

CONSTITUTION

OF

GHANA BOREHOLE DRILLERS ASSOCIATION

Name

1. The name of the association is

GHANA BOREHOLE DRILLERS ASSOCIATION

Objects

2. The association's objects are:

- a) Promote opportunities to support, connect and grow business, through lobbying, networking and strategic alliances.
- b) Organising additional ad hoc training courses and events, as and when resources are available.
- c) Providing a mentoring programme that helps further the professional and personal development of members.
- d) Promoting knowledge sharing across the industry.
- e) Raising funds and receiving contributions where appropriate to finance the activities of the Association

Powers

3. In pursuance of the objects set out in clause 2 (but not otherwise), the association shall have the following powers:-

- (a) Promote opportunities to support, connect and grow business, through lobbying, networking and strategic alliances.
- (b) To carry on any other activities which further any of the above objects.
- (c) To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the association's activities.
- (d) To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the association.
- (e) To sell, let, lease, license, or otherwise dispose of, all or any part of the property and rights of the association.
- (f) To borrow money, and to give security in support of any such borrowings by the association.

- (g) To employ such staff as are considered appropriate for the proper conduct of the association's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff.
- (h) To engage such consultants and advisers as are considered appropriate from time to time.
- (i) To effect insurance of all kinds (which may include officers' liability insurance).
- (j) To invest any funds which are not immediately required for the association's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).
- (k) To liaise with other voluntary sector bodies, local authorities, Ghana government departments and agencies, and other bodies, all with a view to furthering the association's objects.
- (l) To take such steps as may be deemed appropriate for the purpose of raising funds for the association's activities.
- (i) To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- (j) To do anything which may be incidental or conducive to the furtherance of any of the association's objects.

General structure

4. The structure of the association shall consist of:-

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular, the members elect people to serve on the management committee and take decisions in relation to changes to the constitution itself
- (b) the MANAGEMENT COMMITTEE - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the association; in particular, the management committee is responsible for monitoring the financial position of the association.

Qualifications for membership

5. Membership shall be open to all persons in the borehole drilling industry.

Application for membership

6. Any person who wishes to become a member must sign, and lodge with the association, a written application for membership.
7. The management committee may, at its discretion, refuse to admit any person to membership.
8. The management committee shall consider each application for membership at the first management committee meeting which is held after receipt of the application; the management committee shall, within a reasonable time after the meeting, notify the applicant of its decision on the application.

Membership subscription

9. The management committee shall decide what entrance fees, annual subscriptions and other levies shall be paid by members from time to time.

Register of members

10. The management committee shall maintain a register of members, setting out the full name and address of each member, the date on which s/he was admitted to membership, and the date on which any person ceased to be a member.

Withdrawal from membership

11. Any person who wishes to withdraw from membership shall sign, and lodge with the association, a written notice to that effect; on receipt of the notice by the association, s/he shall cease to be a member.

Expulsion from membership

12. Any person may be expelled from membership by way of a resolution passed by majority vote at a general meeting (meeting of members), providing the following procedures have been observed:-
 - (a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion

- (b) the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.

General meetings (meetings of members)

- 13. The management committee shall convene an annual general meeting in each year (but excluding the year in which the association is formed); not more than 15 months shall elapse between one annual general meeting and the next.
- 14. The business of each annual general meeting shall include:-
 - (a) a report by the chair on the activities of the association
 - (b) consideration of the annual accounts of the association
 - (c) the election/re-election of members of the management committee, as referred to in clause 30.
- 15. The management committee may convene a special general meeting at any time.

Notice of general meetings

- 16. At least 14 clear days' notice must be given (in accordance with clause 61) of any annual general meeting or special general meeting; the notice must indicate the general nature of any business to be dealt with at the meeting and, in the case of a resolution to alter the constitution, must set out the terms of the proposed alteration.
- 17. The reference to "clear days" in clause 16 shall be taken to mean that, in calculating the period of notice, the day after the notice is posted, and also the day of the meeting, should be excluded.
- 18. Notice of every general meeting shall be given (in accordance with clause 61) to all the members of the association, and to all the members of the management committee.

Procedure at general meetings

- 19. No business shall be dealt with at any general meeting unless a quorum is present; the quorum for a general meeting shall be 10 members, present in person.
- 20. If a quorum is not present within 30 minutes after the time at which a general meeting was due to commence - or if, during a meeting, a quorum ceases to be

present - the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting.

21. The president of the association shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chair is not present and willing to act as chairperson within 30 minutes after the time at which the meeting was due to commence, the vice chair, shall preside as chairperson

If the president and the vice-president are absent from a general meeting or unwilling to act, the members of the management committee present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.

22. The chairperson of a general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chairperson may determine.
23. Every member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally.
24. If there is an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote.
25. A resolution put to the vote at a general meeting shall be decided on a show of hands unless a secret ballot is demanded by the chairperson (or by at least two members present in person at the meeting); a secret ballot may be demanded either before the show of hands takes place, or immediately after the result of the show of hands is declared.
26. If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

27 . ELECTION OF MEMBERS

27.1. A person shall not be eligible for election/appointment to the management committee unless he/she is a member of the association.

27.2. Nominations of candidates for election as office-bearers of the Association or as ordinary members of the committee:

- (a) shall be made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- (b) shall be delivered to the secretary of the Association not less than 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place
- (c) If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected with effect from the conclusion of the annual general meeting and further nominations in respect of the unfilled vacancies shall be received at the annual general meeting.
- (d) If insufficient further nominations are received, any vacant positions remaining on the committee after the conclusion of the annual general meeting shall be deemed to be casual vacancies.
- (e) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected with effect from the conclusion of the annual general meeting.
- (f) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (g) The ballot for the election of office-bearers and ordinary members of the committee shall be conducted at the annual general meeting in such usual and proper manner as the committee may direct.
- (h) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.

Maximum number of management committee members

28. The maximum number of members of the management committee shall be 5.
- a) The President
 - b) The Vice President
 - c) The Secretary
 - d) The Treasurer
 - e) The Oraniger

- 28.1 All of the office bearers shall cease to hold office after their 2year tenure, but shall then be eligible for re-election.
29. At each annual general meeting, the members may (subject to clause 27) elect any member to be a member of the management committee.
30. The management committee may at any time appoint any member to be a member of the management committee (subject to clause 27).
31. At each annual general meeting, all of the members of the management committee shall retire from office - but shall then be eligible for re-election.

Termination of office

32. A member of the management committee shall automatically vacate office if:-
- (a) he/she becomes incapable for medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months
 - (b) he/she ceases to be a member of the association
 - (c) he/she resigns office by notice to the association
 - (d) he/she is absent (without permission of the management committee) from more than three consecutive meetings of the management committee, and the management committee resolve to remove him/her from office.

Register of management committee members

33. The management committee shall maintain a register of management committee members, setting out the full name and address of each member of the management committee, the date on which each such person became a management committee member, and the date on which any person ceased to hold office as a management committee member.

Powers of management committee

34. Except as otherwise provided in this constitution, the association and its assets and undertaking shall be managed by the management committee, who may exercise all the powers of the association.
35. A meeting of the management committee at which a quorum is present may exercise all powers exercisable by the management committee.

Personal interests

36. A member of the management committee who has a personal interest in any transaction or other arrangement which the association is proposing to enter into, must declare that interest at a meeting of the management committee; he/she will be debarred (in terms of clause 48) from voting on the question of whether or not the association should enter into that arrangement.
37. For the purposes of clause 36, a person shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers **or** any firm of which he/she is a partner **or** any limited company of which he/she is a substantial shareholder or director, has a personal interest in that arrangement.
38. Provided
- (a) he/she has declared his/her interest
 - (b) he/she has not voted on the question of whether or not the association should enter into the relevant arrangement and
 - (c) the requirements of clause 42 are complied with,
- a member of the management committee will not be debarred from entering into an arrangement with the association in which he/she has a personal interest (or is deemed to have a personal interest under clause 39) and may retain any personal benefit which he/she gains from his/her participation in that arrangement.
39. Where a management committee member provides services to the association or might benefit from any remuneration paid to a connected party for such services, then
- (a) the maximum amount of the remuneration must be specified in a written agreement and must be reasonable
 - (b) the management committee members must be satisfied that it would be in the interests of the association to enter into the arrangement (taking account of that maximum amount)
 - (c) the management committee members must be receiving remuneration from the association (or benefit from remuneration of that nature).
40. The members of the management committee may be paid all travelling and other expenses reasonably incurred by them in connection with the carrying-out of their duties.

Procedure at management committee meetings

41. Any member of the management committee may call a meeting of the management committee or request the secretary to call a meeting of the management committee.
42. Questions arising at a meeting of the management committee shall be decided by a majority of votes; if an equality of votes arises, the chairperson of the meeting shall have a casting vote.
43. No business shall be dealt with at a meeting of the management committee unless a quorum is present; the quorum for meetings of the management committee shall be 3.
44. If at any time the number of management committee members in office falls below the number fixed as the quorum, the remaining management committee member(s) may act only for the purpose of filling vacancies or of calling a general meeting.
45. The president of the association shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chair is not present and willing to act as chairperson within 30 minutes after the time at which the meeting was due to commence, the vice chair, shall preside as chairperson

If the president and the vice-president are absent from a general meeting or unwilling to act, the members of the management committee present at the meeting shall elect from among themselves the person who will act as chairperson of that meeting.

46. The management committee may, at its discretion, allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the management committee; for the avoidance of doubt, any such person who is invited to attend a management committee meeting shall not be entitled to vote.
47. A management committee member shall not vote at a management committee meeting (or at a meeting of a committee) on any resolution concerning a matter in which he/she has a personal interest which conflicts (or may conflict) with the interests of the association; he/she must withdraw from the meeting while an item of that nature is being dealt with.

Conduct of members of the management committee

48. Each of the members of the management committee shall, in exercising his/her functions as a member of the management committee of the association, act in the interests of the association; and, in particular, must
- (a) seek, in good faith, to ensure that the association acts in a manner which is in accordance with its objects (as set out in this constitution)
 - (b) act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person
 - (c) in circumstances giving rise to the possibility of a conflict of interest of interest between the association and any other party
 - (i) put the interests of the association before that of the other party, in taking decisions as a member of the management committee
 - (ii) where any other duty prevents him/her from doing so, disclose the conflicting interest to the association and refrain from participating in any discussions or decisions involving the other members of the management committee with regard to the matter in question
 - (d) ensure that the association complies with any direction, requirement, notice or duty imposed on it by the laws of the state.

Delegation to sub-committees

49. The management committee may delegate any of their powers to any sub-committee consisting of one or more management committee members and such other persons (if any) as the management committee may determine; they may also delegate to the chair of the association (or the holder of any other post) such of their powers as they may consider appropriate.
50. Any delegation of powers under clause 53 may be made subject to such conditions as the management committee may impose and may be revoked or altered.
51. The rules of procedure for any sub-committee shall be as prescribed by the management committee.

Operation of accounts and holding of property

- 52 The signatures of two out of three signatories appointed by the management committee shall be required in relation to all operations on the bank accounts held by the association.

Minutes

53. The management committee shall ensure that minutes are made of all proceedings at general meetings, management committee meetings and meetings of committees; a minute of any meeting shall include the names of those present, and (as far as possible) shall be signed by the chairperson of the meeting.

Accounting records and annual accounts

54. The management committee shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.
55. The management committee shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor.

Notices

- 56 Any notice which requires to be given to a member under this constitution shall be in writing; such a notice may either be given personally to the member or be sent through the electronic mail to the member intimated by him/her to the association.