiality: Members shall maintain the confidentiality of sensitive information disclosed within the Association, including personal information of members, financial details, or any other confidential matters. Unauthorized disclosure or misuse of such information shall be considered misconduct.

9.1.6 Discrediting or Dividing the Association: Any member found to be engaging in any form or manner that seeks to discredit or divide the association, including spreading false information, engaging in malicious gossip, or intentionally creating rifts or conflicts among members, shall be considered in violation of the principles and objectives of the Nzema Union UK and shall be subject to disciplinary action as outlined in **Article 9**.

9.2 Procedure for Addressing Misconduct:

9.2.1 Reporting: Any member who witnesses or becomes aware of misconduct by another member shall promptly report the incident to the Management Committee. Reports can be made verbally or in writing, and the identity of the reporting member shall be kept confidential if requested.

9.2.2 Investigation: Upon receiving a misconduct report, the Management Committee shall conduct a fair and impartial investigation into the alleged misconduct. This may involve gathering evidence, interviewing relevant parties, and ensuring a thorough understanding of the incident.

9.2.3 Disciplinary Action: If the investigation confirms that misconduct has occurred, the **Management Committee** shall determine an appropriate course of action. Disciplinary actions may include warnings, temporary suspension, permanent expulsion, or any other measures deemed necessary to address the misconduct and protect the best interests of the Association.

9.2.4 Right to Appeal: Any member who is subjected to disciplinary action has the right to appeal the decision. The appeal shall be submitted in writing to the Management Committee within a specified timeframe, and a separate committee or panel may be appointed to review the appeal and provide a fair and impartial resolution.

9.2.5 Confidentiality and Fair Process: Throughout the investigation and disciplinary process, confidentiality shall be maintained to the extent possible, and all parties involved shall be afforded a fair and transparent process. The principles of natural justice, including the right to be heard and present evidence, shall be upheld.

Article 10. Money

10.1 Financial Procedures

10.1.1 All funds belonging to the **NZEMA UNION UK** shall be held in the official **NZEMA UNION UK bank account**. This dedicated account is designated exclusively for the Association's financial transactions.

10.1.2 For the issuance of cheques, the Association requires the signatures of authorised signatories designated by the Management Committee. The authorised signatories for the cheque signing are **Mr. Francis Morkeh (President), Mr. Francis Anno-Wadja (Treasurer), and Mr. Michael Simpson (City Representative)**.

10.1.3 In situations where the bank does not permit three signatures, the authority to sign cheques shall be limited to **Mr. Francis Morkeh (President) and Mr. Francis Anno-Wadja (Treasurer)**. They will jointly authorize and sign cheques on behalf of the Association.

10.1.4 However, regardless of the number of signatories required for cheques, any withdrawal or payment made from the **NZEMA UNION UK's** bank account shall always require prior approval from **Mr. Michael Simpson**. His approval ensures an additional layer of oversight and accountability for outgoing funds.

10.1.5 Funds cannot be used to pay Committee members except to **refund legitimate expenses**.

10.1.3 Funds and property must only be used for the purposes and **functions** of the Union.

Article 11. Transition of Signatories

11.1 In the event that the **President and Treasurer do not secure re-election at the end of their two-year term**, they will cease to be signatories to the cheques of the **NZEMA UNION UK**. It is essential to ensure a smooth transition of signatories to maintain uninterrupted financial operations.

11.2 Immediately following the election results, the **outgoing President and Treasurer** shall collaborate with the **newly elected President and Treasurer**, with the assistance of the **Secretary of the NZEMA UNION UK**, to facilitate the transfer of cheque signing authority.

11.3 The **outgoing President and Treasurer** will provide all necessary support and guidance to the **incoming President and Treasurer to ensure a seamless handover process**. This includes transferring knowledge, sharing relevant documents, and briefing the new signatories on their responsibilities.

11.4 The **Secretary of the Association** will play a crucial role in facilitating the transition process, serving as a key point of contact between the outgoing and incoming signatories. They will coordinate the necessary paperwork and ensure that the bank is duly informed of the change in signatories.

11.5 The **incoming President and Treasurer** will receive the required training and guidance on their responsibilities as signatories to the cheques. They will assume their roles and responsibilities in accordance with the established financial procedures and policies of the **NZEMA UNION UK**.

11.6 It is of utmost importance that the transition of signatories is conducted promptly and efficiently to maintain the smooth operation of financial transactions and to comply with banking regulations. The **outgoing signatories** should provide all necessary cooperation and assistance to ensure a successful transfer of cheque signing authority.

Article 12. Revenue

12.1 The Nzema Union UK shall have various sources of revenue to support its activities and initiatives.

12.2 Members shall contribute to the Association's revenue through the payment of registration fees upon joining the Association.

12.3 In addition to registration fees, members shall also be responsible for paying monthly dues.

12.4 The **NZEMA UNION UK** shall organise **periodic fundraising activities** to generate additional funds. These activities may include events, campaigns, and initiatives aimed at engaging both members and the wider community to contribute to the Association's financial resources.

12.5 The Association may also receive donations from legitimate external sources that align with its objectives and values.

12.6 In situations where additional financial resources are required for specific purposes or projects, the Association may request extra contributions from its members.

12.7 The revenue generated through these various sources will be managed in a responsible and transparent manner.

Article 13. Financial Benefits

13.1.1 The **NZEMA UNION UK** recognises the importance of providing financial support to its members during significant life events. The following financial benefits are available to eligible members:

13.1.2 Bereavement Benefit

In the unfortunate event of the bereavement of an immediate family member, the bereaved member shall receive a benefit grant of **£2000**. This increase from the previous amount of **£1000** was announced by the Chairman, Mr. Francis Morkeh, during the End of Year Get-Together held in Milton Keynes in December 2024. The revised funeral benefit of **£2000** is designed to provide more substantial financial support to members during times of loss.

Additionally, in the event of the death of a member of the association, a benefit grant of **£4000** shall be provided. To fund the bereavement benefit, each member contributes **£30 for the £1000 grant and £100 for the £4000 grant**.

13.1.3 Childbirth Grant: Members who have a child shall be entitled to a grant of **£150** to support the costs associated with childbirth.

13.1.4 Accident Grant: In the event of an accident that renders a member incapable of work, a grant of **£500** shall be provided to support the member during their recovery and rehabilitation.

13.1.5 Birthday Gift: Members will qualify for a birthday gift from the Association. Each member has one opportunity to celebrate their birthday and receive a gift from the Association. The specific nature and value of the gift will be determined through **proper consultation** with the **Secretary**.

13.1.6 Back Home Resettlement Grant: If a member decides to resettle back home in Ghana, they shall receive a resettlement grant of **£1000**. This grant will be provided either just before their travel or after their arrival in Ghana.

13.2 The provision of these financial benefits is aimed at providing support and assistance to members during important life milestones and challenging circumstances. The grants are funded through the contributions made by members as outlined in the specified amounts.

13.3 The administration and disbursement of these financial benefits will be overseen by the Union's Management Committee in collaboration with the Financial Secretary. The eligibility criteria and application process for each benefit will be clearly defined in the Union's policies and guidelines.

13.4 The Union is committed to ensuring the equitable distribution and fair utilization of these financial benefits to benefit eligible members. Regular reviews and evaluations will be conducted to assess the effectiveness and relevance of the financial benefits program.

13.5 Eligibility for Benefits:

13.5.1 To qualify for any benefit from the **NZEMA UNION UK**, a member must fulfil the following conditions:

(i) Membership Duration: The member must have been registered as a full member for a minimum of **12 months**.

(ii) Regular Payment of Dues: The member must have consistently and fully paid the appropriate monthly dues since becoming a member.

(iii) The member must also have **paid all funeral contributions** as required by the association.

(iv) Active Participation: The member should actively participate in the association's activities, contributing to the community's welfare and development.

(v) Meeting Attendance: The member must have attended at least **eighty percent (80%)** of the association's monthly meetings since becoming a member.

(vi) Address Verification: Before any benefit is disbursed to a member, the member must provide proof of address that matches the information held on the association's records.

13.6 Benefit Limitation: A member who receives a benefit from the **NZEMA UNION UK** shall not be eligible for another benefit within a **period of 36 months**, regardless of their circumstances.

Article 13.6 Not Eligibility of Benefits:

13.6.1 Due Arrears

The first factor we consider in decision-making regarding eligibility for claims is whether the member has any **due arrears**. Any member who has **three months of due arrears** prior to informing us of the claim will not qualify for a claim. Members must ensure all dues are fully paid before notifying us of the claim to be eligible for any benefits. Failure to settle outstanding dues will result in ineligibility for the claim

13.6.2 Funeral Contribution Arrear

A very critical factor we also consider in decision-making regarding eligibility for claims is the payment of funeral contributions. Any member who has **one arrear** of

funeral contribution **prior to informing us of the claim** may not qualify for the benefit. Members must ensure that all funeral contributions are fully paid before notifying us of the claim to be eligible for any benefits. Failure to settle funeral contribution arrears will result in ineligibility for the benefit

13.6.3 Meeting Attendance

13.6.3.0 Meeting Attendance (Effective from 1 January 2026)

13.6.3.1 Attendance at Union meetings shall remain a critical factor in decision-making regarding eligibility for claims.

13.6.3.2 From 1 January 2026, the Association shall hold in each calendar year:

- **Ten (10) online meetings; and**
- **Two (2) face-to-face meetings.**

13.6.3.3 For the purposes of this Constitution, any funeral held in respect of a member or an immediate family member, where the Union formally attends as a body, shall be treated as a face-to-face meeting. Such funerals shall be organised with an official attendance list and shall count towards face-to-face attendance requirements.

13.6.3.4 At every face-to-face meeting (including funerals recognised by the Union), an attendance sheet containing the full list of all members shall be produced and signed or marked by each member present. This record shall be kept by the Secretary in collaboration with the Organiser and Welfare Officers.

13.6.3.5 For the purpose of claims, meeting attendance shall be assessed using an overall attendance requirement of at least eighty percent (80%), with the following weighting:

- **Face-to-Face Meetings: 70% of the total attendance requirement.**
- **Online Meetings: 30% of the total attendance requirement.**

13.6.3.6 Notwithstanding the weighting in Clause 13.6.3.5, face-to-face meetings are compulsory.

Any member who fails to attend any of the two (2) face-to-face meetings in a given calendar year shall not qualify for any claim in that year, regardless of online attendance or any other considerations, unless prior written approval for absence has been granted by the Secretary on exceptional grounds.

13.6.3.7 The Secretary shall maintain a comprehensive attendance register for both online and face-to-face meetings, and this register shall be used as the official record when assessing eligibility for benefits under **Articles 13, 13.5 and 13.6.**

13.7 Timeframe for Welfare Contributions (Funerals, and Similar Events)

13.7.1 When the Financial Secretary communicates on the official Union platform requesting contributions for:

(a) a funeral (whether for a member or an eligible relative); or

(b) an engagement, wedding, or other welfare-related event approved by the Executive Committee,

each member shall have a maximum of **one (1) calendar month** from the date of the first communication to pay the required contribution.

13.7.2 The date of communication shall be the date on which the Financial Secretary first posts or circulates the official contribution notice on the Union's approved communication platform(s).

13.7.3 Any member who fails to pay the required contribution within the one-month window shall have this failure recorded against their welfare contribution record by the Financial Secretary and Secretary.

13.7.4 When assessing eligibility for any claim or benefit under Articles 13, 13.5 and 13.6, the Management Committee shall:

(a) review not only due arrears and funeral contribution arrears as set out in Articles 13.6.1 and 13.6.2; but also

(b) review the member's welfare contribution record as kept under Clause 13.7.3.

13.7.5 A pattern of persistent failure to pay contributions within the stipulated one-month period may, at the discretion of the Management Committee and Executive Committee, result in partial or total ineligibility for benefits, even if other criteria have been met.

13.7.6 Nothing in this Article prevents the Management Committee from granting an extension in exceptional circumstances, provided that:

(a) the member submits a written explanation to the Secretary within the one-month period; and

(b) the extension is approved and documented by the Executive Committee.

Article 14. Claiming Benefits:

14.1 Procedure for Claiming Benefits:

Any claimant wishing to claim benefits must first contact the Welfare Officers, Madam **Gladys Serwaa** and **Madam Marguerite Niamke**. The Welfare Officers will then inform the Executive Officers of the claim. The claimant will be directed by the Welfare Officers to where the Claimant Form can be obtained.

Once completed, the claimant form must be returned to the Secretary for review and further processing. The Secretary will then ensure the necessary steps are taken to proceed with the claim. Only after this process can the claim be investigated to determine whether the claimant is eligible or ineligible for the benefit.

14.2 Funeral Claims: In the case of funeral claims, all claimants are required to provide one crate of **assorted soft drinks and one bottle of Jack Daniel's** to the welfare officers.

Article 15 Fines:

15.1 Attendance is an important aspect of our union, and we encourage active participation from all members. Therefore, any member who fails to attend a scheduled meeting without providing a valid reason will be subject to a **fine of £10**. This fine will be automatically added to the member's monthly dues.

15.2 To avoid being fined, it is essential to **communicate your absence to the secretary in advance**. If you are unable to attend a meeting, it is necessary to **call** the **secretary** and explain your reasons for not being able to attend. **The secretary will assess the validity of your absence** and, if approved, your absence will be recorded, and you will be **exempt from the fine**.

Article 16. The Power to Prosecute

16.1 The association holds the authority to prosecute any member who, after receiving a benefit from the association, defaults in payment of dues and consistently refuses to attend meetings. In such cases, the association reserves the right to seek reimbursement of the received benefit.

16.2 It is important to note that decisions regarding prosecution and reimbursement will be made jointly by the Management Committee and the Executive Committee, taking into consideration the specific circumstances of the member in question.

16.3 The association operates within the legal framework of the United Kingdom, and any actions taken in relation to prosecution and reimbursement will comply with applicable laws and regulations.

16.4 While the association possesses the power to initiate legal proceedings, the Management Committee, together with the Executive Committee, may exercise discretion and evaluate alternative measures based on the individual circumstances of the member involved. This approach ensures a fair and balanced assessment, considering factors such as financial difficulties or extenuating circumstances that may have contributed to the default in payment or non-attendance at meetings.

16.5 It is essential for the association to maintain financial stability and uphold the principles of mutual support and accountability. By exercising the power to prosecute, when deemed necessary, the association can protect its resources and ensure the sustainability of benefits for all members.

16.6 The association will adhere to all relevant laws and regulations governing legal proceedings in the United Kingdom, ensuring that any actions taken are carried out in compliance with the established legal framework.

Article 17. Forfeiture / Non-Payment of Dues:

17.1 In the event of a delay or refusal by any member to pay their dues, a two-month deadline shall be imposed for the settlement of outstanding payments. Failure to comply within this timeframe will prompt the Management Committee to convene a meeting dedicated to addressing the matter concerning the member(s) in question.

17.2 The Management Committee shall thoroughly investigate the circumstances surrounding the non-payment of dues and compile a comprehensive report detailing the findings and recommendations. This report will be presented to the **Executive Committee for a final decision**.

17.3 The Executive Committee will carefully review the report presented by the Management Committee, considering all relevant factors and the individual circumstances of the member(s) involved. The decision reached by the **Executive Committee** will be based on the best interests of the association and its members.

Article 18. Voting:

18.1 All executives shall serve a term of **two years** upon being elected to office. This term provides an opportunity for the executives to fulfil their responsibilities and contribute to the progress of the association.

18.1.1 At the end of their term, all existing executives who wish to continue serving in their respective positions may put forward their names for re-election.

18.1.2 Additionally, any member who desires to hold an executive position within the association may bring their name forward for consideration during the election process.

18.1.3 The duration of an executive's service in their position is contingent upon the support and votes received from the members. If the members express their confidence in an executive by voting for their continued presence in the position, they may continue to serve.

18.1.4 The election process for executive positions shall be conducted in accordance with the association's constitution and relevant legal requirements. The procedures for nominations, campaigning, voting, and announcement of results shall be clearly outlined and followed to ensure fairness and transparency.

18.1.5 The association values the active participation of its members in the election process and encourages them to exercise their right to vote.

18.1.6 The association recognizes the significance of regular elections and the opportunity they provide for fresh ideas, diverse perspectives, and the continuous improvement of the organization.

18.1.7 Voting shall take place during official meetings of the Union, such as the Annual General Meeting (A.G.M.)

18.1.8 The voting process shall be overseen and facilitated by the Management Committee, or a designated election committee appointed by the Management Committee.

18.1.9 Voting shall be conducted either by a show of hands or by secret ballot, depending on the nature of the issue and as determined by the chairperson or presiding officer.

Article 19. Annual General Meeting (AGM):

19.1 The Annual General Meeting (AGM) of the association shall be held once every year. The members shall be notified in writing, providing them with a minimum of **21 days' notice before the scheduled date of the AGM.**

19.1.2 The AGM serves as a vital platform for members to engage in key discussions, receive updates on the association's activities, and make informed decisions regarding its future direction.

19.1.3 The agenda for the AGM shall be carefully prepared by the **Management Committee** in consultation with the **Executive Committee.**

19.1.4 The association values the active participation of its members in the AGM and encourages their **attendance and engagement.** Members are encouraged to come prepared, ask questions, share their perspectives, and actively contribute to the discussions and decision-making processes.

19.1.5 The minutes of the AGM, which document the proceedings, decisions, and resolutions, shall be recorded accurately by the **Secretary.** These minutes serve as an official record of the AGM and provide a reference for future deliberations and actions.

Article 19.2: Special General Meeting

19.2.1 In addition to the Annual General Meeting, a **Special General Meeting** may be called by the Executive Committee to address urgent matters that require immediate attention.

19.2.2 The **Secretary** of the association is responsible for providing all members with a notice of any Special General Meeting. The notice shall be issued at least fourteen days prior to the scheduled date of the meeting. Along with the notice, the **Secretary** shall include details regarding the specific business to be discussed during the **Special General Meeting**.

19.2.3 The purpose of a Special General Meeting is to focus on matters that cannot wait until the next scheduled **Annual General Meeting**. This may include critical decisions, policy changes, emergency situations, or any other urgent business that requires the input and consensus of the association's members.

19.2.4 The notice period of **Seven days** ensures that all members have sufficient time to prepare for the **Special General Meeting** and familiarise themselves with the specific matters to be discussed. This allows for informed participation and meaningful contributions from the members.

19.2.5 **During a Special General Meeting**, the same meeting protocols and procedures as the Annual General Meeting shall be followed. Members will have the opportunity to express their opinions, raise concerns, engage in deliberations, and vote on any relevant resolutions or decisions.

19.2.6 The minutes of the Special General Meeting shall be recorded by the Secretary or a designated individual, capturing the discussions, decisions, and resolutions made during the meeting. These minutes serve as an official record and will be available for future reference and implementation.

Article 19.3: Determination of AGM Date

19.3.1 The Executive Committee of the association is responsible for determining a convenient date for the Annual General Meeting (AGM).

19.3.2 The Executive Committee, in consultation with the Management Committee, shall consider various factors such as the availability of members, venue availability, and any other logistical considerations when deciding the AGM date.

19.3.3 The Executive Committee shall ensure that the AGM is scheduled at a time that allows maximum attendance and participation from the association's members. The aim is to select a date that minimizes conflicts with other significant events and allows sufficient time for members to plan their attendance.

19.3.4 Once a suitable date is agreed upon by the Executive Committee, it shall be communicated to all members in advance. The notice of the AGM, including the agenda and relevant details, shall be provided to members within the specified notice period, as stated in **Article 19.1**.

19.3.5 The **Executive Committee's** role in determining the AGM date ensures that the meeting is conducted efficiently, maximizing member engagement and participation.

Article 19.4: Business of the Annual General Meeting (AGM)

19.4.1 The Annual General Meeting (AGM) shall cover the following business items:

(a) Receiving a report from the **Chairperson**: The Chairperson shall provide a comprehensive report on the Association's activities and achievements throughout the year. This report will highlight significant events, projects, and initiatives undertaken by the Association, as well as any challenges faced and future.

(b) Receiving a report from the **Treasurer**: The Treasurer shall present a detailed financial report, providing an overview of the Association's financial transactions, income, and expenditures. This report will include a breakdown of funds received, dues collected, expenses incurred, and the overall financial health of the Association.

(c) **Considering other matters**: The AGM may discuss and deliberate on any other matters that are deemed necessary and relevant to the Association's functioning and future. These matters may include proposed changes to the association's constitution, strategic planning, membership issues, or any other significant topics identified by the Executive Committee or raised by the members.

Article 19.5: Annual Meeting Structure and Host City Rotation (Effective from 1 January 2026)

19.5.1 In addition to the Annual General Meeting (AGM) and any Special General Meetings, the Union shall hold two (2) mandatory face-to-face meetings each calendar year as follows:

- One (1) meeting on the **last Saturday of June**; and
- One (1) meeting on the **last Saturday of November**.

19.5.2 The **June meeting** shall primarily be a **Business and Welfare Meeting**, which may include general meeting business, donations, planning activities, and a barbecue or similar social event.

19.5.3 The **November meeting** shall serve as the **End-of-Year Party/Meeting**, at which members shall gather to review the year, celebrate achievements, and undertake any other approved Union business.

19.5.4 With effect from the **year 2026**, the hosting city for the face-to-face meetings shall rotate as follows:

- **Year 2026**: Milton Keynes
- **Year 2027**: Leeds
- **Year 2028**: Birmingham

- **Year 2029:** Northampton

19.5.5 After the year 2029, the hosting cycle shall **repeat in the same order**: Milton Keynes → Leeds → Birmingham → Northampton, and so on.

19.5.6 The Executive Committee, in consultation with the city representatives, shall ensure that appropriate venues are secured in the designated host city and that members receive adequate notice of the venue and programme in line with the notice provisions in **Article 19.1**.

Article 20: City Representatives

20.1 Each city shall appoint one or two members to represent the **NZEMA UNION UK** in the event of an incident or as designated representatives.

20.2 The following members have been appointed as representatives for each city:

- Leeds: Mr Michael Simpson
- Milton Keynes: Mr. Sampson Binzuman and Yaba E. Rosaline
- Northampton: Mr Koffi Severin and Gnoansia Alfred Tanoe
- London: Madam Beatrice Ahozo
- Birmingham: Mr Romaric K. Anongbo

20.3 The appointed representatives shall serve as points of contact and liaison between the Association and their respective cities. They shall fulfill the following responsibilities:

20.3.1 Represent the Association's interests in their designated city.

20.3.2 Attend meetings and events on behalf of the Association as required.

20.3.3 Provide regular updates and reports to the Association regarding activities and developments in their city.

20.3.4 Communicate important information and announcements from the Association to the members in their city.

20.3.5 Act as ambassadors of the Association, promoting its values, objectives, and initiatives.

20.4 The designated representatives shall act in the best interest of the Association and uphold its values and objectives. They shall maintain open communication with the Association's leadership and seek guidance and support when needed.

Article 21: Amendment to the Constitution

21.1 Amendment Process

21.1.1 Any changes to this Constitution must be agreed upon by at **least two-thirds** of the members present and voting at any General Meeting.

21.1.2 Proposed amendments to the Constitution must be submitted in writing to the **Secretary** at least **30 days prior to the General Meeting** where the amendment will be discussed.

21.1.3 The **Secretary** shall circulate the proposed amendments to all members along with the notice of the General Meeting, ensuring that members have adequate time to review and consider the proposed changes.

Article 22: Dissolution

22.1 Dissolution Process

22.1.1 The Association may choose to dissolve or cease to operate at any time if deemed necessary. In such an event, a dissolution process shall be followed.

22.1.2 In order to initiate the dissolution process, at least **98% of the members must** agree to dissolve the Association. This agreement must be provided in writing and supported by evidence of the members' consent.

22.1.2.1 As at now, we have **43 people** fully registered, to determine the number of people required to agree before dissolution based on the **98%** threshold, we can calculate it as follows:

98% of 43 people = $(98/100) * 43 = 0.98 * 43 = \mathbf{42.14}$

Since we cannot have a fraction of a person, we round up to the nearest whole number:

Rounded up: **42**

Therefore, for the Association to be dissolved, at least **42** members would need to agree to the dissolution.

22.1.3 Upon receipt of the dissolution agreement, the Executive Committee shall conduct a thorough investigation to ensure that all aspects related to the dissolution are properly addressed.

22.1.4 The Executive Committee shall call for a General Meeting to present the proposal of dissolution and allow all members to voice their opinions and vote on the matter.

22.1.5 For the dissolution to be approved, a majority vote must be obtained, with at least **98%** of the members present and voting in favour of the dissolution.

22.2 Distribution of Assets

22.2.1 In the event of the Association being dissolved and members approving the cessation of operations, all remaining assets shall be dealt with in accordance with applicable laws and regulations.

22.2.2 The Executive Committee shall ensure that all debts and financial obligations of the Association are settled before any distribution of assets takes place.

22.2.3 After all debts have been paid, any remaining assets of the Association shall be distributed to charitable organizations or causes as determined by the Executive Committee.

22.3.1 The **Secretary shall maintain proper records and documentation** of the dissolution process, including the dissolution agreement, minutes of the General Meeting, and details of asset distribution.

22.3.2 These records shall be kept for the required period as per legal requirements and made available for inspection by relevant authorities or stakeholders, if necessary.

22.3.3 The **Secretary shall also notify relevant regulatory bodies or authorities** of the dissolution and ensure compliance with any legal obligations pertaining to the cessation of operations

Article 23: Token of Appreciation

23.1 Upon the completion of their service in office, all officers shall be awarded a token of appreciation as a form of recognition for their dedication to the Union. The specific form and nature of the token shall be determined by the joint decision of the **Management Committee and Executive Committee**.

23.2 It is mandatory for all officers elected to fulfill their financial obligations to the Union throughout their tenure, **both during their term in office and after leaving office**. This includes the timely **payment of monthly dues** and **funeral contributions** as stipulated by the Union's regulations.

Article 24: Indemnity

24.1 The Executive Council, Officers, Finance Committee, and individual members of the association shall be indemnified and protected from any actions, costs, charges, losses, and expenses incurred in the course of their duties. They shall be held harmless and indemnified from any liabilities arising from their actions, except in cases of wilful neglect or default

Article 25: Adoption of the Constitution

25.1 This constitution was amended and adopted on **30/07/2011** by the individuals whose signatures are listed at the last of the page. The Second Amendment was carried out on **2nd June 2023**, incorporating further changes and updates. The following names represent the individuals who actively contributed to this amendment and played a significant role in shaping the updated constitution:

- **Mr Francis Morkeh**
- **Mrs Helene Ansah**
- **Mr Ashcroft Johnny Johnson**
- **Mr Francis Anno – Wadja**
- **Mrs Florence Ehouan Miezán**
- **Mrs Grace Evolin**
- **Mrs Marguerite Niamke**
- **Mr Michael Simpson**
- **Mr Krohoa Severin Koffi**
- **Mr Moses Quadoo**
- **Mr Sampson Binzuwan**
- **Mr John Moffat**
- **Mrs Gladys Serwaa**
- **Mr Francis Aka Awuah**
- **Mrs Danielle Niamke**
- **Mrs Alouha Rosalie Ahoua**
- **Mrs Augustina Bouah**

These individuals have played a vital role in the amendment and adoption of the constitution, ensuring its relevance and effectiveness for the association's operations.

Article 26: Data Protection Act (1998)

26.1 Data Protection & Data Security

26.1.1 The association acknowledges the importance of data protection and adheres to the provisions of the Data Protection Act (1998) in handling personal data. The association maintains a registration process and data sharing on its platform, requiring members to provide contact information, unique identifiers, demographic information, and financial information.

26.1.2 NZEMA UNION UK may share members' information with executive members of the group as defined in section 736 of the UK Companies Act 1985. Additionally, the Nzema Association Executive may share members' information with selected third parties if required by law. Members have the option to contact the association to opt-out of receiving such information.

26.1.3 All members agree that the association may use the provided personal information to conduct appropriate anti-fraud checks. Personal information may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information as required by UK law.

26.1.4 It is important to note that the association may record and monitor inbound and outbound calls and electronic traffic for training purposes, ensuring the quality and improvement of its services.

26.1.5 Members have the right to access their personal data held by the association, request correction or deletion of their personal data, and exercise any other rights granted to them under the **Data Protection Act 1998**. Members shall submit any data access requests or inquiries to the designated data protection officer or the **association's secretary**.

Article 27: Posting to the Nzema Union UK WhatsApp Platform

27.1 Approval for Posting by Members

27.1.1 Any member who wishes to post materials, including flyers, announcements, images, videos, invitations, or any other content, to the official Nzema Union UK WhatsApp platform must first submit such materials for approval and posting to the designated officers:

- **Welfare Officers:** Madam Gladys Serwaa and Madam Marguerite Niamke
- **Organiser:** Madam Danielle Niamke

27.1.2 Ordinary members are strictly prohibited from posting directly onto the official Union platforms without going through the approval process described in this Article.

27.2 Approval Process

27.2.1 All materials intended for posting by non-Executive members must be submitted to the designated officers in advance for review.

27.2.2 The designated officers shall examine all submitted materials to confirm that the content:

- a) aligns with the objectives, values, and dignity of the Union;
- b) does not contain misleading, inappropriate, offensive, or unauthorized messaging; and
- c) serves a legitimate information or welfare purpose.

27.2.3 Only after written or recorded approval has been granted shall approved content be posted to the official platform by the authorised officers.

27.3 Posting Interval for Member Submissions

27.3.1 To preserve clarity, relevance, and communication discipline on the platform, there shall be a mandatory posting interval of **seven (7) days** between any new posts submitted through the member approval process.

27.3.2 No member-submitted content may be posted within this seven-day interval except with express written permission from the Executive Committee.

27.4 Executive Posting Authority (Supreme Platform Powers)

27.4.1 Notwithstanding any restrictions, approvals, or posting intervals set out in this Article, the Executive Officers of Nzema Union UK shall retain full and absolute authority to post content directly onto any official Union communication platform at any time when deemed necessary.

27.4.2 Executive Officers may post announcements, notices, reports, emergency communications, disciplinary statements, policy updates, meeting reminders, welfare instructions, or any other content necessary for the effective administration and governance of the Union:

- a) without prior approval;
- b) without compliance with posting intervals; and
- c) without restriction as to posting frequency or timing.

27.4.3 Content posted by Executive Officers shall be deemed official Union communication and shall carry constitutional authority.

27.4.4 No member or officer outside of the Executive Committee shall delete, amend, dispute, or obstruct Executive platform postings.

27.5 Enforcement

27.5.1 The Welfare Officers, the Organiser, and all Executive Officers shall monitor and enforce this Article.

27.5.2 Any content posted directly onto any official Union platform by a non-Executive member without approval or outside the permitted posting procedures shall be:

- a) immediately removed; and
- b) treated as misconduct under **Article 9** and referred to the Disciplinary/Management Committee.

27.5.3 Sanctions may include warning, suspension from platforms, fines as prescribed by the Executive Committee, or termination of Union membership.

Article 28 – Meeting Participation, Online Platform Access & Conduct

28.1 Online Meeting Platform Access (Zoom Participation)

28.1.1 All registered members are required to join the Union’s online meetings using their **full registered names** as recorded in the official Union membership register. This is required for identification, attendance verification, and security purposes to ensure a safe and orderly virtual environment.

28.1.2 The Secretary shall grant access to the online meeting platform only to individuals whose **full names are clearly displayed** and correspond with those in the official membership register. Any user whose identity cannot be verified shall be denied entry or removed from the meeting platform.

28.1.3 Members experiencing technical difficulties when joining the online platform shall contact the Secretary by phone call or text message using the official contact information provided by the Union.

28.2 General Conduct During Meetings (Online and Face-to-Face)

28.2.1 All members shall conduct themselves with **respect, discipline, courtesy, and decorum** during both online and face-to-face meetings of the Union.

28.2.2 Any conduct which disrupts proceedings, disrespects officers or fellow members, uses abusive language, causes disorder, or brings the Union into **disrepute or public embarrassment** shall constitute misconduct and shall be addressed under **Article 9 (Disciplinary and Management Procedures)**.

28.3 Requesting Permission to Speak

28.3.1 During meetings, any member wishing to speak must first **request permission from the Chairperson or the presiding officer**.

28.3.2 For online meetings, members shall use the **“raise hand” function** or another approved method to indicate their wish to speak and **must wait to be formally recognised before unmuting**.

28.3.3 Members shall not interrupt any speaker except where the Chairperson permits a point of order, procedural clarification, or urgent intervention.

28.3.4 Any member who:

- a) speaks without authorization;
- b) persistently interrupts speakers;
- c) disregards the instructions of the Chairperson; or
- d) causes disorder or disruption,

may be subject to immediate action:

- **online:** muted and/or removed from the meeting platform.
- **face-to-face:** asked to leave the venue.

28.3.5 Serious or repeated misconduct shall be formally reported to the **Disciplinary/Management Committee** under **Article 9**, which may impose penalties including warnings, suspension, or termination of membership.

28.4 Joining an Online Meeting After It Has Commenced

28.4.1 Members joining an online meeting after proceedings have commenced shall do so **quietly and respectfully**, joining with microphones muted and without interrupting the meeting.

28.4.2 Members shall **not shout greetings**, call out names, or engage in disruptive side conversations during an ongoing meeting.

28.4.3 Late-joining members shall join silently, remain muted, and always follow the Chairperson’s direction. Greetings, informal discussions, or acknowledgements may only occur **before the meeting is formally opened or after the meeting has been formally closed**.

28.4.4 Repeated shouting, interruptions, or disturbances after late entry shall be treated as misconduct under **Article 9.1.2** and may result in removal from the meeting platform and referral to the Disciplinary/Management Committee.

