



CONSTITUTION OF THE IMMIGRATION LADIES ASSOCIATION (IMMILAC)

PREAMBLE

Recognizing the need to form a Ladies Association and exercising our right to appoint for ourselves a document and means of regulating the activities; Determined to address issues affecting Immigration Ladies, promote progress in order to establish conditions under justice, tolerance, respect, internal tranquility and qualitative social dynamic change and Maintaining objectivity, seeking to ensure an active participation of all members of this association in matters directly or indirectly affecting us; and the Awareness of our potential to play a leading role, and a vehicle of progress in promoting moral, and intellectual standards of the Service and the Society at large We the members of the Immigration Ladies Association do hereby adopt this Constitution as the basic law governing the activities of the Association

1. NAME

The association shall be known and called Immigration Ladies Association (IMMILAC) hereinafter known as the "Association".

1. MEMBERSHIP

All female serving Immigration officers, recruits and officer cadets shall be members.

1. AIMS AND OBJECTIVES

2. To unite all female employees of the Service
3. To create a forum for sharing practical experience for the discussion of matters relating to the welfare of members
4. To secure a united front on all issues affecting or likely to affect the interest of members and embark on voluntary educational programmes
5. To foster good working relations and co-operation among all Officers of the Association and the Service
6. To encourage, promote, and enhance the Productivity of members of the Association and the Service
7. To cultivate and encourage friendship and assist, settle disputes among members and between members and other similar groups or individuals.
8. To enhance good relations between the Association and similar Associations of other institutions.

4.0 SLOGAN, EMBLEM AND ANTTHEM

4.1 SLOGAN

The slogan for the association shall be ``Hospitality Our Priority``.

4.2 EMBLEM

The emblem of the association shall be Immigration Service Crest with the Inscription ``IMMILAC`` at the top and slogan ``Hospitality Our Priority`` beneath.

4.3 ANTHEM

The Association shall have an Anthem which shall be sang at gatherings.

5.0 HEADQUARTERS OF THE ASSOCIATION

The headquarters of the Association shall be at the Ghana Immigration Service Headquarters

6.0 ORGANIZATIONAL STRUCTURE

The governing organs of the Association shall consist of:

1. The National Executive Committee
2. The Regional Branches
3. The Sector Branches
4. The District Branches

7.0 THE NATIONAL EXECUTIVE COMMITTEE

7.1 The members of the Association shall elect amongst themselves the under listed executives who shall constitute the National Executive Committee, but the senior most female in rank shall automatically be the **President**.

1. Vice President
2. Secretary
3. Assistant Secretary
4. Organizing Secretary
5. Assistant Organizing Secretary
6. Financial Secretary
7. Treasurer
8. Porter
9. Chaplain/Moslem factor
10. Co-opted members (02)

7.2 TENURE OF OFFICE

1. The term of office for the position listed above shall be three (03) years
2. In the event of an office holder being promoted in course of her term, she shall continue to work in the capacity for which she was elected until the term is complete.

8.0 DUTIES OF EXECUTIVES

8.1 PRESIDENT:

The President shall:

1. Be the Head in which capacity she shall have oversight responsibilities over the functions and activities of the Association.

2. Present the Association's interest and opinion at any forum
3. Preside over all meetings of the Association
4. Sign minutes of the Association's meeting
5. Formulate and implement all policy decisions, in consultation with other National Executive Committee members and in accordance with the constitution, rules and regulations of the Association.

8.2VICE

PRESIDENT

The Vice President shall:

1. Assist the President in the running of the Association
2. Assume the duties of the President in her absence or her inability to act, or resignation until she resumes her duties or fresh elections conducted.
3. Perform duties as may be assigned by the President.

8.3

SECRETARY

The Secretary shall:

1. Be responsible for all correspondence of the Association
2. Keep accurate and orderly records of all proceedings at General and Executive meetings.
3. Publish a report of all meetings as above for the benefit of information of all members
4. Under the direction of the President, convene all meetings, stating agenda, time and place of meeting.
5. Be responsible for conducting all correspondence of the Association in consultation with the President.
6. Perform duties as may be assigned by the President.

8.4

ASSISTANT

SECRETARY

The Assistant Secretary shall:

1. Assist the Secretary and act in her absence.
2. Assume the duties of the Secretary in her absence or inability to act, or resignation until such a situation is rectified.
3. Perform duties as may be assigned by the President.

8.5ORGANIZING

SECRETARY:

The Organizing Secretary shall:

1. Spearhead the membership drive of the Association to bring in all potential members
2. Act as the public relations officer.
3. Perform duties as may be assigned by the President.

8.6ASSISTANT

ORGANIZING

SECRETARY

The Assistant Organizing Secretary shall:

1. Assist the organizing Secretary and act in her absence.
2. Assume the duties of the Organizing Secretary in her absence or inability to act, or resignation until such a situation is rectified.
3. Perform duties as may be assigned by the President.

8.7FINANCIAL

SECRETARY

The Financial Secretary shall:

1. Render a statement of financial position of the Association from time to time.
2. Dues collected shall be recorded in the membership card of individuals by the financial secretary and shall keep records of all dues collected and shall hand over all monies collected to the Treasurer.
3. The financial Secretary in consultation with the Treasurer shall prepare estimates and budget on behalf of the Association for approval by the National Executive Committee.

4. Perform duties as may be assigned by the President.

8.8 TREASURER

The Treasurer shall:

1. Be responsible for all financial transactions of the Association.
2. Keep records of all financial transactions of the Association.
3. Be a custodian of funds, assets and securities of the Association.

8.9 PROTOCOL

OFFICER

The Protocol Officer shall:

1. Liaise with all members to keep them informed of all activities concerning the Association
2. Perform duties as may be assigned by the President

8.10 PORTER

The Porter shall:

1. See to the setting up of the venue for functions
2. Supervise and assist in maintaining order at meetings

1. CHAPLAIN

The Chaplain shall see to the spiritual welfare of members.

8.12 CO-OPTED

MEMBERS

There shall be two (02) co-opted members appointed at the General Meeting, who shall be members of the National Executive Committee to assist in decision making.

9.0 BRANCHES

9.1 THE REGIONAL BRANCHES

1. There shall be Regional branches with their Executive members modeled on the existing structure of the National Executive Committee
2. The senior most female in rank shall automatically be the **President**. All other positions shall be contested for.
3. They shall update the National Executive Committee of their activities and that of the Sector and District branches twice every year.
4. They shall assist the National Executive Committee in the running of the Association.

9.2 THE SECTOR BRANCHES

1. The senior most female officer in rank shall automatically be the **President**. All other positions shall be contested for.
2. The Sector Executives shall update the Regional Branches of their activities twice every year.

9.3 THE DISTRICT BRANCHES

1. The senior most female officer shall automatically be the **President**. All other positions shall be contested for.
2. The District Executives shall update the Regional Branches of their activities twice every year.

10.0 FUNDS

OF

THE

ASSOCIATION

The Sources of funding of the Association shall include the following:

1. Each member shall contribute an amount of money as shall be determined from time to time at the General Meetings monthly dues and shall be deducted from source.

2. Special contributions shall be levied on members for specific purposes as and when necessary
3. Sponsorships, donations, voluntary contributions received from individuals or organizations.
4. Fund raising activities
5. Return on investment
6. Income generating activities

1. **BANKERS/TRUSTEES/SIGNATORIES OF THE FUNDS OF THE ASSOCIATION**

11.1 BANK ACCOUNT

1. The Association shall open a bank account at any Commercial Bank to be known as the "IMMIGRATION LADIES ASSOCIATION" (IMMILAC)
2. All funds with respect to monthly dues, donations, aids, voluntary contributions by individual, fund raising activities, investment etc. received on behalf of the Association shall be lodged in the account.

1. **TRUSTEES /SIGNATORIES**

2. The trustees of these funds shall be the President, the Treasurer and the Secretary.
3. Signatories to the Association's Bank Account for all approved spending shall betwo (02),the President and one other trustee. Where the President is not physically available the other two (02) shall be signatories.

1. **AUDITING**

2. A team of auditors from the Audit Section shall be appointed by the National Executive Committee which shall include a member of the Association who has an accounting background,to audit the accounts of the Association.
3. The accounts of the Association shall be audited at least once a year; three (03) months before the General meeting.
4. The Audit team shall have access to all books of accounts; bank statements and other financial document which shall enable the Auditor perform efficiently and effectively.
5. The team shall submit the Audited Report to the National Executive Committee who shall therefore cause same to be circulated to members before the next General Meeting.

1. **MEETINGS**

1. **MONTHLY MEETING**

Members shall meet every last Thursday of the month at the headquarters and in the Regions, Sectors and the Districts.

13.2 NATIONAL EXECUTIVE COMMITTEE MEETING

The National Executive Committee Members shall:

1. Meet once every quarter to conduct the business of the Association
2. Meet any time to consider emergencies

13.3 ANNUAL GENERAL MEETING

1. The Association shall hold an Annual General Meeting each year in the month of September at a time and place to be decided upon at the preceding Annual General Meeting.
2. There shall be ten (10) female representatives from each Region.
3. The members shall receive the report for the preceding year.
4. The Financial Secretary's Annual Report shall be considered.
5. The Auditors Report shall be considered.
6. The activities of the preceding year shall be evaluated.
7. Members shall agree to embark on one project at a time and map out strategies for its implementation

13.4 QUORUM

1. The Quorum for an Annual General Meeting shall be constituted by sixty (60) members, five (05) of whom shall belong to the National Executive Committee.
2. Notwithstanding any provision of this Constitution, any decision(s) taken by the General Meeting shall be binding on every member of the Association.

14.0ISSUANCE OF CONSTITUTION

1. Every member shall be issued with a copy of the Constitution.

15.0SUB- COMMITTEES:

1. The Executive Committee shall have the power to create Sub- Committees to deal with matters in pursuit of its aims and objectives.
2. All such Committees so created shall determine their leader, meeting times and place and report on their deliberations at both the Monthly and General Meetings.
3. All Sub-Committees created shall be dissolved after execution of the assignment.

16.0BENEFITS

The Constitution shall take care of the following welfare issues. The terms and conditions shall be spelt out in the Bye Laws:

1. Marriage/wedding
2. Resignation
3. Retirement
4. Dismissal/removal
5. Death of **Nuclear Family**-Spouse, Child, biological parents
6. In the case of the death of a member, donations would be made to the family.

17.0AMENDMENT

1. Amendment at any General meeting called for that purpose shall have not less than eighty (80) members voting to effect such amendment.
2. A member calling for the amendment of any provision shall submit a written request to the National Executive Committee indicating the subject and purpose of the amendment.
3. The National Executive Committee shall upon receipt of the request, cause it to be circulated among the members for at least three (03) months before convening a general meeting to that effect.

We the members of the Immigration Ladies Association do hereby adopt, enact and promulgate this Constitution as the basic law governing the activities of the Association on thisday of, **2015**.