



CONSTITUTION FOR THE GIRLS EXCELLENCE MOVEMENT

ARTICLE 1

NAME, MOTTO, COLOURS, AND HEAD OFFICE.

- (1) As established by this constitution the organization shall be known as the Girls Excellence Movement -GEM.
- (2) The motto of the organisation shall be **Inspiring Girls Excel.**
- (3) The head office of the organisation shall be situated in Accra.
- (4) Subject to this constitution the organisation shall have power to manage and regulate its affairs by means of resolutions, decisions, instructions, guidelines and other documents or instruments duly adopted.
- (5) In this constitution, unless the context otherwise requires, the GEM Colours shall Green, Gold, Blue and a tint of Pink.

ARTICLE 2

GEM AIM AND OBJECTIVES

(1) Aim

To build the capacity of girls by educating, inspiring, mentoring and informing to transform young girls into Great Women of Excellence, that will enable them play leadership roles and influence decisions in all fields and spheres of life.

(2) Objectives

Our Objectives include

1. Mentoring girls to be ambitious and all-round independent.
2. Inspiring girls to aspire to greater heights
3. Seeking financial support for brilliant but needy girls.
4. Providing career guidance and counselling services for girls
5. Educating girls to identify and pursue their purpose driven life.
6. Facilitating the educational growth of girls in deprived communities
7. Informing girls on their sexual, menstrual and reproductive health rights
8. Advocating for educational, sexual, menstrual and reproductive health rights of girls

(3) Projects

Our major projects include not limited to the flowing and shall also evolve to include any project the Management Team shall gain the approval of the Governing Board to add in future:

1. GEM Inspiration on Wheels Outreach to schools (On the Modules)
2. Teenage Mother's back to School Project
3. Boys Empathy Acceleration Project - BEAP
4. Girls in STEM Program
5. Annual Girl-UP Summit
6. Parenting Excellence Exploration Project

ARTICLE 3

BOARD OF TRUSTEES

The Girls Excellence Movement-GEM shall be managed by a seven (7) member Board of Trustees who are elected after nomination list is submitted in consultation with the advisory council of mothers at the Annual Meeting.

- (1) There shall be a Board of Trustees, being a governing body and having continual succession and common seal, under a chairperson who shall act in accordance with the Trustees (Incorporation) Act 1962 (Act 106).
- (2) The board of Trustees when appointed shall hold office for a period of three (3) years but shall be eligible for re-election for a second term.
- (3) At the first meeting of the Trustees, one of the members shall be elected as chairperson.
- (4) No decisions shall be concluded unless there is always a quorum of three (3) Trustees.
- (5) Each Trustee shall have one vote and in the case of parity of votes the chairperson shall have a second or casting vote.
- (6) The Girls Excellence Movement may replace any Trustee by convening a special meeting and adopt a resolution to that effect, approved via majority vote, by three-fourths of the members present.
- (7) Any vacancy in the number of Trustees occurring by death, resignation, and incapacity or otherwise shall be filled by appointment and approval via voting of a new member by members present.
- (8) The Board of Trustees shall have no power to interfere in the affairs of the GEM's day to day operations, but if it appears to them at any time that the interests of the Girls Excellence Movement justifies such a course on their part, they may request a Governing Board Secretary, who also doubles as the Executive Director, to convene a Meeting for the Management Team to provide answers and clarifications to the issues raised and if the Executive Director fails to do so within a reasonable time, the Trustees may themselves convene a meeting by giving 14 working days' notice of their intention to do so signed by them and specifying the objective of the meeting.
- (9) The Board of Trustees may advise the Management Team on the acquisition, purchase and hold of any movable and immovable property whatsoever whether the same is situated in Ghana or elsewhere and may grant, demise, alienate or otherwise dispose of the same, and may do all other things incidental or belonging to GEM: Provided that the Executive Director and the Management Team shall not alienate, mortgage, charge or demise any of its immovable property without the authority of the Governing Board.
- (10) The Board shall not receive any payment from the Girls Excellence Movement, unless to refund out of pocket expenses made on behalf of GEM
- (11) The Management Team shall raise funds, receive grants and donations apply funds to carry out the work of the Girls Excellence Movement and present reports to the Governing Board and abide by accountability rules stipulated in the Public Finance Act.
- (12) The Management Team must keep accounts and make the most recent and updated annual accounts available to the general public or by anybody on request.
- (13) The Management Team cannot receive any money or property from the GEM, except to refund reasonable out of pocket expenses, stipend to transportation, wifi data among others.
- (14) Money must be held in the Girls Excellence Movement bank account. All cheques shall be signed by at least two (2) members of the Management Team.
- (15) Petty cash requests shall approve by the leader of the Finance Team and counter signed by the Executive Director.

ARTICLE 4

Annual Board Meeting

- (1). The Girls Excellence Movement shall hold an Annual Board Meeting each year. There shall be four (4) meetings in a year.
- (2). The Board Secretary shall publicise the date of the AGM with 14 days' notice.
- (3). The Agenda for the annual meeting shall include the following:
 - Presentation of GEM Annual Report
 - Presentation of the GEM Accounts
 - Presentation of annual draft budget for approval
 - Presentation of Team Reports
 - Review of Strategy Plan
 - Any Other Matters
- (4). Matters raised under Any Other Matters will be discussed at the next ordinary and quarterly meeting of the Board and voted for at the annual meeting
- (5). An extraordinary General Meeting can be convened at the request of one third of the Committee.
- (6). General Meetings: If the Management Team considers it is necessary to change the constitution, or wind up the GEM Vision, they must call General Meeting so that the membership can make the decision. Management Team must also call a General Meeting if they receive a written request from most members.
- (7) All Volunteer/Mentor/Employee must be given 7 working days' notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept after all meetings.

ARTICLE 5

PROPERTY

1. The property and assets of the Girls Excellence Movement shall be vested in the Management Team.
2. No Management Team member shall have the right to take any property belonging to the GEM as an entity, unless it is for official use and has been approved by the governing Board.

ARTICLE 6

ORGANISATIONAL STRUCTURE

- (1) The Girls Excellence Movement shall be organized based on:
 - (a) Governing Board
 - (b) Management Team
 - (c) International/National/Regional/District Team
 - (d) Teams/Committees
- (2) The Girls Excellence Movement shall have Teams which shall be responsible for
 - (a) Programs, projects and grants
 - (b) Research, Monitoring and Evaluation
 - (c) Administration, Operations and Legal.
 - (d) Brands, Social Media and communications
 - (e) Finance and ICT
 - (f) Prayer/Meditation/Spirituality
- (3) The Girls Excellence Movement shall establish:
 - (a) American, UK, Canadian, Denmark and Australian Recognition
 - (b) Africa Sub-regional offices

- (c) Country Chapters
 - (d) Regional and Districts level Chapters
 - (e) Individual School Chapters
 - (f) Other wings which may be deemed necessary in future.
- (4) A new volunteer aspirant shall undergo 6 weeks compulsory orientation and receive certificate of recognition upon passing satisfactorily
 - (5) A volunteer shall gain Mentor status after working diligently for 12 months and displaying excellent knowledge and expertise in any of the topics under the modules being run by GEM.
 - (6) A volunteer or mentor who has displayed passion and actional results for 18 months, shall be eligible for employment when the opportunity comes
 - (7) All Volunteer/Mentor/Employees shall be eligible for regional and District level positions by applying for the position.

ARTICLE 7

TEAMS/COMMITTEES

The organisation shall have various committees who will have responsibilities over the various planning and implementation of GEM operations

TEAMS/COMMITTEE MEETINGS

1. The Management Team shall meet at such times as the conduct of operations require but not less than four times per year. A Quorum shall consist of one third of Volunteer/Mentor/Employee. In the case of Sub Committees/Teams the quorum shall be not less than half of the membership.
2. At the Team meetings all motions shall require a simple majority vote of those present who are entitled to vote.
3. The Team leader shall convene all meetings by giving at least seven days' notice in text, emails or phone calls.
4. At each Management Team Meeting the Leader in Charge will be asked to provide a written report indicating present and proposed programmes, progress, outstanding events, proposed expenditure and details of any problems or challenges issues.
5. The Team Leaders will provide a report to keep the membership informed in relation to all appropriate correspondence.
6. Minutes of the Committee will be circulated to Committee members. They will be recorded in an appropriate format and signed by the Chairperson. A copy of the Minutes of the Management Team will be sent to the Admin Team for the records.
7. A Volunteer/Mentor/Employee in the Management Team may resign by giving written notice to the Executive Director.
8. A Volunteer/Mentor/Employee of the Management Team who fails to attend three consecutive Meetings shall, unless the Team is satisfied that the failure to attend has been due to illness or other unavoidable causes be deemed to have resigned from the Team and GEM entirely.
9. The Team Leaders will inform the appropriate nominating body in writing if there is a vacancy on any Team.
10. Volunteer/Mentor/Employee of the Team shall not have an interest in the supply of works/good or services to GEM, unless otherwise approved by the Executive Director.
11. Volunteer/Mentor/Employee of the Team will be expected to declare in writing any relevant family relationships in relation to candidates seeking employment or submitting tender documents for procurement.
12. If Volunteer/Mentor/Employee have declared an interest then they must withdraw from the Team /Committee when the matter is being discussed e.g. in relation to employment, promotion, procurement of a relative.

ARTICLE 8.

DISCIPLINE

The Management Team shall have the power to suspend/exclude any Volunteer/employee who is in breach of the rules of the Girls Excellence Movement. Any Volunteer/Mentor/Employee suspended or expelled may seek a review of the decision to the board and to this end an appeal to an established Sub-Team who will be established to consider the appeal.

- (1) All Volunteers/Mentors/Employees of GEM shall be honest, transparent and accountable in discharge of their duties faithfully and conscientiously and shall respect and uphold the good name of GEM
- (2) Tangible reasons shall be given in writing for failure to participate in GEM Activities/Projects/Programs.
- (3) On no account shall a Volunteer/Mentor/Employee disclose any confidential matter to an outsider unless consent is provided by the appropriate authority who should be the Team Leader or Executive Director and must be specifically required.
- (4) No Volunteer/Mentor/Employee shall make a defamatory remark against another.
- (5) Any Volunteer/Mentor/Employee who shall flout any of these rules shall be liable to a disciplinary action or be expelled from GEM

- (6) The Management Team shall have the power to relieve any Volunteer/Mentor/Employee of their post upon the approval of the governing board.
- (7) A Volunteer/Mentor/Employee whether at the international, national, regional, or district level shall be expelled should they be found to be inconsistent in their delivery of responsibilities without any tangible explanation.

ARTICLE 9:

BENEFITS

The Girls Excellence Movement shall provide some level of support to Volunteer/Mentor/Employee as and when it can do so.

- (1) The Management Team shall on its own initiative or upon the recommendation of the Governing Board honour deserving Volunteer/Mentor/Employee for their meritorious services to GEM when it deems such an action appropriate.
- (2) Scholarship opportunities shall be shared with Volunteer/Mentor/Employee
And anyone who shows interest shall be given full support in the form of coaching and letter of recommendation

- (3) Whenever appropriate, the Management Team shall honour other people who are known to have contributed valuably towards the GEM cause
- (4) International travel opportunities shall be rotational among the most active and consistent Volunteer/Mentor/Employees
- (5) Radio, TV, appearances shall be granted all active and consistent Volunteer/Mentor/Employee as a platform of growth
- (6) Speaking at GEM functions and appearances on the GEMCode Live Show shall be reserved for deserving Volunteer/Mentor/Employee
- (7) Businesses of deserving Volunteer/Mentor/Employees shall be showcased on the GEM Platforms once every year
- (8) Volunteer/Mentor/Employees shall receive periodic training as shall be agreed upon at the annual strategy meeting in December each year.
- (9) There shall be annual fun outing for Volunteer/Mentor/Employees every year
- (10) The Management Team shall determine the type of award to be given and the occasion upon the approval of the Board:

- (a) An active Volunteer/Mentor/Employee for fees, hospital bills or on bereavement.
- (b) The family of a Volunteer/Mentor/Employee who is dedicated to the GEM cause or on the death of such a person.

(11) In this article, "Family" shall be interpreted to refer to father, mother, spouse and children.

(12) In the event of the death of an active Volunteer/Mentor/Employee, the Executive Director shall in writing inform the board and the general GEM family for necessary action.

ARTICLE 10 CUSTODY OF SEAL

- (1) The Common Seal of the the Girls Excellence Movement shall not be affixed to any instrument except in pursuance of a resolution of the Board, which resolution shall be confirmed at a duly constituted meeting and in the presence of at least two (2) of Board of Trustees members.
- (2) The Executive Director or person acting as such shall sign every instrument to which the Common Seal is affixed and inform the Board of Trustees.

ARTICLE 11

AMENDMENT OF THE CONSTITUTION

- (1) The Constitution of the Girls Excellence Movement may be amended by a 2/3 majority of members present and voting at a general end of year strategy meeting convened for that purpose provided that one calendar month's notice to Volunteer/Mentor/Employee for such meeting, setting out the proposed amendment.
- (2) A notice sent by post or email, text or other shall be deemed to have been duly delivered to all Volunteer/Mentor/Employee concern

ARTICLE 12 DISSOLUTION

Where the Girls Excellence Movement-GEM is dissolved for any cause whatsoever, the remaining assets belonging to GEM shall be transferred to such similar organisation or organisations for the benefit of purpose for which GEM was established or used for other activities for the benefit target beneficiaries and this shall be determine by a majority decision and the Board of Trustees shall approve for the Management Team to act accordingly.

1. ADOPTION

The Constitution was adopted at a meeting held

At: Accra Ghana, Afrikiko Conference Room

Place: Head Office Accra

Day: APRIL 9TH

Year: 2018

Name of Signature:

Position:

Witness:

Name:

Signature:

