

**RESCUE VOLUNTEERS**

# **CONSTITUTION**

---

Article of Association

**DECEMBER 2017**

# **RESCUE VOLUNTEERS CONSTITUTION**

---

## **1. NAME**

The name of the organization shall be Rescue Volunteers.  
(RESCUE)

## **2. REGISTERED OFFICE**

The headquarters of RESCUE VOLUNTEERS shall be situated in Nungua, Accra, Ghana (No. 27 Ravico road). The registered postal address shall be in the care of P. O. Box TN 539 Teshie-Nungua Estates. Digital Address: GZ-066-4987

## **3. DEFINITION AND**

**INTERPRETATION** In this constitution:

- i. SINGLE PARENT is defined as single woman or man who has biological children he/her can otherwise not raise on his/her own without support from a third party.
- ii. CHILDREN means all biological children of the single

- parent less than sixteen years of age, living with him/her at the time of registration with the Organization.
- iii. ORPHAN refers to people below 16 years who have no one to call parent or no home to go to.
  - iv. WIDOW/WIDOWER refers to a woman/man who has lost his/her spouse and lacks the means to cater for his/her and her children if any.
  - v. ELDERLY is used to describe persons that are old or aging.
  - vi. BENEFICIARY refers to the needy that benefit under the Organization.
  - vii. REMEDIAL EDUCATION means teaching assistance offered to those who are not able to pass their final examinations and have to be assisted to get into the main stream of education and provision of access courses.

#### **4. AIM**

The aim of RESCUE VOLUNTEERS is to engage in religious activities that will direct mankind to his/her root and in so doing assist the needy to acquire employable skills to manage their own lives.

The RESCUE believes that:

- i. Access to food, clothing and shelter is a fundamental human right.
- ii. Everyone has the right to education
- iii. Education is universal human right, a key to poverty eradication and sustainable human development.
- iv. Everyone should be involved in her/his self-development.
- v. One's success depends on another.
- vi. Development of a community depends on its people.
- vii. Assisting the needy is assistance to the whole community.
- viii. The root of human being is God.
- ix. Service to man is service to God.

## **5. OBJECTIVES**

The objectives of RESCUE shall be to operate a holistic ministry. In effect RESCUE shall:

- i. Engage in social and religious activities that will direct mankind to his/her root.

- ii. Train beneficiaries to acquire employable skills
- iii. Assist beneficiaries to enter into agriculture and other vocations
- iv. Assist the needy to access education
- v. Assist communities to set up community library for children and to promote education
- vi. Provide health and safety education programs
- vii. Organize exchange programs with organizations abroad that have similar aims
- viii. Encourage youth to engage in voluntary activities
- ix. Assist the poor to access basic human needs (food, clothing and shelter)
- x. Do all things necessary to reduce poverty in poor communities
- xi. Create spirit of brotherliness among beneficiaries

## **6. BENEFICIARIES**

Rescue beneficiaries include:

- i. Orphans
- ii. Unemployed youth
- iii. Physically challenged
- iv. Homeless
- v. Elderly

vi. Widows / widowers

## **7. KEY ACTIVITIES**

Major activity areas are:

- i. Agricultural development
- ii. Entrepreneurship
- iii. Self & community development
- iv. Health and Sanitation
- v. Environmental protection
- vi. Mission & charity programs

## **8. THE GOVERNING BODY**

There shall be a secretariat to coordinate international affairs of the organization. The secretariat shall be known as the headquarters of the organization.

## **9. ORGANIZATION**

RECUE shall consist of:

- i. A subscriber (founder)
- ii. Executive body /Board of Directors at international level
- iii. Headquarters to coordinate international affairs

- iv. National Secretariats headed by Country Coordinators And Executive Council Members
- v. Regional/State Office Coordinators
- vi. Volunteers
- vii. Beneficiaries

## **10. FUNCTIONS OF THE HEADQUARTERS**

- i. The headquarters shall account for all activities of the organization. In effect, consolidated operational and financial reports shall be generated at the headquarters.
- ii. The headquarters shall be mandated to create a repository into which national secretariat (branches) shall send reports of their activities.
- iii. The headquarters shall receive motions, either singular or joint from national secretariat at least thirty (30) working days ahead of committee meetings to be factored into specific meeting agenda.
- iv. Agenda of Committee meetings shall be circulated twenty (20) working days before the meeting date.
- v. Annual operational and financial reports of national secretariats shall reach the headquarters two (2) months after end of operational year.

- vi. Headquarters has two (2) months after submissions to consolidate all reports for publication. Meanwhile all national offices must adhere to country specific legal requirements applicable to companies with public charity status.

## **11. STAFFING**

- i. The headquarters shall be headed by a Secretary General who shall coordinate activities of the organization.
- ii. The Organization shall employ permanent officers to assist the Secretary General to perform all secretarial duties.
- iii. A country office may send to the Headquarters, a permanent representative to facilitate operations of that country.
- iv. Country coordinators and their assistants shall be part of committee meetings at the Headquarters
- v. Divisional Heads of national offices shall accompany country coordinators to appropriate committee meetings at the Headquarters to ensure uniform implementation of policies.
- vi. All officers of RESCUE are deemed volunteers with the exception of permanent staff at the Headquarters and national secretariats.



- vii. Paragraph 10.vi. Notwithstanding, officers can be employed on temporal basis at the Headquarters and national secretariats. Personnel can also be stationed at the Secretariats on volunteer basis.

## **12. LEGAL STATUS OF THE ORGANISATION (RESCUE)**

- i. RESCUE shall be a separate legal entity with the power to acquire and hold property of any kind and with the power to acquire rights and incur obligations and having perpetual succession.
- ii. Any actions, suits, proceedings or arbitration shall be brought by against RESCUE in its own name.

## **13. NON PROFIT MAKING STATUS**

- i. RESCUE does not exist and is not formed for the purpose of carrying on any business with the objective of making gain or profit
- ii. The income and assets of RESCUE shall be applied solely for the promotion of the objectives for which it is established.
- iii. No part of the income or assets of RESCUE shall be paid, directly or indirectly, by way of dividend to any person or organization.

- iv. Paragraphs (i), (ii) and (iii) notwithstanding, RESCUE may perform an activity that may require introduction of individuals or organizations to the source of their need and may in the process incur administrative costs that shall be borne by the beneficiary.

#### **14. NATIONAL EXECUTIVE COUNCIL**

- i. The affairs of RESCUE shall be vested in an Executive Council which shall be the overall decision making body of RESCUE at national level.
- ii. The Executive shall consist of Five at least (5) members including the Chairperson.
- iii. A quorum of the Executive shall not be less than half of the total membership.
- iv. The Executive shall endeavour to reach all decisions by consensus, but if necessary a vote shall be taken on any important issues, which vote must be carried by a simple majority. The chairperson must have a casting vote.
- v. The Executive shall be entitled to regulate the manner in which their meetings shall be conducted.
- vi. The Executive shall meet at least four (4) times per year.

- vii. Members shall not receive any remuneration for serving as Executives but are entitled to claim actual out-of pocket expenses incurred in carrying out the duties.

## **15. RESPONSIBILITIES OF THE EXECUTIVE COUNCIL**

- i. Approve developed policies, procedures, and operational processes for RESCUE and its relationship with all stakeholders in their respective countries.
- ii. Approve annual plans and budgets.
- iii. Approve the audited financial statement.
- iv. Evaluate programs and performance of the Secretariat.
- v. Evaluate good employment practices.
- vi. Ensure accountability and transparency.
- vii. Act as advocates for RESCUE.
- viii. Deal with any other matters that may arise as from time to time

## **16. MEETINGS OF THE EXECUTIVE COUNCIL**

The Chairman shall cause an ordinary meeting of the Executive to be convened at least four times per calendar

year. Meetings can also be convened as and when necessary to address emergencies.

## **17. VACATION OF SEAT BY AN EXECUTIVE MEMBER**

A member shall be deemed to have vacated his or her seat if that member:

- i. Resigns by delivering a written resignation to the chair.
- ii. Fails to attend three consecutive meetings.
- iii. For other reasons the Executive by a majority decision decided that he or she should vacate his/her seat on the Executive.

## **18. FINANCE**

- i. The income of RESCUE shall be derived from sponsorships, aids, donations and commissions for services that fall within its operations.
- ii. The financial year of RESCUE shall be from 1st January of each year to 31st December of the same year.
- iii. All monies received by or on behalf of RESCUE, shall in the first instance be paid to Rescue Volunteers national account and onward to the mother account as may be directed.

- iv. Full and proper accounts shall be kept in respect of all transactions, involving the receipt and expenditure of money and the acquisition of money.
- v. There shall be at least two signatories to all bank accounts of RESCUE who shall be determined by the Executive Council.
- vi. All financial documents which require a signature must be signed by the Accountant. In the case where RESCUE is without an Accountant, the responsibilities of the Accountant shall be assumed by the Country Coordinator.

## **19. BUDGET**

The budget is approved if agreed by three-quarters of the total members of the Executive Council. The approval of the budget shall be recorded in the minutes of the meeting, and the minutes must be then approved by the Financial Committee Chairman.

## **20. AUDITOR**

The services of an auditor shall be hired by the Executive Council and RESCUE shall bear responsibility for any financial costs which results from the use of such services.

## **21. AMENDMENTS TO THE CONSTITUTION**

The Executive may by a resolution passed at an Annual General Meeting or Special General Meeting of RESCUE, repeal or amend any provisions of the Constitution provided that;

Such resolution shall be passed by at least three quarters of the members of RESCUE.

Proposed changes are made to members thirty (30) days before the vote.

## **22. DISSOLUTION OF THE ORGANISATION**

- i. The Organisation shall cease to operate if at least three quarters of the national Executive Councils decide and vote at Headquarters that the Organisation shall be dissolved.
- ii. In the event of dissolution, the assets of RESCUE remaining after the discharge of liabilities shall be disposed off by the Executive Councils of each national office in such manner as the Executive Council may, by resolution determine, provided that no property whatsoever shall be given or transferred

to or distributed among any individual(s), but it shall be given or transferred to some other non-for-profit organization involved in similar objectives and which similarly prohibits the distribution of its assets amongst its members or trustees whatever the case may be.

## 22. ENTERING INTO FORCE

This constitution is duly amended and is deemed to have come into force on 11<sup>th</sup> day of December 2017.



.....  
LYDIA ODAI-TETTEY  
FOUNDER



.....  
EBENEZER ODAI AFOTEY  
COMPANY SECRETARY