

ARTICLE I - THE NAME OF THE ASSOCIATION

This Association shall be known as NATIONAL ASSOCIATION OF SIGN LANGUAGE INTERPRETERS - GHANA. The association can also be referred to as NASLIG

ARTICLE II - VISION AND MISSION

i. VISION

Bring professional / certified Ghanaian Sign language Interpreters both in Ghana and abroad together under one body; ensuring that all are identified and registered under this Association.

ii. MISSION

The Association seeks to provide ethical grounds for Ghanaian Sign Language Interpreting in Ghana.

It is the goal of the Association to create District and Regional branches to enable the identification and mobilization of all professional / certified interpreters.

As the NASLIG, our goals shall also include organizing and attending events (both local and abroad) to sensitize members and improve practices, and other issues concerning Sign Language Interpreting. The association shall contact non-profit organizations (both national and international) for financial aid to support its scope of work and services if deemed necessary.

The association shall create platforms for all members to know each other and to share professional experiences.

ARTICLE III - GOVERNING AUTHORITY

All activities and functions of the Association shall be legal and consistent with the constitution of the Republic of Ghana and Laws of the land, International Ethics of the profession, and other ethical regulations that the Association deem fit.

ARTICLE IV - MEMBERSHIP

SECTION 1: CLASSIFICATION OF MEMBERS

The Association shall have two (2) classes of members:

A) Non-certified Member

I. Is a Ghanaian individual who has acquired basic training to advanced Ghanaian Sign Language

Interpreting skills, as organized by an accredited institution and or the Ghana National Association of the Deaf (GNAD)

II. Has acquired at least three (3) years of practical experience

III. Is mandated to pay dues

IV. Is entitled to vote but at respective levels, as shall be decided by the general active membership

V. Is entitled to hold any district or regional position and not a national position

B) Certified Member

I. Is a Ghanaian individual who has acquired advanced Ghanaian Sign Language Interpreting skills, as organized by an accredited institution and or the Ghana National Association of the

Deaf (GNAD)

II. Has acquired at least a Certificate in Ghanaian Sign Language Interpreting from an accredited institution

III. Has acquired at least two (2) years of practical experience or mentorship

IV. Is mandated to pay dues

V. Is entitled to vote but at respective levels, as shall be decided by the general active membership

VI. Is entitled to hold any district, regional or national position

SECTION 2: ELIGIBILITY FOR MEMBERSHIP

Membership is opened to all Ghanaians who qualify for any of the memberships mentioned above, provided that such person shall:

I. attend at least two (2) of all meetings organized by the association in a year

II. Pay mandatory dues

III. Abide by rules and regulations stated in this constitute

SECTION 3: ELIGIBILITY OF VOTING MEMBERS

Any person eligible for membership is eligible for voting, unless otherwise stated, and only after such person has satisfied the following:

- I. attend at least two (2) meetings organized by the association in a year
- II. Make timely payment of all mandatory dues

SECTION 4: ADMISSION OF MEMBERSHIP

Any person eligible for membership shall be admitted to membership upon request and payment of the registration fee (which shall include three consecutive months dues), as specified in the constitution.

SECTION 5: DUES AND LIABILITY

Dues shall be paid every month of the year. The amount of dues shall be determined by the general active membership. Members may be assessed for the debts of the association, as agreed by the general active members.

A member shall not solely, because of membership, be personally liable for the debts or other obligations of the Association. Nevertheless, any member willing to do so shall not be prohibited.

SECTION 6: MEMBERSHIP DATABASE

The Association shall keep both electronic and non-electronic form(s) of membership database.

SECTION 7: TERMINATION OF MEMBERSHIP

Membership and all rights of membership shall automatically terminate on the occurrence of any of the following causes:

- I. The voluntary resignation of a member
- II. The death of a member
- III. A non-payment of mandatory dues, subject to the limitations and exemptions set forth in this constitution
- IV. Defiance of policy, and malpractices as determined by the review of the executive board
- V. The member will be notified in writing of the possible termination at least 72 hours prior to termination.
- VI. The member will be allowed to formally address the Association in order to relate any relevant defense prior to the voting for termination. Membership can only be terminated upon a 2/3 affirmative vote of the active membership.
- VII. If a member refuses to address the Association, the executives will use their own discretion to revoke him/her.

SECTION 8: EFFECT OF TERMINATION

- I. All rights of a member in the Association and in its properties shall cease on the termination of such a member's membership
- II. Termination shall not relieve the member from any obligation of charges incurred, services or benefits actually rendered, dues or fees in arrears
- III. The association shall retain the rights to enforce any such obligation or obtain damages for its breach.
- IV. All the association's items and information in the possession of the terminated member should be returned in full to the Association within one (1) month of termination

SECTION 9: REINSTATEMENT OF MEMBERSHIP

Membership may be reinstated after six (6) months; after the termination has passed. The former member shall submit a request for reinstatement to the President at the next general meeting. The Association must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active members. It shall be on condition that apologies are made to the entire membership (during a meeting) and to any relevant person involved in situations that required the individual's membership termination.

ARTICLE V – MEETING OF MEMBERS

SECTION 1: ANNUAL MEETING

At a place, date and time designated by the National Executives, there shall be an Annual

Meeting of the members of NASLIG which shall include a program to further the Mission and Vision of the association, and an Annual Business Meeting of the National Executives.

SECTION 2: GENERAL AND EXECUTIVE MEETINGS

- I. At the District level, the association shall meet once every two (2) months (unless emergent). The place, date and time shall be decided by the District Committee.
- II. At the Regional level, the association shall meet once every three (3) months (unless emergent). This meeting shall involve all District Committee Members. The place, date and time shall be decided by the Regional Committee.
- III. From time to time, the National Executives may, if needed, call Business Meetings. The place, date and time shall be determined by the President.

SECTION 3: NOTICE OF MEETINGS

I. Notice of the place, date and time of any meeting of the association must be given to the members at least thirty (30) days in advance, unless very urgent.

II. Business Meetings, the period of notice, the place, date and time of meeting shall depend on the urgency of the meeting. The notice shall include a statement of the basic purpose of the meeting.

SECTION 4: QUORUM

I. A quorum for every executive meeting shall consist of at least fifty (50) percent of the executive members.

II. A quorum for general meetings shall consist of at least one-third (1/3) of the entire membership.

III. During a rightfully called meeting at which more than a quorum is present, discussions shall continue until adjournment or closing of the meeting even if members withdraw to leave the meeting.

SECTION 5: VOTING AND ELECTIONS

I. Votes must be cast in person. No proxy votes shall be allowed.

II. A resolution must be passed by a majority of votes cast by members entitled to vote on the resolution. If an equal number of votes are cast for and against the resolution, the Chairperson shall have a second casting vote.

SECTION 6: CONDUCT OF MEETINGS

I. At the national level, the Chairperson shall be the President of NASLIG. In his/her absence, the Vice President shall preside over meetings. In their absence, the President shall assign a Chairperson to conduct and preside over the meeting.

II. At the regional level, the Chairperson shall be the Regional Coordinator. In his/her absence, the Vice Regional Coordinator shall preside over meetings. In their absence, the Regional Coordinator shall assign a Chairperson to conduct and preside over the meeting.

III. At the district level, the Chairperson shall be the District Coordinator. In his/her absence, the Vice District Coordinator shall preside over meetings. In their absence, the District Coordinator shall assign a Chairperson to conduct and preside over the meeting.

IV. The Secretary shall be the Secretary at the respective levels. In his/her absence, the respective Vice Secretary shall take-up the duty. In their absence, any other person appointed by the Chairperson shall act as Secretary of the meeting.

ARTICLE VI – NATIONAL EXECUTIVES

SECTION 1: MEMBERSHIP

I. President

II. Vice President

III. Secretary

IV. Vice Secretary

V. Organizer

VI. Vice Organizer

VII. Financial Secretary

VIII. Treasurer

IX. Public Relations Officer (P.R.O.)

SECTION 2: FUNCTION AND POWERS

I. The management and conduct of the governance and operational affairs of NASLIG is vested in the National Executives.

II. The National Executives may exercise all such powers and do all such things that NASLIG is authorized to exercise and do, other than powers or things which are required by this Constitution or by the Constitutional Code of the Republic of Ghana and other Laws of the land

III. Without limited to the above, the National Executives have the following powers and responsibilities:

1. To ensure that the mission and vision of NASLIG are pursued
2. To carry on the business of NASLIG and ensure that the policy guidelines and directions are implemented and adhered
3. Set policy making guidelines and formulate fundamental policy principles and objectives
4. To take initiatives as it may deem necessary in keeping with the mission and vision of NASLIG, and report such actions to the membership and to the Annual Meeting
5. To keep minutes of all meetings of the association at the national level
6. To appoint standing or new Committees, to appoint persons to those Committees in accordance with this Constitution, and to oversee the operation of those Committees
7. To oversee the conduct of the financial affairs of NASLIG

8. To receive and consider reports relating to the achievement of its mission and vision

9. To encourage active participation of all members

SECTION 3: NUMBER

I. The National Executives shall not be less than five (5) or more than ten (10) Members.

II. The exact number of Executives shall be fixed from time to time, within the limits specified in this Constitution or by an amendment to this Constitution duly adopted by approval of the active members.

SECTION 4: QUALIFICATION

I. All nominated persons must be a professional member in good standing for a period of one (1) year.

II. All nominated persons must be above twenty four (24) years of age.

SECTION 5: TERMS OF OFFICE

I. Each Executive shall hold office for a term of two (2) years from the date of such

Executive's election, and until such Executive's successor is elected and qualifies under this Constitution.

II. An Executive may serve up to three (3) consecutive two-year terms. After a two (2) year break, individuals may seek to run for Executive positions again, subject to the three (3) consecutive two-year term limits.

III. An interim appointment on the Board may be filled by a member chosen by the Board.

An individual so appointed shall hold office until the next Annual Business Meeting but shall be eligible for re-election.

SECTION 6: NOMINATION

Any person qualified to be a National Executive under this Constitution may be nominated by the method of nomination authorized by the association or any other method authorized by the Constitution.

SECTION 7: ELECTION

- I. The Executives shall be elected at Annual Business Meetings.
- II. The candidates receiving the highest number of votes in the category for which they are nominated are elected.
- III. If a nominee is absent on the day of election, voting shall continue in his/her absence.

SECTION 8: ACTION WITHOUT MEETING

- I. Any action required or permitted to be taken by the National Executives may be taken without a meeting, if a quorum of the Executives individually or collectively consents to such action.
- II. Such consent or consents shall be filed with the minutes of the proceedings of the Executives.
- III. Such action by consent shall have the same force and effect as the unanimous vote of such Executives.

SECTION 9: COMPENSATION AND INDEMNIFICATION

- I. National Executives or Committee Members shall not receive any salary or compensation for their services. However, expenses may be

reimbursed upon approval of the President of the Association and the Treasurer contingent upon written agreement.

II. Such Indemnification shall be reported and contained within the Annual Report.

III. The Board may offer compensation to individuals and or organizations that perform professional services on behalf of the association contingent upon a written agreement.

IV. The organization will financially support National Executives to attend International Conferences.

SECTION 10: DISQUALIFICATION OF NATIONAL EXECUTIVES

A member of the National Executives (including the President) shall cease to be a member thereof:

I. If he/she becomes prohibited from being an Executive by reason of any regulation under this Constitution.

II. If he/she writes in notice to NASLIG, stating his/her resignation from office.

III. If he/she becomes of unsound mind.

IV. If he/she is removed by a majority of the votes cast by a resolution of the National Executives.

V. If he/she is removed by a resolution from 80% of the entire membership.

VI. Upon his / her death or demise.

VII. If he/she is absent from three (3) consecutive Business Meetings without explanation.

ARTICLE VII – REGIONAL COMMITTEE

SECTION 1: MEMBERSHIP

- I. Regional Coordinator
- II. Vice Regional Coordinator
- III. Secretary
- IV. Vice Secretary
- V. Financial Secretary / Treasurer

SECTION 2: FUNCTION

- I. Represent NASLIG at the regional level.
- II. Ensure that the mission and vision of NASLIG are pursued.
- III. Organize and oversee all activities in the region.
- IV. Appoint standing or new District Committees, to appoint persons to those Committees in accordance with this Constitution, and to oversee the operation of those Committees.
- V. Keep minutes of all meetings of the association at the district and regional level
- VI. Keep a database of all identified members in the region.
- VII. Ensure the payment of dues.
- VIII. Report to the national executives.
- IX. Receive and consider District reports relating to the activities of the association.

X. Encourage active participation of all members.

SECTION 3: NUMBER

I. The Regional Committee shall not be more than six (6) Members.

II. The exact number of committee members shall be fixed from time to time, within the limits specified in this Constitution or by an amendment to this Constitution duly adopted by approval of the members.

SECTION 4: QUALIFICATION

All nominated persons must be a member in good standing for a period of one (1) year.

All nominated persons must be above twenty-four (24) years of age.

SECTION 5: TERMS OF OFFICE

I. Each Committee Member shall hold office for a term of one (1) year from the date of such member's election, and until such member's successor is elected and qualifies under this Constitution.

II. A Committee Member may serve up to three (3) consecutive one-year terms. After a one (1) year break, individuals may seek to run for position again, subject to the three (3) consecutive one-year term limits.

III. An interim appointment on the Committee may be filled by a member chosen by the Committee. An individual so appointed shall

hold office until the next Annual Meeting but shall be eligible for re-election.

SECTION 6: NOMINATION

Any person qualified to be a Committee Member under this Constitution may be nominated by the method of nomination authorized by the Association or any other method authorized by the Constitution.

SECTION 7: ELECTION

- I. The Committee Members shall be elected at Annual Meetings.
- II. The candidates receiving the highest number of votes in the category for which they are nominated are elected.
- III. If a nominee is absent on the day of election, voting shall continue in his/her absence.

SECTION 8: COMPENSATION AND INDEMNIFICATION

Refer to Article VI Section 8

SECTION 9: DISQUALIFICATION OF COMMITTEE MEMBERS

A member of a Committee (including the Coordinator) shall cease to be a member thereof:

- I. If he/she becomes prohibited from being a Committee Member by reason of any regulation under this Constitution.
- II. If he/she writes in notice to NASLIG stating his/her resignation from office.
- III. If he/she becomes of unsound mind.

IV. If he/she is removed by a majority of the votes cast by a resolution of the Committee

Members.

V. If he/she is removed by a resolution from 80% of the entire membership.

VI. Upon his / her death or demise.

VII. If he/she is absent from three (3) consecutive meetings without explanation.

ARTICLE VIII – DISTRICT COMMITTEE

SECTION 1: MEMBERSHIP

I. District Coordinator

II. Vice District Coordinator

III. Secretary

IV. Vice Secretary

V. Financial Secretary / Treasurer

SECTION 2: FUNCTION

I. Represent SLIG at the District level.

II. Ensure that the mission and vision of the Association are pursued.

III. Organize and oversee all activities in the District.

IV. Keep minutes of all meetings of the Association at the District level.

V. Keep a database of all identified members in the District.

VI. Ensure the payment of dues.

VII. Report to the Regional Committee.

VIII. Encourage active participation of all members.

SECTION 3: NUMBER

I. The District Committee shall not be more than six (6) Members.

II. The exact number of committee members shall be fixed from time to time, within the limits specified in this Constitution or by an amendment to this Constitution duly adopted by approval of the active membership.

SECTION 4: QUALIFICATION

I. All nominated persons must be a member in good standing for a period of six (6) months.

II. All nominated persons must be members of the Association.

III. All nominated persons must be twenty four (24) years of age and above.

SECTION 5: TERMS OF OFFICE

Refer to Article VII Section 5

SECTION 6: NOMINATION

Refer to Article VII Section 6

SECTION 7: ELECTION

I. The Committee Members shall be elected at Regional Meetings.

II. The candidates receiving the highest number of votes in the category for which they are nominated are elected

III. If a nominee is absent on the day of election, voting shall continue in his/her absence.

SECTION 8: COMPENSATION AND INDEMNIFICATION

Refer to Article VI Section 8

SECTION 9: DISQUALIFICATION OF COMMITTEE MEMBERS

Refer to Article VII Section 9

ARTICLE IX – ADVISOR(S)

SECTION 1: SELECTION

Representative(s) from GNAD and Ghana Federation of the Disabled (GFD) shall be

Advisors to the Association.

SECTION 2: FUNCTION

- I. Serve as mentor to the Association
- II. Provide guidance to the Executives in the development and implementation of its programs and activities
- III. Help the Association to pursue its Mission and Vision
- V. The Advisors shall have no voting rights

SECTION 3: LENGTH OF TERM

Advisor(s) shall have no limit of term.

SECTION 4: REMOVAL AND REPLACEMENT OF ADVISOR(S)

GNAD and GFD shall notify the Association of the removal and replacement of

Representative(s) to act as Advisors to the Association.

ARTICLE X - TITLES AND DUTIES OF NATIONAL EXECUTIVES

SECTION 1: THE PRESIDENT

- I. Supervise and coordinate the activities of the Association.
- II. Preside over national and business meetings and call such meetings to order.
- III. Maintain communication with the Executives and Committee Members.
- IV. Ensure that all paperwork is current.
- V. Be one of three signatories for financial documents.
- VI. Help the Treasurer to create a budget at the beginning of every business year. Be familiar with the Constitution of NASLIG and communicate them to the Association as needed.
- VIII. Ensure that all Executives are performing their duties as defined in this Constitution.
- IX. Keep Advisor(s) informed of activities and functions of the Association in conjunction with the Public Relations Officer.
- X. Provide all documents and records pertaining to his/her responsibility to the newly elected President.
- XI. Assign special projects to Executives.
- XII. Work with the Secretary to check the eligibility of potential executives prior to annual elections.

SECTION 2: THE VICE PRESIDENT

- I. Be familiar with the Constitution of NASLIG and communicate them to the Association as needed.
- II. Assist the President in his/her duties.
- III. Assume the President's responsibilities in his/her absence.
- IV. Keep accurate records of all meetings in the Secretary's absence.
- V. Plan and organize activities and training of members of the association with the Program Coordinator.
- VI. Reform an audit of all financial transactions of the Association.
- VII. Supervise the activities of the Regional Committees and their members.
- VIII. Provide all documents and records pertaining to his/her responsibility to the newly elected Vice President.
- IX. Assist in special projects as assigned by the President.

SECTION 3: THE NATIONAL SECRETARY

- I. Be familiar with the Constitution of NASLIG and communicate them to the Association as needed.
- II. Notify members of meetings through all possible, available means of communication.
- III. Keep accurate minutes and records of all meetings.
- IV. Maintain accurate list of all members of the Association and their contact information.
- V. Perform a roll call of members during meetings and maintain attendance record.

- VI. Prepare reports on all activities of the Association.
- VII. Prepare ballots for elections.
- VIII. Be one of three signatories on financial documents.
- IX. Receive and disseminate information and reports from higher level of authority to members.
- X. Check eligibility of potential executives prior to annual elections.
- XI. Keep a copy of the Constitution and make it available for members.
- XII. Provide all documents and records pertaining to his/her responsibility to the newly elected National Secretary.
- XIII. Assist in special projects as assigned by the President.

SECTION 4: THE NATIONAL VICE SECRETARY

- I. Be familiar with the Constitution of NASLIG and communicate them to the Association as needed.
- II. Assist the National Secretary in his/her duties.
- III. Assume the National Secretary's responsibilities in his/her absence.
- IV. Assist in special projects as assigned by the President.
- V. Provide all documents and records pertaining to his/her responsibility to the newly elected National vice Secretary.

SECTION 5: FINANCIAL SECRETARY

- I. Be familiar with the Constitution of NASLIG and communicate them to the Association as needed.
- II. Keep an accurate account of all funds received and expended.
- III. Present a budget report of deposits and expenditures to the Association, and as requested by the Advisor(s) or the Executives.

- IV. Be one of the three signatories for financial documents.
- V. Work with the Treasurer to create a budget at the beginning of every business year.
- VI. Provide sufficient financial report for audit purposes.
- VII. Provide all documents and records pertaining to his/her responsibility to the newly elected Financial Secretary.
- VIII. Assist in special projects as assigned by the President.

SECTION 6: TREASURER

- I. Be familiar with the Constitution of NASLIG and communicate them to the Association as needed.
- II. Keep an accurate account of all funds received and expended.
- III. Present a budget report of deposits and expenditures to the Financial Secretary and as requested by Advisor(s) or the Executives.
- IV. Be one of three signatories for financial documents.
- V. Be responsible for collecting dues and notifying members who are delinquent in their payments.
- VI. Be responsible for creating a budget at the beginning of every business year, together with the Financial Secretary
- VII. Provide all documents and records pertaining to his/her responsibility to the newly elected Treasurer.
- VIII. Assist in special projects as assigned by the President.

SECTION 7: PUBLIC RELATIONS OFFICER

- I. Be familiar with the Constitution of NASLIG and communicate them to the Association and the public as needed.

- II. Prepare list of events for the Association and ensure that all members attending are aware of the event.
- III. Relay accurate information to the public when needed.
- IV. Act as the liaison officer between the Association and the public.
- V. Advertise the Association.
- VI. Keep accurate records of the Association's events.
- VII. Keep Advisor(s) informed of events and functions of the Association, in conjunction with the President.
- VIII. Provide all documents and records pertaining to his/her responsibilities to the newly elected Public Relations Officer(s).
- IX. Assist the Program Coordinator in the organization of events.
- X. Assist in special projects as assigned by the President.

SECTION 8: PROGRAM COORDINATOR

- I. Be familiar with the Constitution of NASLIG and communicate them to the Association as needed.
- II. Plan and organize activities and training of members of the association with the Vice President.
- III. Ensure that meetings, programs or events are successfully organized.
- IV. Be responsible for all material resources belonging to the Association.
- V. Provide all documents and records pertaining to his/her responsibility to the newly elected Treasurer.
- VI. Assist in special projects as assigned by the President.

ARTICLE XI – TITLES AND DUTIES OF COMMITTEE MEMBERS

SECTION 1: COORDINATOR

- I. Be familiar with the Constitution of NASLIG and communicate them to the members as needed.
- II. Supervise and coordinate the activities of the Association in the region / district.
- III. Preside over meetings and call such meetings to order.
- IV. Report to the National / Regional Executives.
- V. Ensure that all paperwork is current.
- VI. Be one of the two signatories to financial assignments at the Regional / District level when necessary.
- VII. Work with the Secretary to check the eligibility of potential executives prior to the election of new committee members.
- VIII. Ensure that members pay their dues.
- IX. Help the Financial Secretary / Treasurer to prepare budget as and when necessary.
- X. Be familiar with the Constitution of NASLIG and communicate them to the members as needed.
- XI. Ensure that all members are performing their duties as defined in this Constitution.

XII. Provide all documents and records pertaining to his/her responsibility to the newly elected Coordinator.

XIII. Assist in special projects as assigned by the President.

SECTION 2: VICE COORDINATOR

I. Be familiar with the Constitution of Abbrev Assoc. and communicate them to the members as needed.

II. Assist the Coordinator in his/her duties.

III. Assume the Coordinator's responsibilities in his/her absence.

IV. Assume the Secretary's responsibilities in his/her absence.

V. Keep accurate records of all meetings in the Secretary's absence.

VI. Plan and organize activities and meetings of the association with the Committee Members.

VII. Ensure that all members are performing their duties as defined in this Constitution.

VIII. Provide all documents and records pertaining to his/her responsibility to the newly elected Vice Coordinator.

IX. Assist in special projects as assigned by the President.

SECTION 3: SECRETARY

I. Be familiar with the Constitution of NASLIG and communicate them to the members as needed.

II. Notify members of meetings through all possible, available means of communication.

III. Keep accurate minutes and records of all meetings.

- IV. Maintain accurate list of all members in the Region /District and their contact information.
- V. Perform a roll call of members during meetings and maintain attendance record.
- VI. Prepare reports on all activities in the Region / District.
- VII. Check eligibility of potential members prior to elections.
- VIII. Keep a copy of the Constitution and make it available for members.
- IX. Receive and disseminate information and reports from higher level of authority to members.
- X. Provide all documents and records pertaining to his/her responsibility to the newly elected Secretary.
- XI. Assist in special projects as assigned by the President.

SECTION 4: FINANCIAL SECRETARY / TREASURER

- I. Be familiar with the Constitution of NASLIG and communicate them to the members as needed.
- II. Be one of the two signatories to financial assignments at the Regional / District level when necessary.
- III. Keep an accurate account of all funds received and expended.
- IV. Present a budget report to the members.
- V. Support the Vice Coordinator in the absence of the Secretary.
- VI. Work with the Coordinator to create a budget when needed.
- VII. Provide sufficient financial report for audit purposes.

VIII. Provide all documents and records pertaining to his/her responsibility to the newly elected Financial Secretary.

IX. Be responsible for collecting dues and notifying members who are delinquent in their payments

X. Assist in special projects as assigned by the President.

ARTICLE XII - ORGANIZATION, RECORDS AND REPORTS

SECTION 1: KEEPING RECORDS

I. The Association shall keep adequate and correct records of accounts and minutes of the proceedings of its National Executives, Committees and Members of the Association.

II. The Association shall also keep a record of its Members details on its database.

III. The minutes shall be kept in written form. Other records shall be kept in either written form or in other form capable of being converted into written form. Records shall also be electronically filed on the NASLIG Email Account(s).

ARTICLE X – CODE OF ETHICS

All members shall abide by the code of ethics of the Association.

Members who violate the ethics of the profession shall have their membership terminated

Processes leading to termination shall be consistent with article 4 sections 7, 8 and 9

SECTION 2: ANNUAL REPORT

I. The National Executives shall cause an Annual Report to be sent out to the Members not later than one hundred and twenty (120) days after the close of the Association's fiscal year.

II. The report shall contain information on all activities of the Association, financial statements and any other information required by the Laws of Ghana.

III. The Annual Report may be contained in the proceedings of the Annual Business Meeting.

SECTION 3: ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS

I. The organization shall make available to its members, a statement of transaction or indemnification described in this Constitution, if such transaction or indemnification took place.

II. Such statement shall be joined to and sent with the Annual Report described in this Constitution.

SECTION 4: INSPECTION OF BOOKS AND DOCUMENTS

I. Requests for inspection of books, records and other documents should be directed to the President.

II. The President will determine the timeframe for responding to such requests in 60 days.

III. Inspection of books, records and other documents will be done in the presence of At least

3 nominated National Executives

SECTION 5: FINANCIAL YEAR

The Business year of NASLIG commences on January 1st of each year and ends on December 31st of the same year.

SECTION 6: SOURCES OF FUNDS

Name of Association may derive its funds from:

- I. Dues received from members of NASLIG
- II. 10% commission on a member's professional contract
- III. Funds donated by individuals and cooperate organizations
- IV. Funds raised at our Annual General Meetings
- V. Any other means as determined by the Board

SECTION 7: AUDITOR

The Board of Directors may appoint an auditor of NASLIG when necessary as deemed by the quorum of the National Executives. The Auditor must not be a Member of NASLIG

SECTION 8: NEGOTIABLE INSTRUMENTS

Checks, invoices, promissory notes and other negotiable instruments may be signed, accepted, drawn, made or endorsed on behalf of NASLIG in such a way and by such persons as stated in this Constitution, or as shall be determined by a quorum of the National

Executives

ARTICLE XIII – AUTHORIZATION AND AMENDMENT

SECTION 1: AUTHORIZATION

This Constitution shall be authorized by the majority vote from the Membership.

SECTION 2: PROPOSAL FOR AMENDMENT

Amendments to this Constitution may be proposed at any time by:

- I. A properly seconded motion by a member of the National Executive
- II. A petition signed by 70% Voting Members in good standing.
- III. A motion passed by a simple majority of the votes cast at an Annual Business / General Meeting.

SECTION 3: APPROVAL OF AMENDMENT

Proposed amendments to this Constitution shall be approved and implemented by an affirmative vote of two-thirds (2/3) of the National executives at any official meeting of the

Board for which written notice of the proposed amendment(s) has been given at least thirty (30) days in advance.

SECTION 4: INTERIM NATIONAL EXECUTIVES OF THE ASSOCIATION

As shall be agreed upon

Above mentioned executives shall fully serve the Association, as mentioned in this constitution until a general election is conducted to elect Official National Executives who shall assume respective positions and responsibilities.